

**City of Ramsey**  
**\*\*Revised\*\* Agenda**  
**Regular City Council**  
**Monday, November 7, 2011**  
**7:00 pm**  
**Council Chambers, 7550 Sunwood Drive NW**

1. **Call to Order**
2. **Presentation**
3. **Citizen Input**
4. **Consent Agenda**
  1. Consider Approval of Institution Community Work Crew Contract for 2012
  2. Approve the Following Meeting Minutes:
    1. City Council Work Session - August 30, 2011
    2. City Council Work Session - September 6, 2011
    3. City Council Special - September 6, 2011
    4. City Council Work Session - September 27, 2011
    5. City Council Special - September 27, 2011
    6. City Council Regular - September 27, 2011
    7. City Council Work Session - October 18, 2011
    8. City Council Work Session - October 25, 2011
  3. Approve License Applications
  4. Approve Request to Declare Surplus Property
  5. ~~Introduce Ordinance for 2012 Schedule of Rates, Fees and Charges and Call for a Public Hearing - Removed from agenda.~~
  6. Adopt Resolution #11-11-XXX Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 19, 2011 through November 2, 2011
  7. Adopt Resolution #11-11-XXX Accepting the State of Minnesota Agency Agreement No. 99948 with the Department of Transportation for Projects Involving the Delegated Contract Process for Receiving Federal Transportation Funding. (Consider MnDOT Agreement related to Federal Participation for Transportation Related Projects)
  8. *Adopt Resolution #11-11-XXX Requesting Certain Practices of All Utilities Doing Business in the City of Ramsey* - Removed from Consent and Added as 7.03 under Council Business on the Regular Agenda.

9. Report from the Finance Committee of 10-25-11  
Agenda Item #1- Award Contract for Professional Audit Services

Agenda Item #2 - Adopt Resolution #11-11-XXX Restricting and/or Committing Revenue Sources in Special Revenue

Funds and Resolution #11-11-XXX Resolution Establishing a Financial Policy for Purpose of Allocation of Excess/Deficient General Fund Revenues

Agenda Item #3 - Report on Fiscal Disparities

Agenda Item #4 - Credit Card Update

10. Report from Public Works

5. **Approve Agenda**

6. **Public Hearing**

7. **Council Business**

1. Introduce Ordinance Amending City Code Section 54-96 through 102 Titled Recreational Vehicles
2. Request for an Amended Conditional Use Permit for an Accessory Dwelling at 16101 Ramsey Blvd NW; Case of Anthony Reed
3. *Adopt Resolution #11-11-XXX Requesting Certain Practices of All Utilities Doing Business in the City of Ramsey* - Removed from Consent and Added as 7.03 under Council Business on the Regular Agenda.

8. **Mayor/Council/Staff Input**

1. **The Falls Cafe is now open and is serving breakfast, lunch and dinner.**

2. **Anoka-Hennepin School District 11 Election is scheduled for Tuesday, November 8. There are two polling places open in Ramsey - Old Municipal Center and New Municipal Center.**

3. **Grand Opening for the VA Outpatient Clinic is scheduled for Friday, November 11, 2011 - 1:00 p.m. The ceremony is being held at The Fountains of Ramsey, 7533 Sunwood Drive NW. Tours of the new facility will begin after the ceremony. The T-6 Thunder Flyover is scheduled for 2:15 p.m. Event parking will be available east of The Fountains of Ramsey.**

4. **City Offices are Closed for Veterans' Day**

5. **The Ramsey Northstar Station Kickoff Event is scheduled for Wednesday, November 16. The ceremony is being held at 11:45 a.m. in the Ramsey Municipal Center lobby. Event includes photos with the Northstar train at the station site, music by PACT Charter School Band, and a program in the Municipal Center Lobby.**

9. **Adjournment**

Meeting Date: 11/07/2011

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**Information**

**Title:**

Consider Approval of Institution Community Work Crew Contract for 2012

**Background:**

Attached to the case is a contract for the continuation of the Institution Community Work Crew program. This is a 12 month \$20,175 contract with a provision for a 30 day written cancelation clause.

**Recommendation:**

Staff recommends authorizing the Mayor and City Administrator to execute the agreement.

**Funding Source:**

Half of the funding will come from the Parks division and half from Streets division per the recommended budget.

**Council Action:**

Motion by City Council authorizing the Mayor and City Administrator to execute the agreement.

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**Attachments**

ICWC contract

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**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

Form Started By: bolson

**Date**

10/27/2011 03:26 PM

Started On: 10/26/2011 01:59 PM

Final Approval Date: 10/27/2011

## STATE OF MINNESOTA INCOME CONTRACT

This contract is between the State of Minnesota, acting through its Commissioner of Corrections, Institution Community Work Crew Program ("State"), and the City of Ramsey, 7550 Sunwood Drive Northwest, Ramsey, Minnesota 55303 ("Purchaser").

### Recitals

1. Under Minn. Stat. §241.278 the State is empowered to enter into income contracts.
2. The Purchaser is in need of an Institution Community Work Crew (ICWC).
3. The State represents that it is duly qualified and agrees to provide the services described in this contract.

### Contract

#### 1 Term of Contract

- 1.1 **Effective date:** January 1, 2012, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** December 31, 2012, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 2 State's Duties

The State will:

- 2.1 Provide a crew leader(s) who will supervise up to ten (10) offender crewmembers during one (1) 10-hour day of work per week, including the hours crew leaders spend for daily preparation, communication and travel.
- 2.2 Train each work crew in safety principles and techniques set forth by applicable federal, state and local agency requirements. Purchaser agrees that the state has the authority to refuse selected projects if it considers the projects beyond the skill level of the crewmembers and/or unsafe to perform.
- 2.3 Provide required personal safety equipment and clothing needed for specific work.
- 2.4 Screen projects to ensure that appropriate staff are assigned.
- 2.5 Submit reports to the Purchaser upon request within sixty (60) days of the end of each quarter.

#### 3 Payment

The Purchaser will pay the State for all services performed by the State under this contract as follows:

- 3.1 Payment shall be made by the Purchaser to the State in the amount of ten thousand eighty seven and 50/100 dollars (\$10,087.50) on March 1, 2012 and, ten thousand eighty-seven and 50/100 dollars (\$10,087.50) on September 1, 2012. Any overtime hours will be billed at the rate of sixty-seven and 50/100 dollars (\$67.50) per hour.
- 3.2 The total obligation of the Purchaser for all compensation and reimbursements to the State under this contract is twenty thousand one hundred seventy five and 00/100 dollars (\$20,175.00) plus any additional overtime hours, as its share of the cost of providing a crew leader and placing the work crews into service on the ICWC Program during the term of this agreement. The Purchaser's share includes time scheduled for training, vacation, sick leave and holidays based on the terms and condition of the crew leaders AFSCME bargaining agreement.

**4 Authorized Representatives**

The State's Authorized Representative is Terry Byrne, District Supervisor, or his successor.

The Purchaser's Authorized Representative is Brian Olson, Director of Public Works, or his successor.

**5. Amendments, Waiver, and Contract Complete**

5.1 *Amendments.* Any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.

5.2 *Waiver.* If the State fails to enforce any provision of this contract, that failure does not waive the provision or its right to enforce it.

5.3 *Contract Complete.* This contract contains all negotiations and agreements between the State and the Purchaser. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

**6 Liability**

Each party will be responsible for its own acts and behavior and the results thereof.

**7 Government Data Practices**

The Purchaser must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Purchaser or the State.

If the Purchaser receives a request to release the data referred to in this Clause, the Purchaser must immediately notify the State. The State will give the Purchaser instructions concerning the release of the data to the requesting party before the data is released.

**8 Publicity**

Any publicity regarding the subject matter of this contract must not be released without prior written approval from the State's Authorized Representative.

**9 Audit**

Under Minn. Stat. § 16C.05, subd. 5, the Purchaser's books, records, documents, and accounting procedures and practices relevant to this contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a total of six years.

**10 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**11 Termination**

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

**1. PURCHASER**

The Purchaser certifies that the appropriate person(s) have executed the contract on behalf of the Purchaser as required by applicable articles, bylaws, resolutions, or ordinances.

By
Title
Date

By
Title
Date

**2. STATE AGENCY**

With delegated authority

By
Title
Date

**3. Commissioner of Administration**

As delegated to Materials Management Division

By
Date

Distribution  
DOC Financial Services Unit – Original (fully executed) contract  
Purchaser  
State's Authorized Representative  
Budget Officer of Authorized Representative  
Department of Administration – Materials Management Division

**CC Regular Session**

4. 2.

**Meeting Date:** 11/07/2011

**By:** Jo Thieling, Administrative Services

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**Information**

**Title:**

Approve the Following Meeting Minutes:

1. City Council Work Session - August 30, 2011
2. City Council Work Session - September 6, 2011
3. City Council Special - September 6, 2011
4. City Council Work Session - September 27, 2011
5. City Council Special - September 27, 2011
6. City Council Regular - September 27, 2011
7. City Council Work Session - October 18, 2011
8. City Council Work Session - October 25, 2011

**Council Action:**

Motion to approve the following meeting minutes:

1. City Council Work Session - August 30, 2011
  2. City Council Work Session - September 6, 2011
  3. City Council Special - September 6, 2011
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  8. City Council Work Session - October 25, 2011
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**Attachments**

8/30 Work Session

9/6 Special

9/6 Work Session

9/27 Work Session

9/27 City Council Regular

9/27 Special

10/11 Work Session

10/18 Work Session

10/25 Work Session

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**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

11/03/2011 01:03 PM

Form Started By: Jo Thieling

Started On: 11/03/2011 10:57 AM

Final Approval Date: 11/03/2011

**CITY COUNCIL WORK SESSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, August 30, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Bob Ramsey  
Councilmember Randy Backous (arrived 5:43 pm)  
Councilmember David Elvig  
Councilmember Colin McGlone  
Councilmember Jason Tossey  
Councilmember Jeffrey Wise  
Councilmember Sarah Strommen (arrived 6:23 pm)

Also Present: City Administrator Kurtis Ulrich  
Deputy City Administrator Heidi A. Nelson  
Finance Officer Diana Lund  
Police Chief James Way  
Economic Development/Marketing Manager Aaron Backman  
Fire Chief Dean Kapler  
Development Manager Darren Lazan  
Parks Supervisor Mark Riverblood  
Senior Planner Tim Gladhill  
City Attorney Bill Goodrich

**CALL TO ORDER**

Mayor Ramsey called the City Council Work Session to order at 5:38 p.m.

**APPROVE AGENDA**

Mayor Ramsey noted the agenda items would be reordered as follows: 1) Consider Proposal from Landowner for the Conveyance of Land for the Trott Brook Greenway and Trail, 2) Review Proposed Floor Plan for Single Family Dwelling in the Ramsey Town Center 10<sup>th</sup> Addition, 3) Initiate 2011 Park's Capital Improvement – Central Park's Parkway, 4) 2012 General Fund budget, 5) Application for Aid to Firefighter Grants (AFG Grant).

The agenda was approved as amended.

## **COUNCIL TOPICS FOR DISCUSSION**

### **1) 3) Consider Proposal from Landowner for the Conveyance of Land for the Trott Brook Greenway and Trail**

Parks Supervisor Riverblood reviewed the staff report. He noted there is a resident that may want to purchase land to help extend the Trott Brook Greenway Trail. He asked whether the Council preferred to explore the concept, or whether the proposal should be denied.

Mayor Ramsey stated he is not interested in more density in that area; he would prefer to make sure there would be a trail there some day.

Councilmember Strommen expressed concern that the City may be taken out of the portion it wants to be part of.

Councilmember Elvig said he would not agree with this unless there was a solid agreement made and did not agree with the density on the other side of this land.

Motion by Councilmember Backous, seconded by Councilmember Wise, to move to closed session.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Backous, Wise, Elvig, McGlone, and Tossey. Voting No: None. Absent: Councilmember Strommen.

The Special Council meeting moved into a closed session at 5:48 p.m.

The closed session ended at 6:05 p.m.

### **2) 4) Review Proposed Floor Plan for Single Family Dwelling in the Ramsey Town Center 10<sup>th</sup> Addition**

Senior Planner Gladhill reviewed the staff report. He noted the applicant is requesting a floor plan for a model that is new to The COR. He explained one of the City's policies is to encourage a front porch whenever possible. This floor plan calls for a split-level and a second story above the garage. The placement of the garage in this plan lessens the area that could be used for a front porch. He questioned whether this would be acceptable within the design guidelines as discussed in a recent work session.

Deputy City Administrator Nelson further explained this permit request arrived midstream in the discussion on new design standards for The COR.

Dean Willenbring, the applicant, pointed out the porch would be an area where guests would come to the front door. The porch would line up with the garage and is considered livable area. He described the materials that would be used in construction.

Councilmember Elvig stated he is concerned with the pitch of the roof.

Councilmember Tossey cautioned that every home in that neighborhood has some type of porch. He agreed with the concerns of the roof pitch.

Senior Planner Gladhill suggested a policy be added to the design guideline for a minimum square footage for a porch.

Mr. Willenbring commented he was one of the first developers in the Ramsey Town Center and is very familiar with the design guidelines.

Consensus was reached to add a dormer on the front roof, shakes on the dormer, and that stone should be added to the front.

### **3) ~~2)~~ Initiate 2011 Park's Capital Improvement – Central Park's Parkway**

Parks Supervisor Riverblood reviewed the staff report. He noted if the Council reached consensus to move forward, an acquisition agreement would be written and brought to the Council for review.

Mayor Ramsey stated it is nearing the end of this construction season but possibly the church can be approached in another manner next season.

The suggestion of swapping land with the old municipal building was raised in previous meetings. Councilmember McGlone questioned whether that is still open for discussion.

City Administrator Ulrich responded he was not sure if the church was open to that anymore. He stated he supports the concept of the large park, and the City could approach the church regarding that concept

Parks Supervisor Riverblood stated for more than 20 years, this land was identified as developable. He said if there is no usable solution by spring 2012, there could be congestion in the area. The City has been actively trying to pursue this.

Mayor Ramsey suggested staff work with the church for a month or so. If no progress is made, staff should again approach the Council and request that half the construction be done immediately, and half later.

Parks Supervisor Riverblood noted that performing the construction in that manner could add \$20,000 to the cost.

Consensus was reached to work with the church for the short term and report back.

### **4) ~~1)~~ 2012 General Fund budget**

Finance Officer Lund stated the total proposed levy for 2012 is \$8,462,283. The 2011 levied taxes were \$8,128,609. The change from 2010 to 2011 is \$333,674, which is 4.10%. The

change from 2011 to 2012 proposed levy is 12%.

Discussion took place regarding memberships to the Association of Metropolitan Municipalities and the North Metro Mayors Association and the benefits to the City of each. Also discussed were memberships in two Chambers of Commerce and it was decided there were benefits to each membership.

Finance Officer Lund pointed out the notable budget items including a health insurance increase of 10% over last year's budget, and a reduction on COLA on all employees.

City Administrator Ulrich explained the decision for the City to conduct their own lobbying and allowing Councilmembers to go to the Capitol was made prior to the budget discussions. The City's needs for lobbying are not a high priority, as they are handled internally.

Mayor Ramsey brought up the observation that there is a raise in provision for meals. He said he is in favor of omitting the meals, and the cost of them, as long as there is a chance for meeting participants to get their own meals during the meetings.

Councilmember McGlone noted there is a State Statute that provides for meals for Councilmembers at meetings that are held over a mealtime.

Discussion took place regarding whether a short dinnertime could be taken before the meeting time so Councilmembers and participants can get their own meal. However, this would add to staff time to have them stay through for the meeting. It was explained that most staff is exempt and hourly wages are not a concern. In the instances where it is an issue, personnel will decide how to handle it.

Consensus was reached to provide meals on Council meeting nights and not on work session meeting nights.

Mayor Ramsey questioned why the building inspection allowance is going up.

Deputy City Administrator Nelson explained there will most likely be increased permit fees. The City is utilizing the services of an inspector this summer, a few days a week, which helps cover hours when a staff is taking vacation. She stated she believed the contracting position was being used effectively.

Finance Officer Lund noted the Market Value Homestead Credit (MVHC) was a legislative change. Property tax relief will not be delivered by excluding a portion of qualifying homes' market value from taxation. The overall change proposed by the legislation results in residents paying \$42 less in taxes.

Consensus was reached to bring forth the levy with changes as discussed.

## **5) Application for Aid to Firefighter Grants (AFG Grant)**

Fire Chief Kaplar requested authorization to apply for the AFG Grant. He explained there is a match for this population of 10% of the funds awarded. He noted he met with the Fire Department of Nowthen last week and discussed their budget concerns. Since the Nowthen and Ramsey Fire Departments are currently combined, this must be a unanimous agreement between the departments.

Consensus was reached to apply for the grant.

### **FUTURE TOPICS FOR DISCUSSION**

City Administrator Ulrich noted St. Francis is interested in pursuing a long-term firefighter partnership. If the Council concurs, discussions will be scheduled.

Councilmember Wise suggested combining both Police and Fire Departments with other municipalities.

Councilmember McGlone replied he would not oppose the exploration of combining fire departments. He said his questions would center on which department would pay for certain salaries, etc.

Councilmember Wise stated there are other communities to the north that may benefit from Ramsey's structure.

Mayor Ramsey agreed that the discussion on combining fire departments should move forward.

### **MAYOR, COUNCIL AND STAFF INPUT**

Mayor Ramsey stated there has been conversation that some members of this Council may be at the City Hall too much. The City Charter, section 2.6.2, states the Mayor shall study the operations of the City government and offer suggestions. It is always made clear the purpose for the Mayor's presence as well as any Councilmembers. He said the idea that the Council and Mayor could be causing issues is erroneous, and he takes exception to it.

### **ADJOURNMENT**

The Work Session of the City Council was adjourned at 8:20 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Chris Moksnes  
*TimeSaver Off Site Secretarial, Inc.*

**CITY COUNCIL SPECIAL MEETING  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a Special City Council Meeting on Tuesday, September 6, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Bob Ramsey  
Councilmember Randy Backous  
Councilmember David Elvig  
Councilmember Colin McGlone  
Councilmember Sarah Strommen  
Councilmember Jason Tossey  
Councilmember Jeffrey Wise

Members Absent: None.

Also Present: City Administrator Kurtis Ulrich  
City Engineer Tim Himmer  
Public Works Director Brian Olson  
City Clerk Jo Thieling  
City Attorney William Goodrich

**1. CALL TO ORDER**

Mayor Ramsey called the Special City Council meeting to order at 5:30 p.m.

**2. CITIZENS INPUT**

None.

**3. APPROVE AGENDA**

Motion by Councilmember Elvig, seconded by Councilmember McGlone, to approve the agenda as submitted.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Elvig, McGlone, Backous, Strommen, Tossey, and Wise. Voting No: None.

**4. COUNCIL BUSINESS**

**4.01: Approve Temporary On-Sale Liquor License for Ramsey Lions for Happy Days**

City Clerk Thieling reviewed the staff report.

Motion by Councilmember Wise, seconded by Councilmember Tossey, to approve the temporary on-sale liquor license for the Ramsey Lions for the Happy Days Celebration.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Wise, Tossey, Backous, Elvig, McGlone and Strommen. Voting No: None.

**4.02: Discussion Regarding the Annual Performance Evaluation of the City Administrator, an Individual Who is Subject to the City Council's Authority - Portions may be closed to the public**

Mayor Ramsey noted that this meeting can move into closed session to discuss the annual performance review.

Motion by Commissioner Wise, seconded by Commissioner Strommen, to move to closed session.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Wise, Strommen, Backous, Elvig, McGlone, and Tossey. Voting No: None. Absent: None.

The Special HRA meeting moved into a closed session at 5:33 p.m.

The Special HRA meeting was opened back up to the public at 6:43 p.m.

**5. MAYOR/COUNCIL/STAFF INPUT**

City Administrator Ulrich noted the City of Anoka has invited Ramsey City staff to an appreciation event.

City Administrator Ulrich announced Anoka County is having their County Board meeting here next Tuesday morning. The Mayor and the City Administrator are making a brief presentation at the beginning of the session.

**6. ADJOURNMENT**

Motion by Councilmember Elvig, seconded by Councilmember Wise, to adjourn the Special City Council Meeting.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Elvig, Wise, Backous, McGlone, Strommen, and Tossey. Voting No: None.

The Special City Council Meeting was adjourned at 6:45 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Chris Moksnes  
*TimeSaver Off Site Secretarial, Inc.*

**CITY COUNCIL WORK SESSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, September 6, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Bob Ramsey  
Councilmember Randy Backous  
Councilmember David Elvig  
Councilmember Colin McGlone  
Councilmember Sarah Strommen  
Councilmember Jason Tossey  
Councilmember Jeffrey Wise

Also Present: City Administrator Kurtis Ulrich  
Deputy City Administrator Heidi A. Nelson  
Finance Officer Diana Lund  
Public Works Director Brian Olson  
Economic Development/Marketing Manager Aaron Backman  
Parks Supervisor Mark Riverblood  
Senior Planner Tim Gladhill  
City Engineer Tim Himmer

**CALL TO ORDER**

Mayor Ramsey called the City Council Work Session to order at 6:46 p.m.

**COUNCIL TOPICS FOR DISCUSSION**

1) Review Clothing Donation Box Requirements

Senior Planner Gladhill reviewed the staff report. He reviewed the locations of some of the donation boxes.

Councilmember Wise suggested this may be an issue that 1% of the citizens are interested in and it may not be a large enough issue to label as a case for the Council.

Councilmember McGlone pointed out if there are overflows, it is not the City's responsibility to monitor it.

Councilmembers Backous, Elvig, Tossey and Mayor Ramsey agreed that if the donated goods are sold at a profit, it is not the City's responsibility.

Direction was given to staff to explain to any interested citizens this is not the City's responsibility to monitor, though the City will monitor to assure the issue does not become a nuisance.

## **2) Review Rail Station Funding and Schedule**

City Administrator Ulrich reviewed the report. He introduced Jim Lasher, Financial Consultant, who was present to review the item.

Mr. Lasher referred to the memo in the Councilmembers' packet and reviewed the background of the funding, and the use of CMAQ funds. He noted the grant supports transportation by bus from Ramsey to downtown. When the transportation converted to rail, the content and validity of the rail grant was changed. The grant cannot be used for a skyway and this is the first time there is a conversion from bus to rail at an existing station.

Councilmember Elvig noted there has been discussion to run the bus morning and night to supplement what the train was offering.

Mr. Lasher explained the proposal to supplement the train schedule can be added to the current request. This would not jeopardize the CMAQ grant.

Councilmember Elvig suggested since the CMAQ funds have been designated, the request for funds for the skyway should be omitted.

Mayor Ramsey stated his approval for the rail stop is retracted without the skyway.

Mr. Lasher explained the use of the grant becomes an issue in two years when the train starts and the bus stops. Having to consider the issue now mitigates some of the unknown in the future.

Public Works Director Olson added the approval process is different according to the way the funds are used.

Mr. Lasher stated some of the funds will be dispersed into the City's bank account as there are partial payment requests. If there are change orders, there are funds added to the account. In June 2012, MnDOT could take the money out and use it for something else. It is allocated to the City of Ramsey until the funds are taken out as needed by MnDOT. The last date to send in the skyway design is Tuesday, September 13.

City Administrator Ulrich stated he would brief the MnDOT representative on the issue.

Public Works Director Olson cautioned while it is good to discuss the issue with the MnDOT representative, he would have a limited relationship with this grant.

Councilmember Wise questioned if there are other funding sources.

City Administrator Ulrich reviewed the proposal and the funding sources.

Mayor Ramsey suggested Finance Officer Lund present the “what if?” scenarios, which can be discussed at the next meeting along with the financial dashboard.

Mr. Lasher advised the Council should decide whether to go ahead with the change. He pointed out there have been seven minor scope changes since the original proposal, and only one has been approved.

Consensus was reached to move forward with Plan B to have MTC maintain the station, and request they continue the bus from Anoka Tech to Ramsey.

Discussion took place regarding the safety of the ramp and the elevator in the ramp. Further discussion involved a possible kiosk in the parking ramp, and the use of TIF Districts.

### **FUTURE TOPICS FOR DISCUSSION**

See calendar.

### **MAYOR, COUNCIL AND STAFF INPUT**

None.

### **ADJOURNMENT**

Motion by Councilmember Backous, seconded by Councilmember Wise to adjourn the Work Session of the City Council 8:05 p.m.

Motion carried.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Chris Moksnes  
*TimeSaver Off Site Secretarial, Inc.*

**CITY COUNCIL WORK SESSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, September 27, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Bob Ramsey  
Councilmember Randy Backous  
Councilmember David Elvig  
Councilmember Colin McGlone  
Councilmember Sarah Strommen  
Councilmember Jason Tossey  
Councilmember Jeffrey Wise

Also Present: City Administrator Kurtis Ulrich  
Deputy City Administrator Heidi A. Nelson  
Finance Officer Diana Lund  
Public Works Director Brian Olson  
Fire Chief Dean Kapler  
Police Chief James Way  
Economic Development/Marketing Manager Aaron Backman  
Environmental Coordinator/Planner Chris Anderson  
City Clerk Jo Thieling

**CALL TO ORDER**

Mayor Ramsey called the City Council Work Session to order at 5:30 p.m.

**APPROVE AGENDA**

The agenda was approved as submitted.

**COUNCIL TOPICS FOR DISCUSSION**

Police Chief Way presented a video of an accident at Sunfish Lake Boulevard and Highway 10. QCTV added voiceovers and this video will be presented to the County.

Public Works Director Olson stated the video was presented to the Council to gain consensus that it was appropriate to show and distribute. It will be included with grant applications if the Council agrees. He said this type of accident is common along Highway 10 and is the most dangerous.

Consensus was reached that the video is appropriate to use for grant applications.

**1) Fee for Police Services at End Zone Tent Party on June 3, and June 4, 2011**

Finance Officer Lund reviewed the staff report.

Mayor Ramsey stated the City did provide police services when Mr. Gruber owned a facility named Diamonds.

Mr. Gruber, owner of End Zone, stated the fees for the services provided by police at Diamonds were waived because the proceeds went to charity. Other than two events, he said he had in-house trained police. He said he did not get the agreement for police services in writing for this particular event, and he only asked whether the services were the same as what was provided at Diamonds. He said the Police Chief confirmed it was. He then assumed it was about the same rate as they paid earlier which was the \$50 to \$55/hour range. He said he immediately questioned the bill when he received it because it was almost \$1,000 assessed per night. He indicated they had a loss of \$21,000 at this event. He said he was also surprised to be charged with 5 hours of services, when the police were present for 4 hours. He asked if anything could be done with the fee. He requested the City look at why their fees are higher than neighboring cities. He said he was not refusing to pay, but wanted to discuss it.

Chief Way explained the 5 hours included travel time to get the officers in place. He noted he reviewed the entire permit with Mr. Gruber, and the fees. The minutes from the Council meeting where the permit was requested reports the number of people needed, onsite security, for a few examples. This is the amount charged for any event.

Councilmember Strommen questioned when this rate was established.

Finance Officer Lund answered the rate was established in the 1990s.

Mayor Ramsey stated it was clear when the Council approved the permit what the rate was.

Councilmember Wise suggested setting up a payment schedule.

Finance Officer Lund asked if she could bring the case forward to add this to the tax rolls if payment is not made by the end of the year.

Consensus was reached to not assess taxes at this point, to allow payments over three months, and to bring to the Council if not paid at the end of the year.

**2) Fire Suppression System for City-Owned Property at 6701 Hwy. 10**

Economic Development/Marketing Manager Backman reviewed the staff report.

Councilmember McGlone pointed out the building is marked for demolition at some point in the future so any investment in the property does not seem prudent. He said there are no guarantees how long the church will be there and suggested the City could lease that property to other entities for market rate. He stated he is not in favor of this deal.

Mayor Ramsey commented he has an issue that this is not a benefit to the City. The City would have to spend money up front so the State can recapture those dollars. He questioned whether there is other property in the City the church could use.

Economic Development/Marketing Manager Backman noted he has had multiple conversations with the Pastor and they are willing to sign on for two years. They are not in a position to sign on for longer at this point.

Pastor Lyndy Zabel explained they did look at other sites and are attracted to the Highway 10 property. He said they are fairly confident they would be there longer than two years.

Mr. Backman indicated the church would be responsible for their share of the utilities and improvements on the building. He explained it would take eight years to recapture the money the City would put into the building.

Mayor Ramsey questioned if the City makes improvements on a RALF property, can the City capitalize on it.

Environmental Coordinator/Planner Anderson explained there is an active application on file. If the applicant does not withdraw their request, the staff must bring the application forward. They do need to pay the permit and application fees.

Consensus was reached to refund the money the church has already invested in permit fees and application fees.

#### **MAYOR, COUNCIL AND STAFF INPUT**

Mayor Ramsey noted the last meeting included a discussion for the Ramsey Rotary Memorial and he had questioned how it was marketed. He explained that representatives from the Rotary came to his Town Hall meeting to discuss this and he is happy with the change he has seen.

Councilmember McGlone stated he did not think this use belongs on public property. He asked whether it was discussed to put it in front of the DEA since this is military as well. He said he cannot see giving land for this use.

Councilmember Tossey stated there are a lot of memorial parks, which are public ground. This won't be a memorial for several people but would be more of a public service memorial.

Denny Frederickson and Deb Thatcher from the Rotary presented a drawing of what the memorial would look like. Ms. Thatcher noted they met with the Veterans groups and former County Commissioner Dennis Berg. They will also meet with a group from the County.

Councilmember Elvig stated he sees it as a terrific opportunity.

Mayor Ramsey stated the project should move forward.

City Administrator Ulrich noted there is a tour of different developments in the Metro area on October 3; therefore, there will be no Council Work Session on October 4.

**ADJOURNMENT**

The Work Session of the City Council was adjourned at 6:40 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Chris Moksnes  
*TimeSaver Off Site Secretarial, Inc.*

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**CITY COUNCIL  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a regular meeting on Tuesday, September 27, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Bob Ramsey  
Councilmember Randy Backous  
Councilmember David Jeffrey  
Councilmember Colin McGlone  
Councilmember Sarah Strommen  
Councilmember Jason Tossey  
Councilmember Jeffrey Wise

Members Absent: None

Also Present: City Administrator Kurtis Ulrich  
Deputy City Administrator Heidi A. Nelson  
Fire Chief Dean Kapler  
Public Works Director Brian Olson  
Senior Planner Timothy Gladhill  
City Engineer Tim Himmer  
Police Chief James Way  
Finance Officer Diana Lund  
Parks Supervisor Mark Riverblood  
City Attorney William Goodrich  
Development Manager Darren Lazan

**1. CALL TO ORDER**

Mayor Ramsey called the regular meeting of the Ramsey City Council to order at 7:00 p.m., followed by the Pledge of Allegiance led by Mayor Ramsey.

**2. PRESENTATION**

None.

**3. CITIZEN INPUT**

None.

#### **4. APPROVE AGENDA**

Motion by Councilmember Wise, seconded by Councilmember McGlone, to approve the agenda as presented.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Wise, McGlone, Backous, Elvig, Strommen, and Tossey. Voting No: None.

#### **5. CONSENT AGENDA**

Motion by Councilmember Strommen, seconded by Councilmember Wise, to approve the following items on the Consent Agenda as presented.

- 5.01 Note the Following Commission and Boards Meeting Minutes:
- 1) Board of Adjustment meeting minutes dated June 2, 2011
  - 2) Economic Development Authority meeting minutes dated July 14, 2011
  - 3) Environmental Policy Board meeting minutes dated August 1, 2011
  - 4) Planning Commission meeting minutes dated August 4, 2011
- 5.02 Approve License Applications:
- Motor Vehicle
- B Brothers Auto LLC, 7103 Highway #10 NW, Suite A, Ramsey, MN 55303
- 5.03 Approve the following Meeting Minutes:
- 1) Canvassing Board – August 23, 2011
  - 2) City Council Work Session – August 23, 2011
  - 3) City Council Regular Session – August 23, 2011
- 5.04 Introduce Ordinance to Assign Board of Adjustment and Appeals Duties to the Planning Commission
- 5.05 Adopt Resolution #11-09-162 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 8, 2011 through September 21, 2011
- 5.06 Adopt Resolution #11-09-163 Approving the Classification and Sale of Tax-Forfeit Parcel in the City of Ramsey - Namely Lot 1, Block 3, Pondvale Estates 2nd Addition - PIN 23-32-25-44-0040
- 5.07 Adopt Resolution #11-09-164 Authorizing Distribution of Non-TIF Funds (Interest Earnings) to HRA & PIR Funds in the Amount of \$357,250
- 5.08 Adopt Resolution #11-09-165 Authorizing Partial Payment to Omann Brothers Paving Inc. for IP 10-25 Chameleon Street Paving
- 5.09 Adopt Resolution #11-09-166 Authorizing Partial Payment to Asphalt Surface Technologies Corporation for IP 11-01 through 11-04; 2011 Street Maintenance
- 5.10 Adopt Resolution #11-09-167 Authorizing Partial Payment to North Valley Inc for IP 11-05 through 11-06 Division B 2011 Street Maintenance Program
- 5.11 Adopt Resolution #11-09-168 Authorizing Partial Payment to County Line Excavating, LLC for IP 09-25 Dysprosium Street Reconstruction
- 5.12 Adopt Resolution #11-09-169 Authorizing Final Payment to Rum River Contracting for IP 08-34 151st, 152nd, and Fluorine Street

- 5.13 Adopt Resolution #11-09-170 Authorizing Partial Payment to Rum River Contracting for IP 10-07 Alpine/Roanoke Street Improvements
- 5.14 Adopt Resolution #11-09-171 Authorizing Final Payment to Gohman Construction for IP 10-23 East Meandering Commons Park (aka, *The Draw*)
- 5.15 Adopt Resolution #11-09-172 Authorizing Final Payment to CB&I Inc. for IP 08-21 Water Tower No. 3
- 5.16 Adopt Resolution #11-09-173 Authorizing Partial Payment to Douglas-Kerr Underground, LLC for IP 11-21 Armstrong and Bunker
- 5.17 Report from the Personnel Committee meeting held on September 13, 2011.
  - 1) Discussion Regarding the Recent All-staff Employee Satisfaction Survey – *No action required.*
  - 2) Consider a Resolution to Approve a Non-union Sick Leave for Wellness Policy – *Ratify the recommendation of the Personnel Committee adopting Resolution #11-09-174 to approve a Non-union Sick Leave for Wellness Policy.*

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Strommen, Wise, Backous, Elvig, McGlone, and Tossey. Voting No: None.

## **6. PUBLIC HEARING**

### **6.01: Public Hearing and Levy of Assessments for Past-Due Charges on Municipal Utility Bills and Current Services Rendered**

Mayor Ramsey closed the regular portion of the City Council meeting at 7:03 p.m. in order to conduct a public hearing.

#### **Public Hearing**

Mayor Ramsey called the public hearing to order at 7:03 p.m.

#### **Presentation**

Finance Director Lund reviewed the staff report.

#### **Citizen Input**

There was none.

Motion by Councilmember Elvig, seconded by Mayor Ramsey 7:04 p.m., to close the public hearing.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Elvig, Backous, McGlone, Strommen, Tossey, and Wise. Voting No: None.

The public hearing was closed at 7:04 p.m.

## **Council Business**

Mayor Ramsey called the regular City Council meeting back to order at 7:04 p.m.

Councilmember Elvig pointed out the property taxes stay with the property; they do not follow the owner.

Motion by Councilmember Elvig, seconded by Mayor Ramsey, to adopt Resolution #11-09-175 Adopting Assessments for Past-Due Charges on Municipal Utility Bills [Which May Include Water, Sewer, Street Lighting, Recycling, Storm Water Charges and Penalties Incurred] and Current Services Rendered.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Elvig, Backous, McGlone, Strommen, Tossey, and Wise. Voting No: None.

### **7. COUNCIL BUSINESS**

#### **7.01: Request for Conditional Use Permit to Exceed Sign Size Restrictions at 7545 Veterans Drive NW; Case of PSD, LLC.**

Environmental Coordinator/Planner Anderson reviewed the staff report.

Motion by Councilmember McGlone, seconded by Councilmember Wise, to adopt Resolution #11-09-176 adopting Findings of Fact #0891 relating to PSD, LLC's request for a conditional use permit to exceed sign size restrictions established in City Code subject to review by the City Attorney as to legal form and to approve PSD, LLC's request to exceed sign size restrictions based on the findings of fact, and to adopt Resolution #11-09-177 declaring terms of the conditional use permit subject to review by the City Attorney as to legal form.

Further discussion: Councilmember Wise questioned the reason for denial when Allina requested overages in sign size. Mr. Anderson responded their overages were ultimately approved. The concern was signage at the access point versus wall signage. The signage on the monument sign was a height difference of six inches from what was originally requested. Councilmember Elvig inquired if staff will re-address the signage policy. Environmental Coordinator Anderson noted staff is aware of the difficulties maintaining some of the requirements. He added this is something staff is working on with the Planning Consultant. Councilmember McGlone said he watched the meeting and learned one of the findings referred to the federal sign requirement standards. Environmental Coordinator Anderson stated the builder is following those standards.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers McGlone, Wise, Backous, Elvig, Strommen, and Tossey. Voting No: None.

#### **7.02: Consider Award of Bids for IP 11-09, the Bituminous Overlay of Alpine Drive**

Public Works Director Olson reviewed the staff report.

Motion by Councilmember McGlone, seconded by Councilmember Wise, to enter into a contract for IP 11-09 Bituminous Overlay of Alpine Drive with North Valley, Inc. in the amount of \$363,222.71 for the full depth reclamation of Alpine Drive.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers McGlone, Wise, Backous, Elvig, Strommen, and Tossey. Voting No: None.

**7.03: Consider Extension of the Ramsey Star Express Service**

Public Works Director Olson reviewed the staff report.

Motion by Councilmember Elvig, seconded by Councilmember McGlone, to ratify the negotiations for the Ramsey Star Express service until December of 2012 or until the opening of the Ramsey Rail Station, whichever comes first.

Further discussion: Councilmember Tossey questioned the amount left in the Landfill Trust. Finance Director Lund answered there is approximately \$2 million; the projected amount at the end of 2013 is \$2,800,000. She explained the City will do an Interfund Loan until revenues come in to pay back the Landfill Trust Fund.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Elvig, McGlone, Backous, Strommen, Tossey, and Wise. Voting No: None.

**7.04: Consider approval of Master Cooperation, Funding and Delegation Agreement for the Ramsey Rail Station**

Public Works Director Olson reviewed the staff report.

Councilmember Elvig stated he would prefer to negotiate an earlier and later bus service than Express currently offers.

Public Works Director Olson responded this is what he meant when he discussed expanding the service that goes to Anoka Technical College. He explained the idea behind the Agreement is that it outlines the roles for the project and the responsibility of the costs. ACCRA approved the Consultant Agreement to move forward with the skyway from the parking ramp to the station earlier in the day. The skyway is in the definition of the project. This sets forth the implementation to the project. He noted another Agreement will document the financing.

Councilmember McGlone clarified a rumor that private money was used for the rail is false. No private money was used in this deal.

Motion by Councilmember Ramsey, seconded by Councilmember Elvig, to approve the Master Cooperation, Funding and Delegation Agreement for the Ramsey Rail Station contingent upon successful negotiations of the Transit Taxing District and Lease Agreements subject to the review and approval of the City Administrator and the City Attorney.

Further discussion: Councilmember Tossey stated he will vote for this motion with the understanding that citizens spend more for the bus as it is currently than they will spend when the TIF district is in effect. He also clarified the skyway is not included in this specific agreement at this time.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Elvig, Backous, McGlone, Strommen, Tossey, and Wise. Voting No: None.

## **8. MAYOR, COUNCIL AND STAFF INPUT**

City Administrator Ulrich announced the Anoka Area Chamber of Commerce will meet Tuesday October 11 at Greenhaven Country Club at 7:30 pm.

Mayor Ramsey noted Happy Days was a successful event. Councilmember Elvig thanked those involved.

City Administrator Ulrich noted the Councilmembers/HRA Commissioners will tour developments around the Metro Area on October 3. There will be no work session on October 4.

## **9. ADJOURNMENT**

Motion by Councilmember Wise, seconded by Councilmember Tossey, to adjourn the meeting.

Motion carried.

The regular meeting of the City Council adjourned at 7:34 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Chris Moksnes  
*TimeSaver Off Site Secretarial, Inc.*

**CITY COUNCIL SPECIAL MEETING  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a Special City Council Meeting on Tuesday, September 27 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Bob Ramsey  
Councilmember Randy Backous (left at 8:44 p.m.)  
Councilmember David Elvig  
Councilmember Colin McGlone  
Councilmember Sarah Strommen  
Councilmember Jason Tossey  
Councilmember Jeffrey Wise

Members Absent: None.

Also Present: City Administrator Kurtis Ulrich  
Public Works Director Brian Olson  
City Attorney William Goodrich  
Development Manager Darren Lazan

**1. CALL TO ORDER**

Mayor Ramsey called the Special City Council meeting to order at 8:35 p.m.

**2. CITIZENS INPUT**

None.

**3. APPROVE AGENDA**

The agenda was approved, as submitted.

**4. COUNCIL BUSINESS**

**4.01: Adopt Resolution Approving Purchase and Development Agreements – The Residence at The COR**

Development Manager Lazan reviewed the staff report and funding of the project.

Councilmember Elvig, seconded by Councilmember Wise, to adopt Resolution #11-09-177A approving the amended and restated purchase agreement and direct counsel to prepare final documents for execution incorporating changes discussed, and deliver to the buyer.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Elvig, Wise, and McGlone. Voting No: Councilmembers Backous, Strommen and Tossey.

**4.02: Adopt Amended and Restated Parking Use and Maintenance Agreement (PUMA) for Parking District A**

Development Manager Lazan reviewed the staff report.

Councilmember Backous left the Council Chambers at 8:44 p.m.

Mayor Ramsey noted this is only a plan and it doesn't mean the City will build two more ramps. The parking situation will be discussed and considered as needed.

Motion by Councilmember Wise, seconded by Mayor Ramsey, to adopt the amended and restated Parking Use and Maintenance Agreement (PUMA-A) and direct counsel to finalize the document for recording.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Wise, Elvig, McGlone, Strommen, and Tossey. Voting No: None. Absent: Councilmember Backous.

**5. MAYOR/COUNCILSTAFF INPUT**

None.

**6. ADJOURNMENT**

Motion by Councilmember Elvig, seconded by Councilmember Wise, to adjourn the Special City Council Meeting.

Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Elvig, Wise, McGlone, Strommen, and Tossey. Voting No: None. Absent: Councilmember Backous.

The Special City Council Meeting was adjourned at 8:48 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Chris Moksnes  
*TimeSaver Off Site Secretarial, Inc.*

**CITY COUNCIL WORK SESSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, October 11, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Bob Ramsey  
Councilmember Randy Backous  
Councilmember David Elvig  
Councilmember Colin McGlone  
Councilmember Sarah Strommen  
Councilmember Jason Tossey  
Councilmember Jeffrey Wise

Also Present: City Administrator Kurtis Ulrich  
Deputy City Administrator Heidi A. Nelson  
City Clerk Jo Thieling  
Economic Developer/Marketing Manager Aaron Backman  
Development Manager Darren Lazan  
Fire Chief Dean Kapler  
City Attorney Bill Goodrich  
Senior Planner Tim Gladhill  
Street Supervisor Grant Reimer

**CALL TO ORDER**

Mayor Ramsey called the City Council Work Session to order at 5:29 p.m.

**APPROVE AGENDA**

The agenda was approved as submitted.

**COUNCIL TOPICS FOR DISCUSSION**

**1) Discuss Executive Style Minutes**

City Administrator Ulrich reviewed the staff report.

Mayor Ramsey questioned how the public hearing minutes would be handled.

City Administrator Ulrich replied staff could transcribe those minutes from video.

Councilmember Wise said he was not against this proposal. He suggested adding the functionality of a word search, and hyperlinking where the topic starts.

Councilmember Tossey inquired whether staff would be trained to transcribe, or if a secretarial service would be used. He suggested people sign in if they want to speak at meetings.

City Clerk Thieling explained staff does proof the minutes, pulls staff direction from minutes, and adds resolution numbers. It does take time to do these things, but not as much time as transcribing the minutes. She noted there would be much less to proof with executive style minutes.

City Administrator Ulrich indicated the transcription and executive style minutes option would save time and money. He suggested staff try it for a while, and if it does not meet the needs, they can go back to the previous style.

Councilmember Elvig raised the issue that some people would want a copy of the written minutes. He asked how that would be handled.

City Administrator Ulrich responded the minutes would be in print form to comply legally. If someone wanted more detail and they didn't have a computer, they could use one at the library or possibly the City Hall could make one available.

City Attorney Goodrich explained if there is an appeal, the written minutes would serve in court reviews. When the Council adopts findings, those minutes need to be verbatim. Those records must be accurate and findings of facts must be transcribed and put into written form.

Councilmember Wise pointed out the minute taker does not necessarily take verbatim minutes and comments can be reworded.

Councilmember Strommen asked about the long-term file storage implications.

Deputy City Administrator Nelson explained there would be concerns with QCTV for storage, as their storage is not mandated by State law. The City would need to check with them and consider how their retention schedule compares.

City Attorney Goodrich noted there is no minimum time the State requires retention of records. The State does mandate that minutes must be preserved forever.

Mayor Ramsey stated the City is only required to keep and publish executive style minutes so Ramsey's minutes are over and above the requirements.

Consensus was reached to move to executive style minutes for the meetings that are video taped.

**2) Proposed Lease & Fire Suppression System for City-Owned Property at 6701 Hwy. 10**

Economic Development/Marketing Manager Backman reviewed the staff report. He noted the Met Council concurred with the City's proposal. They approved the lease, the project, using all of the revenues for improvement of the building, and the City does have to forward any monies

to them for four years. He said he requested in writing that the building will remain exempt until such time as the use is changed on the property. That allows the City to apply what would have been used for taxes to the debt.

Councilmember McGlone said he disapproved. He explained in 4 years' time, it is likely a renter could be found to pay for the improvements themselves. He said none of the revenues go back to the RALF fund so the City is shorting itself and the taxpayers. Councilmember McGlone noted the building is slated for demolition in the future, so considering improvements makes no sense.

Councilmember Wise agreed with some of Councilmember McGlone's comments. He said the building has been here a long a time and if fire suppression can be installed, it could possibly be leased when the church is done.

Councilmember McGlone stated the building does not need improvement to be leases.

Economic Development/Marketing Manager Backman stated this particular property has been vacant six years. He has approached businesses for this building and there is now an opportunity to lease the space, and generate \$20,000 or more per year.

Councilmember Strommen stated if the space can be used as an incubator space for the church, it seems better than having the building sit empty for the time being.

City Administrator Ulrich explained if the RALF property is getting leased revenue, the revenue would go to the RALF program. This could make it a more valuable property after the four years is up. The alternative is to deny the lease and look for a taxpaying entity. He noted the priority has been to get the properties to pay taxes and there is a concern about the appearance of the building and having the building occupied would improve the appearance.

Councilmember McGlone stated he thought all the points the City Administrator made were disadvantages. The use next door is perhaps why it hasn't been leased for six years. He said he would rather find a taxpaying entity but if the church paid for fire suppression, he would approve the request. He noted he does not consider that building to be a problem.

Councilmember Backous stated there are huge advantages to having a church in the community and asked about the parking situation.

Economic Development/Marketing Manager Backman responded that based on the information provided and discussions with staff; there is sufficient parking for what is proposed.

Councilmember Backous pointed out this would be taxing on the police and fire departments. The best-case scenario is breaking even. He asked what the remedy would be if they broke a four year lease after two years.

Economic Development/Marketing Manager Backman explained the parent church is the United Methodist Church of Anoka and their board has agreed to this start up.

Councilmember Tossey questioned whether the lease has a buyout.

City Attorney Goodrich said there is not.

Councilmember Tossey said he would not vote in favor of this project because the City should not own the property and should not invest money into it. The Met Council and MnDOT offered a freeway six years ago and he is tired of holding these types of properties.

Mayor Ramsey stated if the church paid for the sprinkler system in exchange for rent, he would approve it. The only positive part is that Youth First would have a sprinkler system. Mayor Ramsey said he didn't like that the City would bring money for the sprinkler system, and possibly not have someone in the building all four years.

Councilmember Elvig commented that this use wouldn't bring that much business to the City.

Councilmember Strommen mentioned it would bring and keep people in the community and strike a balance while waiting for Highway 10.

Councilmember Wise asked if the church would be able to get a loan and pay for the sprinkler system.

Councilmember McGlone cautioned the Council against setting a precedent, noting there are other churches along that stretch of highway that have funded their own building and needs.

Deputy City Administrator Nelson noted the moratorium is intended for new construction so this would be an allowed use.

City Administrator Ulrich pointed out there are two issues: the City is a potential landlord, and the City is being asked to be a banker. The City does not want to be a banker, but will lease the property if the church comes up with the money. The City does not want to finance the improvement.

Gary Kyka with United Methodist Church stated there are those that have offered a guarantee for the new church.

Councilmember Backous said he would agree if that could be brought forth in writing.

Councilmembers Wise, Elvig, and Strommen said they would support the project with conditional points.

Mayor Ramsey opposed the project.

### **3) Consider Changes to Sidewalk Snow Removal Policy**

Street Supervisor Reimer reviewed the staff report.

Mayor Ramsey stated he is completely opposed to changing the sidewalk policy. He said the City puts in sidewalks with the intent of maintaining them and has the equipment to do so.

Councilmember Tossey said if there is a change in the policy, it should not be a moneymaker for the City.

Public Works Director Olson noted there is nothing in the policy regarding enforcement. He said the department does not get to all the sidewalks for three to four days after a snowfall event. The priorities are the roads and the two-mile walking zone.

Councilmember Tossey stated there are vacant lots on each side of him, so he does that snow removal. However, not everyone can do that. He noted there are issues to work out with this policy in regard to accountability and if the department is already clearing sidewalks, they may as well do them. Councilmember Tossey pointed out there are sidewalks on City streets that are connected to a townhome development and the townhome association would be responsible for removing snow from those sidewalks. He suggested abolishing the Sidewalk Snow Removal Policy.

Consensus was reached to reword the Sidewalk Snow Removal Policy to make the streets and two-mile walking zone the City's priority. This will be communicated through *The Resident*. The snow removal implementation will stay the same as last year.

#### **FUTURE TOPICS FOR DISCUSSION**

Noted.

#### **MAYOR, COUNCIL AND STAFF INPUT**

None

#### **ADJOURNMENT**

The Work Session of the City Council was adjourned at 6:50 p.m.

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Chris Moksnes  
*TimeSaver Off Site Secretarial, Inc.*

**CITY COUNCIL WORK SESSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, October 18, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Bob Ramsey  
Councilmember Randy Backous  
Councilmember David Elvig  
Councilmember Colin McGlone  
Councilmember Sarah Strommen  
Councilmember Jason Tossey  
Councilmember Jeffrey Wise

Also Present: City Administrator Kurtis Ulrich  
Deputy City Administrator Heidi A. Nelson  
Public Works Director Brian Olson  
Senior Planner Tim Gladhill  
City Engineer Tim Himmer

**CALL TO ORDER**

Mayor Ramsey called the City Council Work Session to order at 7:07 p.m.

**APPROVE AGENDA**

The agenda was approved as revised to first consider Item 2.

**COUNCIL TOPICS FOR DISCUSSION**

**2) Consider U of M Environmental Sustainability / Land Use Clinic**

Senior Planner Gladhill reviewed the staff report.

Jean Coleman, Attorney and Land Use Planner with CR Planning, instructor with the University of Minnesota (U of M) Environmental Sustainability/ Land Use Clinic, introduced herself and described the purpose of the Clinic is to connect students with real clients. She reviewed their work with other cities in addressing land use policy, comprehensive plan, environmental sustainability, ordinances/rules and to make suggestions on how to improve the connection between comprehensive plan policies and ordinance language. She explained her professional background and role to train more attorneys to get into this field. The process is to have one contact, such as the Environmental Policy Board (EPB), to meet once this fall with students to frame the research question and then to meet several more times during the spring. Ms. Coleman

stated she would provide guidance on legal research and analysis. At the end of the project, students would make a presentation on their findings to the City Council and EPB. The course lasts until May of next year and they hope they can work with Ramsey.

Councilmember Wise stated he does not see a need for this and asked what policies they would help to clarify.

Senior Planner Gladhill explained the work plan of the EPB. He noted that during a joint Work Session with the Planning Commission and City Council, incentive based programs were identified as well as the need to balance property rights with sustainable design practices. This would be an opportunity to gain research from students instead of by staff.

Councilmember Elvig stated during some trips to Las Vegas for the ICSC Conference, he heard speakers address sustainable design in a retail environment such as water recharge or rain garden runoff. He felt this group could shed some light on those design practices.

Councilmember Strommen stated she sees this as a good opportunity to have the EPB get outside help and a perspective that is beneficial and fits what they were going to do anyway. She explained she has known Ms. Coleman a number of years and has no doubt the City will learn something. Councilmember Strommen stated it will be up to the Council to decide what they want to do with the information and felt there was no downside.

Mayor Ramsey noted the Council already repealed the wetland buffering ordinance because it felt the ordinance resulted in a taking and impacted property rights. He stated he would not oppose the request if he thought the resulting recommendations would be something the City could implement. However, if the group comes in with recommendations the Council opposes, involves property rights issues, or is cost prohibitive to development, the Council would be in a position of declining a professional recommendation. He felt it was the Council's responsibility to balance those recommendations with what it felt would protect citizens.

Ms. Coleman explained that one of the benefits in working with Ramsey is that students would be challenged to balance property rights with environmental goals. She noted many communities face that balancing decision and she felt the work could be structured and the focus narrowed to areas where the Council would see value, added background research, and alternatives. Ms. Coleman stated it would be fascinating to test any recommendation from a development proforma on a cost prospective and valuable to see if the recommendation exceeds a cost benefit ratio or fits within it. She indicated there are incentive based programs or programs that offer alternative paths to achieve economic, development, and environmental goals for the City and community. She assured the Council they can craft the areas of focus and allow students to learn about the challenge of balancing property rights with environmental goals.

Councilmember Elvig stated he embraces the opportunity to have new ideas brought forward because the Council needs more "tools," concepts, and incentive based ideas if it is going to get that balance.

Councilmember Wise stated he does not support spending more staff and Council time to discuss a student project to make recommendations to which the Council would be opposed. He did not support creating a program for the sake of creating a program or considering environmental recommendations that are not well received.

Councilmember Strommen noted the EPB is already planning to work on these issues so it will come before the Council anyway. She stated the EPB is well aware of the Council's position relative to property rights and it would not behoove anyone to come up with a recommendation that goes against its vision statement. Councilmember Strommen stated she does not see this opportunity as taking additional time or creating a new program because it fits into what is already there. She felt it would be a good opportunity to bring new perspective and create balance.

City Administrator Ulrich noted that from the student's perspective, the City is the client and part of working with a client is being told the scope of the project and desired outcomes such as protection of private property rights, a cost benefit ratio, and to encourage development.

Councilmember McGlone stated his concern that the City maintain its credibility should it not accept a recommendation from the U of M. He noted some Councilmembers want to look at the City's development costs because they think the costs are too high, resulting in loss of new development. However, he is leery about authorizing recommendations that could result in the City not appearing as credible.

Councilmember Backous felt City Administrator Ulrich had summed it up well, that the Council can lay out the scope of work it wants done. He noted the EPB is advisory and he would like to get away from the current policy of telling them what to advise the Council on.

Senior Planner Gladhill explained staff has presented initial findings on development costs and is refining those findings.

Councilmember McGlone stated he thought the Council was going to have a charette and invite the development community to get their input, which has not yet been done.

Senior Planner Gladhill explained staff had prepared some recommendations on development fees and is working to schedule an open house at some point. This issue remains in progress.

Councilmember Tossey stated he also wants to be cautious and is worried that some recommendations by students could deter or be cost prohibitive for potential development within the City. He noted the Council wants to make things easier for property owners so he is concerned that a recommendation may not mesh well with what Ramsey supports.

Ms. Coleman felt it would be a great discipline if students were invited to work with Ramsey to prove the cost and benefits of their recommendations. She noted this would force students to narrow the number of recommendations they might include and to look at cost realities. Ms. Colman stated they did this with Rice County, who was considering whether they should allow

PUDs in shoreline areas, transfer development rights, and how to entice developers to choose cluster development.

Councilmember Backous agreed with concerns relating to property rights but indicated he likes to hear all viewpoints and information. He felt the Council cannot make good decision without it and was willing to let experts advise the Council, noting the Council always states rationale for its decisions.

Mayor Ramsey felt the issue with density credits is that no one takes into consideration the resident's reason for moving to Ramsey, large lot development. He did not think residents would support cluster development and he would argue the fact that a smaller lot will not bring more money than a larger lot.

Councilmember Strommen noted she moved to a smaller lot than she had in Ostego and asked why the Council approved an apartment building if all residents want a large lot.

Mayor Ramsey explained development is being done to put density here so residents can still have their large lots. He noted that making the Hunt property preserve 30% for open space is not consistent with what is in outer Ramsey.

Councilmember Strommen stated she hopes someone will move here to live in an apartment.

Councilmember Elvig stated this is the "backbone" for the entire development of the City and the Council is now on board with growth. He noted the Comprehensive Plan anticipates areas of growth with different density and he has seen, many times, where density is put in several areas with large green space that could never have been afforded otherwise. He felt having more tools was a benefit but the Council will decide whether to move forward with any of the recommendations.

Ms. Coleman explained that Rice County was dealing with "4 in 40" and the benefit was to get an additional two units.

Mayor Ramsey commented that when you create that green space, people want it to be a park. However, with large lot development, people recreate on their own property and there is no need for a park.

Councilmember Elvig pointed out there is an evolution with parks because he had created a "park" on his own land but then trails opened so now his kids can get to parks to play with others on those fields.

Mayor Ramsey stated while he was reluctant to support this request, if it is simply to compile data and use the EPB, not staff time, he would not put up a fuss.

Councilmember Tossey stated before he would consider this request he wants to see what students have done with other government entities. He remained very cautious and concerned.

Councilmember McGlone pointed out that everything is an evolution, noting when Ramsey was more of a rural developing community, lots made more sense because there were no trails, and fewer roadways. However, today, the City is looking at a plan for five major parks and closing other parks. He stated the Council is highly focused on property rights and that is supported by the electorate as well. Councilmember McGlone noted his ward is the most rural part of Ramsey and his constituents do not support townhomes. He felt if the U of M is allowed to make recommendations there may be a credibility issue for the Council and he remains nervous about that.

City Administrator Ulrich stated the community's values have to be reflected in the work of the students. He indicated he was unsure whether the program plan included enough direction and felt it should be in writing so there will be no surprises.

Mayor Ramsey suggested staff prepare a scope for Council's consideration at the next meeting.

Councilmember Wise requested a sampling of student's work with other governmental entities.

Ms. Coleman stated she would be happy to provide that information and to craft proposed boundaries to help the Council in its decision.

Councilmember Strommen stated she is more interested in boundaries for this project since providing examples from other municipalities may not relate to what we want in Ramsey. She cautioned the Council that examples can "color our minds" as well as provide more definition but she is more interested in focus on this project.

Mayor Ramsey noted the first statement in the Comprehensive Plan addresses balancing environmental issues with property rights.

Senior Planner Gladhill assured the Council that staff will filter that and assure the students do not bring something forward that staff knows the Council would not support.

Deputy City Administrator Nelson explained when this opportunity was presented, the conversation was to make sure students understand from where we operate, that private property rights prevail. Staff wanted to be sure that was a framework students could work within. Otherwise, it was not a conversation worth having. Deputy City Administrator Nelson felt if students can do that, then there is value in working with them.

City Administrator Ulrich stated students can also address how to encourage development. He raised examples relating to the cost effectiveness of allowing a temporary septic system rather than extending sewer lines, more open water ponds, or encouraging geothermal or solar by providing incentive in some way for projects that give the City what it wants. City Administrator Ulrich suggested emphasizing those two principles: private property rights and encouraging development.

Councilmember Strommen noted the Council had spent a lot of time and public involvement in crafting vision and value statements. However, the Council should not forget that environmental

values were also highly placed and part of the value statement. She felt finding that balance has been a challenge and it would be good to get some assistance.

The Council's consensus was to request more information on collaboration with the U of M Law School Land Use Clinic and direct staff to further define the scope of the project for Council consideration.

### **1) Update on Long Term Road Maintenance Initiative**

City Administrator Ulrich reviewed the staff report and provided an update on a snag with the proposed franchise fee. He explained that in order to do a franchise fee, the City needs approval from the utilities so staff met with Connexus about approval of a franchise fee. At the meeting, Connexus said fine but they have to notify their customers that the franchise fee is for the City and not Connexus. City Administrator Ulrich provided the Council with a copy of the customer notice Connexus proposed to send, noting it would result in pushback from residents, customers, and the Chamber of Commerce. He asked Council if they planned to respond to such a postcard or preferred to adjust the funding amounts so a franchise fee may survive.

Councilmember Elvig asked if it is pushback from customers or from the utility company.

City Administrator Ulrich stated it is clear that Connexus thinks any increase to the utility bill reflects poorly on them so they want to distance themselves from it.

Councilmember McGlone referenced comments made by Mr. LeTourneau when the option of franchise fees was presented at the EDA. It was noted that concern was expressed by business owners and residents that the City was going to do a franchise fee; however, after speaking with staff and being given all of the information, all understood and were in agreement once they understood the issue. He urged the Council to not let the Connexus notice scare them and stated he felt the Council was on the right track.

Public Works Director Olson stated it is important to get out the word that the Council has not yet made a decision and is still in the public engagement and input gathering process. He noted staff conducted a randomly selected survey and has created a communication plan to hold meetings in neighborhoods, provide fact sheets, and let residents comment and make suggestions on the issues facing the City. He suggested informing the public about what is before the Council and the many options in how to accomplish the City's goals. Public Works Director Olson stated staff has developed a website, not yet launched, with an online questionnaire and links to the fact sheets, schedule for public input opportunities, and reconstruction program implementation. He requested Council direction on the communication plan and website.

Mayor Ramsey noted a comment on the web page indicates the projects will be constructed by the fall of 2012 and asked how that can be accomplished without implementing a franchise fee.

Public Works Director Olson explained there is a candidate project, Garnet Street, that staff feels would be an excellent show of how it would benefit the community. This information will be presented to the Council at its next meeting along with an alternate funding source. If approved,

it would be repaid by this program. He explained that in order to show implementation of the program next summer, the project would have to use an alternate funding source.

Mayor Ramsey suggested, and the Council agreed, to direct staff to revise the website sentence so it does not appear the decision has already been made.

Councilmember McGlone stated he has a problem with the public information program. He noted the Council grappled with how to get data to help form opinions on what the community wants and did a good job with that and the survey questions. However, if they now decide to pick “winner” and “loser” neighborhoods it only furthers comments that no one came to their neighborhood. Councilmember McGlone thought all meetings should be held at the City Hall because it cannot hold meetings in every neighborhood. He noted the Council hears from people who don’t like something and they may submit many on-line surveys yet the people who do support it won’t take the time to fill out one survey.

Public Works Director Olson explained that is why staff did the random survey sampling but even when the City has projects that are controversial, meetings are held and public comment cards provided. He stated staff wants to give the Council as much information as possible before it makes a decision.

Councilmember Elvig agreed with the need to change the website statement mentioned by Mayor Ramsey. With regard to how the draft website is laid out, he suggested the graph be placed first with a brief summation and simply stated bullet points. Then additional detail can follow.

The Council supported this suggestion and Public Works Director Olson stated they can also include pictures.

Councilmember Elvig addressed the on-line survey and asked how to assure the resident has read about the issue prior to filling out the survey, and how to guarantee only one survey per family.

Councilmember Strommen stated it is frustrating that the focus is on the franchise fee when the Council’s issue was not the franchise fee but how to fund the Road Maintenance Fund. She stated the City needs to correctly frame the issue by not focusing on a single funding issue but, rather, to use the graph or photos to frame the issue and then frame questions that require more than a “yes” or “no” answer. Residents could also be asked to provide input on what they would do to maintain and fund roads, which would get the focus on the right issue. She reiterated the importance of framing questions correctly so they provide input that is meaningful.

City Administrator Ulrich stated the website survey should not be the same as the random survey. He suggested allowing residents to post comments.

Public Works Director Olson explained that is what staff was getting at when it developed the questionnaire, to allow people to fill in key concerns relative to this project. He noted it also asks how you think the City should pay for this program.

Councilmember Elvig suggested the website include options available to the City.

Public Works Director Olson noted the fact sheet identifies three options.

Councilmember Wise stated he thought the City would hold more open houses. He stated he still has questions on the fairness in how fees will be charged.

Public Works Director Olson acknowledged that all of these issues need to be resolved and details worked out. He reported that bar none, the biggest comment from the resident's opinion survey and telephone calls relates to the *Ramsey Resident* article and is from residents who just got an overlay assessment of ten years and are now being asked to pay a franchise fee. Public Works Director Olson stated his answer to them was that is a City Council decision whether some should be paid back and the rate to charge. This is why staff is asking the Council to look at the communication plan.

Councilmember McGlone stated he believed the Ramsey<sup>3</sup> process worked well because there were a lot of different viewpoints at the start but by the end there was a better understanding. He stated he did not want information cards available on the internet where there was not an opportunity to educate but, rather, at the informational meetings. Councilmember McGlone felt the Highway 10 and Armstrong Boulevard charettes were wonderful and that residents who do not attend either don't care about the issue or are okay with it.

Councilmember Tossey felt this will come down to how it is marketed and the City did a good job with the survey. However, he thinks a franchise fee at the proposed rate would come back with objections. He suggested the franchise fee be lowered and marketed in a positive way, emphasizing the good value we get from roads and the fee is equal for all involved. Councilmember Tossey stated he wants to make sure Ramsey's roads are the best in the county and supports moving ahead.

Councilmember Elvig stated he does not think it is a bad idea to have a website but agreed the Council needed to "get in the room" with residents. He suggested the website include the meeting schedule, advertise the meetings, to get people motivated enough to share their ideas.

Councilmember McGlone stated the only part of the website he does not like is the survey/comment card.

City Administrator Ulrich suggested the use of collaborative groups like the Ramsey<sup>3</sup> to educate residents and ask them to come up with recommendations. He agreed with the importance of reframing the issue because it is not only about the franchise fee. City Administrator Ulrich stated another option is asking the Charter Commission to make assessments more feasible. He noted that many cities get by with assessments to improve streets but the City's Home Rule Charter has a provision that stops road reconstruction projects. He asked the Council whether assessments are a better option for funding road projects than franchise fees.

Councilmember Elvig agreed that should be one of the options listed.

Councilmember Wise noted it has been discussed to use assessments for overlay projects and this fund for reconstruction projects but sometimes there is reconstruction with an overlay project. He asked whether all properties get assessed, even churches.

Public Works Director Olson explained that churches get assessed but if a road project is funded from the property tax levy, churches do not pay taxes. He explained that is fortunate for those with a 2.5 acre lot but not fortunate for property owners with reconstruction projects because even if the City paid 20-40% of the cost, the assessment could still be \$15,000. He noted if the counter petition is 75%, they may still petition against the project because of the high cost.

Mayor Ramsey stated this needs to be considered because that is why people moved to Ramsey, they wanted large lots and now they will have to pay for it.

Councilmember McGlone noted the City is not considering curb and gutter, concrete apron, or sidewalks, so there may be more issues that a group could ferret out.

Public Works Director Olson stated it appears the communication plan as presented is not what the Council intended and the Council has indicated having no on-line survey.

Councilmember Wise asked if the survey could be published so when residents come to the meeting they can fill it out. That process would assure the education process occurs.

Councilmember Strommen noted the on-line survey could require inclusion of their name and address. She stated it is sometimes hard for people to get to meetings and she does not want to discourage input. She questioned whether the Council needed to weigh everything equally and agreed more quality discussion is better because of the benefit of residents interacting with one another. Councilmember Strommen noted that interaction may result in someone changing their mind.

Councilmember Elvig agreed that you can't trust input if responding to a "yes/no" internet survey without being educated as to the issue. He thought offering options of a comment card, requesting more information, or being alerted of upcoming events may be of benefit because it will engage residents and reach out to them.

Mayor Ramsey suggested the Council and staff make a video at QCTV with a brief script that can be placed on line.

The Council agreed with this suggestion and that Mayor Ramsey, Councilmember McGlone, and City Administrator Ulrich will undertake this endeavor.

Councilmember Strommen suggested staff use the chart during open houses and that information be included on the invitation post card so residents become interested in attending the meeting.

The Council discussed the range of methods to fund street reconstruction projects including a tax increase, assessments, franchise fees, or a combination of assessments and a lower franchise fee. It was mentioned that the assessment process is costly and adds expense and acknowledged there

may not be community support to amend the Charter to allow road assessments but another option was to amend the Charter relating to the percentage of petitions.

Council consensus was reached to hold informational meetings at the City Hall; the staff presentation is to provide context and background information to assure education prior to getting input; the staff presentation is also to present the issue and ask residents how to solve the problem; creation of a 2-3 minute video that can be played prior to Council meetings, during Council breaks, and on the website; and staff was directed to reformat the website to include the chart, fact sheet, questionnaire that frames questions to assure input that is informative, and to include most asked questions that can be updated. The Long Term Road Maintenance Initiative will be considered again at the Work Session in two weeks

## **2) Consider U of M Environmental Sustainability / Land Use Clinic**

This item was considered prior to Case 1.

### **FUTURE TOPICS OF DISCUSSION**

#### **1) Review Future Topics / Calendar**

Noted.

Following discussion of available dates, the Council agreed to reschedule its November 8 meeting to November 7, 2011.

City Administrator Ulrich presented the request that Ramsey provide police services to Nowthen. He noted Ramsey currently provides fire services under contract and requested direction in how staff should cost out the proposal. Options were to make a profit, cover only the City's costs, or assume marginal costs to provide service to Nowthen.

Councilmember Elvig suggested the Council receive input from the City's police management and officers and ask whether it is something they want to do.

Councilmember Tossey felt the City should go ahead and do it. He noted that with the last proposal there was some perceived pressure to not compete with the Sheriff's Department but that may no longer be the case.

Mayor Ramsey supported having a low cost because of the benefit of having a mutual contract with Nowthen and because it helps Ramsey cover its northern end.

The Council consensus was to invite the Police Chief to the next Work Session to provide his opinion and for staff to present cost estimates.

### **MAYOR, COUNCIL AND STAFF INPUT**

None

## **ADJOURNMENT**

Motion by Councilmember Tossey, seconded by Councilmember Backous, to adjourn the Work Session Meeting.

The Work Session of the City Council was adjourned at 8:59 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Carla Wirth  
*TimeSaver Off Site Secretarial, Inc.*

**CITY COUNCIL WORK SESSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, October 25, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Bob Ramsey  
Councilmember Randy Backous  
Councilmember David Elvig  
Councilmember Colin McGlone  
Councilmember Sarah Strommen  
Councilmember Jason Tossey  
Councilmember Jeffrey Wise

Also Present: City Administrator Kurtis Ulrich  
Deputy City Administrator Heidi A. Nelson  
Public Works Director Brian Olson  
Police Chief James Way  
Senior Planner Tim Gladhill  
Parks Supervisor Mark Riverblood  
Human Resources Representative Colleen Lasher  
Environmental Coordinator Chris Anderson  
City Attorney William Goodrich

**CALL TO ORDER**

Mayor Ramsey called the City Council Work Session to order at 5:37 p.m.

**APPROVE AGENDA**

The agenda was approved as submitted.

**COUNCIL TOPICS FOR DISCUSSION**

- 1) **Discussion with Ramsey Lions regarding First Right of Refusal with regard to Lawful Gambling Premise Permits**

City Administrator Ulrich reviewed the staff report.

City Attorney advised that no such provision exists in code to permit the Council to give the Ramsey Lion's first right of refusal but an ordinance amendment could be considered that would be fair with other competing organizations. He explained the City needs to assure a process that allows other charitable organizations the right to be considered, such as through a lottery system.

Councilmember Wise asked if an RFP process would work.

City Administrator Ulrich stated a process similar to an RFP could be considered with prescreening and allowing different agencies to compete for the next license location, which would provide equal opportunity.

Councilmember Wise noted one of the grandfathered organizations is not from Ramsey and is Anoka based.

City Administrator Ulrich stated that is correct and the question would be if another Ramsey based organization comes in, would the Council want to give the Ramsey Lions precedence over them.

Councilmember Wise noted the Ramsey Lions are asked to make a donation every time there is an event so he thinks the Ramsey Lions are a partner and should be helped to be successful.

City Administrator Ulrich stated if the Council supports this request, staff will research options available.

Councilmember McGlone thanked the Ramsey Lions for all they do but stated he sees this request is fraught with potential legal trouble because the City cannot discriminate against any organization by geography. He felt this request would result in “un-leveling of the playing field.”

Tom Kujawa, Ramsey Lions Gambling Manager, explained they don't want the right of first refusal but are asking that the non-Ramsey based organizations grandfathered into Ramsey not be allowed to expand and that locations be kept for local charities. He read a portion of Anoka's ordinance, noting it restricts to organizations with a main physical office in the City of Anoka. However, the Ramsey ordinance allows organizations from Ramsey and Anoka. He asked that the ordinance be revised to delete Anoka or new outside organizations from expanding further into Ramsey.

Mayor Ramsey noted that Anoka limits charitable organizations to those having an Anoka address yet Ramsey allows allow Anoka organizations to operate in Ramsey.

Councilmember Tossey asked whether a future organization, such as a Ramsey High School Hockey Association, would be prohibited from charitable gambling in Ramsey if the ordinance is amended as requested.

City Attorney Goodrich advised that such an organization would be permitted in that scenario. He explained that when the Council last visited the ordinance, the Anoka Hockey and Anoka Ice Arena uses were included because they already had locations in Ramsey.

Councilmember Elvig explained at that time, many Ramsey children were involved with Anoka activities so it was thought that Anoka organizations should be able to raise funds for activities that benefit Ramsey's children.

Mayor Ramsey stated people often forget that about one-third of Ramsey's children attend Elk River schools so maybe Elk River should be allowed. He indicated he understands the Lion's issue and request and would not be opposed to striking "City of Anoka" from the ordinance.

Martin Schindel, Ramsey Lions, reviewed City Code provision that grandfathers organizations and asked if one of those grandfathered organizations would be allowed to expand to sites where Ramsey Lions are currently located. He stated Ramsey Lions is primarily concerned with the grandfathering clause and is asking for an amendment similar to Anoka's language.

Councilmember Elvig stated he is willing to restrict expansion of grandfathered organizations if they are not located in Ramsey.

City Attorney Goodrich advised that could be done.

Mr. Kujawa stated if another charity with an office in Ramsey wants to expand into pull-tabs, the Ramsey Lions does not want to stop them. But, the Ramsey Lions would want to stop an organization from outside of Ramsey that wants to expand into pull-tabs. He explained that the Ramsey Lions can only go into an Anoka location after all Anoka organizations say they are not interested. The Ramsey Lions wants our local charities to have that same treatment.

Councilmember McGlone noted that "first right of refusal" is not what the Ramsey Lions are requesting.

Mr. Kujawa agreed and indicated they are suggesting that Ramsey use the Anoka language so an outside organization is not allowed into Ramsey's establishments unless no Ramsey organizations are interested.

Finance Officer Lund clarified that the ordinance passed in 2007 does not include "City of Anoka" in its language. In addition, the Anoka Ice Arena could only qualify to operate in the City of Ramsey by submitting a list of Ramsey students using the arena.

City Administrator Ulrich stated the issue is to give precedence to local organizations. He indicated staff will review the ordinance language to place Ramsey organizations in the first tier and others in a second tier.

Councilmember Backous asked how "local" will be defined since Ramsey's children benefit from Anoka and Elk River sports that may not be officed in Ramsey. He stated he agrees with the concept of first benefiting local charities.

Councilmember Strommen stated the City will have to think it through because an organization without a place of business in Ramsey may still benefit Ramsey's residents. She noted there is also a requirement for spending within trade area. Councilmember Strommen suggested this item come back for consideration after additional staff research.

It was the consensus of the City Council to support the request of the Ramsey Lions and direct staff to review ordinance language as discussed and recommend amendment language.

## **2) Discussion Regarding a Ramsey Lions Corner in *Ramsey Resident***

City Administrator Ulrich reviewed the staff report and presented the request of Ramsey Lions to have space in the *Ramsey Resident*.

Deputy City Administrator Nelson presented the option of using Patch, an on-line site that provides global coverage for government, athletic, schools, and businesses can sponsor and promote their events. She explained this would be another local media outlet that provides up to the minute coverage by a local Patch reporter that attends meetings and events.

Councilmember Elvig asked about the cost and how it is monitored/edited.

Deputy City Administrator Nelson stated there is no cost to the City to establish the Patch because they glean their revenue from business sponsorships. This is considered media, so it is independent. She reported she had talked with other city administrators who indicated coverage is dependent on the local reporter and editor and how they interact. Some voiced positive and some with less than positive experiences.

Mayor Ramsey stated this case may involve two issues. He stated he has no objection with the Lions request to include an article in the *Ramsey Resident* if it is submitted by the Lions. He suggested if the City receives too many requests, the organizations could be rotated.

Councilmember Strommen expressed concern that a number of organizations may be interested in similar coverage and asked how big the newsletter should get. She also asked whether it should apply to only Ramsey entities or also entities that serve Ramsey's residents.

Mayor Ramsey suggested if the organization is a Ramsey entity that serves the City, there would be no charge.

Councilmember Backous stated he has no issue with including an article from the Ramsey Lions since they are asking but he does see the benefit of Patch farther down the road. He noted that any tie that can put people and organizations together is good thing but understood that including a Lions' article in the *Ramsey Resident* may result in requests from others.

Martin Schindel, Ramsey Lions, explained the Ramsey Lions are not trying to sell anything but want space to make announcements of meetings, services, or classes.

It was the consensus of the City Council to approve the request of Ramsey Lions to have space in each issue of the *Ramsey Resident*.

### **3) Consider Work Plan for Rum River Retail Node Master Planning Effort**

Senior Planner Gladhill reviewed the staff report and described a public involvement process to gain input in the creation of a master plan for the area surrounding the commercial node at 167<sup>th</sup> Avenue and St. Francis Boulevard.

Mayor Ramsey stated the process proposed by staff is beyond what he had envisioned. He felt that common sense and logic indicates what will survive based on what did not survive on that corner.

Councilmember McGlone stated he shares that sentiment and in theory believed that government should not be involved. He stated the Council's job is to guide and that is done in the Comprehensive Plan. Councilmember McGlone stated the City should not put development plans over private property and noted the market has already told us what to do on that corner.

Councilmember Wise indicated that some planning is necessary but he would have a huge issue with any work being done until every stakeholder has been contacted, including residential. He agreed the market tells us what will work and he would not support a citizen group saying what will work.

Mayor Ramsey stated he clearly remembers the Council telling staff to do something with 167<sup>th</sup> Avenue but thought that meant getting stakeholders and property owners together in one room and asking what they want to do with their land, possibly trying to facilitate the sale of land, construction of a building, or putting a user on the property.

Councilmember Wise stated he wanted the City to be used as a conduit for a commercial business owner that needs more land, or whatever, and provide a staff contact person. He indicated that while he thinks some planning needs to be done, he would not support a huge process that takes a lot of staff time when the market has not shown interest towards this property.

Councilmember Strommen stated one of the things she has heard is that the corner is an important commercial node and of value to residents who live in that area so it is better optimized. She felt the value of this process was in contacting stakeholders and having a public process to verify how to move it forward and create economic development. She noted the City has been talking about this property since at least 2003 so she felt it was time the Council figure out how to move forward. She indicated it is important to not focus all the City's development energy in The COR and the City should do what it can to maintain other retail nodes that are important to residents. Councilmember Stromman stated she does not know if this full process is warranted but the Council should hear what the stakeholders have to say and open it to the public to hear what role they feel this area should play.

Councilmember Backous stated the area is an eyesore and starting to become an embarrassment. He noted that in January, all agreed it was important to get that commercial node turned around so he does not understand why this area is any different. He felt the City should take considerable effort to push the market; however, agreed with Mayor Ramsey that the City should

first get the parties together and facilitate a meeting. If that does not work then the Council can consider the approach suggested tonight.

Councilmember Wise stated he would want to be careful about how much effort to put into this commercial node. He felt more effort was going into The COR because the City owned it.

Councilmember Strommen noted when the Council started to put effort into The COR, it did not own the property and started through a partnership with the owner.

City Administrator Ulrich pointed out the City is a significant owner in the 167<sup>th</sup> Avenue and St. Francis Boulevard area with the water tower site and wants to look, long-term, at how it fits into what is being done on the commercial corner. He noted that even with an internal process or public process involving stakeholders, land uses need to be considered so roads can be planned and utilities extensions designed so the City is assured of making good investments. All of those things need to be taken into consideration and that is where a master plan and involvement with stakeholders and property owners would be beneficial.

Mayor Ramsey stated he thinks a small convenience store would be successful but it would need sewer utilities.

Councilmember Elvig stated the whole property is tired, not well laid out, and needs a complete facelift to participate better with its surrounding uses. He agreed that a full-blown process is not the way to go at this time. Councilmember Elvig indicated that at one time there was pushback for other types of housing but now that the retail services are gone, there may not be much pushback.

Councilmember Tossey stated support for limited involvement with stakeholders and property owners and stated concern that “we,” as the government, are more involved than we should be. He felt that the property would have potential once Highway 47 was a viable and safe transportation hub.

It was the consensus of the City Council to not move forward with the proposed work plan and direct staff to scale back the process and provide ideas on what the City can do that would not cost too much.

**4) Acknowledge Elmcrest Park’s Building as Local Match for Minnesota DNR Trail Grant Application along T.H. #47**

Parks Supervisor Riverblood reviewed the staff report and recommendation to submit a DNR trail grant application including the Elmcrest Park building as the City’s match.

Mayor Ramsey stated the issue is how to pay for the cost of the building.

Kotchi Prosper, Northern Lights Soccer Association, stated they sponsor two tournaments a year that cost \$5,600 for additional tents, portable toilets, etc. and could pledge those dollars. In addition, they could implement a bond for 1,700 Association members. Mr. Prosper explained

that a building at Elmcrest Park would allow them to sponsor a third tournament, raising additional revenue for building maintenance or debt service. He noted that tournament events bring many people into the area that use local restaurants.

Councilmember Backous asked what type of “bonds” the Association uses.

Mr. Prosper explained the “bond” is a volunteer commitment from the Association membership to contribute two hours during the season to help stripe fields, service the building, field marshal, work concessions, do pickups, etc. Last year, the Fall Jamboree brought 6,000 people to the park, resulting in a lot of work for the Association.

Parks Supervisor Riverblood clarified this action would allow staff to submit the grant and, if awarded, the City Council can decide whether to move forward. It is not a commitment to fund the building, but an indication the City intends to build the building at a subsequent time if the award is received.

Mayor Ramsey asked about the cost of the building.

Parks Supervisor Riverblood stated the estimate is \$430,000 because of clay soils and the need for sanitary sewer.

Councilmember Tossey stated he would not oppose including the park building but would not approve final funding unless it could be used year round so another stakeholder, like the Hockey Association, can be included.

Parks Supervisor Riverblood clarified that the estimate is for a full-service building. If a heating system is not included, the cost would be lower.

Councilmember Strommen supported including the park building because it leverages the partnership with the Soccer Association, puts the grant in a better position to leverage State funds for the trail, and includes a number of goals in one package.

Councilmember Elvig supported including the building, noting it would also provide benefit since this is the drop site for snowmobiling so people may be interested in utilizing the building. In addition, a baseball field is proposed.

Mr. Prosper reported that interest in lacrosse is growing and may be another partnership because they are currently using Anoka High School. He indicated the park building could also serve as a meeting place.

Mayor Ramsey asked what the total costs will be if the City is awarded the DNR trail grant.

Parks Supervisor Riverblood responded if a boardwalk is constructed along the wetland north of 167<sup>th</sup> Avenue on the west side of TH47, it would add \$140,000. However, he thinks the City can get permission to fill the ditch section so that would bring down the cost. He indicated the total

project cost estimate is upwards to \$900,000 but the City could reduce costs if some work can be done in-house.

Mayor Ramsey asked how much the DNR grant is.

Parks Supervisor Riverblood answered it is \$100,000.

Mayor Ramsey stated it would cost \$400,000 to complete the trail plus \$400,000 for the park building. He stated it seems the City is contributing a lot for the trail so this should be a competitive application.

Parks Supervisor Riverblood agreed this is a strong proposal as written because a city can have a match as low as ten percent but the more trail, elements, and synergy to benefit the trail, the better. He noted this trail would provide connection of all neighbors in northern Ramsey.

Mayor Ramsey stated he thinks the City will be awarded the grant if the park building is included so the question is whether the Council is prepared to spend the money on the rest of the trail and building. Or, that may be a decision for a future Council.

Councilmember Tossey stated he thinks Mr. Prosper can get other groups involved to offset building costs and if it can be used year round, he would support including it in the grant proposal.

It was the consensus of the City Council to authorize staff to apply for Minnesota DNR trail grant funding for a significant trail along T.H. #47 with the Elmcrest Park building as part of a local match.

## **5) Discuss Police Services Proposal Response to City of Nowthen**

Police Chief Way reviewed the staff report and noted Nowthen is only seeking coverage four days a week so he does not think Ramsey can compete with a proposal from the Sheriff's Department.

Mayor Ramsey pointed out that the last time Ramsey submitted a proposal to provide police services to Nowthen, the Council tried to cover every penny expended. He explained he had no problem with that approach but asked if there was any benefit to Ramsey in having some police service with Nowthen in the same way Ramsey benefited by contracting for fire services with Nowthen.

Councilmember Elvig asked Police Chief Way for his thoughts about supplying services to Nowthen. He asked if it would be a benefit or difficult.

Police Chief Way stated his opinion that it would not be a good deal for citizens of Ramsey to provide police services to Nowthen because they only want 8 hours of coverage so the other 16 hours a day would be paid by Ramsey's residents. He estimated that 30-34% of calls require response by two squads so Ramsey would have to respond in that manner to Nowthen. Police

Chief Way explained that currently the Sheriff's Department has to respond to Nowthen emergencies and equals 1,500 calls per year in Nowthen. He stated if Nowthen wanted to pay for 24-hour coverage it could work but not with the current request.

Councilmember Elvig stated he thinks the price should be competitive but the City's costs should be covered.

Councilmember Tossey asked if the Sheriff's proposal is for 24-hour coverage.

Police Chief Way explained Nowthen did not ask that from the Sheriff's Department.

Councilmember Tossey asked whether Ramsey's cars also respond when the Sheriff's Department covers an emergency in Nowthen.

Police Chief Way answered they do not.

Councilmember Strommen stated she finds a difference between fire and police coverages. She agreed there were benefits with providing fire coverage because Ramsey put a Fire Department there and has fire fighters who live in that area so response times can be quick. Councilmember Strommen stated she was not sure the same benefit resulted with police services based on what Police Chief Way has indicated. She did not support preparing a proposal if it is known the City cannot be competitive.

Councilmember Wise concurred.

Councilmember Elvig stated he would rather not submit a proposal.

Mayor Ramsey asked about submitting the previous proposal.

Police Chief Way advised that proposal was prepared in 2009 when gas was \$2.40 a gallon. He noted the price of gasoline would add \$7,000 to the cost and wages are up 2% since 2009.

It was the consensus of the City Council to not submit a proposal for police coverage in the City of Nowthen.

**6) Discuss Mayor's Recommendations of Desirable Changes and Improvements Pursuant to City Charter 2.6.2**

City Attorney Goodrich advised that Mayor Ramsey has requested further analysis of his recommendations prior to presentation to the City Council. As a result, Mayor Ramsey will request this item be tabled to allow additional time for staff analysis.

Deputy City Administrator Nelson asked whether staff will be made aware of the recommendations before they are presented to the City Council.

City Attorney Goodrich explained the Mayor's recommendations will be presented as a normal agenda item and included with the agenda packet so the City Council, staff, and public will have the opportunity to view prior to consideration.

Councilmember Strommen stated she understands the Charter provision to allow the Mayor to make recommendations and asked whether the City Council can make a decision on staff time involved in the analysis.

City Attorney Goodrich advised that the Charter provision gives authority to the Mayor to direct certain staff time. He explained an outside consultant will not be used so the cost will not be significant.

#### **FUTURE TOPICS FOR DISCUSSION**

Noted

#### **MAYOR, COUNCIL AND STAFF INPUT**

None

#### **ADJOURNMENT**

Motion by Councilmember Tossey, seconded by Councilmember Wise, to adjourn the Work Session Meeting.

The Work Session of the City Council was adjourned at 6:47 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Carla Wirth  
*TimeSaver Off Site Secretarial, Inc.*

**CC Regular Session**

**4.3.**

**Meeting Date:** 11/07/2011

**By:** Jo Thieling, Administrative Services

**Information**

**Title:**

Approve License Applications

**Background:**

Council is asked to approve the following license applications:

Transient Merchant License for Abundant Life Ministries to sell Christmas Trees from November 25 through December 24, 2011. The trees will be donated by Woleyn Tree Farm in Cambridge. The sales will be handled by Phil Schipper, Pastor for Abundant Life Ministries, and his wife Jane. The proceeds from the sale will be donated to the ministries which help to "mend broken young people". The property where the sales will take place is donated by Torrey Johnson - 6360 US Highway #10. Staff is asking Council to waive the \$100 fee for this license.

Special Events Permit for the City of Ramsey HRA for larger signage than what is allowed by Code and for activities surrounding the November 11 VA Grand Opening and the November 16 Rail Event. The events are managed by Anoka County and PSD, LLC. Staff is asking that the \$50 application fee be waived.

Motor Vehicle A Plus Auto Sales, Inc. 7751 Highway #10 #5, Ramsey, MN 55303

**Council Action:**

Motion to approve the license applications listed.

**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

11/03/2011 01:01 PM

Form Started By: Jo Thieling

Started On: 11/03/2011 08:46 AM

Final Approval Date: 11/03/2011

**CC Regular Session**

4. 4.

**Meeting Date:** 11/07/2011

**By:** Jo Thieling, Administrative Services

**Information**

**Title:**

Approve Request to Declare Surplus Property

**Background:**

Staff is requesting Council declare the following property surplus and authorize sale of same:

#555 1998 Ford F150 VIN [1FTZX18W3WKB23256](#) Mileage 106,315

This was a vehicle previously used by the Fire Department that has been replaced. The Fire Chief conferred with the City's mechanic with regard to the condition of the vehicle. Mr. Maris stated, in his opinion, the vehicle has too many electrical and mechanical problems to bring it up to a usable status. Also, in his opinion, it is unsafe for emergency use.

**Council Action:**

Motion to declare the 1998 Ford F150 Vehicle #555 as surplus and authorize sale/auction of same.

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	10/27/2011 03:20 PM
Jo Thieling	Jo Thieling	10/27/2011 03:22 PM
Kurt Ulrich	Jo Thieling	10/27/2011 03:23 PM
Form Started By: Jo Thieling		Started On: 10/25/2011 01:12 PM
Final Approval Date: 10/27/2011		

**CC Regular Session**

**4. 5.**

**Meeting Date:** 11/07/2011

**By:** Diana Lund, Finance

**Information**

**Title:**

~~Introduce Ordinance for 2012 Schedule of Rates, Fees and Charges and Call for a Public Hearing~~ - Removed from agenda.

**Background:**

Effective June 30, 1991, Ordinance #91-08 amended S7.01.10 of the City Code to allow the City Council to annually set fees.

The City is allowed to annually adopt the Schedule of Rates, Fees and Charges by Resolution, but the City has chosen to adopt its entire schedule by ordinance. Ordinance adoption provides the opportunity for comments at a Public Hearing and gives adequate time (30 days) before the rates go into effect.

Attached is the proposed 2012 Schedule of Rates, Fees and Charges. The 2011 Adopted column represents the City's current schedule of fees. Those items shown in the 2012 column reflect the proposed 2012 fees. Changes/ and or additions from 2011 to 2012 are bolded.

Charges for a Sauna/Massage Parlor and Second Hand Goods have been added to the charges for 2012. One fee that is rising is the fee for pawn brokers from \$3,000 to \$4,000 to offset the costs of time that the police have attributed to tracking the pawn transactions. Staff contacted neighboring communities and found that the average Pawnbroker fee was \$7,500 (fees ranged from \$3,000 to \$13,500). The city established the \$3,000 fee in 2004.

The above rate increases take into effect staff recommendations, industry standards, rates charged by neighboring cities, individual rate studies such as water utility and annual increases based on inflation.

City Council is meeting on the proposed 2012 fees at a worksession on November 7, 2011 for further discussion and clarification of the proposed rates.

**Funding Source:**

None

**Council Action:**

Introduce Ordinance #11-XX- 2012 Schedule of Rates, Fees and Charges and calling for a public Hearing on November 22, 2011.

**Attachments**

Ordinance 2012 Schedule of Rates, Fees & Charges

2012 Proposed Schedule of Fees & Charges

**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

11/03/2011 01:16 PM

Form Started By: Diana Lund

Started On: 11/02/2011 08:11 AM

Final Approval Date: 11/03/2011



**ORDINANCE #11-XX**  
**CITY OF RAMSEY**  
**ANOKA COUNTY**  
**STATE OF MINNESOTA**

**AN ORDINANCE ESTABLISHING PERMIT FEES, SERVICE CHARGES, AND VARIOUS OTHER FEES TO BE COLLECTED BY THE CITY OF RAMSEY.**

**The City of Ramsey ordains:**

**SECTION 1. AUTHORITY**

This ordinance is adopted pursuant to and under the authority of the Charter of the City of Ramsey.

**SECTION 2. PURPOSE**

Per S701.10 (Fees) the purpose of this Ordinance is to establish the Permit Fees, service Charges, and Other Fees that will be collected by the City in year 2012. This is known as the Schedule of Rates, Fees and Charges.

**SECTION 3. SCHEDULE**

The attached permit fees and service charges are hereby established for the year 2012.

**SECTION 4. EFFECTIVE DATE**

This Ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

**PASSED** by the City Council of the City of Ramsey, Minnesota, the 22nd day of November 2011.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

Introduction date: November 7, 2011  
Posting dates: November 11, 2011-November 22, 2011  
Adoption date: November 22, 2011  
Publication date: December 2, 2011  
Effective date: January 2, 2012

CITY OF RAMSEY  
2012 PROPOSED SCHEDULE OF RATES, FEES AND CHARGES

	SERVICE OR LICENSE	SPECIAL NOTES	2011 Adopted	2012 Proposed
	Administrative Hearings/Citations/Abate/Amends			
1	Abatement: Administration Fee		25% of cost of abatement or \$750, whichever is	25% of cost of abatement or \$750, whichever is
2	Administrative Citation: Violations of 10 - Animals		25.00	25.00
3	Administrative Citation: Violations of 26 - Rental Property		75.00	75.00
4		2nd offense w/in 12months	250.00	250.00
5		3rd offense w/in 12 months	500.00	500.00
6	Administrative Citation: Violations of 30 - Public Nuisance	1st offense after failure to abate within 14 days	75.00	75.00
7		2nd offense w/in 12months	250.00	250.00
8		3rd offense w/in 12 months	500.00	500.00
9	Administrative Citation: Violations of 42 - Dump Garbage/Refuse		75.00	75.00
10		2nd offense w/in 12months	250.00	250.00
11		3rd offense w/in 12 months	500.00	500.00
12	Administrative Citation: Violations of 54 - Prohibited Parking		25.00	25.00
13	Administrative Citation: Violations of 54 - Recreational Vehicles		75.00	75.00
14		2nd offense w/in 12months	250.00	250.00
15		3rd offense w/in 12 months	500.00	500.00
16	Administrative Citation: Violations of 54 - Time Zone Parking		25.00	25.00
17	Administrative Citation: Violations of 105 - Construction		75.00	75.00
18		2nd offense w/in 12months	250.00	250.00
19		3rd offense w/in 12 months	500.00	500.00
20	Administrative Citation: Violations of 105 - Exterior Completion		75.00	75.00
21		2nd offense w/in 12months	250.00	250.00
22		3rd offense w/in 12 months	500.00	500.00
23	Administrative Citation: Violations of 105 - No Permit		75.00	75.00
24		2nd offense w/in 12months	250.00	250.00
25		3rd offense w/in 12 months	500.00	500.00
26	Administrative Citation: Violations of 105 - Property Identification		75.00	75.00
27		2nd offense w/in 12months	250.00	250.00
28		3rd offense w/in 12 months	500.00	500.00
29	Administrative Citation: Violations of 113 - Sewage		75.00	75.00
30		2nd offense w/in 12months	250.00	250.00
31		3rd offense w/in 12 months	500.00	500.00
32	Administrative Citation: Violations of 117 - Off Street Parking		25.00	25.00
33	Administrative Citation: Violations of 117 - Signs		75.00	75.00
34		2nd offense w/in 12months	250.00	250.00
35		3rd offense w/in 12 months	500.00	500.00
36	Administrative Citation: Violations of 117 - Landscaping		75.00	75.00
37		2nd offense w/in 12months	250.00	250.00
38		3rd offense w/in 12 months	500.00	500.00
39	Administrative Hearing: Filing Fee		250.00	250.00
40				
41	Board of Appeals Fee		250.00	

CITY OF RAMSEY  
2012 PROPOSED SCHEDULE OF RATES, FEES AND CHARGES

	SERVICE OR LICENSE	SPECIAL NOTES	2011 Adopted	2012 Proposed
42				
43				
44	3.2 beer off-sale		100.00	100.00
45	3.2 beer on Sale		200.00	200.00
46	3.2-beer-on-Sale-temporary		50.00	6.00
47	Change of Ownership-Liquor Establishment		0.00	50.00
48	Liquor license investigation fee	Corporate	500.00	500.00
49		Partnership	500.00	500.00
50		Sole-Proprietor	500.00	500.00
51	Liquor off-sale		380.00	380.00
52		Tiered Payment System:		
53		License Reduced by:		
54		\$100-Meet State Statutes Conditions		
55		\$100-Purchase/Utility ID Technology		
56	Liquor on-sale		5000.00	5000.00
57	Liquor on-sale Sunday		200.00	200.00
58	Temporary Intoxicating		50/day	50/day
59	Wine license investigation fee	Corporate	500.00	500.00
60		Partnership	500.00	500.00
61		Sole-Proprietor	500.00	500.00
62	Wine on-sale		1,000.00	1,000.00
63	2 a.m. closing (optional)		300.00	300.00
64				
65	Temporary Amusement Center (Carnivals, Circus)		2,500.00	2,500.00
66	Site Clean-up-carnival		\$600/acre-acre	
67	Lawful gambling investigation fee - New applicant only	Limit \$100.00	100.00	100.00
68	Lawful gambling investigation fee - Single Events		50.00	50.00
69	Fire Works Sales-Business selling only fireworks		350.00	350.00
70	Fire Works Sales-Retail Sellers	Ordinance Adopted 6/11/02	100.00	100.00
71	Parade Permit		100.00	100.00
72	Special Events - Ex-Music festival, performing arts, parades, carnivals, 5K Run	Including Clean Up Fees, Electrical Inspection Fees etc.		\$50 Application fee +License Fee to be
73		determined		per event by CC + Staff Time@2.75* wage/hour
74	All Other Misc Permit/licenses			\$50/Admin. fee + Staff time @2.75/hr. if needed
75				\$50/Admin. fee + Staff time @2.75/hr if needed
76	Administrative Fee-Process Returned Bldg Permits		25.00	25.00
77	Basement Finish	Cover 3 trips	141.00	141.00
78	Building permit			
79	LMC/AMM November 2003 Recommended Schedule			
80	Building plan check (65% of bldg. permit) 1997 UBC Table 1A		2003 LMC Fee Table	2003 LMC Fee Table
81	Plan Check Fee for Duplicate Plans		65% of Bldg. Permit Fee	65% of Bldg. Permit Fee
82	Plan Check Fee for Accessory Structures		25% of Bldg. Permit Fee	25% of Bldg. Permit Fee
83	Plan Check Fee for changes, additions, or revisions to plans		65% of Bldg. Permit Fee	65% of Bldg. Permit Fee
84	Certificate of Occupancy		47.00/hr/Minimum 1 hr	47.00/hr/Minimum 1 hr
			4.00	4.00

CITY OF RAMSEY  
2012 PROPOSED SCHEDULE OF RATES, FEES AND CHARGES

	SERVICE OR LICENSE	SPECIAL NOTES	2011 Adopted	2012 Proposed
85	Air Conditioner Replacement		47.00	47.00
86	Deck Permit		94.00	94.00
87	Demo Permit		94.00	94.00
88	Electrical Permit Fee		Per Attached Sheet	Per Attached Sheet
89	Erosion Control Escrow		1500.00	1500.00
90	Fence Permit	State Required	LMC Fee Table	LMC Fee Table
91	Fireplace Permit	Over 6 feet in height	94.00	94.00
92	Furnace Replacement	Cover 2 trips	47.00	47.00
93	Inspections-After Hours/Weekend		70.50/hr/minimum 2 hr	70.50/hr/minimum 2 hr
94	Investigation Fee	Work Started Without a Permit	Equal to Permit Fee	Equal to Permit Fee
95	Gas Water Heater Replacement		47.00	47.00
96	Lawn Irrigation-Residential	Cover 1 trip	47.00	47.00
97	Lawn Irrigation-Commercial (Multi)		60.00	60.00
98	Mechanical Permit-Residential	New Construction	150.00	150.00
99	Mechanical permit-Commercial	Remodel/Addition	94.00	94.00
100	Mechanical permit-Commercial	New Construction	1% of Job Value/Minimum \$200.00	1% of Job Value/Minimum \$200.00
101	Moving Structure Permit	Remodel/Addition	1% of Job Value/Minimum \$100.00	1% of Job Value/Minimum \$100.00
102	Moving Structure Permit Site Inspection		94.00	94.00
103	Plan Check fee (65% of commercial mechanical permit)		94.00	94.00
104	Mobile Home Tie Down		65% of Comm Mech Permit fee	65% of Comm Mech Permit fee
105	Mobile Home Water Hookup		45.00	45.00
106	Outside Consultants-Plan check and/or inspections		60.00	60.00
107	Permit/Inspection Card-Replacement or Duplicate	All administrative and Overhead Costs	Actual Costs	Actual Costs
108	Plumbing permit- Residential/Single Family		5.00	5.00
109	Plumbing permit- Commercial	New Construction	200.00	200.00
110	Reinspection Fees	Remodel/Addition	94.00	94.00
111	Re-Roofing/Shingling Permit-Residential	New Construction	1% of Job Value/Minimum \$300.00	1% of Job Value/Minimum \$300.00
112	Re-Roofing/Shingling Permit-Commercial/Multi-Family	Remodel/Addition	1% of Job Value/Minimum \$150.00	1% of Job Value/Minimum \$150.00
113	Re-Siding Permit		47.00 per trip	47.00 per trip
114	Replacement Windows	Cover 2 trips	94.00	94.00
115	Septic system permit-residential		LMC Fee Table	LMC Fee Table
116	Septic system permit-commercial	Cover 2 trips	94.00	94.00
117	Septic Tank Installation Permit-Residential	Residential/pre inspection	94.00	94.00
118	Service Availability Charge (SAC)		150.00	150.00
119	SAC Handling Fee - per address		250.00	250.00
120	Septic Tank Pumping Permit		150.00	150.00
121	Sewer permit (Utility Connection)-Residential	[current MCES rates]	2,230.00	2,365.00
122	Sewer permit (Utility Connection)-Commercial		200.00	25.00
123	Site Evaluation Fee		10.00	10.00
124	Swimming pool permit		75.00	75.00
125			2% of Job Value/Minimum \$250.00	2% of Job Value/Minimum \$250.00
126			45.00	45.00
127			125.00	125.00

CITY OF RAMSEY  
2012 PROPOSED SCHEDULE OF RATES, FEES AND CHARGES

	SERVICE OR LICENSE	SPECIAL NOTES	2011 Adopted	2012 Proposed
128	Tree & Sod Escrow Administrative Fee	On Residential Permits	100.00	100.00
129	Vacuum Breaker Verification for Irrigation System (RPZ)-Residential		47.00	47.00
130	Vacuum Breaker Verification for Irrigation System (RPZ)-Commercial		60.00	60.00
131	Water Availability Charge (WAC) - per address	Based on water study	1,701.00	1,777.00
132	Water Softener Permit-residential	State Statute	15.00	15.00
133				
134	Water permit (Utility Connection)-Residential		75.00	75.00
135	Water permit (Utility Connection)-Commercial		2% of Job Value/Minimum \$250.00	2% of Job Value/Minimum \$250.00
136				
137	Administrative Fee - Process Returned Business Permits		25.00	25.00
138	Adult Use		0.00	5000.00
139	Breaker/precious-metal-dealer		250.00	250.00
140	Business Registration Certificate (BRC)		30.00	30.00
141			15.00	0.00
142	Contractor License		50.00	50.00
143	Garbage & refuse hauler		200.00	50.00
144	Gasoline sales		250.00	250.00
145	License Late Fee		15% of license fee/month	15% of license fee/month
146	Motor vehicle sales/rental		175.00	175.00
147	Multiple dwelling/Residential Rental		75.00/unit	75.00/unit
148	Pawn broker/Precious Metals		3,000.00	4,000.00
149	Transaction Fee-Pawnbroker enters		1.35/per transaction	1.35/per transaction
150	Transaction Fee-State Entered		2.10/per transaction	2.10/per transaction
151	Sauna/Massage Parlor/Massage Therapy			\$200 annual/\$50 per Therapist
152	Second Hand Goods (Consignment Shop)			50
153	Second-Hand-Dealer		2,000	
154	Pawn broker investigation fee		500.00	500.00
155			1,500.00	1,500.00
156	Second Hand Dealer investigation fee		500.00	500.00
157			1,500.00	1,500.00
158	Transient merchant/peddler/solicitor		100 + 35 per person backgrounded	100 + 35 per person backgrounded
159				
160				
161	Interest rate charge - non-bonded programs		US Treas. rate + 2 points	US Treas. rate + 2 points
162	Bonded projects will be dependent upon interest rates being paid			
163				
164				
165	Chipper (Staffing see PW Maintenance Worker below)	Per Fema Schedule of Equipment Rates + staffing	130.00/hr	45.50/hr
166	Water Truck (Staffing see PW Maintenance Worker below)	Per Fema Schedule of Equipment Rates + staffing	140.00/hr	42.00/hr
167	Loader (Staffing see PW Maintenance Worker below)	Per Fema Schedule of Equipment Rates + staffing	140.00/hr	70.00/hr
168	Motor grader (Staffing see PW Maintenance Worker below)	Per Fema Schedule of Equipment Rates + staffing	140.00/hr	70.00/hr
169	All Equipment Rental not listed above	Per Fema Schedule of Equipment Rates + staffing	100.00/hr	Per FEMA schedule
170	Public Works Maintenance Worker		64.00/hr	2.30 x wage/hr

CITY OF RAMSEY  
2012 PROPOSED SCHEDULE OF RATES, FEES AND CHARGES

	SERVICE OR LICENSE	SPECIAL NOTES	2011 Adopted	2012 Proposed
171	Portable Toilet		Actual Cost	Actual Cost
172				
173				
174	Antenna Lease - City Owned Property [PCS towers]	Per Individual Agreement	Per Individual Agreement	Per Individual Agreement
175	Concession stand/pavilion/shelter- per day/event- residents	Includes 7.125% sales tax	35.00	35.00
176	Concession stand/pavilion/shelter- per day/event - non-res.	Includes 7.125% sales tax	55.00	55.00
177	Key deposit - per building			
178	Softball/baseball field - youth teams	Includes 7.125% sales tax	10.00/game	10.00/game
179	Football field - youth teams	Includes 7.125% sales tax	44.00/week	44.00/week
180	Soccer field - youth teams			
181	Full Size	Includes 7.125% sales tax	35.00/week	35.00/week
182	1/2 Size	Includes 7.125% sales tax	18.00/week	18.00/week
183		Includes 7.125% sales tax	10.00/week	10.00/week
184	Field Layout Field-Soccer, Football, Lacrosse		100.00	100.00
185	Tennis court - non-residents	Includes 7.125% sales tax	17.00	17.00
186	Basketball court - non-residents	Includes 7.125% sales tax	17.00	17.00
187	Volleyball court - non-residents	Includes 7.125% sales tax	17.00	17.00
188	Horseshoe pit - non-residents	Includes 7.125% sales tax	17.00	17.00
189	Lighted ballfield Deposit Fee		100/individual	100/individual
190			500/athletic organization	500/athletic organization
191	Lighted ballfield - residents	Includes 7.125% sales tax	14.00/hr	14.00/hr
192	Lighted ballfield - non-residents	Includes 7.125% sales tax	14.00/hr+25.00	14.00/hr+25.00
193	Municipal/Park Center - Damage Deposit per event		100.00	100.00
194	Municipal Center per day/event - RESIDENTS			
195	Alexander Ramsey Room		100.00	100.00
196	Lake Itasca Room		75.00	75.00
197	Mississippi River/ Rum River or Trott Brook Room		50.00	50.00
198				
199		After Hours/Weekend Fee	95.00+54.00/hr	95.00+54.00/hr
200		Audio/visual equipment use	95.00+54.00/hr	95.00+54.00/hr
201				
202	Municipal Center per day/event - NON-RESIDENTS			
203	Alexander Ramsey Room		125.00	125.00
204	Lake Itasca Room		100.00	100.00
205	Mississippi River/ Rum River or Trott Brook Room		75.00	75.00
206				
207		After Hours/Weekend Fee	125.00+54.00/hr	125.00+54.00/hr
208		Audio/visual equipment use	125.00+54.00/hr	125.00+54.00/hr
209	PACT SCHOOL FIELD MAINTENANCE	5% Increase per year	551.00	551.00
210	Park Center per day/event - residents	Includes 7.125% sales tax	95.00	95.00
211	Park Center per day/event - non-residents	Includes 7.125% sales tax	125.00	125.00
212	Picnic Table Moving		65.00/Table	65.00/Table
213	Ramsey Amphitheater Rental:			

CITY OF RAMSEY  
2012 PROPOSED SCHEDULE OF RATES, FEES AND CHARGES

	SERVICE OR LICENSE	SPECIAL NOTES	2011 Adopted	2012 Proposed
214	Resident		50.00	50.00
215	Non-Resident		75.00	75.00
216				
217	Softball tournament damage deposit		150.00	150.00
218	Softball tourn. rental per field/per event		240.00	240.00
219	Warming house per day/event - residents		95.00	95.00
220	Warming house per day/event - non-res.		125.00	125.00
221				
222				
223				
224	Aerial Topographic Information		15.00/acre	
225	Agenda Mailing or FAXES (agenda only)		50.00/year	
226	Agenda Mailing or FAXES (agenda and cover sheets)		175.00/year	
227	Agenda Mailing or FAXES (City Council Agenda Packet)		800.00/year	
228	Annual Budget		30.00/copy	
229	Annual Financial Report		30.00/copy	
230	Capital Improvement Project (CIP)		30.00/copy	
231	Cemetery Plot (Trott Brook Cemetery)		700.00	700.00
232	Cemetery Plot Perpetual Care		200.00	200.00
233	Code Book		150	
234	Code book updates per year		50.00	
235	Comp Plan CD		10.00	10.00
236	Comp Plan Paper Copy		100.00	
237	City Information - CD Format		10.00/disc	10.00/disc
238	Fax Charge		40/page	
239	Kennel License (Administrative)		30.00	30.00
240	Mailed minutes per meeting		20.00	
241	Maps - City (28X 24)		5.00	5.00
242	Maps - Zoning (28 X 34)		15.00	15.00
243	Maps - Zoning/Address (34 X 44)		25.00	25.00
244	Maps-Zoning or Comp Plan (11 X 17)		6.00	6.00
245	Maps - Plat		10.00	10.00
246	Maps - Topo aerials per half section		20.00	20.00
247	Maps- Parks & Trails 11 X 17		6.00	6.00
248	Maps - Parks & Trails (36 X 24)		15.00	15.00
249	Maps-Large Ward/Precinct		25.00	25.00
250	Notary Fee	With Addresses State Statute	3.00	1.00
251	Photo copies - one-sided	Up to 100 pages; over 100 pages plus staff time	0.25	0.25
252	Photo copies - duplexed	Up to 100 pages; over 100 pages plus staff time	0.25	0.25
253	Photos - Aerial	20/per sheet		
254	Political office filing fee	State Statute	5.00	5.00
255	Public hearing publications	At City Cost		At City Cost
256	Returned check		35.00	35.00

CITY OF RAMSEY  
2012 PROPOSED SCHEDULE OF RATES, FEES AND CHARGES

	SERVICE OR LICENSE	SPECIAL NOTES	2011 Adopted	2012 Proposed
257	Reissued Check Fee		15.00	15.00
258	Special assessment search		30.00	30.00
259	Written notice-to-property-owners		Postage + .50/envelope	
260	Year-end Residential Activity Forecast		45.00	
261	Zoning ordinance		75.00	
262				
263				
264				
265				
266	Comp Plan Amendment Application		200.00	200.00
267	Comp Plan Escrow		700.00	700.00
268	Conditional use escrow minimum		800.00	800.00
269	Conditional use permit application		200.00	200.00
270	Conditional use escrow min-environ sens		2000.00	2000.00
271	Conditional use permit app.-environ sens		200.00	200.00
272	Conditional use permit annual inspection		75.00	75.00
273	Dock permit		25.00	25.00
274	Environmental Permit		200.00	200.00
275	Environmental Escrow		400.00	400.00
276	Industrial Revenue Bond - application		200.00	200.00
277	Industrial Revenue Bond - escrow		1000.00	1000.00
278	Interim Use Permit Escrow - Minimum		600.00	600.00
279	Interim Use Permit Application		200.00	200.00
280	Interim Use Annual Inspection Fee		75.00	75.00
281	Park Dedication - Cash Contribution: Residential Unit	Including Townhomes & Apartment Units	2475./dwelling unit	2475./dwelling unit
282	Park Dedication - Cash Contribution: Residential Unit	Exceed 12+ units per acre	7.5% Discount/\$2,289	7.5% Discount/\$2,289
283	Park Dedication - Cash Contribution: Residential Unit	Exceed 20+ units per acre	15% Discount/\$2,104	15% Discount/\$2,104
284	Park Dedication - Cash Contribution: Commercial/Assisted Living Facilities		4,738/acre	4,738/acre
285	Park Dedication - Cash Contribution: Industrial		3,966/acre	3,966/acre
286	Park Dedication - Land Contribution: Residential	0 - 3.0 dwelling units per acre	10% of land	10% of land
287		3.1 - 5.0 dwelling units per acre	15% of land	15% of land
288		5.1 + dwelling units per acre	Add .5% for each over 5	Add .5% for each over 5
289	Park Dedication - Land Contribution: Commercial/Industrial/Assisted Living Facilities	(public open space/rec. uses-not including wetlands)	5% gross land area	5% gross land area
290	Park Dedication - Land Contribution: Planned Unit Developments		10% gross land area	10% gross land area
291			+2475/ dwelling unit	+2475/ dwelling unit
292	Trail Development Fee - Cash Contribution: Residential Unit		600/dwelling unit	600/dwelling unit
293	Trail Development Fee - Commercial/Industrial/Assisted Living Facilities		1,090/acre	1,090/acre
294	Approval/Recording of Deeds:			
295	Abstract Property		County Feet+\$10.00/staff Time	County Feet+\$10.00/staff Time
296	Torrens Property		County Feet+\$10.00/staff Time	County Feet+\$10.00/staff Time
297	Rezoning application		200.00	200.00
298	Rezoning escrow		400.00	400.00
299	Sign permit application - permanent		25.00	25.00

CITY OF RAMSEY  
2012 PROPOSED SCHEDULE OF RATES, FEES AND CHARGES

	SERVICE OR LICENSE	SPECIAL NOTES	2011 Adopted	2012 Proposed
300	Sign permit - permanent		75.00	75.00
301	Sign permit - temporary		25.00	25.00
302	Site plan review application		200.00	200.00
303	Site plan review escrow		800.00	800.00
304	Special Council, HRA or Commission meeting fee		350.00	350.00
305	Temporary Structure escrow		500.00	500.00
306	TIF Application Fee		4000/legal fee deposit	4000/legal fee deposit
307	Vacation of easement application		200.00	200.00
308	Vacation of easement escrow		300.00	300.00
309	Variance application		200.00	200.00
310	Variance escrow		400.00	400.00
311	Zoning Permit		25.00	25.00
312				
313	Address Change		175.00	175.00
314	Administrative (interior lot lines) escrow		225.00	225.00
315	Administrative (interior lot lines) app.		200.00	200.00
316	Major Subdivision escrow		1500.00	1500.00
317	Major Subdivision application		300.00	300.00
318	Minor subdivision escrow		900.00	900.00
319	Minor subdivision application		200.00	200.00
320	Registered land survey escrow		300.00	300.00
321	Registered land survey application		200.00	200.00
322	Topographical Mapping Fee		15.00/acre	
323				
324	Administrative Fee (Project Related Activity-Staff admin)	Consultants hired for project: Ex: Hakanson Anderson	3% of contractor bill	3% of contractor bill
325	Attorney - municipal		At City cost	At City cost
326	Attorney - non-municipal		At City cost	At City cost
327	City Staff Services		135.00/hr	2.30 X wage/hr
328	City Engineer		115.00/hr	115.00/hr
329	Community Development Staff Time		100.00/hr	100.00/hr
330	Engr-Tech IV Inspection Fees	Does not include CD Secretary Time	88.00/hr	2.75 X wage/hr
331	Engr-Tech II Inspection Fees		69.00/hr	2.75 X wage/hr
332	Civil Enggr- Staff Time		91.00/hr	91.00/hr
333	Police Officer			76/hr
334	Tree Removal-Administrative-Charge		91.00/hr	91.00/hr
335	Weed-Mowing-Administrative-Charge		91.00/hr	91.00/hr
336	Other professional /staff services		2.75 X wage/hr	2.30 X wage/hr
337				
338				
339	Alarms: False (3rd offense)	In a Calendar Year	75.00	75.00
340	Alarms: False (4th offense)	In a Calendar Year	150.00	150.00
341	Alarms: False (5th offense)	In a Calendar Year	225.00	225.00
342	Alarms: False (6th offense)	In a Calendar Year	300.00	300.00

CITY OF RAMSEY  
2012 PROPOSED SCHEDULE OF RATES, FEES AND CHARGES

SERVICE OR LICENSE	SPECIAL NOTES	2011 Adopted	2012 Proposed
343	Car Seat Check -Non-Resident only	25.00	25.00
344	Cat license -duplicate	5.00	5.00
345	Cat license -male/female - 2-yr. license	20.00	20.00
346	Cat license -male/female neutered/spayed - 2-yr. license	10.00	10.00
347	Clandestine Drug Labs Remediation	125% of Recovery Costs (Recovery Cost + 25%)	125% of Recovery Costs (Recovery Cost + 25%)
348	Copies: Audio/Video CD/DVD	20.00	20.00
349	Copies: Incident/Investigative Reports	25/page	25/page
350	Copies: Statistical Summary Reports	5.00	5.00
351	Dangerous Dog License	500.00	500.00
352	Dog Impoundment fee	125.00+board	125.00+board
353	Dog Impoundment fee - If Non Licensed	175.00 +board	175.00 +board
354	Dog Impoundment fee (2nd offense)	5.00	5.00
355	Dog license - duplicate	20	20
356	Dog license - male/female - 2 yr. license	10	10
357	Dog license - male/female neutered/spayed - 2 yr. license		
358			
359	Fire Prevention:		
360	Fire Suppression Fees:		
361	Permit	Valuation based/1997 UBC Fee Table 1-A	Valuation based/1997 UBC Fee Table 1-A
362		Minimum of 23.50	Minimum of 23.50
363	Plan Review	65% of permit fee	65% of permit fee
364		\$5.00 Minimum State Surcharge	\$5.00 Minimum State Surcharge
365			
366	Fire Alarm Fees:		
367	Permit	Valuation based/1997 UBC Fee Table 1-A	Valuation based/1997 UBC Fee Table 1-A
368			
369		Minimum of 23.50	Minimum of 23.50
370	Plan Review	65% of permit fee	65% of permit fee
371		\$5.00 Minimum State Surcharge	\$5.00 Minimum State Surcharge
372			
373	Temporary Assembly/Tent Permit(Greater than 100 sq. ft.)	50.00/per tent	50.00/per tent
374	Aboveground Tank Storage	100.00/per tank	100.00/per tank
375	Underground Tank Storage	100.00/per tank	100.00/per tank
376	Fuel Tank Storage Removal	100.00/per tank	100.00/per tank
377	Daycare Inspection Fee	50.00	50.00
378	Permit Re-Inspection Fee	50.00	50.00
379	Fireworks/Pyrotechnic Display Permit	200.00	200.00
380	Double Permit Fee	2 x normal permit fee	2 x normal permit fee
381	Lock Box Fee:		
382	Surface Mount	215.00	215.00
383	Recessed Box	255.00	255.00
384	All Others	Actual cost + 10% Admin fee	Actual cost + 10% Admin fee
385	Fire Code Re-Inspection Fee	140.00	140.00

CITY OF RAMSEY  
2012 PROPOSED SCHEDULE OF RATES, FEES AND CHARGES

	SERVICE OR LICENSE	SPECIAL NOTES	2011 Adopted	2012 Proposed
386	Gas Line Hit By Contractors		300.00	300.00
387	Open Burn Permits:	Effective 4-1-10		
388	Open burn permit application	Residential	25.00	25.00
389		Commercial	50.00	50.00
390	Open burn permit fee - 5 ea. yards - minimum		10.00	
391	Open burn permit fee - 6-50 ea. yards		3.00/yard	
392	Open burn permit fee - 51-100 ea. yards		4.00/yard	
393	Open burn permit fee - over 100 ea. yards		6.00/yard	
394	Open burn permit fire suppression escrow		500.00	500.00
395	Open burn permit fire suppression services		300.00/hr - min 300.00	300.00/hr - min 300.00
396	Illegal Burning	Effective 4-1-10	200.00	200.00
397	Subsequent Site Evaluations		45.00/visit	45.00/visit
398	Fire Service Fee:			
399	Disaster Assistance		300.00/hr per truck	300.00/hr per truck
400	Ordinance Violations		300.00/hr	300.00/hr
401	Victim Service Fee		300.00/hr per truck	300.00/hr per truck
402	Hunting Permit (Bow) per person		5.00	5.00
403	Hunting Permit (Shotgun) per person		5.00	5.00
404	Hunting Permit (Target Shooting) per person		5.00	5.00
405	Letter of Good Standing		10.00	10.00
406	Personal Injury Accident/Extrication Charge for Non-Residents		500.00	500.00
407	Photo CD	Effective 4-1-10	20.00/cd	20.00/cd
408	Photo Electrical Transfers		10.00/transmission	10.00/transmission
409	Photo Reprints		5.00 min chg + 1.00/print	5.00 min chg + 1.00/print
410	Vehicle Lockout		20.00	20.00
411	Vehicle Storage		10.00/day	10.00/day
412				
413				
414	Mileage/personal vehicle (IRS allowable rate)	Always follow IRS adopted rate	.51/mile	.51/mile
415				
416				
417	Permit Fee - Boring/Open Trench		\$95-\$15/Driveway, \$20/Road Closing + \$10,000 Bond per mile	\$95-\$15/Driveway, \$20/Road Closing + \$10,000 Bond per mile
418			\$700/Tree	\$700/Tree
419	Boulevard Tree Replacement		\$75+\$.05/linear foot	\$75+\$.05/linear foot
420	Permit Fee - Overhead			
421				
422	Developer contribution:			
423	street and/or traffic signs		\$225.00/Sign	\$225.00/Sign
424	future sealcoating		1.45/sq yard	1.45/sq yard
425	Bituminous Paving/Patching		25.00/sq yard	25.00/sq yard
426	Culverts		Price + Tax	Price + Tax
427	Street Sweeping: Equipment Only:	Per FEMA Schedule of Equipment Rates		74.00/Hr
428				

CITY OF RAMSEY  
2012 PROPOSED SCHEDULE OF RATES, FEES AND CHARGES

	SERVICE OR LICENSE	SPECIAL NOTES	2011 Adopted	2012 Proposed
429	Cigarette Sales (vending and over-the counter)		250.00	250.00
430	Cigarette Sales with age verification technology		150.00	150.00
431				
432				
433				
434	Assessment Charge for Unpaid Items Assessed	Administration fee	\$75/ACCT	\$75/ACCT
435	New Account Application Verification		10.00/application	
436	Penalty/late payment		10%	10%
437				
438	Residential Curb-side Program fee/qr	Per Acc Contract	8.85/qr	8.85/qr
439				
440				
441	Residential/Single dwelling usage fee/qr		66.79	66.79
442	Multi-family/apt) & commercial usage fee/qr		66.79+2.89/1000 gal. in excess of 20,000 gal.	66.79+2.89/1000 gal. in excess of 20,000 gal.
443				
444	Connection charge/res. equivalent		1,318.00	1,271.00
445	Connection charge/acre comm./ind.		3,965.00	3,824.00
446	Lateral Benefit Charges		3,989.00	3,847.00
447				
448				
449	Developer contribution:			
450	installation of Cobra street light		1300.00/light	1300.00/light
451	traditionaire subdivision street light (w/100 ft. of wire)		\$1700/light	\$1700/light
452	New ROW COR Lights		\$2,600/light	\$2,600/light
453	street light O & M 3 year @ \$98/year		\$294/light	\$294/light
454	Residential billing:			
455	urban subdivision street light rate per lot (>7/92)		9.01/qr	9.01/qr
456	rural subdivision street light rate per lot		14.85/qr	14.85/qr
457	priority street light rate per residential lot		1.37/qr	1.37/qr
458				
459				
460	Residential		9.27/qr	9.55/qr
461	Commercial		37.08/REU/qr	37.08/REU/qr
462	Trunk charge/res. equivalent		465.00	448.00
463	Trunk charge/acre comm./ind.		4,630.00	4,465.00
464				
465	Minimum usage fee/qr		34.05	35.70
466	Quarterly Rate Structure			
467				
468				
469				
470				
471				

CITY OF RAMSEY  
2012 PROPOSED SCHEDULE OF RATES, FEES AND CHARGES

	SERVICE OR LICENSE	SPECIAL NOTES	2011 Adopted	2012 Proposed
472				
473			\$2.78 per 1,000 for 60,001-99,000	\$2.91 per 1,000 for 60,001-99,000
474			\$3.08 per 1,000 for 99,001-201,000	\$3.22 per 1,000 for 99,001-201,000
475			\$3.68 per 1,000 for 201,001 and above	\$3.85 per 1,000 for 201,001 and above
476	Odd/Even Sprinkling Violations:	Effective day after Memorial Day thru Day after Labor Day		
477		No Sprinkling between 10 am-8:00 pm		
478	First Violation		Written Warning & Registered Letter	Written Warning & Registered Letter
479	Second Violation		50.00	50.00
480	Third Violation		100.00	100.00
481	Fourth Violation		Water Service turned off	Water Service turned off
482				
483	Meter Replacement Admin Fee for Non-Compliance		\$75/qr	\$75/qr
484				
485				
486				
487	Installation of meter w/remote (Res & Commercial)		140.00	140.00
488	Curb Stop driveway enclosure		65.00	65.00
489	5/8" Meter - Radio Read System		275.00	275.00
490	Replacement Meter Horn		45.00	45.00
491	Other than 5/8" meter		Cost plus 5%	Cost plus 5%
492	Water shut off at Curbstop		100.00	100.00
493	Water shut off at Curbstop		150.00	150.00
494	Townhouse Irrigation Meter Winterization		150.00	150.00
495	Broken Hydrant Replacement - Summer		500.00	500.00
496	Broken Hydrant Replacement - Winter		750.00	750.00
497	Connection charge/res. equivalent	based on water study	2,308.00	2,412.00
498	Connection charge/acre comm./ind.	inc. by current construction index -3.7%	8,645.00	8,337.00
499	Lateral Benefit Charges	inc. by current construction index -3.7%	9,102.00	8,777.00

## FEMA's SCHEDULE OF EQUIPMENT RATES

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
RECOVERY DIRECTORATE  
PUBLIC ASSISTANCE DIVISION  
WASHINGTON, D.C. 20472**

The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.228 *Allowable Costs*. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 *Appeals*.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT ON OR AFTER SEPTEMBER 15, 2010.

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8490	Aerial Lift, Self-Propelled	Max. Platform Height	37 ft	to 15	Articulated, Telescoping, Scissor.	hour	\$8.25
8491	Aerial Lift, Self-Propelled	Max. Platform Height	60 ft	to 30	Articulated, Telescoping, Scissor.	hour	\$12.25
8492	Aerial Lift, Self-Propelled	Max. Platform Height	70 ft	to 50	Articulated, Telescoping, Scissor.	hour	\$21.00
8493	Aerial Lift, Self-Propelled	Max. Platform Height	125 ft	to 85	Articulated and Telescoping.	hour	\$55.00
8494	Aerial Lift, Self-Propelled	Max. Platform Height	150 ft	to 130	Articulated and Telescoping.	hour	\$67.00
8486	Aerial Lift, Truck Mntd	Max. Platform Height	40 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$6.75
8487	Aerial Lift, Truck Mntd	Max. Platform Height	61 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$12.25
8488	Aerial Lift, Truck Mntd	Max. Platform Height	80 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$23.50
8489	Aerial Lift, Truck Mntd	Max. Platform Height	100 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$34.00
8010	Air Compressor	Air Delivery	41 cfm	to 10	Hoses included.	hour	\$1.50
8011	Air Compressor	Air Delivery	103 cfm	to 30	Hoses included.	hour	\$7.00
8012	Air Compressor	Air Delivery	130 cfm	to 50	Hoses included.	hour	\$9.25
8013	Air Compressor	Air Delivery	175 cfm	to 90	Hoses included.	hour	\$20.00
8014	Air Compressor	Air Delivery	400 cfm	to 145	Hoses included.	hour	\$27.50
8015	Air Compressor	Air Delivery	575 cfm	to 230	Hoses included.	hour	\$45.50
8016	Air Compressor	Air Delivery	1100 cfm	to 355	Hoses included.	hour	\$51.00
8017	Air Compressor	Air Delivery	1600 cfm	to 500	Hoses included.	hour	\$80.00
8040	Ambulance			to 150		hour	\$25.50
8041	Ambulance			to 210		hour	\$32.50
8060	Auger, Portable	Hole Diameter	16 in	to 6		hour	\$1.30
8061	Auger, Portable	Hole Diameter	18 in	to 13		hour	\$3.50
8062	Auger, Tractor Mntd	Max. Auger Diameter	36 in	to 13	Includes digger, boom and mounting hardware. Add to Tractor rate for total rate.	hour	\$1.30
8063	Auger, Truck Mntd	Max. Auger Size	24 in	to 100	Includes digger, boom and mounting hardware. Add to Truck rate for total rate.	hour	\$29.00
8070	Automobile			to 130	Transporting people.	mile	\$0.50
8071	Automobile			to 130	Transporting cargo.	hour	\$13.00
8072	Automobile, Police			to 250	Patrolling.	mile	\$0.60
8073	Automobile, Police			to 250	Stationary with engine running.	hour	\$16.25
8110	Barge, Deck	Size	50'x35'x7.25'			hour	\$34.00
8111	Barge, Deck	Size	50'x35'x9'			hour	\$49.00
8112	Barge, Deck	Size	120'x45'x10'			hour	\$60.00
8113	Barge, Deck	Size	160'x45'x11'			hour	\$75.00
8050	Board, Arrow			to 8	Trailer Mounted.	hour	\$3.15
8051	Board, Message			to 5	Trailer Mounted.	hour	\$8.50
8133	Boat, Push	Size	45'x21'x6'	to 435	Flat hull.	hour	\$150.00
8134	Boat, Push	Size	54'x21'x6'	to 525	Flat hull.	hour	\$200.00
8135	Boat, Push	Size	58'x24'x7.5'	to 705	Flat hull.	hour	\$250.00
8136	Boat, Push	Size	64'x25'x8'	to 870	Flat hull.	hour	\$300.00

FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8130	Boat, Row				Heavy duty.	hour	\$0.85
8131	Boat, Runabout	Size	13'x5'	to 50	Outboard.	hour	\$14.00
8132	Boat, Tender	Size	14'x7'	to 100	Inboard with 360 degree drive.	hour	\$26.00
8120	Boat, Tow	Size	55'x20'x5'	to 870	Steel.	hour	\$250.00
8121	Boat, Tow	Size	60'x21'x5'	to 1050	Steel.	hour	\$300.00
8122	Boat, Tow	Size	70'x30'x7.5'	to 1350	Steel.	hour	\$450.00
8123	Boat, Tow	Size	120'x34'x8'	to 2000	Steel.	hour	\$830.00
8140	Boat, Tug	Length	16 ft	to 100		hour	\$33.50
8141	Boat, Tug	Length	18 ft	to 175		hour	\$53.00
8142	Boat, Tug	Length	26 ft	to 250		hour	\$65.00
8143	Boat, Tug	Length	40 ft	to 380		hour	\$150.00
8144	Boat, Tug	Length	51 ft	to 700		hour	\$225.00
8419	Breaker, Pavement, Hand-Held	Weight	25-90 lb			hour	\$0.65
8420	Breaker, Pavement			to 70		hour	\$31.25
8150	Broom, Pavement	Broom Length	72 in	to 35		hour	\$12.30
8151	Broom, Pavement	Broom Length	96 in	to 100		hour	\$19.75
8153	Broom, Pavement, Mntd	Broom Length	72 in	to 18	Add to Prime Mover rate for total rate.	hour	\$6.00
8154	Broom, Pavement, Pull	Broom Length	84 in	to 20	Add to Prime Mover rate for total rate.	hour	\$10.25
8270	Bucket, Clamshell	Capacity	1.0 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$3.60
8271	Bucket, Clamshell	Capacity	2.5 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$6.75
8272	Bucket, Clamshell	Capacity	5.0 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$11.25
8273	Bucket, Clamshell	Capacity	7.5 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$14.50
8275	Bucket, Dragline	Capacity	2.0 cy		Does not include Clamshell & Dragline.	hour	\$2.90
8276	Bucket, Dragline	Capacity	5.0 cy		Does not include Clamshell & Dragline.	hour	\$6.50
8277	Bucket, Dragline	Capacity	10 cy		Does not include Clamshell & Dragline.	hour	\$10.50
8278	Bucket, Dragline	Capacity	14 cy		Does not include Clamshell & Dragline.	hour	\$13.50
8180	Bus			to 150		hour	\$20.00
8181	Bus			to 210		hour	\$23.00
8182	Bus			to 300		hour	\$27.00
8190	Chain Saw	Bar Length	16 in			hour	\$1.75
8191	Chain Saw	Bar Length	25 in			hour	\$3.20
8192	Chain Saw, Pole	Bar Size	18 in			hour	\$1.60
8200	Chipper, Brush	Chipping Capacity	6 in	to 35	Trailer Mounted.	hour	\$7.50
8201	Chipper, Brush	Chipping Capacity	9 in	to 65	Trailer Mounted.	hour	\$16.00
8202	Chipper, Brush	Chipping Capacity	12 in	to 100	Trailer Mounted.	hour	\$21.75
8203	Chipper, Brush	Chipping Capacity	15 in	to 125	Trailer Mounted.	hour	\$30.75
8204	Chipper, Brush	Chipping Capacity	18 in	to 200	Trailer Mounted.	hour	\$45.50
8210	Clamshell & Dragline, Crawler		149,999 lb	to 235	Bucket not included in rate.	hour	\$86.00
8211	Clamshell & Dragline, Crawler		250,000 lb	to 520	Bucket not included in rate.	hour	\$121.00
8212	Clamshell & Dragline, Truck			to 240	Bucket not included in rate.	hour	\$130.00
8712	Cleaner, Sewer/Catch Basin	Hopper Capacity	5 cy		Truck Mounted. Add to Truck rate for total rate.	hour	\$16.00
8713	Cleaner, Sewer/Catch Basin	Hopper Capacity	14 cy		Truck Mounted. Add to Truck rate for total rate.	hour	\$21.50
8220	Compactor			to 10		hour	\$11.00
8221	Compactor, Towed, Vibratory Drum			to 45		hour	\$17.50
8222	Compactor, Vibratory, Drum			to 75		hour	\$25.00
8223	Compactor, Pneumatic, Wheel			to 100		hour	\$29.00
8225	Compactor, Sanitation			to 300		hour	\$96.00
8226	Compactor, Sanitation			to 400		hour	\$163.00
8227	Compactor, Sanitation			to 535		hour	\$225.00
8228	Compactor, Towed, Pneumatic, Wheel		10000 lb		Add to Prime Mover rate for total rate.	hour	\$7.50

**FEMA's SCHEDULE OF EQUIPMENT RATES**

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8229	Compactor, Towed, Drum Static		20000 lb		Add to Prime Mover rate for total rate.	hour	\$12.25
8500	Crane	Max. Lift Capacity	8 MT	to 80		hour	\$27.00
8501	Crane	Max. Lift Capacity	15 MT	to 150		hour	\$55.00
8502	Crane	Max. Lift Capacity	50 MT	to 200		hour	\$95.00
8503	Crane	Max. Lift Capacity	70 MT	to 300		hour	\$155.00
8504	Crane	Max. Lift Capacity	110 MT	to 350		hour	\$220.00
8496	Crane, Truck Mntd	Max. Lift Capacity	24000 lb		Add to Truck rate for total rate.	hour	\$10.00
8497	Crane, Truck Mntd	Max. Lift Capacity	36000 lb		Add to Truck rate for total rate.	hour	\$16.00
8498	Crane, Truck Mntd	Max. Lift Capacity	60000 lb		Add to Truck rate for total rate.	hour	\$30.00
8195	Cutter, Brush	Cutter Size	8 ft	to 150		hour	\$90.00
8196	Cutter, Brush	Cutter Size	8 ft	to 190		hour	\$100.00
8197	Cutter, Brush	Cutter Size	10 ft	to 245		hour	\$120.00
8670	Derrick, Hydraulic Digger	Max. Boom Length	60 ft		Includes hydraulic pole alignment attachment. Add to Truck rate.	hour	\$21.00
8671	Derrick, Hydraulic Digger	Max. Boom Length	90 ft		Includes hydraulic pole alignment attachment. Add to Truck rate.	hour	\$39.00
8580	Distributor, Asphalt	Tank Capacity	500 gal		insulated tank, and circulating spray bar.	hour	\$12.00
8581	Distributor, Asphalt	Tank Capacity	1000 gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar. Add to Truck rate.	hour	\$13.00
8582	Distributor, Asphalt	Tank Capacity	4000 gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar. Add to Truck rate.	hour	\$25.00
8250	Dozer, Crawler			to 75		hour	\$31.00
8251	Dozer, Crawler			to 105		hour	\$40.00
8252	Dozer, Crawler			to 160		hour	\$65.00
8253	Dozer, Crawler			to 250		hour	\$80.00
8254	Dozer, Crawler			to 360		hour	\$135.00
8255	Dozer, Crawler			to 565		hour	\$250.00
8256	Dozer, Crawler			to 850		hour	\$340.00
8260	Dozer, Wheel			to 300		hour	\$55.00
8261	Dozer, Wheel			to 400		hour	\$110.00
8262	Dozer, Wheel			to 500		hour	\$150.00
8263	Dozer, Wheel			to 625		hour	\$200.00
8280	Excavator, Hydraulic	Bucket Capacity	0.5 cy	to 45	Crawler, Truck & Wheel. Includes bucket.	hour	\$18.00
8281	Excavator, Hydraulic	Bucket Capacity	1.0 cy	to 90	Crawler, Truck & Wheel. Includes bucket.	hour	\$39.00
8282	Excavator, Hydraulic	Bucket Capacity	1.5 cy	to 160	Crawler, Truck & Wheel. Includes bucket.	hour	\$65.00
8283	Excavator, Hydraulic	Bucket Capacity	2.5 cy	to 265	Crawler, Truck & Wheel. Includes bucket.	hour	\$120.00
8284	Excavator, Hydraulic	Bucket Capacity	4.5 cy	to 420	Crawler, Truck & Wheel. Includes bucket.	hour	\$200.00
8285	Excavator, Hydraulic	Bucket Capacity	7.5 cy	to 650	Crawler, Truck & Wheel. Includes bucket.	hour	\$240.00
8286	Excavator, Hydraulic	Bucket Capacity	12 cy	to 1000	Crawler, Truck & Wheel. Includes bucket.	hour	\$400.00
8240	Feeder, Grizzly			to 35		hour	\$17.00
8241	Feeder, Grizzly			to 55		hour	\$30.00
8242	Feeder, Grizzly			to 75		hour	\$44.00
8300	Fork Lift	Capacity	6000 lb	to 60		hour	11.75
8301	Fork Lift	Capacity	12000 lb	to 90		hour	\$17.00
8302	Fork Lift	Capacity	18000 lb	to 140		hour	\$23.00
8303	Fork Lift	Capacity	50000 lb	to 215		hour	\$50.00
8310	Generator	Prime Output	5.5 kW	to 10		hour	\$3.25
8311	Generator	Prime Output	16 kW	to 25		hour	\$8.00
8312	Generator	Prime Output	43 kW	to 65		hour	\$17.00
8313	Generator	Prime Output	100 kW	to 125		hour	\$34.00
8314	Generator	Prime Output	150 kW	to 240		hour	\$50.00
8315	Generator	Prime Output	210 kW	to 300		hour	\$60.00
8316	Generator	Prime Output	280 kW	to 400		hour	\$85.00

FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8317	Generator	Prime Output	350 kW	to 500		hour	\$95.00
8318	Generator	Prime Output	530 kW	to 750		hour	\$150.00
8319	Generator	Prime Output	710 kW	to 1000		hour	\$200.00
8320	Generator	Prime Output	1100 kW	to 1500		hour	\$375.00
8321	Generator	Prime Output	2500 kW	to 3000		hour	\$500.00
8755	Golf Cart	Capacity	2 person			hour	\$3.20
8330	Graders	Moldboard Size	10 ft	to 110	Includes Rigid and Articulate	hour	\$34.50
8331	Graders	Moldboard Size	12 ft	to 150	Includes Rigid and Articulate	hour	\$58.00
8332	Graders	Moldboard Size	14 ft	to 225	Includes Rigid and Articulate	hour	\$70.00
8350	Hose, Discharge	Diameter	3 in		Per 25 foot length. Includes couplings.	hour	\$0.13
8351	Hose, Discharge	Diameter	4 in		Per 25 foot length. Includes couplings.	hour	\$0.19
8352	Hose, Discharge	Diameter	6 in		Per 25 foot length. Includes couplings.	hour	\$0.50
8353	Hose, Discharge	Diameter	8 in		Per 25 foot length. Includes couplings.	hour	\$0.75
8354	Hose, Discharge	Diameter	12 in		Per 25 foot length. Includes couplings.	hour	\$1.35
8355	Hose, Discharge	Diameter	16 in		Per 25 foot length. Includes couplings.	hour	\$2.20
8356	Hose, Suction	Diameter	3 in		Per 25 foot length. Includes couplings.	hour	\$0.23
8357	Hose, Suction	Diameter	4 in		Per 25 foot length. Includes couplings.	hour	\$0.43
8358	Hose, Suction	Diameter	6 in		Per 25 foot length. Includes couplings.	hour	\$0.90
8359	Hose, Suction	Diameter	8 in		Per 25 foot length. Includes couplings.	hour	\$1.35
8360	Hose, Suction	Diameter	12 in		Per 25 foot length. Includes couplings.	hour	\$2.45
8361	Hose, Suction	Diameter	16 in		Per 25 foot length. Includes couplings.	hour	\$3.90
8517	Jackhammer (Dry)	Weight Class	25-45 lb			hour	\$1.00
8518	Jackhammer (Wet)	Weight Class	30-55 lb			hour	\$1.15
8380	Loader, Crawler	Bucket Capacity	0.5 cy	to 32	Includes bucket.	hour	\$11.50
8381	Loader, Crawler	Bucket Capacity	1 cy	to 60	Includes bucket.	hour	\$19.00
8382	Loader, Crawler	Bucket Capacity	2 cy	to 118	Includes bucket.	hour	\$42.00
8383	Loader, Crawler	Bucket Capacity	3 cy	to 178	Includes bucket.	hour	\$76.00
8384	Loader, Crawler	Bucket Capacity	4 cy	to 238	Includes bucket.	hour	\$115.00
8540	Loader, Skid-Steer	Operating Capacity	1000 lb	to 35		hour	\$11.00
8541	Loader, Skid-Steer	Operating Capacity	2000 lb	to 65		hour	\$18.00
8542	Loader, Skid-Steer	Operating Capacity	3000 lb	to 85		hour	\$22.00
8401	Loader, Tractor, Wheel			to 81		hour	\$25.00
8390	Loader, Wheel	Bucket Capacity	0.5 cy	to 38		hour	\$15.50
8391	Loader, Wheel	Bucket Capacity	1 cy	to 60		hour	\$21.50
8392	Loader, Wheel	Bucket Capacity	2 cy	to 105		hour	\$28.75
8393	Loader, Wheel	Bucket Capacity	3 cy	to 152		hour	\$40.00
8394	Loader, Wheel	Bucket Capacity	4 cy	to 200		hour	\$52.00
8395	Loader, Wheel	Bucket Capacity	5 cy	to 250		hour	\$66.00
8396	Loader, Wheel	Bucket Capacity	6 cy	to 305		hour	\$82.00
8397	Loader, Wheel	Bucket Capacity	7 cy	to 360		hour	\$95.00
8398	Loader, Wheel	Bucket Capacity	8 cy	to 530		hour	\$140.00
8570	Loader-Backhoe, Wheel	Loader Bucket Capacity	0.5 cy	to 40	Loader and Backhoe Buckets included.	hour	\$14.75
8571	Loader-Backhoe, Wheel	Loader Bucket Capacity	1 cy	to 70	Loader and Backhoe Buckets included.	hour	\$23.50
8572	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 cy	to 95	Loader and Backhoe Buckets included.	hour	\$33.00
8573	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.75 cy	to 115	Loader and Backhoe Buckets included.	hour	\$38.00
8410	Mixer, Concrete Portable	Batching Capacity	10 cft			hour	\$3.25
8411	Mixer, Concrete Portable	Batching Capacity	12 cft			hour	\$4.25
8412	Mixer, Concrete, Trailer Mntd	Batching Capacity	11 cft	to 10		hour	\$8.75
8413	Mixer, Concrete, Trailer Mntd	Batching Capacity	16 cft	to 25		hour	\$15.25
8075	Motorcycle, Police					mile	\$0.35
8633	Mulcher, Trailer Mntd	Working Capacity	7 tph	to 35		hour	\$10.25
8634	Mulcher, Trailer Mntd	Working Capacity	10 tph	to 55		hour	\$15.75
8635	Mulcher, Trailer Mntd	Working Capacity	20 tph	to 120		hour	\$24.75
8430	Paver, Asphalt, Towed				Does not include Prime Mover.	hour	\$7.00
8431	Paver, Asphalt			to 50	Includes wheel and crawler equipment.	hour	\$65.00
8432	Paver, Asphalt			to 125	Includes wheel and crawler equipment.	hour	\$115.00
8433	Paver, Asphalt			to 175	Includes wheel and crawler equipment.	hour	\$125.00
8434	Paver, Asphalt			to 250	Includes wheel and crawler equipment.	hour	\$140.00
8436	Pick-up, Asphalt			to 110		hour	\$55.00
8437	Pick-up, Asphalt			to 150		hour	\$83.00
8438	Pick-up, Asphalt			to 200		hour	\$110.00
8439	Pick-up, Asphalt			to 275		hour	\$140.00
8660	Plow, Cable	Plow Depth	24 in	to 30		hour	\$10.25

FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8661	Plow, Cable	Plow Depth	36 in	to 65		hour	\$27.75
8662	Plow, Cable	Plow Depth	48 in	to 110		hour	\$31.75
8450	Plow, Snow, Grader Mntd	Width	to 10 ft		Add to Grader for total rate.	hour	\$16.00
8451	Plow, Snow, Grader Mntd	Width	to 14 ft		Add to Grader for total rate.	hour	\$24.00
8452	Plow, Snow, Truck Mntd	Width	to 15 ft		Add to Truck rate for total rate.	hour	\$10.75
8453	Plow, Snow, Truck Mntd	Width	to 15 ft		With leveling wing. Add to Truck rate for total rate.	hour	\$18.50
8470	Pump			to 4	Does not include Hoses.	hour	\$2.15
8471	Pump			to 6	Does not include Hoses.	hour	\$3.20
8472	Pump			to 10	Does not include Hoses.	hour	\$4.10
8473	Pump			to 15	Does not include Hoses.	hour	\$7.75
8474	Pump			to 25	Does not include Hoses.	hour	\$9.25
8475	Pump			to 40	Does not include Hoses.	hour	\$16.00
8476	Pump			to 60	Does not include Hoses.	hour	\$18.75
8477	Pump			to 95	Does not include Hoses.	hour	\$26.50
8478	Pump			to 140	Does not include Hoses.	hour	\$31.00
8479	Pump			to 200	Does not include Hoses.	hour	\$36.00
8480	Pump			to 275	Does not include Hoses.	hour	\$60.00
8481	Pump			to 350	Does not include Hoses.	hour	\$95.00
8482	Pump			to 425	Does not include Hoses.	hour	\$120.00
8483	Pump			to 500	Does not include Hoses.	hour	\$135.00
8484	Pump			to 575	Does not include Hoses.	hour	\$155.00
8485	Pump			to 650	Does not include Hoses.	hour	\$180.00
8510	Saw, Concrete	Blade Diameter	14 in	to 14		hour	\$6.00
8511	Saw, Concrete	Blade Diameter	26 in	to 35		hour	\$13.50
8512	Saw, Concrete	Blade Diameter	48 in	to 65		hour	\$23.00
8513	Saw, Rock			to 100		hour	\$30.00
8514	Saw, Rock			to 200		hour	\$60.00
8521	Scraper	Scraper Capacity	16 cy	to 250		hour	\$90.00
8522	Scraper	Scraper Capacity	23 cy	to 365		hour	\$130.00
8523	Scraper	Scraper Capacity	34 cy	to 475		hour	\$200.00
8524	Scraper	Scraper Capacity	44 cy	to 600		hour	\$240.00
8560	Snow Blower	Capacity	2,000 tph	to 400		hour	\$140.00
8561	Snow Blower	Capacity	2,500 tph	to 500		hour	\$160.00
8562	Snow Blower	Capacity	3,500 tph	to 600		hour	\$180.00
8550	Snow Blower, Truck Mntd	Capacity	600 tph	to 75	Does not include Truck.	hour	\$37.50
8551	Snow Blower, Truck Mntd	Capacity	1400 tph	to 200	Does not include Truck.	hour	\$70.00
8552	Snow Blower, Truck Mntd	Capacity	2000 tph	to 340	Does not include Truck.	hour	\$110.00
8553	Snow Blower, Truck Mntd	Capacity	2500 tph	to 400	Does not include Truck.	hour	\$120.00
8558	Snow Thrower, Walk Behind	Cutting Width	25 in	to 5		hour	\$3.25
8559	Snow Thrower, Walk Behind	Cutting Width	60 in	to 15		hour	\$7.00
8630	Sprayer, Seed	Working Capacity	750 gal	to 30	Trailer & Truck mounted. Does not include Prime Mover.	hour	\$9.75
8631	Sprayer, Seed	Working Capacity	1250 gal	to 50	Trailer & Truck mounted. Does not include Prime Mover.	hour	\$15.00
8632	Sprayer, Seed	Working Capacity	3500 gal	to 115	Trailer & Truck mounted. Does not include Prime Mover.	hour	\$25.75
8458	Spreader, Chemical	Capacity	5 cy	to 4	Trailer & Truck mounted. Does not	hour	\$4.00
8423	Spreader, Chip	Spread Hopper Width	12.5 ft	to 152		hour	\$50.00
8424	Spreader, Chip	Spread Hopper Width	16.5 ft	to 215		hour	\$80.00
8425	Spreader, Chip, Mntd	Hopper Size	8 ft	to 8	Trailer & Truck mounted.	hour	\$3.30
8455	Spreader, Sand	Mounting	Tailgate, Chassis			hour	\$3.30
8456	Spreader, Sand	Mounting	Dump Body			hour	\$5.50
8457	Spreader, Sand	Mounting	Truck (10 yd)			hour	\$7.50
8440	Striper	Paint Capacity	40 gal	to 22		hour	\$8.75
8441	Striper	Paint Capacity	90 gal	to 60		hour	\$19.00
8442	Striper	Paint Capacity	120 gal	to 122		hour	\$37.00
8445	Striper, Truck Mntd	Paint Capacity	120 gal	to 460		hour	\$70.00
8446	Striper, Walk-behind	Paint Capacity	12 gal			hour	\$3.35
8157	Sweeper, Pavement			to 110		hour	\$59.00
8158	Sweeper, Pavement			to 230		hour	\$74.00
8590	Trailer, Dump	Capacity	20 cy		Does not include Prime Mover.	hour	\$8.00

FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8591	Trailer, Dump	Capacity	30 cy		Does not include Prime Mover.	hour	\$14.00
8600	Trailer, Equipment	Capacity	30 ton			hour	\$10.25
8601	Trailer, Equipment	Capacity	40 ton			hour	\$12.50
8602	Trailer, Equipment	Capacity	60 ton			hour	\$15.00
8603	Trailer, Equipment	Capacity	120 ton			hour	\$25.00
8640	Trailer, Office	Trailer Size	8' x 24'			hour	\$1.70
8641	Trailer, Office	Trailer Size	8' x 32'			hour	\$1.75
8642	Trailer, Office	Trailer Size	10' x 32'			hour	\$2.60
8610	Trailer, Water	Tank Capacity	4000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$11.00
8611	Trailer, Water	Tank Capacity	6000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$14.00
8612	Trailer, Water	Tank Capacity	10000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$16.50
8613	Trailer, Water	Tank Capacity	14000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$20.50
8650	Trencher			to 40	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$11.75
8651	Trencher			to 85	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$25.00
8290	Trowel, Concrete	Diameter	48 in	to 12		hour	\$4.50
8680	Truck, Concrete Mixer	Mixer Capacity	13 cy	to 300		hour	\$75.00
8720	Truck, Dump	Struck Capacity	8 cy	to 220		hour	\$35.00
8721	Truck, Dump	Struck Capacity	10 cy	to 320		hour	\$45.00
8722	Truck, Dump	Struck Capacity	12 cy	to 400		hour	\$60.00
8723	Truck, Dump	Struck Capacity	18 cy	to 400		hour	\$65.00
8724	Truck, Dump, Off	Struck Capacity	28 cy	to 450		hour	\$105.00
8690	Truck, Fire	Pump Capacity	1000 gpm			hour	\$70.00
8691	Truck, Fire	Pump Capacity	1250 gpm			hour	\$80.00
8692	Truck, Fire	Pump Capacity	1500 gpm			hour	\$85.00
8693	Truck, Fire	Pump Capacity	2000 gpm			hour	\$90.00
8694	Truck, Fire Ladder	Ladder length	75 ft			hour	\$125.00
8695	Truck, Fire Ladder	Ladder length	150 ft			hour	\$150.00
8700	Truck, Flatbed	Maximum Gvw	15000 lb	to 200		hour	\$20.00
8701	Truck, Flatbed	Maximum Gvw	25000 lb	to 275		hour	\$22.00
8702	Truck, Flatbed	Maximum Gvw	30000 lb	to 300		hour	\$25.00
8703	Truck, Flatbed	Maximum Gvw	45000 lb	to 380		hour	\$43.00
8730	Truck, Garbage	Capacity	25 cy	to 255		hour	\$47.00
8731	Truck, Garbage	Capacity	32 cy	to 325		hour	\$55.00
8800	Truck, Pickup				Transporting people.	mile	\$0.50
8801	Truck, Pickup		½ ton			hour	\$14.00
8802	Truck, Pickup		1 ton			hour	\$20.00
8803	Truck, Pickup		1¼ ton			hour	\$22.00
8804	Truck, Pickup		1½ ton			hour	\$25.00
8805	Truck, Pickup		1¾ ton			hour	\$30.00
8790	Truck, Tractor	4 x 2	30000 lb	to 220		hour	\$32.00
8791	Truck, Tractor	4 x 2	45000 lb	to 310		hour	\$45.00
8792	Truck, Tractor	6 x 4	50000 lb	to 400		hour	\$55.00
8780	Truck, Water	Tank Capacity	2500 gal	to 175	Include pump and rear spray system.	hour	\$31.00
8781	Truck, Water	Tank Capacity	4000 gal	to 250	Include pump and rear spray system.	hour	\$42.00
8620	Tub Grinder			to 440		hour	\$85.00
8621	Tub Grinder			to 630		hour	\$120.00
8622	Tub Grinder			to 760		hour	\$150.00
8623	Tub Grinder			to 1000		hour	\$270.00
8753	Vehicle, Recreational			to 10		hour	\$3.00
8750	Vehicle, Small			to 30		hour	\$7.00
8761	Vibrator, Concrete			to 4		hour	\$1.15
8770	Welder, Portable			to 16	Includes ground cable and lead cable.	hour	\$5.00
8771	Welder, Portable			to 34	Includes ground cable and lead cable.	hour	\$11.50
8772	Welder, Portable			to 50	Includes ground cable and lead cable.	hour	\$16.00
8773	Welder, Portable			to 80	Includes ground cable and lead cable.	hour	\$22.00

**CC Regular Session**

**4. 6.**

**Meeting Date:** 11/07/2011

**By:** Jackie Lipski, Finance

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**Information**

**Title:**

Adopt Resolution #11-11-XXX Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 19, 2011 through November 2, 2011

**Funding Source:**

Billslist 11-7-2011

**Council Action:**

Motion to Adopt Resolution #11-11-XXX Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 19, 2011 through November 2, 2011.

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**Attachments**

Billlist 11-7-2011

Bills Resolution

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	11/02/2011 12:28 PM
Kurt Ulrich	Kurt Ulrich	11/03/2011 12:57 PM
Form Started By: Jackie Lipski		Started On: 11/02/2011 11:21 AM
	Final Approval Date: 11/03/2011	

<b>RAMSEY CITY COUNCIL MEETING</b>
<b>11/7/2011</b>
<b>BILLS LIST</b>

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 10/19/11-11/2/11	186,131.06
Accounts Payable 10/19/11-11/2/11	237,787.87
Payroll 10/27/11	166,800.78

**TOTAL SUBMITTED FOR APPROVAL THIS MEETING**

**\$ 590,719.71**

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2011 Y.T.D.</u>
NET PAYROLL TOTAL	\$ 124,820.94	\$ 2,812,092.07
- CORRECTION TO PAYROLL		
PREPAIDS	167,050.83	4,167,686.97
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		923,267.50
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	247,755.01	4,827,700.20
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)	875,797.21	4,338,972.84
- CHECKS VOIDED	0.00	0.00

**TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED**

**\$ 1,415,423.99      \$ 17,069,719.58**

CITY OF RAMSEY  
Council Check Register

10/25/2011 -- 12/31/2011

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
86884	10/25/2011		102953 AMERIGAS OF ANOKA						
		164.46	PROPANE		60097	401097	0311.6267		OTHER STREET MAINTENANC
		164.46							
86885	10/25/2011		111377 ANOKA MUNICIPAL UTILITY						
		131.24	CTY RD 116 & HWY 47-SIGNAL		60095	22-613120-01SEP	9603.6371		ELECTRIC UTILITIES
						T11			
		32.52	BUNKER LK BLVD & DYSPOSIUM		60096	22-612000-01	9603.6371		ELECTRIC UTILITIES
						SEPT11			
		163.76							
86886	10/25/2011		109424 AT AND T MOBILITY						
		51.19	SEPT 2011 BILLING		60098	876463844X10112	0301.6323		CELLULAR PHONES
						011			
		51.19							
86887	10/25/2011		100404 CENTURYLINK						
		304.96	OCT 11 SERVICE		60099	612 E34-0550	0192.6321		TELEPHONE
						637 OCT 11			
		304.96	OCT 11 BILLING		60100	612 E34-0544	0192.6321		TELEPHONE
						018OCT11			
		304.96	OCT 11 BILLING		60101	612 E34-0549	0192.6321		TELEPHONE
						596 OCT 11			
		914.88							
86888	10/25/2011		112937 LIND, JEREMY						
		100.00	REFUND DAM DEP 29472		60102	102011	9804.1160		KEY & DAMAGE DEPOSIT
		100.00							
86889	10/25/2011		100678 PETTY CASH						
		6.00	BOLTS/PINS		60103	102511	0194.6249		MISCELLANEOUS OPERATING
		6.17	MEAL-TRAINING		60103	102511	0461.6331		TRAVEL & LODGING
		8.98	CC/PW MTG DESSERT		60103	102511	0111.6249		MISCELLANEOUS OPERATING
		16.86	MEAL- TRAINING		60103	102511	0311.6335		TRAINING
		25.48	WATER- HAPPY DAYS		60103	102511	0296.4609		OTHER MISCELLANEOUS REV
		63.49							
86890	10/25/2011		100422 REGISTERED ABSTRACTERS INC						
		140.00	RE: 6590 141ST AVE O&E REPORT		60104	A11-08014	0130.6315		MISCELLANEOUS PROFESSIO
		125.00	14280 AZURITE ST- O&E REPORT		60105	A11-08015	0130.6315		MISCELLANEOUS PROFESSIO
		375.00	MEADOW LOT 4,5,21 BL 1		60106	A11-08016	0130.6315		MISCELLANEOUS PROFESSIO
		125.00	UNASSIGNED SITES		60107	A11-08017	0130.6315		MISCELLANEOUS PROFESSIO
		125.00	UNASSIGNED SITES		60108	A11-08018	0130.6315		MISCELLANEOUS PROFESSIO
		125.00	5195 142ND AVE O&E REPORT		60109	A11-08019	0130.6315		MISCELLANEOUS PROFESSIO
		375.00	UNASSIGNED SITES		60110	A11-08020	0130.6315		MISCELLANEOUS PROFESSIO
		140.00	UNASSIGNED SITES		60111	A11-08021	0130.6315		MISCELLANEOUS PROFESSIO
		125.00	UNASSIGNED SITES		60112	A11-08022	0130.6315		MISCELLANEOUS PROFESSIO
		125.00	UNASSIGNED SITES		60113	A11-08023	0130.6315		MISCELLANEOUS PROFESSIO
		125.00	UNASSIGNED SITES		60114	A11-08024	0130.6315		MISCELLANEOUS PROFESSIO
		1,905.00							
86891	10/25/2011		100499 US POSTAL SERVICE						
		2,000.00	POSTAGE FOR METER		60115	102411	9101.1551		POSTAGE METER DEPOSIT
		2,000.00							
86892	10/25/2011		100290 USA MOBILITY INC						
		6.36	BILLING FOR OCT 11		60116	U0317755J	0311.6323		CELLULAR PHONES

CITY OF RAMSEY  
Council Check Register

10/25/2011 -- 12/31/2011

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		246.36	BILLING FOR OCT 11		60116	U0317755J	0220.6249		MISCELLANEOUS OPERATING
		252.72							
86987	10/27/2011		107962 GENESIS EMPLOYEE BENEFITS						
		4,201.60			60130	10261114335312	9101.2176		LIFE/HEALTH-EMPLOYEE
		4,201.60							
86988	10/27/2011		100257 LAW ENFORCEMENT LABOR SRV INC						
		420.00			59933	1012111408222	9101.2177		UNION DUES
		420.00			60133	1026111433532	9101.2177		UNION DUES
		840.00							
86989	10/27/2011		100298 MN AFSCME COUNCIL 5						
		485.94			59934	1012111408223	9101.2177		UNION DUES
		485.86			60134	1026111433533	9101.2177		UNION DUES
		971.80							
86990	10/27/2011		100297 CENTERPOINT ENERGY						
		20.71	6701 HIGHWAY 10 SEPT 11		60141	6011580-5SEPT11	9410.6373	00041012	GAS
		20.71							
86991	10/27/2011		110734 CITY OF RAMSEY						
		40.00	719659		60142	102711	9601.4651		WATER REVENUE
		63.75	75522768		60142	102711	9601.4651		WATER REVENUE
		84.90	612353358		60142	102711	9601.4651		WATER REVENUE
		188.65							
86992	10/27/2011		101295 DAHLBERG, MIKE						
		449.64	REPLACE PAYROLL ACH 10-27-11		60148	102711	0220.6104		PART TIME-WAGES & SALARIE
		449.64							
86993	10/27/2011		112939 PETERSEN, JOHN						
		225.12	REFUND ASSESSMENT 11-03		60143	102611	9400.4503		PREPAYMENTS-SPECIAL ASSI
		225.12							
86994	10/27/2011		109397 SOPHIA RAMSEY LLC						
		5,880.00	SAC SUBSIDY 2011-SECOND HALF		60144	102611	9230.6315		MISCELLANEOUS PROFESSIO
		5,880.00							
86995	10/27/2011		108616 UNCLAIMED PROPERTY UNIT						
		614.33	REFUND ESCROW 106712		41128	106712	9804.6433	00106712	REFUNDS
			Supplier 108654 HERMANSON HOMES						
		51.07	REFUND ESCROW 100931		41337	100931	9804.6433	00100931	REFUNDS
			Supplier 110592 GOWER, BRIAN						
		6,763.42	REFUND ESCROW 100784		41343	100784	9804.6433	00100784	REFUNDS
			Supplier 110598 LTD PARTNERS						
		14.59	REFUND ESCROW 102941		41356	102941	9804.6433	00102941	REFUNDS
			Supplier 110603 ROBERTS, DOUGLAS						
		100.00	REFUND ESCROW 100794		41363	100794	9804.6433	00100794	REFUNDS
			Supplier 110601 U S WEST WIRELESS						
		600.00	T&S REL 6826 170TH AVE NW		41459	060508	9252.1155.1		MANUAL-ACCOUNTS RECEIVA
			Supplier 106654 HERMANSON HOMES						
		11.90	2011 PAYROLL R.TURNACLIFF		60149	102611	0220.6104		PART TIME-WAGES & SALARIE
		8,155.31							
86996	10/27/2011		100506 US POSTMASTER						
		1,498.09	POSTAGE NOV/DEC11 RAM RESIDENT		60146	102611	0195.6322		POSTAGE

CITY OF RAMSEY  
Council Check Register

10/25/2011 -- 12/31/2011

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		1,498.09							
86997	10/27/2011		100510 VERIZON WIRELESS						
		24.02	OCT 2011 BILLING		60147	2641534585	0301.6323		CELLULAR PHONES
		24.02	OCT 2011 BILLING		60147	2641534585	0111.6249		MISCELLANEOUS OPERATING
		56.04	OCT 2011 BILLING		60147	2641534585	0130.6323		CELLULAR PHONES
		104.08							
86998	11/1/2011		111377 ANOKA MUNICIPAL UTILITY						
		58.35	RAMSEY STREET LIGHTS		60204	22-990005.01	9603.6371		ELECTRIC UTILITIES
						OCT 11			
		58.35							
86999	11/1/2011		111364 ASSURANT EMPLOYEE BENEFITS						
		1,187.89	NOV 11 COVERAGE		60205	5413144NOV11	9101.2170		DENTAL/DISABILITY/LIFE
		1,187.89							
87000	11/1/2011		110536 CBIZ FINANCIAL SOLUTIONS INC						
		23.48	SERVICE THROUGH SEPT 11		60206	19954-3Q11	0130.6315		MISCELLANEOUS PROFESSIO
		23.48							
87001	11/1/2011		100297 CENTERPOINT ENERGY						
		854.51	7550 SUNWOOD DR		60207	6702493-5SEPT	0194.6373		GAS
						11			
		63.40	14515 E TOWN CENTER		60208	8782239-1SEPT	9601.6373		GAS
						11			
		917.91							
87002	11/1/2011		100144 DEHN OIL COMPANY						
		353.33	COMMERCIAL DEXR		60209	6452	0311.6227		LUBRICANTS & ADDITIVES
		353.33							
87003	11/1/2011		106583 DELTA DENTAL PLAN OF MINNESOTA						
		2,218.50	NOV 11 BILLING		60210	4713225	9101.2170		DENTAL/DISABILITY/LIFE
		2,218.50							
87004	11/1/2011		110305 HARTFORD LIFE INSURANCE COMPAN						
		1,284.23	COVERAGE 3-1-11/3-1-12 FD		60211	ETB-SR-710153	0220.6104		PART TIME-WAGES & SALARIE
						11/12			
		1,284.23							
87005	11/1/2011		110386 HEALTH PARTNERS						
		107.52	HEALTH COVERAGE NOV11		60212	38705898 NOV11	0130.6315		MISCELLANEOUS PROFESSIO
		55,972.45	HEALTH COVERAGE NOV11		60212	38705898 NOV11	9101.2176		LIFE/HEALTH-EMPLOYEE
		56,079.97							
87006	11/1/2011		111360 MINNESOTA LIFE INSURANCE COMPA						
		1,165.45	LIFE INS NOV11		60214	12980016	9101.2176		LIFE/HEALTH-EMPLOYEE
		1,165.45							
87007	11/1/2011		100351 NCPERS MINNESOTA						
		384.00	LIFE INS NOV11		60213	70481111	9101.2170		DENTAL/DISABILITY/LIFE
		384.00							
87008	11/1/2011		100506 US POSTMASTER						
		75.13	ADD POSTAGE FOR NOV/DEC RAM RE		60264	110111	0195.6322		POSTAGE
		75.13							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
90190851	10/27/2011		100398 PUBLIC EMPLOYEES RETIREMENT AS						
		50.00			60122	1025111456212	9101.2174		PERA-EMPLOYEE
		50.00			60123	1025111456213	9101.2183		PERA-EMPLOYER
		14,046.21			60137	1026111433536	9101.2174		PERA-EMPLOYEE
		18,682.11			60138	1026111433537	9101.2183		PERA-EMPLOYER
		<u>32,828.32</u>							
90827728	10/27/2011		107784 VILLAGE BANK						
		1,749.30			60118	1025111052052	9101.2171		FEDERAL WITHHOLDING
		2,234.39			60119	1025111052053	9101.2173		FICA & MEDICARE-EMPLOYEE
		3,007.67			60120	1025111052054	9101.2182		FICA & MEDICARE-EMPLOYER
		280.90			60125	1025111456215	9101.2173		FICA & MEDICARE-EMPLOYEE
		380.34			60126	1025111456216	9101.2182		FICA & MEDICARE-EMPLOYER
		7,133.97			60128	10261114335310	9101.2173		FICA & MEDICARE-EMPLOYEE
		9,305.47			60129	10261114335311	9101.2182		FICA & MEDICARE-EMPLOYER
		20,127.45			60140	1026111433539	9101.2171		FEDERAL WITHHOLDING
		<u>44,219.49</u>							
93704060	10/27/2011		100601 MN DEPT OF REV WH						
		937.08			60117	1025111052051	9101.2172		STATE WITHHOLDING
		4.24			60124	1025111456214	9101.2172		STATE WITHHOLDING
		8,346.94			60139	1026111433538	9101.2172		STATE WITHHOLDING
		<u>9,288.26</u>							
97110147	10/27/2011		100301 MN CHILD SUPPORT PAYMENT CNTR						
		339.66			60121	1025111456211	9101.2185		GARNISHMENTS/SUPPORT
		339.64			60135	1026111433534	9101.2185		GARNISHMENTS/SUPPORT
		864.42			60136	1026111433535	9101.2185		GARNISHMENTS/SUPPORT
		<u>1,543.72</u>							
99102711	10/27/2011		100223 ICMA RETIREMENT TRUST 457						
		2,919.21			60127	1026111433531	9101.2175		DEFERRED COMPENSATION
		<u>2,919.21</u>							
99102761	10/27/2011		111465 STATE STREET BANK						
		3,054.00			60131	10261114335313	9101.2175		DEFERRED COMPENSATION
		<u>3,054.00</u>							
99102764	10/27/2011		111465 STATE STREET BANK						
		379.32			60132	10261114335314	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>379.32</u>							
		<u>186,131.06</u>	Grand Total						

Payment Instrument Totals

Check Total	91,898.74
Transfer Total	94,232.32
<b>Total Payments</b>	<b>186,131.06</b>

R04570

CITY OF RAMSEY  
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK  
Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2011

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
100012	ACE SOLID WASTE INC 6601 MCKINLEY STREET NW RAMSEY MN 55303	CITY RECYCLE- NOV 11	PV	60265	001	09604	11/1/2011	0008897691	23,617.70
				Summary Total					23,617.70
				Payment Amount					23,617.70
111385	ACHIEVE SERVICES INC 1201 89TH AVENUE NE BLAINE MN 55434	DOCUMENT SHREDDING	PV	60150	001	09101	10/18/2011	6480	111.60
				Summary Total					111.60
				Payment Amount					111.60
100017	AIRGAS NORTH CENTRAL PO BOX 802588 CHICAGO IL 60680-2588	MISC GASES LENS COVERS	PV	60037	001	09101	9/30/2011	105777373	18.56
				Summary Total					18.56
			PV	60151	001	09101	10/11/2011	105821161	18.92
				Summary Total					18.92
				Payment Amount					37.48
100019	ALLINA MEDICAL CLINIC P O BOX 60 NW 5685 MINNEAPOLIS MN 55440-0060	RESERVE PRE-EMPL	PV	60215	001	09101	9/30/2011	71546	1,046.00
				Summary Total					1,046.00
				Payment Amount					1,046.00
112551	ANDERSON, DOUG DOUG ANDERSON 15150 ONEIDA STREET NW RAMSEY MN 55303	MAILBOX DAMAGE 2011	PV	60152	001	09101	10/27/2011	102711	75.00
				Summary Total					75.00
				Payment Amount					75.00
112938	ANDERSON, THOMAS THOMAS ANDERSON 16121 RAMSEY BLVD	REFUND FIRE PERMIT 23417	PV	60153	001	09101	10/24/2011	102411	25.00
				Summary Total					25.00



R04570

CITY OF RAMSEY  
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK  
Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2011

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
		HASSEL- BELT	PV	60158	001	09101	10/21/2011	113847	29.50
				Summary Total					29.50
				Payment Amount					663.71
103641	BOYER TRUCKS ROGERS	BUSHING AND SPRING PIN	PV	60041	001	09101	10/10/2011	102512R	266.85
				Summary Total					266.85
	BOYER TRUCKS 2601 NE BROADWAY MINNEAPOLIS MN 55413	MISC KIT	PV	60042	001	09101	10/6/2011	102371R	41.96
		MISC KIT	PV	60042	002	09101	10/6/2011	102371R	41.96
				Summary Total					83.92
		CORE RETURN	PD	60202	001	09101	11/7/2011	CM97591R	26.45-
				Summary Total					26.45-
				Payment Amount					324.32
112193	BULEY, PAMELA	REIMBURSE FOR HAPPY DAYS 2011	PV	60159	001	09297	10/24/2011	102411	74.87
				Summary Total					74.87
	PAMELA BULEY 14658 RHINESTONE WAY NW RAMSEY MN 55303			Payment Amount					74.87
104474	CARQUEST AUTO PARTS	400 W MOBILE POWER	PV	60043	001	09101	10/6/2011	6975-119752	55.88
				Summary Total					55.88
	CARQUEST AUTO PARTS P O BOX 503589 ST LOUIS MO 63150-3589	MISC PARTS	PV	60044	001	09101	10/11/2011	6975-120005	4.38
				Summary Total					4.38
		BLOWER WHEEL 384	PV	60160	001	09601	10/21/2011	6975-120583	22.16
				Summary Total					22.16
		BLOWER MOTOR	PD	60161	001	09601	10/21/2011	6975-120584	114.30-
				Summary Total					114.30-
		BLOWER MOTOR 384	PV	60162	001	09101	10/20/2011	6975-120510	46.26
				Summary Total					46.26
		HEATER MOTOR/WIRE	PV	60163	001	09601	10/20/2011	6975-120534	136.29

R04570

CITY OF RAMSEY  
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK  
Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2011

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
		HARNESS							
					Summary Total				136.29
		BATTERY/BRAKE S 301	PV	60164	001 09101		9/27/2011	6975-119245	169.33
					Summary Total				169.33
		MISC SUPPLIES	PV	60165	001 09601		10/14/2011	6975-120193	104.65
					Summary Total				104.65
		BRAKES	PV	60166	001 09101		10/17/2011	6975-120290	312.13
					Summary Total				312.13
		MISC SUPPLIES	PV	60167	001 09101		10/15/2011	6975-120281	26.83
					Summary Total				26.83
		XIP MWF	PV	60216	001 09101		10/24/2011	6975-120702	3.84
					Summary Total				3.84
					Payment Amount				767.45
111496	CENTRAL IRRIGATION SUPPLY INC	MISC PARTS	PV	60045	001 09101		10/10/2011	6020541.00	804.22
					Summary Total				804.22
	CENTRAL IRRIGATION SUPPLY INC 8 WILLIAMS STREET ELMSFORD NY 10523	MISC PARTS	PV	60046	001 09101		10/11/2011	6020545.00	425.52
					Summary Total				425.52
		MISC PARTS	PV	60047	001 09101		10/13/2011	6020595.00	28.34
					Summary Total				28.34
					Payment Amount				1,258.08
100105	CENTRAL LANDSCAPE SUPPLY	TREESTRAPS	PV	60168	001 09101		10/19/2011	214270	103.67
					Summary Total				103.67
	CENTRAL LANDSCAPE SUPPLY 4026 COUNTY RD 74 SOUTH ST CLOUD MN 56301				Payment Amount				103.67
106670	CENTRAL POWER DISTRIBUTORS INC	TRANSMISSION FILTER	PV	60169	001 09101		10/21/2011	831959	43.78
					Summary Total				43.78
	CENTRAL POWER DISTRIBUTORS INC 3801 THURSTON AVENUE				Payment Amount				43.78

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Create Payment Control Groups

Bank Account 00002224 CASH IN BANK  
Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2011

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
ANOKA MN 55303									
Payment Amount									43.78
100111	COMMERCIAL ASPHALT COMPANY	ASPHALT	PV	60170	001	09101	10/15/2011	101511	766.68
COMMERCIAL ASPHALT COMPANY P O BOX 1480 MAPLE GROVE MN 55311-6480									
Summary Total									766.68
Payment Amount									766.68
100116	CONNEXUS ENERGY	7401 RAMSEY PKWY- IRRIG	PV	60217	001	09101	10/17/2011	444929-301611 OCT11	577.13
CONNEXUS ENERGY PO BOX 1808									
Summary Total									577.13
		6600 ALPINE DR	PV	60218	001	09101	10/17/2011	444932-243560 OCT11	180.18
MINNEAPOLIS MN 55480-1808									
Summary Total									180.18
		161ST AND ARMSTRONG	PV	60219	001	09101	10/17/2011	444931-178980 OCT11	884.42
Summary Total									884.42
		6860 RIVERDALE -PARK	PV	60220	001	09101	10/17/2011	444931-300276 OCT11	12.58
Summary Total									12.58
		15100 NOWTHEN BLVD	PV	60221	001	09101	10/17/2011	444931-179176 OCT11	10.15
Summary Total									10.15
		6363 SUNWOOD DR- PARK	PV	60222	001	09603	10/17/2011	444932-300508 OCT11	24.52
Summary Total									24.52
		7949 161ST AVE	PV	60223	001	09101	10/17/2011	444932-179043 OCT 11	121.96
Summary Total									121.96
		6000 142ND AVE IRRIG	PV	60224	001	09101	10/17/2011	444932-238369 OCT 11	54.96
Summary Total									54.96
		163RD AVE & ST FRANCIS BLVD	PV	60225	001	09101	10/17/2011	444932-290430 OCT 11	35.23
Summary Total									35.23
		14700 ERKIUM	PV	60226	001	09101	10/17/2011	444932-264284	10.94

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Create Payment Control Groups

Bank Account 00002224 CASH IN BANK  
Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2011

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
		ST - IRRIG			OCT 11	
			Summary Total			10.94
7925 161ST- PARK CONCESSION			PV 60227 001 09101	10/17/2011	444930-255698 OCT11	116.00
			Summary Total			116.00
7925 161ST AVE - IRRIG			PV 60228 001 09101	10/17/2011	444930-179039 OCT11	478.13
			Summary Total			478.13
7949 161ST AVE			PV 60229 001 09101	10/17/2011	444930-179050 OCT11	111.88
			Summary Total			111.88
162ND AND CTY RD 56			PV 60230 001 09101	10/17/2011	444930-179017 OCT11	33.72
			Summary Total			33.72
7925 161ST AVE PARK SHELTER			PV 60231 001 09101	10/17/2011	444931-298903 OCT11	10.15
			Summary Total			10.15
14501 RHINESTONE ST-IRRIG			PV 60232 001 09101	10/17/2011	444931-287796 OCT11	5.34
			Summary Total			5.34
7400 SUNWOOD-METER ED RECEPT			PV 60233 001 09101	10/17/2011	444931-286840 OCT11	10.15
			Summary Total			10.15
7850 SUNWOO-METERE D RECEPT			PV 60234 001 09101	10/17/2011	444931-286841 OCT11	12.40
			Summary Total			12.40
5455 142ND AVE IRRIG			PV 60235 001 09101	10/17/2011	444929-278434 OCT11	10.72
			Summary Total			10.72
7925 161ST AVE			PV 60236 001 09101	10/17/2011	444929-237416 OCT11	50.67
			Summary Total			50.67
16300 ST FRANCIS BLVD-IRRIG			PV 60237 001 09101	10/17/2011	444931-267449 OCT11	760.35
			Summary Total			760.35
			Summary Total			760.35

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Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2011

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	16600 ST FRANCIS W TOWER 3		PV	60238	001	09601	10/17/2011	444931-301614 OCT11	41.25
				Summary Total					41.25
	137TH & DOLOMITE LIFT STAT 1		PV	60239	001	09602	10/17/2011	444930-179151 OCT11	136.49
				Summary Total					136.49
	NEON ST & 157TH LIFT STAT 2		PV	60240	001	09602	10/17/2011	444929-246741 OCT11	66.52
				Summary Total					66.52
	7845 CIVIC CENTER WELL 6		PV	60241	001	09601	10/17/2011	444931-284710 OCT11	1,423.87
				Summary Total					1,423.87
	6901 SUNWOOD DR		PV	60242	001	09601	10/17/2011	444931-261725 OCT11	97.35
				Summary Total					97.35
	161ST LN AND 162ND LIFT STAT		PV	60243	001	09602	10/17/2011	444931-290657 OCT11	78.36
				Summary Total					78.36
	16691 QUICKSILVER-W ATERFILL ST		PV	60244	001	09601	10/17/2011	444931-293938 OCT11	9.53
				Summary Total					9.53
	14200 XKIMO WELL 1 AND 2		PV	60245	001	09601	10/17/2011	444931-179175 OCT11	1,501.23
				Summary Total					1,501.23
	7275 168TH CURVE		PV	60246	001	09602	10/17/2011	444931-294030 OCT11	62.93
				Summary Total					62.93
	14779 ZEOLITE WELL 8		PV	60247	001	09601	10/17/2011	444931-295820 OCT11	2,548.38
				Summary Total					2,548.38
	15030 ARMSTRONG WELL 7		PV	60248	001	09601	10/17/2011	444931-296623 OCT11	1,858.09
				Summary Total					1,858.09
	DYSPROSIUM ST & CO RD 5		PV	60249	001	09601	10/17/2011	444930-179173 OCT11	116.59

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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2011

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
Summary Total									116.59
	7301 BUNKER LK WELL 3		PV	60250	001	09601	10/17/2011	444932-240378 OCT11	1,609.91
Summary Total									1,609.91
	7600 BUNKER LK BLVD WELL 5		PV	60251	001	09601	10/17/2011	444932-265207 OCT11	1,058.71
Summary Total									1,058.71
	7601 BUNKER LK WELL 4		PV	60252	001	09601	10/17/2011	444932-245192 OCT11	2,512.27
Summary Total									2,512.27
	5770 155TH LN LIFT STAT		PV	60253	001	09602	10/17/2011	444929-271363 OCT11	132.96
Summary Total									132.96
	9015 175TH LN SIREN 1		PV	60254	001	09101	10/17/2011	444930-300439 OCT11	5.34
Summary Total									5.34
	16855 NUTRIA ST SIREN 2		PV	60255	001	09101	10/17/2011	444930-300441 OCT11	5.34
Summary Total									5.34
	7615 173RD AVE SIREN 3		PV	60256	001	09101	10/17/2011	444930-300442 OCT11	5.34
Summary Total									5.34
	6501 GREEN VALLEY SIREN 4		PV	60257	001	09101	10/17/2011	444930-300443 OCT11	5.34
Summary Total									5.34
	17201 ST FRANCIS SIREN 5		PV	60258	001	09101	10/17/2011	444930-300444 OCT11	5.34
Summary Total									5.34
	5254 179TH LN SIREN 6		PV	60259	001	09101	10/17/2011	444930-300446 OCT11	5.34
Summary Total									5.34
	16045 ANDRIE ST SIREN 7		PV	60260	001	09101	10/17/2011	444930-300462 OCT11	5.34
Summary Total									5.34
	7925 161ST AVE SIREN 8		PV	60261	001	09101	10/17/2011	444930-300463 OCT11	5.34
Summary Total									5.34
	16621 NOWTHEN		PV	60262	001	09101	10/17/2011	444930-300464	5.34

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Bank Account 00002224 CASH IN BANK  
Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2011

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
	BLVD SIREN 9			OCT11	
		Summary Total			5.34
5760 164TH		PV 60263 001 09101	10/17/2011	444930-300465	5.34
AVE SIREN 10				OCT 11	
		Summary Total			5.34
14900 PUMA ST		PV 60266 001 09101	10/17/2011	444930-300466	5.34
SIREN 11				OCT11	
		Summary Total			5.34
7220 152ND LN		PV 60267 001 09101	10/17/2011	444930-300467	5.34
SIREN 12				OCT 11	
		Summary Total			5.34
6280 153RD		PV 60268 001 09101	10/17/2011	444930-300468	5.34
AVE SIREN 13				OCT11	
		Summary Total			5.34
5201 155TH LN		PV 60269 001 09101	10/17/2011	444930-300471	5.34
SIREN 14				OCT11	
		Summary Total			5.34
7570 HWY 10		PV 60270 001 09101	10/17/2011	444930-302417	5.34
SIREN 15				OCT11	
		Summary Total			5.34
6400 BUNKER		PV 60271 001 09101	10/17/2011	444930-300474	5.34
LK SIREN 16				OCT11	
		Summary Total			5.34
14501 NOWTHEN		PV 60272 001 09101	10/17/2011	444930-300475	5.34
BLVD SIREN				OCT11	
17					
		Summary Total			5.34
7621 HWY 10-		PV 60273 001 09295	10/17/2011	444930-302421	36.36
SIGN				OCT11	
7621 HWY 10-		PV 60273 002 09295	10/17/2011	444930-302421	54.53
SIGN				OCT11	
		Summary Total			90.89
6701 HWY 10		PV 60274 001 09410	10/17/2011	444931-239841	407.22
NW				OCT11	
		Summary Total			407.22
6600 SUNWOOD		PV 60275 001 09601	10/17/2011	444931-272293	25.57
DR LIFT STAT				OCT11	
		Summary Total			25.57
7039 HWY 10		PV 60276 001 09410	10/17/2011	444932-238710	38.62
				OCT11	
		Summary Total			38.62

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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2011

Payee	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount	
	STREET LIGHTS	PV	60277	001	09603	10/17/2011	444932-238648 OCT11	270.22	
			Summary Total						270.22
	155TH LN AND YAKIMA ST	PV	60278	001	09602	10/17/2011	444932-267531 OCT11	83.53	
			Summary Total						83.53
	STREET LIGHTS	PV	60279	001	09603	10/17/2011	444932-283184 OCT11	205.65	
			Summary Total						205.65
	STREET LIGHTS	PV	60280	001	09603	10/17/2011	444932-173784 OCT11	54.94	
			Summary Total						54.94
	STREET LIGHTS	PV	60281	001	09603	10/17/2011	444932-173704 OCT11	4,945.34	
			Summary Total						4,945.34
	STREET LIGHTS	PV	60282	001	09603	10/17/2011	444932-173612 OCT11	58.02	
			Summary Total						58.02
	EDA STREET LIGHTS	PV	60283	001	09230	10/17/2011	444932-173582 OCT11	89.75	
			Summary Total						89.75
	STREET LIGHTS	PV	60284	001	09601	10/17/2011	444931-173581 OCT11	3,860.25	
			Summary Total						3,860.25
	STREET LIGHTS	PV	60285	001	09603	10/17/2011	444931-259563 OCT11	108.84	
			Summary Total						108.84
			Payment Amount						27,095.64
100141 DAVE PERKINS CONTRACTING INC	WATER MAIN REPAIR	PV	60048	001	09601	10/11/2011	24964	3,970.00	
			Summary Total						3,970.00
DAVE PERKINS CONTRACTING INC 7060 143RD AVE NW SUITE 100 RAMSEY MN 55303	WATER MAIN REPAIR	PV	60049	001	09601	10/11/2011	24965	2,480.00	
			Summary Total						2,480.00
	STORM SEWER REPAIR	PV	60050	001	09605	10/11/2011	24963	4,875.00	
			Summary Total						4,875.00

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Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2011

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Item Itm Co	Due Date	Invoice Number	Payment Amount
Payment Amount							11,325.00
107691 DEPT	EMPLOYMENT AND ECONOMIC DEVELOPMENT	3QTR UNEMPL BENEFITS	PV	60298 001 09702	10/31/2011	103111	6,226.00
DEPT EMPLOYMENT AND ECONOMIC DEVELOPMENT 332 MINNESOTA STREET SAINT PAUL MN 55101-1351							Summary Total 6,226.00
Payment Amount							6,226.00
111131 E CYCLING	SOLUTIONS	FALL 2011 RECYCLE	PV	60171 001 09604	10/17/2011	1011376	218.50
E CYCLING SOLUTIONS 10544 LIBERTY LANE CHISAGO CITY MN 55013							Summary Total 218.50
Payment Amount							218.50
100158 ECM	PUBLISHERS INC	ORD- VARIANCE	PV	60173 001 09101	10/14/2011	01790454	61.50
ECM PUBLISHERS INC 4095 COON RAPIDS BLVD							Summary Total 61.50
COON RAPIDS MN 55433							Summary Total 51.25
ORD-AMEND CONDITIONAL USES							Summary Total 51.25
ORD- AMEND CONDTIONAL USES							Summary Total 51.25
HEAR-RUM RIVER VENTURES							Summary Total 71.75
Payment Amount							235.75
100167 ELK RIVER	FORD INC	REPAIR ON 303	PV	60051 001 09101	10/13/2011	16004454/1	242.50
ELK RIVER FORD INC 17219 HIGHWAY 10 NW							Summary Total 242.50
REPAIR 386							Summary Total 92.00

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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2011

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
								Summary Total	92.00
	PO BOX 304								
	ELK RIVER MN	REPAIR 317	PV	60176	001	09101	10/18/2011	16004847/1	75.60
	55330								
								Summary Total	75.60
								Payment Amount	410.10
100169	EMERGENCY APPARATUS MAINTENANCE INC	SERVICE CALL 556	PV	60052	001	09101	10/11/2011	58159	504.18
	EMERGENCY APPARATUS MAINTENANCE INC							Summary Total	504.18
	7512 4TH AVENUE								
	LINO LAKES MN 55014							Payment Amount	504.18
107099	FASTENAL	MISC PARTS	PV	60053	001	09101	10/11/2011	MNTC879831	26.52
	FASTENAL COMPANY							Summary Total	26.52
	P O BOX 978	MISC PARTS	PV	60054	001	09101	10/11/2011	MNTC879840	28.77
	WINONA MN 55987							Summary Total	28.77
		MISC PARTS	PV	60055	001	09101	10/11/2011	MNTC879854	49.21
								Summary Total	49.21
								Payment Amount	104.50
100143	FERGUSON WATERWORKS	MISC PARTS	PV	60056	001	09601	10/3/2011	S01324806.002	9,666.18
	FERGUSON WATERWORKS							Summary Total	9,666.18
	PO BOX 1070	LOCKING LID	PV	60057	001	09601	10/5/2011	S01333305.001	3,816.00
	FARGO ND 58102							Summary Total	3,816.00
		MISC PARTS	PV	60058	001	09601	10/6/2011	S01333734.001	356.54
								Summary Total	356.54
								Payment Amount	13,838.72
112940	FINISHING TOUCH PAINTERS	PAINT EXT YOUTH BUILDING	PV	60177	001	09410	10/20/2011	2794	2,400.00
	FINISHING TOUCH PAINTERS							Summary Total	2,400.00
	2978 151ST	PAINT EXT	PV	60178	001	09410	10/20/2011	2793	7,000.00
	LANE NW	MIDWEST CAR CARE							

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Payment Instrument Check Payment  
Pay Through Date 12/31/2011

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Amount
ANDOVER MN 55304					7,000.00
Summary Total					7,000.00
Payment Amount					9,400.00
112421	FIRST SCRIBE	WEB APP	PV	60059 001 09101 10/1/2011 22721	200.00
FIRST SCRIBE					200.00
110 CHESHIRE LANE SUITE 105					
MINNETONKA MN 55305					
Summary Total					200.00
Payment Amount					200.00
112913	FLEISCHMAN, NICOLE	4 FIREMEN PORTRAITS	PV	60060 001 09101 9/26/2011 092011	60.00
NICOLE FLEISCHMAN					60.00
14624 JUNKITE STREET NW					
RAMSEY MN 55303					
Summary Total					60.00
Payment Amount					60.00
106869	FORESTRY SUPPLIERS INC	PRUNER/SHEATH /TREE PROTECTOR	PV	60061 001 09101 10/6/2011 239102-00	489.46
FORESTRY SUPPLIERS INC					489.46
205 WEST RANKIN STREET					
P.O. BOX 8397					
JACKSON MS 39284-8397					
Summary Total					489.46
Payment Amount					489.46
100189	G AND K SERVICES INC	UNIFORMS	PV	60062 001 09101 10/12/2011 1006399126	64.00
G AND K SERVICES INC					10.00
PO BOX					
1450-NW 7536					
MINNEAPOLIS					
MN 55485-7536					
Summary Total					490.12
	MATS		PV	60063 001 09101 10/12/2011 1006399129	83.65
Summary Total					83.65
	UNIFORMS		PV	60179 001 09101 10/19/2011 1006410123	64.00
	UNIFORMS		PV	60179 002 09101 10/19/2011 1006410123	10.00
	UNIFORMS		PV	60179 003 09101 10/19/2011 1006410123	122.70
	UNIFORMS		PV	60179 004 09101 10/19/2011 1006410123	122.71
Summary Total					319.41

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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2011

Payee	Stub	Document	Due	Invoice	Payment		
Number	Name / Mailing Address	Message	Ty Number	Itm Co	Date	Number	Amount
Payment Amount						893.18	
107962	GENESIS	FLEX AND VEBA	PV	60287 001 09101	10/30/2011	13502	45.20
	EMPLOYEE	FEEES					
	BENEFITS						
	GENESIS	FLEX AND VEBA	PV	60287 002 09101	10/30/2011	13502	240.80
	EMPLOYEE	FEEES					
	BENEFITS, INC						
BRAEMAR OFFICE CENTER						Summary Total	286.00
8000 W. 78TH STREET SUITE 320							
MINNEAPOLIS MN 55439-2506							
Payment Amount						286.00	
100201	GOVERNMENT	MEMBERSHIP	PV	60064 001 09101	10/5/2011	0123003	190.00
	FINANCE	12/11-12-12					
	OFFICERS ASSN						
GOVERNMENT FINANCE OFFICERS ASSN						Summary Total	190.00
203 NORTH LASALLE STREET							
SUITE 2700							
CHICAGO IL 60601-1210							
Payment Amount						190.00	
100827	GREAT	OFFICE	PV	60073 001 09101	10/11/2011	36568	63.96
	AMERICAN	SUPPLIES					
	OFFICE						
	SUPPLIES						
	GREAT	OFFICE	PV	60073 002 09101	10/11/2011	36568	329.08
	AMERICAN	SUPPLIES					
	OFFICE						
	SUPPLIES						
1 HARDY ROAD #223						Summary Total	393.04
BEDFORD NH							
03110							
		PD OFFICE	PV	60180 001 09101	10/18/2011	36578	105.50
		SUPPLIES					
Payment Amount						105.50	
Payment Amount						498.54	
100205	GREAT LAKES	NOV 1,	PV	60181 001 09101	10/14/2011	101108	1,450.00
	WEATHER	2011-APR 1,					
	SERVICE INC	2012 SERVIC					
GREAT LAKES WEATHER SERVICE INC						Summary Total	1,450.00
N137 SWALLOW DRIVE							
STETSONVILLE WI 54480							

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Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
Payment Amount					1,450.00
109262	GREENBERG IMPLEMENT INC	SOLENOID 670	PV 60065 001 09101 10/12/2011	PS72435	300.53
	GREENBERG IMPLEMENT INC 19745 NOWTHEN BLVD NW RAMSEY MN 55303			Summary Total	300.53
				Payment Amount	300.53
108628	GROVE NURSERY	MISC TREES	PV 60066 001 09101 10/12/2011	22574500	5,349.09
	GROVE NURSERY 9650 TRAIL HAVEN ROAD CORCORAN MN 55340			Summary Total	5,349.09
				Payment Amount	5,349.09
100211	HAWKINS INC	CHEMICALS	PV 60288 001 09601 10/12/2011	3272023	1,555.56
	HAWKINS INC P O BOX 9171 MINNEAPOLIS MN 55480-9171			Summary Total	1,555.56
		CHEMICALS	PV 60289 001 09601 10/17/2011	3273248	3,718.85
				Summary Total	3,718.85
				Payment Amount	5,274.41
112564	HEALTH PARTNERS GROUP HEALTH-WORKSI TE	OCT 11 EMP ASST. SERVICE	PV 60290 001 09101 10/19/2011	W88218	102.48
	HEALTH PARTNERS GROUP HEALTH-WORKSITE MAIL STOP # 21109A P O BOX 64059 ST PAUL MN 55164-0059			Summary Total	102.48
				Payment Amount	102.48
106963	HEWLETT PACKARD COMPANY	COMPUTERS	PV 60291 001 09101 10/20/2011	50297534	1,684.49
	HEWLETT PACKARD COMPANY 13207 COLLECTIONS CENTER DR CHICAGO IL 60693			Summary Total	1,684.49
				Payment Amount	1,684.49

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Create Payment Control Groups

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Originator JLIPSKI  
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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
110586	HIMMER, TIM	APWA CONF REIMBURSEMENT	PV	60067	001	09101	10/24/2011	102411	1,268.19
	TIM HIMMER 1919 FLANDRAU STREET MAPLEWOOD MN 55109								Summary Total 1,268.19
									Payment Amount 1,268.19
112154	HOPE HAVEN INC	STAKES	PV	60068	001	09101	10/5/2011	011471	185.41
	HOPE HAVEN INC P O BOX 70 ROCK VALLEY IA 51247								Summary Total 185.41
									Payment Amount 185.41
108053	INSIGHT PUBLIC SECTOR	SEC ARBITRATOR CAMERA	PV	60069	001	09101	9/28/2011	1100229024	1,620.73
	INSIGHT PUBLIC SECTOR	SEC ARBITRATOR CAMERA	PV	60069	002	09101	9/28/2011	1100229024	3,241.45
	P O BOX 731072 DALLAS TX 75373-1072								Summary Total 4,862.18
									Payment Amount 4,862.18
107464	INTEGRA TELECOM	REBUILT VOICE MAIL	PV	60292	001	09101	10/24/2011	120314810	921.80
	INTEGRA TELECOM NW 5814 P O BOX 1450 MINNEAPOLIS MN 55485-5814								Summary Total 921.80
									Payment Amount 921.80
100608	KREYER, CHANDRA	EMP REIMBURSEMENT	PV	60182	001	09101	10/31/2011	103111	25.22
	CHANDRA KREYER	EMP REIMBURSEMENT	PV	60182	002	09101	10/31/2011	103111	23.98
	5696 154TH COVE RAMSEY MN 55303								Summary Total 49.20
									Payment Amount 49.20
111501	LANDFORM	RAMSEY SEPTIC	PV	60070	001	09605	10/12/2011	20362	1,467.50

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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
	PROFESSIONAL SERVICES	INV/DESIGN							
	LANDFORM PROFESSIONAL SERVICES								1,467.50
	105 5TH AVENUE SOUTH SUITE 513								
	MINNEAPOLIS MN 55401								1,467.50
100256	LANO EQUIPMENT INC	FILTER	PV	60293	001	09101	10/24/2011	203817	57.82
	LANO EQUIPMENT INC								57.82
	6140 HIGHWAY	BELTS 645	PV	60294	001	09101	10/21/2011	203739	75.23
	10 NW								
	ANOKA MN 55303								75.23
		FILTERS	PV	60295	001	09101	10/24/2011	203814	85.88
									85.88
		FILTERS	PV	60296	001	09101	10/24/2011	203810	65.54
									65.54
									284.47
107427	LASHER, COLLEEN	TUITION REIMBURSEMENT	PV	60183	001	09101	10/31/2011	103111	1,388.87
	COLLEEN LASHER								1,388.87
	5406 165TH LANE NW								
	RAMSEY MN 55303								1,388.87
100258	LEAGUE OF MINNESOTA CITIES	REGIONAL MTG 2	PV	60071	001	09101	10/12/2011	155149	40.00
	LEAGUE OF MN CITIES	REGIONAL MTG 2	PV	60071	002	09101	10/12/2011	155149	40.00
	FINANCE DEPT								80.00
	145 UNIVERSITY AVE WEST	FILE NUMBER	PV	60184	001	09702	10/20/2011	11073095	2,713.00
	ST PAUL MN 55103-2044	11073095							2,713.00
									2,793.00
106744	LOFGREN, LONNY	L. LOFGREN REIMB. BOOT	PV	60072	001	09101	10/24/2011	102411	100.00

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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
11									
	LONNY LOFGREN 6706 159TH AVENUE N.W. RAMSEY MN 55303								100.00
									100.00
112512	MADDEN,GALANT ER,HANSEN LLP	SERVICES THROUGH 9/30/11	PV	60074	001	09101	10/1/2011	100111	516.00
	MADDEN,GALANTER,HANSEN LLP 505 NORTH HIGHWAY 169 SUITE 295 PLYMOUTH MN 55441-6444								516.00
									516.00
100271	MAIN MOTORS	CABLE KIT	PV	60075	001	09101	10/13/2011	274656	123.76
	MAIN MOTORS 435 WEST MAIN STREET ANOKA MN 55303								123.76
		REPAIR 651	PV	60186	001	09601	10/24/2011	355827	298.18
		REPAIR 651	PV	60186	002	09601	10/24/2011	355827	99.00
									397.18
									520.94
111999	MEADOW CREEK BUILDERS INC	RE 15438 VANADIUM ST NW	PV	60185	001	09804	10/31/2011	112680	1,500.00
	MEADOW CREEK BUILDERS INC 6382 BALSAM LANE MAPLE GROVE MN 55369								1,500.00
									1,500.00
100284	MENARDS ELK RIVER	MISC SUPPLIES	PV	60076	001	09601	10/12/2011	4894	11.21
	MENARDS ELK RIVER 19521 EVANS STREET NW ELK RIVER MN 55330-1077								11.21
									11.21
108208	METRO PRODUCTS INC	RETAIN RINGS	PV	60077	001	09101	10/11/2011	80936	10.82

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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	METRO PRODUCTS INC			Summary Total					10.82
	7401 CENTRAL	BLADES	PV	60297	001	09101	10/25/2011	81203	70.43
	AVENUE NE			Summary Total					70.43
	FRIDLEY MN 55432			Payment Amount					81.25
108201	METRO TENT RENTAL	SECTIONS/STAIRS/SKIRTING	PV	60187	001	09101	10/27/2011	3057	38.72
	METRO TENT RENTAL			Summary Total					38.72
	9273 188TH AVE NW			Payment Amount					38.72
	ELK RIVER MN 55330			Summary Total					38.72
100354	NEWMAN TRAFFIC SIGNS	MISC SIGN MATERIAL	PV	60078	001	09101	10/10/2011	0240321	1,296.07
	NEWMAN TRAFFIC SIGNS			Summary Total					1,296.07
	PO BOX 1728			Payment Amount					1,296.07
	JAMESTOWN ND 58402-1728			Summary Total					1,296.07
103461	NORTHERN TECHNOLOGIES INC	RE: DYSPROSIUM STREET	PV	60079	001	09491	10/7/2011	6309	2,009.50
	NORTHERN TECHNOLOGIES INC			Summary Total					2,009.50
	6588 141ST AVENUE N.W.	CHAMELEON STREET	PV	60080	001	09492	10/10/2011	6332	1,432.00
	RAMSEY MN 55303			Summary Total					1,432.00
		ARMSTRONG BLVD	PV	60081	001	09494	10/10/2011	6333	561.50
				Summary Total					561.50
		ARMSTRONG/BUNKER INTERSECTION	PV	60082	001	09494	10/10/2011	6327	5,244.00
				Summary Total					5,244.00
				Payment Amount					9,247.00
110547	NORTHWEST LIGHTING SYSTEMS CO.	MISC ITEMS	PV	60189	001	09240	10/12/2011	63975	214.48
	NORTHWEST LIGHTING SYSTEMS CO.			Summary Total					214.48

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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	9405 HOLLY STREET NW COON RAPIDS MN 55433								214.48
				Payment Amount					
100368	OFFICE DEPOT	OFFICE SUPPLIES	PV	60083	001	09101	9/21/2011	580032656001	9.17
	OFFICE DEPOT	OFFICE SUPPLIES	PV	60083	002	09101	9/21/2011	580032656001	76.95
	P O BOX 70049	OFFICE SUPPLIES	PV	60083	003	09101	9/21/2011	580032656001	16.33
	LOS ANGELES CA 90074-0049			Summary Total					102.45
				Payment Amount					102.45
107698	OMANN BROTHERS PAVING INC	6860 RIVERDALE TRAIL-OVERLAY	PV	60299	001	09101	10/17/2011	22386	15,000.00
	OMANN BROTHERS PAVING INC P O BOX 120 ALBERTVILLE MN 55301			Summary Total					15,000.00
				Payment Amount					15,000.00
110480	OPUS 21 MANAGEMENT SOLUTIONS	SEPTEMBER 2011 BILLING	PV	60084	001	09601	10/17/2011	110934	51.09
	OPUS 21 MANAGEMENT SOLUTIONS	SEPTEMBER 2011 BILLING	PV	60084	002	09601	10/17/2011	110934	40.87
	680 COMMERCE DRIVE SUITE 160	SEPTEMBER 2011 BILLING	PV	60084	003	09601	10/17/2011	110934	40.87
	WOODBURY MN 55125	SEPTEMBER 2011 BILLING	PV	60084	004	09601	10/17/2011	110934	30.67
		SEPTEMBER 2011 BILLING	PV	60084	005	09601	10/17/2011	110934	40.87
				Summary Total					204.37
				Payment Amount					204.37
112876	PACE ANALYTICAL SERVICES INC	LANDFORM- RAMSEY 5220 156TH LN	PV	60190	001	09605	10/17/2011	121110022	551.05
	PACE ANALYTICAL SERVICES INC P O BOX 684056			Summary Total					551.05

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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
CHICAGO IL 60695-4056									551.05
Payment Amount									551.05
100829	PCS SAFETY SYSTEMS INC	REPAIR ARMREST 301	PV	60085	001	09101	10/13/2011	8407	30.00
PCS SAFETY SYSTEMS INC									30.00
P O BOX 405									30.00
REPAIR ARMREST 387									30.00
Summary Total									30.00
ELK RIVER MN 55330									30.00
REPLACE GRILL LIGHTS 303									218.70
REPLACE GRILL LIGHTS 303									150.00
Summary Total									368.70
Payment Amount									428.70
112920	PRESCRIPTION LANDSCAPE	7 WEEKS MOWING AUG-OCT	PV	60088	001	09101	10/6/2011	172282	2,872.80
PRESCRIPTION LANDSCAPE									2,872.80
1311 SYLVAN STREET									2,872.80
ST PAUL MN 55117									2,872.80
Summary Total									2,872.80
Payment Amount									2,872.80
100852	S AND S ELECTRIC INC	REPAIR AT WELL HOUSE	PV	60191	001	09601	10/17/2011	1318	90.00
S AND S ELECTRIC									90.00
8945 176TH AVENUE NW									90.00
RAMSEY MN 55303									90.00
Summary Total									90.00
Payment Amount									90.00
100435	SCHARBER AND SONS INC	O-RINGS AND SEALS 611	PV	60300	001	09101	10/21/2011	1086611	27.53
SCHARBER AND SONS INC									27.53
13725 MAIN STREET									41.77
ROGERS MN 55374									41.77
RETURN- SEALS 611									23.66-
Summary Total									23.66-



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Payment Instrument Check Payment  
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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
111742	TWIN CITY WATER CLINIC INC	SEPT 10 WATER SAMPLES	PV	60089	001	09601	10/1/2011	1654	150.00
	TWIN CITY WATER CLINIC INC 617 13TH AVENUE SOUTH HOPKINS MN 55343								Summary Total 150.00
									Payment Amount 150.00
100497	UNIFORMS UNLIMITED	MISC N. STOLP	PV	60198	001	09101	10/15/2011	94357	166.19
	UNIFORMS UNLIMITED 935 NORTH DALE STREET ST. PAUL MN 55103								Summary Total 166.19
									Payment Amount 166.19
106990	USA BLUE BOOK	ADAPTER QUICK COUPLING	PV	60090	001	09101	10/6/2011	505905	32.38
	USA BLUE BOOK PO BOX 9004 GURNEE IL 60031-9004								Summary Total 32.38
									Payment Amount 32.38
100508	VANCE BROTHERS INC	TACK OIL	PV	60199	001	09101	10/17/2011	21748	96.19
	VANCE BROTHERS INC P O BOX 877366 KANSAS CITY MO 64187-7366								Summary Total 96.19
									Payment Amount 96.19
112721	W W GOETSCH ASSOCIATES INC	VORTEX IMPELLER	PV	60093	001	09602	10/11/2011	85820	4,602.04
	W W GOETSCH ASSOCIATES INC 5250 WEST 74TH STREET MINNEAPOLIS MN 55439-2226								Summary Total 4,602.04
									Payment Amount 4,602.04
100539	WRIGHT TIRE SERVICE INC	TIRES FOR 676	PV	60094	001	09101	10/12/2011	069335	237.90

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Payment Instrument Check Payment  
Pay Through Date 12/31/2011

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty Number Itm Co Date	Number	Amount
WRIGHT TIRE SERVICE INC	TIRES FOR 676		PV 60094 002 09101 10/12/2011	069335	77.08
710 WEST MAIN STREET ANOKA MN 55303	INSTALL TUBE 643		PV 60200 001 09101 10/21/2011	069802	7.50
	INSTALL TUBE 643		PV 60200 002 09101 10/21/2011	069802	23.50
			Summary Total		314.98
			Summary Total		31.00
			Payment Amount		345.98
112515 WSB AND ASSOCIATES INC	RIVERDALE DR EXT		PV 60091 001 09101 9/28/2011	1-01973-020	1,912.50
WSB AND ASSOCIATES INC 701 XENIA AVENUE SOUTH SUITE 300 MINNEAPOLIS MN 55416	ARMSTRONG/BUN KER EXT		PV 60092 001 09494 9/28/2011	8	37,380.00
	ARMSTRONG/BUN KER		PV 60201 001 09494 10/14/2011	9	25,692.00
			Summary Total		1,912.50
			Summary Total		37,380.00
			Summary Total		37,380.00
			Summary Total		25,692.00
			Payment Amount		64,984.50
			Total Amount to be Processed		237,787.87
			Total Number of Payments to be Processed		78

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #11-11-XXX**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF OCTOBER 19, 2011 THROUGH NOVEMBER 2, 2011.**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of October 19, 2011, through November 2, 2011, in the amount of \$590,719.71; and

**WHEREAS**, the City Council of the City of Ramsey is required to authorize payment for all disbursement transactions.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the Ramsey City Council hereby approves the cash disbursements made and authorizes payment of the accounts payable invoices as detailed in the attached Bills List for the period October 19, 2011, through November 2, 2011, in the amount of \$590,719.71.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 7<sup>th</sup> day of November 2011.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

**CC Regular Session**

4. 7.

**Meeting Date:** 11/07/2011

**By:** Tim Himmer, Engineering/Public Works

**Information**

**Title:**

Adopt Resolution #11-11-XXX Accepting the State of Minnesota Agency Agreement No. 99948 with the Department of Transportation for Projects Involving the Delegated Contract Process for Receiving Federal Transportation Funding. (Consider MnDOT Agreement related to Federal Participation for Transportation Related Projects)

**Background:**

The Minnesota Department of Transportation (MnDOT) has submitted an updated agency agreement (number 99948), which covers the delegated contract process (DCP). This agreement allows MnDOT to act as the City's agent in accepting funds from the Federal Highway Administration (FHWA), and covers all projects for which the City may be awarded federal funds. MnDOT would be responsible to ensure that all federal requirements are being met in the use of the designated funds. The attached agreement is not specific to any particular project, but a general agreement for any transportation related project involving federal funds.

**Observations:**

This agreement would supersede the previous agreement approved by the City Council on October 10, 2006 (number 84229), and would run until future revisions are necessary. There are no substantial changes to the previous agreement. The main revisions include the addition of Sections I.J. (Federal Funding Accountability and Transparency Act - FFATA), and VIII (Data Practices Act), which are the result of recent federal legislation. Unless executed, the City cannot accept federal funds on any transportation projects.

**Recommendation:**

Staff recommends approval of MnDOT agreement number 99948, and the corresponding Resolution 11-11-XXX.

**Council Action:**

Motion to approve MnDOT agreement number 99948, and the corresponding Resolution 11-11-XXX.

**Attachments**

Existing Agreement - No. 84229

Proposed Agreement - No. 99948

Approving Resolution

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Jo Thieling	11/03/2011 04:19 PM
Kurt Ulrich	Jo Thieling	11/03/2011 04:19 PM
Form Started By: Tim Himmer		Started On: 11/01/2011 04:29 PM
Final Approval Date: 11/03/2011		

STATE OF MINNESOTA AGENCY AGREEMENT  
BETWEEN  
DEPARTMENT OF TRANSPORTATION  
AND  
CITY OF RAMSEY

FOR FEDERAL PARTICIPATION IN CONSTRUCTION

---

This agreement is entered into by and between the City of Ramsey ("City") and the State of Minnesota acting through its Commissioner of Transportation ("Mn/DOT"),

Pursuant to Minnesota Statutes Section 161.36, the City desires Mn/DOT to act as the City's agent in accepting federal funds on the City's behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by federal funds, hereinafter referred to as the "Project(s)"; and

Mn/DOT requires that the terms and conditions of this agency be set forth in an agreement.

THE PARTIES AGREE AS FOLLOWS:

I. DUTIES OF THE CITY.

A. DESIGNATION. The City designates Mn/DOT to act as its agent in accepting federal funds in its behalf made available for the Project(s).

B. STAFFING.

1. The City will furnish and assign a publicly employed registered engineer, ("Project Engineer"), to be in responsible charge of the Project(s) and to supervise and direct the work to be performed under any construction contract let for the Project(s). In the alternative where the City elects to use a private consultant for construction engineering services, the City will provide a qualified, full-time public employee of the City, to be in responsible charge of the Project(s). The services of the City to be performed hereunder may not be assigned, sublet, or transferred unless the City is notified in writing by Mn/DOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the City from its primary responsibility for performance of the work.
2. During the progress of the work on the Project(s), the City authorizes its Project Engineer to request in writing specific engineering and/or technical services from Mn/DOT, pursuant to Minnesota Statutes Section 161.39. Such services may be covered by other technical service agreements. If Mn/DOT

furnishes the services requested, and if Mn/DOT requests reimbursement, then the City will promptly pay Mn/DOT to reimburse the state trunk highway fund for the full cost and expense of furnishing such services. The costs and expenses will include the current Mn/DOT labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit. Provision of such services will not be deemed to make Mn/DOT a principal or co-principal with respect to the Project(s).

C. LETTING. The City will prepare construction contracts in accordance with Minnesota law and applicable Federal laws and regulations.

1. The City will solicit bids after obtaining written notification from Mn/DOT that the Federal Highway Administration ("FHWA") has authorized the Project(s). Any Project(s) advertised prior to authorization will not be eligible for federal reimbursement.
2. The City will prepare the Proposal for Highway Construction for the construction contract, which will include all of the federal-aid provisions supplied by Mn/DOT.
3. The City will prepare and publish the bid solicitation for the Project(s) as required by state and federal laws. The City will include in the solicitation the required language for federal-aid construction contracts as supplied by Mn/DOT. The solicitation will state where the proposals, plans, and specifications are available for the inspection of prospective bidders, and where the City will receive the sealed bids.
4. The City may not include other work in the construction contract for the authorized Project(s) without obtaining prior notification from Mn/DOT that such work is allowed by FHWA. Failure to obtain such notification may result in the loss of some or all of the federal funds for the Project(s).
5. The City will prepare and sell the plan and proposal packages and prepare and distribute any addendums, if needed.
6. The City will receive and open bids.
7. After the bids are opened, the City Council will consider the bids and will award the bid to the lowest responsible bidder, or reject all bids. If the construction contract contains a goal for Disadvantaged Business Enterprises, the City will not award the bid until it has received certification of the Disadvantaged Business Enterprise participation from the Mn/DOT Equal Employment Opportunity Office.

D. CONTRACT ADMINISTRATION.

1. The City will prepare and execute a construction contract with the Contractor, in accordance with the special provisions and the latest edition of Mn/DOT's Standard Specifications for Construction.

2. The Project(s) will be constructed in accordance with plans, special provisions, and standard specifications of each Project. The standard specifications will be the latest edition of Mn/DOT Standard Specifications for Highway Construction, and all amendments thereto. The plans, special provisions, and standard specifications will be on file at the City Engineer's Office. The plans, special provisions, and specifications are incorporated into this agreement by reference as though fully set forth herein.
3. The City will furnish the personnel, services, supplies, and equipment necessary to properly supervise, inspect, and document the work for the Project(s). The services of the City to be performed hereunder may not be assigned, sublet, or transferred unless the City is notified in writing by Mn/DOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the City from its primary responsibility for performance of the work.
4. The City will document quantities in accordance with the guidelines set forth in the Mn/DOT Contract Administration Manual Sections 410 and 420 that were in effect at the time the work was performed.
5. The City will test materials in accordance with the Mn/DOT Schedule of Materials Control in effect at the time each Project was let. The City will notify Mn/DOT when work is in progress on the Project(s) that requires observation by the Independent Assurance Inspector as required by the Independent Assurance Schedule.
6. The City may make changes in the plans or the character of the work, as may be necessary to complete the Project(s), and may enter into supplemental agreement(s) with the individual, firm, or corporation contracting for and undertaking prosecution of the prescribed work (hereinafter "Contractor"). The City will not be reimbursed for any costs of any work performed under a supplemental agreement unless Mn/DOT has notified the City that the subject work is eligible for federal funds and sufficient federal funds are available.
7. The City will request approval from Mn/DOT for all costs in excess of the amount of federal funds previously approved for the Project(s) prior to incurring such costs. Failure to obtain such approval may result in such costs being disallowed for reimbursement.
8. The City will prepare reports, keep records, and perform work so as to enable Mn/DOT to collect the federal aid sought by the City. Required reports are listed in the Mn/DOT State Aid Manual, Delegated Contract Process Checklist, available from Mn/DOT's authorized representative. The City will retain all records and reports in accordance with Mn/DOT's record retention schedule for federal aid projects.
9. Upon completion of the Project(s), the Project Engineer will determine whether the work will be accepted.

E. PAYMENTS.

1. The entire cost of the Project(s) is to be paid from federal funds made available by the FHWA and by other funds provided by the City. The City will pay any part of the cost or expense of the Project(s) that is not paid by federal funds.
2. The City will prepare partial estimates in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify each partial estimate. Following certification of the partial estimate, the City will make partial payments to the Contractor in accordance with the terms of the construction contract for the Project(s).
3. Following certification of the partial estimate, the City may request reimbursement for costs eligible for federal funds. The City's request will be made to Mn/DOT and will include a copy of the certified partial estimate.
4. Upon completion of the Project(s), the City will prepare a final estimate in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify the final estimate. Following certification of the final estimate, the City will make the final payment to the Contractor in accordance with the terms of the construction contract for the Project(s).
5. Following certification of the final estimate, the City may request reimbursement for costs eligible for federal funds. The City's request will be made to Mn/DOT and will include a copy of the certified final estimate along with the required records.

F. LIMITATIONS.

1. The City will comply with all applicable Federal, State, and local laws, ordinances, and regulations.
2. Nondiscrimination. It is the policy of the Federal Highway Administration and the State of Minnesota that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. 2000d). Through expansion of the mandate for nondiscrimination in Title VI and through parallel legislation, the prescribed bases of discrimination include race, color, sex, national origin, age, and disability. In addition, the Title VI program has been extended to cover all programs, activities and services of an entity receiving Federal financial assistance, whether such programs and activities are Federally assisted or not. Even in the absence of prior discriminatory practice or usage, a recipient in administering a program or activity to which this part applies, is expected to take affirmative action to assure that no person is excluded from participation in, or is denied the benefits of, the program or activity on the grounds of race, color, national origin, sex, age, or disability. It is the responsibility of the City to carry out the above requirements.

3. Workers' Compensation. Any and all employees of the City or other persons while engaged in the performance of any work or services required or permitted by the City under this agreement will not be considered employees of Mn/DOT, and any and all claims that may arise under the Workers' Compensation Act of Minnesota on behalf of said employees, or other persons while so engaged, will in no way be the obligation or responsibility of Mn/DOT. The City will require proof of Workers' Compensation Insurance from any contractor and sub-contractor.
4. Utilities. The City will treat all public, private or cooperatively owned utility facilities which directly or indirectly serve the public and which occupy highway rights of way in conformance with 23 CFR 645 "Utilities" which is incorporated herein by reference.

G. AUDIT.

1. The City will comply with the Single Audit Act of 1984 and Office of Management and Budget (OMB) circular A-133, which are incorporated herein by reference.
2. As provided under Minnesota Statutes Section 16C.05, subdivision 5, all books, records, documents, and accounting procedures and practices of the City are subject to examination by the United States Government, Mn/DOT, and either the Legislative Auditor or the State Auditor as appropriate, for a minimum of seven years. The City will be responsible for any costs associated with the performance of the audit.

H. MAINTENANCE. The City assumes full responsibility for the operation and maintenance of any facility constructed or improved under this Agreement.

I. CLAIMS. The City will pay any and all lawful claims arising out of or incidental to the performance of the Project(s) work. The City acknowledges that Mn/DOT is acting only as the City's agent for receipt and disbursement of federal funds, and not as a principal or co-principal with respect to the Project(s). In all events, the City will indemnify Mn/DOT and hold Mn/DOT harmless from any claims arising out of the Project(s).

II. DUTIES OF Mn/DOT.

A. ACCEPTANCE. Mn/DOT accepts designation as Agent of the City for the receipt and disbursement of federal funds and will act in accordance herewith.

B. PROJECT ACTIVITIES.

1. Mn/DOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project(s), and for reimbursement of eligible costs pursuant to the terms of this agreement.
2. Mn/DOT will provide to the City copies of the required Federal-aid clauses to be included in the bid solicitation and will provide the required Federal-aid

provisions to be included in the Proposal for Highway Construction.

3. Mn/DOT will review and certify the DBE participation and notify the City when certification is complete.
4. Mn/DOT will provide the required labor postings.

C. PAYMENTS.

1. Mn/DOT will receive the federal funds to be paid by the FHWA for the Project(s), pursuant to Minnesota Statutes § 161.36, Subdivision 2.
2. Mn/DOT will reimburse the City, from said federal funds made available to each Project, for each partial payment request, subject to the availability and limits of those funds.
3. Upon completion of the Project(s), Mn/DOT will perform a final inspection and verify the federal and state eligibility of all the payment requests. If the Project is found to have been completed in accordance with the plans and specifications, Mn/DOT will promptly release any remaining federal funds due the City for the Project(s).
4. In the event Mn/DOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the City may continue the work with local funds only, until such time as Mn/DOT is able to process the federal aid reimbursement requests.

D. AUTHORITY. Mn/DOT may withhold federal funds, where Mn/DOT or the FHWA determines that the Project(s) was not completed in compliance with federal requirements.

E. INSPECTION. Mn/DOT, the FHWA, or duly authorized representatives of the state and federal government will have the right to audit, evaluate and monitor the work performed under this agreement. The City will make available all books, records, and documents pertaining to the work hereunder, for a minimum of seven years following the closing of the construction contract.

III. TORT LIABILITY. Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs Mn/DOT liability.

IV. ASSIGNMENT. Neither party will assign or transfer any rights or obligations under this agreement without prior written approval of the other party.

V. AMENDMENTS. Any amendments/supplements to this Agreement will be in writing and executed by the same parties who executed the original agreement, or their successors in office.

- VI. **AGREEMENT EFFECTIVE DATE.** This agreement is effective upon execution by the appropriate State officials pursuant to Minnesota Statutes Section 16C.05.
- VII. **CANCELLATION.** This agreement may be canceled by the City or Mn/DOT at any time, with or without cause, upon ninety (90) days written notice to the other party. Such termination will not remove any unfulfilled financial obligations of the City as set forth in this Agreement. In the event of such a cancellation the City will be entitled to reimbursement for Mn/DOT-approved federally eligible expenses incurred for work satisfactorily performed on the Project to the date of cancellation subject to the terms of this agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

**1. CITY/COUNTY**

City/county certifies that the appropriate person(s) have executed the contract on behalf of the City/county as required by applicable articles, bylaws, resolutions or ordinances

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2. DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_

Title: Director,  
State Aid for Local Transportation

Date: \_\_\_\_\_

**3. COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF MINNESOTA AGENCY AGREEMENT  
BETWEEN  
DEPARTMENT OF TRANSPORTATION  
AND  
THE CITY OF RAMSEY  
FOR FEDERAL PARTICIPATION IN CONSTRUCTION

---

This agreement is entered into by and between the City of Ramsey and the State of Minnesota acting through its Commissioner of Transportation ("MnDOT"),

Pursuant to Minnesota Statutes Section 161.36, the City desires MnDOT to act as the City agent in accepting federal funds on the City behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by federal funds, hereinafter referred to as the "Project(s)"; and

This agreement is intended to cover all federal aid projects initiated by the City and therefore has not specific State Project number tied to it, and

The Catalog of Federal Domestic Assistance number or CFDA number is 20.205, and

This agreement supersedes agreement number 84229 and;

MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

THE PARTIES AGREE AS FOLLOWS:

I. DUTIES OF THE CITY

A. DESIGNATION. The City designates MnDOT to act as its agent in accepting federal funds in its behalf made available for the Project(s). Details on the required processes and procedures are available on the State Aid Website

B. STAFFING.

1. The City will furnish and assign a publicly employed licensed engineer, ("Project Engineer"), to be in responsible charge of the Project(s) and to supervise and direct the work to be performed under any construction contract let for the Project(s). In the alternative where the City elects to use a private consultant for construction engineering services, the City will provide a qualified, full-time public employee of the City, to be in responsible charge of the Project(s). The services of the City to be performed hereunder may not be assigned, sublet, or transferred unless the City is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the City

from its primary responsibility for performance of the work.

2. During the progress of the work on the Project(s), the City authorizes its Project Engineer to request in writing specific engineering and/or technical services from MnDOT, pursuant to Minnesota Statutes Section 161.39. Such services may be covered by other technical service agreements. If MnDOT furnishes the services requested, and if MnDOT requests reimbursement, then the City will promptly pay MnDOT to reimburse the state trunk highway fund for the full cost and expense of furnishing such services. The costs and expenses will include the current MnDOT labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit. Provision of such services will not be deemed to make MnDOT a principal or co-principal with respect to the Project(s).

C. LETTING. The City will prepare construction contracts in accordance with Minnesota law and applicable Federal laws and regulations.

1. The City will solicit bids after obtaining written notification from MnDOT that the Federal Highway Administration ("FHWA") has authorized the Project(s). Any Project(s) advertised prior to authorization will not be eligible for federal reimbursement.
2. The City will prepare the Proposal for Highway Construction for the construction contract, which will include all of the federal-aid provisions supplied by MnDOT.
3. The City will prepare and publish the bid solicitation for the Project(s) as required by state and federal laws. The City will include in the solicitation the required language for federal-aid construction contracts as supplied by MnDOT. The solicitation will state where the proposals, plans, and specifications are available for the inspection of prospective bidders, and where the City will receive the sealed bids.
4. The City may not include other work in the construction contract for the authorized Project(s) without obtaining prior notification from MnDOT that such work is allowed by FHWA. Failure to obtain such notification may result in the loss of some or all of the federal funds for the Project(s).
5. The City will prepare and sell the plan and proposal packages and prepare and distribute any addendums, if needed.
6. The City will receive and open bids.
7. After the bids are opened, the City Council will consider the bids and will award the bid to the lowest responsible bidder, or reject all bids. If the construction contract contains a goal for Disadvantaged Business Enterprises, the City will not award the bid until it has received certification of the Disadvantaged Business Enterprise participation from the MnDOT Equal Employment Opportunity Office.

D. CONTRACT ADMINISTRATION.

1. The City will prepare and execute a construction contract with the lowest responsible bidder, hereinafter referred to as the "Contractor," in accordance with the special provisions and the latest edition of MnDOT's Standard Specifications for Construction and all amendments thereto.
2. The Project(s) will be constructed in accordance with plans, special provisions, and standard specifications of each Project. The standard specifications will be the latest edition of MnDOT Standard Specifications for Highway Construction, and all amendments thereto. The plans, special provisions, and standard specifications will be on file at the City Engineer's Office. The plans, special provisions, and specifications are incorporated into this agreement by reference as though fully set forth herein.
3. The City will furnish the personnel, services, supplies, and equipment necessary to properly supervise, inspect, and document the work for the Project(s). The services of the City to be performed hereunder may not be assigned, sublet, or transferred unless the City is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the City from its primary responsibility for performance of the work.
4. The City will document quantities in accordance with the guidelines set forth in the Construction Section of the Electronic State Aid Manual that were in effect at the time the work was performed.
5. The City will test materials in accordance with the Schedule of Materials Control in effect at the time each Project was let. The City will notify MnDOT when work is in progress on the Project(s) that requires observation by the Independent Assurance Inspector as required by the Independent Assurance Schedule.
6. The City may make changes in the plans or the character of the work, as may be necessary to complete the Project(s), and may enter into supplemental agreement(s) with the Contractor. The City will not be reimbursed for any costs of any work performed under a supplemental agreement unless MnDOT has notified the City that the subject work is eligible for federal funds and sufficient federal funds are available.
7. The City will request approval from MnDOT for all costs in excess of the amount of federal funds previously approved for the Project(s) prior to incurring such costs. Failure to obtain such approval may result in such costs being disallowed for reimbursement.
8. The City will prepare reports, keep records, and perform work so as to enable MnDOT to collect the federal aid sought by the City. Required reports are listed in the MnDOT State Aid Manual, Delegated Contract Process Checklist, available from MnDOT's authorized representative. The City will retain all records and reports in accordance with MnDOT's record retention schedule for federal aid projects.
9. Upon completion of the Project(s), the Project Engineer will determine whether the work will be accepted.

E. PAYMENTS.

1. The entire cost of the Project(s) is to be paid from federal funds made available by the FHWA and by other funds provided by the City. The City will pay any part of the cost or expense of the Project(s) that is not paid by federal funds.
2. The City will prepare partial estimates in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify each partial estimate. Following certification of the partial estimate, the City will make partial payments to the Contractor in accordance with the terms of the construction contract for the Project(s).
3. Following certification of the partial estimate, the City may request reimbursement for costs eligible for federal funds. The City's request will be made to MnDOT and will include a copy of the certified partial estimate.
4. Upon completion of the Project(s), the City will prepare a final estimate in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify the final estimate. Following certification of the final estimate, the City will make the final payment to the Contractor in accordance with the terms of the construction contract for the Project(s).
5. Following certification of the final estimate, the City may request reimbursement for costs eligible for federal funds. The City's request will be made to MnDOT and will include a copy of the certified final estimate along with the required records.

F. LIMITATIONS.

1. The City will comply with all applicable Federal, State, and local laws, ordinances, and regulations.
2. Nondiscrimination. It is the policy of the Federal Highway Administration and the State of Minnesota that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. 2000d). Through expansion of the mandate for nondiscrimination in Title VI and through parallel legislation, the proscribed bases of discrimination include race, color, sex, national origin, age, and disability. In addition, the Title VI program has been extended to cover all programs, activities and services of an entity receiving Federal financial assistance, whether such programs and activities are Federally assisted or not. Even in the absence of prior discriminatory practice or usage, a recipient in administering a program or activity to which this part applies, is expected to take affirmative action to assure that no person is excluded from participation in, or is denied the benefits of, the program or activity on the grounds of race, color, national origin, sex, age, or disability. It is the responsibility of the City to carry out the above requirements.

3. Workers' Compensation. Any and all employees of the City or other persons while engaged in the performance of any work or services required or permitted by the City under this agreement will not be considered employees of MnDOT, and any and all claims that may arise under the Workers' Compensation Act of Minnesota on behalf of said employees, or other persons while so engaged, will in no way be the obligation or responsibility of MnDOT. The City will require proof of Workers' Compensation Insurance from any contractor and sub-contractor.
4. Utilities. The City will treat all public, private or cooperatively owned utility facilities which directly or indirectly serve the public and which occupy highway rights of way in conformance with 23 CFR 645 "Utilities" which is incorporated herein by reference.

G. AUDIT.

1. The City will comply with the Single Audit Act of 1984 and Office of Management and Budget (OMB) circular A-133, which are incorporated herein by reference.
2. As provided under Minnesota Statutes Section 16C.05, subdivision 5, all books, records, documents, and accounting procedures and practices of the City are subject to examination by the United States Government, MnDOT, and either the Legislative Auditor or the State Auditor as appropriate, for a minimum of seven years. The City will be responsible for any costs associated with the performance of the audit.

H. MAINTENANCE. The City assumes full responsibility for the operation and maintenance of any facility constructed or improved under this Agreement.

I. CLAIMS. The City acknowledges that MnDOT is acting only as the City's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the Project. The City will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any ultra vires acts. The City will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The City's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

J. Federal Funding Accountability and Transparency Act (FFATA). This Agreement requires the City to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The City is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the City provides information to the MnDOT as required.

1. Reporting of Total Compensation of the City's Executives.

- a. The City shall report the names and total compensation of each of its five most highly compensated executives for the City's preceding completed fiscal year, if in the City's preceding fiscal year it received:
- i. 80 percent or more of the City's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
  - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
  - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

Executive means officers, managing partners, or any other employees in management positions.

- b. Total compensation means the cash and noncash dollar value earned by the executive during the City's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
- i. Salary and bonus.
  - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
  - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
  - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
  - v. Above-market earnings on deferred compensation which is not tax qualified.
  - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

2. The City must report executive total compensation described above to the MnDOT by the end of the month during which this agreement is awarded.
3. The City will obtain a Data Universal Numbering System (DUNS) number and maintain its DUNS number for the term of this agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each project. More information about obtaining a DUNS Number can be found at: <http://fedgov.dnb.com/webform/>
4. The City's failure to comply with the above requirements is a material breach of this agreement for which the MnDOT may terminate this agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the City unless and until the City is in full compliance with the above requirements.

## II. DUTIES OF MnDOT.

A. ACCEPTANCE. MnDOT accepts designation as Agent of the City for the receipt and disbursement of federal funds and will act in accordance herewith.

### B. PROJECT ACTIVITIES.

1. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project(s), and for reimbursement of eligible costs pursuant to the terms of this agreement.
2. MnDOT will provide to the City copies of the required Federal-aid clauses to be included in the bid solicitation and will provide the required Federal-aid provisions to be included in the Proposal for Highway Construction.
3. MnDOT will review and certify the DBE participation and notify the City when certification is complete. If certification of DBE participation (or good faith efforts to achieve such participation) cannot be obtained, then City must decide whether to proceed with awarding the contract. Failure to obtain such certification will result in the project becoming ineligible for federal assistance, and the City must make up any shortfall.
4. MnDOT will provide the required labor postings.

### C. PAYMENTS.

1. MnDOT will receive the federal funds to be paid by the FHWA for the Project(s), pursuant to Minnesota Statutes § 161.36, Subdivision 2.
2. MnDOT will reimburse the City, from said federal funds made available to each Project, for each partial payment request, subject to the availability and limits of those funds.
3. Upon completion of the Project(s), MnDOT will perform a final inspection and verify the federal and state eligibility of all the payment requests. If the Project is found to have been completed in accordance with the plans and

specifications, MnDOT will promptly release any remaining federal funds due the City for the Project(s).

4. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the City may continue the work with local funds only, until such time as MnDOT is able to process the federal aid reimbursement requests.
- D. **AUTHORITY.** MnDOT may withhold federal funds, where MnDOT or the FHWA determines that the Project(s) was not completed in compliance with federal requirements.
  - E. **INSPECTION.** MnDOT, the FHWA, or duly authorized representatives of the state and federal government will have the right to audit, evaluate and monitor the work performed under this agreement. The City will make available all books, records, and documents pertaining to the work hereunder, for a minimum of seven years following the closing of the construction contract.
- III. **TORT LIABILITY.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
  - IV. **ASSIGNMENT.** Neither party will assign or transfer any rights or obligations under this agreement without prior written approval of the other party.
  - V. **AMENDMENTS.** Any amendments/supplements to this Agreement will be in writing and executed by the same parties who executed the original agreement, or their successors in office.
  - VI. **AGREEMENT EFFECTIVE DATE.** This agreement is effective upon execution by the appropriate State officials pursuant to Minnesota Statutes Section 16C.05.
  - VII. **CANCELLATION.** This agreement may be canceled by the City or MnDOT at any time, with or without cause, upon ninety (90) days written notice to the other party. Such termination will not remove any unfulfilled financial obligations of the City as set forth in this Agreement. In the event of such a cancellation the City will be entitled to reimbursement for MnDOT-approved federally eligible expenses incurred for work satisfactorily performed on the Project to the date of cancellation subject to the terms of this agreement.
  - VIII. **DATA PRACTICES ACT.** The parties will comply with the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes chapter 13) as it applies to all data gathered, collected, created, or disseminated related to this Agreement.

**Remainder of this page left intentionally blank**

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

**CITY OF RAMSEY**

City certifies that the appropriate person(s) have executed the contract on behalf of the City as required by applicable articles, bylaws, resolutions or ordinances

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2. DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_

Title: Director  
State Aid for Local Transportation

Date: \_\_\_\_\_

**3. COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #11-11-XXX**

**RESOLUTION ACCEPTING THE STATE OF MINNESOTA AGENCY AGREEMENT NO. 99948 WITH THE DEPARTMENT OF TRANSPORTATION FOR PROJECTS INVOLVING THE DELEGATED CONTRACT PROCESS FOR RECEIVING FEDERAL TRANSPORTATION FUNDING**

**WHEREAS**, the City anticipates partnering with the Minnesota Department of Transportation and the Federal Highway Administration on transportation improvements within the City of Ramsey.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Ramsey to accept as its agent, federal funds which may be made available for eligible transportation related projects.
- 2) That the Mayor and City Administrator are hereby authorized and directed for and on behalf of the City to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 99948", a copy of which said agreement was before the City Council and which is made a part hereof by reference.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 7<sup>th</sup> day of November 2011.

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Mayor

**ATTEST:**

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City Clerk

**CC Regular Session**

**4. 8.**

**Meeting Date:** 11/07/2011

**By:** Jo Thieling, Administrative Services

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**Information**

**Title:**

*Adopt Resolution #11-11-XXX Requesting Certain Practices of All Utilities Doing Business in the City of Ramsey - Removed from Consent and Added as 7.03 under Council Business on the Regular Agenda.*

**Background:**

As Council is aware, utilities have an obligation to manage rights-of-way and easements, including removing trees, for safety and operational reasons to ensure continued reliable service. The City has entered into franchise agreements with each utility company to allow them to utilize the City's rights-of-way.

Residents and Ramsey officials have expressed concern over current practices in regard to the management of the rights-of-way and easements. Therefore, staff drafted a resolution which Council reviewed at its work session of November 1, 2011. Council suggested a couple of amendments to the draft resolution. Those changes have been incorporated into the draft and it is not ready for Council adoption. The amended resolution is included for Council review and once adopted, will be forwarded to each utility doing business in the City of Ramsey.

**Funding Source:**

N/A

**Council Action:**

Motion to adopt Resolution #11-11-XXX Requesting Certain Practices of All Utilities Doing Business in the City of Ramsey.

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**Attachments**

Utility Easement Resolution

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**Form Review**

Form Started By: Jo Thieling

Started On: 11/03/2011

Final Approval Date: 10/27/2011

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #11-11-XXX**

**RESOLUTION REQUESTING CERTAIN PRACTICES OF ALL UTILITIES DOING BUSINESS IN THE CITY OF RAMSEY**

**WHEREAS,** the City of Ramsey considers utilities to be an important and essential service to the community; and;

**WHEREAS,** utilities have an obligation to manage rights-of-way and easements, including removing trees, for safety and operational reasons to ensure continued reliable service; and

**WHEREAS,** the City has entered into franchise agreements with each utility company to allow the company to utilize the City's rights-of-way to provide service to its residents and to support the regional system; and

**WHEREAS,** utilities make use of both public and private easements throughout the community; and

**WHEREAS,** the City has an interest in protecting the health, safety, welfare, and the value of property for its residents; and

**WHEREAS,** the City also has an interest in protecting the natural environment for the benefit of all; and

**WHEREAS,** the City works to protect its natural environment and has been designated a *Tree City USA* for the past 19 years; and

**WHEREAS,** residents and Ramsey officials have expressed concern over current practices in regard to the management of the rights-of-way and easements.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City of Ramsey does hereby state and request of all utilities doing business in the City of Ramsey that:
  - a) tree trimming and removal be minimized as much as possible in order to preserve this valuable resource for the community; and
  - b) proper survey verifications be done, to ensure that tree trimming and removal by contractors is not occurring outside of the utility easement and/or right-of-way; and
  - c) notification and written permission be received from all property owners prior to the application of any pesticide or herbicide; and

- d) personal property damage be minimized; and
- e) fully disclose all potential public health and safety issues associated with any transmission line construction or right-of-way/easement clearance activity; and
- f) restore all habitat within the right-of-way/easement with native species plantings, and remove all debris as requested by the property owner; and
- g) seek City approval for any major clearance project.

The motion for adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the \_\_\_\_ day of November 2011.

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Mayor Bob Ramsey

**ATTEST:**

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City Clerk Jo Ann M. Thieling

**CC Regular Session**

**4. 9.**

**Meeting Date:** 11/07/2011

**By:** Diana Lund, Finance

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**Information**

**Title:**

Report from the Finance Committee of 10-25-11

Agenda Item #1- Award Contract for Professional Audit Services

Agenda Item #2 - Adopt Resolution #11-11-XXX Restricting and/or Committing Revenue Sources in Special Revenue

Funds and Resolution #11-11-XXX Resolution Establishing a Financial Policy for Purpose of Allocation of Excess/Deficient General Fund Revenues

Agenda Item #3 - Report on Fiscal Disparities

Agenda Item #4 - Credit Card Update

**Background:**

Agenda Item #1 - Staff reviewed the proposals submitted from the RFP request for auditing services. Staff presented that the price quotes received were all competitive, and based on the minor price differential in firms, would like to remain with their current auditing firm of Malloy, Montague, Karnowski & Radosevich (MMKR).

Agenda Item #2 - Staff reviewed that a current year auditing standard known as GASB 54, requires the city to have these resolutions in place.

Agenda Item #3 - A report on the amount of fiscal disparities was presented that shows that the city of Ramsey is a net benefactor in the program.

Agenda Item #4 - An update on the credit card usage & cost was presented.

**Recommendation:**

Agenda Item #1: Motion to enter into five-year contract with MMKR for the City's auditing service at the not-to-exceed amount prices quoted within their proposal.

Agenda Item #2: Motion to Adopt Resolution #11-11-XXX Resolution Restricting and/or Committing Specific Revenue Sources in Special Revenue Funds; and Resolution #11-11-XXX Resolution Establishing a Financial Policy for the Purpose of Allocation of Excess/Deficit General Fund Revenues (Fund Balance Policy).

Agenda Item #3: Informational only. Staff will provide a more thorough update at future budget worksessions

Agenda Item #4: Informational only. Staff will provide a summary after next quarter's usage if allowance of credit cards has increased collection of payments.

**Council Action:**

Agenda Item #1: Motion to confirm the recommendation of the Finance Committee for staff to enter into five-year contract with MMKR for the City's auditing service at the not to exceed amount prices quoted within their proposal.

Agenda Item #2: Motion to confirm the recommendation of the Finance Committee to Adopt Resolution #11-11-XXX Resolution Restricting and/or Committing Specific Revenue Sources in Special Revenue Funds; and Resolution #11-11-XXX Resolution Establishing a Financial Policy for the Purpose of Allocation of Excess/Deficit General Fund Revenues (Fund Balance Policy).

Agenda Item #3: No Action Needed. Informational only.

Agenda Item #4: No Action Needed. Informational only.

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### **Attachments**

Summary of Audit Proposals

Resolution Committing Revenue Sources in Special Revenue Funds

Fund Balance Policy

Fiscal Disparity Chart

Credit Card Analysis June-Sept 2011

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### **Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

**Reviewed By**

Kurt Ulrich

**Date**

11/03/2011 12:59 PM

Started On: 11/02/2011 12:22 PM

Final Approval Date: 11/03/2011

### Summary of Professional Audit Fee Proposals

	City Audit					Fire Relief Audit					Federal Audit					Total Fees					Staff Hrs	Audit			
	2011	2012	2013	2014	2015	2011	2012	2013	2014	2015	2011	2012	2013	2014	2015	2011	2012	2013	2014	2015		Rate	Costs Based		
Larson Allen	23,225	23,225	23,700	23,700	24,170	2,900	2,900	2,950	2,950	3,000	2,000	2,000	2,000	2,000	2,000	<b>28,125</b>	28,125	28,650	28,650	29,170	142,720	225	\$ 125.00	\$32,500.00	3
Kern DeWenter Viere Ltd	23,300	23,950	24,600	25,250	25,900	3,200	3,280	3,360	3,440	3,520	3,000	3,075	3,150	3,225	3,300	<b>29,500</b>	30,305	31,110	31,915	32,720	155,550	264	\$ 111.74	\$29,052.40	1
MMKR	26,075	26,475	26,875	27,325	27,775	3,300	3,350	3,400	3,450	3,500	2,000	2,000	2,000	2,000	2,000	<b>31,375</b>	31,825	32,275	32,775	33,275	161,525	260	\$ 120.67	\$31,374.20	2
Abdo Eick & Meyers, LLP	26,481	26,481	27,011	27,551	28,102	3,500	3,500	3,570	3,641	3,714	3,000	3,000	3,060	3,121	3,714	<b>32,981</b>	32,981	33,641	34,313	35,530	169,446	260	\$ 126.85	\$32,981.00	4
HLB Tuatges Redpath	26,000	26,500	27,000	27,500	28,100	3,300	3,350	3,400	3,500	3,600	4,300	4,400	4,500	4,600	4,700	<b>33,600</b>	34,250	34,900	35,600	36,400	174,750	250	\$ 134.40	\$34,944.00	5
Smith Schafer & Assoc, LTI	28,160	29,000	29,870	30,760	31,670	5,000	5,200	5,400	5,600	5,800	5,000	5,000	5,000	5,000	5,000	<b>38,160</b>	39,200	40,270	41,360	42,470	201,460	282	\$ 135.32	\$35,183.20	6
KPMG Peat Marwick LLP	Declined to Submit Proposal																								
Eide Bailly LLP	Declined to Submit Proposal																								
Virchow Krause & Co. LLP	Declined to Submit Proposal																								

**RESOLUTION #11-10-XXX**

**RESOLUTION RESTRICTING AND/OR COMMITTING SPECIFIC REVENUE SOURCES IN SPECIAL REVENUE FUNDS**

**WHEREAS**, the Governmental Accounting Standards Board’s Statement #54 definition of special revenue funds states that special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects; and,

**WHEREAS**, the term “proceeds of specific revenue sources” established that one or more specific restricted or committed revenues should be the foundation for a special revenue fund and comprise a substantial portion of the fund’s revenues; and,

**WHEREAS**, investment earnings and transfers from other funds do not meet the definition of a specific revenue source; and,

**WHEREAS**, council action is required to formalize the commitment of the specific revenue sources to specified purposes.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

1. The specific revenue sources of each special revenue fund and the specific purposes for which they are restricted or committed are as follows:

<b>Fund</b>	<b>Specific Revenue Sources</b>	<b>Restricted / Committed For</b>
Tax Increment District Funds 9201-9214	General property taxes in the form of tax increments	Restricted for qualified TIF expenditures for Districts 1-14 and any future Districts as established by City Council.
Housing and Redevelopment Authority Fund 9295	Tax Levy	Restricted for expenditures associated with housing and redevelopment activities within the City
Landfill Tipping Fee Fund 9225	Landfill tipping fees received by the City in accordance with Ordinance 84-14, Chapter 130.10 of the Ramsey City Code, as authorized by Minnesota Statutes § 115A.921 of the Solid Waste Management Act	Restricted for the purpose of mitigating and compensating for local risks, cost, and other adverse effects of landfill facilities, and expenditures unrelated to landfill facilities but focused on environmental contributions to the City.

Lawful Gambling Fund 9270	Gambling contributions from charitable organizations (5% of net profits)	Restricted for expenditures associated with youth recreation, community, and athletic facilities per MN Statute 349-12.
Community Development Block Grant Fund 9231	U.S. Department of Housing and Urban Development grant funds	Restricted for the use as permitted by the grant for community development and/or redevelopment within the City
Revolving Loan Fund 9232	Principle and interest loan payments	Committed for loans authorized by the City to prospective private businesses in accordance with Chapter 469 of the Minnesota Statutes
Future Sealcoating Fund 9250	Contributions from developers/owners	Committed for expenditures associated with future sealcoating road improvement projects
Peace Officers Fund 9290	-Post board license grant -Drug forfeitures -Alcohol/tobacco compliance fees -Safe & Sober -Vest grant	Committed for in-service training and other expenditures related to public safety
Developer's Fees Fund 9292	Developer contributions to demand fees	Committed for storm water management
General Govt Special Projects Fund 9297	-Happy Days donations and fees -Farmers Market booth rentals -Vehicle surplus	Committed for operations of Happy Days, the Farmers Market, and vehicle surplus
Economic Development Authority Fund 9230	Tax Levy	Committed for expenditures associated with economic development activities within the City

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 2011.

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Mayor

**ATTEST:**

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City Clerk

**RESOLUTION #11-10-XXX**

**RESOLUTION ESTABLISHING A FINANCIAL POLICY FOR PURPOSE OF ALLOCATION OF EXCESS/DEFICIENT GENERAL FUND REVENUES**

**WHEREAS**, this is an amendment to the policy adopted February 22, 1994 under Resolution #94-02-045; and

**WHEREAS**, this policy was further amended by Resolution #04-10-320 adopted October 26, 2004; and

**WHEREAS**, this policy was further amended by Resolution #10-04-082 adopted April 13, 2010; and

**WHEREAS**, actual revenues can be over or under actual expenditures at the end of the fiscal year; and

**WHEREAS**, the State Auditor recommends a fund balance of 35-50% of next year's operating expenditures; and

**WHEREAS**, the city's policy will have the fund balance at 50% of next year's operating expenditures, plus prior-year encumbrances (if any) plus compensated absences; and

**WHEREAS**, the city's special revenue funds will not be figured into the calculation of the overall fund balance total as these funds have special designated purposes;

**WHEREAS**, there exists a need for additional funding sources for certain revolving, trust and replacement funds.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) **That the Finance Director is hereby directed to implement the following Financial Policy for the Purpose of Allocation of Excess/Deficient General Fund Revenues:**

**When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.**

**When committed, assigned, or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1) committed, 2) assigned, and 3) unassigned.**

When actual revenues exceed actual expenditures in a given year, the excess shall be allocated as follows:

- a) Any excess shall be first allocated to "Assigned" fund balance to bring that portion of fund balance to an amount equal to fifty percent (50%) of the next years adopted operating budget plus prior-year encumbrances (if any) plus

compensated absences.

- b) Any excess after complying with fund balance requirements in steps a) and b) shall be allocated to revolving, trust and replacement funds in the following manner:

Ten Percent (10%) to Fund #234 - Equipment Replacement Fund  
Ten Percent (10%) to Fund #810 – Park Fund  
Forty percent (40%) to Fund #412 – Public Facilities Construction Fund  
Forty percent (40%) to Fund #400 - Public Improvement Revolving Fund

When actual expenditures exceed actual revenues in a given year, the deficit shall be treated as follows:

- a) "Assigned" fund balance shall first be adjusted to an amount equal to fifty percent (50%) of the next years adopted operating budget plus prior year encumbrances (if any) plus compensated absences.
- b) If shortage after complying with fund balance requirement in step a) and b) shall draw funds in the following manner:

Ten percent (10%) to Fund #234 - Equipment Replacement Fund  
Ten Percent (10%) to Fund #810 – Park Fund  
Forty percent (40%) to Fund #412 – Public Facility Construction Fund  
Forty percent (40%) to Fund #400 - Public Improvement Revolving Fund

- 2) The Ramsey City Council hereby establishes this policy effective with the year ended December 31, 2011.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of October, 2011.

\_\_\_\_\_  
Mayor

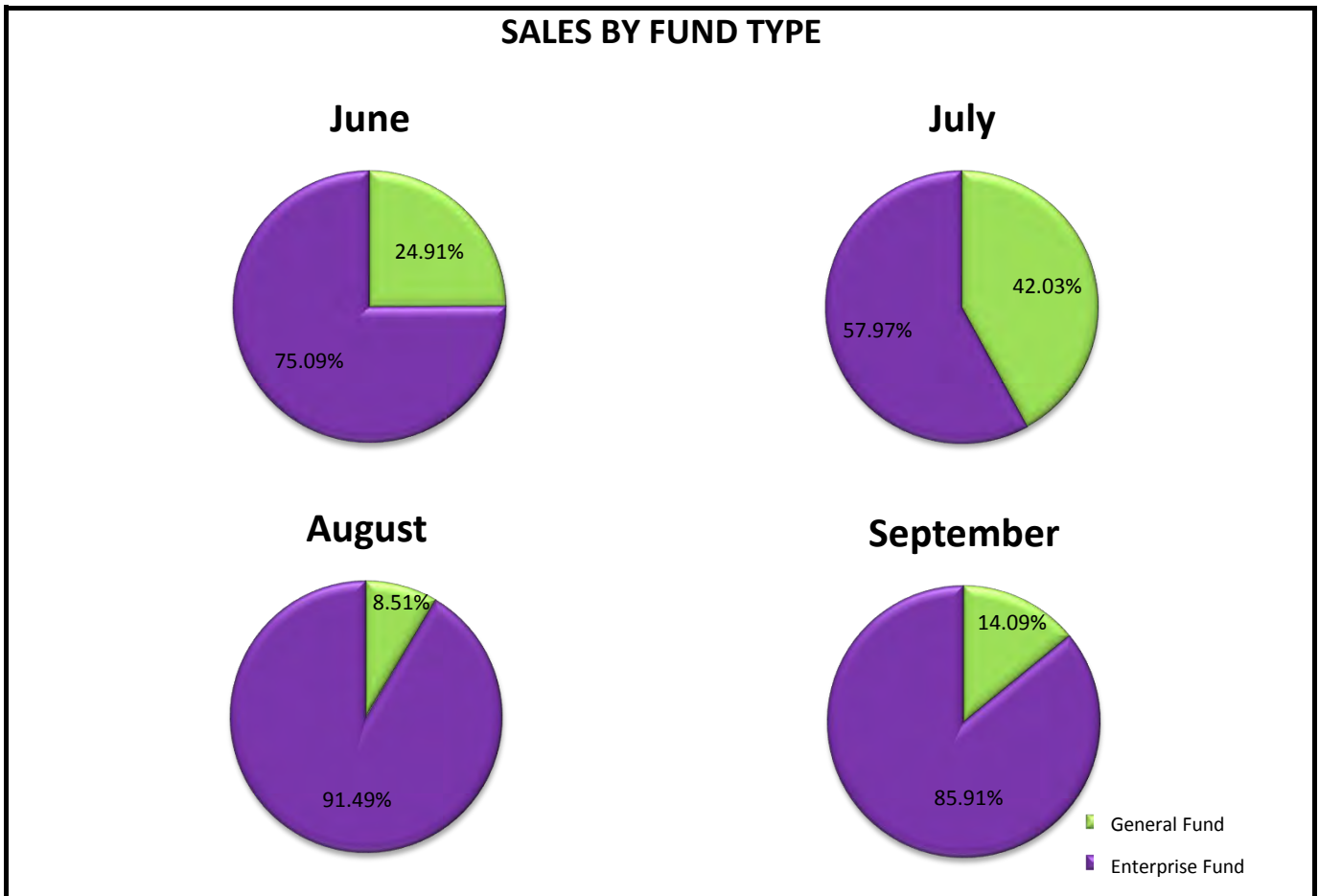
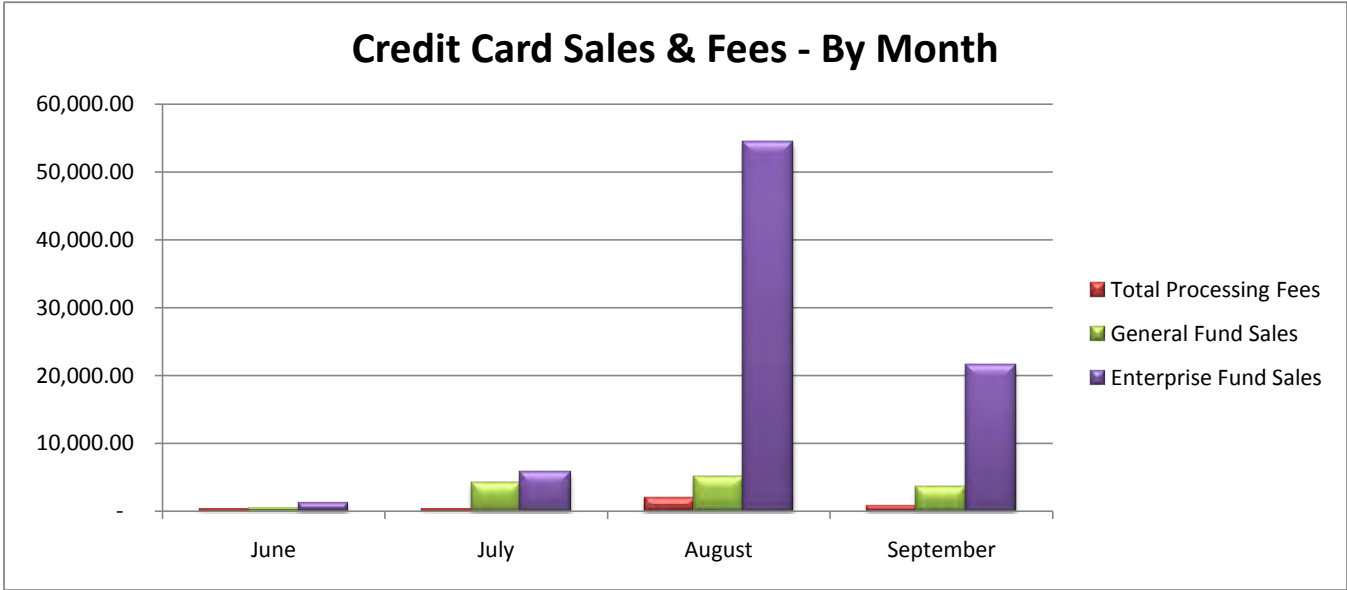
**ATTEST:**

\_\_\_\_\_  
City Clerk

**CITY OF RAMSEY FISCAL DISPARITIES  
CONTRIBUTION/DISTRIBUTION VALUE  
2001 THROUGH 2012**

<b>Payable Year</b>	<b>Distribution Value</b>	<b>Contribution Value</b>	<b>Difference/ Tax Capacity</b>	<b>Net Benefit</b>
2012	3,662,636	2,402,636	1,260,000	428,400
2011	3,704,620	2,598,785	1,105,835	375,984
2010	3,665,440	2,797,825	867,615	294,989
2009	3,267,228	2,441,703	825,525	280,679
2008	2,808,369	2,147,012	661,357	224,861
2007	2,579,406	1,833,193	746,213	253,712
2006	2,080,650	1,579,490	501,160	170,394
2005	1,950,188	1,414,464	535,724	182,146
2004	1,866,186	1,298,348	567,838	193,065
2003	1,710,618	1,107,494	603,124	205,062
2002	1,893,100	1,560,342	332,758	113,138
2001	2,470,339	1,350,701	1,119,638	380,677
	31,658,780	22,531,993	9,126,787	3,103,108
	Tax Capacity Distributed	Tax Capacity Contributed	Net Tax Capacity Returned to Ramsey	Local Tax Rate at 34% avg.

Month	Total Sales	Total Processing Fees	General Fund Sales	% Total Sales	Enterprise Fund Sales	% Total Sales
June	1,660.16	373.75	413.50	24.91%	1,246.66	75.09%
July	9,929.87	359.47	4,173.15	42.03%	5,756.72	57.97%
August	59,501.54	1,952.33	5,064.61	8.51%	54,436.93	91.49%
September	25,116.92	835.75	3,537.91	14.09%	21,579.01	85.91%
<b>YTD Total</b>	<b>96,208.49</b>	<b>3,521.30</b>	<b>13,189.17</b>		<b>83,019.32</b>	



Meeting Date: 11/07/2011

By: MaryJo Warner, Engineering/Public Works

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**Information**

**Title:**

Report from Public Works

**Background:**

The Public Works Committee held its regular meeting on October 18, 2011 and discussed the following six cases:

**Case 5.1: Consider Vacation of Right-of-Way at 14241 Fluorine Street NW**

Staff presented the resident's request to vacate a portion of the right-of-way to provide reasonable use of his front yard. If approved, the issue of who pays for the cost can be determined.

Dion McDevitt, 14241 Fluorine Street NW, stated his new garage meets all setbacks and code requirements but the City wants the road to come almost up to his garage, which will eliminate his front yard.

Motion to recommend that the City Council undertake a formal right-of-way vacation process and schedule a public hearing with the City initiating and paying the required fees/escrows.

**Case 5.2: Consider Proposal from Metro Area Repeater Association to Install Skywarn Facilities on Water Tower#2**

Staff reviewed in the staff report that Metro Area Repeater Association (MARA) has requested to place their facilities within water tower #2, located on Sunwood Drive. This equipment would be used as a public service by Skywarn spotters and amateur radio operators.

Motion to postpone consideration of the request by Metro Area Repeater Association to install Skywarn facilities on Water Tower #2 to allow time for MARA to provide the names of other municipalities that have allowed this type of equipment on its water towers, costs that would be involved, and agreeing to cover all costs for installation, inspection, and maintenance.

**Case 5.3: Contracted Street Sweeping**

Staff presented three options if the City contracts spring street sweeping. It was recommended Option 3, a combination of the first two options with contracted forces sweeping curb/stormwater areas and City staff sweeping ditched areas, estimating 200 hours or \$16,000.

Motion to recommend that the City Council approve Option 3, authorize staff to seek RFPs for 2012 spring street sweeping, and include an add alternate for disposal of road debris.

**Case 5.4: Sanitary Sewer Maintenance Policy**

Public Works Director Olson reviewed in the staff report that effective November 15th members that do not meet the League of Minnesota Cities criteria will see coverage that includes a minimum mandatory deductible of \$1,000 for each sanitary sewer backup. That amount will increase to \$2,500 for sanitary sewer backup claims after November 15, 2011.

Attached to this report is the criteria to avoid the higher mandatory minimum deductible cities must have.

Motion to recommend that the City Council authorize staff to formalize the Sanitary Sewer Maintenance Policy.

**Case 5.5: Consider Change Order for City Improvement Project #11-09; Alpine Drive Overlay**

Staff reviewed the staff report and is asking for recommendation to approve a change order for subgrade preparation in the amount of \$12,000.

Staff explained this project went from a mill and overlay, where there was no need for subgrade preparation, to a full depth reclamation that requires subgrade preparation. One group was working on the plans and bid form while the other group was working on the specifications and a disconnect occurred for including this one item.

Motion to recommend that the City Council approve a change order for Improvement Project #11-09, Alpine Drive Overlay, for subgrade preparation in the amount of \$12,000.

**Case 5.6: Consider Guard Rail Enhancements for the Parking Ramp**

This was placed on the regular City Council agenda dated October 25, 2011.

Committee/Staff Input

**6.1 Update on Resident Concern at 5220 156th Lane NW**

Public Works Director Olson provided an update on the resolution negotiated with Jason and Ruth Obermaier relating to the relocation of the sanitary septic system at 5220 156th Lane NW to the west side of the property. He advised there will be significant tree impact and the irrigation system will need to be repaired/replaced. Public Works Director Olson stated staff felt this was a reasonable solution and estimates are about \$5,500 for irrigation and turf restoration plus \$11,000-15,000 for the septic system. He advised two quotes were received for the septic system relocation and staff asked for direction as to the Contractors. The consensus of the Public Works Committee was to direct staff to proceed with the Contractor of the property owner's choice as long as they are assuming all liability.

**Recommendation:**

Staff recommends ratifying the recommendation of the Public Works Committee.

**Council Action:**

Ratify the recommendation of the Public Works Committee.

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**Attachments**

Agenda 10.18.11

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Himmer	MaryJo Warner	10/31/2011 04:02 PM
Mary Jo Warner	MaryJo Warner	10/31/2011 04:09 PM
Tim Himmer	Tim Himmer	11/01/2011 09:06 AM
Brian Olson	bolson	11/01/2011 01:46 PM
Kurt Ulrich	Kurt Ulrich	11/01/2011 04:29 PM

Form Started By: MaryJo Warner

Started On: 10/31/2011 10:03 AM

Final Approval Date: 11/01/2011

**City of Ramsey**  
**Agenda**  
**Public Works Committee**  
**Tuesday October 18, 2011**  
**5:30 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
  1. Approve Public Works Committee Meeting Minutes dated August 15, 2011
- 5. Committee Business**
  1. Consider Vacation of Right-of-way at 14241 Fluorine Street NW
  2. Consider Proposal from Metro Area Repeater Association to Install Skywarn Facilities on Water Tower #2
  3. Contracted Street Sweeping
  4. Sanitary Sewer Maintenance Policy
  5. Consider Change Order for City Improvement Project #11-09; Alpine Drive Overlay
  6. Consider Guard Rail Enhancements for the Parking Ramp
- 6. Committee/Staff Input**
  1. Update on Resident Concern at 5220 156th Lane NW
- 7. Adjournment**

**Public Works Committee**

**4. 1.**

**Meeting Date:** 10/18/2011

**By:** MaryJo Warner, Engineering/Public Works

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**Title:**

Approve Public Works Committee Meeting Minutes dated August 15, 2011

**Background:**

n/a

**Notification:**

**Observations:**

**Funding Source:**

n/a

**Staff Recommendation:**

**Committee Action:**

Motion to approve attached Public Works Committee meeting minutes dated August, 15 2011.

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**Attachments**

Minutes 08.15.11

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	10/13/2011 08:44 AM
Kurt Ulrich	Kurt Ulrich	10/13/2011 03:29 PM
Form Started By: MaryJo Warner		Started On: 10/11/2011 01:53 PM
Final Approval Date: 10/13/2011		

**PUBLIC WORKS COMMITTEE  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Public Works Committee conducted a regular meeting on Monday, August 15, 2011 at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:                   Chairperson Colin McGlone  
  Councilmember David Elvig  
  Mayor Bob Ramsey

Also Present:                       City Administrator Kurtis G. Ulrich  
  Public Works Director Brian Olson  
  City Engineer Tim Himmer  
  City Attorney William Goodrich  
  Street Supervisor Grant Reimer

**CALL TO ORDER**

Chairperson McGlone called the regular meeting of the Public Works Committee to order at 5:30 p.m.

**CITIZEN INPUT**

There was none.

**APPROVE AGENDA**

Motion by Mayor Ramsey, seconded by Councilmember Elvig, to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson McGlone and Mayor Ramsey, and Councilmember Elvig. Voting No: None.

**APPROVE MINUTES**

Motion by Chairperson McGlone, seconded by Councilmember Elvig, to approve the minutes from the July 19, 2011, Public Works Meeting.

Motion carried. Voting Yes: Chairperson McGlone and Councilmember Elvig, and Mayor Ramsey. Voting No: None.

**COMMITTEE BUSINESS**

**Case #1:       Review Standard Contract Language Related to Construction Projects**

City Engineer Himmer reviewed the staff report. He highlighted contract language related to construction projects and explained how these conditions would assist the City in ensuring projects would be executed and completed in a timely and quality manner.

Public Works Director Olson further discussed the time periods for contracts and explained how defective issues could be dealt with.

The Committee discussed examples of construction projects completed in the City and the best language/standards that could assist with quality, ensuring projects are completed within the allotted time, and enforcement of the contract.

Mayor Ramsey stated that it would not be possible to draft standards which would address every situation and noted these standards should ensure that defective or neglected projects are addressed, or corrected, as soon as possible.

Public Works Director Olson explained how weather delays are taken into account for construction projects.

City Engineer Himmer stated he believed the language was sufficient and noted the issue would be more with enforcement. He advised that input has been received from contractors regarding the policy of the City to not close out projects until every item is completed and explained that is affecting the ability of contractors to bond for additional projects. He questioned the appropriate time to finalize a project.

Chairperson McGlone stated that in his contracts, it states final payment is due upon substantial completion of the project.

Public Works Director Olson noted that only 5% of the final payment is being held, but explained that a performance bond is required equal to the total project amount.

City Engineer Himmer explained the bonds that are held and used for construction projects, performance bonds and warranty bonds. He advised of three upcoming projects which are proposed to final out at the next Council meeting. He noted that if staff believes the work is substantially complete, staff would not be opposed to releasing the performance bond in return for a warranty bond. He asked if the Committee would agree to add a 3% contingency into contracts, which would provide staff with flexibility when something unexpected arises during a project.

The Committee further discussed project management and the understanding that while this would assist staff, staff should still attempt to resolve issues prior to using the contingency funds.

It was the consensus of the Committee to agree with the recommendations from staff regarding the close out of construction projects with minor outstanding items, and the Council can determine whether it is acceptable for outstanding items to be covered by the warranty bond for the project.

Motion by Mayor Ramsey, seconded by Councilmember Elvig, to recommend that the City Council include a 3% construction contingency, up to \$15,000, on all projects with City Administrator approval. This would give staff the ability to effectively manage projects to account for unforeseen conditions and necessary project revisions.

Motion carried. Voting Yes: Chairperson McGlone, Mayor Ramsey and Councilmember Elvig.  
Voting No: None.

**Case #2: Update on Recent Storm and Flooding Complaints**

City Engineer Himmer reviewed the staff report. He briefly reviewed the properties that have submitted storm and flood complaints. He stated that staff is proposing to prepare plans and specifications, receive quotes, and address the immediate actions identified in the report, such as repairing or replacing a culvert.

The Committee discussed the high levels of rain and the number of 100-year events that have taken place this year; noting the system within the City has performed well under the conditions.

Motion by Mayor Ramsey, seconded by Councilmember Elvig, to recommend that the City Council authorize staff to prepare the necessary plans and specifications, and receive quotes, to address the immediate corrective actions identified in staff's summary.

Motion carried. Voting Yes: Chairperson McGlone, Mayor Ramsey and Councilmember Elvig.  
Voting No: None.

**Case #3: Discuss Grading Permit Requirements**

City Engineer Himmer reviewed the staff report. He noted that the City currently does not have a grading permit and advised that staff has been drafting requirements which could be used.

The Committee discussed the adoption of the State Building Code and whether all sections of that Code were adopted; staff believed that the section regarding grading permits had not been adopted with the Code.

City Engineer Himmer suggested that a grading permit be treated similar to an interim permit, in regard to the fee schedule. He confirmed that an erosion control plan would be required with a grading plan.

Councilmember Elvig agreed that a grading permit should be developed and noted that education would become a factor as well.

Public Works Director Olson stated that staff does not want to cause undue hardship, or charge additional fees, but wanted to ensure there are requirements which a grading permit can be gauged against.

City Engineer Himmer further explained the proposed administrative grading permit process and provided comparison information currently used by other neighboring cities.

The Committee discussed the threshold levels at which a grading permit would be required, as well as the associated cost.

It was the consensus of the Committee to verify if the grading portion of the State Building Code had already been adopted and recommend that an administrative grading permit process be developed.

#### **COMMITTEE / STAFF INPUT**

Public Works Director Olson reviewed a response received from Anoka County regarding the issue of access on Sunfish Lake Boulevard; noting that the County would not participate in the study.

City Engineer Himmer provided an update regarding the County Road 5 overlay and the request for night work, noting that the Council would review the request the following week. He also provided an update regarding WMO regulations which would also be reviewed the following week by the Council.

#### **ADJOURNMENT**

Motion by Mayor Ramsey, seconded by Councilmember Elvig, to adjourn the Public Works Meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:58 p.m.

Respectfully submitted,

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Brian Olson  
Public Works Director /Principal City Engineer

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

**Public Works Committee**

**5. 1.**

**Meeting Date:** 10/18/2011

**By:** Tim Himmer, Engineering/Public Works

**Title:**

Consider Vacation of Right-of-way at 14241 Fluorine Street NW

**Background:**

This summer staff received a building permit application for the construction of an accessory structure at 14241 Fluorine Street NW. All zoning requirements (setbacks, etc.) were complied with for this permit, but the homeowner had to shrink the size of the structure because it initially exceeded the size requirements related to his existing parcel size. The property owner requested whether the platted right-of-way (ROW) for the cul-de-sac bubble could be vacated, and thus increase the overall size of his lot thereby allowing construction of an accessory structure at the size he originally desired. Due to time constraints he moved forward with his building permit, and has since completed the work.

During the process the property owner commissioned the preparation of a certificate of survey to verify property size. It was discovered that a small segment of City trail was encroaching on his property in the northwest corner. He is not overly concerned with the trail encroachment, and would be open to a formal dedication of easement in exchange for the ROW vacation. The survey also brought about a resident concern that his existing home may not meet City setback requirements, since the ROW for the cul-de-sac bubble is approximately 15' from the garage. Technically the existing structure is considered legal non-conforming for setbacks. If the cul-de-sac bubble is allowed to be vacated the property would pick up enough land to take away this legal non-conforming use, but would make it difficult for a cul-de-sac to be constructed.

**Notification:**

**Observations:**

Since the roadway extension and connection to the neighborhood to the north is no longer feasible due to home construction, a cul-de-sac should be constructed to improve maneuverability at this dead-end location. Flintwood Terrace Park is located on the west side of the street so it may be feasible to construct an offset cul-de-sac without impacting another residence. Staff will review whether an adequately sized cul-de-sac can be constructed within the remaining ROW, or on the adjacent park land with minimal disturbance. Based upon the findings of this preliminary design we can then decide how much (if any) ROW could be vacated. It would then be up to the Council to determine whether the cul-de-sac should be built within the existing ROW as dedicated, or a vacation is warranted.

**Funding Source:**

The review of this request is being handled by staff time. Should the Council be open to this ROW vacation a formal process, including a public hearing would be required, and it must be decided whether the City would process this request internally or whether the property owner would be required to submit a formal application and pay the required fees/escrows.

**Staff Recommendation:**

**Committee Action:**

Based upon discussion.

Attachments

Location Map

Vacation Sketch

Form Review

**Inbox**  
Brian Olson  
Kurt Ulrich

**Reviewed By**  
Brian Olson  
Kurt Ulrich

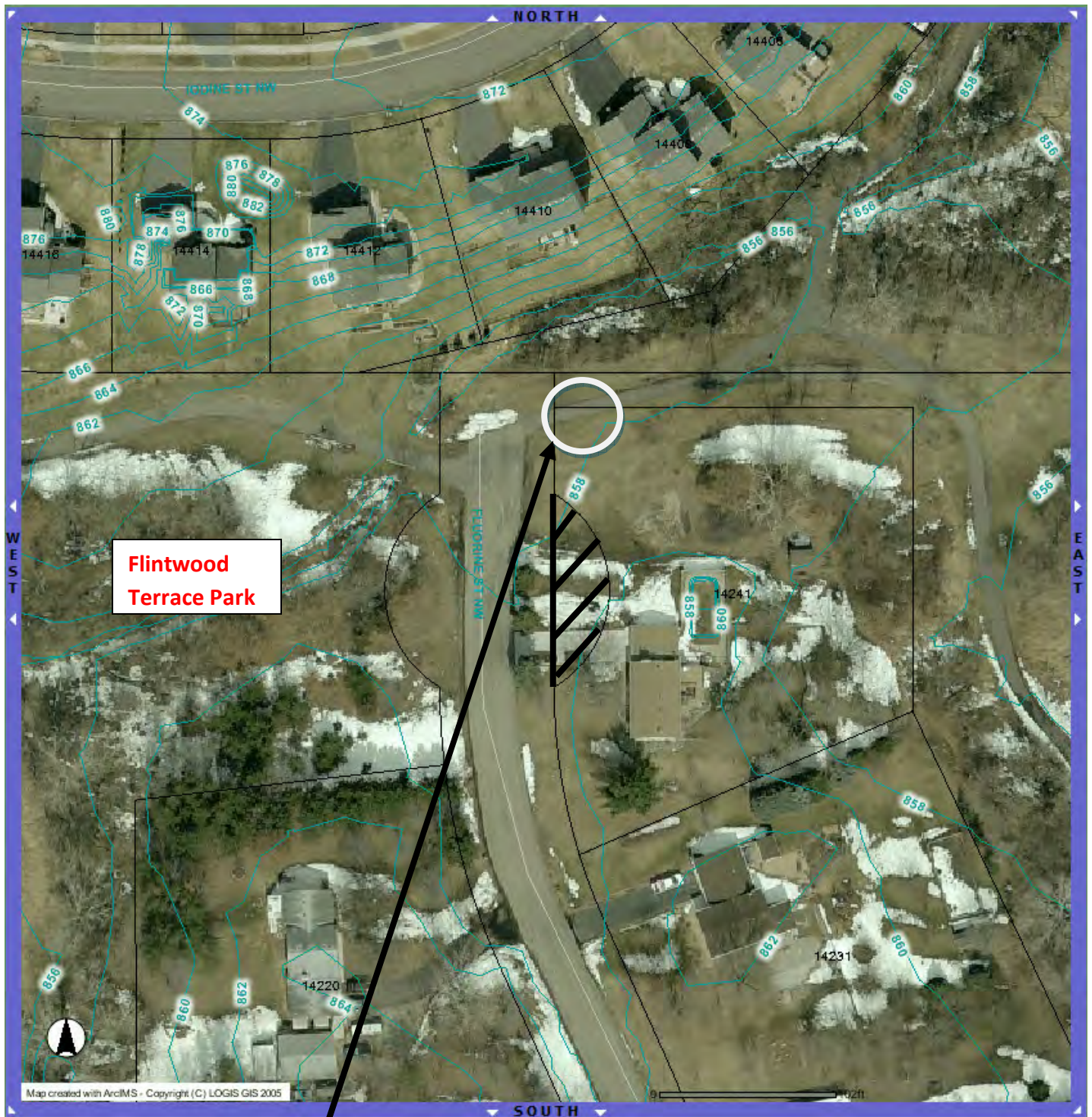
Form Started By: Tim Himmer

**Date**  
10/13/2011 11:23 AM  
10/13/2011 03:42 PM  
Started On: 10/12/2011 11:20 AM

Final Approval Date: 10/13/2011



**PROPOSED VACATION LOCATON**



**TRAIL ENCROACHMENT**

**Public Works Committee**

**5. 2.**

**Meeting Date:** 10/18/2011

**By:** Tim Himmer, Engineering/Public Works

**Title:**

Consider Proposal from Metro Area Repeater Association to Install Skywarn Facilities on Water Tower #2

**Background:**

The City has received a request from the Metro Area Repeater Association (MARA) to place their facilities within water tower # 2, located on Sunwood Drive. This equipment would be used as a public service by Skywarn spotters and amateur radio operators. MARA is a volunteer/donations based organization that manages and maintains a series of radio links and repeater sites throughout the Twin Cities area. Coverage within the northwest metro area is lacking and they have identified Ramsey, and water tower #2, as an ideal location for improved coverage within this area. Please see attached information from MARA related their request.

They are specifically requesting space to mount their radios, batteries, antennas, and cables. They are also requesting this space to be donated, and that the City also cover the cost of the electrical usage for these facilities as well. They will also need access to the tower for required maintenance, repairs, and upgrades; which would need to be coordinated through the utility department during regular business hours and on-call staff during non-business hours.

**Notification:**

**Observations:**

Staff notified the group that we would want our consultant to review their plans and perform inspections as the work was being performed to insure that their proposed piercings and connections would not damage the existing tower structure or coatings. Staff contacted Bob Kollmer, who has performed inspections on all towers constructed in the City, to receive a quote for such work. He responded that it would cost approximately \$1000 - \$1500, and MARA responded that this amount was basically their entire operating budget for the year. They feel this amount may be excessive for what they believe is less than a days work so they would like to discuss the matter with the City Council. Based upon direction we can finalize discussions with MARA and Bob Kollmer to further refine the estimates and determine whether this project is feasible at this time.

**Funding Source:**

MARA is requesting free space in the water tower and coverage of the electrical charges to run their equipment, which they state would amount to approximately running a 60 watt incandescent light bulb.

**Staff Recommendation:**

Staff doesn't believe this work would adversely affect the existing usage of the tower, or impact SCADA communication. At a minimum they should be responsible for all costs associated with the installation and inspection of their facilities. If they should desire access to the tower during non-business hours it would necessitate the use of all-call personnel, which would cost approximately \$100 per visit. Use of space for their facilities would also limit the available free space on the tower, and potentially impact the ability to secure new users and lease revenue.

**Committee Action:**

Based upon discussion.

MARA Proposal

Amateur Radio Brochure

Amateur Radio and Public Safety Information

Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	10/13/2011 08:51 AM
John Nelson	John Nelson	10/13/2011 10:35 AM
Brian Olson	MaryJo Warner	10/13/2011 10:36 AM
Kurt Ulrich	Kurt Ulrich	10/13/2011 03:48 PM
Form Started By: Tim Himmer		Started On: 10/12/2011 11:22 AM

Final Approval Date: 10/13/2011



# Proposal for Ramsey City Council

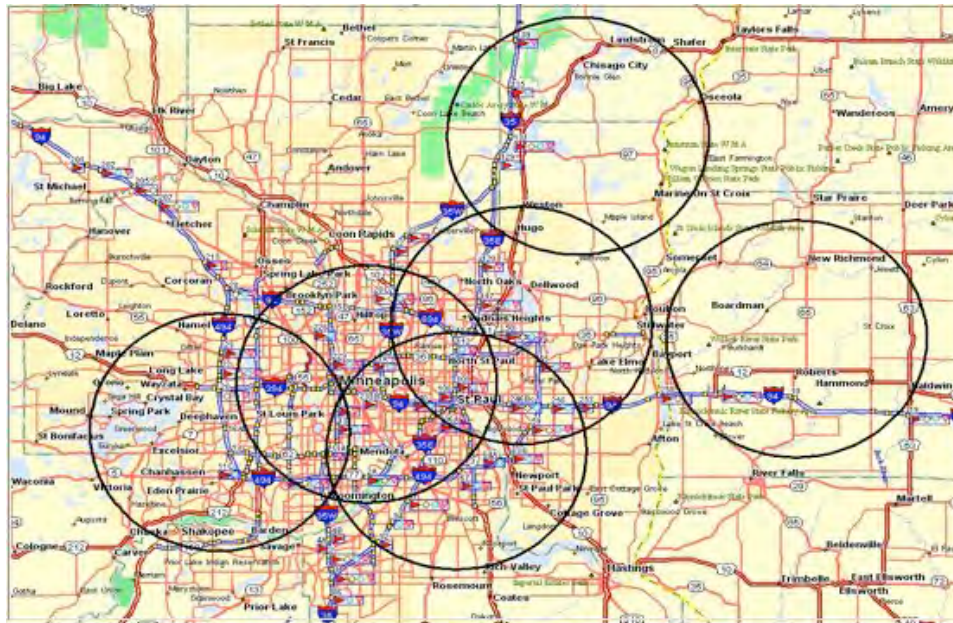


## Synopsis

This proposal is for the placement of a small antenna and related radio repeater equipment on water tower #2 for the use of Skywarn spotters and amateur radio operators as a public service.

## Details

The metro area repeater association (MARA) manages and maintains a series of radio links and repeater sites throughout the Twin Cities area as shown in the map below:



As you will note on this coverage map, there is no solid coverage in the North West metro area, which is what this location would solve.

Many of the other locations around the Twin Cities are placed on similar water towers, and peacefully coexisting with various city radio services, commercial radio services, and cell phone services. The general policy for MARA is If any interference is noted, the system is immediately taken offline, a solution created and tested, and then brought back online. All the repeater equipment is remotely controllable by MARA's engineers, and local site contacts are established for quick response when required.

All we ask for is space to mount the equipment, maintenance access for any repairs required, and a small bit of power to run it. All labor and equipment to install and maintain the antennas and repeater radio system will be provided by MARA engineers working with city engineers to comply with any specific requirements.

## Technical Details

The system draws the equivalent power usage of a 60w light bulb. This would be a "Remote Receive" site for the system.

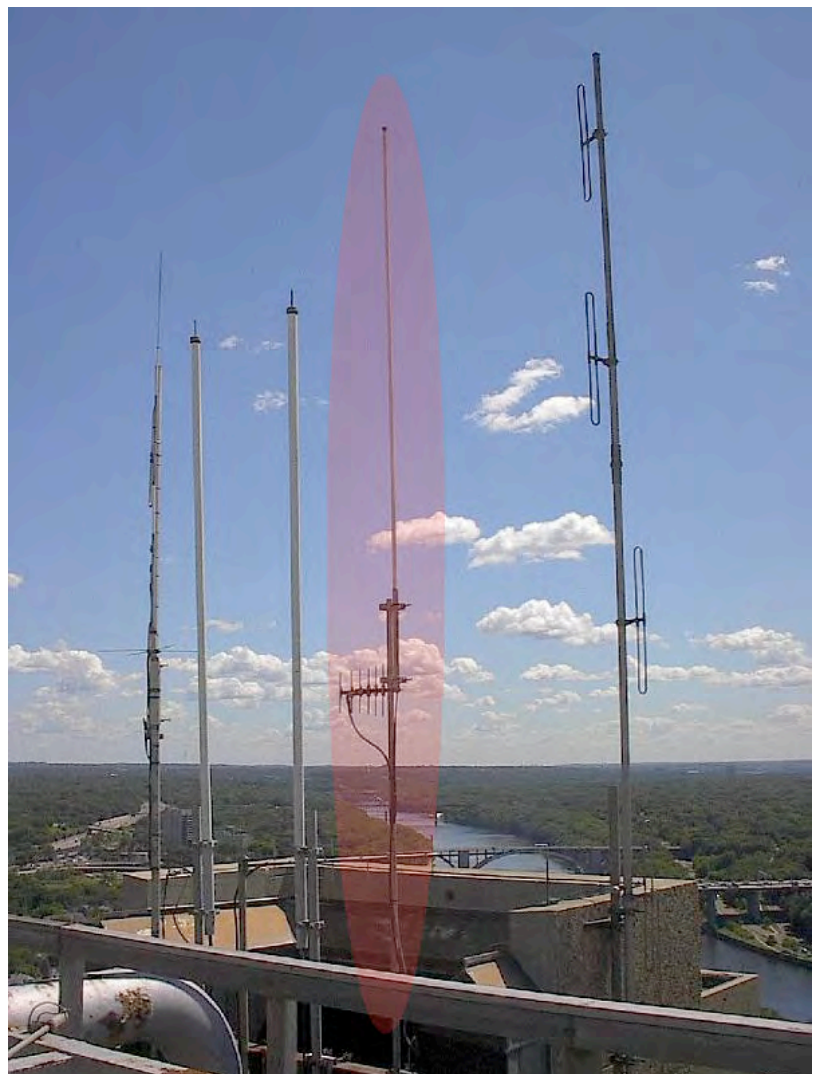
The MAIN 146.850 MHz repeater transmitter is located on one of the City of Oakdale's 180 foot high water tanks located just north of the intersection of Interstate Highways 94, 694 and 494 on the eastern edge of the Twin Cities Metro Area. Our repeater transmit antennas are mounted on the top of this water tank.

The 146.850 MHz transmitter used as the MAIN transmitter at Oakdale, is a solid state 500 watt continuous duty transmitter set at 450 watts of RF output power. It feeds a CELWAVE Super Stationmaster (fiberglass stick) antenna mounted on top of this 180 foot high tank by 200 feet of 7/8" Heliacx cable. Our calculated output power from this transmitter is about 1000 watts ERP (Effective Radiated Power). This transmitter site and equipment provides a solid signal in a 60 mile radius circle of coverage (suitable for mobile and handheld radio operation) from its location about 300 feet above the average terrain in the Twin Cities area.

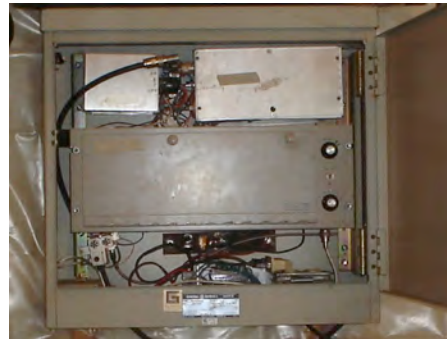
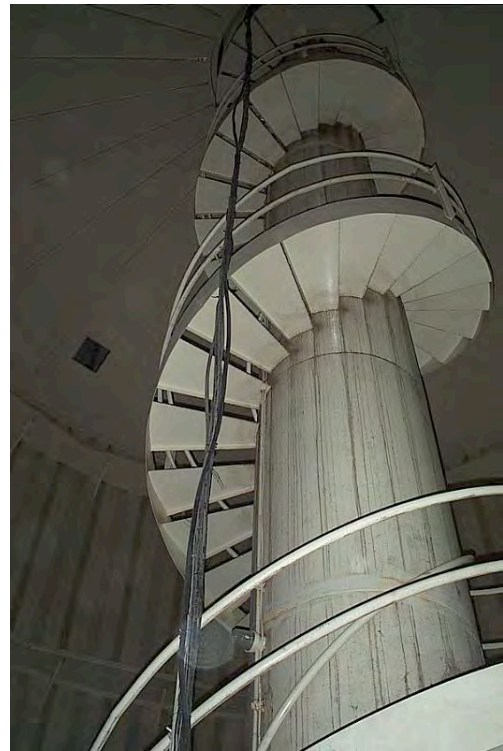
### 146.250 Remote Receiver sites

What makes the 25/85 repeater system operate so well are the multiple receiver sites used to pick up the transmitted signal on 146.250 MHz. Each of these six remote receive sites are linked to the White Bear Lake "Repeater Central." Many of the receive sites share sites with other Amateur Radio or Business Band repeater systems.

The antenna will need to be mounted on top of the South side of water tower #2. The highlighted antenna in the photo is similar to what would be mounted on top of the water tower.



Coax cables will be run down to the “brains” box mounted inside the water tower. One of the other water tower locations looks like this photo, though there are other radio equipment cables in the bundle running down the steps.



The “brains”, otherwise known as the repeater equipment of the system fits into a standard rack cabinet or a 20”x20”x10” wall mountable steel cabinet, depending on the requirements, and similar to this photos.

Any further questions can be directed to Joel Jameson, 763.843.0628 or any of the MARA staff though the web site at <http://www.wd0hwt.net>

Additional informational links for the attached files:

<http://transition.fcc.gov/pshs/techtomics/techtomics13.html>

<http://www.arrl.org/files/file/EMCOMM%20Broch%20for%20viewing.pdf>



# Ham Radio...

*...Getting the message through for your family and community*



*Amateur Radio, often called "ham radio," has consistently been the most reliable means of communications in emergencies when other systems failed or were overloaded.*

### Simply Put—Ham Radio Works!

Most of the time, things work fine. But despite the development of very complex systems—or maybe because they ARE so complex—ham radio has been called into action again and again to provide communications when it really matters.

### Why Ham Radio Works So Well.

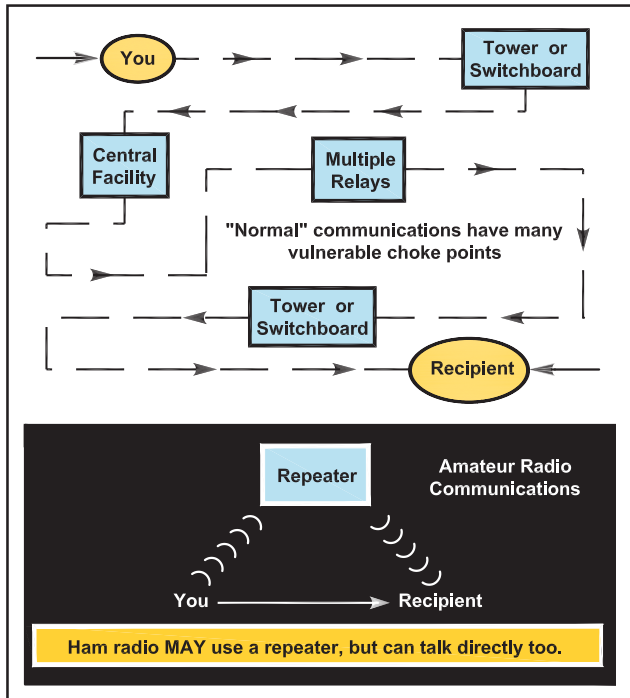
Telephones, cell phones, Internet, trunk lines, satellite phone—to get a message out they all have to go through many vulnerable choke points and need electric power. Even if the system is functioning, these systems can be overwhelmed by the number of cries for help and families seeking information.

### Ham Radio is Different.

While hams MAY use the Internet or a repeater system, they do not HAVE to do so! Hams can "go direct" and talk straight through to each other because each station is fully independent. Hams can operate just fine without other infrastructure. By selecting the right frequencies, hams can talk across town or around the world.

**In an emergency, when your family's lives may be at risk, which communications system would YOU want to have?**

*Hams meet on the air and in person. There are about 630,000 hams in the USA with ham radio clubs and gatherings all over the country.*



*Hams communicate using microphones, telegraph or Morse code keys, computers, TV cameras and even their own satellites.*

### Ham radio operators provided emergency communications during these recent events:

- Earthquake in Hawaii—2006
- Flooding in Northeastern States—2006
- Hurricanes Katrina, Wilma and Rita—2005
- Wildfires in Texas, Oklahoma and New Mexico—2005
- Hurricanes Charley, Frances, Ivan and Jeanne—2004
- Tsunami in Asia—2004
- Earthquake in Central California—2003
- Hurricane Isabel—2003
- Northeast Blackout—2003
- Shuttle Columbia Recovery Effort—2003
- Wildfires in Colorado—2002
- Flooding in Kentucky—2002

- World Trade Center, Pentagon and Western Pennsylvania Terrorist Attacks—2001
- Tropical Storm Allison—2001
- Fires in Los Alamos, New Mexico—2000
- Hurricane Floyd—1999
- Flooding in Texas—1998
- Hurricane Georges—1998
- "500-Year Flood" in N.D. and Minn.—1997
- Western U.S. Floods—1997
- Hurricane Fran—1996
- TWA Plane Crash—1996
- Oklahoma City Bombing—1995

## Hurricanes, Ice, Snow, Tornadoes, Storms and SKYWARN

The National Hurricane Center in Florida relies on its ham radio station, WX4NHC, to receive reports from hams in affected areas ([www.wx4nhc.org](http://www.wx4nhc.org)). The National Weather Service uses ham radio operators for their "SKYWARN" program to get ground level reports of events that are missed by Doppler radar.

Ham radio operators by the hundreds volunteered for service to the devastated areas of the Gulf Coast after Hurricane Katrina and her sisters Rita and Wilma pounded a five state area and destroyed other communications systems. For their life-saving work, the hams received commendations from the President and Congress as well as international praise. It truly proved the saying, "When all else fails, ham radio works!"

Within minutes of the September 11, 2001 terrorist attacks, ham operators communicated from emergency operations centers as other systems failed. The ham operations continued for weeks as the amateurs handled emergency and other important messages for disaster and government agencies as well as for displaced families.

Hams use all sorts of radios and antennas on a wide variety of frequencies to communicate with other hams across town or around the world. They use ham radio for personal enjoyment, for keeping in touch with friends and family, for public service communications and to experiment with radio technology.

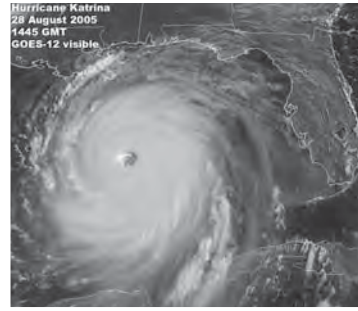
Boaters, RVers and outdoor enthusiasts also use ham radio as an excellent way to maintain communications from wherever they are.

Big station or small and portable, hams enjoy the security of knowing they can get a message through in almost any situation without depending on a fragile infrastructure that can fail or be overloaded.



**FEMA advises that in a crisis you should plan to be totally on your own for at least 3 days—**

**How will YOU communicate?**



*The National Weather Service uses ham operators for its "SKYWARN" program to get ground level reports of events that are missed by Doppler radar.*



### "Amateur"

ám'e-túr - noun

A person who engages in an art, science or other activity purely for the personal interest or self-improvement value of it, rather than a financially compensated profession.

- Amateur athlete
- Amateur astronomer
- Amateur musician

# You Can Have This Capability for Yourself and Your Family—

## Getting Your Own Ham Radio License

Unlike some other types of radio services, you need an FCC license to communicate with a ham radio. There are three levels of Amateur Radio licenses, and getting your first one is not all that hard. Many people pass their FCC exam in a week of spare time study and there are lots of groups and people who will help you.

You can get help from a local club at [www.arrl.org/findaclub](http://www.arrl.org/findaclub).

There is even an online, self-teaching course at [www.arrl.org/cce/courses.html#ec010](http://www.arrl.org/cce/courses.html#ec010).

## Costs

In general, you can expect to spend about \$40 in books and fees to earn your first license. With another \$200 you can purchase your first radio and the gear you will use to get on the air for yourself and start making contacts. Of course good, used equipment is available for less.

## Joining an Emergency Communications Group

To join the Amateur Radio Emergency Service (ARES), you must have a ham radio license. ARES members constantly learn more about emergency operations and practice regularly by providing aid to non-emergency events like parades, marathons and drills.

## ARES

ARES has formal, national agreements to provide emergency communications aid for FEMA, DHS, The American Red Cross, the Salvation Army, and many other response organizations.



**Simply stated, ham radio provides the broadest and most powerful wireless communications capability available to any private citizen anywhere in the world.**

## What is the ARRL?

Founded in 1914, the American Radio Relay League is the 150,000-member national association for Amateur Radio in the USA. Other countries have their own national associations.

ARRL is the primary source of information about what is going on in ham radio. It provides books, news, support and information for individuals and clubs, special events, all sorts of continuing education classes and other benefits for its members.

Amateur or “ham” radio has been around for a century. In that time, it’s grown into a worldwide community of licensed operators using the airwaves with every conceivable means of communications technology. Its practitioners range in age from youngsters to grandparents.

Ham radio attracts those who have never held a microphone as well as the technical expert who grew up with a computer. Even rocket scientists and a rock star or two are in the ham ranks.

Most, however, are just normal folks like you and me who transmit voice, data and pictures through the airwaves, use the Internet, lasers and microwave transmitters, satellites and TV, and even travel to unusual places near and far to make contact.

## Where do I start?

**Go to:**

**[www.emergency-radio.org](http://www.emergency-radio.org)**

You can find more information to get started on the Web site or contact the local group listed below:





# Public Safety and Homeland Security Bureau

FCC > PSHSB > Techtopics > Topic 13: Amateur Radio Service Support to Public Safety Communications

## Topic 13: Amateur Radio Service Support to Public Safety Communications<sup>1</sup>

To this point in our Tech Topics series, our discussions of public safety communications have focused primarily on interoperability and various methods and technologies for public safety organizations to communicate with one another. In times of emergency when normal public safety communications are not available, there are alternative systems that may be used for this purpose. Current FCC rules state that amateur stations and operators are allowed to assist and support public safety communications in times of emergency. This topic addresses the voluntary services provided by amateur operators, amateur service organizations and the relationships between amateur service organizations and public safety jurisdictions. Information about amateur services is also briefly described in the Public Safety and Homeland Security Bureau's Amateur Radio Services web page.<sup>2</sup>

Amateur radio (also known as 'ham radio') services are regulated under Part 97 of the FCC rules.<sup>3</sup> Amateur radio operators are licensed users who operate radio communications as a hobby or a voluntary service running within amateur radio frequencies allocated by the FCC<sup>4</sup>. To acquire an amateur radio license, individuals are required to pass a licensing exam that proves the individual possesses the operational and technical qualifications required to properly perform the duties of an amateur service licensee [47 CFR 97.503]. Currently, individuals may qualify for three classes of operator license: Technician, General and Amateur Extra.

When normal communications systems are not available, amateur stations may make transmissions necessary to provide essential communication needs in connection with the immediate safety of human life and immediate protection of property [47 CFR 97.403]. This provision of emergency communications is regulated by Part 97, Subpart E of the FCC's rules. One advantage for amateur radio operators in public emergency communications is the wide range of available frequencies [47CFR 97.407].<sup>5</sup>

One service within the amateur radio services that uses amateur stations during periods of emergencies is known as the Radio Amateur Civil Emergency Service, or RACES.<sup>6</sup> To transmit in RACES, an amateur station must be certified and registered by a civil defense organization or an FCC-licensed RACES station. RACES is administered by the Federal Emergency Management Agency (FEMA) and acts as a communications group of the government. Registered members of RACES are authorized to respond when a civil defense organization requests amateur radio assistance. Typically these activities occur during periods of local, regional or national civil emergencies such as hurricanes, earthquakes, floods or wildfires. RACES stations may only communicate with specified stations [47CFR 97.407(c), (d)].

It is important to recognize that the amateur radio stations participating in RACES are certified by their local civil defense organizations for this specific purpose. The operators are a valuable resource that provides emergency communication capabilities to their community. Civil defense organizations establish their own training and certification standards. Some localities – for example, Arlington County, Virginia<sup>7</sup> - have more stringent training and certification standards than others. The key component of the RACES program is the direct and recognized affiliation between the amateur radio operators and local authorities since RACES may provide a critical alternative communications link for local officials. For example, RACES operators serve the county by passing critical emergency information from county officials with the County Emergency Response Team (CERT) to RACES operators at other

locations.

Although RACES stations operate in conjunction with a federal, state, tribal or local jurisdiction, there are other options for amateur radio operators in emergency communications to include the Amateur Radio Emergency Service (ARES). Together with the National Traffic System (NTS), these services are broad programs of the American Radio Relay League (ARRL) which is a national association of radio amateur operators. ARES members are licensed amateur radio operators who volunteer to provide emergency communications services to public safety and public service organizations. Most individual ARES units are organized within a city, county or state and usually operate autonomously. The ARRL describes the ARES programs as follows: <sup>8</sup>

"The Amateur Radio Emergency Service (ARES) consists of licensed amateurs who have voluntarily registered their qualifications and equipment for communications duty in the public service when disaster strikes. Every licensed amateur, regardless of membership in ARRL or any other local or national organization, is eligible for membership in ARES. The only qualification, other than possession of an Amateur Radio license, is a sincere desire to serve. Because ARES is an amateur service, only amateurs are eligible for membership. The possession of emergency-powered equipment is desirable, but is not a requirement for membership."

Frequently, individuals interested in providing emergency communications are registered in both ARES and RACES. Dual registration allows continuity of operations if normal amateur operations might otherwise be prohibited.

RACES and ARES are collaborative services although they exist as separate volunteer entities. The ARRL encourages dual enrollment and cooperative efforts between both groups whenever possible. Both organizations remain a vital resource for the public safety community in times of crisis.

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<sup>1</sup> This Tech Topic is coauthored with Mr. William T. Cross from the FCC's Wireless Telecommunications Bureau (WTB). Bill is responsible for all amateur radio related issues and can be reached at 202-418-0682 or email: [william.cross@fcc.gov](mailto:william.cross@fcc.gov). We sincerely appreciate Bill's contributions to this Topic.

<sup>2</sup> See <http://www.fcc.gov/pshs/services/amateur.html>.

<sup>3</sup> See [http://www.access.gpo.gov/nara/cfr/waisidx\\_07/47cfr97\\_07.html](http://www.access.gpo.gov/nara/cfr/waisidx_07/47cfr97_07.html).

<sup>4</sup> See FCC Part 97, Subpart D, Section 97.301 of the Commission's rules, 47 C.F.R. Â§ 97.301.

<sup>5</sup> See the ARRL band plan at <http://www.arrl.org/FandES/field/regulations/bands.html>.

<sup>6</sup> See FCC Part 97, Subpart E, Section 97.407 and <http://www.usraces.org/>.

<sup>7</sup> See the Arlington County RACES web site <http://www.w4ava.org>.

<sup>8</sup> See <http://www.arrl.org/FandES/field/pscm/sec1-ch1.html>

**Public Works Committee**

**5.3.**

**Meeting Date:** 10/18/2011

**By:** Grant Riemer, Engineering/Public Works

**Title:**

Contracted Street Sweeping

**Background:**

At the May 17 PW meeting the conversation was started about contracting out spring street sweeping. Spring sweeping would be the best fit for contracted services because of the urgency involved. Sand and debris from the winter needs to be removed from the streets, as soon as possible, before spring rains can wash it into the storm water system. Spring is also the busiest time for the PW department. Crews are busy repairing winter damage to the ROW, signs knocked down in traffic accidents, localized flooding, potholes and making the transition from winter to spring in general. Three options could be considered if we propose to contract out spring sweeping.

1. Have the contractor supply additional sweepers and work with city staff to perform the task. The most common scenario in this option is the contractor supplies X number of additional sweepers and the city supplies the dump trucks and water truck needed to support the operation. Upside would be sweeping time would be cut dramatically, but the downside is staff and equipment would still be required.

2. Option two would have the contractor perform all aspects of the operation, including hauling the debris and supplying the water truck. The upside would be PW staff would be free to work on other spring time projects. The down side would be expense. Rates for equipment rental were running from \$ 76.00-\$83.00/ hour for pickup broom sweepers and \$80.00/hour for tandem dump trucks in 2011.

3. Option three would be a combination of the first two options. Have the contracted forces sweep our curb/storm-water areas and city staff could sweep the ditched areas. The curbed areas are more time sensitive, while the ditched areas allow for more flexibility.

**Notification:**

**Observations:**

**Funding Source:**

Funding would come from the Storm Water Utility.

**Staff Recommendation:**

Request prices from sweeping contractors for spring 2012 street sweeping. Once bid prices are received, determine to what degree we want to use contractors.

**Committee Action:**

Direct staff to seek RFP's for spring street sweeping 2012

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	10/13/2011 08:44 AM
Kurt Ulrich	Kurt Ulrich	10/13/2011 03:29 PM
Form Started By: Grant Riemer		Started On: 10/11/2011 11:38 AM

Final Approval Date: 10/13/2011

**Public Works Committee**

**5. 4.**

**Meeting Date:** 10/18/2011

**By:** John Nelson, Engineering/Public Works

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**Title:**

Sanitary Sewer Maintenance Policy

**Background:**

Staff has been informed by the League of Minnesota Cities of a sanitary sewer incentive program. This program will save the city money by lowering our deductible on sanitary sewer backup claims.

**Notification:**

**Observations:**

The League of Minnesota Cities has introduced a Sanitary Sewer Incentive Program for property/casualty members. The program provides cities greater control in the mandatory, out of pocket deductibles they pay for claims and lawsuits related to sanitary sewer backups.

Members that do not meet the LMCIT's criteria by November 15th will see coverage that includes a minimum mandatory deductible of \$1,000 for each sanitary sewer backup. That amount will increase to \$2,500 for each sanitary sewer backup claim November 15, 2011.

The program is meant to reduce the overall cost and frequency of sanitary sewer claims faced by members of the trust. Each year these claims cost 1.5 million in Minnesota. City liability primarily stems from maintenance and inspection issues that lead to sewer backups from line obstructions. The program also will help reduce the extent to which cities with good sanitary sewer operations and maintenance practices end up helping to pay for losses of cities with practices that are not so good.

To avoid the higher mandatory minimum deductible, cities must have:

- A comprehensive map of the sanitary sewer system.
- A documented program of regular inspections and maintenance.
- A documented program for lift station inspections and maintenance.
- An operator properly certified by the Minnesota Pollution Control agency.

**Funding Source:**

No additional funding is required as the policy reflects current operations withing the Sanitary Sewer Utility.

**Staff Recommendation:**

Staff is requesting the PW committee members to approve this sanitary sewer maintenance policy.

**Committee Action:**

Forward to full council for review and approval

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**Attachments**

Sanitary sewer maintenance policy

Manhole inspection form

sanitary sewer service report

lift station inspection form

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	10/13/2011 08:51 AM
Kurt Ulrich	Kurt Ulrich	10/13/2011 03:37 PM

Form Started By: John Nelson

Started On: 10/12/2011 11:15 AM

Final Approval Date: 10/13/2011

## 1. Purpose

It is the policy of the City of Ramsey to comply with all applicable state and federal regulatory requirements.

The City intends to provide effective and efficient maintenance to its sanitary sewer system by evaluating political, social, safety, and economic concerns, among others. Procedures identified in this policy are intended to maintain the sanitary sewer system to prevent sewer backups. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system.

The City has 63.5 Miles of public sanitary sewer mains, 1,500 manholes and 7 lift/pump stations within its sanitary sewer system. Procedures identified in this policy are intended to maintain the City's sanitary sewer system to prevent sewer backups and to extend the life of the system. The City has developed and implemented this policy that takes into consideration public safety, the City's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The City will use its employees, equipment and/or private contractors to provide this service.

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, or weather and other emergencies may prevent the City from meeting the guidelines established herein. The Public works Director may override provisions established within this policy. Deviations from the goals established in this policy will be documented.

The City will use this policy to guide any sanitary sewer maintenance activities to be provided by a contractor or a party other than the City.

## 2. Routine Maintenance and Inspection Goals

### A. Sanitary Sewer Mains

Scope of City's Responsibility - The City will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, and other components. Private property owners are responsible for the maintenance of sanitary sewer components from their property up to and including the connection to the public system.

Schedule – The City's goal is to inspect, maintain and clean 1/3 the components of its sanitary sewer system per year.

Equipment – The equipment used to perform maintenance will depend upon the equipment available and its effectiveness as determined by qualified staff.

Television Inspection – The City's sanitary sewer mains will be inspected by television camera 1/10 of the city per year. Any sewer mains located on a street where a street maintenance project is planned will be inspected before and after such a project. Sanitary sewer mains in a new development must be televised before said mains are turned over to the City. Television inspection may also be used to inspect the system where there are possible problems. In addition, the City may require any main near a construction site to be televised before and after the construction (i.e., near blasting, digging, other activities that might disrupt the main, etc.)

Visual recordings of sewer main televising will be required of any vendor performing this service for the City. A written report summarizing and interpreting the findings of the televising will also be required. These records will be kept by the City for a minimum of 12 years.

### B. Problem Areas

The sanitary sewer mains and facilities identified as Category 1 will receive ordinary routine maintenance as noted on sewer maps. The sanitary sewer mains and facilities identified on the sewer map as Category 2 will receive more frequent maintenance and those identified as Category 3 will receive less frequent maintenance. When a sewer main or facility is identified as anything other than Category 1, the reasons why maintenance is needed on a different schedule will be documented. Sewer mains and facilities will receive maintenance according to the attached schedule.

The Utility Supervisor will determine whether a main or facility is Category 1, receiving routine sewer maintenance, Category 2, receiving more frequent maintenance or Category 3, receiving less frequent maintenance. Based on periodic assessment, maintenance will be adjusted and a sewer main may be moved from one category to another.

### C. Sanitary Sewer Lift Stations

The City maintains lift stations using specific maintenance that is reasonable and recommended. The number of lift stations, location, date of installation, and capacity of each lift station is kept on record. Maintenance for each lift station is reflected in Standard

## Operating Procedures (SOP) and Standard Maintenance Procedures (SMP).

Components of SOP and SMP include:

- Easy availability of original manuals with manufacturers' recommended maintenance schedules for all lift station equipment
- Operating procedures for manipulating pump operations (manually or automatically) during wet weather to increase in-line storage of wet weather flows
- Setting wet well operating levels to limit pump start/stops
- Cleaning wet well
- Calibrating flow meters or conducting draw down tests
- Regular rotation of lead, lag, and backup pumps
- Regular inspections of lift station, alarm systems and electrical components
- Maintenance of operation logs and general records for all lift station activities, including inspections
- Clean force mains
- Identify problem areas/components

### 3. Inflow and Infiltration

Inflow and infiltration occur when clear water gets into the sanitary sewer system. This may occur through cracks or leaks in the sewer pipes and manholes or through sump pumps incorrectly connected to the sanitary sewer system. Inflow and infiltration can lead to backups, overflows and unnecessary and expensive treatment of clear water.

City employees will periodically inspect manholes to identify any that contribute to this problem. Sanitary sewer mains will be maintained and inspected pursuant to the City's Sanitary Sewer Maintenance Policy.

### 4. Personnel Responsibilities and Requirements

#### A. Exercise of Professional Judgment

It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy. Further, it is expected that in emergency situations (see Emergency Response Policy) City employees will be required to exercise their discretion and weigh political, social, and economic considerations including but not limited to public and employee safety, the potential for damage to private property and the City sanitary sewer system, and environmental concerns.

#### B. Training and Education

The City will provide training to employees responsible for maintenance of and emergency response to issues with the sanitary sewer system. Training of employees will include education necessary to earn and maintain appropriate operator certifications. Training will also address standard operating procedures, proper use of equipment, emergency response and other topics required by state and federal regulatory agencies.

### C. Work Schedule

Full-time City employees in the sanitary sewer department will be expected to work eight-hour shifts. In emergencies, employees may be required to work in excess of eight hours. Budget and safety concerns may limit the length of time an employee is permitted to work.

### D. Weather Conditions

Regular sewer maintenance operations will be conducted only when weather conditions do not endanger the City employees and equipment. Factors that may delay sewer maintenance operations include, but are not limited to: severe cold, severe heat, flooding, rain, snow and other severe weather events.

## 5. Documentation

The City will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. The City will also document circumstances that limit its ability to comply with this policy. A report should be prepared periodically for the purpose of evaluating maintenance activities and for determining goals for the future. These records will be kept in accordance with the City's records retention schedule.

## 6. Public Education

Periodically, the City will inform residents of their responsibilities related to sanitary sewer service from the City of Ramsey.

## 7. Other Sanitary Sewer System Policies

The City has a number of other policies and/or ordinances that are important to the ongoing operation of the City's sanitary sewer system. The following documents are available on the City's web site and in the public works department.

### SANITARY SEWER MANHOLES

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Size: \_\_\_\_\_ By Whom: \_\_\_\_\_

Condition of:

Invert:   G  F  P   Type:   V  P  C   Remarks: \_\_\_\_\_

Floor:   G  F  P   Type:   V  P  C   Remarks: \_\_\_\_\_

Walls:   G  F  P   Type:   B  C   Remarks: \_\_\_\_\_

Casting:   G  F  P   Type: \_\_\_\_\_ Remarks: \_\_\_\_\_

Cover:   G  F  P   Type: \_\_\_\_\_ Remarks: \_\_\_\_\_

Elevation of Manhole to Grade: \_\_\_\_\_

### SANITARY SEWER MANHOLES

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Size: \_\_\_\_\_ By Whom: \_\_\_\_\_

Condition of:

Invert:   G  F  P   Type:   V  P  C   Remarks: \_\_\_\_\_

Floor:   G  F  P   Type:   V  P  C   Remarks: \_\_\_\_\_

Walls:   G  F  P   Type:   B  C   Remarks: \_\_\_\_\_

Casting:   G  F  P   Type: \_\_\_\_\_ Remarks: \_\_\_\_\_

Cover:   G  F  P   Type: \_\_\_\_\_ Remarks: \_\_\_\_\_

Elevation of Manhole to Grade: \_\_\_\_\_

### SANITARY SEWER MANHOLES

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Size: \_\_\_\_\_ By Whom: \_\_\_\_\_

Condition of:

Invert:   G  F  P   Type:   V  P  C   Remarks: \_\_\_\_\_

Floor:   G  F  P   Type:   V  P  C   Remarks: \_\_\_\_\_

Walls:   G  F  P   Type:   B  C   Remarks: \_\_\_\_\_

Casting:   G  F  P   Type: \_\_\_\_\_ Remarks: \_\_\_\_\_

Cover:   G  F  P   Type: \_\_\_\_\_ Remarks: \_\_\_\_\_

Elevation of Manhole to Grade: \_\_\_\_\_

**KEY:** G-GOOD F-FAIR P-POOR V-CLAY P-PVC C-CEMENT B-BRICK

# SERVICE REPORT

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

OPERATORS: \_\_\_\_\_ REGULAR: \_\_\_\_\_ OVERTIME: \_\_\_\_\_

ADDRESS OF CALL: \_\_\_\_\_

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Sewer Call         | <input type="checkbox"/> Rodding Sewers        | <input type="checkbox"/> T.V.            |
| <input type="checkbox"/> Routine Flushing   | <input type="checkbox"/> Maintenance on Rodder | <input type="checkbox"/> Dying Sewers    |
| <input type="checkbox"/> Proofing Sewers    | <input type="checkbox"/> Manhole Repairs       | <input type="checkbox"/> Checking Sewers |
| <input type="checkbox"/> Maintenance on Jet | <input type="checkbox"/> Sewer Repairs         | <input type="checkbox"/> Other           |

Was our line:  Plugged or  Okay

City sewer flowing normal when you left location?  Yes  No

Amount and type of material removed: \_\_\_\_\_

No. of Set Ups: \_\_\_\_\_  Jet  Rodder

Type of Sewer: \_\_\_\_\_

Size of Sewer: \_\_\_\_\_  Buckets  Steamer

Length of Run: \_\_\_\_\_

Gals. of Water: \_\_\_\_\_  Utilities department Vac-Con  Other

Operator's Remarks or Problems: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Materials Used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Was homeowner contacted?  Yes  No

Name: \_\_\_\_\_ Homeowner's Remarks: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Cost: \_\_\_\_\_

## MONTHLY LIFT STATION CHECK LIST

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SUPERVISORS SIGNATURE \_\_\_\_\_

LIFT STATION#	#1	#2	#3	#4	#5	#6	
CONDITION							
PARTS, NO EXCESSIVE NOISE							
IS FREE OF OBSTRUCTION							
IS THERE BACKUP LIGHT							

### MONTHLY CHECKS

	#1	#2	#3	#4	#5	#6	
ALARMS WITH BATTERIES							
ALARMS							
FLOATS							
RELAY SWITCHES FUNCTIONAL Y/N							
WIPE OFF ALL LABELS Y/N							
PROTECTION NETS SECURED Y/N							
GREASER Y/N							
ALL GREASE CLEANED UP LOW OR HIGH							

### LIFT STATION HOURS

	PUMP #1	PUMP #2	TOGETHER
LIFT #1			
LIFT #2			
LIFT #3			
LIFT #4			
LIFT #5			
LIFT #6			
LIFT #7			

REMARKS:

**Public Works Committee**

**5. 5.**

**Meeting Date:** 10/18/2011

**By:** Tim Himmer, Engineering/Public Works

**Title:**

Consider Change Order for City Improvement Project #11-09; Alpine Drive Overlay

**Background:**

The Alpine Drive Overlay project, from Ramsey Boulevard to 153rd Court, was approved by the Public Works Committee at their March 2011 meeting. During discussion it was decided to break the project into two, with phase one occurring in late 2011 and including an edge mill and overlay from Ramsey Boulevard to 153rd Court. Phase two would be delayed until 2012 and include an edge mill and overlay from 153rd Court to Sunfish Lake Boulevard (and the investigation of additional alternative technologies that would prolong the life of the pavement), and a trail along the north side of Alpine Drive that would connect Alpine Park to Ramsey Boulevard and north to the recently completed boardwalk into the SWEETBAY RIDGE subdivision (with funding yet to be determined). This matter was subsequently ratified by the City Council at their first meeting in April, and advanced through the bidding process.

On September 13, 2011 the City Council approved a revised scope for this project, which went from an edge mill and overlay to a full depth reclamation. There were slightly higher costs estimated with this revised approach but the end product was determined to be better, and the City will also be receiving excess class 5 product from the job that can be used on other public works projects throughout the City. Bids were received and a contract awarded on September 27th. During the preconstruction meeting it was discovered that a bid item in the specifications (subgrade preparation) was inadvertently left out of the bid form sheet, therefore a pay item was not included in the original bid from all contractors. None of the contractors bidding on the project brought this to staff's attention during the bidding process. The only way this item would change the outcome of the contractor chosen would be if the second low bidder would perform this work at a slight deduct to their original bid.

**Notification:**

**Observations:**

Staff has reviewed previous projects for costs associated with similar work to perform the required subgrade preparation, and has negotiated a price of \$300 per roadway station. This would equate to a change order of \$12,000 and increase the contract amount from \$363,222.71 to 375,222.71.

**Funding Source:**

Funding for this project is from the City's MSA account.

**Staff Recommendation:**

Staff recommends approval of this change order for subgrade preparation in the amount of \$12,000.

**Committee Action:**

Motion to authorize the proposed change order for subgrade preparation in the amount of \$12,000.

Attachments

Specification Excerpt

Bid Form

Form Review

**Inbox**  
Brian Olson  
Kurt Ulrich

**Reviewed By**  
Brian Olson  
Kurt Ulrich

Form Started By: Tim Himmer

**Date**  
10/13/2011 01:32 PM  
10/13/2011 03:48 PM  
Started On: 10/12/2011 11:24 AM

Final Approval Date: 10/13/2011

## **20. Basis of Payment**

Payment shall be made for the work on the basis specified below. The cost of any additional labor materials, tool and supplies which have not been specifically identified in this section for payment, but required to complete the project as per the plans and specifications shall be considered incidental to the project.

1. *Mobilization* – Payment shall be made on a lump sum basis for the mobilization of equipment.
2. *Remove Concrete Curb and Gutter* – Payment will be made on a per lineal foot basis as compensation for all equipment, material, and labor costs required for the removal and disposal of concrete curb and gutter..
3. *Remove Concrete Storm Sewer* – Payment will be made on a per lineal foot basis as compensation for all equipment, material, and labor costs required for the removal and disposal of concrete storm sewer pipe.
4. *Remove Bituminous Pavement* – Payment will be made on a per square yard basis as compensation for all equipment, material, and labor costs required for the removal and disposal of bituminous pavement.
5. *Remove Concrete Pavement* – Payment will be made on a per square feet basis as compensation for all equipment, material, and labor costs required for the removal and disposal of concrete pavement.
6. *Remove Storm Manhole* – Payment will be made on a per each basis as compensation for all equipment, material, and labor costs required for the removal and disposal of the storm sewer structures.
7. *Saw cutting Pavement* – Payment will be made on a per lineal foot basis as compensation for all equipment, material, and labor costs required to saw cut pavement per class of material as marked in the field.
8. *Select Topsoil Borrow* – Payment will be made on a per cubic yard basis as compensation for all equipment, material, and labor costs required to furnish and install topsoil meeting the MNDOT 3877 Topsoil Borrow specification on all disturbed areas.
9. *Salvage Aggregate and Export Excess* – Payment will be made on a per cubic yard basis as compensation for all equipment, material, and labor costs required to export excess aggregate material to City Public Works Facility.
10. **Subgrade Preparation** - Payment will be made on a per road station basis as compensation for all equipment, material, and labor costs required to shape and compact subgrade to prior top placement of bituminous surfacing.
11. *Furnish and Install Class 5 Aggregate Base* – Payment will be made on a per ton basis as compensation for all equipment, material, and labor costs required for the transportation, placement, and compaction of the Class 5 aggregate base meeting the Ramsey gradation requirements. Thickness shall be per plan for each designated area.
12. *Reclaim Bituminous Surface* – Payment will be made on a per square yard basis as compensation for all equipment, material, and labor costs required for full depth milling of existing bituminous surface and underlying aggregate.

Bid Proposal

NO.	ITEM	UNIT	QTY	PRICE	EXTENSION
1	MOBILIZATION	LS	1		
2	REMOVE CONCRETE CURB AND GUTTER	LF	1,150		
3	REMOVE 12 - 18 INCH RCP	LF	146		
4	REMOVE CONCRETE CROSS GUTTER	SQ YD	30		
5	REMOVE 2 X 3 CATCHBASIN	EACH	2		
6	REMOVE 48" STORM MANHOLE	EACH	3		
7	SAWING BITUMINOUS PAVEMENT	LIN FT	264		
8	SELECT TOPSOIL BORROW (6" DEPTH)	CY	65		
9	SALVAGE AGGREGATE AND EXPORT FROM SITE	CY	1,000		
10	4" AGGREGATE BASE, CLASS 5	TON	280		
11	MILL BITUMINOUS SURFACE FULL DEPTH, FULL WIDTH	SQ YD	17,600		
12	BITUMINOUS MATERIAL FOR TACK COAT	GAL	881		
13	1.5" WEARING COURSE SPWEA340B	TON	1,599		
14	2" NON-WEARING COURSE SPNWB330B	TON	2,132		
15	CONSTRUCT RC PIPE APRON 15 INCH	EACH	1		
16	CONSTRUCT RC PIPE APRON 18 INCH	EACH	2		
17	15" RC PIPE SEWER, DESIGN 3006	LIN FT	238		
18	18" RC PIPE SEWER, DESIGN 3006	LIN FT	1,200		
19	CONSTRUCT 2' x 3' STORM CATCH BASIN	EACH	4		
20	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	11		
21	F&I CASTING ASSEMBLY (STORM)	EACH	15		
22	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	1,150		
23	6" CONCRETE CROSS GUTTER	SQ YD	30		
24	TRAFFIC CONTROL	LS	1		
25	SILT FENCE, HEAVY DUTY	LF	500		
26	INLET PROTECTION	EACH	5		
27	SEEDING	SY	350		
28	SEED, TYPE 270	LBS	14		
29	MULCH MATERIAL, TYPE 1	TON	0		
30	DISK ANCHORING	ACRE	0		
31	EROSION CONTROL BLANKET, CATEGORY 2	SY	500		
32	FERTILIZER, TYPE 20-0-10	LBS	21		
33	4" DOUBLE YELLOW LINE - EPOXY	LIN FT	6,165		
34	4" SOLID LINE WHITE - EPOXY	LIN FT	12,340		
35	24" SOLID LINE WHITE STOP BARS - EPOXY	LIN FT	26		
36	CROSS WALK - EPOXY	SY FT	120		
Total 1-36					

Written Amount

**Public Works Committee**

**5. 6.**

**Meeting Date:** 10/18/2011

**By:** Len Linton, Engineering/Public Works

---

**Title:**

Consider Guard Rail Enhancements for the Parking Ramp

**Background:**

The parking ramp has been open for several years. The exterior railings for all floors were designed to be functional and also appear as architectural elements. The north, east and south railings on the top floor are a mixture of concrete and concrete topped with metal fence. The top of the metal fence is 9 feet above the floor with the top of the concrete at the fence 66 inches above the floor. The lower concrete rails are 43 inches high.

The railing on the north, east and south sides of the 2nd and 3rd floors are concrete to 30 inches with metal railings on top making the total height 43 inches. The west railings on all floors are cables to allow for the expansion that is under construction. There are Plexiglas panels in metal frames that stretch from railing to ceiling in the north east corner of the ramp adjacent to the stairs.

The interior edges of the floors and ramps between floors have chain link fence over cables cast into the support columns. The top of the chain link fence is 43 inches above the floor. There is an 18" gap between the horizontal fence at the edge of the floor and the sloping fence at the edge of the ramps.

The heights of the railings and fences meet the current safety standards.

The parking ramp expansion is currently under construction.

**Notification:**

**Observations:**

A concern was raised that the lower height railings may not prevent a bicycle rider striking the barrier from going over the top of the railing. A proposal was requested from LSA Design, Inc. for designing changes to three specific areas on the ramp:

Enclose all exterior openings on floors 2 and 3 and raise the guard rail height at specific locations on the top floor.

Enclose openings between the floors at sloped ramp on all floors.

Provide sunscreen protection on east side of parking ramp at middle bay.

A proposal was submitted with 2 options:

1. Design all enhancements. Fee \$5,500 plus reimbursable expenses
2. Design limited enhancements. Fee \$3,900 plus reimbursable expenses.

The work would be processed as a change order to the current construction project and is estimated between \$100,000 and \$200,000 depending on the level of improvements selected.

**Funding Source:**

To be determined

**Staff Recommendation:**

Based on discussion.

**Committee Action:**

Based on discussion.

---

Attachments

Proposal

Top Floor

Top Floor East

2nd -3rd Floor

Internal

Walkway

Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	10/13/2011 08:53 AM
Kurt Ulrich	Kurt Ulrich	10/13/2011 03:49 PM
Form Started By: Len Linton		Started On: 10/12/2011 03:03 PM

Final Approval Date: 10/13/2011



LSA Design, Inc.  
Northwestern Building  
219 North Second Street  
Suite 302  
Minneapolis, MN 55401  
T. 612.339.8729  
F. 612.339.7433  
www.lsadesigninc.com

Planning  
Architecture  
Urban Design

# Proposal

**To:** Brian Olson, Dir. Of Public Works  
**From:** James B. Lasher  
**Project:** Ramsey Municipal Parking Facility Skyway Addition  
**Subject:** Scope of Work and Fee Proposal for:  
Guardrail Enhancements at the Parking Deck  
**Date:** August 26, 2011

On August 25, 2011 we toured the Ramsey Municipal Parking Facility to review enhancements that the City would like to make to selected areas of the deck. There are basically three areas of work:

- Enclose all openings along the exterior openings on floors 2 and 3 and raise guardrail height on top floor at selected areas
- Enclose openings between floors at sloped ramp on all floors
- Provide sun screen protection on east side of parking deck at middle bay.

Based on our initial review of this work, we estimate that this Change Order will be between \$100,000 and \$200,000 depending on the level of improvement and design solutions.

The following is a series of Options on how to approach this issue and the fee's required for each.

## Option 1 – All Enhancements:

1. LSA will prepare two concepts to provide full enclosure at ALL openings within the parking deck on floors two and three, including sun screen areas at center-bay.
2. LSA will prepare two concepts to provide ornamental fencing on the top floor of the deck at areas identified around the corners of the structure.
3. LSA will prepare two concepts to enclose or limit access to the openings between floors along the center bays of the deck.
4. LSA will present concepts to city staff and work towards an agreeable Preferred Alternative.
5. LSA will prepare sufficient details drawings to describe the work and submit as a Request for Proposals to Knutson Construction for pricing.
6. LSA will review the quoted price with city staff and, if acceptable, prepare a Change Order for the work.
7. LSA will submit the Change Order to the City and MnDOT for review and approval. LSA will attend one City Council meeting to present the Change Order for consideration.
8. LSA will review shop drawings and observe the work as part of the CA phase of the Parking Deck project.

Option 1 Fee: \$5,500 plus normal Reimbursable Expenses  
Schedule: 3 to 5 weeks for Plans and Approvals

Option 2 – Limited Enhancements

1. LSA will prepare two concepts to provide ornamental fence only at areas identified on the top floor of the parking deck, including sun screen areas at center bay.
2. LSA will prepare two concepts to provide additional height to the existing pipe guardrails on floors two and three around the entire perimeter of the deck. (Note: This will not provide full enclosure for the openings. We anticipate this design will add up to 16” in height to the existing pipe guard rails.)
3. LSA will prepare one concept to enclose or limit access to the openings between floors along the center bays of the deck.
4. LSA will present concepts to city staff and work towards an agreeable Preferred Alternative.
5. LSA will prepare sufficient details drawings to describe the work and submit as a Request for Proposals to Knutson Construction for pricing.
6. LSA will review the quoted price with city staff and, if acceptable, prepare a Change Order for the work.
7. LSA will submit the Change Order to the City and MnDOT for review and approval. LSA will attend one City Council meeting to present the Change Order for consideration.
8. LSA will review shop drawings and observe the work as part of the CA phase of the Parking Deck project.

Option 2: \$3,900 plus normal reimbursable expenses.  
Schedule: 3-5 weeks for Plans and Approval

Please contact me with any further questions or comments.

C: William Fossing – LSA Design  
File











**Public Works Committee**

**6. 1.**

**Meeting Date:** 10/18/2011

**By:** MaryJo Warner, Engineering/Public Works

---

**Title:**

Update on Resident Concern at 5220 156th Lane NW

**Background:**

Attached is documentation for Committee review and information.

**Notification:**

**Observations:**

**Funding Source:**

n/a

**Staff Recommendation:**

**Committee Action:**

No formal action necessary - for review and informational purposes only.

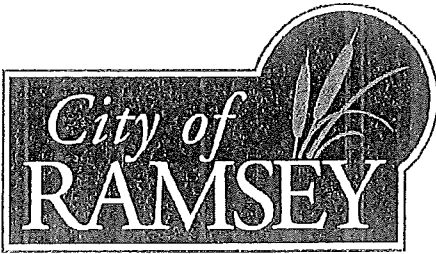
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**Attachments**

**Staff Input Attachments 10.18.11**

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	10/13/2011 08:51 AM
Kurt Ulrich	Kurt Ulrich	10/13/2011 03:51 PM
Form Started By: MaryJo Warner		Started On: 10/12/2011 03:15 PM
Final Approval Date: 10/13/2011		



7550 Sunwood Drive NW • Ramsey, Minnesota 55303  
City Hall: 763-427-1410 • Fax: 763-427-5543  
www.ci.ramsey.mn.us

October 11, 2011

Jason and Ruth Obermaier  
5220 156<sup>th</sup> Lane NW  
Ramsey, MN 55303

Re: Letter of Understanding - Septic Replacement

Dear Mr. and Mrs. Obermaier,

As previously discussed with you, this letter outlines our agreement related to the relocation of the sanitary septic system on your property located at 5220 156<sup>th</sup> Lane NW. The City of Ramsey will be preparing the final design and construction documents for you so that you may administer the project and contract directly with a contractor of your choice. This project entails the following:

- Relocation of the existing septic drain field.
- Tree removal as necessary to complete the project.
- Relocation of existing shrubs, as shown on the design, to the west property line to provide screening.
- Grading work to fill the depression at the rear of your property to alleviate the drainage concerns in that area.
- Relocation and/or repair of your existing irrigation system to facilitate this project.
- Final turf establishment in all areas disturbed by the construction activities.

The City will be responsible for the technical inspections and oversight during installation of the septic facilities, and will bear the cost of all these improvements. You will be required to administer the items related to final grading and turf establishment directly with the contractor, such that it meets your satisfaction. Following completion and acceptance the City will have no further obligation related to this matter.

Attached to this letter is the septic design, which has been prepared by Landform Engineering and is the basis for the work related to this project. By signing this letter you acknowledge the facts and obligations stated above, and agree that there will be no further recourse against the City as it relates to this work. Please feel free to contact me directly if you have any questions or concerns related to this matter, and thank you for your patience and cooperation through this process.

Sincerely,

Brian Olson, PE  
Public Works Director/Principal City Engineer

---

Jason Obermaier

---

Ruth Obermaier

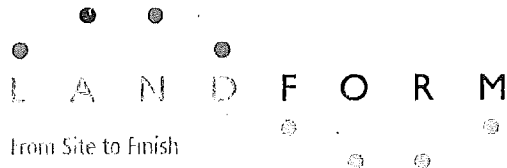


**City of Ramsey**

**5220 156<sup>th</sup> Lane NW  
Ramsey, MN**

**SEPTIC DESIGN**

**10/3/11**



L A N D F O R M

From Site to Finish

105 South Fifth Avenue  
Suite 513  
Minneapolis, MN 55401

Tel: 612-252-9070  
Fax: 612-252-9077  
www.landform.net

10/4311

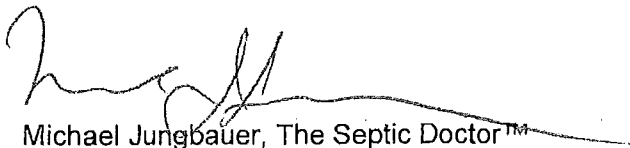
5220 156<sup>th</sup> Lane NW  
Ramsey, Mn,

Thank you for asking us to provide a septic design for your project in Ramsey. We have successfully completed projects of similar nature in the past and have the expertise to meet and exceed your expectations for this project.

We have estimated/designed a new, standard septic system (Type 1) for a 4-bedroom house. The details of this system are outlined within the project scope as follows.

- Design is to replace flooded trenches in rear lower yard.  
Existing system is non compliant due to lack of vertical separation.
- Pump and reuse existing compliant 1250 gallon septic tank..
- Install 1500 gallon reverse flow tank use 1000 gallon end for lift tank with pump and indoor alarm. Install in lower west end of yard below pool elevation. This may require a water proofed tank and dewatering.
- Use dropbox distribution of effluent. Pump to highest dropbox.
- Use schedule 40 piping throughout pressure distribution system.  
Verify all well and property line setbacks.
- As part of the scope of this project and to ensure quality control, we will divert water from system's surroundings on final grade, rope off the new septic site, keep all construction traffic off of the site before and after construction.

Sincerely,  
Landform



Michael Jungbauer, The Septic Doctor™  
MPCA License No. L3227

# Soil Boring Log

UNIVERSITY OF MINNESOTA  
ON-SITE  
SEWAGE  
TREATMENT  
PROGRAM



Date 9/30/2011

Time 4:30pm

Client/ Address: 5220 156th Lane NW

Landscape position

Back/ Side Slope

Legal Description/ GPS Boring 1

Vegetation

lawn grasses

Soil parent materials (Check all that apply)  Outwash  Lacustrine  Loess  Till  Alluvium  Bedrock  Organic

Soil survey map units

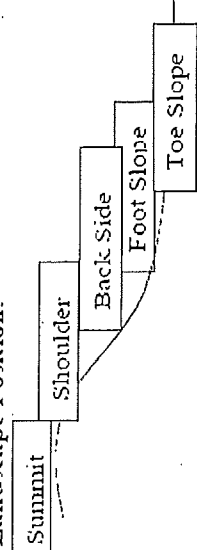
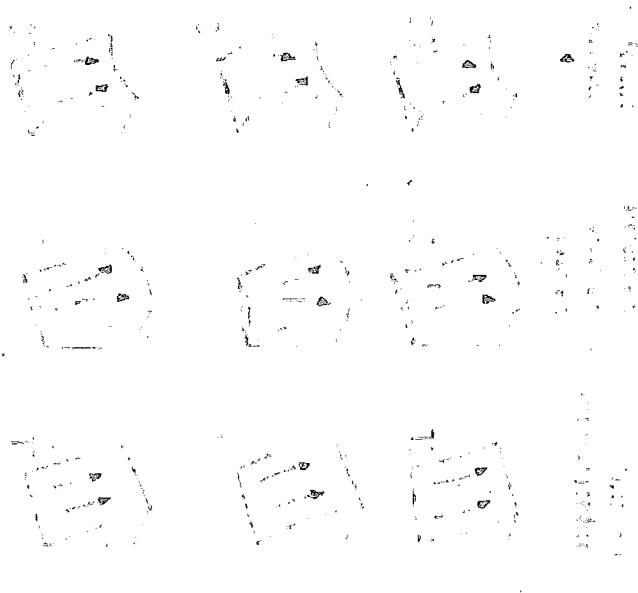
Slope % 6

Slope shape Convex, Concave

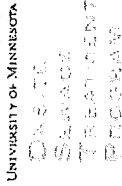
Structure-----I

Depth (in)	Texture	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Shape	Grade	Consistence
0-6"	fine loamy sand	10yr2/2				Granular	Structureless	Loose
6-12"	medium loamy sand	10yr3/2				Single grain	Structureless	Loose
12-36"	medium loamy sand	10yr3/3				Single grain	Structureless	Loose
36-72"	medium loamy sand	10yr4/4				Single grain	Structureless	Loose
72-84"	medium loamy sand	10yr5/4				Single grain	Structureless	Loose

Comments

<p><b>Textures:</b></p> <p>c-clay</p> <p>sic-silty clay</p> <p>sc-sandy clay</p> <p>cl-clay loam</p> <p>sicl-silty clay loam</p> <p>scl-sandy clay loam</p> <p>si-silt</p> <p>sil-silt loam</p> <p>l-loam</p> <p>sl-sandy loam*</p> <p>ls-loamy sand*</p> <p>s-sand*</p>	<p><b>Subsoil Indicator(s) of Saturation:</b></p> <p>S1. Distinct gray or red redox features</p> <p>S2. Depleted matrix (value &gt;/=4 and chroma &lt;/=2)</p> <p>S3. 5Y chroma &lt;/= 3</p> <p>S4. 7.5 YR or redder faint redox concentrations or redox depletions</p> <p>If yes to one of the above indicators then:</p> <p><b>Topsoil Indicator(s) of Saturation:</b></p> <p>T1. Wetland Vegetation</p> <p>T2. Depressional Landscape</p> <p>T3. Organic texture or organic modifiers</p> <p>T4. N 2.5/ 0 color</p> <p>T5. Redox features in topsoil</p> <p>T6. Hydrolic indicators</p>	<p><b>Landscape Position:</b></p>  <p><b>Consistence:</b></p> <p><u>Loose-</u></p> <p><u>Friable-</u></p> <p><u>Firm-</u></p> <p><u>Extremely firm-</u></p> <p><u>Rigid-</u></p> <p>Intact specimen not available</p> <p>Slight force between fingers</p> <p>Moderate force between fingers</p> <p>Moderate force between hands or slight foot pressure</p> <p>Foot pressure</p>	<p><b>Slope Shape:</b></p> <p>Slope shape is described in two directions: up and down slope (perpendicular to the contour), and across slope (along the horizontal contour); e.g. Linear, Convex or LV.</p> 
<p><b>Soil Structure</b></p> <p><b>Grade:</b></p> <p><u>Weak-</u></p> <p><u>Moderate-</u></p> <p><u>Strong-</u></p> <p><u>Loose-</u></p>	<p>Poorly formed, indistinct peds, barely observable in place</p> <p>Well formed, distinct peds, moderately durable and evident, but not distinct in undisturbed soil</p> <p>Durable peds that are quite evident in un-displaced soil, adhere weakly to one another, withstand displacement, and become separated when soil is disturbed</p> <p>No peds, sandy soil</p>	<p><b>Soil Structure</b></p> <p><b>Shape:</b></p> <p><u>Granular-</u></p> <p><u>Platy-</u></p> <p><u>Blocky-</u></p> <p><u>Prismatic-</u></p> <p><u>Single Grain-</u></p> <p><u>Massive-</u></p>	<p>The peds are approximately spherical or polyhedral and are commonly found in topsoil. These are the small, rounded peds that hang onto roots when soil is turned over.</p> <p>Platy structure is commonly found in forested areas just below the leaf litter or shallow topsoil.</p> <p>The peds are block-like or polyhedral, and are bounded by flat or slightly rounded surface that are casting of the faces of surrounding peds. Blocky structure is commonly found in the lower topsoil and subsoil.</p> <p>Flat or slightly rounded vertical faces bound the individual peds. Peds are distinctly longer vertically, and faces are typically cast or molds of adjoining peds. Prismatic structure is commonly found in the lower subsoil.</p> <p>The structure found in a sandy soil. The individual particles are not held together.</p> <p>No observable aggregates, or no orderly arrangement of natural lines of weakness.</p>

# Soil Boring Log



Client/ Address: 5220 156th Lane NW

Legal Description/ GPS Boring 2

Soil parent materials  Outwash  Lacustrine  Loess  
 (Check all that apply)  Till  Alluvium  Bedrock  Organic

Soil survey map units

NyC Slope shape Slope %

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60-84"	medium loamy sand	10yr5/4				Single grain	Structureless	Loose

Landscape position

Vegetation

Back/ Side Slope

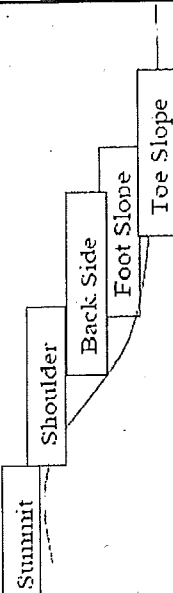
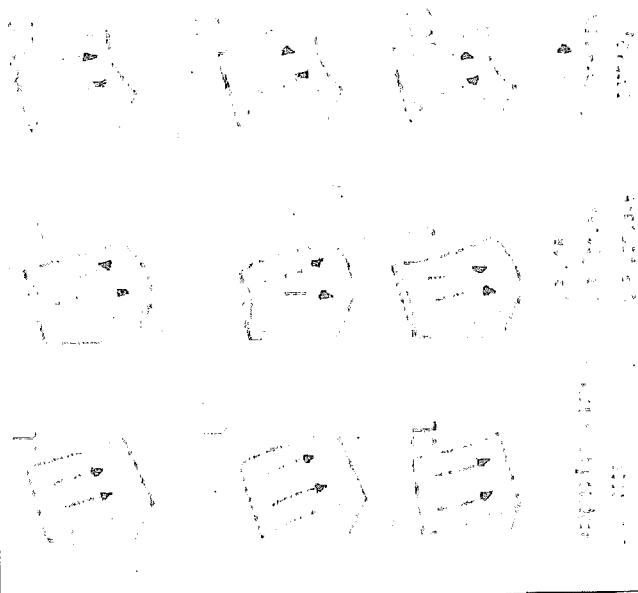
lawn grasses

Date 9/30/2011

Time 4:30pm

6

Comments

<p><b>Textures:</b></p> <p>c-clay sic-silty clay sc-sandy clay cl-clay loam sicl-silty clay loam scl-sandy clay loam si-silt sil-silt loam l-loam sl-sandy loam* ls-loamy sand* s-sand*</p>	<p><b>Subsoil Indicator(s) of Saturation:</b></p> <p>S1. Distinct gray or red redox features S2. Depleted matrix (value &gt;/=4 and chroma &lt;/=2) S3. 5Y chroma &lt;/= 3 S4. 7.5 YR or redder faint redox concentrations or redox depletions</p> <p>If yes to one of the above indicators then:</p> <p><b>Topsoil Indicator(s) of Saturation:</b></p> <p>T1. Wetland Vegetation T2. Depressional Landscape T3. Organic texture or organic modifiers T4. N 2.5/ 0 color T5. Redox features in topsoil T6. Hydrolic indicators</p>	<p><b>Landscape Position:</b></p> 
<p><b>Soil Structure</b></p> <p><b>Grade:</b></p> <p><u>Weak-</u> Poorly formed, indistinct peds, barely observable in place</p> <p><u>Moderate-</u> Well formed, distinct peds, moderately durable and evident, but not distinct in undisturbed soil</p> <p><u>Strong-</u> Durable peds that are quite evident in un-displaced soil, adhere weakly to one another, withstand displacement, and become separated when soil is disturbed</p> <p><u>Loose-</u> No peds, sandy soil</p>	<p><b>Consistence:</b></p> <p><u>Loose-</u> <u>Friable-</u> <u>Firm-</u> <u>Extremely firm-</u> <u>Rigid-</u></p>	<p>Intact specimen not available Slight force between fingers Moderate force between fingers Moderate force between hands or slight foot pressure Foot pressure</p>
<p><b>Soil Structure</b></p> <p><b>Shape:</b></p> <p><u>Granular-</u> The peds are approximately spherical or polyhedral and are commonly found in topsoil. These are the small, rounded peds that hang onto roots when soil is turned over.</p> <p><u>Platy-</u> Platy structure is commonly found in forested areas just below the leaf litter or shallow topsoil.</p> <p><u>Blocky-</u> The peds are block-like or polyhedral, and are bounded by flat or slightly rounded surface that are casting of the faces of surrounding peds. Blocky structure is commonly found in the lower topsoil and subsoil.</p> <p><u>Prismatic-</u> Flat or slightly rounded vertical faces bound the individual peds. Peds are distinctly longer vertically, and faces are typically cast or molds of adjoining peds. Prismatic structure is commonly found in the lower subsoil.</p> <p><u>Single Grain-</u> The structure found in a sandy soil. The individual particles are not held together.</p> <p><u>Massive-</u> No observable aggregates, or no orderly arrangement of natural lines of weakness.</p>	<p><b>Slope Shape:</b></p> <p>Slope shape is described in two directions: up and down slope (perpendicular to the contour), and across slope (along the horizontal contour); e.g. Linear, Convex or LV.</p> 	<p><b>Slope Shape:</b></p> <p>Slope shape is described in two directions: up and down slope (perpendicular to the contour), and across slope (along the horizontal contour); e.g. Linear, Convex or LV.</p>

# Design Flow and Soil Worksheet



## 1. AVERAGE DESIGN FLOW:

A. Estimated Flow (GPD):

or Measured Flow (GPD): (flow times safety factor)  gpd X  =  gpd

Design Flow:  Gallons Per Day (GPD)

B. Septic Tank capacity:  Gallons

Number of Septic Tanks or Compartments:

Effluent Screen & Alarm?

\* Note: If a garbage disposal unit or other appliance with garbage grinding abilities (i.e. dishwashers) is anticipated or installed, or if sewage is pumped to the septic tank, the septic tank capacity must be increased by 50% and multiple tanks or compartments must be used, plus an effluent screen with an alarm.

Number of Bedrooms	Classification of Dwelling			
	I	II	III	IV
2 or less	300	225	180	*
3	450	300	218	*
4	600	375	256	*
5	750	450	294	*
6	900	525	332	*

Number of Bedrooms	Septic Tank Liquid Minimum Capacities (Gallons)	Capacity with Garbage Disposal and/or Sewage Pumped to Tank*
3 or less	1,000	1,500
4 or 5	1,500	2,250
6 or 7	2,000	3,000
8 or 9	2,500	3,750

\* Flows for Classification IV dwellings are 60 percent of the values as determined for Classification I, II or III systems.

## 2. SITE EVALUATION:

A. Depth to Limiting Layer:  inches  ft

B. Maximum Depth of system:  inches  ft  
(a negative number means a mound system is required)

C. Type of Soil Treatment and Dispersal Area:

D. Type of Distribution:

E. Landscape Position:

F. Soil Texture Group Number:  Rise  Run

G. Percent Land Slope:  % Slope =  ÷  x 100 =

Treatment Levels of BOD	BOD (mg/L)
Level C	125
Level B	25
Level A	15

## 3. SOIL LOADING RATES: Use either A. or B. below

A. 7080 Table IX  
DETAILED SOIL DESCRIPTIONS (SOIL PIT REQUIRED)

Texture:

Texture Group:

Structure:

Grade:

Consistence:

Select Soil Loading Rate:

B. 7080 Table IXa

PERCOLATION TEST SIZING	LOADING RATE (GPD/ft <sup>2</sup> )
Faster than 0.1"	0.00
0.1 to 5"	1.20
0.1 to 5 (soil texture groups 3 & 5)	0.60
6 to 15	0.78
16 to 30	0.60
31 to 45	0.50
46 to 60	0.45
61-120	0.24
Slower than 120	0.00

\*Rapidly permeable soils: see 7080.2260

Slowest measured percolation rate:

Select Soil Loading Rate:

Soil Texture	Group #
Coarse Sand	1
Medium Sand	2
Fine Sand	3
Coarse Loamy Sand	4
Medium Loamy Sand	4
Fine Loamy Sand	5
Very Fine Loamy Sand	5
Coarse Sandy Loam	6
Medium Sandy Loam	6
Fine Sandy Loam	7
Very Fine Sandy Loam	7
Loam	8
Silt Loam	9
Clay Loam	10
Silty Clay Loam	10
Sandy Clay Loam	10
Silty Clay	11
Sandy Clay	11
Clay	11

C. Design Loading Rate:

## 4. ORGANIC LOADING (if pretreatment is being used)

Organic Loading = Design Flow X Estimated BOD in mg/L in the effluent X 8.35 ÷ 1,000,000 (See Table III)

gpd X  mg/L X 8.35 ÷ 1,000,000 =  lbs BOD

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Michael J Jungbauer  
(Designer)

(Signature)

L3227  
(License #)

10/3/2011  
(Date)

# Trench & Bed Design Worksheet

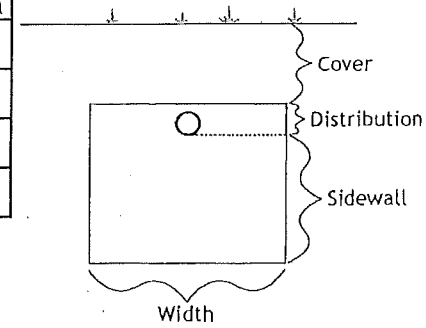


## 1. SYSTEM SIZING:

- A. Design Flow:  GPD      B. Maximum Depth:  inches
- C. Loading Rate:  ft<sup>2</sup>/GPD
- D. Required Bottom Area: Design Flow (1.A) ÷ Loading Rate (1.C) = Required Bottom Area  
 ÷  =  ft<sup>2</sup>
- E. Select Dispersal Media:     Rock       Chambers       Gravelless Pipe  
 Other Approved Media
- F. Select Distribution Method:     Pressure (required for rapidly permeable soils)  
 Gravity-Drop Box  
 Gravity-Other
- G. Select Dispersal Type:     Trench       Bed (<6% Slope)

## 2. TRENCH CONFIGURATION:

A.	Required trench bottom area (ft <sup>2</sup> ): (from 4A)	Sidewall Absorption (inches)	Bottom Area Reduction	Bottom Area Multiplier	Reduced trench bottom area
	1000	6 to 11	0%	1	1000
		12 to 17	20%	0.8	800
		18 to 23	34%	0.66	660
		24	40%	0.6	600



- B. Select Sidewall Height:  inches =  ft
- C. Required Bottom Area:  ft<sup>2</sup>
- D. Select Trench Width:  ft
- E. Total Required Trench Length: Bottom Area (2.C) ÷ Trench Width (2.D) = Total Required Trench Length  
 ft<sup>2</sup> ÷  =  ft
- F. Select Trench Spacing:  ft (typically 5 - 12 ft)
- G. Calculate Lawn Area: Trench Length (2.E) X Trench Spacing (2.F) = ft<sup>2</sup> lawn area  
 X  =  ft<sup>2</sup> lawn area
- H. If using rock or substitute, select Depth Required to Cover Distribution Pipe:  
 ft (0.33 for pressure, 0.5 for gravity)
- I. Calculate Rock Volume: (Sidewall Height (2.B) + Depth to Cover Pipe (2.H)) X Bottom Area (2.C) = cubic feet  
 +  ) X  =  ft<sup>3</sup>  
 Divide ft<sup>3</sup> by 27 ft<sup>3</sup>/yd<sup>3</sup> to calculate cubic yards:  
 ft<sup>3</sup> ÷ 27 =  yd<sup>3</sup>

**3. BED CONFIGURATION:(less than 6% slope)**

- A. Required *Bottom Area*:  ft<sup>2</sup>
- B. Select size *Multiplier*:  1.0 = pressurized  
 1.5 = gravity (not allowed in rapidly permeable soils)
- Designed Bottom Area*:  ft<sup>2</sup>
- C. Select *Bed Width*:  ft      Maximum width = 25 ft. (pressurized)  
 Maximum width = 12 ft. (gravity)
- D. Calculate *Bed Length*: *Designed Bottom Area* (3.B) ÷ *Bed Width* (3.C) = *Length*  
 ft<sup>2</sup> ÷  ft =  ft
- E. Select *Sidewall Absorption*:  inches below the pipe =  ft
- F. Calculate *Rock Volume*: (*Rock Depth* (3.E) + 0.5 foot) X *Adjusted Bottom Area* (3.B) = ft<sup>3</sup>  
 (  ft + 0.5 ) X  =  ft<sup>3</sup>
- Calculate *Volume in cubic yards*: *Rock volume in cubic feet* (3.F) ÷ 27 = *cubic yards*  
 ÷ 27 =  yd<sup>3</sup>

**4. ORGANIC LOADING: (if pretreatment is being used)**

- A. *Organic Loading* = *Design Flow* X *Estimated BOD* in mg/L in the effluent X 8.35 ÷ 1,000,000 (See Table III)  
 X  mg/L X 8.35 ÷ 1,000,000 =  lbs BOD
- B. Calculate *System Organic-Loading*: *lbs. BOD* (4.A) ÷ *Bottom Area* (2.C) or (3.B) = *lbs/day/ft<sup>2</sup>*  
 lbs ÷  ft<sup>2</sup> =  lbs/day/ft<sup>2</sup>

Table III (7083.4030)	
BOD Treatment	BOD (mg/L)
Level A	15
Level B	25
Level C	125

Comments:

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Michael Jungbauer

(Designer)

  
 (Signature)

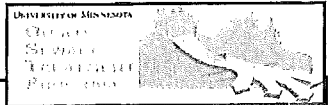
L3227

(License #)

10/3/2011

(Date)

# Pump Selection Design Worksheet



## 1. PUMP CAPACITY

### 1. Pumping to Gravity Distribution

- A. Minimum discharge is 10 GPM (15 GPM recommended)  
 B. Maximum discharge is 45 GPM.

15 GPM

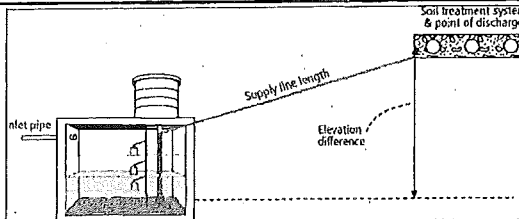
### 2. Pressure Distribution - See Pressure Distribution Worksheet

Required Flow Rate (Line 20 of Pressure Distribution Worksheet)

15 GPM

## 2. HEAD REQUIREMENTS

3. Elevation Difference  ft  
 between pump and point of discharge:



4. Distribution Head Loss:  ft

Distribution Head Loss		
Gravity Distribution = 0ft		
Pressure Distribution based on Minimum Average Head Value on Pressure Distribution Worksheet:		
1 ft	=	5ft
2ft	=	6ft
5ft	=	10ft

Additional Head Loss:  ft  
 (due to special equipment, etc.)

### Friction Loss

5. Supply Pipe Diameter:  Inches

6. Based on Friction Loss in Plastic Pipe per 100ft from Table I:

Friction Loss =  ft per 100ft of pipe

Flow Rate (GPM)	Nominal Pipe Diameter				
	1	1¼	1½	2	3
10	5.51	1.45	0.69	0.20	-
12	7.72	2.03	0.96	0.28	-
14	10.27	2.70	1.28	0.38	-
16	13.14	3.46	1.63	0.48	-
18	-	4.30	2.03	0.60	-
20	-	5.23	2.47	0.73	0.11
25	-	7.90	3.73	1.11	0.16
30	-	11.07	5.23	1.55	0.23
35	-	14.73	6.96	2.06	0.30
40	-	-	8.91	2.64	0.39
45	-	-	11.07	3.28	0.48
50	-	-	13.46	3.99	0.58
55	-	-	-	4.76	0.70
60	-	-	-	5.60	0.82
65	-	-	-	6.48	0.95
70	-	-	-	7.44	1.09

7. Determine *Equivalent Pipe Length* from pump discharge to soil dispersal area discharge point. Estimate by adding 25% to supply pipe length for fitting loss.  
*Supply Pipe Length X 1.25 = Equivalent Pipe Length*

Supply Pipe Length:  ft X 1.25 =  ft

8. Calculate *Supply Friction Loss* by multiplying *Friction Loss Per 100ft* (Line 6) by the *Equivalent Pipe Length* (Line 7) and divide by 100.

Supply Friction Loss =  
 ft per 100ft X  ft + 100 =  ft

10. *Total Head* requirement is the sum of the *Elevation Difference* (Line 3), the *Distribution Head Loss* (Line 4), and the *Supply Friction Loss* (Line 8)

ft +  ft +  ft

Total Head Required:  ft

## 3. PUMP SELECTION

A pump must be selected to deliver at least 15 GPM (Line 1 or Line 2) with at least 13 feet of total head.

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Michael J Jungbauer

(Designer)

(Signature)

L3227

(License #)

October 3, 2011

(Date)

# Pump Tank Sizing, Dosing and Float and Timer Setting Design Worksheet



## 1. DETERMINE AREA AND GALLONS PER INCH

1. A. Rectangle area = Length (L) X Width (W)

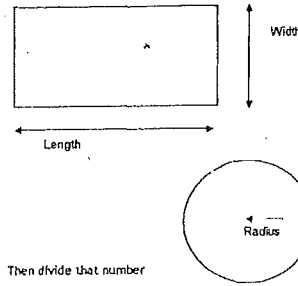
$$6.0 \text{ ft} \times 8.0 \text{ ft} = 48.0 \text{ ft}^2$$

- B. Circle area =  $\pi r^2$  (3.14159) X radius X radius

$$3.14 \times \text{Radius}^2 = \text{Area} \text{ ft}^2$$

- C. Get area from manufacturer

$$\text{Area} \text{ ft}^2$$



2. Calculate Gallons Per Inch:

There are 7.48 gallons per cubic foot. Therefore, multiply the area from 1.A, 1.B, or 1.C by 7.48 to determine how many gallons the tank holds. Then divide that number by 12 to calculate the gallons per inch.

$$(\text{Area} \times 7.48 \text{ gallons/ft}^3) / (12 \text{ in/ft}) = 48.0 \text{ ft}^2 \times 7.5 \div 12 \text{ in/ft} = 29.9 \text{ Gallons Per Inch}$$

## 2. TANK CAPACITY

3. Select the required Minimum Tank Capacity based on the table to the right

600 Gallons

4. Calculate Total Tank Volume

- A. Depth from bottom of Inlet pipe to tank bottom:

48 in

- B. Total Tank Volume = Depth from bottom of Inlet pipe (Line 4.A) X Gallons/Inch (Line 2)

$$48 \text{ in} \times 29.9 \text{ Gallons Per Inch} = 1436.16 \text{ Gallons}$$

5. Calculate Volume to Cover Pump (The Inlet of the pump must be at least 4-inches from the bottom of the pump tank & 2-3 inches of water covering the pump is recommended)

(Pump and block height + 2 inches) X Gallons Per Inch (Line 2)

$$(4 + 2 \text{ inches}) \times 29.9 \text{ Gallons Per Inch} = 179.52 \text{ Gallons}$$

Design Flow (Gallons Per Day)	Minimum Pump Tank Capacity (Gallons)	
0-600	500	or Alternating Dual Pumps
601-4,999	100% of the Design Flow	or Alternating Dual Pumps
5,000-9,999	50% of the Design Flow	and Alternating Dual Pumps

Volume of Liquid In Pipe	
Pipe Diameter (inches)	Liquid Per Foot (Gallons)
1	0.045
1.25	0.078
1.5	0.110
2	0.170
3	0.380
4	0.661

## 3. DOSING VOLUME

7. Calculate Minimum Pumpout Volume (5 times Volume of Supply and Distribution Pipes)

Volume of Distribution Piping - Line 17 of the Pressure Distribution Worksheet

Gallons

Minimum Pumpout Volume = Volume of Distribution Piping X 5

$$\text{Volume} \times 5 = 125 \text{ Gallons}$$

8. Calculate Maximum Pumpout Volume (25% of Design Flow)

$$\text{Design Flow: } 600 \text{ GPD} \times 0.25 = 150 \text{ Gallons}$$

9. Dosing Volume = Select a volume for 4-5 doses per day and is between the minimum (Line 7) and maximum (Line 8) pumpout volume:

125 Gallons

10. Calculate Doses Per Day = Design Flow / Dosing Volume

$$600 \div 125 = 4.8 \text{ Doses Per Day}$$

11. Calculate Drainback:

- A. Diameter of Supply Pipe =

2 inches

- B. Length of Supply Pipe =

105 feet

- C. Volume of Liquid Per Lineal Foot of Pipe =

0.170 Gallons

- D. Drainback = Length of Supply Pipe X Volume of Liquid Per Lineal Foot of Pipe

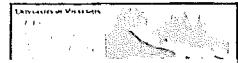
$$105 \times 0.170 = 17.9 \text{ Gallons}$$

12. Total Dosing Volume = Dosing Volume (Line 9) minus Drainback (Line 11.D)

$$125 - 17.9 = 142.9 \text{ Gallons}$$

## 4. FLOAT AND TIMER SETTINGS

# Pump Tank Sizing, Dosing and Float and Timer Setting Design Worksheet



## A. DEMAND DOSE FLOAT SETTINGS

13. Calculate Float Separation Distance using Dosing Volume.

Dosing Volume (Line 12) / Gallons Per Inch (Line 2)

$$\boxed{125} \div \boxed{29.9} = \boxed{4.2} \text{ Inches}$$

14. Calculate Gallons for Alarm (typically 2-3 Inches)

Alarm Depth (Inch) x Gallons Per Inch (Line 2)

$$\boxed{2} \times \boxed{29.9} = \boxed{59.8} \text{ Gallons}$$

15. Calculate Total Gallons = Gallons Over Pump (Line 5) + Dosing Volume (Line 9) + Gallons for Alarm (Line 14)

$$\boxed{180} + \boxed{125.0} + \boxed{60} = \boxed{364} \text{ Gallons}$$

16. Minimum Tank Depth = Total Gallons (Line 15) / Gallons Per Inch (Line 2)

$$\boxed{364} \div \boxed{29.9} = \boxed{12} \text{ Inches}$$

17. Measuring from bottom of tank:

A. Distance to set Pump Off Float = Pump Height + Block Height (Line 5) + 2 Inches

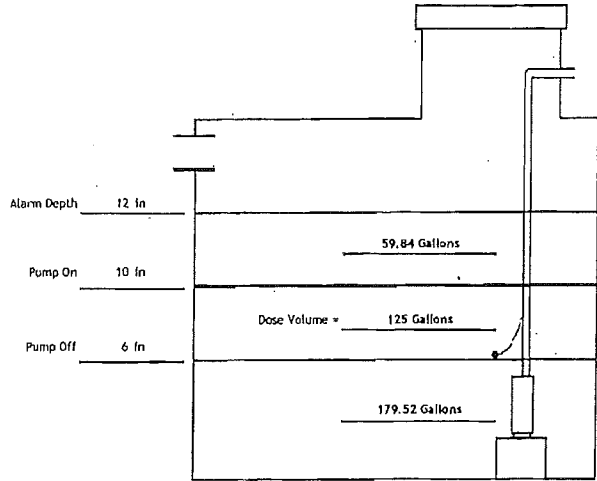
$$\boxed{4} + \boxed{2} = \boxed{6} \text{ Inches}$$

B. Distance to set Pump On Float = Distance to set Pump-Off Float (Line 17.A) + Float Separation Distance (Line 13)

$$\boxed{6} + \boxed{4.2} = \boxed{10} \text{ Inches}$$

C. Distance to set Alarm Float = Distance to set Pump-On Float (17.B) + Alarm Depth (Line 14)

$$\boxed{10} + \boxed{2.0} = \boxed{12} \text{ Inches}$$



## B. TIME/DOSING SETTINGS

18. Required Flow Rate:

A. From Design (Line 20 of Pressure Distribution Worksheet):  GPM

Or calculated: GPM = Change in Depth (in) x Gallons Per Inch (Line 2) / Time Interval in Minutes

$$\boxed{\phantom{000}} \times \boxed{29.9} \div \boxed{\phantom{000}} = \boxed{\phantom{000}} \text{ GPM}$$

19. Choose a Flow Rate from Line 18.A or 18.B above.  GPM

20. Calculate TIMER ON setting:

Dosing Volume (Line 9) / GPM (Line 18)

$$\boxed{125} \div \boxed{\phantom{000}} = \boxed{\phantom{000}} \text{ Minutes ON}$$

21. Calculate TIMER OFF setting:

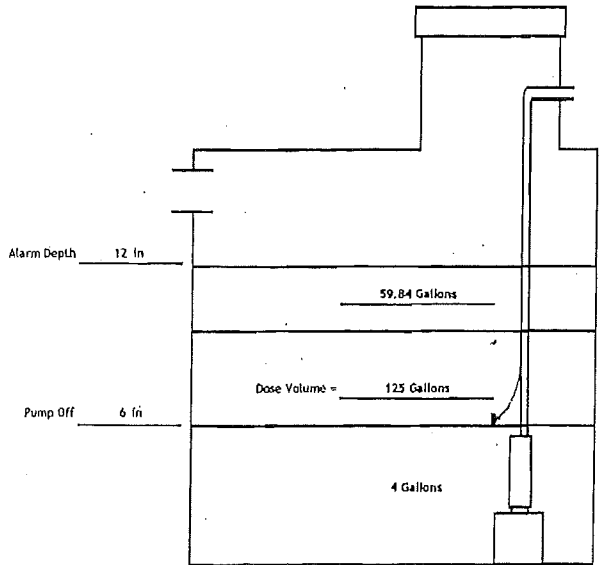
Minutes Per Day (1440) / Doses Per Day (Line 10) - Minutes On (Line 17)

$$1440 \div \boxed{4.8} - \boxed{\phantom{000}} = \boxed{\phantom{000}} \text{ Minutes OFF}$$

22. Measuring from bottom of tank:

Distance to set Pump Off Float = Gallons to Cover Pump (Line 5) / Gallons Per Inch (Line 2):

$$\boxed{179.52} \div \boxed{29.9} = \boxed{6} \text{ Inches}$$



Note: Installer, designer or service provider needs to verify actual GPM of pump installed based on pump calibration measurements to ensure that the timer settings established here are accurate or need to be adjusted.

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Michael J Jungbauer

L3227

10/3/2011

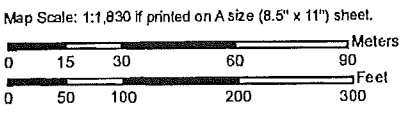
(Designer)

(Signature)

(License #)





































(Date)

Soil Map—Anoka County, Minnesota



Soil Map--Anoka County, Minnesota

**MAP LEGEND**

	Area of Interest (AOI)		Very Stony Spot
<b>Soils</b>			Wet Spot
	Soil Map Units		Other
<b>Special Point Features</b>		<b>Special Line Features</b>	
	Blowout		Gully
	Borrow Pit		Short Steep Slope
	Clay Spot		Other
	Closed Depression	<b>Political Features</b>	
	Gravel Pit		Cities
	Gravelly Spot	<b>Water Features</b>	
	Landfill		Streams and Canals
	Lava Flow	<b>Transportation</b>	
	Marsh or swamp		Rails
	Mine or Quarry		Interstate Highways
	Miscellaneous Water		US Routes
	Perennial Water		Major Roads
	Rock Outcrop		Local Roads
	Saline Spot		
	Sandy Spot		
	Severely Eroded Spot		
	Sinkhole		
	Slide or Slip		
	Sodic Spot		
	Spoil Area		
	Stony Spot		

**MAP INFORMATION**

Map Scale: 1:1,830 if printed on A size (8.5" x 11") sheet.

The soil surveys that comprise your AOI were mapped at 1:15,840.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for accurate map measurements.

Source of Map: Natural Resources Conservation Service  
 Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>  
 Coordinate System: UTM Zone 15N NAD83

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Anoka County, Minnesota  
 Survey Area Data: Version 8, Dec 14, 2009

Date(s) aerial images were photographed: 7/18/2003

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Map Unit Legend

Anoka County, Minnesota (MN003)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
NyB	Nymore loamy sand, 2 to 6 percent slopes	1.6	10.8%
NyC	Nymore loamy sand, 6 to 12 percent slopes	11.2	76.3%
ZmB	Zimmerman fine sand, 2 to 6 percent slopes	1.9	12.9%
<b>Totals for Area of Interest</b>		<b>14.7</b>	<b>100.0%</b>

**CC Regular Session**

**7. 1.**

**Meeting Date:** 11/07/2011

**By:** Jim Way, Police

**Information**

**Title:**

Introduce Ordinance Amending City Code Section 54-96 through 102 Titled Recreational Vehicles

**Background:**

At a City Council Work Session on November 1, 2011, the Ramsey City Council discussed changes to the Recreational Vehicle Ordinance. Council members had received requests from citizens asking that the city open up more areas to snowmobiling. Several items were discussed at the work session including permitting. The consensus was to allow snowmobiles on the roadways in the "Designated Non-use Area" and to create a route through the River's Bend Park parking lot to the Rum River. Staff was directed to make the recommended changes to the City Code and to bring that forward to the next next Council Meeting.

One area that was not discussed was the use of snowmobiles with "studs" on the roadway. Staff is proposing a new section prohibiting the use of "studs" on the roadway. Council may wish to discuss this further.

City Charter (Section 3.5) requires that the introduction and adoption of an ordinance occur at two separate meetings at least three days apart. Consequently, upon introduction of this ordinance, staff will bring it back to the November 22 City Council meeting for formal adoption. It will then be published in the *Anoka County Union* and will be effective 30 days following that publication - on or about December 25, 2011.

**Recommendation:**

Staff recommends the introduction and finally adoption of the revised Recreational Vehicle Ordinance as presented.

**Funding Source:**

None required

**Council Action:**

Motion to introduce Ordinance #11-XXX amending City Code Section 54-96 through 102 Titled Recreational Vehicles.

**Attachments**

City Code re Rec Vehicles

Rec Veh Ordinance

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Jo Thieling	Jo Thieling	11/02/2011 01:32 PM
Kurt Ulrich	Jo Thieling	11/02/2011 01:38 PM
Kurt Ulrich	Jo Thieling	11/03/2011 09:47 AM
Form Started By: Jim Way		Started On: 11/02/2011 10:18 AM

Final Approval Date: 11/03/2011

## ARTICLE IV. - RECREATIONAL VEHICLES <sup>[35]</sup>

<sup>(35)</sup> **State Law reference**— Off-highway vehicles, Minn. Stats. § 84.771 et seq.; off-road motorcycles, Minn. Stats. § 84.787 et seq.; off-road vehicles, Minn. Stats. § 84.797 et seq.; snowmobiles, Minn. Stats. § 84.41 et seq.

Sec. 54-96. - Purpose.

Sec. 54-97. - Definitions.

Sec. 54-98. - Operation limitations.

Sec. 54-99. - Towing restriction.

Sec. 54-100. - Equipment requirements.

Sec. 54-101. - Test driving.

Sec. 54-102. - Map.

### **Sec. 54-96. - Purpose.**

The purpose of this article is to provide reasonable regulations for the use of snowmobiles, all-terrain vehicles (ATVs), off-highway motorcycles and other Recreational Vehicles on public and private property in the city. This article is not intended to allow what the Minnesota Statutes expressly prohibit nor to prohibit what the state statutes allow. It is intended to prevent a public nuisance.

(Code 1978, § 6.04.01; Ord. No. 88-1, 2-25-1988)

### **Sec. 54-97. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Agricultural Zone* means the areas in the state lying south and west of a line along the following highway rights-of-way: starting at the North Dakota border, the line goes east along State Highway 10 to State Highway 23, then follows Highway 23 east to State Highway 95, which it follows to the Wisconsin border.

*All-Terrain Vehicle (ATV)* means a motorized flotation-tired vehicle of not less than three but not more than six low-pressure tires.

*Boulevard* means that portion of the street or highway between the roadway and private property.

*Designated ~~Non-Use Area~~ Restricted Use Area* means that area south of a straight line running from east to west at the 16700 block, starting at the Rum River on the east and running to the City of Elk River border on the west. Within the ~~Non-Use~~ Restricted Use Area, access to Elmcrest Park and Central Park will be made and restricted to loading and unloading of snowmobiles and ATVs in the parking lots only. A Designated Route from the parking lot will be clearly posted to allow access to the Designated Route on 167th Avenue from Elmcrest Park. A Designated Route from the parking lot of Central Park will be clearly posted to allow access to Armstrong Boulevard for direct northbound travel to the Designated Use Area.

*Designated ~~trail~~ Route* shall mean a clearly marked route for Recreational Vehicles to follow.

PART II - CODE OF ORDINANCES  
Chapter 54 - TRAFFIC AND VEHICLES  
ARTICLE IV. - RECREATIONAL VEHICLES

*Designated Use Area* means the area north of a straight line running from east to west at the 16700 block, starting at the Rum River on the east and running to the City of Elk River border on the west.

*Go-carts* means a low, four-wheeled motorized device with an open or closed frame designed and used for off-road operation.

*Minibikes* means small, two-wheeled motorized devices designed for off-road operation. Minibikes may include miniature motorcycles and do not qualify as a moped, motorcycle or an ATV.

*Off-highway motorcycle (OHM)* means vehicles traveling on two wheels with a seat to be straddled by the operator with handlebars for steering control. OHMs may include some dirt bikes.

*Operate* means to ride in or on, and control the operation of a Recreational Vehicle.

*Operator* means every person who operates, or is in actual physical control of a Recreational Vehicle.

*Public property* means property that may be used by the public, subject to reasonable regulation by a governmental body. Such property includes city parks, city parking lots and public school parking lots and grounds.

*Recreational Vehicle* means all-terrain vehicles, snowmobiles, off-highway motorcycles, minibikes, go-carts, and other motorized vehicles, that by their Use, fit this definition.

*Roadway* means that portion of a street or highway improved, designed or ordinarily used for vehicular travel but not including the boulevard. For the purposes of this article, roadways not dedicated for public Use and not maintained by the city are not included within this definition.

*Semi-public property* means private property generally for Use by the public but not owned or maintained by a governmental body. Such property includes without limitation: church property, shopping center property and other property generally used by patrons of a commercial or private business establishment.

*Snowmobile* means a self-propelled vehicle designed for travel on snow or ice steered by skis or runners.

*Street or highway* means the entire width between boundary lines of any way or place when any part thereof is open to the Use of the public, as a matter of right, for the purpose of vehicular traffic (includes the right-of-way or boulevard). For the purposes of this article, streets or highways not dedicated for public Use and not maintained by the city are not included within this definition.

*Test drive* means the operation of a Recreational Vehicle for evaluation purposes.

(Code 1978, § 6.04.03; Ord. No. 88-1, 2-25-1988; Ord. No. 09-14, § 1, 9-22-2009)

**Sec. 54-98. - Operation limitations.**

(a) ~~Designated Non-Use Areas~~ Restricted Area. Recreational Vehicles may not be operated in the Designated ~~Non-Use Areas~~ Restricted Areas except in those limited areas where permitted as follows:

- (1) Within the ~~Non-Use~~ Restricted Area, access to Elmcrest Park and Central Park will be made and restricted to loading and unloading of snowmobiles and ATV's in the parking lots only.
- (2) A Designated Route from the parking lot will be clearly posted to allow access to 167th Avenue from Elmcrest Park. A Designated Route from the parking lot of Central Park will be clearly posted to allow access to Armstrong Boulevard for direct travel to the Designated ~~trail~~ Route.

PART II - CODE OF ORDINANCES  
Chapter 54 - TRAFFIC AND VEHICLES  
ARTICLE IV. - RECREATIONAL VEHICLES

(3) On a Designated Route through the River's Bend Park parking lot that allows access to the Rum River trail.

(3)(4) On any clearly marked Designated ~~trail~~ Route.

(4)(5) On your own property or the property of another with written permission only if the property is greater than two and one-half acres in size.

(5)(6) When the Recreational Vehicle is being used for maintenance or plowing, regardless of lot size.

(7) On City roadways within the Designated Restricted Area, as per MN State Statute allows, to get to a Designated route. (Does not include County Roads or State Highways.)

(b) *Designated Use Areas.* Recreational Vehicles may be operated only in the areas defined in section 54-97 as the Designated Use Areas and then only as follows:

(1) On the operator's property subject to the provisions of this article.

(2) On privately owned property if the operator has in possession written permission from the property owner; or, on privately owned property if the property owner has posted a clearly visible notice indicating "Recreational Vehicles Allowed" or words substantially similar.

(3) On trunk highways, county state aid roads or county roads within the Designated Use Area as regulated by MN State Statute.

(4) On city streets within the Designated Use Area only as allowed by MN State Statute. (Does not include County Roads or State Highways.)

(5) On public or semi-public property within the Designated Use Area only if said property is clearly posted with signs designating the area or specific areas as open to Recreational Vehicles.

(c) *Specific limitations for operation of ATV's and snowmobiles.* No all-terrain vehicles or snowmobiles may be operated within the right-of-way, including the ditch of a trunk, county state-aid, or county highway from April 1 to August 1 as part of Minnesota's Agricultural Zone.

(d) *Hours of operation.* Recreational Vehicles may not be operated any place in the city between the hours of 10:00 p.m. and 8:00 a.m. Sunday through Friday, and between the hours of 1:00 a.m. and 8:00 a.m. Saturday and Sunday.

(e) *Snow cover.* From November 1 to March 31, Recreational Vehicles may not be operated off the operator's property or the property of another that the operator has written permission to be on, unless there is a minimum six inches of snow cover on the ground.

(f) *Specific limitations for operation of mini-Bikes.* Mini-bikes greater than 110cc may not be operated within the Designated ~~Non-Use Area~~ Restricted Use Area, regardless of lot size.

(g) Recreational Vehicles may not be operated on any city sidewalks, bike or pedestrian trails.

(h) Snowmobiles with "studded" tracks shall not be operated on city roadways.

(Code 1978, § 6.04.04; Ord. No. 88-1, 2-25-1988; Ord. No. 88-19, 12-18-1988; Ord. No. 93-18, 12-13-1993; Ord. No. 09-14, § 1, 9-22-2009)

**Sec. 54-99. - Towing restriction.**

It is unlawful for any person to operate a Recreational Vehicle so as to tow any person or thing on a street or highway except through the Use of a rigid tow bar, as defined by state statute, attached to the rear of the Recreational Vehicle.

(Code 1978, § 6.04.05; Ord. No. 88-1, 2-25-1988; Ord. No. 88-19, 12-18-1988; Ord. No. 93-18, 12-13-1993)

**Sec. 54-100. - Equipment requirements.**

Recreational Vehicles may not be operated within the city unless it is equipped with the following:

- (1) Brakes adequate to control the movement of, and to stop and hold the Recreational Vehicle under any condition of operation.
- (2) When operated between the hours of one-half hour before sunrise, one-half hour after sunset, or at any time of reduced visibility, Recreational Vehicles shall have at least one clear lamp attached to the front, with sufficient intensity to reveal persons and vehicles at a distance of at least 100 feet ahead during the hours of darkness under normal atmospheric conditions. The Recreational Vehicle shall also be equipped with at least one red tail lamp plainly visible under normal atmospheric conditions.
- (3) Standard mufflers that are properly attached and in constant operation and which reduce the noise of operation of the motor to the minimum necessary for operation. Use of a muffler cutout, bypass, straight pipe or similar device is prohibited. The exhaust system shall not emit or produce a sharp popping or cracking sound.
- (4) Snowmobiles must have reflective material of at least 16 square inches on each side forward of the handlebars, so as to reflect lights at a 90-degree angle.

(Code 1978, § 6.04.06; Ord. No. 88-1, 2-25-1988; Ord. No. 88-19, 12-18-1988)

**Sec. 54-101. - Test driving.**

Recreational Vehicles may be "test driven" within the Designated Use Area as follows:

- (1) Test drives shall only take place in an area clearly posted with signs designating the area as a test site.
- (2) Drivers shall wear helmets with a clearly visible orange stripe.

(Code 1978, § 6.04.07; Ord. No. 88-1, 2-25-1988)

**Sec. 54-102. - Map.**

A map showing the boundaries of the Designated ~~Use and Non-Use Areas~~ shall be on display at the city hall and the police department for public viewing, during normal business hours.

(Code 1978, § 6.04.08; Ord. No. 88-1, 2-25-1988)

**ORDINANCE #11-XX**

**CITY OF RAMSEY**

**ANOKA COUNTY**

**STATE OF MINNESOTA**

**AN AMENDMENT TO CHAPTER 54 OF THE RAMSEY CITY CODE, WHICH CHAPTER IS KNOWN AS THE TRAFFIC AND VEHICLE CHAPTER OF THE RAMSEY, MINNESOTA, CITY CODE.**

**AN ORDINANCE AMENDING ARTICLE IV, SECTIONS 96-102 RECREATIONAL VEHICLES.**

The City of Ramsey ordains:

**SECTION 1. AUTHORITY**

This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

**SECTION 2. AMENDMENTS**

Section 54-97 Definitions is hereby amended to read as follows:

*Designated Restricted Use Area* means that area south of a straight line running from east to west at the 16700 block, starting at the Rum River on the east and running to the City of Elk River border on the west. Within the Restricted Use Area, access to Elmcrest Park and Central Park will be made and restricted to loading and unloading of snowmobiles and ATVs in the parking lots only. A Designated Route from the parking lot will be clearly posted to allow access to the Designated Route on 167th Avenue from Elmcrest Park. A Designated Route from the parking lot of Central Park will be clearly posted to allow access to Armstrong Boulevard for direct northbound travel to the Designated

*Designated Route* shall mean a clearly marked route for Recreational Vehicles to follow.

Section 54-98 Operation limitations is hereby amended to read as follows:

- (a) *Designated Restricted Area*. Recreational Vehicles may not be operated in the Designated *Restricted Areas* except in those limited areas where permitted as follows:
- (1) Within the Restricted Area, access to Elmcrest Park and Central Park will be made and restricted to loading and unloading of snowmobiles and ATV's in the parking lots only.
  - (2) A Designated Route from the parking lot will be clearly posted to allow access to 167th Avenue from Elmcrest Park. A Designated Route from the parking lot of Central Park will be clearly posted to allow access to Armstrong Boulevard for direct travel to the Designated Route.
  - (3) On a Designated Route through the River's Bend Park parking lot that allows access to the Rum River trail.

- (4) On any clearly marked Designated Route.
  - (5) On your own property or the property of another with written permission only if the property is greater than two and one-half acres in size.
  - (6) When the Recreational Vehicle is being used for maintenance or plowing, regardless of lot size.
  - (7) On City roadways within the Designated Restricted Area, as per MN State Statute allows, to get to a Designated route. (Does not include County Roads or State Highways.)
- (b) *Designated Use Areas.* Recreational Vehicles may be operated only in the areas defined in section 54-97 as the Designated Use Areas and then only as follows:
- (1) On the operator's property subject to the provisions of this article.
  - (2) On privately owned property if the operator has in possession written permission from the property owner; or, on privately owned property if the property owner has posted a clearly visible notice indicating "Recreational Vehicles Allowed" or words substantially similar.
  - (3) On trunk highways, county state aid roads or county roads within the Designated Use Area as regulated by MN State Statute.
  - (4) On city streets within the Designated Use Area only as allowed by MN State Statute.(Does not include County Roads or State Highways.)
  - (5) On public or semi-public property within the Designated Use Area only if said property is clearly posted with signs designating the area or specific areas as open to Recreational Vehicles.
- (c) *Specific limitations for operation of ATV's and snowmobiles.* No all-terrain vehicles or snowmobiles may be operated within the right-of-way, including the ditch of a trunk, county state-aid, or county highway from April 1 to August 1 as part of Minnesota's Agricultural Zone.
- (d) *Hours of operation.* Recreational Vehicles may not be operated any place in the city between the hours of 10:00 p.m. and 8:00 a.m. Sunday through Friday, and between the hours of 1:00 a.m. and 8:00 a.m. Saturday and Sunday.
- (e) *Snow cover.* From November 1 to March 31, Recreational Vehicles may not be operated off the operator's property or the property of another that the operator has written permission to be on, unless there is a minimum six inches of snow cover on the ground.
- (f) *Specific limitations for operation of mini-Bikes.* Mini-bikes greater than 110cc may not be operated within the Designated Restricted Use Area, regardless of lot size.
- (g) Recreational Vehicles may not be operated on any city sidewalks, bike or pedestrian trails.
- (h) Snowmobiles with "studded" tracks shall not be operated on city roadways.

Section 54-102 Map is hereby amended to read as follows:

A map showing the boundaries of the Designated Areas shall be on display at the city hall and the police department for public viewing, during normal business hours.

**SECTION 3. SUMMARY**

The following is the official summary of Ordinance #11-XX which has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

It is the intent and effect of Ordinance #11-XX to amend Ramsey, Minnesota City Code Sections Article IV, Sections 96-102 Recreational Vehicles.

Expand the Designated Recreational Use Areas within the City of Ramsey to include a Restricted Use Area of the City.

**SECTION 4. EFFECTIVE DATE**

The effective date of this Ordinance is thirty (30) days after its passage and publication, subject to City Charter Section XX.

Adopted by the Ramsey City Council the xx day of XX, 2011.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

<b>Introduction Date:</b>	<b>November 7, 2011</b>
<b>Posting Dates:</b>	
<b>Adoption Date:</b>	<b>November 22, 2011</b>
<b>Publication Date:</b>	<b>November 25, 2011</b>
<b>Effective Date:</b>	<b>December 26, 2011</b>

Meeting Date: 11/07/2011

By: Tim Gladhill, Community Development

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Information

Title:

Request for an Amended Conditional Use Permit for an Accessory Dwelling at 16101 Ramsey Blvd NW; Case of Anthony Reed

Background:

The City has received an application to amend an existing Conditional Use Permit (CUP) for an accessory dwelling in a detached accessory structure at 16101 Ramsey Blvd NW. The City approved a CUP in November, 2000 that allowed for an accessory dwelling on the Subject Property for use by a relative of the owner/tenant of the primary dwelling. The Subject Property was sold in May, 2010. The new owner of the Subject Property desires to lease the accessory dwelling to a non-relative for the purposes of gaining lease revenue. This appears to be in conflict with the CUP approved in 2000 and the City's current ordinances related to accessory apartments/dwellings. City Code currently does not allow for accessory dwellings. The issue before the City Council is to determine if the City can enforce the "relative only" and "no lease for consideration" provisions of the CUP.

Notification:

All property owners within 350 feet of the Subject Property were notified of the Public Hearing via Standard US Mail. A Notice of Public Hearing was also published in the Anoka County Union.

Observations:

Although accessory dwellings are not currently allowed by City Code, the City did approve the accessory dwelling by CUP in 2000, thereby affording the Subject Property certain lawful, non-conforming rights under Minnesota Statute Sect. 462.357 subd. 1 e and City Code Sect. 117-57. This type of use would be considered an accessory apartment or an accessory dwelling. Neither is listed as an allowable use under Chapter 117 of City Code. Furthermore, City Code Section 117-348 states that there shall be only one (1) main building per lot.

Prior to 2000, the detached accessory structure was converted to office space for a home occupation. Eventually, the home occupation was relocated, and the home occupation use was terminated.

In 2000, the previous property owner applied for a CUP to convert the detached accessory structure to a detached accessory apartment with the intent to provide housing for their mother. The request was approved, as noted above. The detached accessory apartment secured necessary building permits, including installation of a separate septic system and other applicable building code requirements in order to make it habitable as a dwelling unit. The CUP included a definition of 'family' specific to the request for the Subject Property. The CUP defined 'family' as someone related by blood, marriage, or adoption to the original Property Owner.

In 2003, the City adopted a Housing Maintenance Code. Included in the Housing Maintenance Code was a new definition of 'family' as well as a licensing requirement. The definition of 'family' applied community wide, including the Subject Property, and was defined as "(a) an individual, or group of persons related by blood, marriage, or adoption, including foster children, living together as a single housekeeping unit; (b) residents of a State licensed community residential facility as defined and authorized by State law; (c) a group of not more than ten persons who need not be related by blood, marriage, or adoption, living together as a single housekeeping unit.

In 2008, the City approved a rental license for the detached accessory apartment, based on the 2003 Housing Maintenance Code. There were two (2) separate licenses issued for the Subject Property; one (1) for the main dwelling, and one (1) for the detached accessory apartment. Although the approval appears to be in conflict with

the provisions of the approved 2000 CUP, approval was granted based on the provisions of the 2003 Housing Maintenance Code and the community-wide definition of 'family' found within said code.

In or about 2009, two (2) important changes were made to City Code relevant to the current request. First, as part of the re-codification process, the City adopted the 2006 International Property Maintenance Code (IPMC), which was intended to replace certain provisions of the 2003 Housing Maintenance Code. In addition, some time after adoption of the IPMC, the City approved an amendment to City Code eliminating the requirement to obtain a Rental License in certain circumstances, including single-family dwellings. As part of this process, the definition of 'family' was removed and not replaced in any new section of City Code.

In 2010, Mr. Reed purchased the Subject Property. At the time of sale, Staff was contacted by a real estate agent regarding the status of what was being marketed as a 'guest cottage'. With any request that was submitted to the City, a copy of the CUP that was approved in 2000 was sent as background, which included the provision that the tenant of this dwelling needed to be related to the primary dwelling tenant. Furthermore, Staff issued a letter to the previous Property Owner/Seller asking the Seller to disclose the existence and provisions of the CUP. A copy of this letter is included in the City's Property File for the Subject Property. In addition, Staff has verified that the CUP was recorded against the Subject Property with the Anoka County Recorder, and should have been identified with any title search.

As it relates to the City's policies and ordinances, the City Council recently addressed accessory apartments and whether the City's policy should allow for these types of uses. However, at that time, questions regarding regulation of off-street parking and maintenance of the dwellings remained unresolved. There are certain benefits in allowing accessory apartments, especially from an affordable, life-cycle housing standpoint. Accessory apartments do allow independent living arrangements, especially for family members that have the need or desire to live in close proximity to other family members for a variety of reasons. However, Staff reminds the City Council that it is acting in an administrative manner for these types of requests, and any change is a broader policy discussion. If the City Council desires to consider allowing this type of use for future requests, amendments to City Code will need to be processed and specifically address off-street parking and housing maintenance standards. However, this is a unique circumstance found in our community given the previous City approvals and lawful, non-conforming status. In addition, the City must weigh the provisions of the original CUP against what is permitted to be restricted as part of State and Federal law.

At the October 6, 2011 Planning Commission Meeting, action was tabled to get additional feedback from the City Attorney to better understand the City's ability to enforce the family member clause of the CUP. The Planning Commission further reviewed the request on October 20, 2011. There was considerable discussion regarding what should be the City's definition of 'family' and what the City would be able to enforce.

The City Attorney provided a legal opinion on the matter, which is reflected in the attached memo to this case. Essentially, the legal opinion provides applicable law and case law to review restrictions the City would be able to legally place on the Subject Property related to the request. The City Attorney's interpretation of applicable case law essentially states that the City does not have sufficient authority to completely restrict unrelated persons from living together on the Subject Property. However, the City Attorney does provide applicable case law to support the City's ability to limit the number of unrelated persons living on the Subject Property. Next, the City Attorney's review shows that it does not appear that the City has sufficient authority to restrict the Property Owner to not collect rent for consideration.

Finally, the Applicant does operate a Home Occupation on the Subject Property. It appears that the only business activity that occurs on the Subject Property is a home office for mailing and billing purposes. The Applicant operates a sign fabrication and installation company called Lumen Signs. According to the applicant, all other activities other than the office occur at 4835 Lyndale Ave in Minneapolis. No non-resident employees nor vehicles or equipment related to the operation of Lumen Signs are located at the Subject Property. Based on this information, Staff would recommend that a Home Occupation Permit shall not be required.

As a separate request, the Applicant is also requesting that the City Council approve an eight (8) foot tall fence consisting of a solid stucco finish and two (2) foot concrete base. City Code outlines acceptable fencing materials

such as chain link, wood, wrought iron etc but also states that other materials may acceptable if approved by City Council prior to installation. Typically, Staff requires that fences do not negatively impact existing drainage patterns, making the two (2) foot concrete base a concern. However, the fence is proposed to be located with a five (5) setback and is not located within a drainage and utility easement. The Applicant should ensure positive flow to the front of the Subject Property.

**Funding Source:**

All costs associated with the application are the responsibility of the Applicant.

**Staff Recommendation:**

The Planning Commission recommended approval of the request based on on Findings of Fact and several caveats:

1. The fact that the previous property owner rented to unrelated persons, which was approved by a City Rental License.
2. The fact that the current property owner purchased the Subject Property with the understanding that the detached accessory apartment could be rented to unrelated persons.
3. The fact that the unique history of the Subject Property has created a situation not found in other areas of the City.
4. The fact that the inate conflicts were created by the City, and not solely by the current property owner.
5. Concern that limiting unrelated persons from renting the detached accessory apartment would violate State and Federal law.

Furthermore, based on the City Attorney's analysis supporting the ability to restrict the number of unrelated persons, the Planning Commission considered a restriction on the number of unrelated persons. However, ultimately the Planning Commission recommends that a definition of 'family' is needed in City Code that applies to all single-family dwellings. The Planning Commission did not want to create another unique situation and create a definition of 'family' specific to the Subject Property that had the potential to conflict with City Code in the event a definition of 'family' was included in City Code in the future. Also, with the IPMC that addresses maintenance of buildings, the City's Nuisance Code that addresses conditions of premise and Code Enforcement procedures, as well as the City's off-street parking ordinance that restricts the number of motor vehicles allowed, the Planning Commission believed a majority of the concerns with adverse secondary effects of detached accessory apartments were mitigated to a degree. With that in mind, the Planning Commission recommends that the City Council consider an amendment to City Code to include a restriction on the number of unrelated persons as a broader policy discussion that would also apply to the Subject Property.

**Committee Action:**

Motion to adopt the resolution approving findings of fact.

-AND-

Motion to adopt the resolution approving the conditional use permit and request for stucco fence.

-OR-

Motion to deny the resolution approving the conditional use permit, based on findings of fact.

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Attachments

[Site Location Map](#)

[Aerial Photo](#)

[Applicant Photos](#)

[Original CUP Information](#)

[Proposed Findings of Fact](#)

[Proposed Conditional Use Permit](#)

DRAFT Planning Commission Minutes dated October 20, 2011

City Attorney Legal Opinion

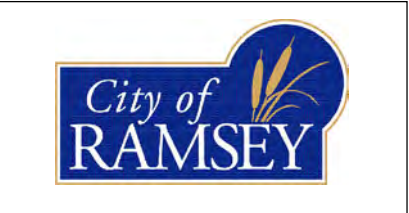
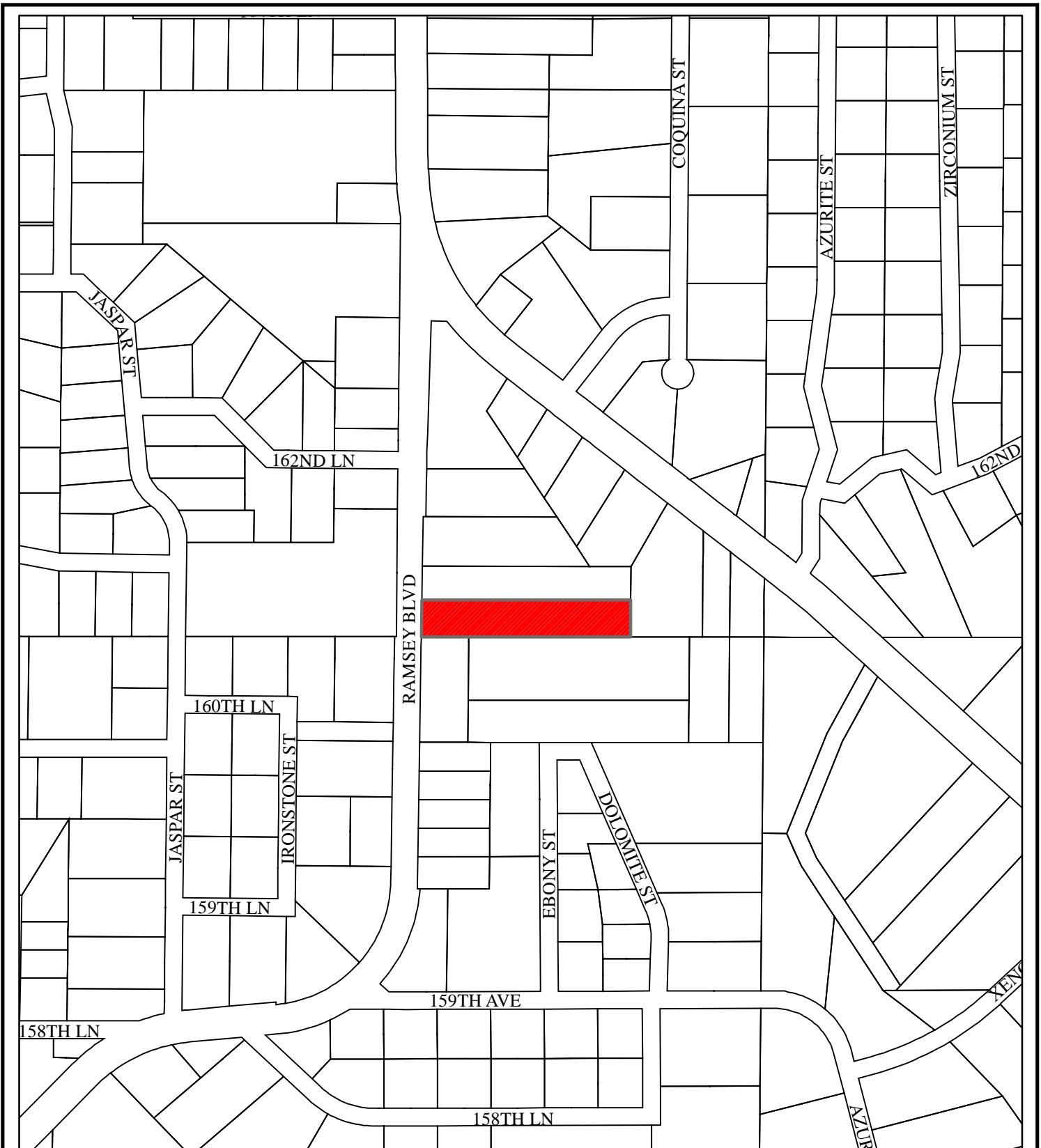
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Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Chris Anderson	Tim Gladhill	10/21/2011 01:46 PM
Tim Gladhill (Originator)	Tim Gladhill	10/31/2011 08:25 AM
Chris Anderson	Chris Anderson	10/31/2011 09:57 AM
Heidi Nelson	Tim Gladhill	11/01/2011 08:15 AM
Tim Gladhill (Originator)	Tim Gladhill	11/01/2011 08:44 AM
Chris Anderson	Chris Anderson	11/01/2011 09:36 AM
Heidi Nelson	Heidi Nelson	11/03/2011 02:04 PM
Tim Gladhill (Originator)	Jo Thieling	11/03/2011 03:29 PM

Form Started By: Tim Gladhill

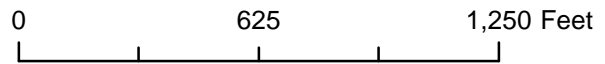
Final Approval Date: 11/03/2011



16101 Ramsey Blvd.

**Legend**

- Site
- Parcels





Accessory Dwelling



Primary Dwelling



56 Ramsey Blvd NW

56



View from Ramsey Blvd.

The Cottage sits approx. 240' back from Ramsey Blvd. Please note that the 6'tall brown wooden fence would be removed, increasing the frontage on Ramsey Blvd. from 30' to 65'+



West Elevation

Please note that the cottage sits 92' East of the main house and has separate gas/electric meters, separate septic system, and cable TV connections.



North Elevation



East Elevation



South Elevation



View from rear of cottage: looking West towards main house.



View from cottage looking North towards neighbors RV storage area.



Councilmember Connolly introduced the following resolution and moved for its adoption:

**RESOLUTION #00-11-309**

**A RESOLUTION APPROVING THE ISSUANCE OF A CONDITIONAL USE PERMIT BASED ON FINDINGS OF FACT #0540 AND DECLARING TERMS OF PERMIT TO MAINTAIN A SECOND DWELLING ON A PARCEL.**

**WHEREAS**, Mr. and Mrs. Upton have properly applied for a conditional use permit to maintain a second dwelling on the property generally known as 16101 Ramsey Boulevard and legally described as follows:

South 138.4 feet of West 825 feet of Southwest quarter of Northeast quarter Section 15-32-25 as measured along West and South lines thereof excluding road subject to easement of record.

("Subject Property").

**WHEREAS**, the Planning Commission met on November 6, 2000, conducted the public hearing and recommended City Council approval of the request.

**NOW THEREFORE, BE IT RESOLVED BY THIS CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

1. Based on Findings of Fact #309, a conditional use permit ("Permit") to maintain a second dwelling on the Subject Property is hereby granted to Mr. and Mrs. Upton ("Permittees").
2. The second dwelling shall not be discontinued as an accessory use to the principal dwelling by way of sale, lease, or use by other than a relative of the Permittees and a relative is defined as someone who is related by blood, marriage, or adoption to the Permittees, unless the property is subdivided in accordance with relevant City Codes. In addition, the permittee shall not be permitted to rent or lease the premises in exchange for any consideration.
3. The Permittees shall obtain a Certificate of Occupancy for the second dwelling on the Subject Property. The Building Official will conduct the appropriate inspections of the second dwelling to insure the structure meets Uniform Building Code requirements, prior to occupancy.
4. The Conditional Use Permit upon written notice being provided by the City to the Permittees but without further action by the Planning Commission or City Council, shall expire if the permit holder fails to initiate such conditional use permit and fulfill each and every condition attached thereto within one (1) year from the date of its authorization, or if the use is discontinued for a continuous twelve (12) month period, unless a petition for an extension of time in which to complete or utilize the use that has been granted by the Council. Such extension shall be requested in writing and filed with the City at least thirty (30) days before

the expiration of the original conditional use permit. The request for extension shall state facts showing a good faith attempt to complete or utilize the use permitted in the conditional use permit. Such petition shall be presented to the Planning and Zoning Commission for a recommendation to the Council and acted upon by the Council.

5. The Permittees shall be responsible for all City costs incurred in administering and enforcing this Permit. Said expenses shall be paid within 15 days of billing by the City and failure to pay the City's expenses within the 15 day billing period will permit the City to draw upon any of the escrows required by this agreement for payment.
6. The City Administrator and/or his/her designee shall have the right to inspect the premises for compliance and safety purposes annually or at any time upon reasonable request.
7. The City shall record this Permit in the office of the Anoka County Recorder and the Permittees agree to the terms and provisions of this Permit.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Hendriksen, and upon vote being taken thereon, the following voted in favor thereof:

Mayor Gamec  
Councilmember Connolly  
Councilmember Hendriksen  
Councilmember Anderson  
Councilmember Zimmerman

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28<sup>th</sup> day of November, 2000.



Councilmember Connolly introduced the following resolution and moved for its adoption:

**RESOLUTION #00-11-308**

**A RESOLUTION ADOPTING FINDINGS OF FACT #0540 RELATING TO A REQUEST FROM STEPHEN AND PAMELA UPTON FOR A CONDITIONAL USE PERMIT TO MAINTAIN TWO DWELLINGS ON THE PROPERTY LOCATED AT 16101 RAMSEY BOULEVARD NW.**

**WHEREAS**, the City of Ramsey received an application from Stephen and Pamela Upton for a conditional use permit to maintain a second dwelling on the property generally known as 16101 Ramsey Boulevard NW and legally described as follows:

South 138.4 feet of West 825 feet of Southwest quarter of Northeast quarter Section 15-32-25 as measured along West and South lines thereof excluding road subject to easement of record.

("Subject Property")

**NOW THEREFORE, BE IT RESOLVED BY THIS CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA that the findings of fact relating to the request are determined to be as follows:**

1. That on October 7, 2000 Stephen and Pamela Upton, hereinafter referred to as the "Applicants," properly applied for a conditional use permit to maintain two dwellings on the Subject Property.
2. That the Applicant's appeared before the Ramsey Planning Commission for a public hearing pursuant to Section 9.03.04 of the City Code on November 6, 2000, and that said public hearing was properly advertised, and that the minutes of said public hearing are hereby incorporated as a part of these findings by reference.
3. That the Subject Property is approximately 2.6 acres in size.
4. That the Subject Property and surrounding parcels are zoned R-1 Rural Residential and located in the Rural Transition Area.
5. That Section 9.11.01 (General Requirements) of City Code states that there shall not be more than one main dwelling on a lot except as otherwise provided.
6. That the Applicants dwelling on the Subject Property is considered to be the main building and the Applicants are requesting a second main dwelling to provide separate living quarters for Mrs. Upton's mother when she visits for extended periods.
7. That the Applicants have stated that they will use the second dwelling for the Applicants relative who has health issues.

8. That City Code allows a total of 2,464 square feet of garage and accessory buildings on the Subject Property.
9. That the second dwelling, attached garage and detached accessory building on the Subject Property equals a total of 1,992 square feet and does not violate City Code 9.11.02 Accessory Uses.
10. That the second dwelling will not be harmonious with and in accordance with the specific objectives of the Comprehensive Plan.
11. That the second dwelling will not adversely impact traffic in the area.
12. That the second dwelling will not be unduly dangerous or otherwise detrimental to persons residing or working in the vicinity of the use or to the public welfare.
13. That the second dwelling will not substantially adversely impair the use, enjoyment, or market value of any surrounding property.
14. That the second dwelling will not be hazardous or disturbing to existing or future neighboring uses.
15. That the second dwelling will be served adequately by public facilities and services such as highways and streets.
16. That the second dwelling will not create excessive additional requirements at public cost for public facilities and services, and it will not be detrimental to the economic welfare of the community.
17. That the second dwelling will not involve activities and uses that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Zimmerman, and upon vote being taken thereon, the following voted in favor thereof:

Mayor Gamec  
Councilmember Connolly  
Councilmember Zimmerman  
Councilmember Anderson  
Councilmember Hendriksen

and the following voted against the same:

None


and the following abstained:

None

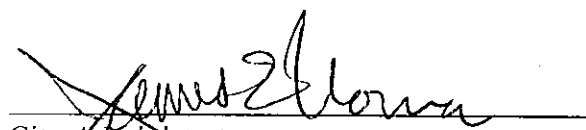
and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28<sup>th</sup> day of November, 2000.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Administrator



# City of Ramsey

15153 NOWTHEN BOULEVARD N.W., RAMSEY, MINNESOTA 55303

PHONE: (763) 427-1410

FAX (763) 427-5543

TDD (763) 427-8591

November 22, 2000

Stephen and Pamela Upton  
16101 Ramsey Blvd. NW  
Ramsey, MN 55303

**Re: Request for conditional use permit**

Dear Stephen and Pamela Upton:

The Ramsey City Council will be considering your request for a conditional use permit to maintain a second dwelling at 7:00 p.m. on Tuesday, November 28, 2000 at the Ramsey Municipal Center, 15153 Nowthen Boulevard NW. I strongly suggest that you, or your representative, be present at the meeting to answer any questions that may arise.

For your information and review, I am enclosing a copy of the case cover sheet and the proposed findings of fact and conditional use permit. If you have any questions or need additional information, please don't hesitate to call me. Thank you for your cooperation in this matter.

Respectfully,

**CITY OF RAMSEY**

Megan Wald  
Community Development Assistant

MW/js

Enclosures



# City of Ramsey

15153 NOWTHEN BOULEVARD N.W., RAMSEY, MINNESOTA 55303

PHONE: (763) 427-1410

FAX (763) 427-5543

TDD (763) 427-8591

November 3, 2000

Stephen and Pamela Upton  
16101 Ramsey Blvd. NW  
Ramsey, MN 55303

**Re: Request for Conditional Use Permit**

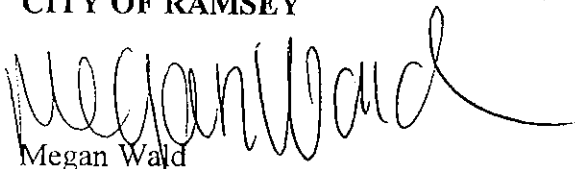
Dear Stephen and Pamela Upton:

The Ramsey Planning Commission will be meeting at 7:00 p.m. on Monday, November 6, 2000, to conduct a public hearing and consider your request for a Conditional Use Permit to maintain a second dwelling. I strongly suggest that you, or your representative, be present to answer any questions that may arise. For your information, I am enclosing a copy of the case cover sheet, proposed findings of fact and conditional use permit.

If you have any questions, please don't hesitate to call me at 427-1410. Thank you for your cooperation throughout this process.

Respectfully submitted,

**CITY OF RAMSEY**



Megan Wald  
Community Development Assistant

MW/js

Enclosures

**From:** Frolik  
**To:** Wald  
**Date:** 11/20/00 4:45PM  
**Subject:** Re: Pam Upton

Bill called me after you left today. He said go ahead and use the League language about relatives by blood or adoption but he says it will not hold up if challenged in court. I told him that if we are challenged at some point in the future, we can back off. We don't have to go to court over it, necessarily. So in your case you can say that the Planning Commission doesn't want to see this dwelling evolve into a revenue generating rental property because of the rural, single family residential character of the neighborhood, they are recommending that the permit restrict the occupancy of the secondary dwelling to relatives by blood or adoption (you have the language) of the occupants of the principal dwelling. How's that?

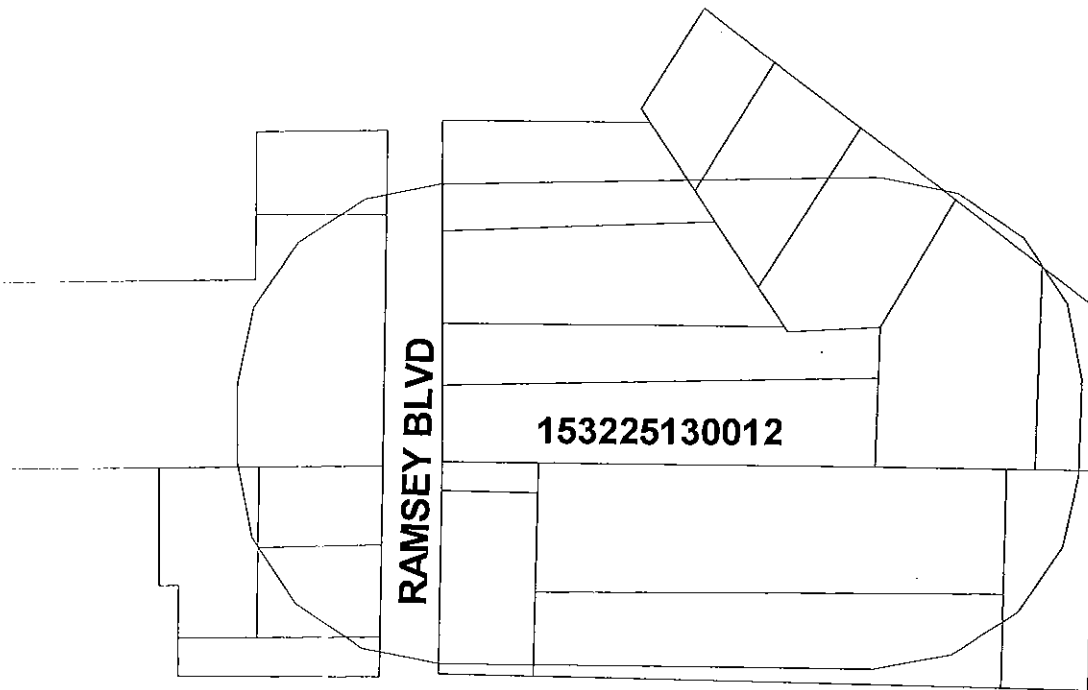
>>> Wald 11/20/00 03:07PM >>>

Pam is okay with waiting until December if we cannot get a complete case ready for the City Council. Obviously she would like to go in November but understands that it is better to go to the CC with a complete case instead of going to the Nov. CC with a higher possibility that it would get sent back to Staff for further research.

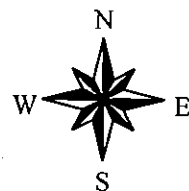
So I will tell Pam Miller tomorrow that the Upton Case is off of CC agenda if I do not hear from Bill.

Thanks, Megan

# Parcel Search



350 feet



# ANOKA COUNTY G.I.S.

10/24/00

2100 3RD AVENUE ANOKA, MN 55303

OFFICE: 763/422-7508 FAX: 763/422-7507

PIN: 153225110031	RAMSEY CITY OF 16391 YTTTRIUM NW RAMSEY MN 55303
PIN: 153225130006	HERSTROM MARK W & BARBARA J 16210 NOWTHEN BLVD NW RAMSEY MN 55303
PIN: 153225130007	BUNTROCK RONALD E & FORTUNATA 16201 NOWTHEN BLVD NW RAMSEY MN 55303
PIN: 153225130010	DAHL DARWIN F & KATHRYN 16135 RAMSEY BLVD NW ANOKA MN 55303
PIN: 153225130011	DEHLER PETER E & BARBARA C 16121 RAMSEY BLVD NW ANOKA MN 55303
PIN: 153225130012	UPTON STEPHEN S & PAMELA S 16101 RAMSEY BLVD NW RAMSEY MN 55303
PIN: 153225130013	HICKS LARRY A & JANICE J 16138 NOWTHEN BLVD NW RAMSEY MN 55303
PIN: 153225130014	HICKS LARRY A & JANICE J 16138 NOWTHEN BLVD NW RAMSEY MN 55303
PIN: 153225130021	HICKS KELLY J 16158 NOWTHEN BLVD NW RAMSEY MN 55303
PIN: 153225130025	MASHUGA KURT A & CINDY M 16151 RAMSEY BLVD NW RAMSEY MN 55303
PIN: 153225240001	RAMSEY CITY OF 15153 NOWTHEN BLVD NW RAMSEY MN 55303
PIN: 153225240026	GORHAM GREGORY J & T M 16154 RAMSEY BLVD NW RAMSEY MN 55303
PIN: 153225310001	CHAPMAN DAVID & RUTH H 16042 RAMSEY BLVD NW RAMSEY MN 55303
PIN: 153225310002	CHAPMAN DAVID D & RUTH H 16042 RAMSEY BLVD NW RAMSEY MN 55303
PIN: 153225310006	LARSON WILLIAM H & C A 16020 RAMSEY BLVD NW RAMSEY MN 55303

# ANOKA COUNTY G.I.S.

10/24/00

2100 3RD AVENUE ANOKA, MN 55303

OFFICE: 763/422-7508 FAX: 763/422-7507

PIN: 153225310007	MCALONEY ALLEN W & KAY E 16045 IRONSTONE ST NW RAMSEY	MN	55303
PIN: 153225420002	CLAMPITT DAVID F 16051 RAMSEY BLVD NW RAMSEY	MN	55303
PIN: 153225420004	HICKS LARRY A & JANICE J 16138 NOWTHEN BLVD NW RAMSEY	MN	55303
PIN: 153225420005	HEDSTROM STEVEN B & JOANNA M 16031 DOLOMITE ST NW RAMSEY	MN	55303
PIN: 153225420006	EUGENE BROWN 14050 AZURITE ST ANOKA	MN	55303

~~PIN: 153225110031  
RAMSEY CITY OF  
16391 YTTRIUM NW  
RAMSEY MN 55303~~

PIN: 153225130006  
HERSTROM MARK W & BARBARA J  
16210 NOWTHEN BLVD NW  
RAMSEY MN 55303

PIN: 153225130007  
BUNTROCK RONALD E & FORTUNATA  
16201 NOWTHEN BLVD NW  
RAMSEY MN 55303

PIN: 153225130010  
DAHL DARWIN F & KATHRYN  
16135 RAMSEY BLVD NW  
ANOKA MN 55303

PIN: 153225130011  
DEHLER PETER E & BARBARA C  
16121 RAMSEY BLVD NW  
ANOKA MN 55303

PIN: 153225130013  
HICKS LARRY A & JANICE J  
16138 NOWTHEN BLVD NW  
RAMSEY MN 55303

PIN: 153225130014  
HICKS LARRY A & JANICE J  
16138 NOWTHEN BLVD NW  
RAMSEY MN 55303

PIN: 153225130021  
HICKS KELLY J  
16158 NOWTHEN BLVD NW  
RAMSEY MN 55303

PIN: 153225130025  
MASHUGA KURT A & CINDY M  
16151 RAMSEY BLVD NW  
RAMSEY MN 55303

~~PIN: 153225240001  
RAMSEY CITY OF  
15153 NOWTHEN BLVD NW  
RAMSEY MN 55303~~

PIN: 153225240026  
GORHAM GREGORY J & T M  
16154 RAMSEY BLVD NW  
RAMSEY MN 55303

PIN: 153225310001  
CHAPMAN DAVID & RUTH H  
16042 RAMSEY BLVD NW  
RAMSEY MN 55303

PIN: 153225310002  
CHAPMAN DAVID D & RUTH H  
16042 RAMSEY BLVD NW  
RAMSEY MN 55303

PIN: 153225310006  
LARSON WILLIAM H & C A  
16020 RAMSEY BLVD NW  
RAMSEY MN 55303

PIN: 153225310007  
MCALONEY ALLEN W & KAY E  
16045 IRONSTONE ST NW  
RAMSEY MN 55303

PIN: 153225420002  
CLAMPITT DAVID F  
16051 RAMSEY BLVD NW  
RAMSEY MN 55303

PIN: 153225420004  
HICKS LARRY A & JANICE J  
16138 NOWTHEN BLVD NW  
RAMSEY MN 55303

PIN: 153225420005  
HEDSTROM STEVEN B & JOANNA M  
16031 DOLOMITE ST NW  
RAMSEY MN 55303

PIN: 153225420006  
EUGENE BROWN  
14050 AZURITE ST  
ANOKA MN 55303

NOTICE OF PUBLIC HEARING

CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City of Ramsey Planning Commission will hold a public hearing on Monday, November 6, 2000 at 7:00 p.m. meeting at the Ramsey Municipal Center, 15153 Nowthen Boulevard NW, Ramsey, MN 55303.

The purpose of the hearing is to consider a request from Stephen and Pamela Upton for a Conditional Use Permit to maintain two dwellings on the property generally located at 16101 Ramsey Boulevard NW and legally described as follows:

South 138.4 feet of West 825 feet of Southwest quarter of Northeast quarter Section 15-32-25 as measured along West and South lines thereof excluding road subject to easement of record.

All interested persons are invited to attend the hearing and comment on the proposed conditional use permit. The City of Ramsey complies with the Americans With Disabilities Act and upon advance request, information will be provided in an alternative form and interpreters will be available. Any person with such a request should contact Community Development Secretary JoAnn Shaw at 427-1410 by noon on Wednesday, November 1, 2000. There is a TDD machine at Ramsey Municipal Center; the number is 427-8591.

Written comments are welcome and shall be addressed to the Ramsey Planning Commission, 15153 Nowthen Blvd. NW, Ramsey, MN 55303. Written comments shall be received at the above address prior to 5:00 p.m. on Monday, November 6, 2000.

James E. Norman  
City Administrator

Dated: October 27, 2000

abcdefghijklmnopqrstuvwxyz

Published in Anoka County Union  
October 27, 2000

STATE OF MINNESOTA )  
County of Anoka ) SS

Peter G. Bodley, being duly sworn, on oath says that he is the managing editor of the newspaper known as the Anoka County Union, and has full knowledge of the facts which are stated below:

(A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper, as provided by Minnesota Statute 331A.02, 331A.07, and other applicable laws, as amended.

(B) The printed NOTICE OF PUBLIC HEARING, (Upton) which is attached was cut from the columns of said newspaper, and was printed and published once each week for one successive week; it was first published on Friday, the 27th day of October, 2000 and was thereafter printed and published on every Friday to and including Friday, the day of , 2000, and printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice:

abcdefghijklmnopqrstuvwxyz

abcdefghijklmnopqrstuvwxyz

Managing Editor

Subscribed and sworn to before me on

this 27th day of October, 2000

Notary Public



RATE INFORMATION

- (1) Lowest classified rate paid by commercial users for comparable space \$10.25  
(Line, word, or inch rate)
- (2) Maximum rate allowed by law for the above matter \$10.25  
(Line, word, or inch rate)
- (3) Rate actually charged for the above matter \$7.15  
(Line, word, or inch rate)

### Addendum to Conditional Use Permit

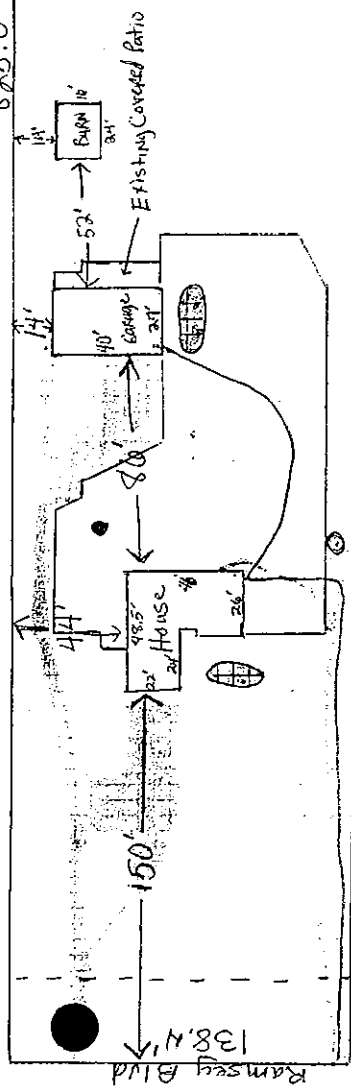
1. Street Address: 16101 Ramsey Blvd. N.W. Ramsey, MN 55303-6948
2. Legal Description: The South 138.4 Feet of the West 825.0 Feet of the Southwest Quarter of the Northeast Quarter of Section 15, Township 32, Range 25, Anoka County, Minnesota
3. Owners Name, Address & Phone:  
Stephen S. and Pamela S. Upton  
16101 Ramsey Blvd. N.W. Ramsey, MN 55303-6948  
763-323-1440 Home  
763-323-9853 Pam's Office  
612-632-1186 Steve's Office
4. Applicant's Name Address & Phone:  
SAME AS OWNER
5. Description of Request:  
We would like to convert a detached 3-car garage into a guest cottage. The building is currently heated and sheet-rocked, has electricity, a telephone, and a bathroom. Pam's elderly mother visits 4-5 times per year and because of her heart condition, is unable to climb stairs to the second floor bedrooms of the home. This guest cottage would enable her to have the privacy of her own room when she visits, rather than sleeping on a pull out sofa in the living room. We have an attached two car garage and a 16' X 24' barn, so we don't need this separate garage for storage. (See attached photos.)
6. Present Zoning: R1
7. Site Plan: See attached
8. Drainage Plan: N/A
9. Access to Site: N/A
10. Garbage Container: N/A
11. Description of Construction and proposed materials: We plan to convert our large 3 car garage to guest cottage containing one bath, kitchenette with dining area, living room, one bedroom, mud room and garage. (See attached layout plan.) Detailed construction plans will be completed when we receive approval.
12. Meet with neighbors to discuss proposal: Have met with Barb Dehler, the neighbor to the north of our property, and Dave Clampitt, the neighbor to the south of our property, and have gained approval from both.
13. Effect of proposal on traffic in area: None

*Note:* There is a "guest cottage" on a property at 16042 Ramsey Blvd, about 100 yards from our home to the southwest. (See attached photo)

Site Plan - Upton Property  
 16101 Ramsey Blvd NW, Ramsey MN 55303

Property Scale: 1" = 50'

N  
 W + E  
 S

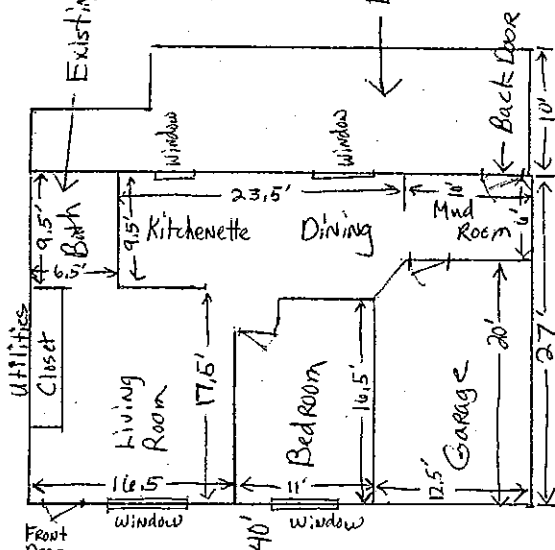


33' Road Frontage

825.0'

- = Proposed Cottage Conversion
- = Picket Fence
- ▨ = Driveway (Concrete + Blacktop)
- ▩ = Septic Systems
- = Well
- = Electricity Lines
- = Gas Lines
- = Phone Lines

Cottage Scale: 1" = 10'





# City of Ramsey

15153 NOWTHEN BOULEVARD N.W., RAMSEY, MINNESOTA 55303

PHONE: (763) 427-1410

FAX (763) 427-5543

TDD (763) 427-8591

December 12, 2000

Stephen and Pamela Upton  
16101 Ramsey Blvd. NW  
Ramsey, MN 55303

**Re: Request for Conditional Use Permit**

Dear Stephen and Pamela Upton:

As you know, on November 28, 2000, the Ramsey City Council approved your request for a conditional use permit. Enclosed for review and signature are 3 copies of Resolution #00-11-309 declaring terms of the Permit. Please review the Permit and provide for the appropriate notarized signatures on all 3 copies. We do have notary services available at Ramsey Municipal Center. Return all 3 copies to me and I will obtain the signatures of the City Administrator and Mayor and return a fully executed copy to you, along with a copy of the Findings of Fact.

If you have any questions or need additional information, please don't hesitate to call me. Thank you for your cooperation throughout this process.

Respectfully,

**CITY OF RAMSEY**

Megan Wald  
Community Development Assistant

MW/js

Enclosures



# City of Ramsey

15153 NOWTHEN BOULEVARD N.W., RAMSEY, MINNESOTA 55303

PHONE: (763) 427-1410

FAX (763) 427-5543

TDD (763) 427-8591

January 9, 2001

Stephen and Pamela Upton  
16101 Ramsey Blvd. NW  
Ramsey, MN 55303

**Re: Request for Conditional Use Permit**

Dear Stephen and Pamela:

Enclosed for your records you will find fully executed copies of Resolutions #00-11-308 and #00-11-309 adopting findings of fact and declaring terms of a Conditional Use Permit for the operation of a hot asphalt mix production plant in Ramsey. The conditional use permit has been forwarded to Anoka County for recording. Once the City has been billed for the recording, I will authorize the Finance Department to close your escrow account #804838 and refund any credit balance remaining in that account.

If you have any questions or need any additional information, please don't hesitate to call me. Thank you for your cooperation in this process.

Respectfully,

**CITY OF RAMSEY**

Megan Wald  
Community Development Assistant

MW/js

Enclosures

cc: Finance Office

**Case #3: Request for a Conditional Use Permit to Maintain Two Dwellings on One Parcel; Case of Stephen & Pamela Upton**

Community Development Director Frolik stated that City Code states that there shall not be more than one main building on a lot unless otherwise provided for in City Code. Mr. and Mrs. Upton reside at 16101 Ramsey Boulevard NW, Ramsey, and they are requesting a conditional use permit to maintain a second dwelling (guest cottage) on the property to provide separate living quarters for Mrs. Upton's mother when she visits for extended periods of time. The subject property is approximately 2.6 acres in size and is located in the rural services area. Mr. and Mrs. Upton have a 528 square foot attached garage (2 stall), and two other detached accessory buildings that are 384 square feet and 1,080 square feet in size. When the Uptons purchased the property, the 1,080 square foot detached accessory building was already heated, sheet rocked, and supplied with a working bathroom and electricity. The applicants would like to convert the existing detached accessory building into a guest cottage to provide separate living quarters for Mrs. Upton's mother when she stays for extended periods of time. Mrs. Upton's mother visits quite frequently and is unable to climb the stairs in the main dwelling. If the City approves the conditional use permit request, the applicants are proposing to install carpet, cabinets, windows, and a shower to provide for one bathroom, a kitchenette with dining area, living room, and one bedroom. Mr. and Mrs. Upton do not intend to rent or lease the dwelling to persons at large. Recently, Loving Care Senior Services received approval to maintain two dwellings on one parcel to provide for a nurse's living quarters and is the only past case that does not maintain compliance with the four units in 40 acres density rule. Upon reviewing Loving Care Senior Services and Don Kveton's request for a conditional use permit to maintain two dwellings on a parcel, the City Council stated that applications for two dwellings on a property should be viewed as a means to remedy a unique or already existing situation. The Council also noted that they do not intend to set a precedent in allowing two dwellings on a parcel when new construction is required. The Planning Commission conducted a public hearing and reviewed the request at their regular meeting on November 6, 2000. There were no written or verbal comments submitted to the Planning Commission. The Planning Commission recommended approval of Mr. and Mrs. Upton's request to maintain two dwellings on their property with restriction placed on the occupancy of the second dwelling. The Planning Commission does not want to see the dwelling be used as a revenue generating rental property due to the rural single family characteristic of the neighborhood. The Commission recommended that the City Council restrict the conditional use permit occupancy to relatives. City staff has defined the term "relative" to be someone who is related to the applicants by blood, marriage, or adoption.

City Attorney Goodrich stated that it has been a controversial issue as to whether or not a City can restrict a use to only family members, but the U.S. Supreme Court states that it is permissible.

Councilmember Hendriksen inquired if the applicant will be charging family members for use of the unit.

Steve Upton, 16101 Ramsey Boulevard NW, Ramsey, replied no.

Councilmember Hendriksen requested that a provision be added in the conditional use permit to prevent the applicant from renting the property.

Motion by Councilmember Connolly, seconded by Councilmember Zimmerman, to adopt Resolution #00-11-308 adopting Findings of Fact # 0540 relating to Mr. and Mrs. Upton's request for a conditional use permit to maintain two dwellings on one parcel.

Motion carried. Voting Yes: Mayor Gamec, Councilmembers Connolly, Zimmerman, Anderson, and Hendriksen. Voting No: None.

City Attorney Goodrich suggested adding the following language to condition #2 of the conditional use permit: "In addition, the permittee shall not be permitted to rent or lease the premises in exchange for any consideration."

Motion by Councilmember Connolly, seconded by Councilmember Hendriksen, to approve Mr. and Mrs. Upton's request for a conditional use permit to maintain two dwellings on one parcel located at 16101 Ramsey Boulevard, with language provided by the City Attorney, based on the findings of fact and adopting Resolution #00-11-309 declaring terms of same.

Motion carried. Voting Yes: Mayor Gamec, Councilmembers Connolly, Hendriksen, Anderson, and Zimmerman. Voting No: None.

**Case #7: Request for Site Plan Review of M&W Holding Company; Case of Jef Wise**

Community Development Director Frolik stated that the City of Ramsey has received a request for site plan review from M&W Holding Company. The site plan is proposing to construct a 3,200 square foot, off-sale liquor store. The area is generally located south of 146<sup>th</sup> Avenue and west of Armstrong Boulevard (County Road #83). The site is zoned B-3 Highway Business and off-sale liquor facilities are permitted in the Highway Business District. The structure meets all Highway Business setback requirements and is in compliance with the 35% lot coverage restriction. The site plan is proposing to gain access from 146<sup>th</sup> Avenue and another access point will be derived from an existing access off of County Road #83 (Armstrong Blvd.) that also serves the Oasis Market and video store. All driveways and off-street parking areas will be paved and finished with B-6/12 curbing. The exterior building materials are proposed to consist of vinyl siding and coronado field stone. The proposed siding deviates from the Highway Business architectural standards and will need City Council approval. Screening is not required because the adjacent parcels are zoned Highway Business and Industrial. The west portion of the property is proposed to be absent of bituminous pavement and concrete curbing. The applicant needs to clarify if the west portion of the property will remain in its current state, be irrigated or neutralized. Staff recommended that the area have some type of manicured lawn. The facility will be serviced by an on-site septic system. The site is proposing to share an existing well with bituminous immediately to the south. The applicant has talked to the State Health Department and they informed him that there is no regulations prohibiting the sharing of wells. City Code

**REQUEST FOR A CONDITIONAL USE PERMIT  
TO MAINTAIN TWO DWELLINGS ON ONE PARCEL  
CASE OF STEPHEN & PAMELA UPTON  
By: Megan Wald, Community Development Assistant**

**Background:**

City Code states that there shall not be more than one main building on a lot unless otherwise provided for in City Code. Mr. and Mrs. Upton reside at 16101 Ramsey Blvd. NW and they are requesting a conditional use permit to maintain a second dwelling (guest cottage) on the property to provide separate living quarters for Mrs. Upton's mother when she visits for extended periods of time.

**The following items are enclosed for your information:**

- a) Site location map
- b) Floor plan
- c) Draft Planning Commission Meeting Minutes Dated November 6, 2000
- d) Proposed findings of fact
- e) Proposed conditional use permit

**Notification:**

State statute requires notification of the public hearing to property owners within 350 feet of the Subject Property.

**Observations:**

The Subject Property is approximately 2.6 acres in size and is located in the Rural Service Area. Mr. and Mrs. Upton have a 528 square foot attached garage (2 stall), and two other detached accessory buildings that are 384 square feet and 1,080 square feet in size.

When the Upton's purchased the property, the 1,080 square foot detached accessory building was already heated, sheet rocked, and supplied with a working bathroom and electricity. The Applicants would like to convert the existing the detached accessory building into a guest cottage to provide separate living quarters for Mrs. Upton's mother when she stays for extended periods of time. Mrs. Upton's mother visits quite frequently and is unable to climb the stairs in the main dwelling.

If the City approves the conditional use request, the applicants are proposing to install carpet, cabinets, windows, and a shower to provide for one bathroom, a kitchenette with dining area, living room, and one bedroom (see attached floor plan). Mr. and Mrs. Upton do not intend to rent or lease the dwelling to persons at large.

Recently Loving Care Senior Services received approval to maintain two dwellings on a parcel to provide for a nurse's living quarters and is the only past case that does not maintain compliance with the 4 units in 40 acres density rule.

Upon reviewing Loving Care Senior Services and Don Kveton's request for a conditional use permit to maintain two dwellings on a parcel, the City Council stated that applications for two dwellings on a property should be viewed as a means to remedy a unique or already existing situation. The Council also noted that they do not intend to set a precedent in allowing two dwellings on a parcel when new construction is required.

The Planning Commission conducted a public hearing and reviewed the request at their regular meeting on November 6, 2000. There were no written or verbal comments submitted to the Planning Commission.

**Recommendation:**

The Planning Commission recommended approval of Mr. and Mrs. Upton's request to maintain two dwellings on their property with restriction placed on the occupancy of the second dwelling. The Planning Commission does not want to see the dwelling be used as a revenue generating rental property due to the rural single family characteristic of the neighborhood. The Commission recommended that the City Council restrict the Conditional Use Permit occupancy to relatives. City Staff has defined the term "relative" to be someone who is related to the Applicants by blood, marriage, or adoption.

**Commission Action:**

Motion to adopt Resolution #00-11-\_\_\_\_ adopting Findings of Fact #\_\_\_\_ relating to Mr. and Mrs. Upton's request for a conditional use permit to maintain two dwellings on one parcel.

-and-

Motion to approve Mr. and Mrs. Upton's request for a conditional use permit to maintain two dwellings on one parcel located at 16101 Ramsey Blvd., based on the findings of fact and adopting Resolution #00-11-\_\_\_\_ declaring terms of same.

-or-

Motion to deny Mr. and Mrs. Upton's request for a conditional use permit to maintain two dwellings on one parcel based on the findings of fact.

**Review Checklist:**  
Community Development Director

**Copies To:**  
City Attorney

CC: 11/28/00

Motion Carried. Voting Yes: Chairperson Nixt, Commissioners Johnson, Kociscak, and Reeve.  
Voting No: None. Absent: Commissioners Griffiths and Wivoda.

**Case #5: Request for a Conditional Use Permit to Maintain Two Dwellings on One Parcel; Case of Stephen and Pamela Upton**

Chairperson Nixt closed the regular portion of the Planning Commission meeting at 7:26 p.m. in order to conduct the public hearing.

**Public Hearing**

Chairperson Nixt called the public hearing to order at 7:26 p.m.

**Presentation**

Community Development Assistant Wald stated that City code states that there shall not be more than one main building on a lot unless otherwise provided for in City code. Mr. and Mrs. Upton reside at 16101 Ramsey Boulevard NW, Ramsey, and they are requesting a conditional use permit to maintain a second dwelling (guest cottage) on the property to provide separate living quarters for Mrs. Upton's mother when she visits for extended periods of time. The subject property is approximately 2.6 acres in size and is located in the rural services area. Mr. and Mrs. Upton have a 528 square foot attached garage (2 stall), and two other detached accessory buildings that are 384 square feet and 1,080 square feet in size. When the Uptons purchased the property, the 1,080 square foot detached accessory building was already heated, sheet rocked, and supplied with a working bathroom and electricity. The applicants would like to convert the existing 1,080 square foot detached accessory building into a guest cottage to provide separate living quarters for Mrs. Upton's mother when she stays for extended periods of time. Mrs. Upton's mother visits quite frequently and is unable to climb the stairs in the main dwelling. If the City approves the conditional use permit request, the applicants are proposing to install carpet, cabinets, windows, and a shower to provide for one bathroom, a kitchenette with dining area, living room, and one bedroom. Mr. and Mrs. Upton do not intend to rent or lease the dwelling to persons at large. Upon reviewing Loving Care Senior Services and Don Kveton's request for a conditional use permit to maintain two dwellings on a parcel, the City Council stated that applications for two dwellings on a property should be viewed as a means to remedy a unique or already existing situation. The Council does not intend to set a precedent in allowing two dwellings on a parcel when new construction is required. Based upon the City Council's review of the previous two requests for a conditional use permit to maintain two dwellings on a parcel, it would appear that Mr. and Mrs. Upton's request for a guest cottage (second dwelling) would be considered new construction and contradicts the Council's desire to rectify only existing non-conforming second dwellings and their desire not to set a precedent in allowing two dwellings on a parcel.

**Citizen Input**

Steve Upton, 16101 Ramsey Boulevard NW, Ramsey, stated that they have lived in Ramsey for ten years. He explained that in that ten years they have done significant improvements to the property. He noted that their property is 2.5 acres in size and is next to properties of comparable size.

Pam Upton, 16101 Ramsey Boulevard NW, Ramsey, presented the Commission with signatures of six of their neighbors, directly adjacent to them, all stating that they do not oppose the request for the second dwelling. She explained that her mother had a stroke in August and heart attacks in September and in October and has a difficult time getting around. The main house has three bedrooms all on the upper level and she is unable to go up the stairs. The guest cottage would be a way to keep her comfortable while she is visiting.

Mr. Upton noted that the property across the street has a comparable guest structure already existing.

Chairperson Nixt inquired if the property that is across the street from the Uptons has a conditional use permit for their second dwelling.

Community Development Director Frolik replied that she thought that situation was a pre-existing situation.

Mrs. Upton explained that the building is currently left vacant and is already sheetrocked, heated, has a telephone, and air conditioning.

Commissioner Kociscak inquired if Mrs. Upton's mother is ambulatory.

Mrs. Upton replied that her mother is walking, but not real steady.

Motion by Commissioner Johnson, seconded by Commissioner Kociscak, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Nixt, Commissioners Johnson, Kociscak, and Reeve.  
Voting No: None. Absent: Commissioners Griffiths and Wivoda.

The public hearing closed at 7:32 p.m.

#### Commission Business

Chairperson Nixt called the regular meeting of the Planning Commission back to order at 7:32 p.m.

Chairperson Nixt inquired if the conditional use permit is granted would it be possible for the second dwelling to be used as a rental property.

Commissioner Johnson stated that they could include in the conditional use permit that the second dwelling cannot be used as a rental property.

Motion by Commissioner Johnson, seconded by Commissioner Reeve, to recommend that City Council adopt Findings of Fact in the positive relating to Mr. and Mrs. Upton's request for a conditional use permit to maintain two dwellings on one parcel, including a finding of fact stating "That the applicants have stated that they will only use the second dwelling for a relative who has health issues" and having finding of fact #9 read "will not".

Motion Carried. Voting Yes: Commissioners Johnson, Reeve, and Kociscak. Voting No: Chairperson Nixt. Absent: Commissioners Griffiths and Wivoda.

Motion by Commissioner Johnson, seconded by Commissioner Kociscak, to recommend that City Council approve Mr. and Mrs. Upton's request for a conditional use permit based on the findings of fact including the language that the applicant will only use the second dwelling for a relative.

Further discussion: Community Development Director Frolik stated that based on discussions that staff has had with the City Attorney they have been told that the City cannot restrict use of the second dwelling to family members. Commissioner Reeve stated that he did not think they need to restrict the use to family members, but prevent the dwelling from being used as a revenue generating rental property. Community Development Assistant Wald explained that the way the court is defining family or relatives is so different that a true definition is difficult to be pinpointed. Commissioner Johnson stated that they could leave it up to the Council to define the term "relative" more specifically with the assistance of the City Attorney. Commissioner Kociscak stated that he would prefer that they limit the use to only family members and then if they don't comply with those terms, the conditional use permit can be revoked. Commissioner Johnson stated that he thinks that a guest cottage can be a reasonable accommodation on a large property.

Motion Carried. Voting Yes: Commissioners Johnson, Kociscak, and Reeve. Voting No: Chairperson Nixt. Absent: Commissioners Griffiths and Wivoda.

**Case #2: Proposed Ordinance to Establish Density Transition Standards for New Residential Development**

Chairperson Nixt closed the regular portion of the Planning Commission meeting at 7:44 p.m. in order to conduct the public hearing.

**Public Hearing**

Chairperson Nixt called the public hearing to order at 7:44 p.m.

**Presentation**

**REQUEST FOR A CONDITIONAL USE PERMIT  
TO MAINTAIN TWO DWELLINGS ON ONE PARCEL  
CASE OF STEPHEN & PAMELA UPTON  
By: Megan Wald, Community Development Assistant**

**Background:**

City Code states that there shall not be more than one main building on a lot unless otherwise provided for in City Code. Mr. and Mrs. Upton reside at 16101 Ramsey Blvd. NW and they are requesting a conditional use permit to maintain a second dwelling (guest cottage) on the property to provide separate living quarters for Mrs. Upton's mother when she visits for extended periods of time.

**The following items are enclosed for your information:**

- a) Site location map
- b) Floor plan
- c) Proposed findings of fact
- d) Proposed conditional use permit

**Notification:**

State statute requires notification of the public hearing to property owners within 350 feet of the subject property.

**Observations:**

The Subject Property is approximately 2.6 acres in size and is located in the Rural Service Area. Mr. and Mrs. Upton have a 528 square foot attached garage (2 stall), and two other detached accessory buildings that are 384 square feet and 1,080 square feet in size. City Code allows a total of 2,464 square feet for accessory buildings on the parcel. The attached and detached structures on the parcel equal 1,992 square feet, which meets City Code requirements.

When the Upton's purchased the property, the 1,080 square foot detached accessory building was already heated, sheet rocked, and supplied with a working bathroom and electricity. The applicants have stated that they do not need the storage space that this detached accessory building provides.

The applicants would like to convert the existing 1,080 square foot detached accessory building into a guest cottage to provide separate living quarters for Mrs. Upton's mother when she stays stay for extended periods of time. Mrs. Upton's mother visits quite frequently and is unable to climb the stairs in the main dwelling.

If the City approves the conditional use request, the applicants are proposing to install carpet, cabinets, windows, and a shower to provide for one bathroom, a kitchenette with dining area, living room, and one bedroom (see attached floor plan). Mr. and Mrs. Upton do not intend to rent or lease the dwelling to persons at large.

Conditional use permits have been issued in the past for more than one dwelling on a residential lot. The Delaney family estate (Armstrong Kennels) has a conditional use permit for 4 dwellings. The Thomaswood Estate (Tom Kurak homestead) was granted a conditional use permit for two dwellings in order that the seller, Mr. Thorn, could live on the property for the rest of his life. Don Kveton received a Conditional Use Permit for two (2) dwellings on his property, his home and a dwelling for his caretakers. Recently Loving Care Senior Services received approval to maintain two dwellings on a parcel to provide for a nurse's living quarters. All of these cases, with the exception of Loving Care Senior Services, maintained compliance with the 4 units in 40 acres density rule.

Upon reviewing Loving Care Senior Services and Don Kveton's request for a conditional use permit to maintain two dwellings on a parcel, the City Council stated that applications for two dwellings on a property should be viewed as a means to remedy a unique or already existing situation. The Council does not intend to set a precedent in allowing two dwellings on a parcel when new construction is required.

**Recommendation:**

Based upon the City Councils review of the previous two requests for a conditional use permit to maintain two dwellings on a parcel. It would appear that Mr. and Mrs. Upton's request for a guest cottage (second dwelling) would be considered new construction and contradicts the Council's desire to rectify only existing non-conforming second dwellings and their desire not to set a precedent in allowing two dwellings on a parcel. However, in the event that there is a desire to recommend approval of the request, a boiler plate Conditional Use permit is enclosed for consideration.

**Commission Action:**

Motion to recommend that the City Council adopt findings of fact # \_\_\_\_\_ relating to Mr. and Mrs. Upton's request for a conditional use permit to maintain two dwellings on one parcel.

-and-

Motion to recommend that City Council approve Mr. and Mrs. Upton's request for a conditional use permit based on the findings of fact.

-or-

Motion to recommend that City Council deny Mr. and Mrs. Upton's request for a conditional use permit based on the findings of fact.

**Review Checklist:**  
Community Development Director

**Copies To:**  
City Attorney

PC: 11/06/00

TO: City of Ramsey Planning Committee

RE: Upton Land Use Application  
16101 Ramsey Blvd NW

We understand that the Upton's plan to convert their existing detached 3-car garage into a guest cottage. Pam's elderly mother, who has a heart condition, visits 4-5 times per year and needs a private space that will not require climbing stairs. Because their home has all of the bedrooms on the second floor, they want to make this conversion to accommodate her health needs during her visits.

We indicate by our signatures below that we have no objection to the Upton's project.

Comments: We are in support of Pam & Steve's  
Project. We are the house directly to the  
south and it will have no impact to us.

Signed: Paul F. Cluyt  
Address: 16051 Ramsey Blvd.

TO: City of Ramsey Planning Committee

RE: Upton Land Use Application  
16101 Ramsey Blvd NW

We understand that the Upton's plan to convert their existing detached 3-car garage into a guest cottage. Pam's elderly mother, who has a heart condition, visits 4-5 times per year and needs a private space that will not require climbing stairs. Because their home has all of the bedrooms on the second floor, they want to make this conversion to accommodate her health needs during her visits.

We indicate by our signatures below that we have no objection to the Upton's project.

Comments: *In neighborhood we have no issues  
at concerns, I do feel it is something  
that would work well for her mother.*

Signed: *[Signature]*  
Address: *16121 Ramsey, Minn 55303*

TO: City of Ramsey Planning Committee

RE: Upton Land Use Application  
16101 Ramsey Blvd NW

We understand that the Upton's plan to convert their existing detached 3-car garage into a guest cottage. Pam's elderly mother, who has a heart condition, visits 4-5 times per year and needs a private space that will not require climbing stairs. Because their home has all of the bedrooms on the second floor, they want to make this conversion to accommodate her health needs during her visits.

We indicate by our signatures below that we have no objection to the Upton's project.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: Janice Hicks  
Address: 16138 Nowthen Blvd.

TO: City of Ramsey Planning Committee

RE: Upton Land Use Application  
16101 Ramsey Blvd NW

We understand that the Upton's plan to convert their existing detached 3-car garage into a guest cottage. Pam's elderly mother, who has a heart condition, visits 4-5 times per year and needs a private space that will not require climbing stairs. Because their home has all of the bedrooms on the second floor, they want to make this conversion to accommodate her health needs during her visits.

We indicate by our signatures below that we have no objection to the Upton's project.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: *Katherine Hall*  
Address: *16135 Ramsey Blvd, Ramsey, MN*

TO: City of Ramsey Planning Committee

RE: Upton Land Use Application  
16101 Ramsey Blvd NW

We understand that the Upton's plan to convert their existing detached 3-car garage into a guest cottage. Pam's elderly mother, who has a heart condition, visits 4-5 times per year and needs a private space that will not require climbing stairs. Because their home has all of the bedrooms on the second floor, they want to make this conversion to accommodate her health needs during her visits.

We indicate by our signatures below that we have no objection to the Upton's project.

Comments: The plan sounds very nice.  
We fully support the remodel  
of this garage to a guest  
cottage.

Signed: Cindy + Kurt Markhus  
Address: 16151 Ramsey Blvd NW

TO: City of Ramsey Planning Committee

RE: Upton Land Use Application  
16101 Ramsey Blvd NW

We understand that the Upton's plan to convert their existing detached 3-car garage into a guest cottage. Pam's elderly mother, who has a heart condition, visits 4-5 times per year and needs a private space that will not require climbing stairs. Because their home has all of the bedrooms on the second floor, they want to make this conversion to accommodate her health needs during her visits.

We indicate by our signatures below that we have no objection to the Upton's project.

Comments: Our only concern is that when  
renovated this does not become a rental  
unit in the future if & when the Uptons would  
sell the property!

Signed: Ruth Chapman Ruth Chapman  
Address: 16042 Ramsey Blvd NW

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #11-~~10~~11-\_\_**

**A RESOLUTION ADOPTING FINDINGS OF FACT #\_\_\_ RELATING TO A REQUEST FROM ANTHONY REED FOR AN AMENDED CONDITIONAL USE PERMIT TO MAINTAIN TWO DWELLINGS ON THE PROPERTY LOCATED AT 16101 RAMSEY BOULEVARD NW.**

**WHEREAS**, the City of Ramsey received an application from Anthony Reed for an amended conditional use permit to maintain a second dwelling on the property generally known as 16101 Ramsey Boulevard NW and legally described as follows:

South 138.4 feet of West 825 feet of Southwest quarter of Northeast quarter Section 15-32-25 as measured along West and South lines thereof excluding road subject to easement of record.

("Subject Property")

**NOW THEREFORE, BE IT RESOLVED BY THIS CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA that the findings of fact relating to the request are determined to be as follows:**

1. That on November 28, 2000, the City approved a conditional use permit to maintain two dwellings on the Subject Property, provided that the occupant of the accessory dwelling was related to the occupant of the primary dwelling. The findings of fact and permit for that approval are hereby incorporated as reference. Said documents are in City files and available upon request.
2. That on August 18, 2011, Anthony Reed (the "Applicant"), properly applied for an amended condition use permit to maintain two (2) dwellings on the Subject Property.
3. That on August 25, 2011, the City invoked a 60-day extension to the 60-day time limit for reviewing the conditional use permit as permitted by Minnesota Statute 15.99.
4. That the Applicant appeared before the Ramsey Planning Commission for a public hearing pursuant to Section 117-51 of the City Code on October 6, 2011, and that said public hearing was properly advertised, and that the minutes of said public hearing are hereby incorporated as a part of these findings by reference.
5. That the original property owner, the Uptons, rented the detached accessory apartment (the "Accessory Apartment" to unrelated persons.
6. That subsequently, the City granted a rental license to the Subject Property to allow the rental of the Accessory Apartment, contrary to the original CUP approved in 2000.
7. That the Applicant purchased the Subject Property with understanding that the Accessory Apartment could be leased in exchange for rent for consideration.

8. That due to the unique history of the Subject Property, this has created a unique situation in the City not found in other areas of the City.
9. That the innate conflicts were created by the City.
- ~~4~~10. That the City is concerned that limiting unrelated persons would violate State law.
- ~~5~~11. That the Subject Property is approximately 2.48 acres in size.
- ~~6~~12. That the Subject Property and surrounding parcels are zoned R-1 Residential (Rural Developing).
- ~~7~~13. That Section 117-358 (Newly erected buildings; lot grade elevations) of City Code states that there shall not be more than one main dwelling on a lot except as otherwise provided.
- ~~8~~14. That City Code Section 117-111 (R-1 Residential District) does not list accessory apartments/dwellings as an allowable use.
- ~~9~~15. That the Applicant's dwelling on the Subject Property is considered to be the main building and the Applicant is requesting to utilize the accessory dwelling to lease to a separate tenant with the intent to obtain lease revenue from use of the accessory dwelling.
- ~~10~~16. That the use ~~will~~ will not be unduly dangerous or otherwise detrimental to persons residing or working in the vicinity of the use, or to the public welfare.
- ~~11~~17. That the use ~~will~~ will not substantially adversely impair the use, enjoyment or market value of any surrounding property.
- ~~12~~18. That the use will ~~will~~ not be harmonious with and in the specific objectives of the Comprehensive Plan.
- ~~13~~19. That the use will ~~will~~ not be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and the use will/will not change the essential character of the area.
- ~~14~~20. That the use ~~will~~ will not be hazardous or disturbing to existing or future neighboring uses.
- ~~15~~21. That the use will ~~will~~ not be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, drainage structures, or schools.
- ~~16~~22. That the use ~~will~~ will not create excessive additional requirements at public cost for public facilities and services and the use ~~will~~ will not be detrimental to the economic welfare of the community.
- ~~17~~23. That the use ~~will~~ will not involve uses, activities, processes, materials and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
- ~~18~~24. That the use will ~~will~~ not be consistent with the intent and purposes of City Code Chapter 117.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council  
this the ~~7<sup>th</sup>~~ <sup>25<sup>th</sup></sup> day of ~~October~~ <sup>November</sup>, 2011.

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Mayor

**ATTEST:**

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City Clerk

Councilmember ~~Connolly~~ \_\_\_\_\_ introduced the following resolution and moved for its adoption:

RESOLUTION #~~1100-1110-309~~ \_\_\_\_\_

A RESOLUTION APPROVING THE ISSUANCE OF AN AMENDED CONDITIONAL USE PERMIT BASED ON FINDINGS OF FACT # ~~0540~~ AND DECLARING TERMS OF PERMIT TO MAINTAIN A SECOND DWELLING ON A PARCEL.

WHEREAS, ~~Pamela and Stephen Upton~~ Anthony Reed ~~have~~ has properly applied for an amendment to the existing conditional use permit to maintain a second dwelling on the property generally known as 16101 Ramsey Boulevard and legally described as follows:

South 138.4 feet of West 825 feet of Southwest quarter of Northeast quarter Section 15-32-25 as measured along West and South lines thereof excluding road; subject to easement of record.

("Subject Property").

WHEREAS, the Planning Commission met on ~~November 6~~ October 6, 200011, conducted the public hearing and recommended that the City Council approve ~~al of~~ the request.

NOW THEREFORE, BE IT RESOLVED BY THIS CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

1. Based on Findings of Fact # ~~309~~, an amended conditional use permit ("Permit") to maintain a second dwelling on the Subject Property is hereby granted to ~~Pamela and Stephen Upton~~ Anthony Duane Reed and Anisa Marie Thomas (the "PermitteesPERMITTEES").
2. The second dwelling shall not be discontinued as an accessory use to the principal dwelling by way of sale, ~~lease, or use by other than a relative of the Permittees and a relative is defined as someone who is related by blood, marriage, or adoption to the Permittees,~~ unless the property is subdivided in accordance with relevant City Codes. ~~In addition, the permittee shall not be permitted to rent or lease the premises in exchange for any consideration.~~
3. The ~~Permittees~~ PERMITTEES shall obtain a Certificate of Occupancy for the second dwelling on the Subject Property. The Building Official will conduct the appropriate inspections of the second dwelling to insure the structure meets Uniform Building Code requirements, prior to occupancy.
4. The ~~Conditional Use~~ Permit, upon written notice being provided by the City to the ~~Permittees~~ PERMITTEES but without further action by the Planning Commission or City Council, shall expire if the ~~permit holder~~ PERMITTEES fails to initiate such conditional use permit and fulfill each and every condition attached thereto within one (1) year from the date of its authorization, or if the use is discontinued for a continuous twelve (12) month period, unless

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a petition for an extension of time in which to complete or utilize the use that has been granted by the Council. Such extension shall be requested in writing and filed with the ~~City~~ CITY at least thirty (30) days before the expiration of the original ~~conditional use permit~~ Permit. The request for extension shall state facts showing a good faith attempt to complete or utilize the use permitted in the ~~conditional use permit~~ Permit. Such petition shall be presented to the Planning ~~and Zoning~~ Commission for a recommendation to the Council and acted upon by the City Council.

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5. The ~~Permittees~~ PERMITTEES shall be responsible for all ~~City~~ CITY costs incurred in administering and enforcing this Permit. Said expenses shall be paid within 15 days of billing by the ~~City~~ CITY and failure to pay the ~~City's~~ CITY'S expenses within the 15 day billing period will permit the ~~City~~ CITY to draw upon any of the escrows required by this agreement for payment.

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6. The City Administrator and/or his/her designee shall have the right to inspect the premises for compliance and safety purposes annually or at any time upon reasonable request. Any violation of City Code or State or Federal law may result in revocation of the Permit.

7. The ~~City~~ CITY shall record this Permit in the office of the Anoka County Recorder and the ~~Permittees~~ PERMITTEES agree to the terms and provisions of this Permit.

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The motion for the adoption of the foregoing resolution was duly seconded by Councilmember ~~Hendriksen~~ \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

- \_\_\_\_\_ ~~Mayor Gamee~~
- \_\_\_\_\_ ~~Councilmember Connolly~~
- \_\_\_\_\_ ~~Councilmember Hendriksen~~
- \_\_\_\_\_ ~~Councilmember Anderson~~
- \_\_\_\_\_ ~~Councilmember Zimmerman~~

and the following voted against the same:

~~None~~

and the following abstained:

~~None~~

and the following were absent:

~~None~~

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the ~~25~~ 7<sup>th</sup> day of ~~November~~ October ~~November~~, 2011~~00~~.



~~Mr. and Mrs. Upton~~ Anthony Duane Reed and Anisa Marie Thomas, hereby acknowledge receipt of this permit and have reviewed the conditions of this permit and have agreed that they will comply with the terms of this permit.

By: \_\_\_\_\_  
~~Mr. and Mrs. Upton~~ Anthony Duane Reed \_\_\_\_\_ Anisa Marie Thomas

STATE OF MINNESOTA )  
 ) SS.  
COUNTY OF )

On this \_\_\_\_\_ day of \_\_\_\_\_, ~~2011~~00, before me a Notary Public personally appeared ~~Mr. and Mrs. Upton~~ Anthony Duane Reed and Anisa Marie Thomas, to me known to be the person described in and who executed the foregoing instrument and acknowledged that she executed the same at her free act and deed.

\_\_\_\_\_  
Notary Public

CITY OF RAMSEY:

By: \_\_\_\_\_ By: \_\_\_\_\_  
Mayor City Administrator

STATE OF MINNESOTA )  
 ) SS.  
COUNTY OF ANOKA )

On this \_\_\_\_\_ day of \_\_\_\_\_, ~~2000~~00, before me a Notary Public personally appeared ~~Thomas G. Gamee~~ Bob Ramsey and ~~James E. Norman~~ Jo Thieling, to me personally known, who, being each by me duly sworn, did say that they are respectively the Mayor and City ~~Administrator~~ Clerk of the City of Ramsey, the Municipal Corporation named in the foregoing instrument, and seal affixed to said instrument is the corporate seal of said Municipal corporation, and the said instrument was signed and sealed on behalf of said Municipal Corporation by authority of its City Council, and said ~~Thomas G. Gamee~~ Bob Ramsey and ~~James E. Norman~~ Jo Thieling acknowledge said instrument to be the free act and deed of said Municipal Corporation.

\_\_\_\_\_  
Notary Public

This document drafted by:  
The City of Ramsey  
15153 Nowthen Boulevard N.W.  
Ramsey, MN 55303

This document reviewed by:  
Randall, Dehn & Goodrich  
2140 4<sup>th</sup> Avenue  
Anoka, MN 55303

**PLANNING COMMISSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey Planning Commission conducted a special meeting on Thursday, October 20, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:           Chairperson Gary Levine  
                                  Commissioner Bauer  
                                  Commissioner Brauer  
                                  Commissioner Andrew Dunaway  
                                  Commissioner Joseph Field  
                                  Commissioner Robert Schiller  
                                  Commissioner Gary Van Scoy

Members Absent:           None

Also Present:              Senior Planner Tim Gladhill

**CALL TO ORDER**

Chairperson Levine called the regular meeting to order at 7:00 p.m.

**CITIZEN INPUT**

None.

**APPROVAL OF AGENDA**

Motion by Commissioner Dunaway, seconded by Commissioner Van Scoy, to approve the agenda as presented.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners, Dunaway, Van Scoy, Bauer, Brauer, Field, and Schiller. Voting No: None. Absent: None.

**PUBLIC HEARINGS/COMMISSION BUSINESS**

**Case #1:       Request for an Amended Conditional Use Permit for an Accessory Dwelling at 16101 Ramsey Blvd. NW (continued); Case of Anthony Reed**

**Presentation**

Senior Planner Gladhill presented the Staff Report, which included updating the Commissioners on the legal opinion of the City Attorney.

### **Commission Business**

Commissioner Bauer stated it seems to him the attorney is referring to a single structure in a single family residential zone, what we are looking at is a second single structure in a single family residential zone, so what we are looking at in the CUP is allowing a second structure and what restrictions can be placed on that. If ordinance permits renting within a single structure, why not allow it in a second structure. The original conditions applied to a unique situation and now we have to move forward in a way that is in the best interest of all of those involved.

Senior Planner Gladhill stated the City Attorney is addressing keeping the intent of the single family zoning; limiting the number of renters, fixing the definition of family to include the most current by state statute, and the clause that says the applicant cannot collect rent.

Discussion ensued regarding the definition of family including case law, number of people, traffic levels, and building code.

Commissioner Van Scoy stated there isn't a clear definition of family, but the term is being used in the City's ordinances and the Commission needs to address that; maybe for this issue focus on limiting the number of people allowed.

Commissioner Field stated that the Commission seems to be juggling several issues. The applicant is requesting two things that are different in the CUP; permission to rent the structure and permission to rent it to non-family.

Commissioners discussed the City Attorney's opinion and the language referring to the definition of family how to address that in the findings and conditional use permit.

Senior Planner Gladhill stated he spoke with the applicant prior to the meeting regarding the City Attorney's opinion and he is agreeable to the three person limit.

Anthony Reed, 16101 Ramsey Blvd. NW, the applicant asked if limiting the number of three persons affects the main dwelling unit as well.

Senior Planner Gladhill stated that the Attorney's opinion applies to the subject property which includes the main and detached structure.

Commissioner Dunaway stated he thinks this would set a dangerous precedence if another applicant with a three (3) car detached garage came forward with an ailing mother and wanted to do the same thing.

Senior Planner Gladhill stated today's ordinance addresses those concerns. The second dwelling is not allowed as a conditional use today. The City is protected from this situation occurring again.

Discussion ensued regarding the history of the Conditional Use Permit, and how to fix it both for future property owners and staff. Discussion continued regarding the findings of fact.

Motion by Commissioner Bauer, seconded by Commissioner Van Scoy to recommend that City Council adopt findings of fact favorable relating to the request for an amended Conditional Use Permit with the additional finding “That the original property owner did rent the dwelling to an unrelated person, subsequently contrary to the original CUP the City did grant a rental license for the dwelling and the current owner purchased the property with the understanding the second dwelling was a rental unit.”

Amended motion by Commissioner Bauer, seconded by Commissioner Van Scoy to recommend that City Council adopt findings of fact favorable relating to the request for an amended Conditional Use Permit with the additional finding “That the original property owner did rent the dwelling to an unrelated person, subsequently contrary to the original CUP the City did grant a rental license for the dwelling and the current owner purchased the property with the understanding the second dwelling was a rental unit” and “That the amendment would resolve innate conflicts with the City’s actions.”

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, Van Scoy, Brauer, Dunaway, Field, and Schiller. Voting No: None. Absent: None.

Motion by Commissioner Brauer, seconded by Commissioner Van Scoy to recommend that City Council approve the request for an amended Conditional Use Permit.

### **Further Discussion**

Commissioner Van Scoy asked the applicant the square footage of the accessory dwelling, how many bedrooms and if he was OK with the limit of three (3) people.

Mr. Reed stated the dwelling was 1300 square feet, has two bedrooms which seems to make it designed more for singles, elderly that are living on their own or a family just starting out.

Discussion ensued as to how many residents would be allowed and if a limit should be included in the amended CUP.

Amended motion by Commissioner Brauer, seconded by Commissioner Van Scoy to recommend that City Council approve the request for an amended Conditional Use Permit with Condition #6 to read “The City Administrator and/or his/her designee shall have the right to inspect the premises for compliance, safety purposes, and any violation of city code annually or at any time upon reasonable request.”

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, Van Scoy, Brauer, Field, and Schiller. Voting No: Commissioner Dunaway. Absent: None.

### **COMMISSION/STAFF INPUT**

## **ADJOURNMENT**

Motion by Commissioner Van Scoy, seconded by Commissioner Dunaway, to adjourn the meeting.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Van Scoy, Dunaway, Bauer, Brauer, Field, and Schiller. Voting No: None. Absent: None.

The regular meeting of the Planning Commission adjourned at 8:30 p.m.

Respectfully submitted,

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Tim Gladhill  
Senior Planner

ATTEST:

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JoAnn Shaw  
Planning Division Secretary

## MEMORANDUM

TO: City of Ramsey Planning Commission  
FROM: William K. Goodrich, City Attorney  
RE: Conditional Use Permit for 16101 Ramsey Boulevard NW  
DATE: October 20, 2011

### FACTS

By its Resolution # 00-11-309 on November 28, 2000 the City issued a conditional use permit (the "CUP") granting the right to maintain a second dwelling on the residentially zoned property located at 16101 Ramsey Boulevard (the "Subject Property"). The CUP required that the occupants of the second dwelling can be only "relatives" of the permittee. In addition, the CUP provided that the permittee may not lease the premises in exchange for consideration. At the time of the issuance of the CUP accessory dwellings were not permitted in residential districts, thus the CUP. Currently, accessory dwellings are still not permitted in the City's residential zones.

Subsequent to the issuance of the CUP title to the Subject Property has transferred to another party. The new Subject Property owner (the "Applicant") has properly applied to the City to lease for payment the accessory dwelling which is the subject of the CUP to a non-relative.

The CUP did not expire with the Subject Property's title transfer and may continue in effect as to the property so long as its conditions are complied with.

### ISSUE

The issue now is can the City enforce the "relative only" and "no lease for consideration" provisions both of which are requirements of the CUP.

### OPINION

There is conflicting authority on the requirement that residents of single family properties be related by blood or marriage or be "relatives" as used in the CUP. The U.S. Supreme Court in 1974 case of *Belle Terre v. Boraas*, 416 U.S.1 (1974) found no evidence of infringement of constitutional rights by allowing an ordinance which prohibited six unrelated college students from renting a house in a single family neighborhood. The Supreme Court in that case found that the legitimate objectives of ordinances to protect family residential zoning are to maintain:

A quiet place where yards are wide, people few, and motor vehicles restricted are legitimate guidelines in a land use project addressed to family needs. This goal is a permissible one within *Berman v. Parker* . . . The police power is not confined to elimination of filth, stench, and unhealthy places. It is ample to lay out zones where family values, youth values, and the blessings of quiet seclusion, and clean air make the area a sanctuary for people.

Thus the U.S. Supreme Court finds no objection in this 1974 case with family only restrictions.

However, *Belle Terre* was interpreting the U.S. Constitution and not the Minnesota State Constitution or any other state constitution. Since *Belle Terre* was decided in 1974, several state court decisions have held ordinances which totally exclude unrelated persons from single family districts as unconstitutional under their specific State Constitution.

To date, this issue has not been decided by the Minnesota Supreme Court. However, the Minnesota Supreme Court in two cases dealing with group homes has ruled that even with local zoning ordinances which require persons to be related in order to be a family, a group home is a single family dwelling. See *Costley v. Caromin House, Inc.*, Minn. 313 N.W.2d 21 (1981) and *Good Neighbor Care Center v. Little Canada*, 357 N.W.2d 159 (Min. App. 1984). In *Costley* the Minnesota Supreme Court went on to say that . . . the word “family” is no longer limited to a traditional concept of marriage and biological ties. . . so long as the group home bears a generic character of a family unit as a relatively permanent household, and is not a framework for transients living, it conforms to the purpose of the ordinance.”

In addition in another U.S. Supreme Court case, the court ruled in 1995 that zoning ordinances placing a limit on the number of unrelated persons who may live together in a single family zone may be challenged under the U.S. Fair Housing Act Amendments of 1988.

Thus notwithstanding the *Belle Terre* decision cited above, the trend in Appellate Court decisions clearly seems to be to define “family” or “relatives” in very broad terms and to NOT totally exclude groups of unrelated persons from occupying properties in single family zones. The courts, however, do seem to permit a restriction on the number of unrelated persons who can live together in a family zone. This limitation appears to be in response to legitimate zoning ordinance objectives of preserving “the sanctity of the family, quiet neighborhoods, low population, few motor vehicles and low transiency.” *State v. Champoux*, 252 Neb. 769 (1997).

By way of example, the City of Richfield ordinance on definition of “family” appears to be in accord with the current state of the law on this subject. The Richfield ordinance defines family as (1) an individual plus (1) or more persons related by blood, marriage, etc.; (2) **two unrelated people and any children related to either of them; or (3) one or more persons occupying a premises, subject to a limit of not more than three (3) unrelated persons eighteen (18) years of age or older** (emphasis added).

Richfield goes on to state in its ordinance:

The definition of family is established for the purpose of preserving the character of residential neighborhoods by controlling population density, noise, disturbance and traffic congestion and shall not be applied so as to prevent the city from making reasonable accommodation where the city determines it necessary under applicable federal fair housing laws.

In my opinion with regard to the instant case and the CUP, it will be difficult, if challenged in court for Ramsey to prevail in enforcing the total prohibition of non-relatives from the second dwelling. Some reasonable accommodation of a limited number of non-relatives would seem to be required as consistent with the zoning ordinance's "... legitimate objectives of preserving the sanctity of the family, quiet neighborhoods . . ." etc. An interpretation similar to the Richfield ordinance would seem reasonable and legally enforceable.

Finally, I see no specific authority with regard to the CUPS' no rent for consideration clause. The analysis of this provision should be similar to the "relative" issue restriction. That is, can the City as a governmental agency prove that this restriction is rationally related to the legitimate objectives of the zoning ordinance as discussed above.

Please advise if I can be of further assistance on this matter.