

City of Ramsey
Agenda
City Council Work Session
Tuesday September 27, 2011
5:30 p.m. or immed following Committee(s)
Lake Itasca Room 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Fee for Police Services at End Zone Tent Party on June 3, and June 4, 2011
 2. Fire Suppression System for City-Owned Property at 6701 Hwy 10
- 3. Future Topics for Discussion - *See Attached Calendar***
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

CC Work Session

2. 1.

Meeting Date: 09/27/2011

By: Diana Lund, Finance

Title:

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

Background:

On June 3 and June 4, 2011 the Ramsey police had two officers provide a total of 20 hours of coverage at the tent party held at the End Zone Bar & Grill. Per the city's schedule of rates, fees and charges, End Zone Bar & Grill was billed for the police coverage at 2.75 times the officer's regular hourly wage or for a total billing of \$1,790 which equates to \$89.50 per hour of coverage per officer.

The city's policy of charging the 2.75 times staff's regular rate of pay was established in the early 1990's and is adopted annually by ordinance as part of the City's Schedule of Rates, Fees and Charges. The 2.75 is to cover the overtime rate of staff, medicare, social security, pera, worker's comp, and overhead costs such as additional administration fees - invoicing, postage, insurance, gas, wear & tear on vehicles, etc.

Gary Gruber, owner of the End Zone contacted the city that he is not in agreement of the amount charged and feels that it is too high. The City Clerk and the Police Chief were the the parties present when Mr. Gruber filled out the respective paper work for the tent permit. The Police Chief noted on the bottom of the permit that the city's rate was 2.75 X staff's hourly rate. This documentation, also a listing of other organizations that have used city police services and amounts billed were sent to Mr Gruber. Attached is the documentation that was mailed Mr. Gruber.

End Zone is one of the properties that is listed as delinquent and is on the city's certification list, of which, the public hearing will be held at tonight meeting.

Notification:

Mr. Gruber asked to address city council regarding the billing he received for police services and will be present at the worksession.

Funding Source:

Police services are paid from the respective overtime and benefit accounts of the Police Department.

Council Action:

Discussion of invoiced billing in relation to police services for tent party held at End Zone Bar and Grill on June 3 & 4, 2011, and in the process of being certified to 2012 property taxes.

Attachments

End Zone Letter

Form Review

Inbox	Reviewed By	Date
Jim Way	Jim Way	09/20/2011 02:35 PM
Kurt Ulrich	Kurt Ulrich	09/22/2011 02:23 PM
Form Started By: Diana Lund		Started On: 09/20/2011 11:37 AM

Final Approval Date: 09/22/2011

Went to CC

REC'D JAN 27 2011

CITY OF RAMSEY -2010 ²⁰¹¹
APPLICATION FOR TEMPORARY SPECIAL EVENTS PERMIT

Return this completed application along with 50.00 (fee determined based on event)

City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303



Make check or money order payable to the "City of Ramsey".

- 1) FULL Name of Business: End Zone Bar & Grill
- 2) Manager or Proprietor's FULL Name: Gruber Gary Lee
Last First Middle Name
- 3) Manager's or Proprietor's Date of Birth: 5-22-63
- 4) Business Address: 6415 Hwy 10 NW #100 Ramsey, MN 55303
Street, Box, Route City State ZIP
- 5) Business Phone Number(s): (763) 433-2615 ()
- 6) Exact legal description of the premises to be licensed: _____
- 7) Owner of the premises: Ameyda Bob _____
Last Name First Name Middle Name
- 8) Address of Owner of premises: _____
Street, Box, Route City State ZIP
- 9) Owner's Phone Number(s): 612 202-9998 ()
- 10) Applicant's FULL Name: Gruber Gary Lee
Last Name First Name Middle Name
- 11) Applicant's Phone Number(s): 763-464-2801
- 12) Applicant's Date of Birth: 5-22-63
- 13) Applicant's Place of Birth: Mpls
- 14) Applicant's Address: 1327 Oakview Way Anoka MN 55303
Street, Box, Route City State ZIP
- 15) Applicant's Phone Numbers: _____ () _____ ()
- 16) Applicant's Position With Company: General Manager / owner
- 17) Are you the sole owner of the business? Yes: _____ No: X
- 18) If partnership, state names and addresses of all partners.

19) If corporation, state names and addresses of all officers and directors.

No other persons than those named in this application have any interest in the management and control of such business.

20) Period of time in which activities will be conducted: Friday June 3rd 8pm To 12AM
Saturday June 4th 8pm To 12AM

21) Parking Provisions for employees and visitors: Parking lot of Mall

22) Brief description of event (use back of sheet if more space is needed)

Outdoor Tent party with Live Music

23) An estimate of the numbers of persons and spectators expected to attend the event on each day it is conducted, together with detailed information supporting such estimate:

250 - 350

24) A detailed explanation of a policing plan:

On site Security + 2 police officers
Supplied By City

Rate of pay set by Rates & Fees
schedule
July

CITY OF RAMSEY
INVOICE REQUEST

112635

Complete and Submit to the Finance Department

INDIVIDUAL/COMPANY TO BE BILLED

NAME: End Zone
ADDRESS: 6415 Hwy #10

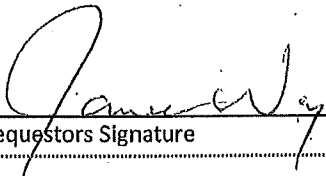
BILLING INFORMATION

DATE OF SERVICE: _____ SUBMITTED BY: Way

DESCRIPTION: Security at tent party June 3rd and 4th from 1930 hrs to 0030 hrs
Singewald \$33.63 x 2.75 x 5 hrs= \$462.41
Dixon \$31.78 x 2.75 x 5 hrs= \$436.98
Wieler \$32.39 x 2.75 x 5 hrs= \$445.35
Law \$32.39 x 2.75 x 5 hrs= \$445.35

ACCOUNT: 211 - 6103 AMOUNT: \$ 1,790.09
ACCOUNT: _____ AMOUNT: _____
ACCOUNT: _____ AMOUNT: _____

TOTAL AMOUNT TO BILL: \$ 1,790.09

 _____
Requestors Signature Date 6-7-11

FINANCE DEPT. USE ONLY

CUSTOMER NO: _____ BATCH NO: _____
REVENUE ACCOUNT NO: _____ DATE: _____

Remit To:
CITY OF RAMSEY
7550 SUNWOOD DRIVE NW
RAMSEY MN 55303

Billing Address: 112635
END ZONE
6415 HWY #10
RAMSEY MN 55303

INVOICE

19812

Invoice Date 6/9/2011

Due Date 6/9/2011

Page: 1

Item	Remark	Amount
001	Security 6/3-6/4 Tent Party	1,790.09
	Total Amount Invoiced	1,790.09
	Tax Amount	
	Balance Due	1,790.09

CITY OF RAMSEY
2011 SCHEDULE OF RATES, FEES AND CHARGES
 Adopted November 23, 2010

SERVICE OR LICENSE	SPECIAL NOTES	2011 Adopted
Tree Removal Administrative Charge		91.00/hr
Weed Mowing Administrative Charge		91.00/hr
Other professional /staff services		2.75 X wage/hr
Public Safety:		
Alarms: False (3rd offense)	In a Calendar Year	75.00
Alarms: False (4th offense)	In a Calendar Year	150.00
Alarms: False (5th offense)	In a Calendar Year	225.00
Alarms: False (6th offense)	In a Calendar Year	300.00
Car Seat Check -Non-Resident only		25.00
Cat license - duplicate		5.00
Cat license - male/female - 2 yr. license		20.00
Cat license - male/female neutered/spayed - 2 yr. license		10.00
Clandestine Drug Labs	Recovery of Public Costs	125% of Recovery Costs (Recovery Cost + 25%)
Copies: Audio/Video CD/DVD		20.00
Copies: Incident/Investigative Reports	Per statute Ch163 sec 8 adopted 8/1/05	.25/page
Copies: Statistical Summary Reports		5.00
Dangerous Dog License		500.00
Dog Impoundment fee		125.00+board
Dog Impoundment fee (2nd offense)	w/in 12 months (+50.00 each addtl w/in 12 mo)	175.00 +board
Dog license - duplicate		5.00
Dog license - male/female - 2 yr. license		20
Dog license - male/female neutered/spayed - 2 yr. license		10
Fire Prevention:		
Suppression Fees:		
Permit		Valuation based/1997 UBC Fee Table 1-A Minimum of 23.50
Plan Review		65% of permit fee \$5.00 Minimum State Surcharge
Fire Alarm Fees:		
Permit		Valuation based/1997 UBC Fee Table 1-A Minimum of 23.50
Plan Review		65% of permit fee \$5.00 Minimum State Surcharge
Temporary Assembly/Tent Permit(Greater than 100 sq. ft.)		50.00/per tent
Aboveground Tank Storage		100.00/per tank
Underground Tank Storage		100.00/per tank
Fuel Tank Storage Removal		100.00/per tank
Daycare Inspection Fee		50.00
Permit Re-Inspection Fee		50.00
Fireworks/Pyrotechnic Display Permit		200.00
Double Permit Fee		2 x normal permit fee
Lock Box Fee:		
Surface Mount		215.00
Recessed Box		255.00
All Others		Actual cost + 10% Admin fee
Fire Code Re-Inspection Fee		140.00
Gas Line Hit By Contractors	Effective 4-1-10	300.00
Open Burn Permits:		
Open burn permit application	Residential	25.00
	Commercial	50.00
Open burn permit fee - 5 cu. yards minimum		10.00

Police Services

2009 St Katherines	\$ 1,305
2009 Wyatt Earps	\$ 1,447
2009 Penalty Box	\$ 1,799
2009 Penalty Box	\$ 1,789
2010 Penalty Box	\$ 1,628
2010 St Katherines	\$ 1,378
2011 End Zone	\$ 1,790

Police Coverage for Special Events

Remit To:
CITY OF RAMSEY
7550 SUNWOOD DRIVE NW
RAMSEY MN 55303

Billing Address: 111152
PENALTY BOX
14077 ST FRANCIS BLVD NW
RAMSEY MN 55303

INVOICE

18336

Invoice Date 8/27/2009

Due Date 8/27/2009

Page: 1

<u>Item</u>	<u>Remark</u>	<u>Amount</u>
001	8/21-8/22/09 Security per att.	1,798.58
	Total Amount Invoiced	<u>1,798.58</u>
	Tax Amount	<u> </u>
	Balance Due	<u><u>1,798.58</u></u>

Remit To:
CITY OF RAMSEY
7550 SUNWOOD DRIVE NW
RAMSEY MN 55303

Billing Address: 111152
PENALTY BOX
14077 ST FRANCIS BLVD NW
RAMSEY MN 55303

INVOICE

18134

Invoice Date 5/14/2009

Due Date 5/14/2009

Page: 1

Item	Remark	Amount
001	5/8 & 5/9 Event Security 2 Officers for 4.5 hours each 2 Officers for 5.5 hours each	1,789.24
	Total Amount Invoiced	<u>1,789.24</u>
	Tax Amount	
	Balance Due	<u><u>1,789.24</u></u>

CC Work Session

2. 2.

Meeting Date: 09/27/2011

By: Aaron Backman, Administrative
Services

Title:

Fire Suppression System for City-Owned Property at 6701 Hwy 10

Background:

The City of Ramsey acquired the property at 6701 Hwy 10 in September of 2005. The 28,000 sq. ft building includes 18,000 sq. ft. of cold storage that is utilized by Sharp & Associates to store boats, RVs, and other vehicles, and approximately 10,000 sq. ft of office space formerly occupied by NAU Country Insurance. In February of 2007 the City leased 4,820 sq. ft. on the east side of the office space to Youth First Community of Promise. Three years later the lease was modified with the lessee being the Northwest Anoka County Community Consortium. Youth First continues to operate in the east side of the office space. The City constructed a demizing wall dividing the office area in the middle and has undertaken other maintenance activities pertaining to the property.

At the beginning of July of 2011, the United Methodist Church of Anoka approached the Economic Development/Marketing Manager regarding leasing the western portion of the office space in 6701 Hwy 10. The Anoka church is interested in creating a new satellite church called Northern Light Church. On July 8th Pastor Lyndy Zabel, the pastor for the new church, provided a letter of intent to lease the office area. Following negotiations with representatives of the church, a lease was drafted that reflected an annual rent of \$24,100 in the first year and \$26,510 in the second year of the lease. The term of the lease would be for 30 months.

According to the Building Official, in 2005 the City adopted the Chapter 1306 MN Building Code into the Ramsey Building Code. Chapter 1306 is the section of the building code requiring buildings to be constructed with fire suppression. Chapter 1306 has two optional subparts which the City was required to choose. Option one would apply to any new builds or additions. Under option one any new construction would be required to have a fire suppression system installed as part of the permit.

Ramsey choose to adopt "Option 2", which requires any new construction including additions to be sprinkled, as well as requiring any existing space that has a change in its "occupancy" classification to also be sprinkled. Since there is a change of use of the property that entails assembly activities, the City's building code requires the installation of a fire suppression system. Following discussions with the Building Official, Fire Marshal, and the church, it is clear that a fire sprinkler system would be required for a portion of the building, specifically for the office area on the south end of the property (See diagram of the building). Both Youth First and Northern Light Church have activities that trigger the need for a fire suppression system. This proposed project would provide fire safety for both sides.

The proposed fire sprinkler project would entail a two-zone wet and dry pipe fire protection sprinkler system. The "wet pipe system" protects the heated office space and moves water through pipes in the ceiling. The "dry pipe system" protects the unheated attic truss space and is equipped with an air compressor. The total cost for both is \$64,980. There is currently a two inch water service line that comes into the building which does not provide sufficient water pressure to support the fire protection system. Therefore, a six inch water line would need to be extended from the water main that runs along the south side of the BNSF railroad tracks. Public works has provided cost estimates for two options (See site layout showing water main options). The 280 foot option is estimated to cost \$53,585 and the 440 foot option \$36,575. Both have a 25% contingency. Actual bids from contractors may come in lower. Thus the total project cost would be \$101,555.

Recommendation:

It is recommended that the City Council consider fire suppression requirements that may be needed for the City-owned property at 6701 Hwy 10. This investment in a sprinkler system would permit the leasing of the building to Northern Light Church and open up the building to other users.

Funding Source:

It is suggested that the City Council consider utilizing approximately \$15,000 a year from the lease revenue with Northern Light Church to amortize the cost of installing the fire protection system. This would still allow the City to pay expected taxes and administrative costs associated with the lease and that portion of the building. A 2 1/2 year lease would thus generate \$37,500 to offset the investment. The difference of \$64,055 could potentially be paid by the City using the EDA Fund. If the church would extend the lease then more of the costs of the fire protection system would be amortized over time. The installation costs associated with the portion of the office occupied by Youth First should not be borne by the Northern Light lease. Moreover, the water line would benefit the whole building. Other office users coming in would already meet fire suppression system requirements.

Council Action:

Provide guidance to City staff regarding the proposed investment of City resources for a fire suppression system in 6701 Hwy 10.

Attachments

6701 Hwy 10 Bldg.
6701 Water Line Options

Form Review

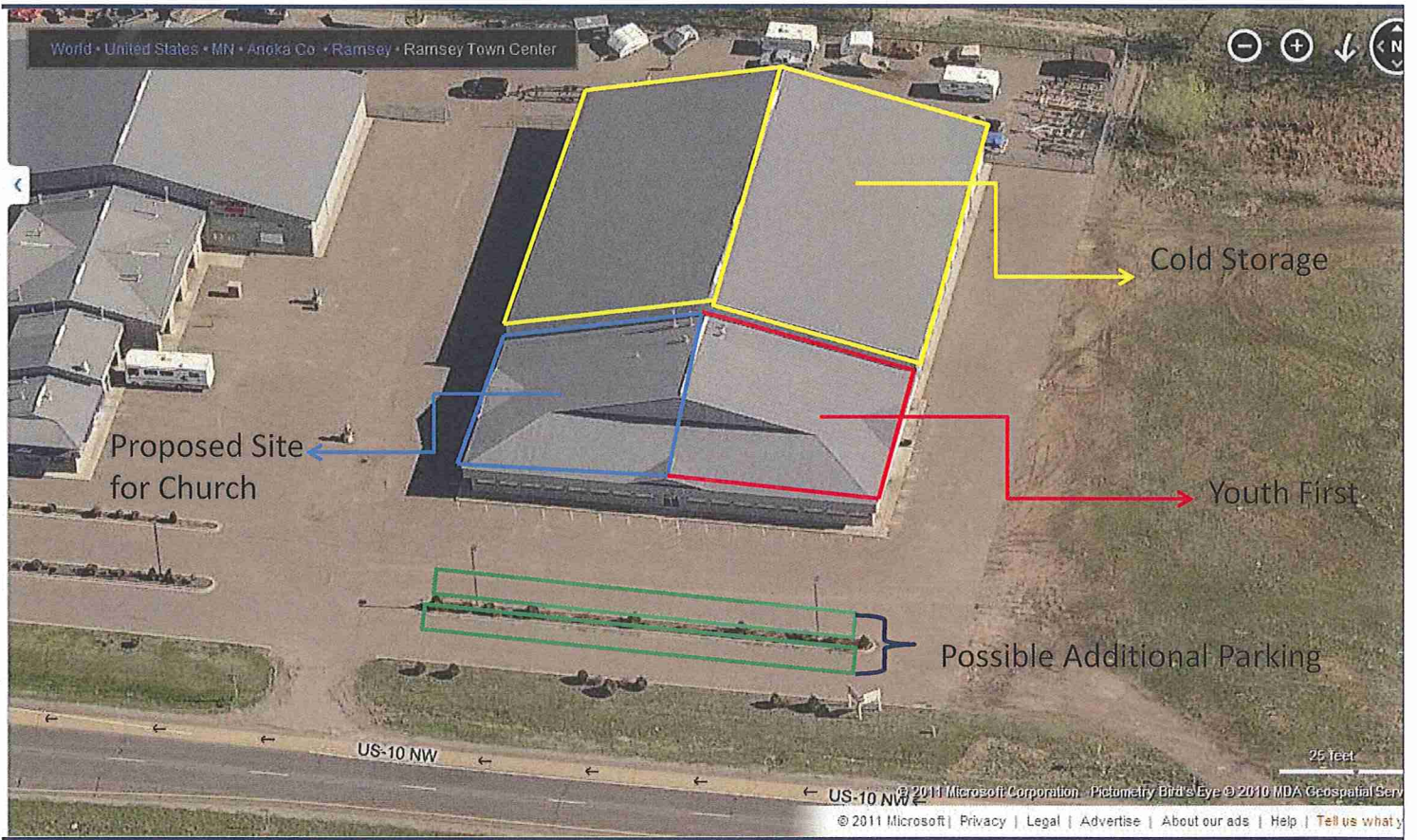
Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

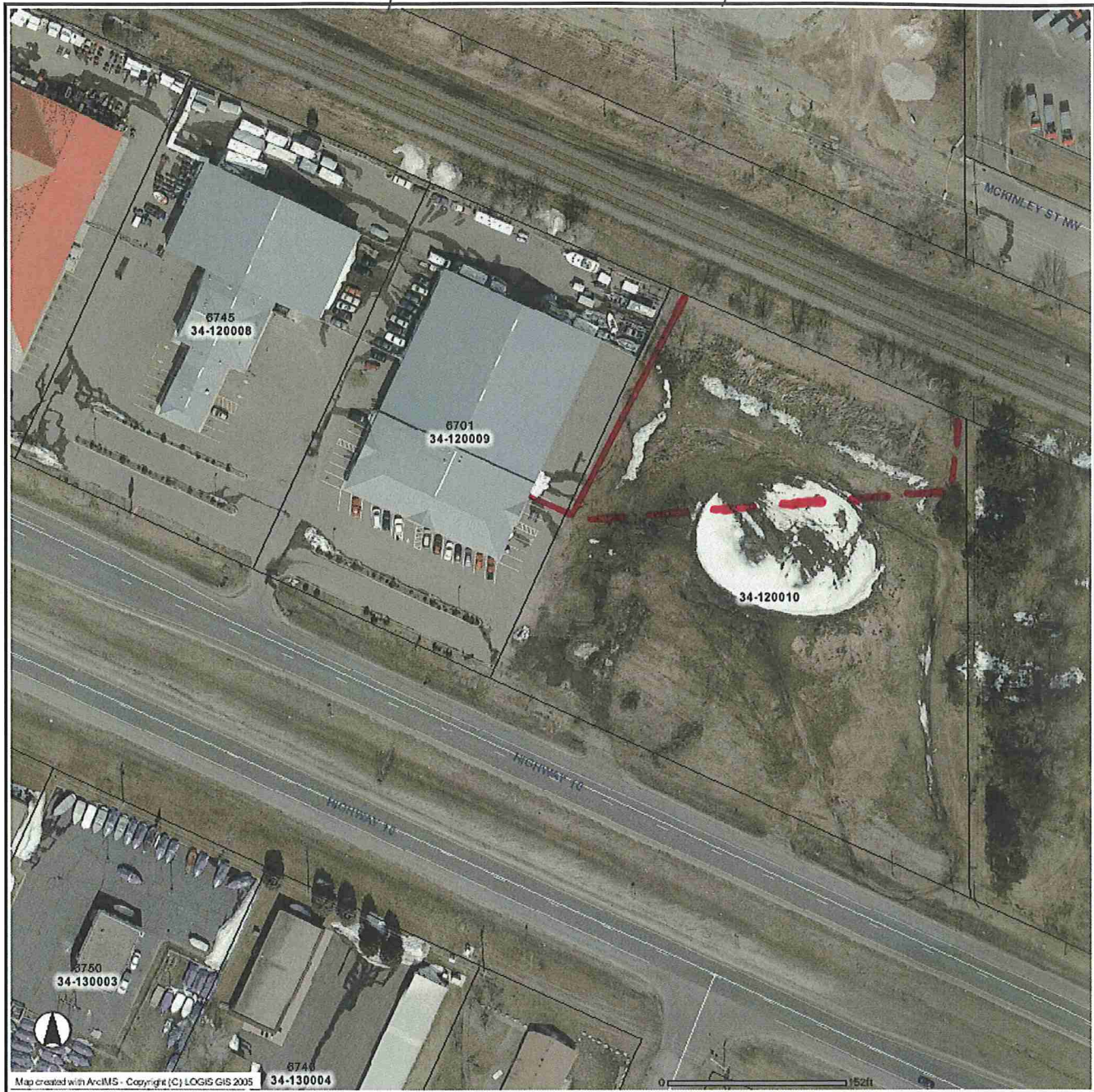
Date
09/22/2011 02:59 PM
Started On: 09/22/2011 10:13 AM

Form Started By: Aaron Backman

Final Approval Date: 09/22/2011



6701 Hwy 10 - Water Main Options



CC Work Session

3. 1.

Meeting Date: 09/27/2011

By: Jo Thieling, Administrative Services

Title:

Review Future Topics/Calendar

Background:

Attached is the list of future topics for Council review.

Funding Source:

N/A

Council Action:

For review - No formal action necessary.

Attachments

Future Topics/Calendar

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Reviewed By

Jo Thieling

Date

09/22/2011 12:50 PM

Started On: 09/21/2011 04:29 PM

Final Approval Date: 09/22/2011

**Work Session Calendar
2011**

Month	Date	Topics for Discussion
September		<ul style="list-style-type: none"> • Discuss ISO Rating and Program to Improve (HN)
September/ October		<ul style="list-style-type: none"> • Discuss Executive Style Minutes (KU)
October	25	<ul style="list-style-type: none"> • Discuss Snowmobiling within City of Ramsey (JW)
Others on List – including 2011 Strategic Planning Items		<ul style="list-style-type: none"> • Discuss Ramsey Lions (Lions Den corner in the Ramsey Resident – and first right of refusal for pull tab sites within the City) Lions should be invited to attend the meeting – (KU?) • Look at pilot programs (e.g. volunteer programs – low maintenance) • Proactively recruit residential development and seek builders input • Review development fees and standards regarding construction • Develop TIF tracking plan with regard to fiscal disparities impact • Establish fund reserve policy • Review City-owned lands and create plan for it – <i>scheduled for July 12 agenda</i> • Review park programming and potential reallocation of parks – <i>scheduled for July 12 agenda – included in Review City owned land . . .</i> • Construct boat landing at River’s Bend – <i>was reviewed with Council and determined it was not a priority at this location.</i> • Build on outdoors/sportsmen’s market (e.g. stock pond/lake) • Coordinate COR marketing and City marketing • Create Master Plan 167th Avenue/Highway 47 – plan for redevelopment – <i>Discuss after Joint Meeting between CC & EDA</i> • Develop community center/indoor sports complex • Old Town Hall relocation • Review & revise Development Management contract and manage COR expenditures • Consider creation of a Transportation Taxing District • Seek grant funding for transportation projects and service delivery • Complete US 10/ County Road 83 interchange design – pursue funding • Establish position on TH #47 South of Bunker to Highway #10 <p><u>Public Works</u></p> <ul style="list-style-type: none"> • Review plan for US Highway #10 pedestrian overpass and connection with Municipal Center ramp • Review Dirt Road Elimination Policy (DREP) • Create opportunities for snowmobile, four-wheeler & golf cart use • Review sidewalk plowing policy