

**City of Ramsey**  
**Agenda**  
**Finance Committee**  
**Tuesday February 8, 2011**  
**5:30 p.m.**

**Trott Brook Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
  1. Consider Fee for Agent of Record for Property, Casualty and Workers Compensation
  2. CONSIDER 'SELF-SERVE' CANOE AND KAYAK ACCESS FOR SUNFISH LAKE PARK AND PUBLIC BIKES FOR THE COR
  3. Review of Budgets - EDA, Enterprise & General Fund
- 5. Adjournment**

Date: 02/08/2011

By: Diana Lund  
Finance

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**Information**

**Title:**

Consider Fee for Agent of Record for Property, Casualty and Workers Compensation

**Background:**

The City of Ramsey has had an agreement with T.C. Field & Company since 1997 for agent of record services for property, casualty, and workers compensation insurance Services. In 2010, T.C. Field was bought out by Bearence Management Group, with the city's agent, Mark Lenz being retained by Bearence. In 1997, the fee paid for insurance services was \$3000. Since inception, the fee has increased to the current rate of \$5,305 for 2010. A recent payment history is as such:

2004 - \$3,750  
2005 - \$3,750  
2006 - \$4,000  
2007 - \$4,500  
2008 - \$5,000  
2009 - \$5,150  
2010 - \$5,305

The current agreement with T.C. Field & Company ended on 2010. Professional services agreements, such as an agent of record, can be extended for an extended period of time. As the property, casualty and workers compensation rates have already been established for 2011 the city has the option of looking at a contract renewal with the Bearance Management Group for year 2012 or issuing an RFP for insurance services.

At this time, the Bearance Management Group is asking for the consideration of a fee increase for 2011. A separate fee is paid to the Bearance Management Group for Workers Compensation insurance, which is approximately 2% of premiums paid. This amount is included within the total workers compensation premium paid by the city. For 2011, the 2% of premiums equates to approximately \$2,316. In comparison, in 2010 the 2% premium was \$2,552.

The City's agent is proposing a 2011 fee of \$5,800 which would represent a 9.3% increase from the 2010 fee of \$5,305, but overall a 4.8% increase when factoring in the reduction in the 2% premium for workers compensation.

A few of the neighboring cities were contacted regarding their agents of records fees for insurance. Those who responded were:

Champlin: 10% of premiums or approximately \$24,000  
Anoka: \$10,000 for Property and Casualty Insurance. 2% for workers compensation included within total premium paid (same as City of Ramsey)

**Recommendation:**

Staff recommends a not-top-exceed amount of \$5,800 for the city's agent of record for property, casualty and workers compensation services.

**Funding Source:**

Funding is included in the General Fund budget of administration under professional services. The department's budget has \$5,305 budgeted for Insurance Agent of Record services and \$1,000 for miscellaneous professional services.

**Council Action:**

Based on Finance Committee Discussion.

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**Form Review****Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 02/03/2011

**Reviewed By**

Kurt Ulrich

**Date**

02/03/2011 12:36 PM

Started On: 01/31/2011 08:05 AM

**Date: 02/08/2011**

**By:** Mark Riverblood  
Engineering/Public Works

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**Information**

**Title:**

CONSIDER 'SELF-SERVE' CANOE AND KAYAK ACCESS FOR SUNFISH LAKE PARK AND PUBLIC BIKES FOR THE COR

**Background:**

In 2009, City Council authorized the construction of Sunfish Lake Park funded by the Park Trust Fund in a not-to-exceed amount of \$314,198. As the Committee may recall, the bid amounts came in favorable due to the economic climate of the construction industry.

In addition to the project coming in under the construction estimate, the city was also able to save small amounts in many different categories by performing changes in the field – and no authorized contingencies were needed. In summary, the portion of the project came in \$30,000 under the approved amount.

**Observations:**

An element of the above park project was the installation of a canoe/kayak rack with lockers. One purpose of this case is to consider recommending to City Council the purchase of public canoes and kayaks and attendant security system for the existing canoe rack installed in the park.

Additionally, this past fall, the city received a \$28,000 Statewide Health Improvement Program (SHIP) grant to advance biking, walking and community health, and included within the work plan was the provision of canoes/kayaks (with paddles and life jackets) for a not-to-exceed amount of \$5,000.

Staff has also applied for \$2,000 in Minnesota Recreation and Park Foundation grant monies for a part of the security and self serve portion of the proposed amenity – and will be informed on their decision in March 2011. That application is attached, which also explains the self-serve system, the public purpose and value of introducing paddling as an added recreational opportunity for residents.

Upon investigating cost estimates for the canoes and kayaks (2 each) and related equipment, it appears that approximately \$2,900 would be needed – leaving \$2,100 in SHIP monies that may only be expended for publicly available equipment, used for fitness or recreation (or planning).

Staff is recommending that public bikes also be considered for the bike and pedestrian friendly COR, to be associated with parking ramp. Attached is a quote from Ramsey Bicycle for 6 bikes (3 different styles) – which with the purchase of an assortment of helmet and locks, would total about \$2,100.

How these two systems would function:

- The functioning and process for public canoes and kayaks are summarized in the first attachment.
- Public bikes are proposed to be secured under the awning of the parking ramp near where the commuter coach loads and unloads. Bikes (with helmets) would be available during business hours by signing a waiver and leaving a drivers license or credit card with the receptionist at the front desk. In the near future, the hour availability and expansion to weekends may be expanded by transferring this function to a retailer in The Residence at The COR. (Additionally, staff is exploring the cost of the bike docking stations being used by the city of Minneapolis known

as Ride Share which has been found to be highly successful.)

The value of public bicycles is believed to include:

- Promotion of The COR by visitors during periods of good weather (prospective retailers or developers as well).
- Promoting bicycling to residents, commuters and staff (E.g. lunch trips within The COR, or a short trip to the Farmers Market, the Mississippi River Trail).
- Expanding recreation, fitness and fun opportunities for residents and visitors who do not have access to a bike in Ramsey (including apartment tenants at The Residence at The COR).

**Recommendation:**

Staff recommends funding this proposal at a not-to-exceed amount of \$9,000 from the Park Trust Fund, together with \$5,000 in SHIP monies for the boats and bikes. Additionally, the Park and Recreation Commission also recommended City Council approval for the canoe and kayak portion of this project in May of 2010.

**Funding Source:**

- Public canoes and kayaks as well as bicycles – SHIP monies @ \$5,000
- ‘Self serve’ security system for Sunfish Lake – Park Trust Fund \$8,000 (\$6,000 if the city is successful in the aforementioned small grant application.)
- Electrical supply to the above - Park Trust Fund \$1,000.

**Council Action:**

Motion to recommend to City Council funding of the self-serve canoe and kayak system at a not-to-exceed amount of \$9,000 from the Park Trust Fund, and apply \$5,000 in SHIP monies to the canoes and kayaks first, with the public bicycle system as remaining funds allow.

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**Attachments**

grant app

bike quote

**Form Review**

Inbox	Reviewed By	Date
Brian Olson	Brian Olson	02/02/2011 01:18 PM
Heidi Nelson	Heidi Nelson	02/02/2011 04:51 PM
Diana Lund	Diana Lund	02/03/2011 06:50 AM
Kurt Ulrich	Kurt Ulrich	02/03/2011 12:28 PM
Form Started By: Mark Riverblood		Started On: 02/02/2011 08:07 AM
Final Approval Date: 02/03/2011		



## Please Paddle Parks

Sunfish Lake, Ramsey, MN

### **1:** Promoting Pleasant Park Paddling

**2:** Mark Riverblood, Parks Supervisor. [mriverblood@ci.ramsey.mn.us](mailto:mriverblood@ci.ramsey.mn.us) Phone: 763 238 1733

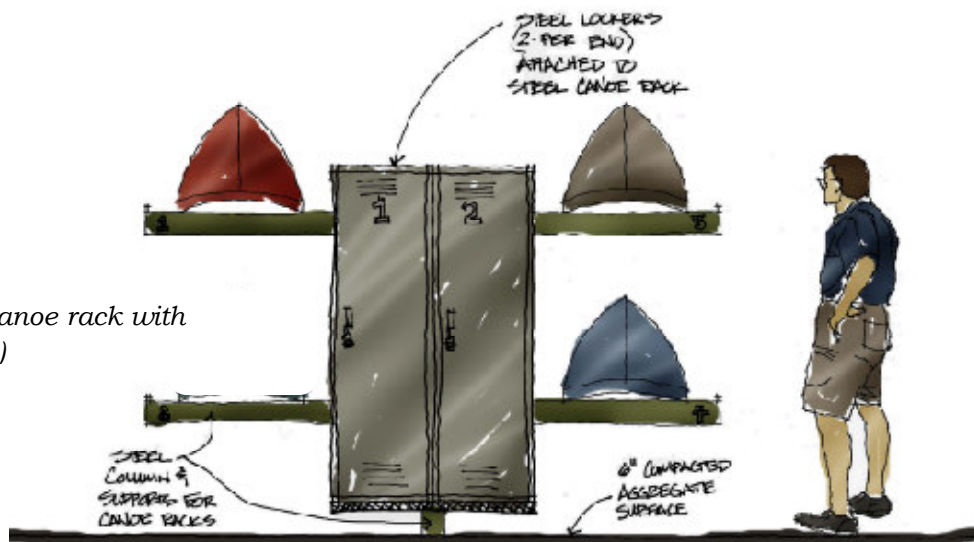
**3:** The Land of 10,000 Lakes includes 92,000 miles of streams, with all of the most prominent water bodies in Minnesota touched by state, county, and municipal park and trail systems. And indeed, the oldest trails in what is now Minnesota were vital water routes used by indigenous peoples for millennia – followed later by Europeans leading us into the nineteenth century, and then beyond to the technological age.

This project, Promoting Pleasant Park Paddling, bridges the span of time from the oldest mode of human travel to the present - combining ancient technology with the ultra-modern; to promote healthy recreation in a society where time, convenience and cost efficiency are our most precious commodities or concerns. One of the costs we bear with overscheduled lives is not making enough time for outdoor pursuits and physical activity. The Minnesota Recreation and Park Foundation has an opportunity to address this by investing in the health of its constituents with the Sunfish Lake Park canoe and kayak 'self serve' system, as a model for future replication.

As part of Ramsey's 2009 Sunfish Lake Park development, a four-place canoe rack with lockers was installed in the park. The desire is to provide life vests and paddles in the lockers with the boats fastened on the racks with cable – all of which would be integrated into a sophisticated security and access system.

Any person may travel to Ramsey's Municipal Center one time, to get a FREE 'swipe card' which will unlock the locker, and respective vessel of their choosing. The notion is that there are a great number of park patrons visiting the park or using the adjoining trails that may desire a short float or paddle on a sunny day, but would seldom budget the time or ordeal to bring a canoe from home. Plus, some persons may not be in the financial position to spend \$1,000 or more for a canoe package; especially for an activity they may not be at all familiar with. Still others like townhome or apartment dwellers simply may not have the space for a 17' foot long watercraft.

(Shown is the existing canoe rack with lockers: \$4,145 in 2009)



In addition to using a kayak or canoe on a 'whim', some patrons may wish to utilize a pair of the craft for a family trip down the Wild and Scenic Rum or Mississippi Rivers, as the only stipulation for signing up for the pass cards (along with assurances that they wear life jackets), is that the boats may only be used during daylight hours, and returned the same day.

**4:** Regular physical activity increases longevity, improves muscle strength and aerobic capacity, helps children and adults maintain a healthy weight, decreases the risk of developing obesity and related chronic diseases, and improves mental health well-being. Yet, nearly 1 out of every 5 (18%) Anoka County adults participate in no leisure-time physical activity each month. The trends among youth paint a similar picture; less than half (46%) of children ages 12 and older engage in regular moderate physical activity.

**Clearly** there is community need for easy access to opportunities that encourage physical activity. And indeed, there is community support for this project; as evidenced by the public comment period during the park's design development process, wherein residents explicitly requested water access *and* opportunities for non-organized recreation.

**5:** An allocation of \$2,000 for the Promoting Pleasant Park Paddling pilot project will fund the majority of the labor and programming for the \$7,526 dollar self serve canoe delivery system. Specifically, this includes, four card readers installed on the four existing lockers, master controller with power supply, NEMA enclosures, magnetic door locks with jaws, timer, relays, outdoor siren with strobe, armored pull-apart cables, installation, wiring, training and software for laptop as itemized below.



**Sunfish Lake Park**  
**Ramsey MN 55303**  
 Mark Riverblood  
Phone: Cell Fax

**Proposal Date: 11/14/2009**

System to Include: Install four card readers on four outdoor lockers at the City Canoe Rack. Provide Controller, power supply, NEMA 4 Enclosures, magnetic locks with jaws, timer, relays, outdoor siren with strobe, armored pull-apart cables, simple low voltage heater kit, installation, wiring, training.

<b>SPECIAL LABOR</b>		-
Labor	Basic Training	1
Labor	Basic Programming	1
<b>KERI CONTROL PANEL &amp; ACCESSORIES:</b>		-
N4201606	Wiegmann NEMA 4 Enclosure 20" x 16" x 6"	1
NP2016	Wiegmann Sub-Panel	1
NXT-KIT4	Keri NetXtreme Controller, Software, Readers	1
RHC060804	Wiegmann NEMA 3R Enclosure 8" x 6" x 4"	1
N1P0608	Wiegmann Sub-Panel	1
6062	Altronix Relay	1
RB1224	Altronix Relay	2
PT724A	Altronix Timer	1
4704	GRI Pull Apart Contacts with armored cable (either 10' or 18')	4
1980-25	Protective Tubing	3
SSX-51SC	Potter Siren with Strobe	1
Misc Mast Parts	Parts and Fittings	1
STI-6580	STI Heater Kit	1
<b>POWER SUPPLY:</b>		-
AL400UL	Altronix Power Supply, 4amp @ 12vdc	1
PD8CB	Altronix Power Distribution Module - 8 Individual Circuits	1
<b>LOCK HARDWARE</b>		-
MM15	Securtron Magnetic Lock	4
DC	Door Contact	4
<b>BATTERIES:</b>		-
Batt18	18 AH Back-up Battery	1
<b>MISCELLANEOUS EXPENDABLES:</b>		-
22/6 CL2P STR SHLD	22/6 CL2P Stranded Shielded Plenum Wire (Readers)	75
18/6 CL2P STR SHLD	18/6 CL2P Stranded Shielded Plenum Wire (Readers)	75
1"PVC	1" PVC Electrical Conduit 10' (between office & mechanical)	3

<b>Materials</b>	<b>\$</b>	<b>5,207.55</b>
<b>Labor</b>	<b>\$</b>	<b>2,318.20</b>
<b>Other</b>	<b>\$</b>	<b>-</b>

**Notes:** **Sub Total \$ 7,525.75**

- 1) Customer provides 110V outlet in ISS provided enclosure at canoe rack
- 2) The ISS metal enclosures will be mounted on the inside of the 6" x 6" metal upright posts **Total of Proposal \$ 7,525.75**
- 3) Card Readers and electronic locks would be installed on each of the lockers individually for access
- 4) Any and all instructional signage, etc will be provided by the City
- 5) Customer provides a laptop for programming cards at the site (does not have to be a dedicated computer)
- 6) Customer provides padlocks
- 7) See separate narrative for operation details and features.
- 8) Customer responsible for all custom metal fabrication, etc. for pull-apart paddle lock integration

**6:** The start-up budget for this pilot program is as follows, (minimal staff time for O & M is not shown):

<u>MN Recreation and Park Foundation</u>	~Labor and programming	\$2,000
<u>City of Ramsey Park Trust Fund</u>		
	~ Balance of labor and materials	\$5,526
	~ 2 Canoes and 2 kayaks, assorted length paddles, life jackets, and 4 secchi discs	\$4,450
	~ Electrical permits and supply	\$325
	<b>Total</b>	<b>\$12,301</b>

*(Existing \$4,145 canoe rack with lockers not included in the start-up budget, but is reported in the local match percentage in Section #9.)*

**7:** There is great likelihood that this program will be replicated due to the prevalence of water resources in our state, and residents’ appreciation for getting ‘on the water.’ The feasibility will be demonstrated by the proven function of the system, and by the effective presentation of the findings at a MRPA Natural Resource or Annual conference.

Further, the Anoka Ramsey Community College is utilizing Sunfish Lake as an outdoor environmental classroom – this project then, is also an example of connecting publicly supported institutions in a mutually beneficial manner that demonstrates financial synergy. That is, the college may not have the benefit of lake access without this MRPA contribution. Additional academic/agency partnerships may result based upon this model.

Plus, the Foundation and MRPA will ‘own’ the plans and specifications for the entire self-serve canoe system for its dissemination on the ‘Best Practices’ web site.

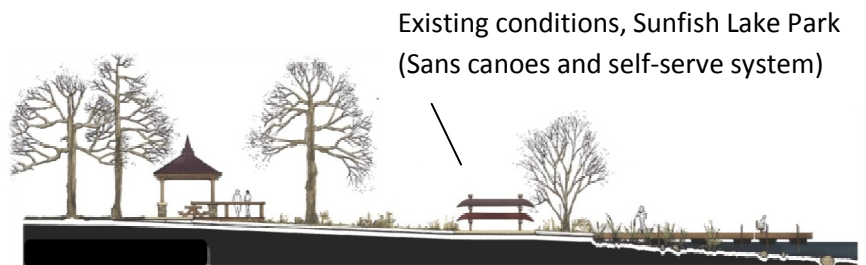
**8:** The efficacy of this program can easily be evaluated as the computer program will track all usage. A season-end report may be generated that shows the demographic (allowing other park systems to target this system where it may be best appreciated), as well as frequency of use, and also the number of repeat paddling park patrons.

These numbers will also be able to accurately depict the return on investment simply by calculating numbers of users in comparison to system cost. For example, if there were *only* 200 uses per season, at an average 2 hours each; and this was extrapolated over 20 years, that would equate to 8,000 hours of healthy enjoyment. At a \$12,301 system cost, this would be the equivalent of the provision of high quality, easy access recreation at \$1.54 per hour (8,000 hrs divided by Section #6 program cost).

**9:** Foundation funding for this \$16,446 project (with canoe rack) would result in an 88% local match to introduce this concept to the professional park and recreation community.



**Minnesota Recreation  
and Park Foundation**



Existing conditions, Sunfish Lake Park  
(Sans canoes and self-serve system)

**Ramsey Bicycle**  
**6825 Highway 10 NW**  
**Ramsey, MN 55303**  
**Ph: 763-323-6666**  
**www.ramseybicycle.com**

## Quote

**Date:** 01/18/2011

**Number:** 11811101902

**Sales Person:** Al Adams

### Bill To

CITY OF RAMSEY  
MARK RIVERBLOOD

### Ship To

MARK RIVERBLOOD

Barcode Herer 011811101902

SKU	Description	MSRP	Price	Qty	Extended
	7000 20 PLATINUM/SPARKLING SILVER 11	\$379.99	\$265.99	2	\$531.98
	7000 15 PLATINUM/SPARKLING SILVER 11	\$379.99	\$265.99	2	\$531.98
	7000 17.5 PLATINUM/SPARKLING SILVER 11	\$379.99	\$265.99	2	\$531.98
				<b>Subtotal</b>	<b>\$1,595.94</b>
				<b>Tax</b>	<b>\$113.70</b>
				<b>Total</b>	<b>\$1,709.64</b>
				<b>Payments</b>	<b>\$0.00</b>
				<b>Balance</b>	<b>\$1,709.64</b>
				<b>Total Savings</b>	<b>\$684.00</b>

30 day returns on unused merchandise with original receipt. (Excludes Bicycles)

**Finance Committee**

**Item #: 4.3.**

**Date: 02/08/2011**

**By:** Diana Lund  
Finance

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**Information**

**Title:**

Review of Budgets - EDA, Enterprise & General Fund

**Background:**

Included under the consent agenda of the February 8, 2011 City Council meeting are the amended budgets for the EDA, Enterprise Funds, General Fund and the adoption of the budgets for the 2011 Enterprise Funds.

The budgets are required to be amended annually to reflect actual activity for the respective year.

**Recommendation:**

Review of EDA, Enterprise and General Fund budget amendments for period ending December 31, 2010 and review of 2011 Enterprise Fund Budgets.

**Funding Source:**

No funding required.

**Council Action:**

Review and discussion of budget documents.

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 02/03/2011

**Reviewed By**

Kurt Ulrich

**Date**

02/03/2011 12:28 PM

Started On: 02/03/2011 11:41 AM