

**City of Ramsey**  
**Agenda**  
**Regular City Council**  
**Tuesday January 10, 2012**

**7:00 pm**  
**Council Chambers, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Presentation**
  - 1. Update on Nowthen Policing - Chief Jim Way**
- 3. Citizen Input**
- 4. Consent Agenda**
  1. Cash & Investments for Period Ending December 31, 2011
  2. Receive November 2011 Financial Reports - General Fund and Enterprise Funds
  3. 2011 Building Division Month End Reports: October and November
  4. Note the Following Commission and Boards Meeting Minutes:  
  
Environmental Policy Board meeting minutes dated October 3, 2011  
Environmental Policy Board meeting minutes dated November 7, 2011  
Board of Adjustment meeting minutes dated October 6, 2011  
Planning Commission meeting minutes dated October 6, 2011  
Planning Commission meeting minutes dated November 3, 2011  
Economic Development Authority meeting minutes dated October 13, 2011
- 5. Approve the Following Council Meeting Minutes:**
  - 1) City Council Work Session, November 22, 2011
  - 2) City Council Work Session, December 6, 2011
  - 3) City Council Work Session, December 13, 2011
  - 4) City Council Regular Session, December 13, 2011
- 6. Approve License Applications**
- 7. Approval From Exemption for a Gambling License for Minnesota Waterfowl Association - Rum River Chapter**
- 8. Approve License Agreement for Pictometry Aerial Imagery Web Access**
- 9. Authorize Response to City of Anoka Comprehensive Plan Amendment**
- 10. Consider Award of Contract for Comprehensive Utility Plan Updates and Associated Rate Studies**

11. Authorize Response to City of Andover Comprehensive Plan Amendment
  12. Adopt Resolution #12-01-XXX Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 8, 2011, through December 22, 2011
  13. Adopt Resolution #12-01-XXX Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 23, 2011 through January 4, 2012
  14. Adopt Resolution #12-01-XXX Approving the City of Ramsey's 2013 Budget Calendar
  15. Adopt Interfund Loan Agreement Resolution for TIF District #2 (Funding for Northstar Rail Station)
  16. Adopt Resolution to Enter into a Residential Recycling Program Agreement to Receive SCORE Funds for 2012
  17. Consider Resolution Requesting Funding From the Minnesota Department of Transportation (MnDOT) for Improvements Associated with the Armstrong Boulevard/Trunk Highway 10 Interchange
  18. Report from Public Works meeting dated December 13, 2011
5. **Approve Agenda**
  6. **Public Hearing**
  7. **Council Business**
    1. 2012 Council Organization
    2. Municipal Center Advertising Monitors and Display Areas Policy
    3. Consider Revisions to the City's Septic System Repair Policy
    4. Consider Use of the City's Septic System Repair Policy to Replace a Failing On-Site Septic System at 14760 Bowers Drive NW
    5. Adopt Ordinance to Vacate a Portion of Right-of-Way and Drainage and Utility Easement Adjacent to and on 14241 Fluorine St NW; Case of City of Ramsey
    6. Authorize Application for Metropolitan Council Transit Oriented Development Grant
    7. Sprint / Nextel Explanation of Monthly Billing
    8. Discuss Mayor's Recommendations of Desirable Changes and Improvements
  8. **Mayor/Council/Staff Input**
  9. **Adjournment**

**CC Regular Session**

**4. 1.**

**Meeting Date:** 01/10/2012

**By:** Diana Lund, Finance

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**Information**

**Title:**

Cash & Investments for Period Ending December 31, 2011

**Background:**

Report on the City's cash and investments for the period ending December 31, 2011. Cash balances graph reflects the changes in cash balances on the city's major funds for the period ending December 31, 2011 (these numbers are unaudited and prior to several year-end journal entries) in comparison to year-ending December 31, 2010. December 2010 numbers reflect final audited numbers.

**Council Action:**

None required. Informational only.

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**Attachments**

Cash & Investments for Period Ending December 31, 2011

Cash Balances on Major City Funds - December 31, 2011

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

**Reviewed By**

Kurt Ulrich

**Date**

01/04/2012 05:26 PM

Started On: 01/03/2012 07:41 AM

Final Approval Date: 01/04/2012

**CITY OF RAMSEY**  
**REPORT OF POOLED CASH FLOWS**  
**Period Ended December, 2011**

	<b>December-11</b>	<b>2011</b>
	<b>CURRENT MONTH</b>	<b>YEAR-TO-DATE</b>
<b>CASH AND TEMPORARY INVESTMENTS</b>		
<b>BEGINNING BALANCE</b>	\$ 43,707,798.82	\$ 44,417,829.93
<b>CASH INFLOWS:</b>		
Daily Deposit	768,399.35	5,939,704.86
Tax Settlements	5,792,294.82	12,410,919.87
U/B Receipts	231,312.18	3,703,062.69
Credit Cards	15,440.11	223,504.57
Interest Earnings [Net of Interest Paid on Investments]	138,025.02	978,334.97
Bond Proceeds	-	4,324,294.63
<b>TOTAL CASH INFLOW</b>	<b>\$ 6,945,471.48</b>	<b>\$ 27,579,821.59</b>
<b>TOTAL CASH AVAILABLE</b>	<b>\$ 50,653,270.30</b>	<b>\$ 71,997,651.52</b>
<b>CASH OUTFLOWS:</b>		
Prepaid Checks	428,168.25	\$ 5,824,555.71
Bills Lists	1,192,732.61	6,739,053.14
Pay Estimates	1,228,517.47	7,329,428.53
Credit Cards	2,880.70	7,189.82
Payroll - Net	244,542.02	3,484,832.87
Flex Reimbursement	4,864.42	62,693.32
Void Checks/Dormant Checks Paid	-	(116,394.20)
Debt Service	1,608,889.70	2,723,617.20
Miscellaneous [Bank Charges; etc.]	-	-
<b>TOTAL CASH OUTFLOW</b>	<b>\$ 4,710,595.17</b>	<b>\$ 26,054,976.39</b>
<b>POOLED CASH AND TEMPORARY INVESTMENTS</b>		
<b>ENDING BALANCE</b>	<b>\$ 45,942,675.13</b>	<b>\$ 45,942,675.13</b>
<b>MEMO - NET 2010 CASH INFLOW ( OUTFLOW)</b>	<b>2,234,876.31</b>	<b>1,524,845.20</b>
<b>INVESTMENT PORTFOLIO SUMMARY</b>		
<b>BEGINNING BALANCE</b>	\$ 41,342,615.10	\$ 41,467,058.94
Purchases	5,200,000.00	25,016,574.10
Maturities/Sales	(3,813,498.99)	(23,754,516.93)
<b>ENDING BALANCE</b>	<b>\$ 42,729,116.11</b>	<b>\$ 42,729,116.11</b>

2011 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT	BROKER	SECURITY DESCRIP	CUSIP	PRIN BAL	PURCH 2011	SOLD/ MATURE	BV PRIN BAL	PAR	YTM
	DATE				1/1/2011		2011	12/31/2011		
031029	9/15/2011	Landmark	CD-Landmark	old-12456 new-13672	314,693.39	2,605.75		317,299.14 317,299.14	256,633	1.50%
110714A	1/12/2012	4M	Term Series 4M		-	2,000,000.00		2,000,000.00	2,000,000	0.20%
091230	12/30/2013	BOW	FHLB	3133XSSD1	2,000,000.00		2,000,000.00	0.00	2,000,000	2.95%
110216	8/16/2013	BOW	FHLB	313372MR2OM1		750,000.00	750,000.00	0.00	750,000	1.25%
111220A	3/20/2012	BOW	CD-BOW			1,000,000.00	0.00	1,000,000.00	1,000,000	0.44%
111220B	6/20/2012	BOW	CD-BOW			2,000,000.00	0.00	2,000,000.00	2,000,000	0.72%
111230	3/30/2012	BOW	CD-BOW			2,000,000.00	0.00	2,000,000.00	2,000,000	0.38%
110714C	1/13/2012	BOW	CD-BOW	102992		1,000,000.00	0.00	1,000,000.00	1,000,000	0.26%
110714D	4/13/2012	BOW	CD-BOW	102993		1,000,000.00	0.00	1,000,000.00	1,000,000	0.32%
110727	1/27/2017	BOW	FHLB	313374T34-0V0		500,000.00	0.00	500,000.00	500,000	2.35%
110203B	4/4/2011	BOW	CD-BOW	102498		1,000,000.00	1,000,000.00	0.00	1,000,000	0.11%
091216	6/16/2015	BOW	FHLB	3133XW6E4	1,000,000.00		1,000,000.00	0.00	1,000,000	3.00%
091229D	12/29/2014	BOW	FFCB	31331JAN3	1,000,000.00		0.00	1,000,000.00	1,000,000	2.75%
100225	2/25/2015	BOW	FHLMC	3128X9A34	1,000,000.00		1,000,000.00	0.00	1,000,000	3.00%
100305	3/5/2015	BOW	FFCB	31331JFY4	1,000,000.00		0.00	1,000,000.00	1,000,000	2.75%
100714	1/14/2016	BOW	FHLMC	3134GILS105S	500,000.00		500,000.00	0.00	500,000	2.50%
100723	7/23/2015	BOW	FNMA	3134G1MG6062	1,000,000.00		0.00	1,000,000.00	1,000,000	2.45%
100927	9/27/2013	BOW	FNMA	31398A4A7OBG	1,000,000.00		1,000,000.00	0.00	1,000,000	1.20%
100726	7/26/2013	BOW	FNMA	3136FMW3406A	1,000,000.00		1,000,000.00	0.00	1,000,000	1.40%
100728	10/28/2016	BOW	FHLB	3133705E405R	1,000,000.00		1,000,000.00	0.00	1,000,000	2.00%
								10,500,000.00		
		FNC	Clearing from 2010							
101227	12/17/2012	ICD SEC	CD-ALLY BANK	02005QBU6	176,000.00		0.00	176,000.00	176,000	0.85%
081028	10/28/2013	ICD SEC	CD-AMERICAN CHA	27006	100,000.00		0.00	100,000.00	100,000	5.50%
110609	6/9/2014	ICD SEC	CD-AMERICAN EXPI	02587DAX6	-	250,000.00	0.00	250,000.00	250,000	1.25%
110803A	2/4/2013	ICD SEC	CD-BANCO POPULA	05967EGL7	-	200,000.00	0.00	200,000.00	200,000	0.65%
110803C	2/4/2013	ICD SEC	CD-CITIZEN BANK C	57282	-	100,000.00	0.00	100,000.00	100,000	0.60%
110831	2/28/2014	ICD SEC	CD-CIT BANK	172854AWZ7	-	200,000.00	0.00	200,000.00	200,000	1.05%
11121A	10/23/2013	ICD SEC	CD-GOLDMAN SACF	38143AEB7	-	100,000.00	0.00	100,000.00	100,000	1.10%
111221B	10/23/2013	ICD SEC	CD-BANK OF CHINA	06425HVS3	-	100,000.00	0.00	100,000.00	100,000	1.10%
100812A	8/13/2012	ICD SEC	CD-AMERICAN PLU	58469	100,000.00		0.00	100,000.00	100,000	1.10%
101229B	6/29/2012	ICD SEC	CD-AURORA BANK	05155TAL2	150,000.00		0.00	150,000.00	150,000	70.00%
091217C	6/17/2012	ICD SEC	CD-BANK OF AMERI	3510	150,000.00		0.00	150,000.00	150,000	2.60%
091203	12/3/2014	ICD SEC	CD-BANK OF AMERI	3510	100,000.00		0.00	100,000.00	100,000	3.50%
110629B	12/28/2012	ICD SEC	CD-BANK OF CHINA	06425P4P0	-	146,000.00	0.00	146,000.00	146,000	0.75%
081223	12/23/2013	ICD SEC	CD-BANK OF HOLL	34862	100,000.00		0.00	100,000.00	100,000	4.95%
061211A	12/12/2011	ICD SEC	CD-BANK OF ONTAI	9995991X1	100,000.00		100,000.00	0.00	100,000	5.65%
080311	3/11/2011	ICD SEC	CD-BAR HARBOR B/	11971	100,000.00		100,000.00	0.00	100,000	3.70%
081009	10/9/2013	ICD SEC	CD-CAPITOL CITY B	33938	100,000.00		0.00	100,000.00	100,000	5.25%
090122B	7/22/2011	ICD SEC	CD-CEDAR STONE B	22725	100,000.00		100,000.00	0.00	100,000	2.70%
071113B	11/14/2011	ICD SEC	CD-CENTENNIAL BA	32702	100,000.00		100,000.00	0.00	100,000	5.20%
100114	1/17/2012	ICD SEC	CD-COMMERCIAL B	17225	150,000.00		0.00	150,000.00	150,000	1.60%
090220B	2/21/2012	ICD SEC	CD-COMMONWEAL	57201	100,000.00		0.00	100,000.00	100,000	2.80%
100303A	3/3/2011	ICD SEC	CD-Community & Sou	33989	150,000.00		150,000.00	0.00	150,000	1.25%
071113C	11/13/2012	ICD SEC	CD-Community & Sou	33989	100,000.00		100,000.00	0.00	100,000	5.35%
080225	2/22/2011	ICD SEC	CD-COMMUNITY FII	58191	100,000.00		100,000.00	0.00	100,000	3.70%
100326	9/26/2011	ICD SEC	CD-CRESCENT BANI	33492	100,000.00		100,000.00	0.00	100,000	1.45%
110629A	7/1/2013	ICD SEC	CD-DISCOVER BANF	254670G48	-	248,000.00	0.00	248,000.00	248,000	0.85%
090528C	5/31/2011	ICD SEC	CD-DISCOVER BANF	05649	250,000.00		250,000.00	0.00	250,000	2.45%
101221	12/23/2013	ICD SEC	CD-DORAL BANK	25811LYN3	249,000.00		0.00	249,000.00	249,000	1.45%
061229A	12/29/2011	ICD SEC	CD-FIDELITY BANK	999599510	100,000.00		100,000.00	0.00	100,000	5.55%
080912B	10/12/2011	ICD SEC	CD-FIFTH THIRD BA	06672	100,000.00		100,000.00	0.00	100,000	4.80%
110318	9/18/2012	ICD SEC	CD-FIRST BANK OF	337624U40	-	100,000.00	0.00	100,000.00	100,000	1.00%
110930	9/30/2013	ICD SEC	CD-COMPASS BANK	20449E3C8	-	100,000.00	0.00	100,000.00	100,000	1.00%
110921	3/21/2013	ICD SEC	CD-WELLS FARGO E	3814265W1	-	100,000.00	0.00	100,000.00	100,000	0.65%
091229A	7/2/2012	ICD SEC	CD-FIRST BANK OF	30387	150,000.00		0.00	150,000.00	150,000	2.15%
091229C	12/29/2011	ICD SEC	CD-FIRST CITIZENS	23011	250,000.00		250,000.00	0.00	250,000	1.75%
070129	1/30/2012	ICD SEC	CD-FIRST NATIONAL	9995998P1	100,000.00		0.00	100,000.00	100,000	5.80%
090130	8/1/2011	ICD SEC	CD-FIRST TRADE UN	32551	100,000.00		100,000.00	0.00	100,000	2.90%
100602B	7/31/2012	ICD SEC	CD-GATEWAY BANI	35160	100,000.00		0.00	100,000.00	100,000	1.60%
110225	2/25/2013	ICD SEC	CD-GE CAPITAL FIN	36160TQJ8	-	200,000.00	0.00	200,000.00	200,000	0.95%
110513	8/13/2012	ICD SEC	CD-GE MONEY BAN	36159CA63	-	200,000.00	0.00	200,000.00	200,000	0.65%
111005	10/5/2026	ICD SEC	CD-WELLS FARGO E	949748K97	-	150,000.00	0.00	150,000.00	150,000	3.00%
111014	10/21/2013	ICD SEC	CD-COMPASS BANK	20449E3Z7	-	100,000.00	0.00	100,000.00	100,000	1.05%
081212E	6/13/2011	ICD SEC	CD-GEORGIA TRUST	57847	100,000.00		100,000.00	0.00	100,000	3.70%
100113	1/13/2011	ICD SEC	CD-GULF COAST CO	57564	150,000.00		150,000.00	0.00	150,000	1.25%

2011 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED	BROKER	SECURITY DESCRIP	CUSIP	PRIN	PURCH	SOLD/	BV	PAR	YTM
	MAT DATE				BAL 1/1/2011		MATURE 2011	PRIN BAL 12/31/2011		
090820C	8/22/2011	ICD SEC	CD-HOMETOWN BA	58163	200,000.00		200,000.00	0.00	200,000	1.90%
070702	7/2/2012	ICD SEC	CD-JP Morgan Chase (	32633	100,000.00		0.00	100,000.00	100,000	5.45%
071009	10/9/2012	ICD SEC	CD-KEYBANK NATH	21366	100,000.00		0.00	100,000.00	100,000	5.60%
110629C	4/29/2014	ICD SEC	CD-LAKESIDE BANK	51210SG47	-	249,000.00	0.00	249,000.00	249,000	1.00%
080627C	6/27/2011	ICD SEC	CD-M&T BANK	34069	100,000.00		100,000.00	0.00	100,000	4.70%
090122A	1/23/2012	ICD SEC	CD-MACON BANK	31445	100,000.00		0.00	100,000.00	100,000	3.05%
110613	12/13/2013	ICD SEC	CD-MEDALLION BA	58403BUW4	-	100,000.00	0.00	100,000.00	100,000	1.10%
090220A	2/22/2011	ICD SEC	CD-MERRICK BANK	34519	100,000.00		100,000.00	0.00	100,000	2.35%
080728B	7/28/2011	ICD SEC	CD-NORTH GEORGL	35242	100,000.00		100,000.00	0.00	100,000	4.70%
090423	4/23/2012	ICD SEC	CD-NORTHBROOK E	57082	100,000.00		0.00	100,000.00	100,000	2.60%
071030D	10/22/2012	ICD SEC	CD-NOVA SAVINGS	27148	100,000.00		0.00	100,000.00	100,000	5.55%
100202	2/2/2012	ICD SEC	CD-Oriental B&T (EUI	27150	100,000.00		0.00	100,000.00	100,000	1.75%
091229B	6/29/2011	ICD SEC	CD-PARAGON COM	35100	250,000.00		250,000.00	0.00	250,000	1.60%
070625B	6/22/2011	ICD SEC	CD-PLAZA BANK	58305	100,000.00		100,000.00	0.00	100,000	5.70%
080103B	1/3/2012	ICD SEC	CD-PNC Bank (NATIC	6557	100,000.00		0.00	100,000.00	100,000	5.05%
061207A	12/7/2011	ICD SEC	CD-PREMIER COMM	9995991S2	100,000.00		100,000.00	0.00	100,000	5.65%
090528F	5/29/2012	ICD SEC	CD-R-G PREMIER BA	23018	250,000.00		0.00	250,000.00	250,000	3.00%
100201	4/4/2011	ICD SEC	CD-RIVER COMMUN	35274	150,000.00		150,000.00	0.00	150,000	1.50%
071114	11/13/2012	ICD SEC	CD-SAIGON NATION	57974	100,000.00		0.00	100,000.00	100,000	5.35%
090122C	7/22/2011	ICD SEC	CD-SEATTLE BANK	35139	100,000.00		100,000.00	0.00	100,000	2.70%
110628	6/28/2012	ICD SEC	CD-STATE BANK OF	33664	-	100,000.00	0.00	100,000.00	100,000	0.85%
090528D	5/31/2011	ICD SEC	CD-STATE BANK OF	33664	100,000.00		100,000.00	0.00	100,000	2.60%
110119	1/19/2012	ICD SEC	CD-STATE BANK OF	33664	-	150,000.00	0.00	150,000.00	150,000	0.85%
090512	11/14/2011	ICD SEC	CD-TENNESEE COM	35296	100,000.00		100,000.00	0.00	100,000	2.60%
070829	8/30/2012	ICD SEC	CD-TEXAS STATE BANK		100,000.00		0.00	100,000.00	100,000	5.90%
100303C	3/2/2011	ICD SEC	CD-UNION NATION/	3661	100,000.00		100,000.00	0.00	100,000	1.25%
100602A	6/4/2012	ICD SEC	CD-UNION NATION/	03661	100,000.00		0.00	100,000.00	100,000	1.50%
101229C	12/31/2012	ICD SEC	CD-UNITED COMM I	90984P3N3	225,000.00		225,000.00	0.00	225,000	1.00%
100910	9/12/2011	ICD SEC	CD-WOODLANDS CC	58009	100,904.93		100,904.93	0.00	100,000	0.90%
081212I	12/12/2013	ICD SEC	CD-WORLDS FOREM	57079	100,000.00		0.00	100,000.00	100,000	4.95%
090331	4/2/2012	ICD SEC	CD-YADKIN VALLE	19861	100,000.00		0.00	100,000.00	100,000	2.60%
								6,168,000.00		
090102A	1/25/2033	Com Sec	FNR 2003-19 ME	31392JG5	92,029.09		27,483.90	64,545.19	165,176	3.95%
090102B	12/25/2018	Com Sec	FNR 2003-120 BY	31393UGR8	200,000.00		8,843.59	191,156.41	200,000	3.98%
080128C	1/15/2038	Com Sec	FHR 3404 JC	31397PTH3	559,638.59		173,830.76	385,807.83	1,000,000	4.74%
080128F	7/6/2012	Com Sec	CD-INDEPENDENT E	45383XBJ7	100,000.00		0.00	100,000.00	100,000	4.10%
081218E	7/27/2021	Com Sec	FHLB	3133XGCR3	500,000.00		500,000.00	0.00	500,000	6.21%
								741,509.43		
060727B	2/1/2011	Northland	SCOTT CT MN HSG F	809567-AH-3	45,000.00		45,000.00	0.00	45,000	5.75%
081218B	2/1/2011	Northland	LAKE SUPERIOR MN	510897-DR-4	300,000.00		300,000.00	0.00	320,000	4.25%
050128	3/1/2011	Northland	FNMA	31371L-M9-7	17,558.03		18,456.61	-898.58	100,000	5.00%
101229A	4/1/2011	Northland	LACROSSE CTY WIS	502606-QR-0	150,000.00		150,000.00	0.00	150,000	0.65%
070620	6/1/2011	Northland	EASTERN IOWA CO	27654-WR-8	385,000.00		385,000.00	0.00	385,000	5.50%
080617	7/1/2011	Northland	MOUNT LAUREL TW	621798-CZ-8	400,000.00		400,000.00	0.00	400,000	4.50%
051024	9/1/2011	Northland	FNMA	31371L-V9-7	109,247.49		109,247.49	0.00	471,937	5.00%
080408	12/15/2011	Northland	LEWISTON ME	528504-2B-8	185,000.00		185,000.00	0.00	185,000	4.25%
010312	2/1/2012	Northland	New Brighton Taxable	642662624	200,000.00		200,000.00	0.00	200,000	6.20%
081119B	2/1/2012	Northland	ELK RIVER SCHOOL	287425-xm-9	95,000.00		0.00	95,000.00	95,000	5.00%
081218A	2/1/2012	Northland	CHASKA MN ISD #11	161681-RG-8	250,000.00		0.00	250,000.00	250,000	4.40%
090827	2/1/2012	Northland	MANKATO MN ISD#	563690-MP-8	505,000.00		0.00	505,000.00	505,000	2.20%
090217A	3/1/2012	Northland	STILLWATER ISC #8	860758-PW-5	315,000.00		0.00	315,000.00	315,000	2.65%
080415	4/1/2012	Northland	BURLINGTON AREA	121493-6T-1	220,000.00		105,000.00	115,000.00	320,000	4.20%
110324	4/1/2012	Northland	NORTHLAND PINES	666509-GU-2		150,000.00	0.00	150,000.00	150,000	5.20%
110816A	10/1/2016	Northland	WESTIN LAKE SUPE	958522-WR-1		350,000.00	0.00	350,000.00	350,000	2.10%
111031	6/1/2018	Northland	RACINE WIS TAXAB	750021-6D-4		755,000.00	0.00	755,000.00	755,000	2.10%
110816B	10/1/2017	Northland	WESTIN LAKE SUPE	958522-WS-9		350,000.00	0.00	350,000.00	350,000	2.50%
110602	7/5/2014	Northland	ELKHART, IN COMM	287515-SF-8		250,000.00	0.00	250,000.00	250,000	5.75%
110608	2/1/2019	Northland	WADENA MN BAB	930217-JD-7		95,000.00	0.00	95,000.00	95,000	3.94%
110714B	10/1/2016	Northland	WAUWATO WIS REF	943504-R2-8		300,000.00	0.00	300,000.00	300,000	1.90%
110913A	12/1/2015	Northland	APPLETON MN TAX.	03805A-KR-8		140,000.00	0.00	140,000.00	140,000	1.60%
110913B	12/1/2016	Northland	APPLETON MN TAX.	038051-KS-6		110,000.00	0.00	110,000.00	110,000	2.00%
110715	10/22/2014	Northland	CD-BMW BANK	05568P-YZ-4		147,000.00	0.00	147,000.00	147,000	1.55%
101230B	4/1/2012	Northland	LACROSSE CTY WIS	502606-QS-8	100,000.00		0.00	100,000.00	100,000	1.00%
101223	6/1/2012	Northland	LINN CTY IOWA TA:	535783-FY-5	465,000.00		0.00	465,000.00	465,000	0.85%
080707	12/1/2012	Northland	LACROSSE WI TAX	502768-B8-6	135,000.00		0.00	135,000.00	135,000	5.09%
090630A	12/30/2012	Northland	MCGREGOR ISD #00-	580705-GK-1	100,000.00		0.00	100,000.00	100,000	2.75%
040518	2/1/2013	Northland	FNMA 254663	31371K-Z4-6	23,798.95		14,895.54	8,903.41	272,453	3.77%
090212A	2/1/2013	Northland	ROSEMOUNT ISD#15	777594-WW-8	150,000.00		0.00	150,000.00	150,000	3.00%
090820A	2/1/2013	Northland	LACQUI PARLE VAL	505468-AH-1	115,000.00		0.00	115,000.00	115,000	2.65%
090213B	6/1/2013	Northland	ILLINOIS ST PENSI	452151-LA-9	345,000.00		0.00	345,000.00	345,000	3.85%
080828B	8/28/2013	Northland	CD-NATIONAL REP	63736Q-JT-9	97,000.00		0.00	97,000.00	97,000	4.95%

2011 CASH AND INVESTMENT ACTIVITY

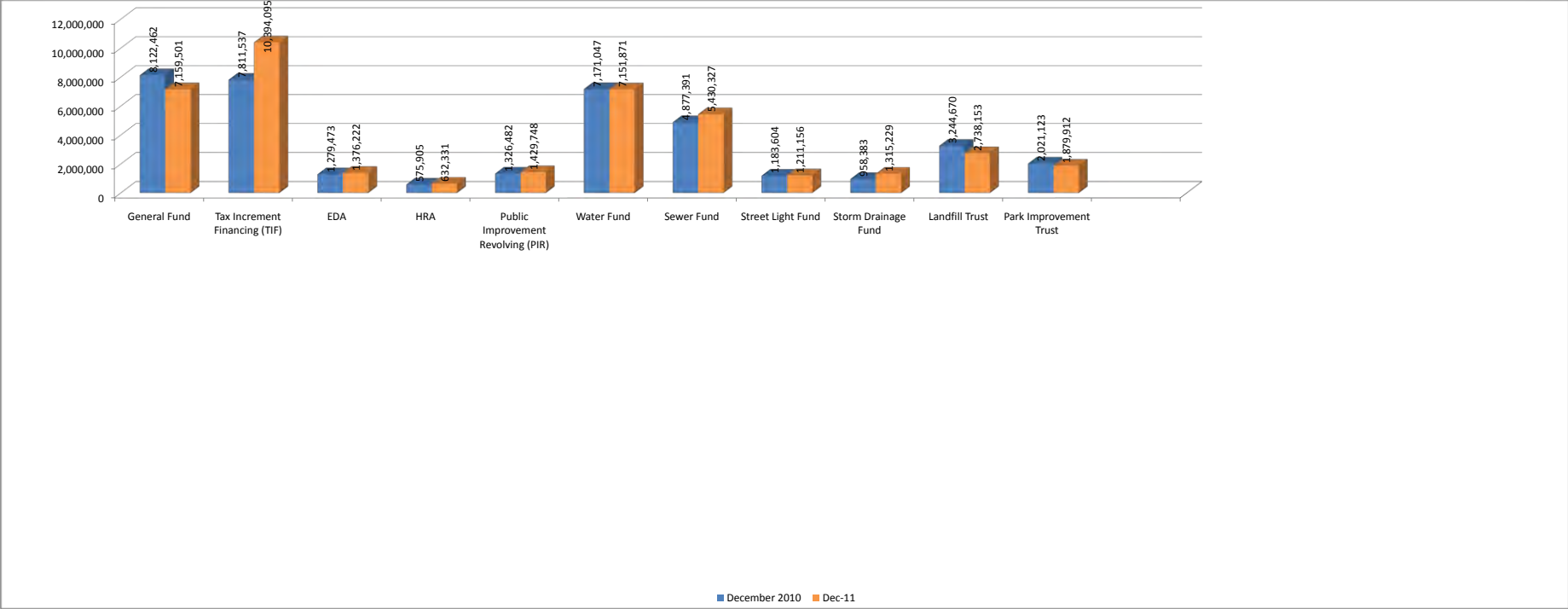
CITY INVEST #	STATED		SECURITY DESCRIP	CUSIP	PRIN	PURCH 2011	SOLD/	BV	PAR	YTM
	MAT DATE	BROKER			BAL 1/1/2011		MATURE 2011	PRIN BAL 12/31/2011		
090420A	11/1/2013	Northland	BURLINGTON VT PU	122062-MJ-8	125,000.00		0.00	125,000.00	125,000	3.26%
080731	12/15/2013	Northland	BEAVER CITY PA TA	074851-MQ-6	125,000.00		0.00	125,000.00	125,000	5.00%
100106	12/15/2013	Northland	FOX VALLEY PK DIS	351592-GC-8	400,000.00		0.00	400,000.00	400,000	2.06%
080324	12/30/2013	Northland	WHEATON IL PK TA	96257-PB-0	475,000.00		0.00	475,000.00	475,000	4.15%
090630B	12/30/2013	Northland	MCGREGOR ISD #00-	580705-GM-7	100,000.00		0.00	100,000.00	100,000	3.00%
090212B	2/1/2014	Northland	ROSEMOUNT ISD#15	777594-WX-6	300,000.00		0.00	300,000.00	300,000	3.50%
090715A	2/1/2014	Northland	MOWER CTY MIN JA	624662-AH-5	515,000.00		0.00	515,000.00	515,000	3.80%
090820B	2/1/2014	Northland	LACQUI PARLE VAL	505468-AJ-7	120,000.00		0.00	120,000.00	120,000	3.15%
080425A	3/1/2014	Northland	DAUPHIN COUNTY I	238253-RU-4	150,000.00		0.00	150,000.00	150,000	5.00%
090217B	3/1/2014	Northland	STILLWATER ISC #8	860758-PY-1	200,000.00		0.00	200,000.00	200,000	3.40%
100223B	4/1/2014	Northland	WINNEBAGO CITY V	974603-MZ-2	200,000.00		0.00	200,000.00	200,000	2.10%
080507	5/1/2014	Northland	FREEMONT NE ELEC	356730-T7-6	110,000.00		0.00	110,000.00	110,000	4.50%
090528B	5/28/2014	Northland	CD-SUNTRUST BAN	86789V-HM-2	100,000.00		0.00	100,000.00	100,000	4.00%
091103	6/1/2014	Northland	GRIMES IOWA BABS	398326-FV-O	120,000.00		0.00	120,000.00	120,000	3.25%
110201A	6/1/2014	Northland	WINDSOR HTS IOWA	973602-KR-5		255,000.00	0.00	255,000.00	255,000	1.35%
110301B	6/1/2014	Northland	DES MOINES IA COM	250097-YR-7		265,000.00	0.00	265,000.00	265,000	2.00%
110420	10/20/2017	Northland	FNM,A	3136FR-EV-1		250,000.00	0.00	250,000.00	250,000	3.00%
090630C	12/30/2014	Northland	MCGREGOR ISD #00-	580705-GL-9	105,000.00		0.00	105,000.00	105,000	3.40%
090206	2/1/2015	Northland	NORTH ST PAUL MA	6621406D9	355,000.00		0.00	355,000.00	355,000	3.70%
090528A	2/1/2015	Northland	WAYZATA ISD #284	946813-TF-9	500,000.00		0.00	500,000.00	500,000	3.15%
090715B	2/1/2015	Northland	MOWER CTY MIN JA	624662-AJ-1	250,000.00		0.00	250,000.00	250,000	4.10%
090914	2/1/2015	Northland	GRAND RAPIDS MN	386334-L2-9	115,000.00		0.00	115,000.00	115,000	3.70%
100803A	2/1/2015	Northland	NEW PRAGUE BAB	648159-TU-5	60,000.00		0.00	60,000.00	60,000	2.65%
090310	4/1/2015	Northland	WEST ALLIS WIS CO	951172-7R-0	340,000.00		0.00	340,000.00	340,000	3.75%
081106	6/1/2015	Northland	KIRKWOOD COMM	497595-VC-9	245,000.00		0.00	245,000.00	245,000	5.50%
110301A	6/1/2015	Northland	DES MOINES IA COM	250097-YS-5		100,000.00	0.00	100,000.00	100,000	2.50%
100304	9/15/2015	Northland	FHLMC REMIC	3133F4-PN-5	750,000.00		750,000.00	0.00	750,000	3.00%
090420B	11/1/2015	Northland	BURLINGTON VT PU	022062-ML-3	200,000.00		0.00	200,000.00	200,000	3.75%
080502	12/15/2015	Northland	ROCKFORD ILL TAX	77316Q-B4-4	205,000.00		0.00	205,000.00	20,500	5.13%
110208	12/30/2015	Northland	MCGREGOR ISD #00-	580705-GN-5		95,000.00	0.00	95,000.00	95,000	2.35%
090217C	3/1/2016	Northland	STILLWATER ISC #8	860758-QA-2	245,000.00		0.00	245,000.00	245,000	4.20%
110114B	3/1/2016	Northland	APPLETON WIS SCH	038106-JN-1		100,000.00	0.00	100,000.00	100,000	2.77%
090706	4/1/2016	Northland	SHEBOYGAN WIS SC	821023-GU-6	140,000.00		0.00	140,000.00	140,000	6.25%
100223A	6/1/2016	Northland	DAVENPORT IOWA	238388-FU-1	335,000.00		0.00	335,000.00	335,000	3.25%
110201B	6/1/2016	Northland	WINDSOR HTS IOWA	973602-KT-1		130,000.00	0.00	130,000.00	130,000	2.30%
110114A	2/1/2017	Northland	HOPKINS ISD #270	439881-HB-2		100,000.00	0.00	100,000.00	100,000	2.75%
110203A	4/1/2017	Northland	MEDFORD WIS SCH	58434T-DK-3		40,000.00	0.00	40,000.00	40,000	2.75%
110106	6/1/2017	Northland	CHARLES CTY MD	159807-C3-8		105,000.00	0.00	105,000.00	105,000	4.00%
100803B	2/1/2018	Northland	NEW PRAGUE BAB	648159-TX-9	70,000.00		0.00	70,000.00	70,000	3.75%
090203B	12/15/2018	Northland	FHLMC REMIC	31397B-MQ-1	117,254.06		54,823.59	62,430.47	339,828	5.75%
100803C	2/1/2019	Northland	NEW PRAGUE BAB	648159-TY-7	45,000.00		0.00	45,000.00	45,000	4.00%
110310	2/1/2020	Northland	BROOKLYN CENTEF	113853-KG-9		285,000.00	0.00	285,000.00	285,000	4.65%
100803D	2/1/2020	Northland	NEW PRAGUE BAB	648159-TZ-4	70,000.00		0.00	70,000.00	70,000	4.25%
								<u>13,549,435.30</u>		
061017	1/23/2012	VILLAGE	CD-VILLAGE BANK	41117	523,905.46		0.00	523,905.46	500,000	4.70%
091209	3/9/2010	VILLAGE	CD-CDARs Program		1,000,000.00		1,000,000.00	0.00	1,000,000	1.50%
100812B	8/1/2011	VILLAGE	CD-CDARs Program		1,021,440.62		1,021,440.63	-0.01	1,021,441	1.25%
091002	6/2/2011	VILLAGE	CD-VILLAGE BANK	41031	1,000,000.00	36,968.35	0.00	1,036,968.35	1,000,000	
090528G	5/28/2010	VILLAGE	CD-CDARs Program		1,021,440.63		1,021,440.63	0.00	1,000,000	2.15%
070322	1/30/2012	VILLAGE	CD-VILLAGE BANK	41123	558,356.00		0.00	558,356.00	500,000	4.70%
								<u>2,119,229.80</u>		
971212	11/28/2002	UBS	CD-FNB KEYSTONE,	320950AJ7R	96,000.00		0.00	96,000.00	96,000	6.25%
101228	4/1/2013	UBS	MPLS SCHOOL DIST	603792PR7	615,000.00		0.00	615,000.00	615,000	1.70%
050714	10/15/2014	UBS	FHR 2877 LA	31395HLH1	93,364.35		93,364.34	0.01	500,009	4.22%
100122	1/15/2015	UBS	FHLMC	3133F4MMO	750,000.00		750,000.00	0.00	750,000	2.00%
100824	6/1/2015	UBS	ILLINOIS STATE TA	452151LC5	500,000.00		0.00	500,000.00	500,000	3.82%
101230A	7/27/2016	UBS	FHLMC	313461MA9	1,000,000.00		1,000,000.00	0.00	1,000,000	2.00%
030430B	4/25/2018	UBS	FNR 2003-41-JH	31393BD36C	42,015.92		16,163.96	25,851.96	300,000.00	5.00%
030630A	6/15/2018	UBS	FHR 2628 AB	31393VMQ1C	78,445.72		31,087.40	47,358.32	200,000	3.12%
030730A	8/25/2018	UBS	FNR 2003-74-KN	31393EAL3C	134,002.28		43,495.00	90,507.28	300,000.00	3.59%
030930A	9/15/2018	UBS	FHR 2677 KH	31394JTP2	108,979.42		25,630.16	83,349.26	300,000	4.50%
031030A	11/25/2018	UBS	FNR 2003-113KA	31393T2P0	72,091.59		34,219.53	37,872.06	197,000	4.50%
040430	4/25/2019	UBS	FNR-2004-31-DA	31393YA4J	153,133.30		62,029.15	91,104.15	500,000	4.50%
040730A	7/15/2019	UBS	FHR 2822 DB	31395C3S8	218,036.00		65,861.49	152,174.51	500,000	5.00%
040730B	7/15/2019	UBS	FHR 2822 DQ	31395C3U3	119,198.02		53,964.82	65,233.20	500,000	5.00%
040830	8/25/2019	UBS	FNR 2004 68 BT	31394AYU4	70,181.58		34,608.81	35,572.77	500,000	
970625	2/25/2021	UBS	FNMA FNR-1991-7 H	31358FZW2	3,000.00		0.00	3,000.00	129,000	7.84%
000417	8/15/2021	UBS	FHLMC REMIC 181e	312904AU9C	3,640.19		753.72	2,886.47	88,604	7.00%

2011 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	CUSIP	PRIN	PURCH	SOLD/	BV	PAR	YTM
					BAL		MATURE	PRIN		
					1/1/2011	2011	2011	BAL		
								12/31/2011		
970917B	9/15/2021	UBS	FHLMC REMIC SERII	312904GT6C	6,645.69		1,631.66	5,014.03	255,714	7.21%
001127	7/25/2022	UBS	FNR G92-35	31358PHV2C	3,808.24		602.62	3,205.62	75,215	7.49%
0210004	8/25/2022	UBS	FNR 1992-125L	31358PS40C	4,286.66		709.49	3,577.17	52,000	7.00%
110119	12/21/2015	UBS	FNMA	3136FPJ57		500,000.00	500,000.00	0.00	500,000	1.61%
110803B	9/28/2020	UBS	FNMA	3136FPLW5		712,000.00	0.00	712,000.00	712,000	1.00%
110916	9/16/2026	UBS	FHLB	31337FGD3		1,000,000.00	0.00	1,000,000.00	1,000,000	1.00%
110810	8/10/2026	UBS	FNMA	3136FRF24		1,000,000.00	0.00	1,000,000.00	1,000,000	1.00%
110719	7/19/2016	UBS	FNMA	3136FRYJ6		750,000.00	0.00	750,000.00	750,000	1.25%
110525	11/25/2019	UBS	FHLMC	3134G2FQO		500,000.00	0.00	500,000.00	500,000	1.09%
110526	11/26/2018	UBS	FHLB	313373R38		500,000.00	500,000.00	0.00	500,000	2.00%
110311	7/1/2012	UBS	ILLINOIS BAB	452152GL9		1,000,000.00	0.00	1,000,000.00	1,000,000	3.08%
110329	3/29/2021	UBS	FNMA	3136FRDU4		500,000.00	0.00	500,000.00	500,000	1.39%
020826	10/15/2022	UBS	FHR 1391D	312912LUO	3,450.25		471.51	2,978.74	59,990	6.00%
010328	6/25/2023	UBS	FHG14A	312916PD5R	13,000.00		3,000.00	10,000.00	152,000	6.00%
031030C	10/15/2023	UBS	FHR 2687 DA	31394K5D2	33,359.28		33,359.44	-0.16	500,000	4.52%
031030D	10/25/2023	UBS	FNR 2003-115A	31393TW36	14,580.98		14,581.01	-0.03	300,000	4.50%
020816B	1/25/2024	UBS	FNR G94-2D	31359GR40	1,772.38		815.03	957.35	46,221	6.45%
040130	1/25/2024	UBS	FNR 2004-2JA	31393U3X9	21,596.52		21,596.58	-0.06	300,000	4.55%
100721	7/21/2025	UBS	FHLMC	3134G1LG7	1,000,000.00		1,000,000.00	0.00	750,000	1.15%
030730D	8/25/2033	UBS	FNR 2003-74-KX	31393ECT4C	20,203.33		20,203.54	-0.21	500,000.00	3.90%
								7,333,642.44		
Money Mkt							0.00	0.00		
TOTAL INVESTMENTS					41,467,058.94	25,016,574.10	23,754,516.93	42,729,116.11		
			Unamortized Premiums		989,698.40	135,764.54		1,125,462.94		
			Unamortized Discounts		(2,829,705.74)	-13,797.73		-2,843,503.47		
			Village Bank Checking		4,142,232.77	56,546,978.84	59,407,489.50	1,281,722.11		
			Money Market Accounts		648,545.56	9,001,331.88	6,000,000.00	3,649,877.44		
			Net Cash and Investments		44,417,829.93	90,686,851.63	89,162,006.43	45,942,675.13		

CASH BALANCES FOR PERIOD ENDING December 31, 2011

Major City Funds



\*\*Significant Change in Water Fund: Internal Loan for Municipal Center - \$1M

**CC Regular Session**

4. 2.

**Meeting Date:** 01/10/2012

**By:** Diana Lund, Finance

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**Information**

**Title:**

Receive November 2011 Financial Reports - General Fund and Enterprise Funds

**Background:**

Brief summary of actual revenues and expenditures to date in comparison to adopted budget for the funds of: General, Water, Sewer, Street Lighting, Recycling and Storm Drainage.

**Council Action:**

No Action Required. Informational Only.

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**Attachments**

November 2011 General Fund Financial Report - Budget to Actual

November 2011 - Enterprise Funds Financial Reports - Budget to Actual

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

**Reviewed By**

Kurt Ulrich

**Date**

01/05/2012 08:58 AM

Started On: 01/03/2012 07:42 AM

Final Approval Date: 01/05/2012

# CITY OF RAMSEY

## Period Summary - General Fund

Reporting Period: 1/1/2011 - 11/30/2011

Expenditures By Dept Head	2011	2011	2010	2010	2009	2009
	Budget	YTD Actual	Budget	YTD Actual	Budget	YTD Actual
Com Dev	557,272	459,384	597,419	504,117	824,350	734,942
Fire	749,783	545,415	748,713	540,652	764,766	545,736
Finance	471,420	484,446	518,175	501,824	511,814	483,055
Admin	1,344,287	1,322,982	1,488,890	1,269,695	1,512,148	1,253,741
Public Works	2,711,681	1,903,350	2,669,548	1,851,443	2,718,718	1,843,472
Police	2,919,369	2,477,276	2,863,561	2,376,803	2,772,287	2,339,058
Council	141,156	128,467	144,236	100,533	166,360	127,271
Legal	117,000	99,427	122,000	108,402	131,000	88,108
Transfers out	-	-	-	-	-	-
Debt Service	260,934	-	252,647	-	37,724	37,724
Contingency	33,898	10,898	68,002	-	93,792	-
	<u>9,306,800</u>	<u>7,431,643</u>	<u>9,473,191</u>	<u>7,253,469</u>	<u>9,532,959</u>	<u>7,453,108</u>
	-	-	-	-	-	-

Revenue	2011	2011	2010	2010	2009	2009
	Budget	YTD Actual	Budget	YTD Actual	Budget	YTD Actual
Taxes	7,037,127	3,422,656	7,034,194	3,562,820	7,532,034	3,831,148
Business Licenses/Permits	71,200	60,228	69,500	71,999	78,000	65,552
Non-Business Licenses/Permits	367,532	290,189	330,750	316,465	398,400	292,720
Federal Intergovernmental	6,000	-	6,000	-	6,000	358
State Intergovernmental	299,300	312,740	277,100	314,108	277,100	339,866
Local Intergovernmental	-	1,793	-	20	-	16
Charges for Services	823,875	378,996	700,451	341,445	785,588	301,148
Fines and Forfeits	112,500	92,387	120,000	73,202	120,000	96,372
Miscellaneous	19,000	22,925	45,000	12,409	2,000	10,144
Interest	100,000	-	150,000	-	240,000	-
Transfers in	612,866	16,622	965,046	-	257,687	398,620
	<u>9,449,400</u>	<u>4,598,537</u>	<u>9,698,041</u>	<u>4,692,469</u>	<u>9,696,809</u>	<u>5,335,945</u>

# CITY OF RAMSEY

## Period Summary - General Fund

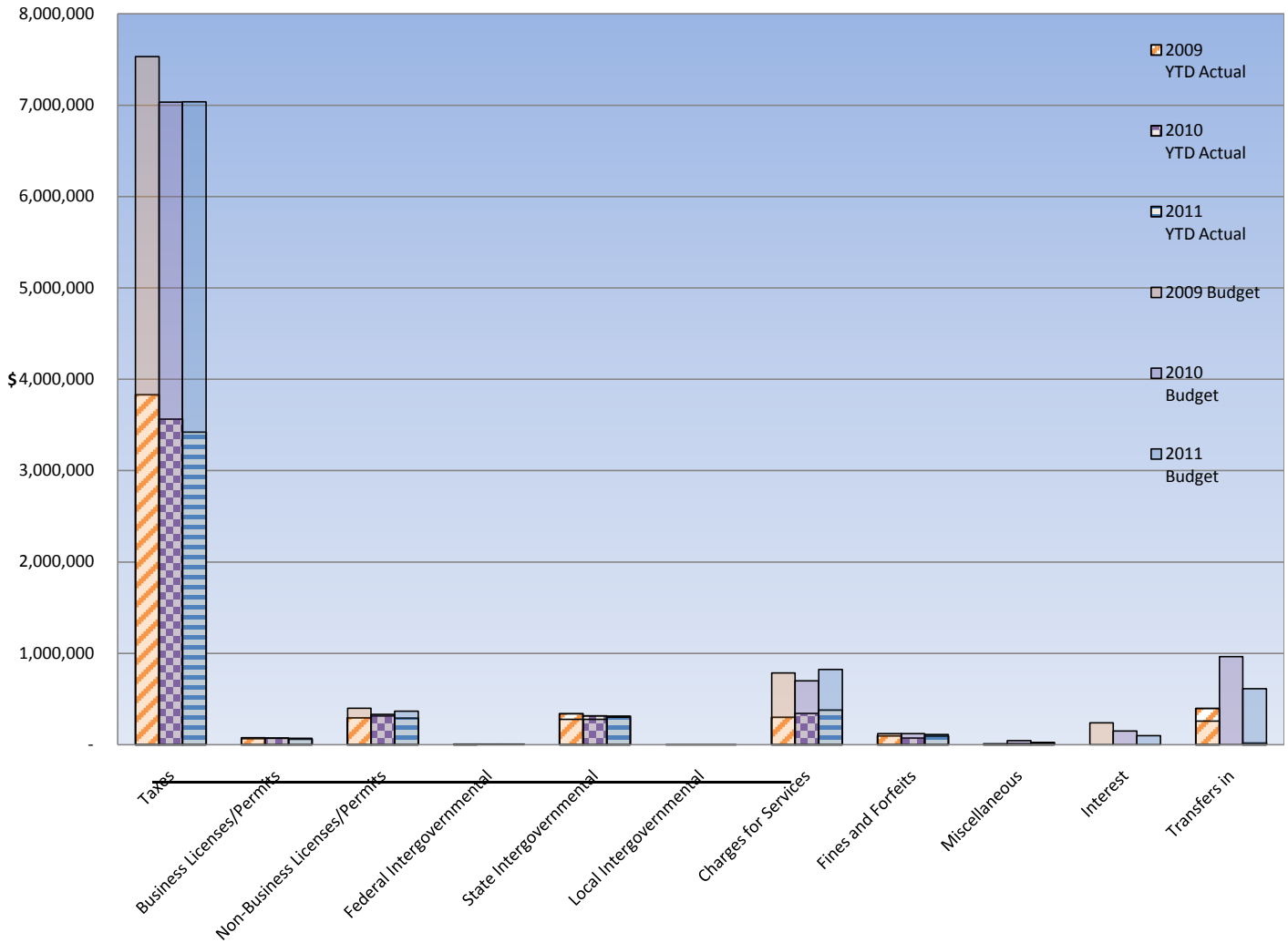
Reporting Period: 1/1/2011 - 11/30/2011

Capital Outlay	2011 Budget	2011 YTD Actual	2010 Budget	2010 YTD Actual	2009 Budget	2009 YTD Actual
Com Dev	-	-	-	-	-	-
Fire	32,000	43,010	10,800	8,490	31,600	32,427
Finance	-	-	-	-	-	-
Admin	16,000	5,900	33,000	31,080	17,400	16,681
Public Works	-	-	87,200	80,886	21,000	20,865
Police	94,600	83,669	93,850	92,513	93,850	88,869
Council	-	-	-	-	-	-
Legal	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Contingency	-	-	-	-	-	-
	142,600	132,578	224,850	212,969	163,850	158,842
	-	-	-	-	-	-

Expenditures	2011 Budget	2011 YTD Actual	2010 Budget	2010 YTD Actual	2009 Budget	2009 YTD Actual
Personal Services	6,275,744	5,628,763	6,559,765	5,717,761	6,643,206	5,908,532
Supplies	724,837	651,057	710,972	511,572	749,309	498,910
Other Services & Charges	2,045,285	1,151,823	1,949,807	1,024,136	2,102,720	1,007,942
Transfers out	-	-	-	-	-	-
Debt Service	260,934	-	252,647	-	37,724	37,724
	9,306,800	7,431,643	9,473,191	7,253,469	9,532,959	7,453,108
	-	-	-	-	-	-
Revenue	(9,449,400)	(4,598,537)	(9,698,041)	(4,692,469)	(9,696,809)	(5,335,945)
Expenses	9,449,400	7,564,221	9,698,041	7,466,438	9,696,809	7,611,950

# CITY OF RAMSEY

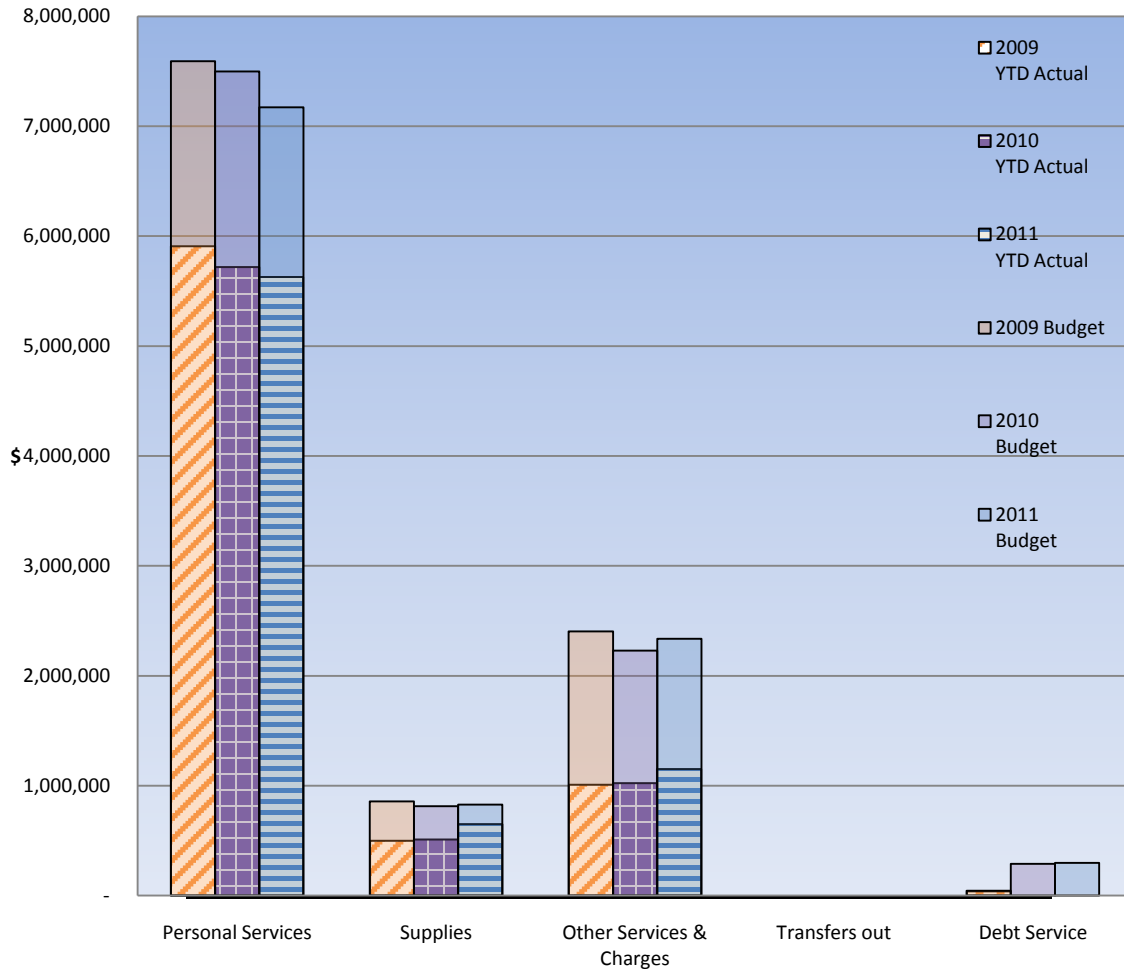
## Budget to Actual Revenues YTD thru November 2011



	<u>Taxes</u>	<u>Business Licenses/Permits</u>	<u>Non-Business Licenses/Permits</u>	<u>Federal Intergovernmental</u>	<u>State Intergovernmental</u>	<u>Local Intergovernmental</u>	<u>Charges for Services</u>	<u>Fines and Forfeits</u>	<u>Misc.</u>	<u>Interest</u>	<u>Transfers in</u>	<u>Total</u>
<b>2011 Budget</b>	7,037,127	71,200	367,532	6,000	299,300	-	823,875	112,500	19,000	100,000	612,866	9,449,400
<b>2011 YTD Actual</b>	3,422,656	60,228	290,189	-	312,740	1,793	378,996	92,387	22,925	-	16,622	4,598,537
<b>2010 Budget</b>	7,034,194	69,500	330,750	6,000	277,100	-	700,451	120,000	45,000	150,000	965,046	9,698,041
<b>2010 YTD Actual</b>	3,562,820	71,999	316,465	-	314,108	20	341,445	73,202	12,409	-	-	4,692,469
<b>2009 Budget</b>	7,532,034	78,000	398,400	6,000	277,100	-	785,588	120,000	2,000	240,000	257,687	9,696,809
<b>2009 YTD Actual</b>	3,831,148	65,552	292,720	358	339,866	16	301,148	96,372	10,144	-	398,620	5,335,945
<b>2011 YTD % of Budget</b>	48.64%	84.59%	78.96%	0.00%	104.49%	#DIV/0!	46.00%	82.12%	120.66%	0.00%	2.71%	48.66%

# CITY OF RAMSEY

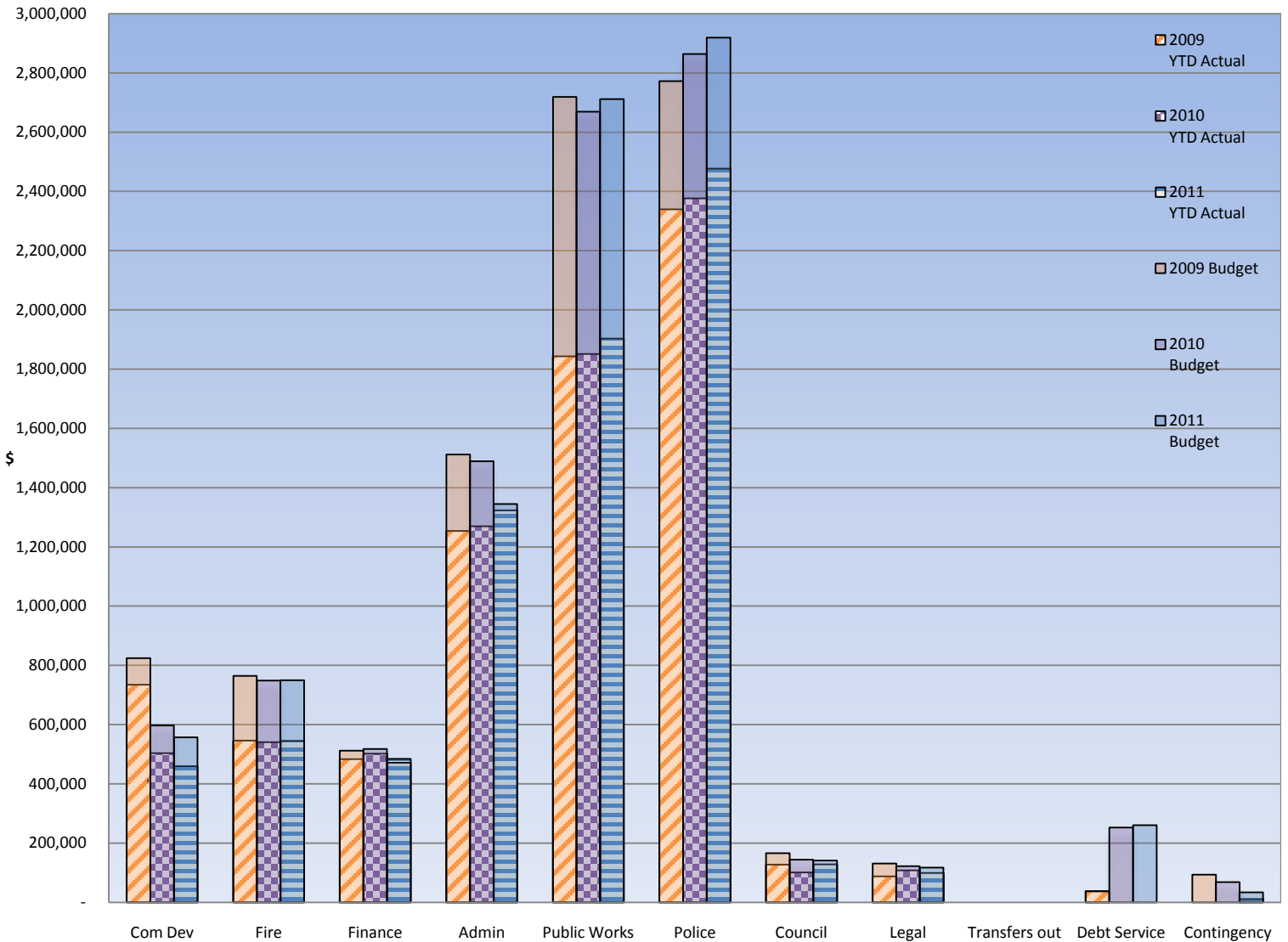
## Budget to Actual Expenditures by Category YTD thru November 2011



	<u>Personal Services</u>	<u>Supplies</u>	<u>Other Services &amp; Charges</u>	<u>Transfers out</u>	<u>Debt Service</u>	<u>Total</u>
<b>2011 Budget</b>	6,275,744	724,837	2,045,285	-	260,934	9,306,800
<b>2011 YTD Actual</b>	5,628,763	651,057	1,151,823	-	-	7,431,643
<b>2010 Budget</b>	6,559,765	710,972	1,949,807	-	252,647	9,473,191
<b>2010 YTD Actual</b>	5,717,761	511,572	1,024,136	-	-	7,253,469
<b>2009 Budget</b>	6,643,206	749,309	2,102,720	-	37,724	9,532,959
<b>2009 YTD Actual</b>	5,908,532	498,910	1,007,942	-	37,724	7,453,108
<b>2011 YTD % of Budget</b>	89.69%	89.82%	56.32%	#DIV/0!	0.00%	79.85%

# CITY OF RAMSEY

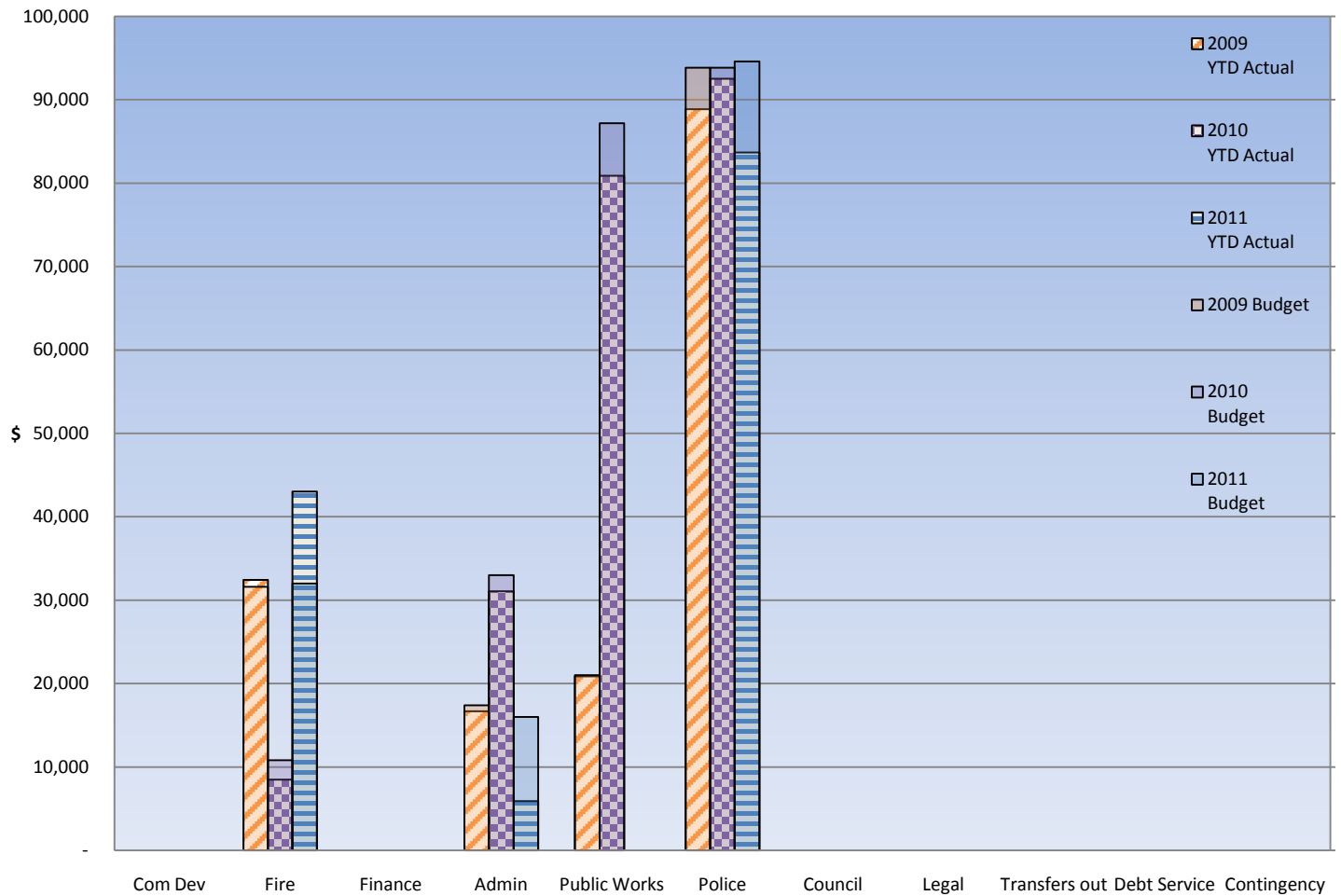
## Budget to Actual Expenditures by Department YTD thru November 2011



	<u>Com Dev</u>	<u>Fire</u>	<u>Finance</u>	<u>Admin</u>	<u>Public Works</u>	<u>Police</u>	<u>Council</u>	<u>Legal</u>	<u>Transfers out</u>	<u>Debt Service</u>	<u>Contingency</u>	<u>Total</u>
<b>2011 Budget</b>	557,272	749,783	471,420	1,344,287	2,711,681	2,919,369	141,156	117,000	-	260,934	33,898	9,306,800
<b>2011 YTD Actual</b>	459,384	545,415	484,446	1,322,982	1,903,350	2,477,276	128,467	99,427	-	-	10,898	7,431,643
<b>2010 Budget</b>	597,419	748,713	518,175	1,488,890	2,669,548	2,863,561	144,236	122,000	-	252,647	68,002	9,473,191
<b>2010 YTD Actual</b>	504,117	540,652	501,824	1,269,695	1,851,443	2,376,803	100,533	108,402	-	-	-	7,253,469
<b>2009 Budget</b>	824,350	764,766	511,814	1,512,148	2,718,718	2,772,287	166,360	131,000	-	37,724	93,792	9,532,959
<b>2009 YTD Actual</b>	734,942	545,736	483,055	1,253,741	1,843,472	2,339,058	127,271	88,108	-	37,724	-	7,453,108
<b>2011 YTD % of Budget</b>	82.43%	72.74%	102.76%	98.42%	70.19%	84.86%	91.01%	84.98%	#DIV/0!	0.00%	32.15%	79.85%

# CITY OF RAMSEY

## Budget to Actual Capital Outlay YTD thru November 2011



	Com Dev	Fire	Finance	Admin	Public Works	Police	Council	Legal	Transfers out	Debt Service	Contingency	Total
<b>2011 Budget</b>	-	32,000	-	16,000	-	94,600	-	-	-	-	-	142,600
<b>2011 YTD Actual</b>	-	43,010	-	5,900	-	83,669	-	-	-	-	-	132,578
<b>2010 Budget</b>	-	10,800	-	33,000	87,200	93,850	-	-	-	-	-	224,850
<b>2010 YTD Actual</b>	-	8,490	-	31,080	80,886	92,513	-	-	-	-	-	212,969
<b>2009 Budget</b>	-	31,600	-	17,400	21,000	93,850	-	-	-	-	-	163,850
<b>2009 YTD Actual</b>	-	32,427	-	16,681	20,865	88,869	-	-	-	-	-	158,842
<b>2011 YTD % of Budget</b>	#DIV/0!	134.41%	#DIV/0!	36.87%	#DIV/0!	88.44%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	92.97%

## CITY OF RAMSEY

PERIOD SUMMARY BY DEPARTMENT  
ENTERPRISE FUND

Net Revenue (Loss) for Period				Reporting Period: 1/1/2011 - 11/30/11		
Dept	2011 Budget	2011 YTD Actual	2010 Budget	2010 YTD Actual	2009 Budget	2009 YTD Actual
Water	375,820.00	874,478.37	509,873.00	787,502.89	129,745.00	1,004,684.60
Sewer	50,586.00	329,699.96	227,191.00	325,785.41	115,228.00	315,484.27
Priority Street Lighting	4,350.00	23,805.38	24,740.00	31,262.91	39,593.00	14,517.36
Recycling	11,687.00	(4,035.08)	28,780.00	(9,782.13)	203.00	(16,162.27)
Storm Water	218,257.00	337,272.85	233,890.00	373,314.34	190,434.00	344,242.75

REVENUE SUMMARY - BY FUND				Reporting Period: 1/1/2011 - 11/30/11		
Dept	2011 Budget	2011 YTD Actual	2010 Budget	2010 YTD Actual	2009 Budget	2009 YTD Actual
Water	1,860,075.00	1,425,687.37	1,901,882.00	1,328,284.99	1,668,332.00	1,560,936.95
Sewer	1,324,830.00	972,160.30	1,372,897.00	899,000.01	1,247,885.00	886,588.96
Priority Street Lighting	191,678.00	133,482.89	199,272.00	131,354.36	191,710.00	123,849.77
Recycling	336,079.00	273,113.16	343,441.00	270,901.78	334,245.00	263,015.91
Storm Water	614,184.00	459,790.08	625,367.00	460,793.86	598,671.00	449,977.14

EXPENSE SUMMARY - BY FUND				Reporting Period: 1/1/2011 - 11/30/11		
Dept	2011 Budget	2011 YTD Actual	2010 Budget	2010 YTD Actual	2009 Budget	2009 YTD Actual
Water	1,484,255.00	551,209.00	1,392,009.00	540,782.10	1,538,587.00	556,252.35
Sewer	1,274,244.00	642,460.34	1,145,706.00	573,214.60	1,132,657.00	571,104.69
Priority Street Lighting	187,328.00	109,677.51	174,532.00	100,091.45	152,117.00	109,332.41
Recycling	324,392.00	277,148.24	314,661.00	280,683.91	334,042.00	279,178.18
Storm Water	395,927.00	122,517.23	391,477.00	87,479.52	408,237.00	105,734.39

## CITY OF RAMSEY

PERIOD DETAIL BY DEPARTMENT  
ENTERPRISE FUND

ENTERPRISE FUND -- 9601 WATER UTILITY		Reporting Period: 1/1/2011 - 11/30/11				
Description	2011 Budget	2011 YTD Actual	2010 Budget	2010 YTD Actual	2009 Budget	2009 YTD Actual
<b>REVENUE</b>						
Fund Revenue/Penalties	1,579,812.00	1,397,937.57	1,566,072.00	1,327,300.90	1,384,832.00	1,389,988.55
Charges for Services	28,000.00	19,287.00	32,422.00	32,007.35	33,500.00	28,310.00
Taxes	32,263.00	-	83,388.00	-	-	80,243.00
Business Licenses/Permits	-	685.76	-	-	-	-
Non-Business Licenses/Permits	-	-	-	-	-	-
Federal Intergovernmental	-	-	-	-	-	-
State Intergovernmental	-	-	-	-	-	11,818.28
Local Intergovernmental	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous	-	7,777.04	-	(31,023.26)	-	14,588.39
Interest	220,000.00	-	220,000.00	-	250,000.00	35,988.73
Transfers in	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,860,075.00</b>	<b>1,425,687.37</b>	<b>1,901,882.00</b>	<b>1,328,284.99</b>	<b>1,668,332.00</b>	<b>1,560,936.95</b>
<b>EXPENSES</b>						
Personal Services	239,660.00	190,043.64	247,086.00	182,185.80	251,732.00	162,743.09
Supplies	346,500.00	216,587.82	307,540.00	218,132.15	396,000.00	224,953.80
Other Services & Charges	217,435.00	144,577.54	204,723.00	140,464.15	213,195.00	138,555.46
Transfers out	33,000.00	-	32,000.00	-	30,000.00	30,000.00
Capital Outlay	-	-	-	-	-	-
Depreciation	647,660.00	-	600,660.00	-	647,660.00	-
<b>TOTAL EXPENSES</b>	<b>1,484,255.00</b>	<b>551,209.00</b>	<b>1,392,009.00</b>	<b>540,782.10</b>	<b>1,538,587.00</b>	<b>556,252.35</b>
<b>EXCESS OF REVENUES OVER/UNDER EXPENSES</b>	<b>375,820.00</b>	<b>874,478.37</b>	<b>509,873.00</b>	<b>787,502.89</b>	<b>129,745.00</b>	<b>1,004,684.60</b>

## CITY OF RAMSEY

PERIOD DETAIL BY DEPARTMENT  
ENTERPRISE FUND

ENTERPRISE FUND -- 9602 SEWER UTILITY		Reporting Period: 1/1/2011 - 11/30/11				
Description	2011 Budget	2011 YTD Actual	2010 Budget	2010 YTD Actual	2009 Budget	2009 YTD Actual
<b>REVENUE</b>						
Fund Revenue/Penalties	1,224,435.00	970,441.84	1,240,820.00	929,561.72	1,145,885.00	884,528.29
Charges for Services	1,000.00	779.20	2,077.00	2,056.00	2,000.00	920.00
Taxes	19,395.00	-	50,000.00	-	-	-
Business Licenses/Permits	-	742.18	-	-	-	-
Non-Business Licenses/Permits	-	-	-	-	-	-
Federal Intergovernmental	-	-	-	-	-	-
State Intergovernmental	-	-	-	-	-	-
Local Intergovernmental	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous	-	197.08	-	(32,617.71)	-	1,140.67
Interest	80,000.00	-	80,000.00	-	100,000.00	-
Transfers in	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,324,830.00</b>	<b>972,160.30</b>	<b>1,372,897.00</b>	<b>899,000.01</b>	<b>1,247,885.00</b>	<b>886,588.96</b>
<b>EXPENSES</b>						
Personal Services	121,530.00	29,462.20	53,295.00	23,167.50	92,281.00	35,636.27
Supplies	11,700.00	17,769.94	12,630.00	12,116.36	6,250.00	10,436.65
Other Services & Charges	616,580.00	595,228.20	596,347.00	537,930.74	552,692.00	501,031.77
Transfers out	27,000.00	-	26,000.00	-	24,000.00	24,000.00
Capital Outlay	-	-	-	-	-	-
Depreciation	497,434.00	-	457,434.00	-	457,434.00	-
<b>TOTAL EXPENSES</b>	<b>1,274,244.00</b>	<b>642,460.34</b>	<b>1,145,706.00</b>	<b>573,214.60</b>	<b>1,132,657.00</b>	<b>571,104.69</b>
<b>EXCESS OF REVENUES OVER/UNDER EXPENSES</b>	<b>50,586.00</b>	<b>329,699.96</b>	<b>227,191.00</b>	<b>325,785.41</b>	<b>115,228.00</b>	<b>315,484.27</b>

CITY OF RAMSEY

PERIOD DETAIL BY DEPARTMENT  
ENTERPRISE FUND

ENTERPRISE FUND -- 9603 STREET LIGHTING UTILITY			Reporting Period: 1/1/2011 - 11/30/11			
Description	2011 Budget	2011 YTD Actual	2010 Budget	2010 YTD Actual	2009 Budget	2009 YTD Actual
<b>REVENUE</b>						
Fund Revenue/Penalties	171,678.00	133,358.96	179,272.00	131,354.36	169,710.00	123,849.77
Charges for Services	-	-	-	-	-	-
Taxes	-	-	-	-	-	-
Business Licenses/Permits	-	123.93	-	-	-	-
Non-Business Licenses/Permits	-	-	-	-	-	-
Federal Intergovernmental	-	-	-	-	-	-
State Intergovernmental	-	-	-	-	-	-
Local Intergovernmental	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Interest	20,000.00	-	20,000.00	-	22,000.00	-
Transfers in	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>191,678.00</b>	<b>133,482.89</b>	<b>199,272.00</b>	<b>131,354.36</b>	<b>191,710.00</b>	<b>123,849.77</b>
<b>EXPENSES</b>						
Personal Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Other Services & Charges	134,328.00	109,677.51	127,453.00	100,091.45	106,545.00	97,332.41
Transfers out	13,000.00	-	12,500.00	-	12,000.00	12,000.00
Capital Outlay	-	-	-	-	-	-
Depreciation	40,000.00	-	34,579.00	-	33,572.00	-
<b>TOTAL EXPENSES</b>	<b>187,328.00</b>	<b>109,677.51</b>	<b>174,532.00</b>	<b>100,091.45</b>	<b>152,117.00</b>	<b>109,332.41</b>
<b>EXCESS OF REVENUES OVER/UNDER EXPENSES</b>	<b>4,350.00</b>	<b>23,805.38</b>	<b>24,740.00</b>	<b>31,262.91</b>	<b>39,593.00</b>	<b>14,517.36</b>

## CITY OF RAMSEY

PERIOD DETAIL BY DEPARTMENT  
ENTERPRISE FUND

ENTERPRISE FUND -- 9604 RECYCLING UTILITY		Reporting Period: 1/1/2011 - 11/30/11				
Description	2011 Budget	2011 YTD Actual	2010 Budget	2010 YTD Actual	2009 Budget	2009 YTD Actual
<b>REVENUE</b>						
Fund Revenue/Penalties	285,600.00	221,295.66	293,368.00	219,780.01	285,600.00	214,287.36
Charges for Services	-	-	-	-	-	-
Taxes	-	-	-	-	-	-
Business Licenses/Permits	-	144.95	-	-	-	-
Non-Business Licenses/Permits	-	-	-	-	-	-
Federal Intergovernmental	-	-	-	-	-	-
State Intergovernmental	-	-	-	-	-	-
Local Intergovernmental	50,279.00	50,278.80	49,873.00	49,872.92	48,145.00	48,145.00
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous	-	1,393.75	-	1,248.85	-	583.55
Interest	200.00	-	200.00	-	500.00	-
Transfers in	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>336,079.00</b>	<b>273,113.16</b>	<b>343,441.00</b>	<b>270,901.78</b>	<b>334,245.00</b>	<b>263,015.91</b>
<b>EXPENSES</b>						
Personal Services	5,992.00	4,359.22	6,764.00	6,246.50	5,992.00	6,457.52
Supplies	10,000.00	5,638.48	7,690.00	7,689.80	10,000.00	5,472.79
Other Services & Charges	300,400.00	267,150.54	293,207.00	266,747.61	311,250.00	260,447.87
Transfers out	8,000.00	-	7,000.00	-	6,800.00	6,800.00
Capital Outlay	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>324,392.00</b>	<b>277,148.24</b>	<b>314,661.00</b>	<b>280,683.91</b>	<b>334,042.00</b>	<b>279,178.18</b>
<b>EXCESS OF REVENUES OVER/UNDER EXPENSES</b>	<b>11,687.00</b>	<b>(4,035.08)</b>	<b>28,780.00</b>	<b>(9,782.13)</b>	<b>203.00</b>	<b>(16,162.27)</b>

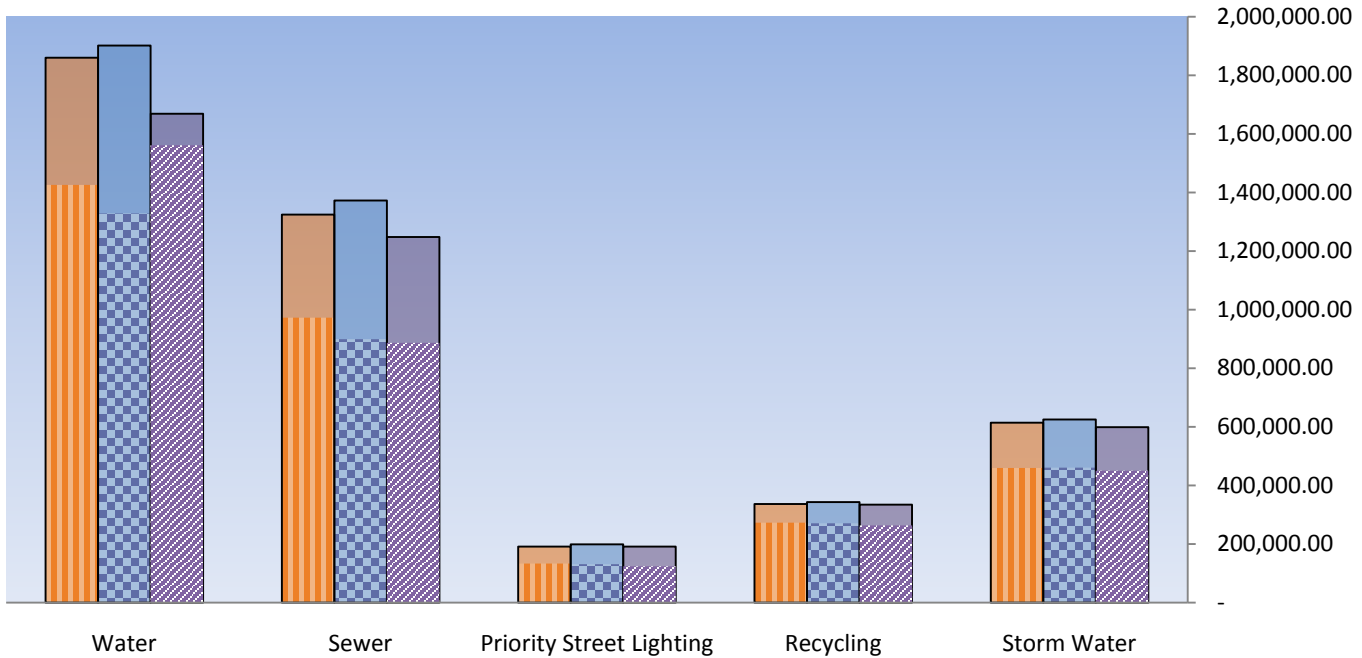
## CITY OF RAMSEY

PERIOD DETAIL BY DEPARTMENT  
ENTERPRISE FUND

ENTERPRISE FUND -- 9605 STORM WATER UTILITY		Reporting Period: 1/1/2011 - 11/30/11				
Description	2011 Budget	2011 YTD Actual	2010 Budget	2010 YTD Actual	2009 Budget	2009 YTD Actual
<b>REVENUE</b>						
Fund Revenue/Penalties	606,184.00	459,615.08	617,367.00	460,562.26	588,671.00	449,088.74
Charges for Services	-	-	-	-	-	-
Taxes	-	-	-	-	-	-
Business Licenses/Permits	-	175.00	-	-	-	-
Non-Business Licenses/Permits	-	-	-	-	-	-
Federal Intergovernmental	-	-	-	-	-	-
State Intergovernmental	-	-	-	-	-	-
Local Intergovernmental	-	-	-	-	-	-
Fines and Forfeits	-	-	-	-	-	-
Miscellaneous	-	-	-	231.60	-	888.40
Interest	8,000.00	-	8,000.00	-	10,000.00	-
Transfers in	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>614,184.00</b>	<b>459,790.08</b>	<b>625,367.00</b>	<b>460,793.86</b>	<b>598,671.00</b>	<b>449,977.14</b>
<b>EXPENSES</b>						
Personal Services	70,231.00	39,236.35	68,630.00	26,492.09	69,008.00	40,226.25
Supplies	22,500.00	16,551.36	32,890.00	32,827.96	21,600.00	18,045.80
Other Services & Charges	51,420.00	66,729.52	43,957.00	28,159.47	58,315.00	28,462.34
Transfers out	22,000.00	-	21,000.00	-	19,000.00	19,000.00
Capital Outlay	-	-	-	-	-	-
Depreciation	229,776.00	-	225,000.00	-	240,314.00	-
<b>TOTAL EXPENSES</b>	<b>395,927.00</b>	<b>122,517.23</b>	<b>391,477.00</b>	<b>87,479.52</b>	<b>408,237.00</b>	<b>105,734.39</b>
<b>EXCESS OF REVENUES OVER/UNDER EXPENSES</b>	<b>218,257.00</b>	<b>337,272.85</b>	<b>233,890.00</b>	<b>373,314.34</b>	<b>190,434.00</b>	<b>344,242.75</b>

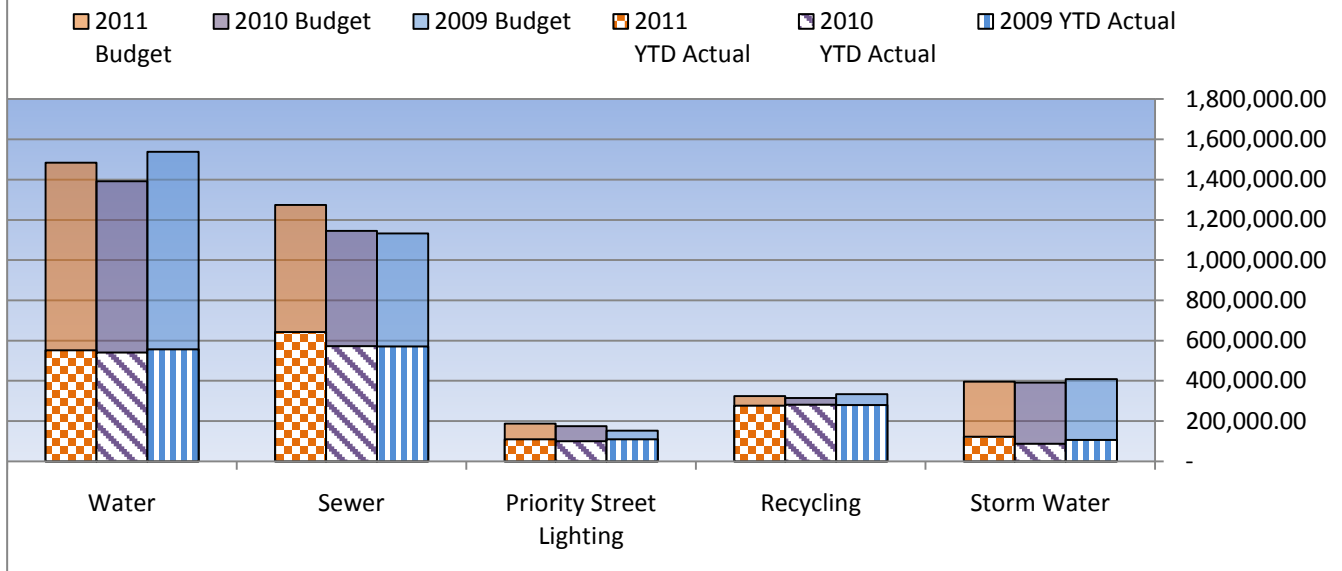
## Budget to Actual Revenues YTD thru November 2011

2011 YTD Actual
  2010 YTD Actual
  2009 Budget
  2011 Budget
  2010 Budget
  2009 YTD Actual



	<u>Water</u>	<u>Sewer</u>	<u>Priority Street Lighting</u>	<u>Recycling</u>	<u>Storm Water</u>
<b>2011 Budget</b>	1,860,075	1,324,830	191,678	336,079	614,184
<b>2011 YTD Actual</b>	1,425,687	972,160	133,483	273,113	459,790
<b>2011 YTD % of Budget</b>	76.65%	73.38%	69.64%	81.26%	74.86%
<b>2010 Budget</b>	1,901,882	1,372,897	199,272	343,441	625,367
<b>2010 YTD Actual</b>	1,328,285	899,000	131,354	270,902	460,794
<b>2010 YTD % of Budget</b>	69.84%	65.48%	65.92%	78.88%	73.68%
<b>2009 Budget</b>	1,668,332	1,247,885	191,710	334,245	598,671
<b>2009 YTD Actual</b>	1,560,937	886,589	123,850	263,016	449,977
<b>2009 YTD % of Budget</b>	93.56%	71.05%	64.60%	78.69%	75.16%

## Budget to Actual Expense YTD thru November 2011



	<u>Water</u>	<u>Sewer</u>	<u>Priority Street Lighting</u>	<u>Recycling</u>	<u>Storm Water</u>
<b>2011 Budget</b>	1,484,255	1,274,244	187,328	324,392	395,927
<b>2011 YTD Actual</b>	551,209	642,460	109,678	277,148	122,517
<b>2011 YTD % of Budg</b>	37.14%	50.42%	58.55%	85.44%	30.94%
<b>2010 Budget</b>	1,392,009	1,145,706	174,532	314,661	391,477
<b>2010 YTD Actual</b>	540,782	573,215	100,091	280,684	87,480
<b>2010 YTD % of Budg</b>	38.85%	50.03%	57.35%	89.20%	22.35%
<b>2009 Budget</b>	1,538,587	1,132,657	152,117	334,042	408,237
<b>2009 YTD Actual</b>	556,252	571,105	109,332	279,178	105,734
<b>2009 YTD % of Budg</b>	36.15%	50.42%	71.87%	83.58%	25.90%

**CC Regular Session**

4.3.

**Meeting Date:** 01/10/2012

**By:** Katy Okerstrom, Community  
Development

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**Information**

**Title:**

2011 Building Division Month End Reports: October and November

**Recommendation:**

Approve

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**Attachments**

2011 October Building Report

2011 November Building Report

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Mick Kaehler	Jo Thieling	01/05/2012 11:22 AM
Kurt Ulrich	Kurt Ulrich	01/05/2012 12:16 PM
Form Started By: Katy Okerstrom		Started On: 12/22/2011 08:17 AM
	Final Approval Date: 01/05/2012	

**BUILDING PERMITS APPROVED FOR OCTOBER 2011**

TYPE	NUMBER	VALUATION	PERMIT FEE	SURCHARGE	PLAN CHECK FEE
SINGLE FAMILY	2	\$ 278,576.00	\$ 2,597.50	\$ 139.29	\$ 1,165.58
COMMERCIAL	0	\$ -	\$ -	\$ -	\$ -
MULTI-FAMILY UNITS	0	\$ -	\$ -	\$ -	\$ -
MULTI-FAMILY BLDGS	0	\$ -	\$ -	\$ -	\$ -
APARTMENT UNITS	0	\$ -	\$ -	\$ -	\$ -
COMMERCIAL REMODELS	1	\$ 75,000.00	\$ 869.25	\$ 37.50	\$ 565.01
GARAGES	3	\$ 41,023.00	\$ 752.25	\$ 24.50	\$ 488.97
ADDITIONS/REMODELS	3	\$ 42,800.00	\$ 746.00	\$ 26.00	\$ 484.90
SWIMMING POOLS	0	\$ -	\$ -	\$ -	\$ -
MISCELLANEOUS	41	\$ 34,606.00	\$ 4,834.75	\$ 207.30	\$ 220.51
PUBLIC BUILDINGS	0	\$ -	\$ -	\$ -	\$ -
RURAL SEWER (NEW)	0	\$ -	\$ -	\$ -	\$ -
RURAL SEWER (REPLACE)	162	\$ -	\$ 2,560.00	\$ 30.00	\$ -
PLUMBING	12	\$ 65,000.00	\$ 1,451.00	\$ 60.00	\$ -
MECHANICAL	21	\$ 13,828.00	\$ 1,446.00	\$ 105.00	\$ 65.00
URBAN WATER/UTILITY	2	\$ -	\$ 150.00	\$ 10.00	\$ -
URBAN SEWER	2	\$ -	\$ 150.00	\$ 10.00	\$ -
ELECTRICAL	36	\$ -	\$ 2,502.00	\$ 165.00	\$ -
<b>TOTALS:</b>	<b>285</b>	<b>\$ 550,833.00</b>	<b>\$ 18,058.75</b>	<b>\$ 814.59</b>	<b>\$ 2,989.97</b>

**BUILDING PERMITS APPROVED YEAR TO DATE**

TYPE	NUMBER	VALUATION	PERMIT FEE	SURCHARGE	PLAN CHECK FEE
SINGLE FAMILY	20	\$ 3,514,472.00	\$ 30,349.00	\$ 1,757.23	\$ 13,923.20
COMMERCIAL	2	\$ 5,500,000.00	\$ 25,913.50	\$ 2,100.00	\$ 16,843.78
MULTI-FAMILY BLDGS	0	\$ -	\$ -	\$ -	\$ -
MULTI-FAMILY UNITS	0	\$ -	\$ -	\$ -	\$ -
APARTMENT UNITS	0	\$ -	\$ -	\$ -	\$ -
COMMERCIAL REMODELS	20	\$ 5,611,560.00	\$ 35,554.53	\$ 2,562.48	\$ 23,110.45
GARAGES	25	\$ 416,408.00	\$ 7,238.25	\$ 224.16	\$ 4,704.89
ADDITIONS	25	\$ 749,477.00	\$ 10,546.00	\$ 390.48	\$ 5,307.11
SWIMMING POOLS	6	\$ -	\$ 750.00	\$ 30.00	\$ -
MISCELLANEOUS	373	\$ 188,997.00	\$ 40,474.75	\$ 1,877.56	\$ 1,181.39
PUBLIC BUILDINGS	0	\$ -	\$ -	\$ -	\$ -
RURAL SEWER (NEW)	0	\$ -	\$ -	\$ -	\$ -
RURAL SEWER (REPLACE)	687	\$ -	\$ 12,570.00	\$ 200.00	\$ -
PLUMBING	120	\$ 532,615.00	\$ 14,560.30	\$ 735.08	\$ -
MECHANICAL	187	\$ 738,774.00	\$ 18,679.81	\$ 1,127.61	\$ 4,831.34
URBAN WATER/UTILITY	19	\$ -	\$ 1,425.00	\$ 95.00	\$ -
URBAN SEWER	20	\$ 750,000.00	\$ 16,425.00	\$ 470.00	\$ -
ELECTRICAL	458	\$ -	\$ 31,585.60	\$ 2,080.60	\$ -
<b>TOTALS:</b>	<b>1962</b>	<b>\$ 18,002,303.00</b>	<b>\$ 246,071.74</b>	<b>\$ 13,649.60</b>	<b>\$ 69,902.16</b>

	2011	2010	2009	2008
Valuation Year To Date	\$ 18,002,303.00	\$ 19,880,325.00	\$ 16,784,785.00	\$ 36,339,820.00
Revenue Year To Date	\$ 315,973.90	\$ 351,836.65	\$ 317,062.42	\$ 790,372.60

2011 Annual Budget	\$ 479,403.00
2011 YTD Actual	\$ 317,318.08
Difference	\$ -

The \$1,344.18 difference is due to the additional calculation of Fire permit Plan Review(s) which we do not account for in our Building Month End Reporting.

**BUILDING PERMITS APPROVED FOR NOVEMBER 2011**

TYPE	NUMBER	VALUATION	PERMIT FEE	SURCHARGE	PLAN CHECK FEE
SINGLE FAMILY	3	\$ 520,000.00	\$ 4,505.25	\$ 260.00	\$ 1,629.27
COMMERCIAL	0	\$ -	\$ -	\$ -	\$ -
MULTI-FAMILY UNITS	0	\$ -	\$ -	\$ -	\$ -
MULTI-FAMILY BLDGS	0	\$ -	\$ -	\$ -	\$ -
APARTMENT UNITS	0	\$ -	\$ -	\$ -	\$ -
COMMERCIAL REMODELS	0	\$ -	\$ -	\$ -	\$ -
GARAGES	1	\$ 20,000.00	\$ 339.25	\$ 10.00	\$ 220.51
ADDITIONS/REMODELS	4	\$ 140,000.00	\$ 1,920.75	\$ 70.00	\$ 1,104.68
SWIMMING POOLS	0	\$ -	\$ -	\$ -	\$ -
MISCELLANEOUS	29	\$ 79,146.00	\$ 3,809.00	\$ 162.82	\$ -
PUBLIC BUILDINGS	0	\$ -	\$ -	\$ -	\$ -
RURAL SEWER (NEW)	1	\$ -	\$ 150.00	\$ 5.00	\$ -
RURAL SEWER (REPLACE)	86	\$ -	\$ 1,700.00	\$ 30.00	\$ -
PLUMBING	14	\$ 3,400.00	\$ 1,267.00	\$ 70.00	\$ -
MECHANICAL	17	\$ -	\$ 1,155.00	\$ 85.00	\$ -
URBAN WATER/UTILITY	4	\$ 30,000.00	\$ 825.00	\$ 20.00	\$ -
URBAN SEWER	3	\$ -	\$ 225.00	\$ 15.00	\$ -
ELECTRICAL	37	\$ -	\$ 3,072.00	\$ 170.00	\$ -
<b>TOTALS:</b>	<b>199</b>	<b>\$ 792,546.00</b>	<b>\$ 18,968.25</b>	<b>\$ 897.82</b>	<b>\$ 2,954.46</b>

**BUILDING PERMITS APPROVED YEAR TO DATE**

TYPE	NUMBER	VALUATION	PERMIT FEE	SURCHARGE	PLAN CHECK FEE
SINGLE FAMILY	23	\$ 4,034,472.00	\$ 34,854.25	\$ 2,017.23	\$ 15,552.47
COMMERCIAL	2	\$ 5,500,000.00	\$ 25,913.50	\$ 2,100.00	\$ 16,843.78
MULTI-FAMILY BLDGS	0	\$ -	\$ -	\$ -	\$ -
MULTI-FAMILY UNITS	0	\$ -	\$ -	\$ -	\$ -
APARTMENT UNITS	0	\$ -	\$ -	\$ -	\$ -
COMMERCIAL REMODELS	20	\$ 5,611,560.00	\$ 35,554.53	\$ 2,562.48	\$ 23,110.45
GARAGES	26	\$ 436,408.00	\$ 7,577.50	\$ 234.16	\$ 4,925.40
ADDITIONS	29	\$ 889,477.00	\$ 12,466.75	\$ 460.48	\$ 6,411.79
SWIMMING POOLS	6	\$ -	\$ 750.00	\$ 30.00	\$ -
MISCELLANEOUS	402	\$ 268,143.00	\$ 44,283.75	\$ 2,040.38	\$ 1,131.39
PUBLIC BUILDINGS	0	\$ -	\$ -	\$ -	\$ -
RURAL SEWER (NEW)	1	\$ -	\$ 150.00	\$ 5.00	\$ -
RURAL SEWER (REPLACE)	773	\$ -	\$ 14,270.00	\$ 230.00	\$ -
PLUMBING	134	\$ 536,015.00	\$ 15,827.30	\$ 805.08	\$ -
MECHANICAL	204	\$ 738,774.00	\$ 19,834.81	\$ 1,212.61	\$ 4,831.34
URBAN WATER/UTILITY	23	\$ 30,000.00	\$ 2,250.00	\$ 115.00	\$ -
URBAN SEWER	23	\$ 750,000.00	\$ 16,650.00	\$ 485.00	\$ -
ELECTRICAL	495	\$ -	\$ 34,657.60	\$ 2,250.00	\$ -
<b>TOTALS:</b>	<b>2161</b>	<b>\$ 18,794,849.00</b>	<b>\$ 265,039.99</b>	<b>\$ 14,547.42</b>	<b>\$ 72,856.62</b>

	2011	2010	2009	2008
Valuation Year To Date	\$ 18,794,849.00	\$ 22,656,501.00	\$ 17,583,815.00	\$ 37,985,479.00
Revenue Year To Date	\$ 337,896.61	\$ 389,510.48	\$ 334,522.56	\$ 831,638.02

2011 Annual Budget	\$ 479,403.00
2011 YTD Actual	\$ 339,781.59
Difference	\$ -

The \$1,884.98 difference is due to the additional calculation of Fire permit Plan Review(s) which we do not account for in our Building Month End Reporting.

**CC Regular Session**

**4. 4.**

**Meeting Date:** 01/10/2012

**By:** JoAnn Shaw, Community Development

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**Information**

**Title:**

Note the Following Commission and Boards Meeting Minutes:

- Environmental Policy Board meeting minutes dated October 3, 2011
  - Environmental Policy Board meeting minutes dated November 7, 2011
  - Board of Adjustment meeting minutes dated October 6, 2011
  - Planning Commission meeting minutes dated October 6, 2011
  - Planning Commission meeting minutes dated November 3, 2011
  - Economic Development Authority meeting minutes dated October 13, 2011
- 

**Attachments**

- 10.3.11 EPB
  - 11.7.11 EPB
  - 10.6.11 Bd. of Adj.
  - 10.6.11 Planning
  - 11.3.11 Planning
  - 10.13.11 EDA
- 

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	01/04/2012 05:01 PM
Form Started By: JoAnn Shaw		Started On: 01/04/2012 10:51 AM
	Final Approval Date: 01/04/2012	

**ENVIRONMENTAL POLICY BOARD  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

On Monday, October 3, 2011, the Environmental Policy Board (EPB) met in the Mississippi River Conference Room at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present:     Chairperson Michael Max  
                          Board Member Bob Bentz  
                          Board Member Jennifer Carlson  
                          Board Member John Enstrom

Members Absent:     Board Member Thomas Stodola

Also Present:         Associate Planner/Environmental Coordinator Chris Anderson

**CALL TO ORDER**

Chairperson Max called the meeting to order at 6:32 p.m.

**CITIZEN INPUT**

None.

**APPROVAL OF AGENDA**

Motion by Board Member Carlson and seconded by Board Member Bentz to approve the agenda as submitted.

Motion carried. Voting Yes: Chairperson Max, Board Members Bentz, and Carlson. Stodola. Voting No: None. Abstain: Board Member Enstrom. Absent: Board Member Stodola.

**APPROVAL OF ENVIRONMENTAL POLICY BOARD MINUTES**

Motion by Board Member Bentz and seconded by Board Member Carlson to approve the joint Planning Commission/EPB meeting minutes dated September 8, 2011 and the regular meeting minutes dated September 8, 2011.

Motion carried. Voting Yes: Chairperson Max, Board Members Bentz and Carlson. Voting No: None. Abstain: Board Member Enstrom. Absent: Board Member Carlson.

Associate Planner/Environmental Coordinator inquired why Board Member Enstrom abstained from both votes.

Board Member Enstrom stated that he continues to get an error message and doesn't want to get a virus from the City's website.

Associate Planner/Environmental Coordinator Anderson asked if the message he was getting was about a trusted site and whether to allow access to it or not. If so, that does not indicate a threat in terms of a virus.

## **POLICY BOARD BUSINESS**

### **Case #1: Appoint Chairperson and Vice Chairperson**

Associate Planner/Environmental Coordinator Anderson presented the staff report and indicated that he received an email from Board Member Stodola expressing an interest in the vice chair position.

Motion by Board Member Carlson and seconded by Board Member Bentz to appoint Tom Stodola as Vice Chairperson through June, 2012.

Motion Carried. Voting Yes: Chairperson Max, Board Members Enstrom, Bentz, and Carlson. Voting No: None. Absent: Board Member Stodola.

Motion by Board Member Bentz and seconded by Board Member Carlson to appoint Michael Max as Chairperson through June, 2012.

Motion Carried. Voting Yes: Chairperson Max, Board Members Enstrom, Bentz, and Carlson. Voting No: None. Absent: Board Member Stodola.

### **Case #2: Review Discussion of Joint EPB/Planning Commission Meeting**

Associate Planner/Environmental Coordinator Anderson presented the staff report.

Board Member Enstrom stated that he appreciated the opportunity to work with another advisory board and thought that members of the Planning Commission welcomed the EPB and there was good discussion.

Board Member Bentz asked whether Federal regulations dictated parking standards similar to how the ADA act requires a certain number of handicap accessible parking stalls.

Associate Planner/Environmental Coordinator Anderson stated that minimum required parking stalls are addressed through local zoning standards.

Discussion ensued regarding the joint meeting and some of the ideas that were considered.

### **Case #3: Consider Date for 2012 Environmental Expo Event**

Associate Planner/Environmental Coordinator Anderson presented the staff report.

Discussion ensued about whether the tree sale should continue to be a component of the event and there was unanimous support for continuing the tree sale.

Board Member Enstrom stated his opinion was that since this event is typically right around Arbor Day, it wouldn't make sense to not offer a tree sale.

Chairperson Max agreed and thought that it also helped attract some people to the event.

Board Member Bentz stated he still thought that there should be some sort of option for people to buy trees and donate them to a park of their choosing.

Associate Planner/Environmental Coordinator Anderson stated that with the tree sale continuing to be a part of the event, the potential dates would be limited to around the end of April or beginning of May.

Motion by Board Member Carlson and seconded by Board Member Enstrom to include a tree sale with the expo event and to hold the 2012 Environmental Expo & Tree Sale event on Saturday, April 28, 2012.

Motion Carried. Voting Yes: Chairperson Max, Board Members Enstrom, Bentz, and Carlson. Voting No: None. Absent: Board Member Stodola.

## **BOARD/STAFF INPUT**

Board Member Enstrom provided the Board with a brief update from the last WMO meeting.

Board Member Enstrom stated that he was very disappointed with all the trees being removed by GRE along a transmission line in the northern part of the city. He asked if the Board was willing to take action to stop this work.

Associate Planner/Environmental Coordinator Anderson reminded the Board that there is a City Council approved work plan in place and that this topic is not identified in it. Prior to working on something not identified on the approved work plan would require direction from City Council.

Discussion ensued about the tree removal and a distinction was made that the tree removal is legal and within the rights of the easement holder (GRE) however, that does not necessarily mean that the tree removals aren't excessive.

Consensus of the Board was that if there were City Council direction to explore alternative options, they would certainly do so.

Board Member Enstrom stated that he was likely going to attend the next City Council meeting and during citizen input, raise this issue to City Council.

Board Member Bentz asked if there may be an interest in considering recommendations for planting certain species near drain fields and recommendations for certain species based on lot size.

Associate Planner/Environmental Coordinator Anderson stated that he thought it may make sense for a recommendation to not plant any tree(s) within a certain distance of a drain field, regardless of species, to avoid potential conflicts between roots and the system.

Associate Planner/Environmental Coordinator discouraged identifying certain species for certain lot sizes. If there was something that could be done to limit potential impacts to adjacent properties, maybe a recommendation that trees be planted a certain distance from a property line, which would help limit potential future conflicts as trees grow in size.

Board Member Bentz stated that one time last month he and his family were at central park in the afternoon and the irrigation system was on and he questioned why it would be running in the middle of the day.

Associate Planner/Environmental Coordinator Anderson stated that he did not know why it was on but was sure that there must have been a logical reason for it. He stated he would follow up with the Parks Division regarding this.

Board Member Bentz suggested creating a seasonal check list for irrigation system owners that could be included in a newsletter or on the website.

## **ADJOURNMENT**

Motion by Board Member Enstrom and seconded by Board Member Carlson to adjourn the meeting.

The meeting adjourned at 8:11 p.m.

Respectfully submitted,

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Chris Anderson  
Associate Planner/Environmental Coordinator

**ENVIRONMENTAL POLICY BOARD  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

On Monday, November 7, 2011, the Environmental Policy Board (EPB) met in the Mississippi River Conference Room at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present:     Chairperson Michael Max  
                          Board Member Bob Bentz  
                          Board Member Thomas Stodola  
                          Board Member John Enstrom

Members Absent:     Board Member Jennifer Carlson

Also Present:         Associate Planner/Environmental Coordinator Chris Anderson

**CALL TO ORDER**

Chairperson Max called the meeting to order at 6:30 p.m.

**CITIZEN INPUT**

None.

**APPROVAL OF AGENDA**

Motion by Board Member Stodola and seconded by Board Member Bentz to approve the agenda as submitted.

Motion carried. Voting Yes: Chairperson Max, Board Members Bentz, Stodola and Enstrom. Voting No: None. Absent: Board Member Carlson.

**APPROVAL OF ENVIRONMENTAL POLICY BOARD MINUTES**

Motion by Board Member Enstrom and seconded by Board Member Bentz to approve the regular meeting minutes dated October 3, 2011.

Motion carried. Voting Yes: Chairperson Max, Board Members Bentz and Enstrom. Voting No: None. Abstain: Board Member Stodola. Absent: Board Member Carlson.

Board Member Stodola stated that he abstained simply because he was not at the October meeting.

## **POLICY BOARD BUSINESS**

### **Case #1: Consider Ways to Enhance 'Green' Information on the City's Website**

Associate Planner/Environmental Coordinator Anderson presented the staff report.

Chairperson Max stated that he thought the recycling information could be expanded to promote/educate opportunities for reusing and/or exchanging materials rather than disposal.

Board Member Stodola inquired if the Board was aware of the website [www.twincitiesfreemarket.org](http://www.twincitiesfreemarket.org), which was a great place to both find items and get rid of items at no cost.

Associate Planner/Environmental Coordinator Anderson stated that unfortunately, Anoka County opted not to contribute funding for the site in 2011 and therefore, cannot list items on the site.

Board Member Stodola stated that Anoka County residents cannot list items to get rid of but that they can still search the site to find items.

Associate Planner/Environmental Coordinator Anderson inquired if enhancements could simply include links to existing sites.

Chairperson Max stated that that would be fine, no reason to recreate things if information is already out there.

Board Member Bentz stated that he thought that there was a lot of redundancy on the home page and thought that things could be boiled down under essentially two headings, city administration and things to do in Ramsey.

Associate Planner/Environmental Coordinator Anderson stated that the action item on the approved work plan was to enhance green information on the website and so the Board should focus specifically on how that can be accomplished. If there were suggestions for the website as a whole, those could be directed to the webmaster.

Board Member Bentz stated that the search function doesn't work very well. Improving search capabilities would help improve the usefulness of the website.

Associate Planner/Environmental Coordinator Anderson stated that that is partly his fault. As web pages are created, keywords can be added to help locate information when a search is done. That was something that he didn't initially realize when creating some of the pages but the good news is that it is something that could be addressed relatively easily. Once the conversion is made to the new program, he will go into the system and add a number of additional keywords for some of the pages.

Chairperson Max stated that years ago, through the Horse Care Board, a 'nitrogen network' was developed in which the exchange of manure was possible from horse owners to gardeners. He

thought that some sort of exchange or forum opportunity may be a good enhancement for various materials.

Board Member Bentz inquired if there are any requirements for property owners to keep street grates clear.

Associate Planner/Environmental Coordinator Anderson stated that as far as he knows, there are not any requirements of property owners specifically to keep cache basins clear.

Chairperson Max stated that the City encourages property owners to keep fire hydrants clear of snow during the winter months for their own benefit, maybe this same sort of encouragement could be applied to cache basins.

Further general discussion ensued about website improvement.

## **Case #2: Review of Vegetation Management within Transmission Line Corridors**

Associate Planner/Environmental Coordinator Anderson presented the staff report.

Board Member Enstrom stated that one of his concerns was that forty (40) years ago, the utility companies reseeded their easements with reed canary grass and that's how it was introduced to Ramsey.

Associate Planner/Environmental Coordinator Anderson stated that that was one of the items the resolution addressed, restoring areas with appropriate species.

Board Member Enstrom stated that he also believed that a utility company should be required to complete a survey to identify the boundary of the easement area rather than just eyeballing it.

Associate Planner/Environmental Coordinator Anderson stated that there was no specific direction from City Council to the Board for further review of this matter.

Chairperson Max reminded the Board that this case was just for informational purposes and thanked Board Member Enstrom for calling attention to this issue initially.

Board Member Enstrom suggested that members of the Board go online and search transmission lines and radiation to see all the information out there on this topic.

## **BOARD/STAFF INPUT**

Associate Planner/Environmental Coordinator Anderson informed the Board of the grand opening event for the VA Outpatient Clinic on November 11, 2011 as well as the rail station kick-off event scheduled for November 16.

Chairperson Max stated that Board Member Bentz had a good idea for the expo event that involved some sort of presentation or workshop on nature photography.

Chairperson Max thanked Board Member Stodola for volunteering to fill the Vice Chair position.

Board Member Enstrom stated that his park will be open on Veterans Day and invited everyone to stop by. Also, he tried contacting the Home Depot about participating in the expo event but the store manager wasn't available, he'll try again another time

### **ADJOURNMENT**

Motion by Board Member Enstrom and seconded by Board Member Stodola to adjourn the meeting.

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

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Chris Anderson  
Associate Planner/Environmental Coordinator

**BOARD OF ADJUSTMENT  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey Board of Adjustment conducted a regular meeting on Thursday, October 6, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:           Chairperson Gary Van Scoy  
                                  Board Member Randy Bauer  
                                  Board Member Ralph Brauer  
                                  Board Member Joseph Field

Members Absent:           Board Member Andrew Dunaway  
                                  Board Member Gary Levine  
                                  Board Member Rob Schiller

Also Present:               Senior Planner Tim Gladhill  
                                  Management Intern Patrick Brama

**CALL TO ORDER**

Chairperson Van Scoy called the regular meeting to order at 7:04 p.m.

**CITIZEN INPUT**

There was none.

**APPROVAL OF AGENDA**

Motion by Board Member Field, seconded by Board Member Bauer, to approve the agenda as presented.

Motion Carried. Voting Yes: Chairperson Van Scoy, Board Members Bauer, Brauer, and Field.  
Voting No: None. Abstain: None Absent: Board Members Dunaway, Levine and Schiller.

**APPROVAL OF MINUTES**

Motion by Board Member Bauer, seconded by Board Member Field, to approve the following minutes as presented:

- 1) Board of Adjustment public hearing and regular meeting minutes dated September 8, 2011.

Motion Carried. Voting Yes: Chairperson Van Scoy, Board Members Bauer, Brauer, and Field.  
Voting No: None. Abstain: None. Absent: Board Members Dunaway, Levine and Schiller.

## **PUBLIC HEARINGS/BOARD BUSINESS**

**Case #1: Public Hearing – Request for a Variance to Construct a Detached Accessory Building Nearer the Front Property Line than the Principal Structure and to Encroach on the Side Yard Setback for a Corner Lot on the Property Located at 8612 168<sup>th</sup> Avenue NW; Case of George and Roxy Koehler**

### **Public Hearing**

Chairperson Van Scoy called the public hearing to order at 7:06 p.m.

### **Presentation**

Senior Planner Gladhill presented the Staff Report.

### **Citizen Input**

George Koehler, 8612 168<sup>th</sup> Avenue NW, the applicant stated that this was the best location on the site to place the structure.

Chairperson Van Scoy stated he didn't see any alternative either, it is a large lot, but limited.

Discussion ensued regarding the size of the structure.

Motion by Chairperson Van Scoy, seconded by Board Member Field, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Van Scoy, Board Members Field, Bauer, and Brauer. Voting No: None. Abstain: None. Absent: Board Members Dunaway, Levine, and Schiller.

The public hearing closed at 7:16 p.m.

### **Board Business**

Members discussed how the request fit with the three (3) factor “practical difficulty” test.

Board Member Brauer stated that maybe the Board needs to look at what types of justifications qualify to be accepted and reviewed.

Senior Planner Gladhill stated that Staff looked at what square footage would be allowed if it was not for the lot line configuration.

Chairperson Van Scoy stated that the applicant has downsized the square footage of the structure from what is ordinarily allowed for .92 acres because of the unique shape of the lot.

Senior Planner Gladhill stated the new State Statute does not define what is reasonable and we as a community need to define what is reasonable.

Board Member Brauer stated the size is legal, what is making the need for a variance is the way the lot is laid out, so the criteria would be that the structure size is legal, it is the lot that is not allowing the applicant to build it.

Senior Planner Gladhill stated that would be the Boards decision to determine if that is considered reasonable.

Discussion ensued as possible locations of the accessory structure, setbacks and how to define reasonable.

Motion by Board Member Brauer, seconded by Board Member Bauer, to adopt the Resolution approving the findings of fact favorable to the applicant with the additional findings, “That the lot does not permit the size of the accessory structure”, “That trees needed for screening would have to be sacrificed to place the structure anywhere else on the lot”, and “That if the structure were located anywhere else it would alter the character of the neighborhood and lot”.

Motion Carried. Voting Yes: Chairperson Van Scoy, Board Members Brauer, and Bauer. Voting No: Board Member Field. Abstain: None. Absent: Board Members Dunaway, Levine, and Schiller.

Motion by Board Member Brauer, seconded by Board Member Bauer to adopt the resolution approving the Variance based on the findings of fact to construct a detached accessory building nearer the front property line than the principal structure and to encroach on the side/rear setback for corner lots and declaring the terms of the same.

Motion Carried. Voting Yes: Chairperson Van Scoy, Board Members Brauer, and Bauer. Voting No: Board Member Field. Abstain: None. Absent: Board Members Dunaway, Levine, and Schiller.

## **BOARD/STAFF INPUT**

None.

## **ADJOURNMENT**

Motion by Chairperson Van Scoy, seconded by Board Member Bauer, to adjourn the meeting.

Motion Carried. Voting Yes: Chairperson Van Scoy, Board Members Bauer, Brauer and Field. Voting No: None. Absent: Board Members Dunaway, Levine and Schiller.

Chairperson Van Scoy adjourned the regular meeting of the Board of Adjustment at 8:05 p.m.

Respectfully submitted,

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Tim Gladhill  
Senior Planner

ATTEST:

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JoAnn Shaw  
Planning Division Secretary

**PLANNING COMMISSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey Planning Commission conducted a regular meeting on Thursday, October 6, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:           Vice Chairperson Gary Van Scoy  
                                  Commissioner Randy Bauer  
                                  Commissioner Ralph Brauer  
                                  Commissioner Joseph Field

Members Absent:           Chairperson Gary Levine  
                                  Commissioner Andrew Dunaway  
                                  Commissioner Rob Schiller

Also Present:               Senior Planner Tim Gladhill  
                                  Management Intern Patrick Brama

**CALL TO ORDER**

Vice Chairperson Van Scoy called the regular meeting to order at 8:05 p.m.

**CITIZEN INPUT**

None.

**APPROVAL OF AGENDA**

Motion by Commissioner Bauer, seconded by Commissioner Field, to approve the agenda as presented.

Motion Carried. Voting Yes: Vice-Chairperson Van Scoy, Commissioners Bauer, Brauer, and Field. Voting No: None. Absent: Chairperson Levine, Commissioners Dunaway and Schiller.

**APPROVE PLANNING COMMISSION MINUTES**

Motion by Commissioner Field, seconded by Commissioner Bauer, to approve the following minutes as presented:

- 1) Joint Planning Commission and Environmental Policy Board meeting minutes dated September 8, 2011.
- 2) Planning Commission public hearing and regular meeting minutes dated September 8, 2011

Motion Carried. Voting Yes: Vice-Chairperson Van Scoy, Commissioners Field, Bauer, and Brauer. Voting No: None. Absent: Chairperson Levine, Commissioners Dunaway and Schiller.

## **NOTE CITY COUNCIL MINUTES**

The Council minutes were noted.

## **PUBLIC HEARINGS/COMMISSION BUSINESS**

**Case #1: Public Hearing – Request for an Amended Conditional Use Permit for an Accessory Dwelling at 16101 Ramsey Blvd. NW; Case of Anthony Reed**

### **Public Hearing**

Vice Chairperson Van Scoy called the public hearing to order at 8:06 p.m.

### **Presentation**

Senior Planner Gladhill presented the Staff Report.

### **Citizen Input**

Lisa Clampitt, 16051 Ramsey Blvd. NW, stated that the previous owner's mother-in-law passed away before she could move in so the cottage has been rented out from the beginning. She continued that she is in support of the applicant's request.

Tom Anderson, 16121 Ramsey Blvd. NW, stated it is tucked in the back, but they see it out their porch and see everything that happens there. He stated in the month and a half they have lived at their address, there have been two different tenants. The house is for sale on Craigslist, and he is concerned that the next tenant might not take as good care of it as the current owner.

Vice Chairperson Van Scoy asked if there was an ordinance that addresses maintenance of rental properties.

Senior Planner Gladhill stated that there is a property maintenance code and if the exterior of the building deteriorates code enforcement can be utilized. There is also a nuisance ordinance that would address such issues as long grass or off street parking.

Donald Kottschade, 16135 Ramsey Blvd. NW, stated he also observed that the house was for sale on Craigslist. He stated the rental house is in the back and towards the backyard of his house and he is concerned with the rental traffic. He has lived in his house since 2003 and there have been numerous tenants, fortunately all decent, but rental traffic can be concerning.

Anthony Reed, the applicant, 16101 Ramsey Blvd. NW, stated the history of the property. He stated he is not aware of any parking or police concerns with the cottage.

Vice Chairperson Van Scoy asked if a title search was done on the property and if Mr. Reed received a copy of the conditional use permit at the time of closing.

Mr. Reed stated he assumed it was done, as he purchased title insurance and he received a stack of papers but does not believe he received a copy of the conditional use permit.

Commissioner Brauer asked if the house was for sale on Craigslist.

Mr. Reed stated he is going in a different direction to clean up the neighborhood and is not selling the house at this time.

Commissioner Field asked if the accessory dwelling was currently rented.

Mr. Reed stated no, his uncle and aunt are currently living there.

Motion by Commissioner Bauer, seconded by Commissioner Field, to close the public hearing.

Motion Carried. Voting Yes: Vice Chairperson Van Scoy, Commissioners Bauer, Field, and Brauer. Voting No: None. Absent: Chairperson Levine, Commissioners Dunaway and Schiller.

Chairperson Levine closed the public hearing at 8:37 p.m.

### **Commission Business**

Discussion ensued regarding the use; is it lawful non-conforming, the CUP states it is not to be a rental property; however, it became a part of the rental licensing program, and how the history of rental of the accessory dwelling affects the amendment to the CUP.

Commissioner Bauer stated that the best use of the existing structure regardless of how it came about or how it has been used. The best case for it to be well maintained is to allow it be used as a residential facility.

Commissioner Field stated he likes that policy however, it appears to be rewarding not following what was previously approved. He likes the policy of allowing accessory dwellings as a potential rental. Today you see more and more relatives moving back in with relatives so there is more of a demand.

Vice Chairperson Van Scoy stated he is frustrated with the fact that we have a CUP that was very specific and the City issued a rental license and created the problem.

Senior Planner Gladhill asked if the Commissioners would like to have the City Attorney's opinion if the Commission is setting any precedence that a rental license was given and on the federal acts as well.

Commissioner Brauer stated that he is not just frustrated but angry, the commission passed this with a very specific requirement and he would like to know what happened that would allow

them to rent the accessory structure outside the terms of the CUP and secondly he needs to hear from the City Attorney on the legality of allowing only relatives before he could vote on the amendment.

Vice Chairperson Van Scoy stated the CUP states that it is not a rental dwelling and it will not be rented and what he needs to know from the City Attorney is if the mistake of issuing a rental license voids out the CUP.

Commissioner Bauer stated he does not favor tabling it, the CUP was given to the previous owner and that owner did not follow the specific conditions and he thinks the best use of this property for the current owner and future owners is to allow the second unit to be used as a rental unit.

Commissioner Field stated the Commission has been requested to recommend a policy related to accessory apartments and they haven't even gotten into the subject. He sees the necessity to deliberate on this particular subject further and is in favor of tabling the case to allow for further input and allow for more measured discussion as how to treat this situation and address the policy the council is seeking.

Motion by Commissioner Brauer, seconded by Commissioner Field to table the case for additional city attorney input.

### **Further Discussion**

Vice Chairperson Van Scoy stated that the intent was not to rent, but to let a relative stay there, so the issue of being a relative is not consequential.

Commissioner Brauer stated that the issue is on the table to look at developing a policy. He interjected to make it clear that his experience has been that the City has done an excellent job at enforcing CUPs and this is very unusual, he didn't want to imply that Staff is not performing well or that we have a problem with staff or issuances of CUPs.

Vice Chairperson Van Scoy stated that this was not an issue created by current staff. We have a motion to table and the applicant agrees with that.

Motion Carried. Voting Yes: Vice Chairperson Van Scoy, Commissioners Brauer, and Field. Voting No: Commissioner Bauer. Absent: Chairperson Levine, Commissioners Dunaway and Schiller.

### **Case #3: Staff Update**

The Staff Update was noted.

### **Case #4: Zoning Bulletins**

The Zoning Bulletins were noted.

**COMMISSION/STAFF INPUT**

**ADJOURNMENT**

Motion by Vice Chairperson Van Scoy, seconded by Commissioner Brauer, to adjourn the meeting.

Motion Carried. Voting Yes: Vice Chairperson Van Scoy, Commissioners, Brauer, Bauer, and Field. Voting No: None. Absent: Chairperson Levine, Commissioners Dunaway and Schiller.

The regular meeting of the Planning Commission adjourned at 8:23 p.m.

Respectfully submitted,

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Tim Gladhill  
Senior Planner

ATTEST:

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JoAnn Shaw  
Planning Division Secretary

**PLANNING COMMISSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey Planning Commission conducted a regular meeting on Thursday, November 3, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:           Chairperson Gary Levine  
                                  Commissioner Randy Bauer  
                                  Commissioner Ralph Brauer  
                                  Commissioner Andrew Dunaway  
                                  Commissioner Joseph Field  
                                  Commissioner Gary Van Scoy

Members Absent:           Commissioner Rob Schiller

Also Present:              Senior Planner Tim Gladhill  
                                  Associate Planner/Environmental Coordinator Chris Anderson  
                                  Economic Development/Marketing Manager Aaron Backman  
                                  Fire Marshal Matt Kohner

**CALL TO ORDER**

Chairperson Levine called the regular meeting to order at 7:02 p.m.

**CITIZEN INPUT**

None.

**APPROVAL OF AGENDA**

Motion by Commissioner Dunaway, seconded by Commissioner Bauer, to approve the agenda as presented.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Dunaway, Bauer, Brauer, Field, and Van Scoy. Voting No: None. Absent: Commissioner Schiller.

**APPROVE PLANNING COMMISSION MINUTES**

Motion by Commissioner Dunaway, seconded by Commissioner Bauer, to approve the following minutes as presented:

- 1) Planning Commission public hearing and regular meeting minutes dated October 6, 2011

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Dunaway, Bauer, Brauer, Field, and Van Scoy. Voting No: None. Absent: Commissioner Schiller.

## **NOTE CITY COUNCIL MINUTES**

The Council minutes were noted.

## **PUBLIC HEARINGS/COMMISSION BUSINESS**

**Case #1: Public Hearing – Request for an Interim Use Permit to Allow for the Operation of a Church in the B-1 Business District on the Property Located at 5900 167<sup>th</sup> Avenue NW; Case of Rum River Retail Ventures, LLC**

### **Public Hearing**

Chairperson Levine called the public hearing to order at 7:04 p.m.

### **Presentation**

Associate Planner/Environmental Coordinator Anderson presented the Staff Report.

### **Citizen Input**

Phillip Johnson, Architect for the building owner, stated the letter from the owner states his concerns; it is a very expensive request to try to put in a fire sprinkler system at this time, water is not available nearby. The State does give the Building Official and/or the Fire Chief the option to waive the requirement. The church has been looking for solutions; however, their option is to stay where they are.

Commissioner Van Scoy asked if the building were to be built today would it have to have fire suppression no matter what the use.

Fire Marshal Kohner stated yes it would be required if it were built today unless the size of the building was under 2,500 square feet.

Commissioner Brauer asked Mr. Kohner's interpretation of the law and if there was any flexibility given to the City; does the City have to do what it says or are there exceptions and what exceptions can we use or give for not following?

Fire Marshal Kohner stated the State Fire and Building Codes are referred to as a mini/max law where the local authority cannot be more or less stringent than the State Code. He then read the section of code.

Associate Planner/Environmental Coordinator Anderson stated the current permit was granted for three years to allow time to install the fire suppression. Discussion ensued regarding the term length of the interim use permit.

Discussion ensued regarding the water supply available to the building.

Mr. Johnson stated there is adequate space for safely escaping the building and adequate space for fire trucks to drive around the building. The building has concrete block walls and a steel roof. There is no one in the building causing a hazardous use, except for possibly the pizza ovens and they are protected too. He thinks the code is overly broad.

Associate Planner Environmental Coordinator Anderson stated that this discussion took place three years ago and there was an understanding at that time that fire suppression would be required with any extension or renewal of the permit. Private wells can and have been used for fire suppression systems. He continued that as outlined in the State Building Code there are only two authorities that can waive fire suppression and they are the Fire Chief and Building Official, and both have to come to an agreement.

Commissioner Brauer stated that the Commission doesn't have the authority to overrule the Fire Marshal. We are talking about safety and people's lives and whether or not an economic hardship trumps people's lives. In his opinion it does not.

Motion by Commissioner Bauer, seconded by Commissioner Van Scoy, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, Van Scoy, Brauer, Dunaway, and Field. Voting No: None. Absent: Commissioner Schiller.

Chairperson Levine closed the public hearing at 8:45 p.m.

### **Commission Business**

Discussion ensued regarding the timeline for the interim use permit.

Mr. Johnson presented the hardships for the building owner to install fire suppression.

Discussion ensued regarding the costs of bringing water to the building.

Motion by Commissioner Brauer, seconded by Commissioner Van Scoy to recommend that City Council adopt findings of fact relating to the request for an Interim Use Permit to allow for a church operation in the H-1 Highway 10 Business District.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Brauer, Van Scoy, Bauer, Dunaway, and Field. Voting No: None. Absent: Commissioner Schiller.

Motion by Commissioner Brauer, seconded by Commissioner Bauer to recommend that City Council adopt a resolution approving the request for an Interim Use Permit for a term of nine (9) months and declaring the terms as proposed with the addition "That the future application fee for renewal or extension of the Interim Use Permit be waived if the applicant complies with the terms of the Interim Use Permit".

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Brauer, Bauer, Dunaway, Field, and Van Scoy. Voting No: None. Absent: Commissioner Schiller.

**Case #2: Consider Amendments to the Development Review Process**

**Presentation**

Associate Planner Gladhill presented the Staff Report.

Commissioners provided feedback on the Staff Report.

Motion by Commissioner Dunaway, seconded by Commissioner Van Scoy to recommend that the City Council adopt the attached recommendations related to the development review process.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Dunaway, Van Scoy, Bauer, Brauer, and Field. Voting No: None. Absent: Commissioner Schiller.

**Case #3: Staff Update**

The Staff Update was noted.

**Case #4: Zoning Bulletins**

The Zoning Bulletins were noted.

**COMMISSION/STAFF INPUT**

**ADJOURNMENT**

Motion by Commissioner Bauer, seconded by Commissioner Dunaway, to adjourn the meeting.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners, Bauer, Dunaway, Brauer, Field, and Van Scoy. Voting No: None. Absent: Commissioner Schiller.

The regular meeting of the Planning Commission adjourned at 8:45 p.m.

Respectfully submitted,

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Tim Gladhill  
Senior Planner

ATTEST:

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JoAnn Shaw  
Planning Division Secretary

**ECONOMIC DEVELOPMENT AUTHORITY  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The City of Ramsey Economic Development Authority (EDA) conducted an EDA meeting on Thursday, October 13, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Chris Riley  
                          Member John LeTourneau  
                          Member Colin McGlone  
                          Member Wayne Skaff  
                          Member Kristine Williams (arrived at 7:33 and left at 9:40)  
                          Member Jeff Wise (left at 9:40)

Members Absent:     Member Jim Steffen

Also Present:         Aaron Backman, Economic Development/Marketing Manager  
                          Kurt Ulrich, City Administrator  
                          Heidi Nelson, Deputy City Administrator/Community Development Director  
                          Randy Backous, City Council Alternate Member  
                          Brian Olson, Public Works Director  
                          Tim Gladhill, Senior Planner  
                          Mike Mulrooney, EDA Consultant  
                          Tina Goodroad, Planning Consultant  
                          Joel Buttenhoff, Commercial Property Owner  
                          Mick Kaehler, Building Official (arrived at 9:01 a.m.)

**CALL TO ORDER**

Chairperson Riley called the Economic Development Authority meeting to order at 7:30 a.m.

**APPROVE AGENDA**

Motion by Member LeTourneau, seconded by Member Skaff, to approve the agenda with the addition of Case 1A "Discuss Policy for a Franchise Fee"

Motion carried. Voting Yes: Chairperson Riley, Members, LeTourneau, Skaff, McGlone, and Wise. Voting No: None. Absent: Members Steffen and Williams.

**APPROVE MINUTES**

Motion by Member Skaff, seconded by Member LeTourneau, to approve the August 25, 2011 minutes as presented.

Motion carried. Voting Yes: Chairperson Riley, Members Skaff, LeTourneau, McGlone, and Wise. Voting No: None. Absent: Members Steffen and Williams.

## **EDA BUSINESS**

### **Case #1      Update Buxton Study Retail Analysis**

Economic Development/Marketing Manager Backman presented the Staff Report that discussed the Buxton Study Retail Site Analysis (RSA) Update, the Retail Match List and related Operation Status of Potential Retailers. The report assumes a primary drive-time trade area of 12 minutes, delineates the household profile of the customers for both retail sites (167<sup>th</sup> Ave/Hwy 47 and The COR), and the surplus/leakage levels for 11 major and 49 minor store types.

Member McGlone stated that he thinks the Board needs to be cautious on how to use this report. He thinks a three minute drive time in a local neighborhood area seems more reasonable.

Economic Development/Marketing Manager Backman stated that the RSA study used a 12 minute drive-time for both sites. However while 12 minutes may work for site number two (The COR), three to six minutes for site number one (167<sup>th</sup> & Hwy 47) may be better. Also, The COR could draw people from farther out than the 12 minutes (ex. medical clinic services).

Deputy City Administrator/Community Development Director Nelson stated that the Buxton Study was not intended to be a market study, but a psycho demographic study, looking at who lives here, who spends money here. It was to help narrow our sights as to who would fit and survive here. She would like the EDA board to look back as to why we did the Buxton Study before it be considered inadequate and useless. It helps us to focus our efforts and target who we are, the study has helped in the COR.

Economic Development/Marketing Manager Backman stated no action is required by the Board, however, if there are specific retailers on the list they would like pursued, members should let Mr. Backman know.

Member Wise stated he didn't see any convenience stores on the retail list. They are traffic generators and might be places to start or add to the list. Mr. Backman stated he will make that suggestion to Buxton.

### **Case #1A      Discuss Potential of a Franchise Fee**

City Administrator Ulrich presented the staff report that updated the members on the potential enactment of a City franchise fee on natural gas and electricity bills for businesses and residents in order to cover the cost of road maintenance and replacement. He explained that the City Charter states that residents can petition out of road improvement projects with 51% opposing any proposed assessments. The City pays hundreds of thousands of dollars on feasibility studies; the project is opposed, and then not done. The City needs to look at a better way to get projects completed because the road funding problem does not go away.

Public Works Director Olson stated there is approximately 140 miles of local roadways, most of which were built from 1975 – 1980. Roadways have a 40 year life span, so the City will have some funding hurdles coming in 2015. He discussed a public communication plan for road funding.

Public Works Director Olson continued by stating the impact if the City does nothing is that the road reconstruction is assessed 100% to the adjacent property owners. A 2.5 acre parcel would be assessed approximately \$27,000. He continued that there are three options:

1. Do nothing and assess the adjacent property owners
2. Put on the property tax levy
3. Franchise fee

Discussion ensued among the Commissioners regarding the franchise fee.

This was for information purposes and no action was taken by the EDA.

**Case #2: Consider Master Plan Timeline for Commercial Node at 167<sup>th</sup> Avenue and Saint Francis Boulevard**

Senior Planner Gladhill presented the Staff Report that described the history of the area, the impetus for creating a master plan, and the proposed plan to achieve the goals.

Member McGlone asked who will participate in the process. According to Senior Planner Gladhill the intention is to involve residential and business stakeholders in the area.

Senior Planner Gladhill stated a direct mailing will be sent out to a determined radius, and it will be advertised in the Ramsey Resident. The public process will kick off in January of 2012.

Member LeTourneau stated he thinks this is incredible and can't wait to see the process begin. He has a concern that property owners might not be in agreement with the plan, like as in 2004.

Senior Planner Gladhill stated in 2003-2004 rumors and fears filtered through the area, and this time the first step will be to get with property owners one-on-one and get their feedback. We need to make sure we have land use that is flexible and set up this area for success based on what the property owners want.

Chairperson Riley stated that he recommends EDA members take part in this process.

**Case #3: Water Main Project to Service Commercial Strip Mall at 167<sup>th</sup> Avenue**

Economic Development/Marketing Manager Backman presented the Staff Report that discussed the extension of the City's water main to the commercial property located at 5900 167<sup>th</sup> Avenue NW.

Joel Butenhoff, owner of the strip mall at 5900 167<sup>th</sup> Avenue NW, stated his company has invested over two million dollars in acquiring and renovating the commercial center. The property has its challenges, but he is not running from it. Hope Fellowship, his largest tenant, has been in the building for three years, but will have to move if the current Interim Use Permit expires and a fire suppression system is not installed. If he loses the church as a tenant there would be a real financial challenge for the property. He added that he is committed to resolving this issue.

Economic Development/Marketing Manager Backman stated that on September 26<sup>th</sup> Mr. Butenhoff provided a written proposal to the EDA. Under his option, if the City would pay for a water main

extension along 167<sup>th</sup> Avenue to his property, he would pay the cost of sprinkling that portion of the building as required by code and the connection to the city water main. Mr. Battenhoff estimated his costs for a fire suppression system and water main connection could range from \$100,000 to \$125,000. If the City extended a 12" water main along 167<sup>th</sup> Avenue for about 750 feet the construction costs was approximately \$180,000. The EDA Fund and Water Utility Fund could be used to pay for the City's portion of the project. The City's new water line could serve other commercial properties in this commercial node and facilitate redevelopment efforts in the area.

Member McGlone questioned the need for the water main extension along 167<sup>th</sup> Avenue. He pointed out the existing water main along Quicksilver Street was a closer connection for Mr. Battenhoff than 167<sup>th</sup> Avenue. And it would not require a large City investment.

Public Works Director Olson pointed out that connecting to the southwest would not serve other commercial uses and would not begin a loop back to the City's water tower. He indicated that a portion of the trunk permit fees for the project would be retained by the City if the extension is along 167<sup>th</sup> Avenue.

Discussion ensued regarding the location of the City water main connection to the building. Members discussed the proposed 750 foot extension on the south side of 167<sup>th</sup> Avenue, the most effective connection for future use and for the current fire suppression need, the possible extension of the Interim Use Permit to Hope Fellowship, and the building code adopted by ordinance. Also, members discussed the cost involved to extend water, including that the trunk fees collected for the southwest side connection going entirely to the bank.

If the City extends the water main, Mr. Battenhoff would connect the building to the north.

Consensus was that the connection should be on the southwest side rather than extending the water main to the north.

#### **Case #4: COR Status Report**

Deputy City Administrator/Community Development Director Nelson presented the Staff Report that discussed the activity in the COR.

The VA Clinic grand opening will take place on November 11, 2011 at 1:00 p.m. The PACT Charter School will start the day with a program to honor veterans at 8:00 a.m. It is expected to be a highly attended event with local media coverage.

A rail announcement event is being planned for November 16, 2011.

#### **MEMBER INPUT**

Economic Development/Marketing Manager Backman reminded members of the business tours on Monday, October 17, 2011, Green Valley Greenhouse at 3:00 p.m. and Life Fitness at 4:30 p.m.

Members discussed a date for the EDA business networking event and it was determined that it will take place on December 1, 2011.

**ADJOURNMENT**

Motion by Member Skaff, seconded by Member LeTourneau, to adjourn the meeting.

Motion carried. Voting Yes: Chairperson Riley, Members Skaff, LeTourneau, and McGlone.  
Voting No: None. Absent: Members Steffen, Williams and Wise.

The regular meeting of the Economic Development Authority adjourned at 9:45 a.m.

Respectfully submitted,

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Aaron Backman  
Economic Development/Marketing Manager

ATTEST:

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JoAnn Shaw  
Planning Division Secretary

**CC Regular Session**

4. 5.

**Meeting Date:** 01/10/2012

**By:** Jo Thieling, Administrative Services

**Information**

**Title:**

Approve the Following Council Meeting Minutes:

- 1) City Council Work Session, November 22, 2011
- 2) City Council Work Session, December 6, 2011
- 3) City Council Work Session, December 13, 2011
- 4) City Council Regular Session, December 13, 2011

**Background:**

The following meeting minutes are attached for Council review and approval:

- 1) City Council Work Session, November 22, 2011
- 2) City Council Work Session, December 6, 2011
- 3) City Council Work Session, December 13, 2011
- 4) City Council Regular Session, December 13, 2011

**Council Action:**

Motion to approve the following Council meeting minutes:

- 1) City Council Work Session, November 22, 2011
- 2) City Council Work Session, December 6, 2011
- 3) City Council Work Session, December 13, 2011
- 4) City Council Regular Session, December 13, 2011

**Attachments**

11/22/11 Work Session Minutes

12/06/11 Work Session Minutes

12/13/11 Work Session Minutes

12/13/11 Regular Session Minutes

**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

01/04/2012 04:57 PM

Form Started By: Jo Thieling

Started On: 01/04/2012 04:04 PM

Final Approval Date: 01/04/2012

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, November 22, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Member Absent:     Mayor Bob Ramsey

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

**CALL TO ORDER**

Acting Mayor Wise called the City Council Work Session to order at 5:36 p.m.

**APPROVE AGENDA**

The agenda was approved as submitted.

**COUNCIL TOPICS FOR DISCUSSION**

**1)     Development Costs Study Follow Up**

Planning Intern Brama reviewed the staff report and answered the six inquiries of the Council from its August 23, 2011, meeting.

Acting Mayor Wise stated he felt this was not the reduction the Council wanted.

City Engineer Himmer explained it is for new developers building new infrastructure so while the City is phasing out assessments to residents, this fee would be to developers to cover those costs.

Councilmember Backous noted a correction to the staff report that the \$100 administrative fee at 120 residential would be \$12,000, not \$1,200.

Planning Intern Brama indicated he would make that correction.

Councilmember Elvig asked about the street light fee.

Public Works Director Olson explained the City hires Connexus to install City-issued street lights and three years operation and maintenance is required. Staff recommends keeping the three years of operation and maintenance fees but allow the developer to hire the contractor they want to use. The developer will still have to buy the streetlights and pay for installation but that work would not be done through the City.

Councilmember Strommen asked whether a particular light would have to be installed.

Public Works Director Olson answered in the affirmative and indicated the street light would have to meet City standards.

Planning Intern Brama recommended traffic signs be shifted from the City to the developer at \$225 per sign. Based on Scenario #2, this would reduce fees charged by the City to the developer by \$3,375. Planning Intern Brama noted the Sewer Access Charge (SAC) administrative fee has been considered by the Council and reduced from \$200 per address to \$25 per address in 2012.

Finance Officer Lund explained staff has to track SAC fees, submit reports to verify the building permit, submit reports, and cut the check to the Met Council.

Councilmember Elvig asked why staff is recommending reducing that fee.

Finance Officer Lund explained the fee was \$200 per address but staff felt that fee was too high and a fee of \$25 is more justifiable.

Public Works Director Olson noted the Met Council charges \$2,230 and the City added \$200 to that fee to cover administrative costs. The City's portion went directly into the Sewer Fund.

Finance Officer Lund explained all fees go into separate funds and the only fee related to the General Fund is the administrative fee for erosion control and the certificate of occupancy.

Planning Intern Brama noted the Water/Sewer Trunk fee is listed but staff will not know the change until after the rate study is completed.

Deputy City Administrator Nelson stated the Public Works Committee, at its meeting last week, recommended moving forward with getting RFPs for a sewer and water comprehensive plan. Once completed, policy assumptions will be made on capital investments and community build out to provide the basis of information to make that decision.

Planning Intern Brama advised the Public Works Committee recommended the top soil requirement be changed from six inches to four inches but he does not know the dollar amount of savings.

Councilmember McGlone noted the recommendation is to shift some fees to the developer, like streetlights, which he supports. He supported the development agreement having the authority to not issue the certificate of occupancy until the City is assured everything to be done by the developer is completed. Councilmember McGlone stated he found most of staff's recommendations are not a reduction but a shift.

Councilmember Tossey concurred, noting the recommendations will result in a savings by the developer of only \$279/single family home, which he did not find to be significant.

Acting Mayor Wise stated he thought the City would host a charette with developers so they could be asked about the charges.

Deputy City Administrator Nelson stated the builder's open house is scheduled in December/January. She noted the recommendations may not be much of a reduction but the big reductions will be on the development side when the City looks at SAC and WAC fees. However, this will not be known until the studies are completed. She stated staff will be contacting builders, developers, people involved with The COR, and Builder's Association. After public hearings, staff will glean the information gathered for the Council's consideration.

Councilmember Backous stated the reduction in fees is closer to \$950/single family home, which is significant. He felt staff's recommendations were a step in the right direction.

Councilmember Tossey stated it is a shift of some costs but, in reality, the cost is the same for the builders. He noted the escrow is usually used to assure the project follows the development agreement and asked whether the City can legally use the certificate of occupancy as leverage.

Public Works Director Olson noted it is the homeowner that needs the certificate of occupancy so it could cause a problem if the certificate of occupancy is used as "leverage" to assure something like erosion control standards for the development, which is a problem with the developer, not the homeowner. He noted the escrow guarantees the project will be completed as defined in the development agreement.

Councilmember McGlone stated the idea behind erosion control is to control sediment so there is no flexibility in that rule.

Public Works Director Olson stated another scenario would be if the developer has not yet put in the streetlights and the homeowner wants a certificate of occupancy.

Deputy City Administrator Nelson stated the discussion is whether to use the certificate of occupancy as tool to get the developer to perform on an issue. She explained there is not a tie between the development agreement and the homeowner and the City cannot enforce the developer's obligation against the homeowner.

Councilmember McGlone asked about the difference between the developer's escrow compared to the actual cost to complete.

Public Works Director Olson and City Engineer Himmer described the developments where the City had to pull the letter of credit to complete the project. The escrow covers things like staff time, engineering, inspection, plan review, and is a percentage of the total cost. If any escrow is left, it is returned to the developer.

Councilmember Strommen stated she has a historical perspective from 2007 when the City was in a different position. She noted the concern was to protect taxpayers and residents, current and future, against the cost of development, which was a huge issue at that time. Councilmember Strommen stated she sat through a lot of discussions with residents concerned with having to pay for development occurring and that is what the escrows protect. She felt the escrows were reasonable so the City is not left "holding the bag" and to assure developers coming in have the financial wherewithal to complete what they are proposing. Councilmember Strommen stated she does not want the lowest denominator but also does not want fees to be unreasonable. She stated this is a good step to consider whether we are exposing the City or taxpayers should the developer not perform.

Senior Planner Gladhill noted that escrows are important during the winter season because erosion control may not be addressed until spring but the City does not want to hold up homeowners from moving in.

Acting Mayor Wise asked if this conversation can be held with developers in the room to provide a better, well-rounded look at perceived problems.

City Engineer Himmer stated there could be an occasion during the winter with conditional certificates of occupancy to allow the homeowner to move in and the developer complete the sod and driveway in the spring. However, should the builder go under prior to completing that work, the homeowner would not be able to get the certificate of occupancy until that work is completed. He noted that under this scenario, the homeowner would have already paid the developer to do the work. The intent is to protect the homeowner.

Councilmember Elvig stated he has been through charettes with developers and found all will say development is too expensive yet they still continue to build in Ramsey. Councilmember Elvig agreed consideration of the WAC/SAC will be the big one. He indicated he is not interested in cutting the City's cash flow because it is trying to add more services, sealcoating, parks, mowing, maintenance, and roads. In addition, he does not want it on the residents' backs to cover costs for development. It should come from fees that are legitimate and can be justified.

Councilmember Elvig stated he thinks Ramsey's costs are in the middle of other communities and he would like to make it more affordable but not at a cost to the City.

Acting Mayor Wise stated when a developer says the fees are high, the developer should be asked to provide proof.

Councilmember Tossey noted Mayor Ramsey had requested, during the joint Planning Commission meeting, to see justification that the fees are in line with actual work being performed; however, he does not see that justification in this report. He asked how building permits are determined.

Deputy City Administrator Nelson answered that building permit fees are a percentage of the value of the building. Ramsey follows the League's established fee schedule for building permits.

Councilmember Tossey noted development provides a long lasting tax base. He stated he does not want an arbitrary number and wants fees in line with the work performed.

Councilmember McGlone stated "legitimate" to him is whether it is necessary in the first place. He stated people pay their taxes and do not want to be "nickel and dimed" in fees. He stated he does not have enough information today. Councilmember McGlone stated support for the City to have legitimate fees and be competitive. He noted that every organization can trim its budget more than once.

Councilmember Strommen stated she is not sure the Council will get to the answer, or magic bullet, or exactly the correct fee. It may not be attainable. She suggested the Council take the best information available and make a decision, noting fees can be looked at again, if needed. Councilmember Strommen stated she had prefaced her earlier comment that 2007 was a different time and year but what residents ask for does not change. At some point, the Council needs to move on, take the best information, make a decision, and then reassess if new information becomes available.

Councilmember Backous agreed the City needs to pass on costs to developers but he is not interested in a markup or profit. He suggested staff determine true costs for handling fees, noting the City should not be charging \$200 per household if it only costs \$25/household to process. Councilmember Backous noted that reduction alone will make Ramsey competitive, by having fees that are justifiable.

City Administrator Ulrich explained builders had sued cities for charging high fees so the League got involved and created a schedule of fees. He clarified that cities cannot make a profit on fees charged and can only charge a reasonable cost of what it costs to process a permit. City Administrator Ulrich stated if the Council wants to encourage development it could determine if it wants to use a strategy of going below costs, or the League schedule, since development brings jobs and tax base. The Council can weigh those benefits. City Administrator Ulrich explained staff's recommendation is an attempt to not make a profit but to cover costs.

Councilmember Elvig stated he understood the Metropolitan Council WAC Committee is engaged in a large study that will look at demographics and estimate growth rates, using that criteria relating to availability of water. That study will be used by Mn/DOT to determine infrastructure for the next 10-15 years. Councilmember Elvig stated his concern that if it is determined Ramsey will have a hard time growing to capacity because it does not have water infrastructure, then other infrastructure will be reduced. He believed it was in the City's interest to have a policy that water is a regional problem, not just a Ramsey problem.

Public Works Director Olson indicated that the City of Burnsville got one-third to one-half of its costs from the Legislature so there is some benefit by doing a water treatment facility. He stated staff can provide estimated costs and what would be needed from the Legislature.

Councilmember Elvig pointed out this goes directly to rates and fees and if Ramsey wants to be competitive, it needs to be proactive to get a subsidy and build the system.

Public Works Director Olson cautioned that there could be a change in policy at a regional level that puts Ramsey in a bind if it doesn't plan for the future. That is why staff recommends the water treatment facility not be removed. It would put the City in same situation as it is in with roads. Public Works Director Olson noted the City needs to plan for the future tax base and infrastructure by looking at all aspects of water, sewer, and utilities before making those decisions.

City Administrative Ulrich stated the builder's meeting will be held in December or January and that information will be brought back to the Council.

Deputy City Administrator Nelson asked about the items staff identified outside the scope of the sewer and water updates and whether staff should proceed based on the recommendation.

Acting Mayor Wise stated he does not like basing building permit fees on project valuation because it takes the same effort by the inspector.

Council consensus was reached to adopt the proposed changes in the development fees/charges, direct staff to request bids for both a comprehensive sewer and water system study, and set the developer Open House meeting for Tuesday, December 6, 2011, from 11 a.m. to 1 p.m.

## **2) Discuss Support of Fiscal Disparities Resolution**

City Administrator Ulrich reviewed the staff report. He recommended the City continue the current fiscal disparities policy because of the net benefit.

Councilmembers McGlone, Tossey, and Acting Mayor Wise indicated that while they did not find fiscal disparities to be fair, they would support the resolution because of the net benefit to Ramsey.

Council consensus was reached to support adoption of a resolution requesting no change in Fiscal Disparities.

### **3) 2012 Schedule of Rates, Fees & Charges**

Finance Officer Lund reviewed the staff report, noting it has been updated based on staff's direction at the last Work Session.

Councilmember Elvig asked about the rationale for reverting the trunk charges back to the 2010 rate, a 3.7% decrease from the 2011 rate.

Public Works Director Olson stated he looked at the Department of Interior costs for pipeline and street construction projects and found there was a variation with prices being more similar to construction prices in 2010. He noted it is also justified by the consumer price index.

Acting Mayor Wise noted the cost for photocopies has a \$5 minimum so he thinks a lot of fees may not fit the service being given and the City is making money.

Finance Officer Lund explained that charge is related to police services, perhaps a copy of an incident report, so she is not sure what it entails.

Acting Mayor Wise asked whether the Finance Committee should look at the fee schedule and make a recommendation.

Councilmember Tossey questioned a fee for special HRA meetings and asked who pays for it.

Deputy City Administrator Nelson stated it is paid by the developer if the developer requests a meeting outside of the HRA's regular meeting schedule. She explained this has become an issue with the Planning Commission when a developer wants an action by a date certain. If the meeting schedule is shifted, there is an additional cost.

Councilmember Tossey noted the HRA has held a lot of meetings over one development and asked if that developer was charged a fee. He also asked how it is determined when to charge to assure consistency.

Councilmember Tossey asked about the rate charged to businesses for police services (such as at a special event) and if it is based on the officer's rate of pay.

Finance Officer Lund explained the charge to End Zone was based on the officer who responded, a senior officer. However, the new fee schedule contains a flat rate that is weighted rate based on all officers. Finance Officer Lund referenced the utility charges, noting they will go out in April for first quarter billing, and the only change is related to storm drainage and water. She explained storm drainage is based on the CIP cash flow and water rates are based on the water study that is in place, reflecting a 5% increase. Finance Officer Lund advised that Ramsey is in the middle line of what other cities charge for water rates and the increase is due to the requirement for conservation rates to qualify for bonding. She noted if cuts are made in fees, there needs to be a corresponding cut in expenditures to create a balanced budget.

Councilmember Tossey asked if there would be a budget shortfall if no building permits were issued.

Finance Officer Lund answered in the affirmative, noting the budget includes \$300,000 from building permit revenue, plan check fees, urban septic permits, etc.

Councilmember Tossey stated his impression that if there are no building permits, there are no expenditures for processing those permits. He pointed out that from January through July only nine building permits were drawn for new single family.

Finance Officer Lund advised the City is currently \$150,000 under budget.

Public Works Director Olson advised that engineering is \$200,000 over budget.

Finance Officer Lund explained if the Council reduces fees it will need a corresponding reduction on the expenditure side.

Councilmember Elvig noted that communities with few building permits then reduce staff for providing those services.

Councilmember McGlone agreed with Finance Officer Lund about having to reduce on both sides of the budget. He stated he has been advocating for reducing the number of parks because more roads means more money and more maintenance. Councilmember McGlone stated the City has five parks in the master plan but has not done much to move in that direction. He felt that the top fee developers and builders will say is too high is the \$2,400 per unit park dedication fee. He stated he does not want another new park in Ramsey and wants to bring down the number of parks to five good parks that will cost less to maintain and require fewer staff. In addition, the City could then reduce the park dedication fee.

Finance Officer Lund stated this fee schedule is on tonight's Council consent agenda for introduction and scheduling the public hearing on December 13, 2011. If given second reading on that date, it would be effective on January 16, 2012.

Councilmember Elvig asked if the Council can adjust fees at a later date.

Finance Officer Lund answered in the affirmative, noting that action would require holding another public hearing and following the same procedure.

Councilmember Tossey asked if the Finance Committee will be looking at the fee schedule.

Councilmember Elvig stated if the Council so directs, the Finance Committee can review the fee schedule; however, the members who are driving that agenda (lower fees) need to be involved so they understand the ripple effect.

Councilmember Strommen stated she feels this is a bit like trying to hit a moving target and suggested that if Members have issues with certain fees, they identify the fees so the Council can

focus on them. She agreed with the benefit of experiencing the information first hand. Councilmember Strommen stated staff has provided its recommendation and she supports moving forward with adjustments to fees in the future, if needed. She noted it costs time and money for staff to continually go over all of the fees and rather than delegating this to the Finance Committee, the Members should identify the specific fees it wants addressed. Once those fees are defined, the Council can focus on them.

City Administrator Ulrich suggested the Council focus on development and builder fees and bring that through the process. He indicated that staff spent a lot of time going through fees and kicked out many and reduced some, but the focus was on the builder/developer aspect and that included fees such as park dedication, WAC, and SAC.

Acting Mayor Wise agreed, noting after the first of the year the Council can address specific fees and work with staff on those items.

Councilmember McGlone stated the issue is that the Council did identify ways to have staff help the Council make a decision and that was to get developers and builders in the room, which did not happen. He stated he does not know whether Ramsey is in line with other communities because he has not seen that analysis. Councilmember McGlone stated he will not support the fee schedule until he gets that information.

Councilmember Strommen stated that information was presented by Planning Intern Brama.

Councilmember McGlone stated the Council identified specific information it needed at a prior meeting and that information has not been provided.

Acting Mayor Wise stated the Council can lower fees at any time and if it is learned a fee is out of line through the upcoming charette, that change can be readily made.

Finance Officer Lund explained if this fee schedule is not passed, the 2011 fees will stay in place and that SAC charge is higher than proposed in 2012.

Acting Mayor Wise agreed the Council did not have the benefit of participation from developers but fees can be reduced at any time so there is no reason to not move forward.

Public Works Director Olson concurred and noted fees can be looked at for all of next year but at some point the fee schedule needs to be adopted so there is rational behind the fee.

Councilmember Tossey stated he is disappointed because the Council had asked about this in June but it is now November and the builder's meeting had still not been held.

## **FUTURE TOPICS FOR DISCUSSION**

Noted.

**MAYOR, COUNCIL AND STAFF INPUT**

None.

**ADJOURNMENT**

The Work Session of the City Council was adjourned at 6:56 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, December 6, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Member Absent:     Mayor Bob Ramsey

Also Present:        City Administrator Kurtis Ulrich  
                            Deputy City Administrator Heidi A. Nelson  
                            Public Works Director Brian Olson  
                            Finance Officer Diana Lund  
                            Senior Planner Tim Gladhill  
                            Fire Chief Dean Kapler  
                            Building Official Mick Kaehler  
                            Fire Marshal Matt Kohner  
                            Planning Intern Patrick Brama

**CALL TO ORDER**

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

**COUNCIL TOPICS FOR DISCUSSION**

**1)     2012 Levy & General Fund Budget**

City Administrator Ulrich reviewed the draft press release indicating the 2012 budget keeps the levy at a zero percent increase for the average homeowner. He indicated the 2012 levy and general fund budget will be presented to the public at the December 13, 2011, Council meeting.

Finance Officer Lund provided a video presentation explaining the homestead market value exclusion and the 2012 levy and general fund budget presentation that will be made on December 13, 2012. She asked whether the video should be played for the public prior to the budget public hearing.

Councilmember Strommen supported playing the video, indicating it is the most clear explanation she has heard on homestead market value exclusion.

Councilmember Elvig agreed it is challenging to explain without a diagram.

Finance Officer Lund displayed the slides that would be presented to the public that included the sample property tax statement, 2012 total levy of \$8,413,798 and 2012 general fund budget of \$9,648,075 showing a net levy impact of zero dollars.

Councilmember Backous stated the press release seems misleading because while the slide shows the general fund budget increasing by \$198,675, the press release says the levy was reduced. He noted that reduction was because of the TIF 1 decertification, not aggressive reduction of costs. Councilmember Backous supported an honest portrayal that the zero levy was the result of the TIF 1 decertification.

Acting Mayor Wise noted staff has worked hard at getting to a zero net levy increase but agreed the press release could be reworded to include the TIF 1 decertification.

City Administrator Ulrich stated staff will add language to the press release to better explain that the TIF decertification actually benefits property owners.

Finance Officer Lund continued presentation of the budget slides describing the 2012 general fund budget and levy, expenditure comparison for the past six years, tax capacity rate comparison from 1999 to 2012, and total levy including the general fund, EDA, debt service, taxable market value questions, special taxing districts, breakdown of proposed tax rates, and tax capacity for the Anoka and Elk River School Districts. Finance Officer Lund displayed a slide of the 2012 preliminary levy summary between 2011 and 2012. Overall the change in the levy is \$285,189 representing a 3.51% increase; however, the TIF #1 decertification comes back on line in the amount of \$285,189. She also displayed a handout explaining the 2012 legislative change in market value homestead credit.

Councilmember Elvig questioned whether presenting both the video and slides relating to homestead market value exclusion is “overkill.”

Councilmember Strommen noted staff can refer back to the video if it is shown before the slide presentation.

The City Council agreed with the suggestion of City Administrator Ulrich to imbed the video into the PowerPoint at this point in the presentation and remove the redundant PowerPoint slides.

Finance Officer Lund completed the slides that will be presented to the public identifying an example of the homestead market value calculation that will follow the video, ranking of Ramsey’s tax rate in the metropolitan area and with Anoka County cities, and 2012 notable budget items and highlights.

Finance Officer Lund displayed a pie chart identifying the source of general fund revenues and expenditures as well as expenditures by function. She indicated consideration of the budget and levy will be before the City Council on December 13, 2011, and staff’s presentation will be

posted to the website. Finance Officer Lund asked if the City Council is comfortable with the budget and levy as presented.

Councilmember Elvig stated he is not sure the intent was to offset the tax increase with TIF decertification.

Finance Officer Lund indicated the budget is increasing but it includes a fire truck at \$300,000 and funding from the Capital Equipment Fund so it is not a true statement that it is offset by just TIF 1 decertification.

Acting Mayor Wise suggested staff make a statement at the beginning of the presentation that the City Council's goal was for homeowners as a whole to not have an increase in tax dollars.

Councilmember Strommen stated staff needs to be clear whether they are talking about the budget or the levy so property owners are not confused. She indicated she would provide staff with suggestions on rewording the press release.

City Administrator Ulrich stated the Council's goal and objective was to keep the taxes the same as previous years and it would be good to make that statement up front.

The City Council indicated support for the 2012 levy and general fund presentation with adjustments as discussed.

## **2) Review Legislative Redistricting Timeline and Impacts to City's Ward and Precinct Boundaries**

Deputy City Administrator Nelson reviewed the staff report.

Senior Planner Gladhill reported on the Anoka County meeting he attended. He displayed a map of ward precincts and described the options being considered to attain a balanced  $\pm 10\%$  variation.

Councilmember Strommen asked if the plan is to focus and equalize Wards 1 and 2, or a broader revision.

Senior Planner Gladhill explained the State legislative proposal is to change some boundary lines which may impact the City's polling locations. He indicated staff supported minimum disruption to the Ward boundaries. However, staff can take a broader look beyond Wards 1 and 2, if that is the desire of the City Council.

Acting Mayor Wise suggested staff also consider housing projects proposed and under construction when considering adjustment to the ward boundaries.

Senior Planner Gladhill stated that is a good point and noted the census was based on occupied units today but there are some developments like Brookview and Sweet Bay Ridge that will be occupied in the future and may impact population so staff should forecast growth. He reviewed

the timing of this consideration, noting staff is waiting for completion of the State Legislature's plans. At that point the City will have 60 days to complete its work and then Anoka County will do redistricting, all before the 2012 primary elections.

Deputy City Administrator Nelson stated staff is requesting the Council's feedback on what it would like, noting staff will prepare to bring this matter back for Council consideration in early 2012.

Acting Mayor Wise restated the need to take residential development into account.

Councilmember McGlone suggested main roadways be used as ward boundaries to make it easier for residents and people trying to get elected.

Councilmember Tossey noted Wards 3 and 4 are within the  $\pm 10\%$  threshold so the adjustments for Ward 1 has to shed and Ward 2 has to grow.

### **3) Discussion of Building Code and Fire Suppression Requirements**

City Administrator Ulrich stated there was some confusion between the Fire Code and Building Code so staff wanted to take the opportunity to discuss how the two Codes relate, opportunities to change existing Code, and get Council direction.

Fire Chief Kapler reviewed the staff report and explained that, prior to 2004, the City saw an influx of multi-unit housing. The challenge for public safety with higher density housing was the issue of private roads so street standards were developed that met the Fire Code requirements and addressed the issue of maintenance to assure adequate protection to residents in those homes and responders. In 2004, the City looked into optional Chapter 1306 and could have chosen one of two chapters. One chapter required retrofitting every building in the City but staff felt that exceeded what the City wanted to accomplish. The other chapter dealt with new construction and change of occupancy. Fire Chief Kapler explained the original drive for Chapter 1306 came from the fire service.

Building Official Kaehler explained that in 2004, Chapter 1306 had requirements for the type of occupancy based on size. Then, in 2007, the Code removed townhome requirements from the optional chapter and placed the requirement to sprinkle townhomes into the general body of the Code. The change of use issue is still in Chapter 1306 so when occupancy changes, some thresholds have to be met.

Fire Chief Kapler asked about major remodeling or building expansion.

Building Official Kaehler explained that expansions or remodeling that opens the floor print triggers fire suppression requirements.

Councilmember McGlone noted Fire Chief Kapler had mentioned that allowing higher density construction with smaller roads created a scenario of potential access problems and adding snow

stacking and parked cars would make it reasonable to think that fire suppression would be a good idea.

Fire Chief Kapler stated that is correct. It was one tool open to provide safety to the residents in case of a delay in response.

Councilmember McGlone stated he was confused at the last meeting whether Chapter 1306 was or was not mandatory. He felt it comes back to Fire Chief Kapler's concern in addition to defunct associations and problems caused by snow plowing. Councilmember McGlone stated he supported requiring roads to the City's standards so there would be less of a concern for providing unencumbered access for emergency vehicles. He asked about the church request.

Building Official Kaehler explained that when Chapter 1306 was adopted in 2003, that became the rule but since it is an optional chapter, there is opportunity for the City to "unadopt" it and some of those rules then go away. He noted there is some danger in that because if the building does not have a sprinkler then there is a requirement for fire resistant construction and other measures.

Acting Mayor Wise stated he was also confused because he thought there was no room for change, even for a church that meets only once a week. He noted the cost for a sprinkling system would be a huge investment for a use of only two hours out of a week.

Building Official Kaehler advised that once the City adopts anything into the Code, whether from the body of the Code or a provisional chapter, there are no variances.

Councilmember Tossey stated the City chose to adopt the provisional chapter that deals with new construction and if it fits within those boundaries, the City needs to require sprinkling. He asked about a change in occupancy for existing structures and if the Code allows discretion in that scenario. He noted the City just paid \$100,000 to sprinkle a building off Highway 10 and asked if there can be discretion.

Building Official Kaehler advised there is no option for discretion available to the Code officials. The rule is cast in stone. He noted that Codes address the worse case scenario whether a bar or a church so it is irrelevant if the building is only used on Sunday morning. In this situation, water is available so it has to be sprinkled.

Councilmember McGlone stated another part of the issue with the church case was he could not rationalize how the City could issue an Interim Use Permit (IUP) when Code does not allow the City to do it because it is a State code. Another issue is whether there are grandfathered issues with an existing building. He asked if it is still within the Council's purview to "unadopt" that portion of the Code to allow discretion, moving forward, to decide whether the Council wants to give an IUP.

Building Official Kaehler explained the optional chapter could, in fact, be thrown out. But if that is done, other rules then apply and in this case the change of use triggers requirements to have fire rated assembly walls. Building Official Kaehler advised that the cost to create fire rated

assembly walls would be less than fire suppression. However, currently, the City does not have that discretion.

Acting Mayor Wise stated with the church request, the building owner may have assumed he could put a use in the building and there would be grandfathering of the sprinkling requirement. He noted that some buildings have been around for 20-30 years and a big investment would be needed to install sprinkling, which may not be feasible so the City will end up with empty buildings.

Councilmember Elvig stated when the Council discussed adopting Chapter 1306, he recalled looking at the State having a new Code and indication the City should look at adopting it. He remembered it being an “all or nothing” scenario to adopt the Code without the ability to opt out. But now he is hearing there may be ala carte considerations. With regard to the Christian Academy, he thinks they can build regardless of size if it is sprinkled.

Building Official Kaehler explained that 1300 is the Minnesota version of the National Building Code. He stated that 10-12 chapters of the Code are mandatory but other chapters are optional and one is Chapter 1306 relating to fire suppression. The City liked Chapter 1306 and once it is adopted as Code, the City has to stick to it to the letter. Building Official Kaehler stated he does not have the authority to waive anything with minor exception. If the Council decides to get rid of Chapter 1306, it simply needs to make the decision and notify the State.

Councilmember Tossey questioned whether it was safe to issue an IUP for three years and now extend it. He stated he likes the idea of having more flexibility and discretion but it had been his understanding there was no discretion and applicants had to install sprinkling.

Councilmember Backous stated he also likes having flexibility and discretion. He noted he had been a critic of Chapter 1306 in all the cases the Council has seen because it goes against common sense. Councilmember Backous stated he wants to be sure the Council is not considering an action that will have some unintended consequences since it has been stated if Chapter 1306 is “unadopted” other fire suppression construction would be required. As a building owner, he would prefer to be forced to do sprinklers because the use of the building may change and it may be expensive to retrofit if the building had been constructed in a certain way to create fire suppression.

Fire Chief Kapler stated he wanted to be clear that the Code is a minimum code and if someone wants to put up a building that does not require sprinkling, the owner can install sprinkling anyway. But, if the building meets the threshold to require sprinkling then there is no discretion to lower the threshold and not require sprinkling.

Councilmember Tossey stated he understands that is the standard but he does not agree with adopting it and forcing a large investment to install sprinkling for an existing structure. He stated if safety is the concern, he finds it disingenuous to approve an IUP, even if for three months. Councilmember Tossey stated perhaps the Council should not “handcuff” the City to Chapter 1306 if it doesn’t have to.

Councilmember Strommen noted there is an assumption the City has no flexibility or discretion with Chapter 1306 but without it the City would have full discretion and flexibility. However, that is not the case because without Chapter 1306, other rules would kick in related to fire suppression construction methods. She noted it is setting up a false choice because that is not the case. Councilmember Strommen stated if there are two sets of requirements, one may be slightly less expensive but if Chapter 1306 is thrown out, it also throws out the requirement to sprinkle 24-hour a day uses and the City may want that standard in place.

City Administrator Ulrich asked whether the City can adopt a fire suppression appendix that takes what the City likes from Chapter 1306 and still give discretion, such as leaving it to the discretion of the Fire Chief whether fire sprinkling suppression is required.

Fire Chief Kapler stated the City can make it more strict but this is the minimum standard and the City cannot go below that standard. He explained that if he does not uphold the minimum standard, he could personally be held liable.

Councilmember McGlone stated he heard there was flexibility and that Chapter 1306 was optional. The City adopted Chapter 1306 and now needs to mandate it with the church because it changed use of occupancy. He stated he supports having flexibility with older buildings, wants to help with redevelopment, and it usually helps to deregulate. Councilmember McGlone stated the economy is a big issue and other construction methods that would be triggered would be cheaper than sprinklers and move in the direction of keeping people more safe. He noted if the City “unadopts” Chapter 1306 it could apply a different set of rules that are economic friendly. Councilmember McGlone stated new construction is still under the Code standards and he is talking about existing buildings.

Councilmember Strommen asked whether the City could apply one set of rules for older construction retrofit and another set of rules for new construction if the City drops Chapter 1306.

Building Official Kaehler advised the Code has a separate set of rules for new construction whether or not the City has Chapter 1306.

City Administrator Ulrich asked whether the City can keep the provisions it likes in Chapter 1306, under a new name, and eliminate what it does not like.

Building Official Kaehler stated if the Council keeps its conversation to existing buildings, then the existing Building Code triggers the rules related to fire suppression and you can either sprinkle or create area separated walls through the roof with a 30-inch parapet, which may still be less expensive than sprinkling.

Councilmember Tossey stated he remains concerned that issuing IUPs puts someone at risk of being liable. He wondered why the City considers IUPs and felt staff should not recommend IUPs for these types of buildings if safety is such a big issue.

Fire Chief Kapler stated he would agree and explained staff was trying to create a “bridge.” He noted the City Council meeting minutes reflect that he had said it should be sprinkled but the

City was trying to work with someone and create a three-year “bridge” after which it was to be sprinkled. Fire Chief Kapler stated the building was not sprinkled and there were some tradeoffs to allow that “bridge” to be put into place.

Building Official Kaehler advised that a rated wall divides the church and other area and there are fire doors with closures so if there is a fire, the doors shut and provide a one-hour barrier.

Councilmember McGlone stated he thinks the IUP was improperly worded and if the City did not have the ability to change the Code, the church should not have been allowed three years ago. Now the Council has approved another IUP. He felt the most flexible thing the Council could do is get rid of Chapter 1306 to gain flexibility to apply a lesser standard.

Councilmember Tossey read Chapter 1306, the Subpart 1 requirement, and indicated he does not think the City has to adopt both subparts.

Fire Chief Kapler noted the change in use will trigger the requirement anyway.

Acting Mayor Wise stated the discussion was to determine if there was room in the Code as adopted and ramifications if Chapter 1306 is “unadopted.” He noted staff may be able to provide a cost comparison between requiring sprinkling and requiring fire suppression construction measures.

Fire Chief Kapler stated he is an advocate of sprinkler systems and the fire service side has targeted assemblies because it is the highest risk of life loss. He felt the City would be missing the opportunity to provide a safer environment to areas changed from a previous use to an assembly use if Chapter 1306 is dropped.

Acting Mayor Wise stated he does not mean to detract from safety but the City has to consider that the Fire Code places a huge financial burden and the Council is weighing public safety to economic burden.

Councilmember McGlone stated he believes that requiring sprinkling crushes businesses and puts the City in a position of paying \$100,000 for a sprinkling system that would not have been required if the City had “unadopted” Chapter 1306.

City Administrator Ulrich asked whether the Council wants staff to look for areas of flexibility for existing structures and determine how to introduce flexibility in the Code that is defensible legally and from a public safety standpoint.

Councilmember Strommen stated it makes sense to get information and she is willing to look at it. However, she is concerned the Council is considering making a big policy change based on several recent cases. Councilmember Strommen noted you can flip the situation around that if there had been a fire in one of these places with a tragic incident, the Council would respond in a different way. She stated she wants to be sure the Council is thinking about policy and not being reactionary. The Council needs to be thoughtful and looking at additional information will help.

She pointed out if this is a trend for assemblies to go into these types of buildings, then she may make the opposite argument that the City needs to assure they are safe spaces.

Acting Mayor Wise suggested contacting suburban neighbors to find out whether they have had similar issues with this Code.

Fire Chief Kapler stated staff had this discussion at a previous City Council Work Session when Mr. Sharp came forward with a project and asked the Council to consider appealing Chapter 1306. At that time, he asked the Council to not repeal it because of the benefits it provides. Fire Chief Kapler stated he is glad to do that research and Fire Marshal Kohner can talk about what other area municipalities have done.

Acting Mayor Wise recalled that discussion and that the Council was told the City could not repeal Chapter 1306.

Councilmember Backous stated he remembers that discussion and being frustrated by the fact that the City had no choice or option. He noted he is in the insurance business, does not like it when buildings burn to the ground, and likes sprinklers. But, the Council is faced with people who have empty buildings and if required to sprinkler it may take two years of rent for them to break even. Councilmember Backous stated that is not a good option and asked staff to prepare a cost/benefit analysis and use common sense.

Councilmember Tossey stated he concurs with Councilmember Backous and also had the understanding when Mr. Sharp made his request that Chapter 1306 could not be changed.

City Administrator Ulrich asked the Council to remain focused on what the City can change. He noted the purpose of this agenda item is to clarify what can be changed following due consideration.

Acting Mayor Wise asked staff to provide information on the cost for fire suppression building standards should the City repeal Chapter 1306.

The City Council agreed with the suggestion by Fire Chief Kapler to use the 167<sup>th</sup> Avenue project as an example to determine the cost for sprinkling compared to the cost of building construction requirements if Chapter 1306 is repealed.

#### **4) Review of 2012 Legislative Agenda**

City Administrator Ulrich reviewed the staff report and asked the City Council for input on the 2012 legislative agenda.

Councilmember McGlone stated Fairoak Avenue is out of the City's jurisdiction and asked if Anoka would share in the cost of a lobbyist to further the Highway 10 corridor.

City Administrator Ulrich stated he has called the Anoka Manager about the option of a shared lobbyist; however, priorities need to be in place to assure Ramsey's interests are met.

Councilmember Tossey stated he doubts Anoka will want to pay for a lobbyist for Ramsey's interchange but he thinks Anoka is not as opposed today as they were in the past to it becoming a freeway. He supported hiring a lobbyist, even if the City is able to get \$10 million in bonding, because there is a desire to see something happen with the Highway 10 corridor from Elk River to Coon Rapids. Councilmember Tossey stated this is the time to look at it and put pressure on all elected officials, from Anoka County to the federal level. He believed this area had been neglected, as can be seen when driving the southwest part of the metro area.

Councilmember Elvig stated he did not think Anoka has ever been opposed to doing something on Highway 10 and Anoka has made some efforts to get interchange space. Councilmember Elvig supported getting resolution between Ramsey and Anoka to work together in partnership and create a common voice, which will be a strong tool. Councilmember Elvig indicated Highway 47 is an Anoka issue that has become a Ramsey problem and asked if it should be included on the legislative agenda.

City Administrator Ulrich noted Ramsey may have an advantage because it is ready to go with the Armstrong Boulevard interchange. However, due to the complexity with the different properties, Anoka may be a year or two behind Ramsey in its ability to complete an interchange at Fairoak Avenue. He suggested Priority 1 be the Armstrong Boulevard interchange and Priority 2 be the Fairoak Avenue interchange.

Councilmember Elvig commented on the need to assure it is the right size and scale.

Acting Mayor Wise felt that when talking about size and priority, the City also needs to address return on dollars. He noted Ramsey has people with letters of intent, which is more than Anoka has.

Public Works Director Olson noted Highway 47 is not up to that level today and may not be within a year.

Councilmember McGlone raised the issue of water treatment and the Council's support to make it a larger jurisdiction issue than just Ramsey.

City Administrator Ulrich stated the best first step would then be a planning effort to get Ramsey in the queue for capital funding during a subsequent session. He explained how Ramsey can engage other communities, such as Nowthen or St. Francis, to be part of this effort and ask for funding to conduct a study on serving multiple cities with water.

Public Works Director Olson explained why the issue of a water treatment facility is interregional and advised of staff's conversations with Nowthen, St. Francis, and Andover. He noted this should be discussed now because once approved it could take 3-4 years to complete. Public Works Director Olson noted the Council wants to keep costs low to developers and he thinks the water treatment facility would show good "legs" if the City had a voice at the DNR.

Councilmember Strommen felt it was prematurely on the legislative agenda because funding for a water treatment facility will go nowhere without the DNR on board and mandating to other communities a more regional approach to water treatment. She believed the City needed to do more work with the DNR to lay the groundwork. In addition, this will be a short legislative session to address bonding so other policy oriented issues will be difficult to get considered.

Councilmember Elvig agreed with the importance of a combination of DNR and Metropolitan Council support, noting the Metropolitan Council is looking at more regional issues than in the past.

Councilmember Strommen agreed, noting, however, that the Metropolitan Council has no jurisdiction in Sherburne County and Ramsey is right on the edge of that boundary.

City Administrator Ulrich indicated staff will remove the water treatment facility from the legislative agenda because it is not urgent at this point but staff will continue to conduct background work.

City Council consensus was reached to support staff obtaining proposals for a federal lobbyist and to contact Anoka about the option of a joint lobbying effort.

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

The City Council reached consensus to add discussion of Building Code Chapter 1306 and legality of IUPs to future topics.

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

None

#### **ADJOURNMENT**

Motion by Councilmember McGlone, seconded by Acting Mayor Wise, to adjourn the Work Session meeting.

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

The Work Session of the City Council was adjourned at 7:22 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, December 13, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Bob Ramsey  
Councilmember Randy Backous  
Councilmember David Elvig (arrived at 6:37 p.m.)  
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  
City Engineer Tim Himmer  
Park Supervisor Mark Riverblood  
Environmental Coordinator Chris Anderson  
Human Resources Representative Colleen Lasher  
Fire Chief Dean Kapler  
Development Manager Darren Lazan  
City Attorney William Goodrich

**CALL TO ORDER**

Mayor Ramsey called the City Council Work Session to order at 6:09 p.m.

**COUNCIL TOPICS FOR DISCUSSION**

**1) Development Costs Study Follow Up**

Deputy City Administrator Nelson reviewed the staff report. She explained builders/developers indicated the City's base building permit and plan inspection fees are consistent throughout the metro area but the additional processes put into place add to the cost to build in Ramsey. Those additional requirements include the top soil requirement, requiring copper pipe water hookup instead of PVC, plumbing for the sump pump, air test for sewer and water hookup, radon test, and requirement for silt fence on the entire lot versus street and pond areas. The builders/developer viewed the base building permit and processes as being builder friendly but the top soil and silt fence requirements as being punitive. The builders/developers requested

fewer permits, lower costs, and to speed the process. Payment options were considered; however, State code indicates building permits cannot be issued until fees have been paid.

Councilmember Wise stated he has never been a fan of basing building permit fees on evaluation because he does not think there is more work to inspect a 10,000 sq. ft. than 2,000 sq. ft. building. He also thinks it would encourage higher end homes if the building permit fee is not based on evaluation.

Councilmember McGlone asked if this item to accept fees is on tonight's agenda for public hearing and adoption.

Deputy City Administrator Nelson answered in the affirmative.

Councilmember McGlone referenced the staff report, noting the case example uses salaries for staff who are no longer part of the City's organization.

Deputy City Administrator Nelson indicated the report being referenced is from 2010 and much has changed with staffing since 2010. She explained it is intended to represent a broad analysis to say all staff is involved with a piece of the work so those percentages of time are being attributed. In 2011, this report will look differently but the ratio on expenses and revenues will be similar.

Councilmember McGlone asked whether the 15% rate came from the League's recommendation. He wondered how much involvement there was by the City Administrator or Police personnel with a \$100,000 home. Councilmember McGlone felt the analysis to arrive at the fees was "out of whack" and ventured to say the Council needs to take a more comprehensive look at how the City bases its permits and fees. He indicated he does not feel comfortable voting tonight in the affirmative on this issue.

Councilmember Strommen asked Councilmember McGlone what he means in terms of taking a "more comprehensive look."

Councilmember McGlone stated fees are a big issue for him so he talked with other people and cities. He explained he did not have answers for the questions he was asked, such as projected growth and sewer sizing, but they all relate to development fees. Councilmember McGlone stated he does not understand it enough to feel comfortable and thinks there is something wrong but does not know exactly what.

Councilmember Strommen stated the Council has spent a lot of time talking about this and staff has spent time to provide information. She stated if more information is wanted, the Council needs to define what it wants. Councilmember Strommen noted the Council reviews rates and fees every year so there is always annual reevaluation. She indicated fees are to cover the City's costs, to assure consistency in building of a certain quality, and protect current and future residents. She suggested the Council define its goal. Councilmember Strommen noted the Council wants the City to be competitive but all surrounding communities are in a different place of growth evolution. The Council needs to be sure it is comparing "apples-to-apples" and cover

Ramsey's needs. She did not support a goal of getting fees as low as possible, but to set reasonable fees. Councilmember Strommen suggested the Council consider the scale of change that can be made. She asked whether small reductions in fees will make a difference in the way Ramsey grows. She believed people decide to build in a certain location not based on several thousand dollars but considering the schools, quality of life, and jobs. Councilmember Strommen stated she wants to assure the Council is putting effort in the right place, noting there may be other issues such as process.

Councilmember McGlone stated he does not want to put residents of Ramsey behind the "8 ball" and wants Ramsey to be competitive. He stated as he looks at the case report, the League of Minnesota Cities' recommendation was to come up with a number (15%) and to not forget to look at other cities to see what they are charging before you set your rates. Councilmember McGlone felt when government entities and employees look at other governments it only goes one way, up. He feels the City is doing the same thing and the trend is up without a basis other than the League said to charge 15% and make sure others are doing the same. Councilmember McGlone stated a lot goes into how the fees are set and he thinks the Council needs to consider the kind of community it is building, Minneapolis or Ramsey.

Councilmember Strommen noted the Comprehensive Plan tells the Council the type of City being built and that Plan is updated. She indicated the Council uses the information it has at the time and the City is in one place in progression toward that goal but other communities are in different stages, some with and some without the infrastructure. She noted Ramsey is in the middle and still needs to build infrastructure and figure out how to pay for it.

Deputy City Administrator Nelson explained that for staff's purposes it would be good to separate the issues. The City will be conducting sewer and water studies to determine trunk and lateral costs, capital costs, and how to pay for it. That is a separate issue. With building permit fees, the Council can decide if it wants to select another value-based calculation or to only look at what it costs. She explained how to determine an analysis based on a labor multiplier formula.

Councilmember McGlone stated he understands government has the right to recoup costs but questioned where is the line and what is justifiable.

Deputy City Administrator Nelson asked what number the Council is comfortable with for the City to encourage development and cover costs. She noted that 65% of the City's costs are for police services, which has to be covered as well.

Councilmember McGlone noted police services also benefit current residents.

Mayor Ramsey stated the staff report is based on roundtable input from developers who indicated the fees were not the big issue; it was the extra requirements such as copper pipe for water connections. Mayor Ramsey indicated that 2012 rates and fees need to be adopted tonight and these other issues cannot be solved in one night.

Deputy City Administrator Nelson pointed out that some fees are proposed to be lowered in 2012.

Councilmember Wise noted it has been discussed before that the Council can approve the 2012 rates and fees and always lower them during the coming year.

Councilmember Tossey stated he had talked with builders, plumbers, and electricians about copper versus PVC pipe and only the electrician was opposed to going to PVC. He asked why the Council did not support allowing PVC piping into the homes. Councilmember Tossey stated he has been assured the technology exists and plastic technology is better than 4-5 years ago.

Mayor Ramsey clarified the issue is whether to allow PVC pipe underground between the curb and house.

Public Works Director Olson explained there is technology to put a tube into the PVC pipe and pressure steam the location of the freeze. However, the second it melts, the pressure from the tower pushes water into the house so you need to pull out the steam hose while water is rushing in. He indicated he does not want to put his staff or residents at risk. Another option is to purchase a \$3,700 piece of equipment and see if it works. A second issue is locating PVC when underground. A metal tape is to be placed on the PVC but if it is mistakenly clipped and not grounded, it cannot be located. Public Works Director Olson stated he is willing to consider changes in technology if those two issues are addressed.

Councilmember Tossey noted surrounding municipalities allow PVC piping and asked how they are addressing those issues.

Public Works Director Olson explained most have not had freezing issues but Ramsey has had freezing issues in foreclosed townhouses. He advised that New Brighton has had 35-40 freezing issues each winter.

Councilmember Elvig arrived at 6:37 p.m.

Councilmember Tossey stated the freezing issue with the townhomes in Ramsey was inside the townhome, above the ground, because it was foreclosed and not heated. It was not an issue with underground PVC piping.

Public Works Director Olson stated there are some with underneath piping that have frozen because heat was turned off in a middle townhouse. To resolve that problem, the City now requires individual services to each townhouse.

City Engineer Himmer stated he called Blaine and learned they are allowing PVC but do not know how they will address the freezing problem if it should occur. He stated he asked the PVC material representative how to solve those concerns and the representative indicated they are working on gathering that information.

City Administrator Ulrich indicated there has been enough discussion to give direction and it sounds like there is support for the City to invest \$3,700 in the machine, or borrow one, to test it out as a pilot program.

Mayor Ramsey asked what is the average cost difference for 80 feet of PVC and copper pipe.

Deputy City Administrator Nelson stated she was told it was a difference of \$200.

City Engineer Himmer stated his concern with the City's liability and employee safety if the City purchases the equipment to thaw a frozen PVC line and the home should flood. He asked why the City should become involved if a private company can provide that service.

Councilmember McGlone stated he would oppose the \$3,700 purchase of equipment because the City should be able to find enough information from other cities in Minnesota. He believed it was not the City's problem if a pipe freezes; it is the resident's problem if they use PVC instead of copper. He noted the City can turn the water off at the street.

Public Works Director Olson explained the City gets called, all of the time, on emergency issues like this. He stated they know the City can turn off service at the curb and it can then be determined if the problem is a frozen pipe. The City is the first contact when a resident runs into an issue and the City can come out and offer a diagnosis because the City sells the water.

Councilmember Backous felt builders do not care if PVC or cooper is used, they only care about the cost and PVC is cheaper. He stated he would be opposed to allowing PVC because it would open the City to extra costs. Councilmember Backous supported continuing to lower fees and costs in other areas to offset other additional costs. He noted the City had given builders and developers a lot of opportunity to provide input and if they did not provide input, they do not have an issue. Councilmember Backous stated he was surprised that fees were not the biggest issue and suggested the Council continue to trend downward. He agreed with Councilmember Strommen that Ramsey is evolving, things are changing, and he would not support slashing fees and then having to raise them. He suggested the Council address the bigger issue of process and look at fees again next year.

City Engineer Himmer stated, as it relates to freezing PVC or copper, it is not the City's issue but it is the City's responsibility to locate the lines.

Mayor Ramsey stated he is on the side of thinking why does the City care since currently no one is having problems and the City is only responsible from the curb to the street. The homeowner is responsible from the curb to the house. Mayor Ramsey stated if no one else is having problems, why should the Council be worried.

Public Works Director Olson stated if it is the Council's policy direction to move forward with PVC, staff will deal with the issue. He explained Blaine may not have a freezing issue because PVC has only been used for several years. In addition, Blaine is more built out than Ramsey is. Public Works Director Olson noted Coon Rapids also allows PVC but it is 99% built out so only a small percentage of PVC is being used. If approved in Ramsey, there will be a preponderance of PVC.

Councilmember Wise stated he does not think \$200 makes a difference on a \$100,000 to \$200,000 house. He felt the Council needed to look at other ways to reduce fees or simplify processes.

## **2) Update on the Armstrong Boulevard Interchange**

City Engineer Himmer reviewed the staff report.

Public Works Director Olson stated this is the right-in proposal of Solomon Group and Mid America; however, it conflicts with the agreement to create pedestrian movement. He noted the grade differential is 18 feet higher and the grades could be 5% to 8% depending on the length of the transition, which would be steep grades. He asked whether the City would be responsible to plow this and indicated it would result in considerable safety concerns.

Councilmember Elvig asked who is the determining agency.

Public Works Director Olson stated his impression the County will have comment because it is under their jurisdiction. Mn/DOT may also comment because it may impact their signals at the interchange. He indicated staff met with Anoka County and they requested additional information. Staff asked Mid America to provide additional information on the design but has not yet heard back from them.

Councilmember Elvig stated he did not think this was the City's jurisdiction because Anoka County and Mn/DOT will weigh in heavily.

Public Works Director Olson stated staff is trying to assure the comment is being presented as a result of the interchange, not necessarily the interim improvements. He noted the reconstruction could be different if done for the interim improvements where the grade difference is only 5 feet and then introducing walls to make it higher.

City Administrator Ulrich advised the engineers have expressed safety concerns contrary to building this intersection because the principal reason to construct is to improve safety at the railroad and highway crossing. If this causes traffic conflicts and does not add to commercial value, staff believes it is going in the wrong direction.

Councilmember Wise stated he had not noticed this situation until this drawing. He felt there would be an adverse economic impact to any properties to the north because it creates another wall. He noted it also shrinks developable property

Mayor Ramsey noted the building would be double sided with no opportunity for parking if constructed this way. He indicated he can conceive a lot of problems with the grade and elevation.

Public Works Director Olson stated staff wanted the Council's initial reaction and input on who should be responsible for costs of construction if it is feasible from an engineering standpoint.

Councilmember Elvig indicated he does not see engineering feasibility with this plan and does not want to take time to find funding until it is known whether it is feasible.

Public Works Director Olson stated staff can ask for engineering drawings at their cost.

City Engineer Himmer indicated Mid America said this is their highest priority no matter what else or signage is allowed. This is their number one goal to accomplish access to their site. City Engineer Himmer explained staff told them it blocked visibility and limited parking but Mid America said that was not important.

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

Noted

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

None

#### **ADJOURNMENT**

Motion by Mayor Ramsey seconded by Councilmember Wise, to adjourn the Works Session meeting.

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

The Work Session of the City Council was adjourned at 7:00 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.*

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

The Ramsey City Council conducted a regular meeting on Tuesday, December 13, 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  
Deputy City Administrator Heidi A. Nelson  
Public Works Director Brian Olson  
City Engineer Tim Himmer  
Fire Chief Dean Kapler  
Police Chief James Way  
Parks Supervisor Mark Riverblood  
Finance Officer Diana Lund  
Economic Development/Marketing Director Aaron Backman  
Human Resources Representative Colleen Lasher  
Associate Planner/Environmental Coordinator Chris Anderson  
City Attorney William Goodrich

**1. CALL TO ORDER**

Mayor Ramsey called the regular meeting of the Ramsey City Council to order at 7:03 p.m., and led in the Pledge of Allegiance to the Flag.

**2. PRESENTATION**

**2:01 2012 Levy and General Fund Budget Presentation**

Finance Officer Lund presented the 2012 Levy and General Fund Budget of \$8,413,798. The increase of \$285,189, or 3.51% from 2011 will be offset by TIF 1 decertification generating \$285,189, resulting in a zero net levy impact. A short video was presented explaining the

Market Value Homestead Credit (MVHC) calculation and its impact on property taxes. Finance Officer Lund completed the levy and budget presentation and stood for questions.

The Council asked staff to place a link to the PBS video on the City's website. The Council indicated its direction to staff was to assure the tax burden to residents remained the same. Finance Officer Lund answered questions of the Council relating to the elimination of homestead credit and indicated that residents with questions on their valuation were referred to the County Assessor.

Mayor Ramsey opened the floor for input from the public. There being no response, Mayor Ramsey moved to the next agenda item.

### **2:02 Rail Event Video**

A video was played of the November 16, 2011, inaugural train stop in Ramsey. City Administrator Ulrich acknowledged the attendance of Anoka County Commissioner Look who played a big part in supporting the Ramsey rail station, which is an economic investment in Ramsey's future development and would return tax increment to residents in the future.

### **3. CITIZEN INPUT**

Anoka County Commissioner Matt Look thanked all who supported the rail station and event. He provided an update on Anoka County Board activities over the past year.

The Council thanked Commissioner Look for his support of Ramsey's initiatives and asked for his assistance with improvements to the Highway 10 corridor and Highway 47.

### **4. CONSENT AGENDA**

Motion by Councilmember McGlone, seconded by Councilmember Strommen, to approve the following items on the Consent Agenda as revise to remove Items 4:05, 4:06, and 4:08.

- 4:01 Receive October 2011 Financial Reports – General Fund and Enterprise Funds
- 4:02 Receive Cash and Investments for Period Ending November 30, 2011
- 4:02 Approve the following Council Meeting Minutes:
  - 1) City Council – Regular – October 11, 2011
  - 2) City Council – Regular – October 25, 2011
  - 3) City Council – Regular – November 7, 2011
  - 4) City Council – Work Session – November 7, 2011
  - 5) City Council – Work Session – November 15, 2011
  - 6) City Council – Regular – November 22, 2011
- 4:04 Approve Assignments of Councilmembers to Serve on Various Boards/Committees
- ~~4:05 Review and Adopt 2011/Payable 2012 Tax Levy and 2012 General Fund Budget~~ This item was removed from the Consent Agenda and considered as Item 7:07.
- ~~4:06 Consider Waiving/Not Waiving Statutory Tort Limits~~ This item was removed from the Consent Agenda and considered as Item 7:06.

- 4:07 Adopt Resolution #11-12-236 Approving Sale of \$3,090,000 General Obligation Improvement Crossover Refunding Bonds, Series 2011 B
- ~~4:08 Adopt Resolution Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 17, 2011 through December 7, 2011 This item was removed from the Consent Agenda and considered as Item 7:08.~~
- 4:09 Adopt Resolution #11-12-237 Approving Proposed 2012 EDA Levy
- 4:10 Adopt Resolution #11-12-238 Requesting No Change in Fiscal Disparities
- ~~4:11 Adopt Resolution #11-12-XXX Requesting No Change in Fiscal Disparities (**Duplicate – same as Item #4.10.**)~~
- 4:12 Adopt Resolution #11-12-239 Authorizing Partial Payment to Knutson Construction for IP 10-22 Ramsey Municipal Parking Facility – Phase II
- 4:13 Adopt Resolution #11-12-240 Authorizing Partial Payment to Douglas-Kerr Underground LLC for IP 11-21 Armstrong/Bunker Int and Extensions
- 4:14 Adopt Resolution #11-12-241 Authorizing Final Payment to North Valley, Inc. for IP 11-09 Alpine Drive Overlay
- 4:15 Adopt Resolution #11-12-242 Authorizing Final Payment to Omann Brothers Paving, Inc. for IP 10-25 Chameleon Street Paving
- 4:16 Adopt Resolution #11-12-243 Authorizing Final Payment to County Line Excavating LLC for IP 09-25 Dysprosium Street Reconstruction
- 4:17 Report from Public Works Committee – Meeting Date: November 15, 2011
- 1) Discuss Trail Easement Acquisition on the Hansen Tree Farm – *Ratify the recommendation of the Public Works Committee and enter into an agreement to secure an easement with the Hansen Tree Farm for a 20-year term, renewable for a 5-year periods after the initial term, and subject to legal review with no compensation nor any promise to construct the trail in question.*
  - 2) Consider Proposal from Metro Area Repeater Association (MARA) to Install Skywarn Facilities on Water Tower #2 – *Ratify the recommendation of the Public Works Committee and direct staff to formalize an agreement with MARA including 24-hour notice for tower access, additionally insured on \$1 million liability policy, removal of equipment at their cost should another lease be received or signals conflict, and payment of electric costs.*
  - 3) Consider Policy on Turf Establishment Related to City Improvement Project – *Ratify the recommendation of the Public Works Committee and adopt a Turf Establishment Policy, as presented, requiring the import of 4 inches of premium top soil, sod, and 30 days of watering.*
  - 4) Discuss Turf Restoration Concerns on City Improvement Project #08-34; the Bituminous Paving of 151<sup>st</sup> and 152<sup>nd</sup> Avenues, and Fluorine Street – *Ratify the recommendation of the Public Works Committee and direct staff to write a letter to residents in the project area indicating the project would be inspected in the spring to determine whether additional corrective actions are necessary and, at a minimum, the rocks will be removed. After that, the property owners are expected to take responsibility.*
  - 5) Consider Final Draft of RFP and Contract for Contracted Sweeping Services – *Ratify the recommendation of the Public Works Committee and approve the Response for Proposal for 2012 spring sweeping, subject to legal review.*

- 6) Discuss Potential Reconstruction of Garnet Street, North of 167<sup>th</sup> Avenue – *Ratify the recommendation of the Public Works Committee and approve a Garnet Street roadway project of the same width as streets to the north including concrete curb and gutter, full utilities, and a sidewalk on the east side. The funding would be a 50/50 cost split with the residents for the roadway improvements only, and subgrade corrections would be included with the utility work and paid for through the appropriate City enterprise fund (to be reimbursed in the future if/when the properties connect).*

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

## **5. APPROVE AGENDA**

City Administrator Ulrich added Case 7:09, Appoint Alternate to the Joint Fire Board.

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

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

Councilmember McGlone left the Chambers at 7:53 p.m.

## **6. PUBLIC HEARING**

### **6.01: Public Hearing to Introduce Ordinance to Vacate a Portion of Fluorine Street NW Right-of-Way and Certain Drainage and Utility Easements Adjacent to and on 14241 Fluorine Street NW; Case of City of Ramsey**

Mayor Ramsey closed the regular portion of the City Council meeting at 7:53 p.m. in order to conduct a public hearing.

#### **Public Hearing**

Mayor Ramsey called the public hearing to order at 7:53 p.m.

#### **Presentation**

Associate Planner/Environmental Coordinator Anderson reviewed the staff report.

#### **Citizen Input**

There was none.

Motion by Councilmember Elvig, seconded by Councilmember Wise, to close the public hearing.

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

The public hearing was closed at 7:57 p.m.

### **Council Business**

Mayor Ramsey called the regular City Council meeting back to order at 7:57 p.m.

The Council acknowledged this item was recommended by the Public Works Committee and provides a straightforward solution.

Motion by Councilmember Elvig, seconded by Councilmember Wise, to Introduce the Ordinance to Vacate a Portion of Fluorine Street NW Right-of-Way and Certain Drainage and Utility Easements Adjacent to and on 1424 Fluorine Street NW; Case of City of Ramsey.

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

### **6.02: Public Hearing to Consider Tax Increment Financing Plan Modifications to TIF Districts 1 & 2**

Mayor Ramsey closed the regular portion of the City Council meeting at 7:59 p.m. in order to conduct a public hearing.

### **Public Hearing**

Mayor Ramsey called the public hearing to order at 7:59 p.m.

Councilmember McGlone returned to the Council dais at 7:59 p.m.

### **Presentation**

Economic Development/Marketing Director Backman reviewed the staff report.

### **Citizen Input**

There was none.

Motion by Councilmember Elvig, seconded by Councilmember Tossey, to close the public hearing.

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

The public hearing was closed at 8:03 p.m.

### **Council Business**

Mayor Ramsey called the regular City Council meeting back to order at 8:03 p.m.

Motion by Councilmember Wise, seconded by Mayor Ramsey, to adopt Resolution #11-12-244 adopting a modification to the Tax Increment Financing Plans for Tax Increment Financing Districts 1 and 2.

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

### **6.03: Public Hearing and Request for Adoption of City of Ramsey 2012-2016 Capital Improvement Program**

Mayor Ramsey closed the regular portion of the City Council meeting at 8:04 p.m. in order to conduct a public hearing.

### **Public Hearing**

Mayor Ramsey called the public hearing to order at 8:04 p.m.

Councilmember Backous left the Chambers at 8:05 p.m.

### **Presentation**

Finance Officer Lund reviewed the staff report.

### **Citizen Input**

There was none.

Motion by Councilmember Wise, seconded by Mayor Ramsey, to close the public hearing.

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

The public hearing was closed at 8:06 p.m.

### **Council Business**

Mayor Ramsey called the regular City Council meeting back to order at 8:06 p.m.

Motion by Councilmember Wise, seconded by Mayor Ramsey, to adopt Resolution #11-12-246 adopting the City of Ramsey's 2012-2016 Capital Improvement Program (CIP).

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

#### **6.04: Public Hearing and Adopt Ordinance Establishing the 2012 Schedule of Rates, Fees & Charges**

Mayor Ramsey closed the regular portion of the City Council meeting at 8:07 p.m. in order to conduct a public hearing.

#### **Public Hearing**

Mayor Ramsey called the public hearing to order at 8:07 p.m.

Councilmember Backous returned to the Council dais at 8:08 p.m.

#### **Presentation**

Finance Officer Lund reviewed the staff report.

#### **Citizen Input**

There was none.

Motion by Councilmember Wise, seconded by Councilmember Tossey, to close the public hearing.

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

The public hearing was closed at 8:10 p.m.

#### **Council Business**

Mayor Ramsey called the regular City Council meeting back to order at 8:10 p.m.

Councilmember McGlone stated his intention to oppose adoption of this ordinance because he did not believe there had been enough reductions. He supported a line-by-line consideration to eliminate or reduce every fee possible.

Councilmember Tossey stated this is a good start but agreed it was not enough of a reduction, especially related to development fees, and he intended to oppose adoption of this ordinance.

Motion by Councilmember Elvig, seconded by Councilmember Backous, to adopt Ordinance #11-17, 2012 Schedule of Rates, Fees, and Charges.

Further discussion: The Council debated the motion. It was acknowledged some fees had been eliminated in the 2012 schedule and others had been reduced.

A roll call vote was performed by the Recording Secretary:

Councilmember Backous	aye
Councilmember Elvig	aye
Councilmember McGlone	nay
Councilmember Strommen	aye
Councilmember Tossey	nay
Councilmember Wise	aye
Mayor Ramsey	aye

Motion carried.

## **7. COUNCIL BUSINESS**

### **7.01: Request for a Conditional Use Permit to Permit Motor Vehicle Sales at 8175 Riverdale Drive NW; Case of Quality RV**

Environmental Coordinator Anderson reviewed the staff report.

Motion by Mayor Ramsey, seconded by Councilmember Backous, to adopt Resolution #11-12-247 Adopting Findings of Fact #0896 related to a Request from Quality RV to Permit Motor Vehicle Sales in the B-2 Highway Business District at the Properties Located at 8101, 8151, and 8175 Riverdale Drive NW, subject to review by the City Attorney as to legal form, and adopt Resolution #11-12-248, Approving the Issuance of a Conditional Use Permit to Permit Motor Vehicle Sales in the B-2 Highway Business District and Declaring Terms of Same, contingent on review and approval by the City Attorney as to legal form.

Further discussion: Environmental Coordinator Anderson answered questions of the Council relating to the drainage plans to assure it does not sheet flow onto Riverdale Drive or the County right-of-way. Brian Achteлик, business manager representing the applicant, advised the site will be graded to assure it drains to the middle of the property and holding pond.

City Attorney Goodrich advised that waivers should occur in 2015 or 2016 if the improvement seems imminent and in the best interest of the City and applicant. He indicated it was not in the best interest of the performance standards to make that determination at this time. The City Council accepted this recommendation.

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

**7.02: Request for a Home Occupation Permit to Operate a Youth Horse Ranch at 7202 181<sup>st</sup> Avenue NW; Case of Robin Veach Fitzgerald (Second Chance Youth Ranch)**

Environmental Coordinator Anderson reviewed the staff report and advised that Finding 29 should read in the positive indicating the property will be served adequately.

Motion by Councilmember Elvig, seconded by Councilmember Backous, to adopt Resolution #11-12-249 Adopting Findings of Fact #0897 Related to the Request from Robin Veach Fitzgerald for a Home Occupation Permit to Operate a Youth Horse Ranch for Second Chance Youth Ranch on the Property Located at 7202 181<sup>st</sup> Avenue NW, as revised, and adopt Resolution #11-12-250 Approving Issuance of a Home Occupation Permit to Operate a Youth Horse Ranch for Second Chance Youth Ranch on the Property Located at 7202 181<sup>st</sup> Avenue NW Based on Findings of Fact #0897 and Declaring Terms of Permit.

Further discussion: Robin Veach Fitzgerald, applicant, responded to the Council's inquiries by explaining how they will recruit volunteers who will be screened and backgrounds checked. The Council expressed its support for the approach taken by the Youth Horse Ranch to gear children toward outdoor activities, and the 1-to-1 ratio between volunteer and attendee.

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

**7.03: Consider Resolution #11-12-XXX Supporting the Mississippi River Trail**

Parks Supervisor Riverblood reviewed the staff report.

The Council discussed the location of the proposed pedestrian walkway over Highway 10, noting it would connect with existing trails and allow a transit customer to be dropped off, walk over the bridge, and use the train. In addition, separating the pedestrian walkway from the Armstrong Boulevard overpass would provide additional pedestrian safety, bring attention towards the River, and create synergy. However, the Armstrong Boulevard interchange is currently a higher priority.

Motion by Mayor Ramsey, seconded by Councilmember Backous, to adopt Resolution #11-12-251 supporting the goals of the Mississippi River Trail and Bikeway in Minnesota.

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

Parks Supervisor Riverblood reported the City has secured an engagement partner from the Anoka Ramsey Community College to work 30 hours a week and assist with this project. This is the result of staff working with community partners on the City's behalf and the student would be paid by the college. The Council thanked Parks Supervisor Riverblood for securing a donated tree and lights. Parks Supervisor Riverblood acknowledged Kinghorn Construction had identified a tree that would have been impacted by future grading and thanked Connexus for its assistance.

**7.04: Consider Entering into the Transit Taxing District and Final Approval of Master Cooperation, Funding and Delegation Agreement for the Ramsey Rail Station**

Public Works Director Olson reviewed the staff report.

Anoka County Commissioner Look announced the MTC has considered the City Council's request and agreed to provide a demonstration bus for six months if it meets suburban ridership criteria. It is the intention of the MTC to meet with the Council to work out the details and determine when the bus service will start.

Public Works Director Olson completed presentation of the staff report and answered questions of the Council relating to the taxing district. He explained that in 2014 and 2015, decertified TIF will be utilized to offset costs with the municipal center debt; however, there is a funding gap in 2013.

The Council acknowledged the train stop will spur development of The COR.

Motion by Councilmember Elvig, seconded by Councilmember Wise, to approve the Master Cooperation Funding and Delegation Agreement for the Ramsey Rail Station waiving the lease agreement condition and to enter into the Transit Taxing District for fiscal year 2013 subject to review by the City Attorney.

Further discussion: The Council thanked those who worked with the MTC to get a demonstration bus. It was noted the rail station will tie into a transit system and the Northstar will connect to other transit systems once downtown, opening commuting opportunities to residents who work in downtown Minneapolis or St. Paul. In addition, residents will be able to get to the airport, with luggage, without the need for taxi service or paying to park a car. The Council noted it does not take it lightly to enter into a Transit Taxing District equaling \$30 a year for the average tax holder, when only 1% of the population uses the rail. However, it will save money since the City currently subsidizes bus service in the amount of \$480,000.

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

**7:05: Report from Personnel Committee – Meeting Date: December 13, 2011**

**7:05:1 Consider Resolution #11-12-XXX to Accept the Resignation of the Building Official and Address the 2012 Building Official Needs**

Human Resources Representative Lasher reviewed the staff report.

Motion by Councilmember Elvig, seconded by Mayor Ramsey, to ratify the recommendation of the Personnel Committee and Adopt Resolution #11-12-252 Accepting the Resignation of the Building Official and Address the 2012 Building Official Needs.

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

**7:05:2 Consider Resolution #11-12-XXX to Approve a 1-year Contract with AFSCME for 2012**

Human Resources Representative Lasher reviewed the staff report.

Motion by Mayor Ramsey, seconded by Councilmember Strommen, to ratify the recommendation of the Personnel Committee and Adopt Resolution #11-12-253 Approving a 1-Year Contract with AFSCME for 2012.

Further discussion: The Council acknowledged this action will result in bargaining with all units at the same time.

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

**7:05:3 Consider Resolution #11-12-XXX to Approve 2012 Health Insurance Contributions for LELS-Patrol and LELS-Sergeants**

Human Resources Representative Lasher reviewed the staff report.

Motion by Mayor Ramsey, seconded by Councilmember Strommen, to ratify the recommendation of the Personnel Committee and Adopt Resolution #11-12-254 Approving 2012 Health Insurance Contributions for LELS-Patrol and LELS-Sergeants.

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

**7:05:4 Consider Resolution #11-12-XXX to Approve 2012 Non-union Health Insurance Contribution and 2012 Non-union Cost of Living Adjustments (COLA)**

Human Resources Representative Lasher reviewed the staff report, noting the Personnel Committee's recommendation was revised to a 1% increase COLA for department heads and a 2% COLA increase for other nonunion employees.

Motion by Mayor Ramsey, seconded by Councilmember Strommen, to ratify the recommendation of the Personnel Committee and Adopt Resolution #11-12-255 Approving 2012 Non-union Health Insurance Contributions and 2012 Non-union Cost of Living Adjustments (COLA), as revised.

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

## **7:06 Consider Waiving/Not Waiving Statutory Tort Limits**

Finance Officer Lund reviewed the staff report.

Councilmember Tossey stated his intention to vote against waiving tort limits, thinking the City should be held responsible if found negligent.

City Attorney Goodrich read the League finding relating to Tort limits.

Councilmember McGlone stated his intention to vote against waiving tort limits because he believed coverage of \$1.5 million per incident is not a high enough award in some cases.

The Council discussed the tort limits, difference between publicly owned facilities (parks, swimming pools) versus privately owned property, and cost to purchase additional coverage. It was noted the Council is the fiduciary for the City's taxpayers and if the statute regulating tort limits is not supported, the statute should be addressed at the State level. City Attorney Goodrich advised that if the Council takes action tonight, that action can be reversed at a future meeting should the Council determine to purchase additional insurance coverage.

Motion by Mayor Ramsey, seconded by Councilmember Backous, to Adopt Resolution #11-12-256 Not To Waive Statutory Tort Limits for LMCIT Liability Coverage.

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

## **7:07 Review and Adopt 2011/Payable 2012 Tax Levy and 2012 General Fund Budget**

Finance Officer Lund reviewed the staff report.

Councilmember McGlone stated his intention to oppose this action, noting his property value went down 18% in the past year, but his taxes increased.

Finance Officer Lund and City Administrator Ulrich answered questions of the Council relating to reducing the debt service on the municipal building and General Fund budget. It was noted the Council did reduce spending if not for debt service on the municipal building.

Motion by Councilmember Strommen, seconded by Mayor Ramsey, to Adopt Resolution #11-12-258 Adopting the 2011, Payable 2012 Municipal Tax Levy and Adopt Resolution #11-12-259 Adopting the 2012 City of Ramsey General Fund Operating Budget.

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

**7:08 Adopt Resolution #11-12-XXX Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 17, 2011 through December 7, 2011**

Councilmember McGlone questioned several items on the bill list and stated his intention to oppose this action.

City Administrator Ulrich indicated staff would provide specific information on the bill items questioned.

Motion by Mayor Ramsey, seconded by Councilmember Backous, to Adopt Resolution #11-12-260 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 17, 2011 through December 7, 2011.

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

**7:09 Appoint Alternate to Joint Fire Board**

City Administrator Ulrich advised of the need to appoint an alternate to the Joint Fire Board.

Motion by Councilmember Backous, seconded by Councilmember Wise, to appoint Councilmember Tossey as an alternate to the Joint Fire Board.

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

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

Staff announced upcoming meetings and events and encouraged interested residents to make application for Commission vacancies.

Mayor Ramsey announced he has taken a full-time job in North Dakota and fully intends to be present at all Council meetings and special events, as needed. He assured the public that he is dedicated to the City and will make a decision in June whether to run for re-election. He indicated his wife and family continue to reside in Ramsey.

The Council stated its support for Mayor Ramsey, noting he has set the “bar” high to be accessible to his constituents and the Council expected him to uphold his duties as Mayor. If not, the Council will deal with it at that time.

**9. ADJOURNMENT**

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

Motion carried.

The regular meeting of the City Council adjourned at 9:56 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. 6.**

**Meeting Date:** 01/10/2012

**By:** Jo Thieling, Administrative Services

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**Information**

**Title:**

Approve License Applications

**Background:**

Attached is a list of the license renewals that have come in thus far for 2012. (Those italicized have not yet been received.)

**Funding Source:**

N/A

**Council Action:**

Motion to approve license applications for 2012.

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**Attachments**

License Apps

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**Form Review**

Form Started By: Jo Thieling

Started On: 01/05/2012

Final Approval Date: 01/06/2011

**License Applications  
For Year 2012**

Garbage	Ace Solid Waste	6601 McKinley Street NW	Ramsey, MN 55303	763-427-3110
Garbage	Allied Waste Services of North America	8661 Rendova Street NE	Circle Pines, MN 55014	763-784-0809
Garbage	Aspen Waste Systems, Inc.	2951 Weeks Avenue S.E.	Minneapolis, MN 55414	612-884-8000
Garbage	LePage & Sons	3118 – 162 <sup>nd</sup> Lane NW Ste B	Andover, MN 55304	763-757-7100
Garbage	Randy's Sanitation, Inc.	P.O. Box 169	Delano, MN 55328	763-972-3335
Garbage	<i>Walters Recycling &amp; Refuse</i>	<i>P.O. Box 67</i>	<i>Circle Pines, MN 55014</i>	<i>763-210-5009</i>
Garbage	<i>Waste Management of Minnesota, Inc.</i>	<i>10050 Naples Street NE</i>	<i>Blaine, MN 55449</i>	<i>952-890-1100</i>
Gasoline	Holiday StationStore #323	14350 Xkimo Street NW	Ramsey, MN 55303	763-422-8397
Gasoline	Holiday StationStore #395	14075 Ramsey Blvd NW	Ramsey, MN 55303	763-421-3075
Gasoline	<i>Northern Tier Retail LLC, dba SuperAmerica #4508</i>	<i>14000 St. Francis Blvd NW</i>	<i>Ramsey, MN 55303</i>	<i>763-576-9444</i>
Gasoline	Casey's Retail Company dba Casey's General Store #1988	14131 Sunfish Lake Boulevard NW	Ramsey, MN 55303	763-427-1658 515-965-6517
Gasoline	Sunfish Express	6401 Highway #10 NW	Ramsey, MN 55303	763-433-8383
Gasoline	<i>Coborn's, Incorporated dba Little Dukes</i>	<i>7900 Sunwood Drive NW</i>	<i>Ramsey, MN 55303</i>	<i>763-576-6821</i>
Gasoline	Rademacher Companies Inc. dba/Bill's Superette	15299 St. Francis Boulevard NW	Ramsey, MN 55303	763-422-8383
Gasoline	<i>Ramsey Market</i>	<i>14911 Ramsey Boulevard NW</i>	<i>Ramsey, MN 55303</i>	<i>763-427-7560</i>
Pawnbroker	<i>Vehicle Pledge – Div. of Berwyck Group LLC</i>	<i>6740 NW Highway #10 NW</i>	<i>Ramsey, MN 55303</i>	<i>763-427-2903 or 763-427-3609</i>
Pawnbroker	<i>Ramsey Pawn, LLC dba Twin Cities Pawn</i>	<i>6650 Highway #10 NW</i>	<i>Ramsey, MN 55303</i>	<i>651-552-1002</i>
Tobacco	Coborn's, Incorporated dba Coborn's Liquor	7880 Sunwood Drive NW	Ramsey, MN 55303	763-323-1382
Tobacco	Coborn's, Incorporated dba Coborn's	7900 Sunwood Drive NW	Ramsey, MN 55303	763-576-6821
Tobacco	Rademacher Companies Inc. dba Bill's Superette	15299 St. Francis Boulevard NW	Ramsey, MN 55303	763-422-8383
Tobacco	Casey's Retail Company dba Casey's General Store #1988	14131 Sunfish Lake Boulevard NW	Ramsey, MN 55303	763-427-1658
Tobacco	<i>Northern Tier Retail LLC, dba SuperAmerica LLC #4508</i>	<i>14000 St. Francis Boulevard NW</i>	<i>Ramsey, MN 55303</i>	<i>763-576-9444</i>
Tobacco	Holiday StationStore #395	14075 Ramsey Boulevard NW	Ramsey, MN 55303	763-421-3075
Tobacco	Holiday StationStore #323	14350 Xkimo Street NW	Ramsey, MN 55303	763-422-8397
Tobacco	<i>Fairways on the Rum, Inc. dba McDuff's Eatery &amp; Pub</i>	<i>16659 St. Francis Boulevard NW</i>	<i>Ramsey, MN 55303</i>	<i>763-753-2291</i>
Tobacco	Rum River Wine & Spirits, Inc.	14107 St. Francis Boulevard NW	Ramsey, MN 55303	763-427-7131

Tobacco	J.N.T. Enterprises Inc. dba M & L Country Liquors	5900 – 167 <sup>th</sup> Avenue NW	Ramsey, MN 55303	763-753-2544
Tobacco	Ramsey #1 Smoke Shop Inc.	14050 St. Francis Boulevard NW – Suite E.	Ramsey, MN 55303	763-323-1444
Tobacco	Sunfish Express	6401 Highway #10 NW	Ramsey, MN 55303	763-433-8383
<i>Tobacco</i>	<i>Wiser Choice Liquor Inc.</i>	<i>14590 Armstrong Blvd NW</i>	<i>Ramsey, MN 55303</i>	<i>763-433-2583</i>
<i>Tobacco</i>	<i>Ramsey Market</i>	<i>14911 Ramsey Boulevard NW</i>	<i>Ramsey, MN 55303</i>	<i>763-427-7560</i>
<i>Tobacco</i>	<i>The Links at Northfork</i>	<i>9333 Alpine Drive NW</i>	<i>Ramsey, MN 55303</i>	<i>763-241-0506</i>
Tobacco	Templer Group Inc. dba Jr's Outpost	6141 Highway #10 NW	Ramsey, MN 55303	763-427-3381
Vehicle	V-Tech Motorsports Inc.	14000 Sunfish Lake Blvd NW Suite I	Ramsey, MN 55303	763-576-1538
<i>Vehicle</i>	<i>Reimann Inc.</i>	<i>18008 Waco Street NW</i>	<i>Ramsey, MN 55303</i>	<i>763-753-1566</i>
Vehicle	Son Auto & Watersports West Inc.	6750 Highway #10 NW	Ramsey, MN 55303	763-422-9800
Vehicle	B Brothers Auto LLC	7103 Highway #10 NW Ste A	Ramsey, MN 55303	763-354-4093
<i>Vehicle</i>	<i>MSM Auto LLC – Moved?</i>	<i>7103 Highway #10 NW Ste B</i>	<i>Ramsey, MN 55303</i>	<i>763-566-2324</i>
<i>Vehicle</i>	<i>J.A.C. Auto Repair &amp; Sales</i>	<i>6336 Highway #10 NW</i>	<i>Ramsey, MN 55303</i>	<i>763-421-2705</i>
<i>Vehicle</i>	<i>Blatz Automotive/Mach 5 Motors</i>	<i>7105 Highway #10 NW</i>	<i>Ramsey, MN 55303</i>	<i>763-323-0045</i>
Vehicle	Thermo Leasing Corp dba Shorewood RV Center	8390 Highway #10 NW	Ramsey, MN 55303	763-421-2505
<i>Vehicle</i>	<i>Lano Equipment Inc.</i>	<i>6140 Highway #10 NW</i>	<i>Ramsey, MN 55303</i>	<i>763-323-1720</i>
<i>Vehicle</i>	<i>Midwest Car Care – Moved</i>	<i>6745 Highway #10 NW</i>	<i>Ramsey, MN 55303</i>	<i>763-780-4700</i>
<i>Vehicle</i>	<i>KJ's Motors Inc. DBA: J &amp; D Auto Sales</i>	<i>9535 Highway #10 NW</i>	<i>Ramsey, MN 55303</i>	<i>763-427-3043</i>
<i>Vehicle</i>	<i>Import Auto Sales LLC</i>	<i>7751 Highway #10 NW Suite 7</i>	<i>Ramsey, MN 55303</i>	<i>763-323-1212</i>
<i>Vehicle</i>	<i>Affordable Imports LLC</i>	<i>7751 Highway #10 – Suite 8</i>	<i>Ramsey, MN 55303</i>	<i>612-408-3131</i>
<i>Vehicle</i>	<i>Pro Power Sports &amp; Marine, Inc.</i>	<i>6781 Highway #10 NW</i>	<i>Ramsey, MN 55303</i>	<i>763-576-1706</i>
<i>Vehicle</i>	<i>BC &amp; Sons L.L.C.</i>	<i>7751 Highway #10 NW Suite 205</i>	<i>Ramsey, MN 55303</i>	<i>612-369-3452</i>
<i>Vehicle</i>	<i>Blue Line Collision Center</i>	<i>6260 Highway #10 NW</i>	<i>Ramsey, MN 55303</i>	<i>763-421-2867</i>
<i>Vehicle</i>	<i>Jacks Auto Repair LLC</i>	<i>14290 Sunfish Lake Blvd</i>	<i>Ramsey, MN 55303</i>	<i>763-421-8690</i>
<i>Vehicle</i>	<i>E-Z Auto Sales Inc.</i>	<i>7751 Highway #10 NW - #6</i>	<i>Ramsey, MN 55303</i>	<i>763-422-1100</i>
<i>Vehicle</i>	<i>Givens Auto, LLC</i>	<i>7009 Highway #10 NW Suite 2</i>	<i>Ramsey, MN 55303</i>	<i>612-599-9512</i>
Vehicle	Citi Group Auto Inc.	7751 Highway #10 NW Suite 101	Ramsey, MN 55303	612-978-2271
Vehicle	Quality RV	8170 Highway #10 NW	Ramsey, MN 55303	763-941-6657
<i>Vehicle</i>	<i>Diamond Auto, Inc.</i>	<i>6100 Highway #10 NW</i>	<i>Ramsey, MN 55303</i>	<i>763-205-6689</i>
<i>Vehicle</i>	<i>Wilkins Used Cars, LLC</i>	<i>7955 Riverdale Dr NW</i>	<i>Ramsey, MN 55303</i>	<i>952-926-3275</i>
<i>Vehicle</i>	<i>Baines Professional Vehicles, Inc.</i>	<i>14000 Sunfish Lake Blvd NW,</i>	<i>Ramsey, MN 55303</i>	<i>763-516-3251</i>

		<i>Suite H</i>		
<i>Vehicle</i>	<i>J. Allen Holding LLC</i>	<i>7060 – 143rd Avenue NW – Suite 2</i>	<i>Ramsey, MN 55303</i>	<i>952-220-3657</i>
<i>Vehicle</i>	<i>TMBC LLC dba Crystal Pierz Marine</i>	<i>6781 Highway #10 NW – Suite 110</i>	<i>Ramsey, MN 55303</i>	<i>763-323-8272</i>
<i>Vehicle</i>	<i>TJ Auto LLC</i>	<i>8170 Highway #10 NW</i>	<i>Ramsey, MN 55303</i>	<i>763-427-7291</i>
<i>Vehicle</i>	<i>Northland Auto Sales &amp; Recovery</i>	<i>7751 Highway #10 NW – 2</i>	<i>Ramsey, MN 55303</i>	<i>763-442-1335</i>
<i>Vehicle</i>	<i>Ryan's Motors Inc.</i>	<i>7751 Highway #10 NW - 2</i>	<i>Lino Lakes, MN 55014</i>	<i>651-784-3038</i>

**CC Regular Session**

4. 7.

**Meeting Date:** 01/10/2012

**By:** Diana Lund, Finance

**Information**

**Title:**

Approval From Exemption for a Gambling License for Minnesota Waterfowl Association - Rum River Chapter

**Background:**

The attached application is from the Minnesota Waterfowl Association - Rum River Chapter for exemption from a lawful gambling license to hold a fundraising raffle at the Links at Northfork on February 16, 2012. The Minnesota Waterfowl Association meets all of the requirements which allow them to remain exempt from lincensing, primarily from the standpoint that commodities to be raffled are valued at less than \$12,000.

Approval requires nothing more than a motion followed by a letter to the Gambling Control Board, while if the request is denied, a formal resolution for denial would need to be prepared and submitted to the Gambling Control Board.

**Recommendation:**

Staff recommends that Council approve the exemption from a lawful gambling license for the Minnesota Waterfowl Association - Rum River Chapter to hold a raffle at the Links at Northfork on February 16, 2012.

**Council Action:**

Motion to recommend Council approve the exemption from a lawful gambling license for the Minnesota Waterfowl Association - Rum River Chapter to hold a raffle at the Links at Northfork on February 16, 2012 and authorize staff to submit a letter to the Gambling Control Board stating approval.

**Attachments**

Application for Exempt Permit

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	01/05/2012 09:00 AM
Form Started By: Diana Lund		Started On: 01/03/2012 07:46 AM
		Final Approval Date: 01/05/2012

**Minnesota Lawful Gambling**

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:  
 - conducts lawful gambling on five or fewer days, and  
 - awards less than \$50,000 in prizes during a calendar year.

Application fee	
If application postmarked or received:	
less than 30 days before the event	more than 30 days before the event
<b>\$100</b>	<b>\$50</b>

**ORGANIZATION INFORMATION** Check# \_\_\_\_\_ \$ \_\_\_\_\_

Organization name <b>Minnesota Waterfowl Assoc Rum River Chapt</b>	Previous gambling permit number <b>X-36665</b>
Minnesota tax ID number, if any	Federal employer ID number, if any

**Type of nonprofit organization.** Check one.

Fraternal   
  Religious   
  Veterans   
  Other nonprofit organization

Mailing address: **5251 156th Lane NW** City: **Ramsey** State: **MN** Zip Code: **55303** County: **Anoka**

Name of chief executive officer (CEO): **Ross M. Hedin** Daytime phone number: **763-427-6524** Email address: **rumrivermwa@yahoo.com**

**Attach a copy of ONE of the following for proof of nonprofit status.**

Do not attach a sales tax exempt status or federal employer ID number as they are not proof of nonprofit status.

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing .**  
 Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155  
 Phone: 651-296-2803

**IRS income tax exemption [501(c)] letter in your organization's name.**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.  
**The Links At Northfork**

Address (do not use PO box): **9333 Alpine Drive** City or township: **Ramsey** Zip Code: **MN** County: **Anoka**

Date(s) of activity (for raffles, indicate the date of the drawing):  
**February 16th, 2012**

Check the box or boxes that indicate the type of gambling activity your organization will conduct:  
 Bingo\*     Raffles    Paddlewheels\*    Pull-Tabs\*    Tipboards\*

\* **Gambling equipment** for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on List of Licensed Distributors, or call 651-639-4000.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

**If the gambling premises is within city limits,** a city official must check the action that the city is taking on this application and sign the application.

The application is acknowledged with no waiting period.

The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print city name City of Ramsey

*On behalf of the city, I acknowledge this application.*  
**Signature** of city personnel receiving application  
[Signature]

Title Finance Director Date 1/2/12

**If the gambling premises is located in a township,** a county official must check the action that the county is taking on this application and sign the application. **A township official is not required to sign the application.**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print county name \_\_\_\_\_

*On behalf of the county, I acknowledge this application.*  
**Signature** of county personnel receiving application  
 \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**(Optional) TOWNSHIP:** *On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]*

Print township name \_\_\_\_\_

**Signature** of township official acknowledging application  
 \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE** Print form and have CEO sign

*The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the date of our gambling activity.*

Chief executive officer's signature [Signature] Date 12/29/2011

**Complete a separate application** for each gambling event:

- one day of gambling activity
- two or more consecutive days of gambling activity
- each day a raffle drawing is held

**Send** application with:

- a copy of your proof of nonprofit status, and
- application fee for each event

Make check payable to "State of Minnesota."

**To:** Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us). Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

**Questions?**  
 Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

**Data privacy notice:** The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**Reset Form**

State of Minnesota

**SECRETARY OF STATE**

CERTIFICATE OF INCORPORATION

I, Mark Ritchie, Secretary of State of Minnesota, do certify that: Articles of Incorporation, duly signed and acknowledged under oath, have been filed on this date in the Office of the Secretary of State, for the incorporation of the following corporation, under and in accordance with the provisions of the chapter of Minnesota Statutes listed below.

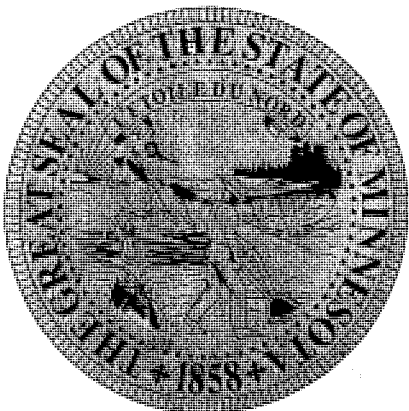
This corporation is now legally organized under the laws of Minnesota.

Corporate Name: The Rum River Chapter of the Minnesota Waterfowl Association

Corporate Charter Number: 2849377-2

Chapter Formed Under: 317A

This certificate has been issued on 05/15/2008.



*Mark Ritchie*  
Secretary of State.



# STATE OF MINNESOTA

OFFICE OF THE ATTORNEY GENERAL

LORI SWANSON  
ATTORNEY GENERAL

SUITE 1200  
445 MINNESOTA STREET  
ST. PAUL, MN 55101-2130  
TELEPHONE: (651) 296-9412

October 28, 2011

MINNESOTA WATERFOWL ASSOCIATION, INC.  
ATTN BOB PAGE  
907 FIRST ST N  
HOPKINS, MN 55343-

**FOR FISCAL YEAR ENDING: 5/31/2011**

Dear Sir or Madam:

This Office has received the annual report which was recently filed for the above referenced charitable organization. Your organization's registration has been continued pursuant to Minnesota Statutes chapter 309, the Charitable Solicitations Act.

We wish to remind you that registration is not an endorsement of the organization and that Minnesota law prohibits any person from misrepresenting the meaning of registration.

Since many grant making organizations require evidence of registration with this office, we suggest that you **retain this letter in your files.**

Your next annual report and financial statement will be due on the 15th day of the seventh month after the close of your organization's fiscal year end.

Sincerely,

A handwritten signature in cursive script, appearing to read "C. Nelson".

CYNDI H. H. NELSON  
Registration Administrator, Charities  
Telephone: (651) 757-1311

**CC Regular Session**

**4. 8.**

**Meeting Date:** 01/10/2012

**By:** Tim Gladhill, Community Development

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**Information**

**Title:**

Approve License Agreement for Pictometry Aerial Imagery Web Access

**Background:**

In 2011, the City purchased aerial imagery from Anoka County, whom had contracted with Pictometry, a commercial aerial imagery company. As part of the contract with Pictometry, the City is able to access Pictometry's web-based system 'Pictometry On Line (POL)'. In order to access this system, the City must enter into a License Agreement with Anoka County, which is attached.

**Notification:**

No notification required.

**Recommendation:**

Staff recommends approval of the License Agreement.

**Funding Source:**

There is no additional cost for the web-based system. The aerial imagery was funded in 2011 by the General Fund Budget.

**Council Action:**

Motion to approve the License Agreement with Anoka County for Pictometry's web-based system.

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**Attachments**

License Agreement

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	01/05/2012 08:42 AM
Form Started By: Tim Gladhill		Started On: 12/20/2011 11:25 AM
	Final Approval Date: 01/05/2012	

**LICENSE FOR USE OF  
DIGITAL ORTHO AND OBLIQUE AERIAL PHOTOGRAPHS**

THIS LICENSE AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2011, by and between the County of Anoka, a political subdivision of the State of Minnesota ("County") and \_\_\_\_\_, ("Licensee.")

WITNESSETH

WHEREAS, the County entered into an agreement with Pictometry International Corp., a Delaware corporation ("Pictometry") for the purchase of digital ortho and oblique aerial photographs and an information system license for software identified as Anoka County Contract No. 2011-0036 ("Contract"); and

WHEREAS, as part of the Contract, Pictometry granted to the County a license to share the software and images with cities, townships, school districts, political subdivisions, quasi-governmental entities and others within the County of Anoka; and

WHEREAS, subject to the terms and conditions contained herein, Licensee wishes to use and the County agrees to provide the Pictometry software and images associated with the Agreement.

NOW, THEREFORE, in consideration of the covenants and conditions contained herein, the parties agree as follows.

**Section 1  
GRANT OF LIMITED LICENSE**

1.1 The County hereby grants to Licensee a non-exclusive, non-transferrable and non-assignable limited use license to use the digital orthographic photographs, oblique aerial photographs, the Pictometry On-Line (POL) website and information system software associated with the Pictometry images described in Exhibit A ("Pictometry Imagery").

**Section 2  
ACKNOWLEDGEMENT OF PROPRIETARY INFORMATION  
AND RESERVATION OF TITLE**

- 2.1 Licensee acknowledges and agrees that the Pictometry Imagery is the exclusive property of Pictometry and is duly licensed by the County.
- 2.2 Licensee agrees that Pictometry owns the Pictometry Imagery and reserves all ownership, proprietary rights, confidential and/or trade secret rights, and all protections and benefits afforded under law. The granting of this license does not affect and does not transfer any title in or to any Pictometry Imagery to the Licensee.

**Section 3  
PROTECTION OF PROPRIETARY INFORMATION**

- 3.1 Licensee agrees to only use the Pictometry Imagery in the ordinary course of its business and all such use shall bear the provided notices of copyright by Pictometry. Licensee shall protect the Pictometry Imagery from unauthorized access, use, duplication, dissemination, or

disclosure. Licensee agrees to immediately notify the County of any unauthorized access to the Pictometry Imagery. Under no circumstances may the Licensee disclose or disseminate any Pictometry software to any other public or private entity.

- 3.2 Licensee expressly agrees not to add or attach any trademarks, trade names, logos or other marks to any Pictometry Imagery.

#### **Section 4 TERM AND TERMINATION**

- 4.1 This License shall commence on the day and year first written above and continue in effect until termination is hereinafter provided.
- 4.1 This agreement shall terminate upon termination and/or expiration of the County's agreement with Pictometry.
- 4.3 Either party may terminate this agreement upon ninety calendar days written notice to the other.
- 4.4 Within five days after expiration or termination of this agreement, the Licensee shall return the Pictometry Imagery and all copies thereof to the County, or by the request of the County, the Licensee shall destroy all of the same and all copies thereof and certify in writing to the County that the same has been destroyed.

#### **Section 5 OTHER TERMS AND CONDITIONS**

- 5.1 **No Agency.** The parties hereto are independent contractors, and nothing herein shall be construed to create an agency, joint venture, partnership or other form of business association between the parties hereto.
- 5.2 **No Waiver.** No delay or omission to exercise any right or power occurring upon any noncompliance or default by the other party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to either party at law, in equity, or otherwise.
- 5.3 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
- 5.4 **Entire Agreement.** This License Agreement constitutes the entire agreement between the parties, and there are no understandings or agreements relative hereto other than those that are expressed herein. No change, waiver, or discharge hereof shall be valid unless in writing and executed by the party against whom such change, waiver, or discharge is sought to be enforced.
- 5.5 **No Assignment.** The Licensee shall not assign or transfer this Agreement, either in whole or in part, without the prior written consent of the County, and any attempt to do so shall be void and of no force and effect.
- 5.6 **THE LICENSEE AGREES THAT THE COUNTY IS FURNISHING THE PICTOMETRY IMAGERY ON AN "AS IS" BASIS, WITHOUT ANY SUPPORT WHATSOEVER, AND WITHOUT REPRESENTATION OR ANY EXPRESS OR IMPLIED WARRANTIES,**

INCLUDING BUT NOT IN ANY MANNER LIMITED TO, FITNESS FOR PARTICULAR PURPOSE, MERCHANTABILITY OR THE ACCURACY AND COMPLETENESS OF THE PICTOMETRY IMAGERY.

THE COUNTY'S SOLE LIABILITY AND THE LICENSEE'S EXCLUSIVE REMEDY FOR ANY SUBSTANTIAL DEFECT WHICH IMPAIRS THE USE OF THE PICTOMETRY IMAGERY FOR THE PURPOSE STATED HEREIN SHALL BE THE RIGHT TO TERMINATE THIS AGREEMENT. THE COUNTY DOES NOT WARRANT THAT THE PICTOMETRY IMAGERY ARE ERROR FREE. THE PICTOMETRY IMAGERY WERE DEVELOPED AND/OR LICENSED FOR THE COUNTY'S OWN INTERNAL BUSINESS PURPOSES AND THE COUNTY DOES NOT REPRESENT THAT THE PICTOMETRY IMAGERY CAN BE USED FOR NAVIGATIONAL, TRACKING OR ANY OTHER PURPOSE REQUIRING EXACTING MEASUREMENT OF DISTANCE OR DIRECTION OR PRECISION IN THE DEPICTION OF GEOGRAPHIC FEATURES. THE COUNTY DISCLAIMS ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, RESPECTING THIS LICENSE AGREEMENT OR THE PICTOMETRY IMAGERY.

- 5.7 **Damages.** The County and the Licensee agree each will be responsible for their own acts and omissions under this Agreement and the results thereof to the extent authorized by law and shall not be responsible for the acts or omissions of the other party under the Agreement and the results thereof. In no event shall the County be liable for actual, direct, indirect, special, incidental, consequential damages (even if the County has been advised of the possibility of such damage) or loss of profit, loss of business or any other financial loss or any other damage arising out of performance or failure of performance of this Agreement by the County. The parties' respective liabilities shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law. This paragraph shall not be construed to bar legal remedies one party may have for the other party's failure to fulfill its obligations under this Agreement.
- 5.8 **Compliance.** The parties shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances in force or hereafter enacted.
- 5.9 **Notice.** Any notice or demand shall be in writing and shall be sent registered or certified mail to the other party address as follows:

To Licensee:

To County: Anoka County Administrator's Office  
2100 Third Avenue  
Anoka, MN 55303

Copy to: Anoka County Attorney's Office  
2100 Third Avenue  
Anoka, MN 55303

- 5.10 **Whereas Clauses.** The matters set forth in the "Whereas" clauses on page one of this

Agreement are incorporated into and made a part hereof by this reference.

5.11 **Survival of Provisions.** It is expressly understood and agreed that the obligations and warranties which by their sense and context are intended to survive the performance thereof, including but not limited to obligations respecting proprietary rights and confidentiality, shall so survive the completion of performance and/or termination or cancellation of this Agreement.

5.12 **Authority.** The person or persons executing this License Agreement on behalf of Licensee represent that they are duly authorized to execute this License Agreement on behalf of Licensee and represent and warrant that this License Agreement is a legal, valid and binding obligation and is enforceable in accordance with its terms.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands on the dates so indicated.

**COUNTY OF ANOKA, A POLITICAL  
SUBDIVISION OF THE STATE OF  
MINNESOTA**

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

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_

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

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTEST**

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

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

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

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

**APPROVED AS TO FORM**

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

Dan Klint  
Assistant County Attorney

Dated: \_\_\_\_\_

I:\CIV\DK\CONTRACT\2008\Lic for Use of Digital Ortho and  
Oblique Aerial Photographs-la.doc

**Exhibit A**  
To License Agreement  
Between Anoka County and \_\_\_\_\_

**Images:**

The term Pictometry Imagery, as used in this Agreement, shall mean the digital orthographic photographs, oblique aerial photographs, the Pictometry On-Line (POL) website and information system associated with Pictometry software and the following:

- 1) those selected images, as mutually defined by the parties, associated with the aerial photography performed in 2011 (“2011 Pictometry Images”); and
- 2) Licensee understands and agrees that the granting of this License shall in no way be construed as the granting or continuation of this License to view digital orthographic and oblique photographs for later flyovers.
- 3) Licensee may provide access to the Pictometry On-Line (POL) website to all staff within their respective agency and to consultants who wish to use the POL website for projects and/or work being done for said Licensee only.

**Cost:**

- A. Licensee understands that the County will be providing the 2011 Pictometry Images as part of a cost share between Anoka County and participating public agencies within the County. Licensee acknowledges that fees charged for the cost of aerial photography performed in future years may change.
- B. For those Licensees who wish to access the actual Pictometry Imagery and software (beyond what POL provides), the County will deliver the imagery/data via an external digital storage device. Prior to the delivery of the storage device, the Licensee shall reimburse the County for the cost of downloading the information into the storage device and the storage device itself. Licensee further acknowledges and understands that to have full access to the Pictometry Images the Licensee will need access to the County GIS database, which the Licensee shall procure under separate license from the County.

**CC Regular Session**

**4. 9.**

**Meeting Date:** 01/10/2012

**By:** Tim Gladhill, Community Development

**Information**

**Title:**

Authorize Response to City of Anoka Comprehensive Plan Amendment

**Background:**

The City has received notification of a Comprehensive Plan Amendment (CPA) from the City of Anoka. The request is to guide a one (1) acre parcel along Highway 10, adjacent to Calvary Cemetary, from General Industrial to Institutional to allow the future expansion of Calvary Cemetary. A more detailed analysis is provided in the attached background report. Staff has no objection to the CPA.

**Notification:**

No notification required.

**Recommendation:**

Staff recommends authorization of the response to the Comprehensive Plan Amendment for the City of Anoka.

**Funding Source:**

Review of the CPA is handled as part of regular staff duties.

**Council Action:**

Motion to authorize the response that the City of Ramsey has no objection to the Comprehensive Plan Amendment for the City of Anoka.

**Attachments**

Site Location Map

Notice

Staff Report

**Form Review**

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/05/2012 08:47 AM
Tim Gladhill	Tim Gladhill	01/05/2012 09:01 AM
Kurt Ulrich	Kurt Ulrich	01/05/2012 09:16 AM
Form Started By: Tim Gladhill		Started On: 01/04/2012 09:04 AM

Final Approval Date: 01/05/2012

A-2011-21  
Public Hearing - 12/6/11  
St. Stephen's Church





January 4, 2012

**Comprehensive Plan Map Amendment – General Industrial to Institutional**

The City of Anoka recently approved a 2030 Comprehensive Plan Land Use map amendment and official zoning map amendment to approximately .92 acres located at 1 ATK Way in Anoka. This area is generally located near the Calvary Cemetery and Alliant Tech Systems on the north side of Highway 10. The land use map amendment would change the land use on the 2030 Comprehensive Plan Land Use map from General Industrial to Institutional. The purpose of the amendment is to allow future expansion of Calvary Cemetery by St. Stephens Church. The subject area is currently part of the Alliant Tech Systems property and will be subdivided and sold to St. Stephens. Please see the attached site location map.

Please provide your response to the proposed amendment.

The \_\_\_\_\_:

\_\_\_ Has no objection to the proposed amendment.

\_\_\_ Has comments regarding the proposed amendment, if so, please include comments.

\_\_\_ Requests further information regarding this amendment.

Responses can be sent to Erik Thorvig by fax at 763-576-2727 or by email at [ethorvig@ci.anoka.mn.us](mailto:ethorvig@ci.anoka.mn.us).

Submitted By:

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

# STAFF REPORT



A-2011-21  
Registered Land Survey, Comprehensive Plan Land Use Map  
Amendment, and Rezoning  
A portion of 1 ATK Way  
Church of St. Stephen's  
December 6, 2011

## **BACKGROUND INFORMATION**

The Church of St. Stephen's is requesting a registered land survey (RLS), comprehensive plan amendment, and rezoning for approximately 40,117 square feet of land generally located west of the Calvary Cemetery on the property at 1 ATK Way. A RLS is required to subdivide the tract of land that St. Stephen's is looking to purchase. The land purchased would be used for long term expansion of Calvary Cemetery. A rezoning to R-1 Single Family Residential is being requested as cemetery use is a permitted use in this district. A comprehensive plan land use map amendment to Institutional is being requested for consistency with the future land use.

The property is currently owned by Austin Grove, LLC. The property to be subdivided and sold to St. Stephen's is currently greenspace in front of the building. This request does not affect anything related to the continued use of the Austin Grove, LLC property/building by Alliant Techsystems (ATK).

**Included for your review:** Site location map, Registered Land Survey sketch, and existing zoning map.

## **REGISTERED LAND SURVEY**

A registered land survey is a subdivision of land done to simplify a complicated metes and bounds description. The land descriptions result in a tract or tracts. The subdivision will result in a new 40,117 square foot parcel. The RLS identifies Tract A and Tract B. Tract A will contain the ATK building and parking lot. The zoning and comprehensive plan designation will remain the same for this Tract. Tract B would be purchased by St. Stephen's and be used for long term cemetery expansion. Tract B is subject to the proposed rezoning and comprehensive plan amendment. An existing utility easement along the east property line of Tract B will remain. The city is not requiring any new easements along the west property line of Tract B.

## **ZONING MAP AMENDMENT**

The property is currently zoned M-2 General Industrial. The rezoning would change the zoning of Tract B to R-1 Single Family Residential. Tract A would remain M-2 General Industrial. Many institutional types of uses such as schools, churches and cemeteries are located in R-1

districts. The Planning Commission and City Council must consider the following criteria when considering a change to the zoning classification of a property:

1. *Whether the proposed amendment corrects an error or addresses a changing condition, trend or fact.*

**Staff Findings:** The land is being subdivided to create a new parcel to be purchased for cemetery purposes. This constitutes a changing condition in the neighborhood that is resulting in the need for a zoning change.

2. *Whether the proposed amendment will protect the health, safety and welfare of the public.*

**Staff Findings:** The amendment is being requested to allow for long term expansion of Calvary Cemetery. Cemetery impacts are physically minimal to the public compared to other potential land uses. As such, the amendment should protect the health, safety, and welfare of the public.

3. *Whether the City and other service providers will be able to provide sufficient public safety, transportation and utility facilities and services to the subject property, while maintaining sufficient levels of service to existing development.*

**Staff Findings:** According to data compiled for the Fiscal Impact Analysis, in 2009 this property had a total of six police calls and zero fire calls. These numbers are minimal and future expansion of the cemetery should not cause a burden on public safety. The additional property will not cause an increase in road maintenance because no new public streets or accesses are being proposed. Water and electrical uses will be minimal and not create a burden on the rest of the community.

4. *Whether the proposed rezoning will have significant adverse impacts on the natural environment, including air, water, noise, storm water management and vegetation.*

**Staff Findings:** The area is currently greenspace and likely would never be developed for parking or building purposes. A cemetery would have almost as minimal impact on the natural environment, including air, water, noise, storm water management and vegetation as open space.

5. *Whether the proposed amendment will have significant adverse impacts on other property in the vicinity of the subject tract.*

**Staff Finding:** The neighboring relationship between the industrial and cemetery use will not change other than where the property line is. Expansion of the cemetery should not impact the industrial use adversely. Properties across Highway 10 should also not be adversely impacted.

6. *The suitability of the subject property for the existing zoning classification and proposed zoning classification.*

**Staff Findings:** The property is located along Highway 10. The current M-2 zoning classification is appropriate for land along a highway. The proposed R-1 zoning would not be typical either adjacent to M-2 zoning or along a highway. However, because the proposed use is a cemetery, the zoning is considered reasonable to be consistent with the zoning of the existing cemetery.

7. *The need for the proposed use at the proposed location.*

**Staff Finding:** Typically cemetery uses are not preferred along major commercial corridors which could generate taxpaying uses. However, the cemetery existed prior to construction of Highway 10. Expansion of the cemetery will have to occur in the future and it is better for the cemetery to expand on land that would have likely remained greenspace, rather than taking land to the north or east of the cemetery that could be used for development in the future.

### **2030 COMPREHENSIVE PLAN LAND USE MAP AMENDMENT**

The 2030 land use map has identified the larger parcel as General Industrial. The map amendment would change the newly created Tract B to Institutional. Tract A would remain General Industrial.

#### **Surrounding Land Uses**

	<b>EXISTING USES</b>	<b>ZONING DISTRICT DESIGNATION</b>	<b>CURRENT LAND USE DESIGNATION</b>
<b>NORTH</b>	Industrial - ATK	M-2 General Industrial	General Industrial
<b>WEST</b>	Industrial - ATK	M-2 General Industrial	General Industrial
<b>SOUTH</b>	Commercial - Valvoline	B-2 Shopping Center	Shopping Center
<b>EAST</b>	Cemetery	R-1 Single Family Residential	Institutional

#### **Comprehensive Plan Goals and Policies**

The goals and policies summarized from various chapters of the Anoka Comprehensive Plan may help frame the discussion and issues when considering the land use designation change.

#### ***Land Use Plan***

The Comprehensive Plan lays out general criteria to consider when designating land use. When creating zoning ordinances, this criterion is considered as a base, and the zoning ordinance typically regulates density, uses, etc. further.

The Institutional category is designed to allow for governmental, educational, religious, social facilities or cemeteries. The proposed long term use of this land is cemetery which is consistent with the Institutional land use.

One of the policies in the land use plan is to *“Grant zoning changes only when it can be demonstrated that rezoning will result in a community or neighborhood benefit that outweighs any potential adverse impact upon surrounding properties.”* Staff believes that expansion of community uses such as a cemetery can be viewed as a benefit to the community. It is better for the cemetery to expand on adjacent, unused land, rather than purchasing land that may be used for development in the future. This would be considered an adverse impact to the community. As noted in the rezoning review, a cemetery use should have little impact on surrounding properties.

### ***Transportation***

The property is adjacent to Highway 10. The 2030 Comprehensive Plan states Highway 10 is well in excess of its designed capacity and is experiencing severe congestion as a result. In addition to the increased congestion, the mismatch between roadway design and the volume of traffic has also caused safety problems. A study was completed that showed potential Highway 10 expansion to an expressway with a grade separated interchange at Thurston Avenue and Highway 10. Recently MnDOT has removed this project from any funding sources and it is anticipated that even if money were to become available, the project would not occur for some time. If a grade separated interchange occurs, land will be needed on the north side of Highway 10. However, the land needed has been acquired by the city of Anoka when the Eniva Addition plat was approved in 2009. It is not anticipated any land would be needed in the location of the land to be purchased by St. Stephen's.

### **RECOMMENDATION**

Staff recommends approval of the proposed amendments based on the findings listed in the staff report.

### **COMMISSION ACTION**

The Planning Commission can recommend approval of the application, denial of the application, or postpone the decision to allow for more information to be obtained.

Erik J. Thorvig  
City Planner/Economic  
Development Coordinator

**Meeting Date:** 01/10/2012**By:** Tim Himmer, Engineering/Public Works

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**Information****Title:**

Consider Award of Contract for Comprehensive Utility Plan Updates and Associated Rate Studies

**Background:**

On August 23, 2011 staff met with the City Council in work session to review the City's 2011 development cost study. This was a comprehensive review of where the City currently stands in relation to other municipalities with regard to development costs (utility trunk fees, building permit fees, escrows, etc.). During that meeting utility rates were discussed; particularly how those rates are determined. Rates are determined by taking a comprehensive look at the City's utility system, projecting future growth, and then determining the infrastructure needs to support such growth. A plan is then developed that outlines potential timelines and costs for infrastructure improvements. The ultimate costs to construct and maintain that utility system is then evaluated to determine the appropriate funding mechanism to distribute those costs to users. Revisions to those rates are then adjusted annually, with the adoption of the annual rates and charges, and are based on the construction index related to inflation and construction costs.

On November 15, 2011 the topic of comprehensive utility plan updates, and corresponding rate studies, were discussed by the Public Works Committee. This conversation was timely, in that the City Council wanted to understand how updates to these plans may impact adoption of the City's annual rates and charges. The Council wanted to delay action on adopting rates and charges for 2012 until these utility plan updates were completed. Since that time the 2012 rates and charges were adopted by the City Council in December, with the idea that the utility fees could be revised (if necessary) once the studies were updated and the results of the rate study completed. The direction from that meeting was to undertake a process to select a consulting firm to perform these needed plan updates. Staff solicited, and received, quotes from 3 groups within the City consultant pool; the results of which are summarized below:

Bolton &amp; Menk - \$28,000

Landform - \$79,550

SEH - \$54,000

**Observations:**

Staff has reviewed the proposals submitted, and while each firm outlined a different work plan to complete the project, Bolton and Menk effectively covered all items outlined in the Request for Proposal (RFP) for the lowest budgeted amount. They are the firm that prepared the current comprehensive utility plans in 2004, and have completed many infrastructure projects within the city over the years. They have always worked well with City staff on projects to date, and are eager to begin work on these comprehensive utility plans.

The first step in this process will be to compile and review existing utility system information. They will then project future system needs, based upon population projections and City policy goals, to determine appropriate system revisions/expansions. Following completion of these tasks a 20 year capital improvement program will be created, along with a rate study that identifies funding options to pay for the required improvements. Throughout the process there will be several meetings scheduled, at both the staff and Council level, to get a firm understanding of the technical requirements of the system and policy direction related to assumptions and distribution of costs.

**Recommendation:**

Staff recommends award of contract to Bolton and Menk, Inc., in an amount not to exceed \$28,000, to complete comprehensive utility plan updates (and associated rate studies).

**Funding Source:**

Funding for these comprehensive utility plan updates would come from the corresponding City enterprise funds.

**Council Action:**

Motion to award a contract to Bolton and Menk, Inc., in an amount not to exceed \$28,000, to complete comprehensive utility plan updates (and associated rate studies).

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	01/05/2012 08:41 AM
Kurt Ulrich	Kurt Ulrich	01/05/2012 09:25 AM
Form Started By: Tim Himmer		Started On: 01/03/2012 12:03 PM
Final Approval Date: 01/05/2012		

**CC Regular Session**

**4. 11.**

**Meeting Date:** 01/10/2012

**By:** Tim Gladhill, Community Development

**Information**

**Title:**

Authorize Response to City of Andover Comprehensive Plan Amendment

**Background:**

The City has received notification of a Comprehensive Plan Amendment (CPA) from the City of Andover. The request is to amend a 20 acre parcel from Transitional Residential to Agricultural. A more detailed analysis is provided in the attached background report. Staff has no objection to the CPA.

**Notification:**

No notification required.

**Recommendation:**

Staff recommends authorization of the response to the Comprehensive Plan Amendment for the City of Andover.

**Funding Source:**

Review of the CPA is handled as part of regular staff duties.

**Council Action:**

Motion to authorize the response that the City of Ramsey has no objection to the Comprehensive Plan Amendment for the City of Andover.

**Attachments**

Background Report

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Tim Gladhill	01/04/2012 01:16 PM
Tim Gladhill	Tim Gladhill	01/04/2012 01:16 PM
Kurt Ulrich	Kurt Ulrich	01/05/2012 08:53 AM
Form Started By: Tim Gladhill		Started On: 12/29/2011 03:27 PM

Final Approval Date: 01/05/2012



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100  
FAX (763) 755-8923 • WWW.CI.ANDOVER.MN.US

December 21, 2011

Heidi Nelson  
Ramsey City Hall  
7550 Sunwood Drive NW  
Ramsey, MN 55303

Re: Comprehensive Plan Amendment

Dear Heidi,

The City of Andover has approved a Comprehensive Plan Amendment to change the land use designation from Transitional Residential to Agricultural on approximately 20 acres located north of S. Coon Creek Drive, west of Crosstown Blvd, and east of Round Lake Blvd (see map on reverse side). The purpose of the amendment is to give the property owner the ability to enroll the parcel in the Agricultural Preserve Program. If you have any questions or comments regarding this information please feel free to contact me at 763.767.5142. Please feel free to use this letter to respond to the amendment.

Sincerely,



Andrew Liska  
Planning Intern

- The City of Ramsey has no comment regarding the proposed Comprehensive Plan Amendment.
- The City of Ramsey has comments regarding the proposed Comprehensive Plan Amendment. Please see the attached information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



# Land Use and Zoning Change Detail Map

Comprehensive Plan Amendment to change land use classification from Transitional Residential to Agricultural  
And Rezoning to change zoning designation from Transitional Residential to Agricultural Preserve

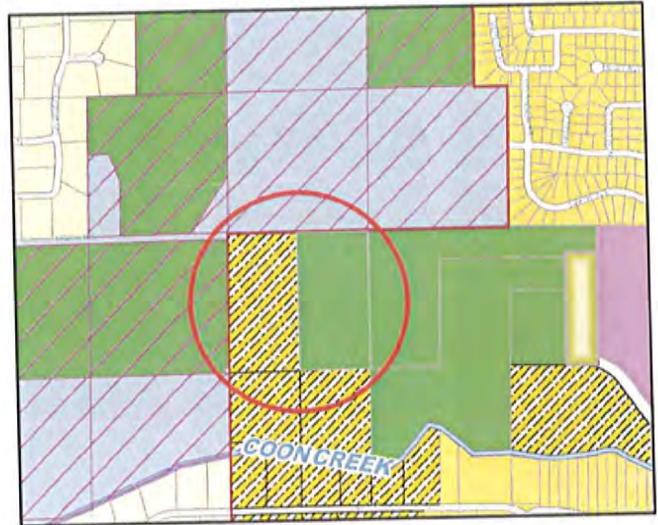
Existing Land Use

TR - Transitional Residential



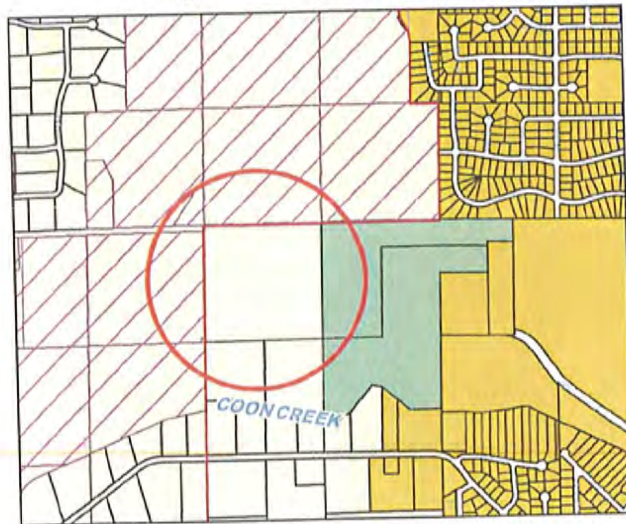
Proposed Land Use

AG - Agricultural



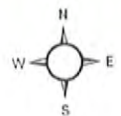
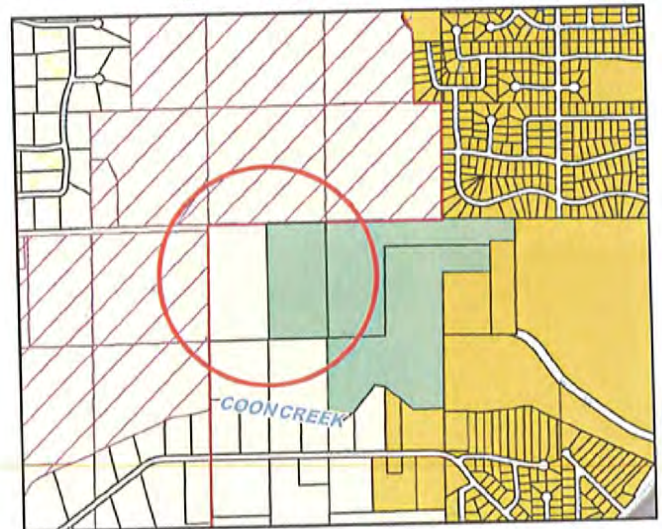
Existing Zoning

R-1 - Single Family-Rural



Proposed Zoning

Agricultural Preserve



**CC Regular Session**

**4. 12.**

**Meeting Date:** 01/10/2012

**By:** Jackie Lipski, Finance

**Information**

**Title:**

Adopt Resolution #12-01-XXX Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 8, 2011, through December 22, 2011

**Background:**

Attached is the bills list for the period of December 8, 2011, through December 22, 2011, and the resolution to adopt approving the disbursements and authorizing payment.

**Funding Source:**

n/a

**Council Action:**

Motion to Adopt Resolution #12-01-XXX Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 8, 2011, through December 22, 2011.

**Attachments**

[Billslist 12/27/2011](#)

[Bills Resolution](#)

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	12/29/2011 10:09 AM
Kurt Ulrich	Jackie Lipski	12/29/2011 11:00 AM
Jackie Lipski	Jackie Lipski	12/29/2011 11:09 AM
Diana Lund	Diana Lund	12/29/2011 11:13 AM
Jackie Lipski	Jackie Lipski	12/29/2011 11:36 AM
Kurt Ulrich	Kurt Ulrich	01/04/2012 05:25 PM
Form Started By: Jackie Lipski		Started On: 12/29/2011 09:33 AM

Final Approval Date: 01/04/2012

**RAMSEY CITY COUNCIL MEETING**  
**12/27/2011**  
**BILLS LIST**

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 12/8/11-12/22/11	219,262.36
Accounts Payable 12/8/11-12/22/11	339,079.40
Payroll 12/8/11 and 12/22/11	244,542.02

**TOTAL SUBMITTED FOR APPROVAL THIS MEETING**

\$ 802,883.78

X

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2011 Y.T.D.</u>
NET PAYROLL TOTAL	\$ 134,198.66	\$ 3,236,049.26
- CORRECTION TO PAYROLL		
PREPAIDS	220,338.87	5,294,762.55
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE	1,570,395.95	2,493,663.45
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	853,653.21	6,294,960.15
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)	1,228,517.47	7,433,959.56
- CHECKS VOIDED	0.00	0.00
<b>TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED</b>	<b>\$ 4,007,104.16</b>	<b>\$ 24,753,394.97</b>

CITY OF RAMSEY  
Council Check Register

12/8/2011 -- 12/31/2011

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
87251	12/8/2011		107962 GENESIS EMPLOYEE BENEFITS						
		4,107.75			60823	12071112121012	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>4,107.75</u>							
87252	12/8/2011		110734 CITY OF RAMSEY						
		43.00	ACCT 60725089		60834	120811	9601.4651		WATER REVENUE
		100.00	ACCT 669524096		60834	120811	9601.4651		WATER REVENUE
		196.29	ACCT700617252		60834	120811	9601.4651		WATER REVENUE
		<u>339.29</u>							
87253	12/8/2011		105706 TINKLENBERG GROUP INC						
		150.00	NOV 2011 BILLING		60835	1870	9410.6315	00041010	MISCELLANEOUS PROFESSIO
		400.00	NOV 2011 BILLING		60835	1870	9410.6315	00041005	MISCELLANEOUS PROFESSIO
		<u>550.00</u>							
87254	12/8/2011		100510 VERIZON WIRELESS						
		82.27	SERVICE OCT/NOV 11		60836	2661271420	0130.6323		CELLULAR PHONES
		<u>82.27</u>							
87255	12/13/2011		108640 ARNIE BILLMARK ELECTRIC INC						
		750.00	IRRIG REPAIR 14700 ARMSTRONG		60837	120811	9494.6315		MISCELLANEOUS PROFESSIO
		<u>750.00</u>							
87256	12/13/2011		111360 MINNESOTA LIFE INSURANCE COMPA						
		1,158.45	DEC 2011 LIFE INS		60838	13290018	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>1,158.45</u>							
87257	12/13/2011		100290 USA MOBILITY INC						
		6.36	DEC 2011 PAGERS		60839	U0317755L	0311.6323		CELLULAR PHONES
		313.62	DEC 2011 PAGERS		60839	U0317755L	0220.6249		MISCELLANEOUS OPERATING
		<u>319.98</u>							
87258	12/13/2011		111137 WRIGHT HENNEPIN COOPERATIVE EL						
		56.54	SERVICE AT CH AND PD		60840	112811	0211.6489		OTHER CONTRACTED SERVIC
		<u>56.54</u>							
87388	12/15/2011		111377 ANOKA MUNICIPAL UTILITY						
		31.84	BUNKER LK / DYSPOSIUM		60897	22-612000-01NOV 11	9603.6371		ELECTRIC UTILITIES
		58.35	RAMSEY STREET LIGHTS		60898	22-990005-01NOV 11	9603.6371		ELECTRIC UTILITIES
		128.36	CTY RD 116/ HWY 47- SIGNAL		60899	22-613120-01NOV 11	9603.6371		ELECTRIC UTILITIES
		<u>218.55</u>							
87389	12/15/2011		110734 CITY OF RAMSEY						
		43.00	ACCT 655842131		60906	121511	9601.4651		WATER REVENUE
		<u>43.00</u>							
87390	12/15/2011		100351 NCPERS MINNESOTA						
		384.00	DEC 11 LIFE INS		60900	70481211	9101.2170		DENTAL/DISABILITY/LIFE
		<u>384.00</u>							
87391	12/15/2011		100678 PETTY CASH						
		3.69	MAYORS MTG- COOKIES		60901	121311	0111.6249		MISCELLANEOUS OPERATING
		8.99	CITY COUNCIL- DESSERT		60901	121311	0111.6249		MISCELLANEOUS OPERATING
		24.00	TRAINING- LUNCH		60901	121311	0211.6331		TRAVEL & LODGING

CITY OF RAMSEY  
Council Check Register

12/8/2011 -- 12/31/2011

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		24.00	TRAINING- LUNCH		60901	121311	0211.6331		TRAVEL & LODGING
		25.00	CO PAY HEP B SHOT		60901	121311	0211.6305		MEDICAL/PSYCHOLOGICAL FE
		85.68							
87392	12/16/2011		100413 RANDALL AND GOODRICH, P L C						
		18.00	DEC 11 BILL-CIVIL		60902	121411	9410.6304	00041012	LEGAL FEES
		121.25	DEC 11 BILL-CIVIL		60902	121411	9410.6304	00041021	LEGAL FEES
		198.00	DEC 11 BILL-CIVIL		60902	121411	0295.6304		LEGAL FEES
		495.00	DEC 11 BILL-CIVIL		60902	121411	9410.6304	00041005	LEGAL FEES
		4,091.50	DEC 11 BILL-CIVIL		60902	121411	0161.6304		LEGAL FEES
		2,885.00	PROCESECUTION BILL DEC 11		60903	121411A	0161.6304		LEGAL FEES
		7,808.75							
87393	12/15/2011		109416 SOLBREKK						
		165.66	WEBLINK SITE SUPPORT		60904	84439	0192.6405		OFFICE & DATA PROCESSING
		165.66							
87394	12/15/2011		100501 UNIVERSITY OF MINNESOTA						
		870.00	REG-OLSON/HIMMER/LINTON		60905	121211	9101.1550		PREPAID EXPENSE
		870.00							
87395	12/22/2011		107962 GENESIS EMPLOYEE BENEFITS						
		4,233.45			61038	12211115134712	9101.2176		LIFE/HEALTH-EMPLOYEE
		4,233.45							
87396	12/22/2011		100257 LAW ENFORCEMENT LABOR SRV INC						
		420.00			60826	1207111212102	9101.2177		UNION DUES
		420.00			61041	1221111513472	9101.2177		UNION DUES
		840.00							
87397	12/22/2011		100298 MN AFSCME COUNCIL 5						
		485.94			60827	1207111212103	9101.2177		UNION DUES
		485.86			61042	1221111513473	9101.2177		UNION DUES
		971.80							
87398	12/22/2011		109424 AT AND T MOBILITY						
		50.99	DEC 11 BILLING		61052	876463844X12112 011DEC11	0301.6323		CELLULAR PHONES
		50.99							
87399	12/22/2011		100404 CENTURYLINK						
		304.96	DEC 11 BILLING		61049	612 E34-0549 596DEC11	0192.6321		TELEPHONE
		304.96	DEC 11 BILLING		61050	612 E34-0550 637DEC11	0192.6321		TELEPHONE
		304.96	DEC 11 BILLING		61051	612 E34-0544 018DEC11	0192.6321		TELEPHONE
		914.88							
87400	12/22/2011		100291 MET COUNCIL SAC						
		66.90-	SAC NOV 11		61053	122011	9602.4356		SEWER AVAILABILITY CHARGI
		6,690.00	SAC NOV 11		61053	122011	9602.2083		SAC CHARGES
		6,823.10							
90195009	12/8/2011		100398 PUBLIC EMPLOYEES RETIREMENT AS						
		13,902.76			60830	1207111212106	9101.2174		PERA-EMPLOYEE
		18,456.81			60831	1207111212107	9101.2183		PERA-EMPLOYER

CITY OF RAMSEY  
Council Check Register

12/8/2011 -- 12/31/2011

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		32,359.57							
90196592	12/22/2011		100398 PUBLIC EMPLOYEES RETIREMENT AS						
		50.00			60990	1220111129152	9101.2174		PERA-EMPLOYEE
		50.00			60991	1220111129153	9101.2183		PERA-EMPLOYER
		13,853.88			61045	1221111513476	9101.2174		PERA-EMPLOYEE
		18,414.17			61046	1221111513477	9101.2183		PERA-EMPLOYER
		32,368.05							
92110181	12/22/2011		100301 MN CHILD SUPPORT PAYMENT CNTR						
		325.51			60989	1220111129151	9101.2185		GARNISHMENTS/SUPPORT
		339.64			61043	1221111513474	9101.2185		GARNISHMENTS/SUPPORT
		864.42			61044	1221111513475	9101.2185		GARNISHMENTS/SUPPORT
		1,529.57							
94164240	12/8/2011		100601 MN DEPT OF REV WH						
		7,892.15			60832	1207111212108	9101.2172		STATE WITHHOLDING
		7,892.15							
94914184	12/8/2011		107784 VILLAGE BANK						
		6,815.00			60821	12071112121010	9101.2173		FICA & MEDICARE-EMPLOYEE
		8,884.94			60822	12071112121011	9101.2182		FICA & MEDICARE-EMPLOYER
		19,036.09			60833	1207111212109	9101.2171		FEDERAL WITHHOLDING
		34,736.03							
94945462	12/22/2011		107784 VILLAGE BANK						
		263.38			60993	1220111129155	9101.2173		FICA & MEDICARE-EMPLOYEE
		356.61			60994	1220111129156	9101.2182		FICA & MEDICARE-EMPLOYER
		6,771.43			61036	12211115134710	9101.2173		FICA & MEDICARE-EMPLOYEE
		8,821.19			61037	12211115134711	9101.2182		FICA & MEDICARE-EMPLOYER
		19,025.12			61048	1221111513479	9101.2171		FEDERAL WITHHOLDING
		35,237.73							
98110129	12/8/2011		100301 MN CHILD SUPPORT PAYMENT CNTR						
		339.64			60828	1207111212104	9101.2185		GARNISHMENTS/SUPPORT
		864.42			60829	1207111212105	9101.2185		GARNISHMENTS/SUPPORT
		1,204.06							
98426496	12/22/2011		100601 MN DEPT OF REV WH						
		4.24			60992	1220111129154	9101.2172		STATE WITHHOLDING
		7,845.32			61047	1221111513478	9101.2172		STATE WITHHOLDING
		7,849.56							
99112811	12/16/2011		100219 HOME DEPOT COMMERCIAL ACCT PRO						
		42.28	NOVEMBER 11 BILLING		60908	112811	0194.6249		MISCELLANEOUS OPERATING
		133.52	NOVEMBER 11 BILLING		60908	112811	0452.6415		OTHER EQUIPMENT RENTAL
		462.67	NOVEMBER 11 BILLING		60908	112811	0452.6229		SHOP MATERIALS
		638.47							
99120811	12/8/2011		100223 ICMA RETIREMENT TRUST 457						
		2,849.21			60820	1207111212101	9101.2175		DEFERRED COMPENSATION
		2,849.21							
99120851	12/8/2011		111465 STATE STREET BANK						
		379.32			60825	12071112121014	9101.2176		LIFE/HEALTH-EMPLOYEE
		379.32							

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99120854	12/8/2011		111465 STATE STREET BANK						
		3,054.00			60824	12071112121013	9101.2175		DEFERRED COMPENSATION
		3,054.00							
99121411	12/14/2011		108768 COMDATA NETWORK INC						
		118.00-	JIMMY JOHN'S , ULRICH		60895	NOV11 COMDATA PCARD	0111.6249		MISCELLANEOUS OPERATING
		31.23-	OFFICE DEPOT , WIEMANN		60895	NOV11 COMDATA PCARD	0211.6208		MISCELLANEOUS OFFICE SUF
		.44	MENARDS , RIEMER		60895	NOV11 COMDATA PCARD	0452.6229		SHOP MATERIALS
		.56	THE HOME DEPOT , RIEMER		60895	NOV11 COMDATA PCARD	0311.6249		MISCELLANEOUS OPERATING
		.83	MENARDS , RIEMER		60895	NOV11 COMDATA PCARD	0311.6229		SHOP MATERIALS
		.87	AMAZON , DWYER		60895	NOV11 COMDATA PCARD	0211.6249		MISCELLANEOUS OPERATING
		1.00	MENARDS , RIEMER		60895	NOV11 COMDATA PCARD	0452.6229		SHOP MATERIALS
		1.00	MENARDS , RIEMER		60895	NOV11 COMDATA PCARD	0452.6229		SHOP MATERIALS
		1.00	MENARDS , RIEMER		60895	NOV11 COMDATA PCARD	0452.6229		SHOP MATERIALS
		1.00	MENARDS , RIEMER		60895	NOV11 COMDATA PCARD	0452.6229		SHOP MATERIALS
		1.26	AMAZON , DWYER		60895	NOV11 COMDATA PCARD	0211.6249		MISCELLANEOUS OPERATING
		1.97	AMAZON , DWYER		60895	NOV11 COMDATA PCARD	0211.6249		MISCELLANEOUS OPERATING
		2.10	AMAZON , DWYER		60895	NOV11 COMDATA PCARD	0211.6249		MISCELLANEOUS OPERATING
		2.13	BEST BUY , BUSCH		60895	NOV11 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR EQUIF
		2.24	MENARDS , RIEMER		60895	NOV11 COMDATA PCARD	0452.6229		SHOP MATERIALS
		2.28	TARGET , WIEMANN		60895	NOV11 COMDATA PCARD	0211.6231		UNIFORMS & TURN-OUT GEAF
		2.37	MENARDS , RIEMER		60895	NOV11 COMDATA PCARD	0311.6229		SHOP MATERIALS
		2.37	MENARDS , RIEMER		60895	NOV11 COMDATA PCARD	0311.6229		SHOP MATERIALS
		2.37	MENARDS , RIEMER		60895	NOV11 COMDATA PCARD	0311.6229		SHOP MATERIALS
		2.37	MENARDS , RIEMER		60895	NOV11 COMDATA PCARD	0311.6229		SHOP MATERIALS
		2.69	MENARDS , RIEMER		60895	NOV11 COMDATA PCARD	0452.6229		SHOP MATERIALS
		2.99	MENARDS , RIEMER		60895	NOV11 COMDATA PCARD	0452.6229		SHOP MATERIALS
		3.59	MENARDS , RIEMER		60895	NOV11 COMDATA PCARD	0452.6229		SHOP MATERIALS
		3.76	AMAZON , DWYER		60895	NOV11 COMDATA PCARD	0211.6249		MISCELLANEOUS OPERATING
		3.96	AMAZON , DWYER		60895	NOV11 COMDATA PCARD	0211.6249		MISCELLANEOUS OPERATING
		5.11	AMAZON , DWYER		60895	NOV11 COMDATA	0211.6249		MISCELLANEOUS OPERATING

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						PCARD			
		5.53	AMAZON , RIEMER		60895	NOV11 COMDATA	0452.6249		MISCELLANEOUS OPERATING
						PCARD			
		5.60	AMAZON , DWYER		60895	NOV11 COMDATA	0211.6249		MISCELLANEOUS OPERATING
						PCARD			
		5.95	AMAZON , RIEMER		60895	NOV11 COMDATA	0452.6249		MISCELLANEOUS OPERATING
						PCARD			
		5.95	MENARDS , RIEMER		60895	NOV11 COMDATA	0311.6229		SHOP MATERIALS
						PCARD			
		5.95	MENARDS , RIEMER		60895	NOV11 COMDATA	0311.6229		SHOP MATERIALS
						PCARD			
		5.95	MENARDS , RIEMER		60895	NOV11 COMDATA	0311.6229		SHOP MATERIALS
						PCARD			
		5.95	MENARDS , RIEMER		60895	NOV11 COMDATA	0311.6229		SHOP MATERIALS
						PCARD			
		5.99	AMAZON , DWYER		60895	NOV11 COMDATA	0211.6249		MISCELLANEOUS OPERATING
						PCARD			
		6.30	USPS , WIEMANN		60895	NOV11 COMDATA	0211.6322		POSTAGE
						PCARD			
		6.76	AMAZON , RIEMER		60895	NOV11 COMDATA	0452.6249		MISCELLANEOUS OPERATING
						PCARD			
		7.00	RAINBOW TAXI , ULRICH		60895	NOV11 COMDATA	0130.6331		TRAVEL & LODGING
						PCARD			
		7.92	THE HOME DEPOT , RIEMER		60895	NOV11 COMDATA	0311.6249		MISCELLANEOUS OPERATING
						PCARD			
		7.99	MENARDS , RIEMER		60895	NOV11 COMDATA	0311.6229		SHOP MATERIALS
						PCARD			
		7.99	MENARDS , RIEMER		60895	NOV11 COMDATA	0311.6229		SHOP MATERIALS
						PCARD			
		7.99	AMAZON , DWYER		60895	NOV11 COMDATA	0211.6249		MISCELLANEOUS OPERATING
						PCARD			
		7.99	MENARDS , RIEMER		60895	NOV11 COMDATA	0311.6229		SHOP MATERIALS
						PCARD			
		7.99	MENARDS , RIEMER		60895	NOV11 COMDATA	0311.6229		SHOP MATERIALS
						PCARD			
		8.30	AMAZON , DWYER		60895	NOV11 COMDATA	0211.6249		MISCELLANEOUS OPERATING
						PCARD			
		8.45	AMAZON , DWYER		60895	NOV11 COMDATA	0211.6249		MISCELLANEOUS OPERATING
						PCARD			
		9.87	MENARDS , RIEMER		60895	NOV11 COMDATA	0311.6229		SHOP MATERIALS
						PCARD			
		9.99	OFFICE DEPOT , WIEMANN		60895	NOV11 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUP
						PCARD			
		9.99	BEST BUY , GLADHILL		60895	NOV11 COMDATA	0191.6249		MISCELLANEOUS OPERATING
						PCARD			
		10.00	AMAZON , DWYER		60895	NOV11 COMDATA	0211.6249		MISCELLANEOUS OPERATING
						PCARD			
		11.79	CENTRAL HYDRAULICS , RIEMER		60895	NOV11 COMDATA	0312.6257		OTHER VEHICLE PARTS
						PCARD			
		12.43	MENARDS , RIEMER		60895	NOV11 COMDATA	0452.6229		SHOP MATERIALS
						PCARD			
		12.70	AMAZON , RIEMER		60895	NOV11 COMDATA	0452.6249		MISCELLANEOUS OPERATING
						PCARD			
		13.18	OFFICE DEPOT , WIEMANN		60895	NOV11 COMDATA	0280.6241		COMMUNITY POLICING SUPPL
						PCARD			
		15.99	TARGET , WIEMANN		60895	NOV11 COMDATA	0211.6231		UNIFORMS & TURN-OUT GEAF

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						PCARD			
		15.99	TARGET , WIEMANN		60895	NOV11 COMDATA	0211.6231		UNIFORMS & TURN-OUT GEAF
						PCARD			
		16.49	MENARDS , RIEMER		60895	NOV11 COMDATA	0452.6229		SHOP MATERIALS
						PCARD			
		16.49	MENARDS , RIEMER		60895	NOV11 COMDATA	0452.6229		SHOP MATERIALS
						PCARD			
		16.49	MENARDS , RIEMER		60895	NOV11 COMDATA	0452.6229		SHOP MATERIALS
						PCARD			
		16.49	MENARDS , RIEMER		60895	NOV11 COMDATA	0452.6229		SHOP MATERIALS
						PCARD			
		16.49	MENARDS , RIEMER		60895	NOV11 COMDATA	0452.6229		SHOP MATERIALS
						PCARD			
		16.49	MENARDS , RIEMER		60895	NOV11 COMDATA	0452.6229		SHOP MATERIALS
						PCARD			
		16.49	MENARDS , RIEMER		60895	NOV11 COMDATA	0452.6229		SHOP MATERIALS
						PCARD			
		16.49	MENARDS , RIEMER		60895	NOV11 COMDATA	0452.6229		SHOP MATERIALS
						PCARD			
		16.49	MENARDS , RIEMER		60895	NOV11 COMDATA	0452.6229		SHOP MATERIALS
						PCARD			
		16.56	COBORN'S , KAPLER		60895	NOV11 COMDATA	0220.6249		MISCELLANEOUS OPERATING
						PCARD			
		17.92	AMAZON , WIEMANN		60895	NOV11 COMDATA	0211.6231		UNIFORMS & TURN-OUT GEAF
						PCARD			
		19.64	MENARDS , RIEMER		60895	NOV11 COMDATA	0311.6229		SHOP MATERIALS
						PCARD			
		19.64	MENARDS , RIEMER		60895	NOV11 COMDATA	0311.6229		SHOP MATERIALS
						PCARD			
		19.95	SURVEYMONKEY.COM , BUSCH		60895	NOV11 COMDATA	0192.6405		OFFICE & DATA PROCESSING
						PCARD			
		20.33	COBORN'S , WIEMANN		60895	NOV11 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF
						PCARD			
		20.66	BEST BUY , GLADHILL		60895	NOV11 COMDATA	0191.6249		MISCELLANEOUS OPERATING
						PCARD			
		21.40	AMAZON , DWYER		60895	NOV11 COMDATA	0211.6249		MISCELLANEOUS OPERATING
						PCARD			
		21.66	FRATTALLONES , RIEMER		60895	NOV11 COMDATA	0312.6249		MISCELLANEOUS OPERATING
						PCARD			
		25.00	USAIRWAY , KAEHLER		60895	NOV11 COMDATA	0240.6331		TRAVEL & LODGING
						PCARD			
		25.99	OFFICE DEPOT , WIEMANN		60895	NOV11 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF
						PCARD			
		29.99	BEST BUY , BUSCH		60895	NOV11 COMDATA	0192.6281		SMALL TOOLS & MINOR EQUIF
						PCARD			
		32.93	AMAZON , DWYER		60895	NOV11 COMDATA	0211.6249		MISCELLANEOUS OPERATING
						PCARD			
		33.13	AMAZON , RIEMER		60895	NOV11 COMDATA	0452.6249		MISCELLANEOUS OPERATING
						PCARD			
		34.82	SIGNS BY TOMORROW , DWYER		60895	NOV11 COMDATA	0211.6249		MISCELLANEOUS OPERATING
						PCARD			
		35.00	USAIRWAY , KAEHLER		60895	NOV11 COMDATA	0240.6331		TRAVEL & LODGING
						PCARD			
		42.21	FALLS CAFE , ULRICH		60895	NOV11 COMDATA	0130.6249		MISCELLANEOUS OPERATING

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						PCARD			
		43.34	MARK POWERS & CO. INC , BRAY		60895	NOV11 COMDATA	0194.6281		SMALL TOOLS & MINOR EQUIF
						PCARD			
		48.00	SENSIBLE LAND USE COAL , NELSO		60895	NOV11 COMDATA	0295.6335		TRAINING
						PCARD			
		49.96	MENARDS , RIEMER		60895	NOV11 COMDATA	0311.6229		SHOP MATERIALS
						PCARD			
		59.20	WM SUPERCENTER , BRAY		60895	NOV11 COMDATA	0111.6249		MISCELLANEOUS OPERATING
						PCARD			
		64.10	RADIOSHACK , RIEMER		60895	NOV11 COMDATA	9602.6249		MISCELLANEOUS OPERATING
						PCARD			
		68.80	WM SUPERCENTER , BRAY		60895	NOV11 COMDATA	0111.6249		MISCELLANEOUS OPERATING
						PCARD			
		76.17	FALLS CAFE , ULRICH		60895	NOV11 COMDATA	0130.6249		MISCELLANEOUS OPERATING
						PCARD			
		79.00	LBP*REALESTATECOMMGRP , BACKMA		60895	NOV11 COMDATA	9230.6335		TRAINING
						PCARD			
		79.00	LBP*REALESTATECOMMGRP , NELSON		60895	NOV11 COMDATA	0295.6335		TRAINING
						PCARD			
		79.95	PRECISION ROLLER , WIEMANN		60895	NOV11 COMDATA	0211.6275		OTHER EQUIPMENT PARTS
						PCARD			
		84.28	MAMA DE LUCAS PIZZERIA , ULRIC		60895	NOV11 COMDATA	0111.6249		MISCELLANEOUS OPERATING
						PCARD			
		85.71	APPLE STORE , DWYER		60895	NOV11 COMDATA	0211.6249		MISCELLANEOUS OPERATING
						PCARD			
		89.75	MAMA DE LUCAS PIZZERIA , ULRIC		60895	NOV11 COMDATA	0111.6249		MISCELLANEOUS OPERATING
						PCARD			
		90.76	MTU ONSITE ENERGY CORP , RIEME		60895	NOV11 COMDATA	9601.6257		OTHER VEHICLE PARTS
						PCARD			
		99.00	LBP*REALESTATECOMMGRP , BACKMA		60895	NOV11 COMDATA	9230.6335		TRAINING
						PCARD			
		108.00	MSP AIRPORT PARKING , KAEHLER		60895	NOV11 COMDATA	0240.6331		TRAVEL & LODGING
						PCARD			
		118.00	JIMMY JOHN'S , ULRICH		60895	NOV11 COMDATA	0111.6249		MISCELLANEOUS OPERATING
						PCARD			
		125.00	EB *2011 SPRINGSTED UP , BACKM		60895	NOV11 COMDATA	9230.6335		TRAINING
						PCARD			
		133.59	CPC - EAGAN , BRAY		60895	NOV11 COMDATA	0194.6259		BUILDING MAINT/REPAIR SUPP
						PCARD			
		138.00	JIMMY JOHN'S , ULRICH		60895	NOV11 COMDATA	0111.6249		MISCELLANEOUS OPERATING
						PCARD			
		138.00	JIMMY JOHN'S , ULRICH		60895	NOV11 COMDATA	0111.6249		MISCELLANEOUS OPERATING
						PCARD			
		141.78	COBORN'S , RIEMER		60895	NOV11 COMDATA	0452.6223		GASOLINE
						PCARD			
		149.00	ICMA , ULRICH		60895	NOV11 COMDATA	0130.6335		TRAINING
						PCARD			
		150.98	CENTRAL HYDRAULICS , RIEMER		60895	NOV11 COMDATA	0312.6257		OTHER VEHICLE PARTS
						PCARD			
		178.89	EMERGENCY MEDICAL PROD , KOHNE		60895	NOV11 COMDATA	0220.6239		FIRST AID SUPPLIES
						PCARD			
		184.99	OFFICE DEPOT , WIEMANN		60895	NOV11 COMDATA	0280.6241		COMMUNITY POLICING SUPPL
						PCARD			
		209.00	AMAZON , RIEMER		60895	NOV11 COMDATA	0452.6249		MISCELLANEOUS OPERATING
						PCARD			
		221.58	STAPLS , WIEMANN		60895	NOV11 COMDATA	0280.6241		COMMUNITY POLICING SUPPL

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						PCARD			
		279.99	BEST BUY , GLADHILL		60895	NOV11 COMDATA	0191.6249		MISCELLANEOUS OPERATING
						PCARD			
		280.00	HTC CUSTOM TRAINING , DWYER		60895	NOV11 COMDATA	0211.6335		TRAINING
						PCARD			
		280.00	HTC CUSTOM TRAINING , DWYER		60895	NOV11 COMDATA	0211.6335		TRAINING
						PCARD			
		280.00	HTC CUSTOM TRAINING , DWYER		60895	NOV11 COMDATA	0211.6335		TRAINING
						PCARD			
		280.00	HTC CUSTOM TRAINING , DWYER		60895	NOV11 COMDATA	0211.6335		TRAINING
						PCARD			
		420.00	HTC CUSTOM TRAINING , DWYER		60895	NOV11 COMDATA	0211.6335		TRAINING
						PCARD			
		420.00	HTC CUSTOM TRAINING , DWYER		60895	NOV11 COMDATA	0211.6335		TRAINING
						PCARD			
		531.04	WELLS CATERING SERVICE , ULRIC		60895	NOV11 COMDATA	0111.6249		MISCELLANEOUS OPERATING
						PCARD			
		700.00	HTC CUSTOM TRAINING , DWYER		60895	NOV11 COMDATA	0211.6335		TRAINING
						PCARD			
		974.10	SHERATON , KAEHLER		60895	NOV11 COMDATA	0240.6331		TRAVEL & LODGING
						PCARD			
		1,016.00	ICMA , ULRICH		60895	NOV11 COMDATA	9101.1550		PREPAID EXPENSE
						PCARD			
		1,679.58	SEARS ROEBUCK , WIEMANN		60895	NOV11 COMDATA	0211.6249		MISCELLANEOUS OPERATING
						PCARD			
		1,688.00	ESRI INC , BUSCH		60895	NOV11 COMDATA	0192.6405		OFFICE & DATA PROCESSING
						PCARD			
		5.83	LITTLE DUKES , GALS 1.78		60896	NOV11 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		11.88	LITTLE DUKES , GALS 3.87		60896	NOV11 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		11.89	LITTLE DUKES , GALS 3.69		60896	NOV11 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		12.02	LITTLE DUKES , GALS 3.73		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		12.87	LITTLE DUKES , GALS 4.19		60896	NOV11 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		13.00	BILLS SUPERETTE , GALS 4.19		60896	NOV11 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		13.02	HOLIDAY , GALS 4.1		60896	NOV11 COMDATA	0211.6223	00000392	GASOLINE
						FUEL			
		13.86	LITTLE DUKES , GALS 4.51		60896	NOV11 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		14.00	HOLIDAY , GALS 4.19		60896	NOV11 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		15.92	LITTLE DUKES , GALS 5.18		60896	NOV11 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		16.53	CASEYS GNRL STRE , GALS 5.33		60896	NOV11 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		16.84	LITTLE DUKES , GALS 5.48		60896	NOV11 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		16.85	LITTLE DUKES , GALS 5.15		60896	NOV11 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		17.19	LITTLE DUKES , GALS 5.25		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		17.21	LITTLE DUKES , GALS 5.1		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE

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						FUEL			
		17.33	LITTLE DUKES , GALS 5.53		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		17.38	LITTLE DUKES , GALS 5.31		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		17.48	LITTLE DUKES , GALS 5.28		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		18.04	LITTLE DUKES , GALS 5.32		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		18.24	LITTLE DUKES , GALS 5.53		60896	NOV11 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		18.26	LITTLE DUKES , GALS 5.67		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		18.50	HOLIDAY , GALS 5.61		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		18.51	SUPERAMERICA , GALS 5.973		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		18.66	LITTLE DUKES , GALS 5.53		60896	NOV11 COMDATA	0211.6223	00000392	GASOLINE
						FUEL			
		18.82	LITTLE DUKES , GALS 6.13		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		19.00	HOLIDAY , GALS 5.76		60896	NOV11 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		19.81	LITTLE DUKES , GALS 6.45		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		20.00	LITTLE DUKES , GALS 6.11		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		20.12	HOLIDAY , GALS 5.75		60896	NOV11 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		20.20	LITTLE DUKES , GALS 6.58		60896	NOV11 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		20.41	LITTLE DUKES , GALS 6.18		60896	NOV11 COMDATA	0452.6223	00000653	GASOLINE
						FUEL			
		20.52	LITTLE DUKES , GALS 6.27		60896	NOV11 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		20.56	LITTLE DUKES , GALS 6.1		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		21.00	LITTLE DUKES , GALS 6.23		60896	NOV11 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		21.47	LITTLE DUKES , GALS 6.86		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		21.80	LITTLE DUKES , GALS 6.92		60896	NOV11 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		21.82	LITTLE DUKES , GALS 6.36		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		21.86	LITTLE DUKES , GALS 6.6		60896	NOV11 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		21.89	LITTLE DUKES , GALS 6.95		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		21.98	LITTLE DUKES , GALS 6.64		60896	NOV11 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		22.17	LITTLE DUKES , GALS 6.58		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		22.30	HOLIDAY , GALS 6.56		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		22.32	LITTLE DUKES , GALS 6.82		60896	NOV11 COMDATA	0211.6223	00000393	GASOLINE

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						FUEL			
		22.32	LITTLE DUKES , GALS 7.27		60896	NOV11 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		22.41	HOLIDAY , GALS 6.4		60896	NOV11 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		22.56	LITTLE DUKES , GALS 6.5		60896	NOV11 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		22.78	LITTLE DUKES , GALS 7.42		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		22.80	LITTLE DUKES , GALS 6.76		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		22.81	LITTLE DUKES , GALS 6.91		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		23.23	LITTLE DUKES , GALS 7.37		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		23.26	LITTLE DUKES , GALS 6.78		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		23.36	LITTLE DUKES , GALS 6.93		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		23.49	LITTLE DUKES , GALS 7.45		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		23.50	LITTLE DUKES , GALS 7.51		60896	NOV11 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		23.56	LITTLE DUKES , GALS 6.99		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		23.67	LITTLE DUKES , GALS 7.02		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		23.70	LITTLE DUKES , GALS 7.03		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		23.76	RAMSEY MARKET , GALS 6.9		60896	NOV11 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		23.78	LITTLE DUKES , GALS 7.38		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		23.80	BILLS SUPERETTE , GALS 7.12		60896	NOV11 COMDATA	0211.6223	00000364	GASOLINE
						FUEL			
		23.80	BILLS SUPERETTE , GALS 7.14		60896	NOV11 COMDATA	0220.6223	00000563	GASOLINE
						FUEL			
		24.06	HOLIDAY , GALS 7.62		60896	NOV11 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		24.15	LITTLE DUKES , GALS 7.12		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		24.19	HOLIDAY , GALS 7.81		60896	NOV11 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		24.27	LITTLE DUKES , GALS 7.51		60896	NOV11 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		24.38	HOLIDAY , GALS 7.17		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		24.45	LITTLE DUKES , GALS 7.81		60896	NOV11 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		24.51	LITTLE DUKES , GALS 7.27		60896	NOV11 COMDATA	0211.6223	00000364	GASOLINE
						FUEL			
		24.61	BILLS SUPERETTE , GALS 7.55		60896	NOV11 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		24.63	LITTLE DUKES , GALS 7.87		60896	NOV11 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		24.77	LITTLE DUKES , GALS 7.67		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE

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						FUEL			
		24.77	LITTLE DUKES , GALS 7.62		60896	NOV11 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		24.77	LITTLE DUKES , GALS 7.5		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		24.86	LITTLE DUKES , GALS 7.94		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		24.98	CASEYS GNRL STRE , GALS 7.57		60896	NOV11 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		25.03	LITTLE DUKES , GALS 8.15		60896	NOV11 COMDATA	0211.6223	00000353	GASOLINE
						FUEL			
		25.26	LITTLE DUKES , GALS 8.23		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		25.40	SUPERAMERICA , GALS 7.747		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		25.75	LITTLE DUKES , GALS 8.23		60896	NOV11 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		25.77	LITTLE DUKES , GALS 7.78		60896	NOV11 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		25.77	LITTLE DUKES , GALS 7.64		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		25.94	LITTLE DUKES , GALS 8.05		60896	NOV11 COMDATA	0211.6223	00000353	GASOLINE
						FUEL			
		26.04	BILLS SUPERETTE , GALS 7.66		60896	NOV11 COMDATA	0220.6223	00000504	GASOLINE
						FUEL			
		26.25	BILLS SUPERETTE , GALS 8.05		60896	NOV11 COMDATA	0220.6223	00000563	GASOLINE
						FUEL			
		26.27	LITTLE DUKES , GALS 7.79		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		26.72	LITTLE DUKES , GALS 8.54		60896	NOV11 COMDATA	0211.6223	00000364	GASOLINE
						FUEL			
		26.84	LITTLE DUKES , GALS 8.57		60896	NOV11 COMDATA	0211.6223	00000392	GASOLINE
						FUEL			
		27.03	LITTLE DUKES , GALS 8.02		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		27.19	LITTLE DUKES , GALS 8.02		60896	NOV11 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		27.51	HOLIDAY , GALS 8.34		60896	NOV11 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		28.15	LITTLE DUKES , GALS 8.3		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		29.23	LITTLE DUKES , GALS 8.99		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		29.55	LITTLE DUKES , GALS 9.03		60896	NOV11 COMDATA	0211.6223	00000392	GASOLINE
						FUEL			
		29.60	HOLIDAY , GALS 9.55		60896	NOV11 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		30.75	LITTLE DUKES , GALS 9.4		60896	NOV11 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		30.90	LITTLE DUKES , GALS 9.59		60896	NOV11 COMDATA	0211.6223	00000353	GASOLINE
						FUEL			
		30.91	LITTLE DUKES , GALS 9.81		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		31.21	LITTLE DUKES , GALS 9.91		60896	NOV11 COMDATA	0211.6223	00000392	GASOLINE
						FUEL			
		31.53	LITTLE DUKES , GALS 9.24		60896	NOV11 COMDATA	0211.6223	00000387	GASOLINE

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						FUEL			
		31.80	LITTLE DUKES , GALS 10.16		60896	NOV11 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		32.13	LITTLE DUKES , GALS 9.7		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		32.51	LITTLE DUKES , GALS 10.59		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		32.68	LITTLE DUKES , GALS 9.64		60896	NOV11 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		32.94	LITTLE DUKES , GALS 10.23		60896	NOV11 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		33.01	LITTLE DUKES , GALS 10.75		60896	NOV11 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		33.39	LITTLE DUKES , GALS 10.34		60896	NOV11 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		33.60	SUPERAMERICA , GALS 9.521		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		33.70	LITTLE DUKES , GALS 10.98		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		34.03	BILLS SUPERETTE , GALS 10.63		60896	NOV11 COMDATA	0194.6223	00000404	GASOLINE
						FUEL			
		34.43	LITTLE DUKES , GALS 10.66		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		34.64	LITTLE DUKES , GALS 11.14		60896	NOV11 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		35.65	LITTLE DUKES , GALS 11.54		60896	NOV11 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		35.96	LITTLE DUKES , GALS 11.71		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		36.00	SHELL OIL , GALS 11.39		60896	NOV11 COMDATA	0311.6223	00000362	GASOLINE
						FUEL			
		36.17	LITTLE DUKES , GALS 10.96		60896	NOV11 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		36.50	BILLS SUPERETTE , GALS 11.13		60896	NOV11 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		36.51	LITTLE DUKES , GALS 11.59		60896	NOV11 COMDATA	0211.6223	00000392	GASOLINE
						FUEL			
		36.52	LITTLE DUKES , GALS 10.83		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		36.59	LITTLE DUKES , GALS 11.84		60896	NOV11 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		36.63	LITTLE DUKES , GALS 11.37		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		36.64	LITTLE DUKES , GALS 10.68		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		36.79	LITTLE DUKES , GALS 11.98		60896	NOV11 COMDATA	0211.6223	00000388	GASOLINE
						FUEL			
		37.34	LITTLE DUKES , GALS 11.85		60896	NOV11 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		38.00	HOLIDAY , GALS 11.95		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		38.16	LITTLE DUKES , GALS 11.81		60896	NOV11 COMDATA	0211.6223	00000392	GASOLINE
						FUEL			
		38.20	LITTLE DUKES , GALS 11.33		60896	NOV11 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		38.65	LITTLE DUKES , GALS 11.82		60896	NOV11 COMDATA	0211.6223	00000365	GASOLINE

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						FUEL			
		38.76	LITTLE DUKES , GALS 12.62		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		39.15	LITTLE DUKES , GALS 12.43		60896	NOV11 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		39.37	LITTLE DUKES , GALS 11.61		60896	NOV11 COMDATA	0211.6223	00000364	GASOLINE
						FUEL			
		39.61	LITTLE DUKES , GALS 12.9		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		39.67	SUPERAMERICA , GALS 11.47		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		39.87	SUPERAMERICA , GALS 12.235		60896	NOV11 COMDATA	0211.6223	00000364	GASOLINE
						FUEL			
		40.12	LITTLE DUKES , GALS 13.07		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		40.28	LITTLE DUKES , GALS 12.95		60896	NOV11 COMDATA	0211.6223	00000375	GASOLINE
						FUEL			
		40.36	HOLIDAY , GALS 12.42		60896	NOV11 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		40.49	LITTLE DUKES , GALS 12.01		60896	NOV11 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		40.63	LITTLE DUKES , GALS 12.27		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		40.91	LITTLE DUKES , GALS 12.99		60896	NOV11 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		41.43	LITTLE DUKES , GALS 12.75		60896	NOV11 COMDATA	0194.6223	00000403	GASOLINE
						FUEL			
		41.84	LITTLE DUKES , GALS 13.63		60896	NOV11 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		41.91	SUPERAMERICA , GALS 12.048		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		42.00	SUPERAMERICA , GALS 12.809		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		42.14	LITTLE DUKES , GALS 12.14		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		42.14	LITTLE DUKES , GALS 12.14		60896	NOV11 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		42.22	LITTLE DUKES , GALS 13.11		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		42.25	BILLS SUPERETTE , GALS 12.84		60896	NOV11 COMDATA	0220.6223	00000563	GASOLINE
						FUEL			
		42.59	LITTLE DUKES , GALS 13.87		60896	NOV11 COMDATA	0211.6223	00000352	GASOLINE
						FUEL			
		43.00	HOLIDAY , GALS 13.88		60896	NOV11 COMDATA	0452.6223	00000641	GASOLINE
						FUEL			
		43.17	LITTLE DUKES , GALS 13.04		60896	NOV11 COMDATA	0211.6223	00000392	GASOLINE
						FUEL			
		43.23	LITTLE DUKES , GALS 14.08		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		43.58	LITTLE DUKES , GALS 11.06		60896	NOV11 COMDATA	0220.6225	00000556	DIESEL FUEL
						FUEL			
		43.61	LITTLE DUKES , GALS 13.54		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		43.64	BILLS SUPERETTE , GALS 12.83		60896	NOV11 COMDATA	0311.6223	00000405	GASOLINE
						FUEL			
		43.76	LITTLE DUKES , GALS 13.98		60896	NOV11 COMDATA	0211.6223	00000317	GASOLINE

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						FUEL			
		44.17	LITTLE DUKES , GALS 14.39		60896	NOV11 COMDATA	0240.6223	00000406	GASOLINE
						FUEL			
		45.19	LITTLE DUKES , GALS 13.65		60896	NOV11 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		45.80	LITTLE DUKES , GALS 14.92		60896	NOV11 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		46.00	SUPERAMERICA , GALS 14.845		60896	NOV11 COMDATA	0311.6223	00000405	GASOLINE
						FUEL			
		46.57	LITTLE DUKES , GALS 14.46		60896	NOV11 COMDATA	0211.6223	00000352	GASOLINE
						FUEL			
		46.93	LITTLE DUKES , GALS 14.57		60896	NOV11 COMDATA	0220.6223	00000559	GASOLINE
						FUEL			
		47.04	LITTLE DUKES , GALS 14.12		60896	NOV11 COMDATA	0240.6223	00000406	GASOLINE
						FUEL			
		47.57	LITTLE DUKES , GALS 15.49		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		48.03	LITTLE DUKES , GALS 15.65		60896	NOV11 COMDATA	0211.6223	00000351	GASOLINE
						FUEL			
		48.31	LITTLE DUKES , GALS 15.74		60896	NOV11 COMDATA	0240.6223	00000401	GASOLINE
						FUEL			
		48.41	LITTLE DUKES , GALS 15.03		60896	NOV11 COMDATA	0452.6223	00000627	GASOLINE
						FUEL			
		48.57	LITTLE DUKES , GALS 14.24		60896	NOV11 COMDATA	0211.6223	00000365	GASOLINE
						FUEL			
		49.35	HOLIDAY , GALS 14.1		60896	NOV11 COMDATA	0211.6223	00000392	GASOLINE
						FUEL			
		49.36	BILLS SUPERETTE , GALS 15.52		60896	NOV11 COMDATA	0220.6223	00000563	GASOLINE
						FUEL			
		49.52	LITTLE DUKES , GALS 16.13		60896	NOV11 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		49.96	HOLIDAY , GALS 15.72		60896	NOV11 COMDATA	0240.6223	00000401	GASOLINE
						FUEL			
		50.12	LITTLE DUKES , GALS 14.44		60896	NOV11 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		50.25	SUPERAMERICA , GALS 14.445		60896	NOV11 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		50.29	HOLIDAY , GALS 15.82		60896	NOV11 COMDATA	0452.6223	00000627	GASOLINE
						FUEL			
		50.77	LITTLE DUKES , GALS 16.33		60896	NOV11 COMDATA	0220.6223	00000564	GASOLINE
						FUEL			
		51.52	LITTLE DUKES , GALS 16		60896	NOV11 COMDATA	0220.6223	00000564	GASOLINE
						FUEL			
		52.04	HOLIDAY , GALS 16.27		60896	NOV11 COMDATA	0311.6223	00000405	GASOLINE
						FUEL			
		52.04	LITTLE DUKES , GALS 15.63		60896	NOV11 COMDATA	0211.6223	00000351	GASOLINE
						FUEL			
		52.17	LITTLE DUKES , GALS 15.76		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		52.25	LITTLE DUKES , GALS 15.78		60896	NOV11 COMDATA	0211.6223	00000375	GASOLINE
						FUEL			
		52.47	SUPERAMERICA , GALS 16.002		60896	NOV11 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		52.58	LITTLE DUKES , GALS 17.02		60896	NOV11 COMDATA	0220.6223	00000558	GASOLINE
						FUEL			
		52.77	BILLS SUPERETTE , GALS 20.30		60896	NOV11 COMDATA	0220.6223	00000557	GASOLINE

CITY OF RAMSEY  
Council Check Register

12/8/2011 - 12/31/2011

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Supplier / Explanation</u>	<u>PO #</u>	<u>Doc No</u>	<u>Inv No</u>	<u>Account No</u>	<u>Subledger</u>	<u>Account Description</u>
						FUEL			
		53.50	BILLS SUPERETTE , GALS 17.15		60896	NOV11 COMDATA	0220.6223	00000563	GASOLINE
						FUEL			
		53.51	LITTLE DUKES , GALS 16.62		60896	NOV11 COMDATA	0211.6223	00000301	GASOLINE
						FUEL			
		54.73	LITTLE DUKES , GALS 16.24		60896	NOV11 COMDATA	0211.6223	00000353	GASOLINE
						FUEL			
		55.33	BILLS SUPERETTE , GALS 16.32		60896	NOV11 COMDATA	0220.6223	00000563	GASOLINE
						FUEL			
		55.51	LITTLE DUKES , GALS 17.24		60896	NOV11 COMDATA	0220.6223	00000558	GASOLINE
						FUEL			
		55.70	SUPERAMERICA , GALS 16.683		60896	NOV11 COMDATA	0240.6223	00000401	GASOLINE
						FUEL			
		56.24	LITTLE DUKES , GALS 16.69		60896	NOV11 COMDATA	0211.6223	00000353	GASOLINE
						FUEL			
		58.47	CASEYS GNRL STRE , GALS 18.39		60896	NOV11 COMDATA	0452.6223	00000653	GASOLINE
						FUEL			
		58.49	LITTLE DUKES , GALS 17.15		60896	NOV11 COMDATA	0220.6223	00000564	GASOLINE
						FUEL			
		58.75	LITTLE DUKES , GALS 18.65		60896	NOV11 COMDATA	0211.6223	00000353	GASOLINE
						FUEL			
		60.15	HOLIDAY , GALS 17.19		60896	NOV11 COMDATA	0452.6223	00000627	GASOLINE
						FUEL			
		61.24	BILLS SUPERETTE , GALS 14.38		60896	NOV11 COMDATA	0220.6225	00000565	DIESEL FUEL
						FUEL			
		61.28	HOLIDAY , GALS 19.77		60896	NOV11 COMDATA	0452.6223	00000664	GASOLINE
						FUEL			
		64.43	LITTLE DUKES , GALS 19.12		60896	NOV11 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		65.16	LITTLE DUKES , GALS 19.75		60896	NOV11 COMDATA	0452.6223	00000641	GASOLINE
						FUEL			
		65.32	LITTLE DUKES , GALS 19.98		60896	NOV11 COMDATA	0211.6223	00000353	GASOLINE
						FUEL			
		65.70	SUPERAMERICA , GALS 20.666		60896	NOV11 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		66.79	BILLS SUPERETTE , GALS 15.68		60896	NOV11 COMDATA	0220.6225	00000565	DIESEL FUEL
						FUEL			
		68.31	KING'S COUNTRY MARKET , GALS 2		60896	NOV11 COMDATA	0220.6223	00000564	GASOLINE
						FUEL			
		69.11	LITTLE DUKES , GALS 20.39		60896	NOV11 COMDATA	0211.6223	00000353	GASOLINE
						FUEL			
		69.42	LITTLE DUKES , GALS 21.5		60896	NOV11 COMDATA	0211.6223	00000353	GASOLINE
						FUEL			
		70.62	LITTLE DUKES , GALS 20.96		60896	NOV11 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		71.80	HOLIDAY , GALS 22.73		60896	NOV11 COMDATA	0311.6223	00000676	GASOLINE
						FUEL			
		73.13	HOLIDAY , GALS 22.86		60896	NOV11 COMDATA	0301.6223	00000402	GASOLINE
						FUEL			
		73.32	LITTLE DUKES , GALS 22.77		60896	NOV11 COMDATA	0194.6223	00000312	GASOLINE
						FUEL			
		73.41	LITTLE DUKES , GALS 22.8		60896	NOV11 COMDATA	9601.6223	00000667	GASOLINE
						FUEL			
		74.35	RAMSEY MARKET , GALS 22.67		60896	NOV11 COMDATA	0452.6223	00000653	GASOLINE
						FUEL			
		74.67	SUPERAMERICA , GALS 24.095		60896	NOV11 COMDATA	0301.6223	00000638	GASOLINE

CITY OF RAMSEY  
Council Check Register

12/8/2011 - 12/31/2011

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
									FUEL
		75.00	BILLS SUPERETTE , GALS 20.67		60896	NOV11 COMDATA	0452.6223	00000627	GASOLINE
									FUEL
		75.00	RAMSEY MARKET , GALS 22.87		60896	NOV11 COMDATA	0311.6223	00000362	GASOLINE
									FUEL
		75.00	BILLS SUPERETTE , GALS 23.01		60896	NOV11 COMDATA	0301.6223	00000638	GASOLINE
									FUEL
		75.00	BILLS SUPERETTE , GALS 17.61		60896	NOV11 COMDATA	0220.6225	00000500	DIESEL FUEL
									FUEL
		75.00	BILLS SUPERETTE , GALS 22.32		60896	NOV11 COMDATA	0220.6223	00000566	GASOLINE
									FUEL
		75.00	BILLS SUPERETTE , GALS 22.06		60896	NOV11 COMDATA	0452.6223	00000627	GASOLINE
									FUEL
		75.00	BILLS SUPERETTE , GALS 21.55		60896	NOV11 COMDATA	0220.6223	00000566	GASOLINE
									FUEL
		79.28	HOLIDAY , GALS 25.58		60896	NOV11 COMDATA	0311.6223	00000676	GASOLINE
									FUEL
		80.29	LITTLE DUKES , GALS 23.55		60896	NOV11 COMDATA	0194.6223	00000312	GASOLINE
									FUEL
		80.51	HOLIDAY , GALS 25.33		60896	NOV11 COMDATA	0311.6223	00000654	GASOLINE
									FUEL
		81.76	HOLIDAY , GALS 23.91		60896	NOV11 COMDATA	0301.6223	00000638	GASOLINE
									FUEL
		81.90	LITTLE DUKES , GALS 26.68		60896	NOV11 COMDATA	9601.6223	00000667	GASOLINE
									FUEL
		82.41	LITTLE DUKES , GALS 19.76		60896	NOV11 COMDATA	0220.6225	00000556	DIESEL FUEL
									FUEL
		84.02	LITTLE DUKES , GALS 24.22		60896	NOV11 COMDATA	0452.6223	00000665	GASOLINE
									FUEL
		84.25	HOLIDAY , GALS 24.79		60896	NOV11 COMDATA	0311.6223	00000654	GASOLINE
									FUEL
		85.64	LITTLE DUKES , GALS 27.19		60896	NOV11 COMDATA	0452.6223	00000664	GASOLINE
									FUEL
		86.67	LITTLE DUKES , GALS 27.69		60896	NOV11 COMDATA	0220.6223	00000566	GASOLINE
									FUEL
		87.36	LITTLE DUKES , GALS 25.93		60896	NOV11 COMDATA	9601.6223	00000667	GASOLINE
									FUEL
		100.07	LITTLE DUKES , GALS 31.08		60896	NOV11 COMDATA	0220.6223	00000566	GASOLINE
									FUEL
		121.56	LITTLE DUKES , GALS 37.18		60896	NOV11 COMDATA	0311.6223	00000676	GASOLINE
									FUEL
		124.09	LITTLE DUKES , GALS 36.83		60896	NOV11 COMDATA	0452.6223	00000675	GASOLINE
									FUEL
		21,978.93							
<b>99121611</b>	<b>12/16/2011</b>		<b>100629 MN DEPT OF REV SALES TX</b>						
		.07	NOV11 SALES,TRAN,USE TAX		60907	NOV11	9101.4308		SALES OF MAPS & PUBLICATI
									SALES,TRAN,USE
									TAX
		.53	NOV11 SALES,TRAN,USE TAX		60907	NOV11	9101.4609		OTHER MISCELLANEOUS REV
									SALES,TRAN,USE
									TAX
		1.23	NOV11 SALES,TRAN,USE TAX		60907	NOV11	0211.6231		UNIFORMS & TURN-OUT GEAF
									SALES,TRAN,USE
									TAX
		2.98	NOV11 SALES,TRAN,USE TAX		60907	NOV11	0194.6281		SMALL TOOLS & MINOR EQUIP

CITY OF RAMSEY  
Council Check Register

12/8/2011 -- 12/31/2011

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
						SALES,TRAN,USE TAX			
		5.50	NOV11 SALES,TRAN,USE TAX		60907	NOV11	0211.6275		OTHER EQUIPMENT PARTS
						SALES,TRAN,USE TAX			
		6.24	NOV11 SALES,TRAN,USE TAX		60907	NOV11	9601.6257		OTHER VEHICLE PARTS
						SALES,TRAN,USE TAX			
		8.23	NOV11 SALES,TRAN,USE TAX		60907	NOV11	0211.6249		MISCELLANEOUS OPERATING
						SALES,TRAN,USE TAX			
		18.77	NOV11 SALES,TRAN,USE TAX		60907	NOV11	0452.6249		MISCELLANEOUS OPERATING
						SALES,TRAN,USE TAX			
		27.86	NOV11 SALES,TRAN,USE TAX		60907	NOV11	9101.4305		RENTAL FEES
						SALES,TRAN,USE TAX			
		78.36	NOV11 SALES,TRAN,USE TAX		60907	NOV11	9601.2082		SALES/USE TAX PAYABLE
						SALES,TRAN,USE TAX			
		174.23	NOV11 SALES,TRAN,USE TAX		60907	NOV11	9101.2082		SALES/USE TAX PAYABLE
						SALES,TRAN,USE TAX			
		<u>324.00</u>							
99122211	12/22/2011		100223 ICMA RETIREMENT TRUST 457						
		2,849.21			61035	1221111513471	9101.2175		DEFERRED COMPENSATION
		<u>2,849.21</u>							
99122281	12/22/2011		111465 STATE STREET BANK						
		3,054.00			61039	12211115134713	9101.2175		DEFERRED COMPENSATION
		<u>3,054.00</u>							
99122284	12/22/2011		111465 STATE STREET BANK						
		384.36			61040	12211115134714	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>384.36</u>							
		<u>219,262.36</u>	Grand Total						
							<u>Payment Instrument Totals</u>		
							Check Total	30,574.14	
							Transfer Total	188,688.22	
							Total Payments	<u>219,262.36</u>	

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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
106639	3M	TRANSFER TAPE	PV	61055	001	09101	12/15/2011	TP22655	298.18
				Summary Total					298.18
	P O BOX 844127	SIGN MATERIAL	PV	61068	001	09101	12/16/2011	TP22654	82.29
				Summary Total					82.29
	DALLAS TX 75284-4127			Payment Amount					380.47
100013	ADVANCE CONSULTING GROUP INC	OCT 11 BILLING	PV	60909	001	09230	12/7/2011	120711	672.00
				Summary Total					672.00
	ADVANCE CONSULTING GROUP INC 13868 CRANE STREET NW SUITE 100 ANDOVER MN 55304			Payment Amount					672.00
109467	ADVANCED PUBLIC SAFETY INC	MAINT 2011-2012	PV	60978	001	09101	12/19/2011	10546	202.50
				Summary Total					202.50
	ADVANCED PUBLIC SAFETY INC P O BOX 535208 ATLANTA GA 30353-5208			Payment Amount					202.50
100017	AIRGAS NORTH CENTRAL	MISC GASES	PV	60910	001	09101	11/30/2011	105024911	20.62
				Summary Total					20.62
	AIRGAS NORTH CENTRAL PO BOX 802588	CRIMPED WIRE/SCRATCH BRUSH	PV	60947	001	09601	12/7/2011	105061703	33.60
				Summary Total					33.60
	CHICAGO IL 60680-2588			Payment Amount					54.22
100019	ALLINA MEDICAL CLINIC	RE: NADEAU/HEMMER ICH	PV	60911	001	09101	10/31/2011	72647	315.00
				Summary Total					315.00
	ALLINA MEDICAL CLINIC P O BOX 60 NW 5685 MINNEAPOLIS MN 55440-0060			Payment Amount					315.00

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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
106615	AMERICAN TEST CENTER INC	LADDER INSPECTION 560	PV	60979	001	09101	12/6/2011	2113437	1,320.00
	AMERICAN TEST CENTER INC P O BOX 408 RIVER FALLS WI 54022-0408			Summary Total					1,320.00
				Payment Amount					1,320.00
108664	AMERICAN VENDING INC	COFFEE, CREAM, SUGAR, POTS	PV	60841	001	09101	11/22/2011	6252	307.06
	AMERICAN VENDING INC 10787 93RD AVENUE N MAPLE GROVE MN 55369			Summary Total					307.06
			PV	61016	001	09101	12/13/2011	6283	145.17
				Summary Total					145.17
				Payment Amount					452.23
100029	ANOKA AREA CHAMBER OF COMMERCE	LUNCH- ULRICH/NELSON /LAZAN	PV	60980	001	09295	12/14/2011	16668	15.00
	ANOKA AREA CHAMBER OF COMMERCE 12 BRIDGE SQUARE ANOKA MN 55303		PV	60980	002	09295	12/14/2011	16668	30.00
				Summary Total					45.00
				Payment Amount					45.00
100035	ANOKA COUNTY CENTRAL COMMUNICATIONS	NOV 11 INTERNET ACCESS	PV	60842	001	09101	12/8/2011	2011-316	480.60
	ANOKA COUNTY CENTRAL COMMUNICATIONS 325 EAST MAIN STREET ANOKA MN 55303			Summary Total					480.60
				Payment Amount					480.60
100043	ANOKA COUNTY PROPERTY RECORDS TAXATION	NOV 11 BILLING	PV	60948	001	09804	12/1/2011	534 NOV 11	46.00
	ANOKA COUNTY PROPERTY RECORDS	NOV 11 BILLING	PV	60948	002	09804	12/1/2011	534 NOV 11	46.00



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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	Ty Number Itm Co	Date	Number	Amount
107123	BERGE,MIKE	PV 61017 001 09101	12/21/2011	122111	285.98
	TUITION/BOOKS REIMB.				
	MIKE BERGE 15538 FOX STREET NW ANDOVER MN 55304			Summary Total	285.98
				Payment Amount	285.98
107604	BONINE, JAMES	PV 60986 001 09101	12/19/2011	121911	9.80
	EMP REIMB-INTERVI EW CLASS				
	JAMES BONINE	PV 60986 002 09101	12/19/2011	121911	82.70
	EMP REIMB-INTERVI EW CLASS				
	9320 INVERNESS LANE RAMSEY MN 55303			Summary Total	92.50
				Payment Amount	92.50
103641	BOYER TRUCKS ROGERS	PV 60987 001 09101	12/6/2011	454414	962.05
	REPAIR 556 ENG 2				
	BOYER TRUCKS 2601 NE BROADWAY MINNEAPOLIS MN 55413			Summary Total	962.05
	AIR/OIL/FUEL FILTERS	PV 61056 001 09101	12/20/2011	105943R	171.71
				Summary Total	171.71
	TUBE/CLAMP/MI SC PARTS 662	PV 61057 001 09101	12/12/2011	105513R	388.02
				Summary Total	388.02
				Payment Amount	1,521.78
100095	BRIGGS AND MORGAN PA INC	PV 60844 001 09295	11/30/2011	491252	3,630.40
	RE:TOTI HOLDINGS-OUTL OT M				
	BRIGGS AND MORGAN P O BOX 64591 ST PAUL MN 55164-0591			Summary Total	3,630.40
	F AND C APARTMENTS	PV 60845 001 09202	11/30/2011	491251	15,373.96
				Summary Total	15,373.96
	GENERAL CITY LEGAL	PV 60846 001 09295	11/30/2011	491254	7,741.39
				Summary Total	7,741.39
				Payment Amount	26,745.75

CITY OF RAMSEY  
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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	Message	Ty	Number	Itm	Co	Date	Number	Amount
104474	CARQUEST AUTO PARTS	AIR CHUCK/CAR WASH SOAP	PV	60847	001	09101	12/6/2011	6975-122886	22.55
				Summary Total					22.55
	CARQUEST AUTO PARTS P O BOX 503589 ST LOUIS MO 63150-3589	BATTERY FOR 393	PV	60848	001	09101	12/6/2011	6975-122851	115.88
				Summary Total					115.88
		MOTORCYCLE BATTERY	PV	60849	001	09101	11/8/2011	6975-121501	37.32
				Summary Total					37.32
		RETURN-MOTOCYCLE BATTERY	PD	60850	001	09101	11/8/2011	6975-121503	37.24-
				Summary Total					37.24-
		WIPER BLADES RETURN/PURCHASE	PD	60913	001	09101	12/7/2011	6975-122969	2.95-
				Summary Total					2.95-
		WIPERS 401	PV	60914	001	09101	12/8/2011	6975-123001	16.28
				Summary Total					16.28
		WIPERS 401	PV	60915	001	09101	12/7/2011	6975-122968	15.49
				Summary Total					15.49
		OIL FILTER	PV	60916	001	09101	12/8/2011	6975-123032	23.47
				Summary Total					23.47
		MISC FOR 351 AND 401	PV	60917	001	09101	12/6/2011	6975-122885	129.63
		MISC FOR 351 AND 401	PV	60917	002	09101	12/6/2011	6975-122885	17.21
				Summary Total					146.84
		FOG STANDARD 645	PV	60949	001	09101	12/12/2011	6975-123181	7.70
				Summary Total					7.70
		CAPSULE STANDARD	PV	60950	001	09101	12/12/2011	6975-123194	9.41
				Summary Total					9.41
		SHOP SUPPLIES	PV	60951	001	09101	12/12/2011	6975-123170	31.26
				Summary Total					31.26
		EPOXY	PV	60952	001	09101	12/9/2011	6975-123112	5.73
				Summary Total					5.73
		HEADLIGHT 392	PV	60988	001	09101	12/8/2011	6975-123015	9.41
				Summary Total					9.41

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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	Ty Number Itm Co	Date	Number	Amount
	CIRCUIT BKR/BATTERY PROTECTOR	PV 61058 001 09101	12/19/2011	6975-123480	6.31
	CIRCUIT BKR/BATTERY PROTECTOR	PV 61058 002 09101	12/19/2011	6975-123480	4.14
		Summary Total			10.45
		Payment Amount			411.60
106854 CDWG INC	ASUS DOCKING STATION	PV 61020 001 09101	12/19/2011	C596979	129.54
	CDWG INC 75 REMITTANCE DRIVE SUITE 1515 CHICAGO IL 60675-1515	Summary Total			129.54
		Payment Amount			129.54
100297 CENTERPOINT ENERGY	NOV 11 BILL 6701 HIGHWAY 10	PV 60953 001 09410	12/9/2011	6011580-5NOV1 1	179.69
	CENTERPOINT ENERGY P O BOX 4671	Summary Total			179.69
	14515 E TOWN CENTER DR	PV 61018 001 09601	12/13/2011	8782239-1NOV1 1	192.91
	HOUSTON TX 77210-4671	Summary Total			192.91
	7550 SUNWOOD DR	PV 61019 001 09101	12/9/2011	6702493-5NOV1 1	2,958.18
		Summary Total			2,958.18
		Payment Amount			3,330.78
101028 CHAMPLIN TOWING, INC	TOWING LIC #RKP-735	PV 60918 001 09290	12/14/2011	121411	80.34
	CHAMPLIN TOWING, INC 14300 SUNFISH LAKE BLVD RAMSEY MN 55303	Summary Total			80.34
		Payment Amount			80.34
112990 CITY OF HUTCHINSON	INTERVIEW CLASS-J. BONINE	PV 60995 001 09101	12/13/2011	100	60.00
	CITY OF HUTCHINSON 10 FRANKLIN STREET SW HUTCHINSON MN 55350	Summary Total			60.00

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CITY OF RAMSEY  
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Bank Account 00002224 CASH IN BANK  
Version LOGIS003V  
Originator JLIPSKI  
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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
					Payment Amount				60.00
110483	CITY OF ST PAUL	ASPHALT	PV	60919	001	09101	12/2/2011	121139	196.80
	CITY OF ST PAUL 15 W KELLOGG BLVD 700 CITY HALL ST PAUL MN 55102				Summary Total				196.80
					Payment Amount				196.80
100129	CRYSTEEL TRUCK EQUIPMENT	MISC SUPPLIES	PV	60851	001	09101	12/6/2011	FP145053	495.31
	CRYSTEEL MANUFACTURING P O BOX 76154 CLEVELAND OH 44101-4755				Summary Total				495.31
					Payment Amount				495.31
100131	CULLIGAN OF ANOKA	COM FILTRATION LEASE	PV	60852	001	09101	11/30/2011	100X03676405	128.46
	CULLIGAN DEPARTMENT 8509 P O BOX 77043 MINNEAPOLIS MN 55480-7743				Summary Total				128.46
					Payment Amount				128.46
107322	CURTIS, CHRIS	REIMB- TEMPCO EMT CLASS	PV	60996	001	09101	12/19/2011	121911	20.61
	CHRIS CURTIS 13854 191ST COURT NW ELK RIVER MN 55330				Summary Total				20.61
					Payment Amount				20.61
107603	DAHLBERG, NICHOLAS	REIMB- TRAINER CLASS	PV	60997	001	09101	12/19/2011	121911	163.68
	NICHOLAS DAHLBERG 16301 ZIRCONIUM STREET NW RAMSEY MN 55303	REIMB- TRAINER CLASS	PV	60997	002	09101	12/19/2011	121911	113.80
					Summary Total				277.48
					Payment Amount				277.48

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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
110736	DASH MEDICAL GLOVES INC 10180 SOUTH 54TH STREET FRANKLIN WI 53132	NITRILE GLOVES	PV	61067	001	09101	12/16/2011	INVO711751	119.80
								Summary Total	119.80
								Payment Amount	119.80
100144	DEHN OIL COMPANY 6735 141ST AVENUE NW RAMSEY MN 55303	DIESEL FUEL	PV	60853	001	09101	12/2/2011	13405	2,486.25
								Summary Total	2,486.25
		DIESEL FUEL	PV	60854	001	09101	11/8/2011	126402	1,899.70
								Summary Total	1,899.70
		DYED PERF G 300 GAL	PV	60855	001	09101	12/2/2011	134042	1,140.21
								Summary Total	1,140.21
		DIESEL OIL	PV	60920	001	09101	12/8/2011	25001292	1,979.86
								Summary Total	1,979.86
		SUBZERO HYD OIL	PV	60954	001	09101	12/14/2011	25001609	74.77
								Summary Total	74.77
								Payment Amount	7,580.79
112353	DEMARS SIGNS 410 93RD AVENUE NW COON RAPIDS MN 55433	COR SIGN	PV	61021	001	09295	12/14/2011	16265	25,910.00
								Summary Total	25,910.00
		COR SIGN	PV	61022	001	09295	11/16/2011	16228	9,584.00
								Summary Total	9,584.00
								Payment Amount	35,494.00
108454	DIXON, JERAD 5931 145TH LANE RAMSEY MN 55303	REIMB-TRAININ G MEALS	PV	60998	001	09101	12/19/2011	121911	23.71
								Summary Total	23.71
		CLASS- USE OF FORCE REIMB	PV	60999	001	09101	12/19/2011	121911A	39.62
								Summary Total	39.62
								Payment Amount	63.33

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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
100681	DWYER, TIMOTHY	CLASS 1ST RESPONDER- MEALS	PV	61000	001	09101	12/19/2011	121911	16.00
	TIMOTHY DWYER 17325 SAPPHIRE ST NW RAMSEY MN 55303								Summary Total 16.00
		SUPPLIES FOR TASER TRAINING	PV	61023	001	09101	12/21/2011	122111	84.74
									Summary Total 84.74
									Payment Amount 100.74
100158	ECM PUBLISHERS INC	HEAR- CIP 2012-2016	PV	60856	001	09101	12/2/2011	01792376	61.50
	ECM PUBLISHERS INC 4095 COON RAPIDS BLVD COON RAPIDS MN 55433								Summary Total 61.50
		HEAR-2012 RATES AND CHARGES	PV	60857	001	09101	12/2/2011	01792503	35.88
									Summary Total 35.88
		REC VEHICLE ORD	PV	60921	001	09101	12/2/2011	01792375	71.75
									Summary Total 71.75
		TIF DIST 1 & 2 MODIFICATIONS	PV	60922	001	09201	12/2/2011	01792377	153.75
		TIF DIST 1 & 2 MODIFICATIONS	PV	60922	002	09201	12/2/2011	01792377	153.75
									Summary Total 307.50
		HEAR-EASEMSNE T FLUORINE	PV	60955	001	09101	12/9/2011	01792652	123.00
									Summary Total 123.00
		ORD-RATES AND CHARGES	PV	61024	001	09101	12/16/2011	01792904	61.50
									Summary Total 61.50
									Payment Amount 661.13
106624	EHLERS AND ASSOCIATES, INC	TIF 1 AND 2 MODIFICATION	PV	60923	001	09201	12/9/2011	343889	4,758.75
	EHLERS & ASSOCIATES,	TIF 1 AND 2 MODIFICATION	PV	60923	002	09201	12/9/2011	343889	4,758.75

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Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Item	Co	Due Date	Invoice Number	Payment Amount
	INC								
	3060 CENTRE POINTE DRIVE							Summary Total	9,517.50
	ROSEVILLE MN 55113-1105							Payment Amount	9,517.50
100167	ELK RIVER FORD INC	REPAIR ON 303	PV	60858 001	09101		12/6/2011	16008875/2	13.46
	ELK RIVER FORD INC	REPAIR ON 303	PV	60858 002	09101		12/6/2011	16008875/2	26.46
	17219 HIGHWAY 10 NW							Summary Total	39.92
	PO BOX 304							Payment Amount	39.92
	ELK RIVER MN 55330								
108141	ERICKSON, JEFF	J. ERICKSON CLOTH ALLOW 2011	PV	60956 001	09601		12/16/2011	121611	58.05
	JEFF ERICKSON							Summary Total	58.05
	7689 157TH AVENUE NW							Payment Amount	58.05
	RAMSEY MN 55303								
107099	FASTENAL	MISC SUPPLIES	PV	60859 001	09101		12/1/2011	MNTC881394	150.95
	FASTENAL COMPANY							Summary Total	150.95
	P O BOX 978	MISC SUPPLIES	PV	60860 001	09101		12/2/2011	MNTC881448	25.52
	WINONA MN 55987							Summary Total	25.52
		MISC PARTS	PV	60861 001	09101		11/30/2011	MNTC881370	78.55
								Summary Total	78.55
		MISC PARTS	PV	60862 001	09101		11/30/2011	MNTC881342	4.45
								Summary Total	4.45
		MISC PARTS	PV	60863 001	09101		12/2/2011	MNTC881468	18.14
								Summary Total	18.14
		MISC PARTS	PV	60864 001	09101		12/2/2011	MNTC881467	19.44
								Summary Total	19.44
		MISC PARTS	PV	60924 001	09101		12/6/2011	MNTC881555	5.09
								Summary Total	5.09
		MISC PARTS	PV	60925 001	09101		12/7/2011	MNTC881568	2.13
								Summary Total	2.13
		MISC PARTS	PV	60926 001	09101		12/5/2011	MNTC881512	17.77

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
				Summary Total					17.77
		MISC PARTS	PV	60927	001	09101	12/5/2011	MNTC881488	18.25
				Summary Total					18.25
		MISC PARTS	PV	61061	001	09101	12/19/2011	MNTC881961	42.60
				Summary Total					42.60
				Payment Amount					382.89
111709	FIRST TRANSIT INC	OCT 11 RAMSEY STAR	PV	61025	001	09296	11/2/2011	558091011R	54,302.64
	FIRST TRANSIT INC 22192 NETWORK PLACE CHICAGO IL 60673-1221	NOV 2011 RAMSEY STAR		Summary Total					54,302.64
			PV	61026	001	09296	12/2/2011	558091111R	53,451.49
				Summary Total					53,451.49
				Payment Amount					107,754.13
112980	FLUID MANAGEMENT	POLY BELT	PV	60928	001	09101	11/17/2011	455903	47.27
	FLUID MANAGEMENT 1023 WHEELING ROAD WHEELING IL 60090			Summary Total					47.27
				Payment Amount					47.27
106869	FORESTRY SUPPLIERS INC	LOPPER/SAW	PV	60957	001	09101	12/9/2011	260868-00	185.87
	FORESTRY SUPPLIERS INC 205 WEST RANKIN STREET P.O. BOX 8397 JACKSON MS 39284-8397			Summary Total					185.87
				Payment Amount					185.87
100654	FRANKFURTH, TIMOTHY	CLASS-1ST RESPONDER REIMB	PV	61001	001	09101	12/19/2011	121911	16.00
	TIMOTHY FRANKFURTH 7400 IVYSTONE AVENUE S COTTAGE GROVE MN 55016			Summary Total					16.00
				Payment Amount					16.00
110388	FRATTALLONE'S ACE HARDWARE	MISC SUPPLIES	PV	60958	001	09101	12/13/2011	015972/J	63.45

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Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
STORES					
	FRATTALLONE'S ACE HARDWARE STORES		Summary Total		63.45
	3527 LEXINGTON AVENUE N				
	ARDEN HILLS MN 55126				
			Payment Amount		63.45
100189	G AND K SERVICES INC	PV 60866 001 09101	12/7/2011	1006486932	83.65
			Summary Total		83.65
	G AND K SERVICES INC				
	PO BOX	PV 60929 001 09101	12/7/2011	1006486929	64.00
	1450-NW 7536				
	MINNEAPOLIS	PV 60929 002 09101	12/7/2011	1006486929	10.00
	MN 55485-7536				
		PV 60929 003 09101	12/7/2011	1006486929	62.75
		PV 60929 004 09101	12/7/2011	1006486929	62.76
			Summary Total		199.51
		PV 60959 001 09101	12/14/2011	1006497905	64.00
		PV 60959 002 09101	12/14/2011	1006497905	10.00
		PV 60959 003 09101	12/14/2011	1006497905	121.33
		PV 60959 004 09101	12/14/2011	1006497905	121.33
			Summary Total		316.66
		PV 61069 001 09101	12/21/2011	1006508819	64.00
		PV 61069 002 09101	12/21/2011	1006508819	10.00
		PV 61069 003 09101	12/21/2011	1006508819	87.31
		PV 61069 004 09101	12/21/2011	1006508819	87.31
			Summary Total		248.62
			Payment Amount		848.44
107962	GENESIS EMPLOYEE BENEFITS	PV 60865 001 09101	11/30/2011	13648	45.20
	GENESIS EMPLOYEE BENEFITS, INC	PV 60865 002 09101	11/30/2011	13648	262.30
			Summary Total		307.50
	BRAEMAR OFFICE CENTER				
	8000 W. 78TH STREET SUITE 320				
	MINNEAPOLIS MN 55439-2506				
			Payment Amount		307.50
100650	GRAINGER	PV 60930 001 09101	12/6/2011	9701886666	12.49
	EYE WASH,IODINE WIPES,OINTMEN				







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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	AVENUE NORTH	SWEETBAY							
	ANOKA MN 55303	RIDGE							
									Summary Total 504.42
									Payment Amount 520.42
106741	LSA DESIGN INC	RAMSEY DECK AMEND 2	PV	60867	001	09101	12/6/2011	11161-2	616.75
	LSA DESIGN INC								Summary Total 616.75
	219 N 2ND STREET SUITE 302	RAMSEY DECK-AMEND 1	PV	60870	001	09468	12/6/2011	11161-1	9,635.59
	MINNEAPOLIS MN 55401-1454								Summary Total 9,635.59
		RAMSEY DECK-AMEND 3	PV	60871	001	09468	12/6/2011	11161-3	3,900.00
									Summary Total 3,900.00
									Payment Amount 14,152.34
112512	MADDEN,GALANT ER,HANSEN LLP	SERVICES THROUGH 10-31-11	PV	60938	001	09101	11/1/2011	110111	1,378.20
	MADDEN,GALANTER,HANSEN LLP								Summary Total 1,378.20
	505 NORTH HIGHWAY 169 SUITE 295 PLYMOUTH MN 55441-6444								Payment Amount 1,378.20
112993	MALONEY, MARK	TASER CERTIFICATION	PV	61063	001	09101	12/21/2011	122111	833.00
	MARK MALONEY								Summary Total 833.00
	9875 209TH AVENUE NW ELK RIVER MN 55330								Payment Amount 833.00
107310	MARAS, NICK	BOOT REMIB 11- N. MARAS	PV	60872	001	09101	12/7/2011	120711	100.00
	NICK MARAS								Summary Total 100.00
	15801 TRAPROCK STREET NW RAMSEY MN 55303								Payment Amount 100.00
100283	MENARDS COON	MISC SUPPLIES	PV	60873	001	09101	11/30/2011	65223	59.73

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
RAPIDS									
	MENARDS COON RAPIDS 3045 MAIN STREET COON RAPIDS MN 55433				Summary Total				59.73
					Payment Amount				59.73
100284	MENARDS ELK RIVER	WIRE WHEEL/DUST MASKS	PV	60964	001	09601	12/7/2011	23524	11.26
	MENARDS ELK RIVER 19521 EVANS STREET NW ELK RIVER MN 55330-1077				Summary Total				11.26
		MISC SUPPLIES	PV	60965	001	09101	12/8/2011	23840	50.77
					Summary Total				50.77
		WIRE WHEELS-RETURN	PD	60966	001	09601	12/7/2011	23607	9.17-
					Summary Total				9.17-
		MISC SUPPLIES	PV	61031	001	09101	12/16/2011	26454	102.29
					Summary Total				102.29
					Payment Amount				155.15
110346	MEYENBURG, DONALD	BOOT REIMB 11- D. MEYENBURG	PV	60874	001	09101	12/8/2011	120811	59.99
	DONALD MEYENBURG 25182 DURANT STREET NE ISANTI MN 55040				Summary Total				59.99
					Payment Amount				59.99
106555	MINNEAPOLIS, CITY OF	NOV 11 TRANSACTION FEES	PV	61004	001	09101	12/9/2011	400413002433	130.20
	MINNEAPOLIS FINANCE DEPT P O BOX 77038 MINNEAPOLIS MN 55480-7738				Summary Total				130.20
					Payment Amount				130.20
100303	MINNESOTA CONWAY INC	RECHARGES AND MISC	PV	60875	001	09101	11/30/2011	31939	365.89
	MINNESOTA CONWAY 575 MINNEHAHA AVE WEST				Summary Total				365.89

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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
ST PAUL MN 55103-1573									365.89
Payment Amount									365.89
101032	MN CITY	DUES	PV	60967	001	09101	12/16/2011	121611	152.77
	COUNTY MGMT ASSOCIATION	5-11/4-12 K. ULRICH							
MN CITY COUNTY MGMT ASSOCIATION									152.77
LEAGUE OF MN CITIES									
145 UNIVERSITY AVE W									
ST PAUL MN 55103-2044									
Summary Total									152.77
Payment Amount									152.77
106653	MN DEPT OF EMPLOYMENT ECONOMIC DEVELOP	CDAP-03-0008-H-FY04 PAN PREC	PV	60876	001	09232	12/11/2011	121111	128.50
MN DEPT OF EMPLOYMENT ECONOMIC DEVELOP									128.50
ATTEN: FISCAL SERVICES DIVISION									
332 MINNESOTA ST SUITE 200									
ST PAUL MN 55101-1350									
Summary Total									128.50
Payment Amount									128.50
100328	MN DEPT OF HEALTH WATER	WATER 10/1/11-12/31/11	PV	60877	001	09601	11/23/2011	112311	6,077.00
MN DEPT OF HEALTH									6,077.00
DRINKING WATER PROTECTION SECTION									
P O BOX 64494									
ST PAUL MN 55164-0494									
Summary Total									6,077.00
Payment Amount									6,077.00
102216	MN DEPT OF TRANSPORTATION MINNESOTA DEPT OF TRANSPORTATION COMMISSIONER OF TRANSPORTATION	ROAD PROJECTS	PV	61060	001	09493	12/13/2011	00000049450	809.58
		ROAD PROJECTS	PV	61060	002	09493	12/13/2011	00000049450	2,485.19
		ROAD PROJECTS	PV	61060	003	09493	12/13/2011	00000049450	719.88

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount
	CASH ACCOUNTING -MS 215 395 JOHN IRELAND BLVD ST PAUL MN 55155-1899								Summary Total 4,014.65
									Payment Amount 4,014.65
100224	MN OFFICE OF ENTERPRISE TECH SHARED SER.  MN OFFICE OF ENTERPRISE TECH SHARED TECH ROOM 510 658 CEDAR STREET ST PAUL MN 55155	WAN NOV 2011	PV	60939	001	09101	12/5/2011	DV11110392	176.38
									Summary Total 176.38
									Payment Amount 176.38
111618	MN POLLUTION CONTROL AGENCY  MN POLLUTION CONTROL AGENCY ATTENTION: FISCAL-6 520 LAFAYETTE ROAD NORTH ST PAUL MN 55155-4194	COLL CONF- NELSON/ ERICKSON	PV	60968	001	09101	12/14/2011	121411	600.00
									Summary Total 600.00
									Payment Amount 600.00
100882	MSPE  MSPE 20 E. THOMPSON AVE #206 WEST ST PAUL MN 55118	NSPE/MSPE DUES-L. LINTON 2012	PV	60940	001	09101	12/14/2011	121411	330.00
									Summary Total 330.00
									Payment Amount 330.00
108091	MUNICIPAL CODE CORPORATION  MUNICIPAL CODE CORPORATION P O BOX 2235 TALLAHASSEE FL 32316	ANNUAL CODE INTERNET 2012	PV	60941	001	09101	12/7/2011	00212655	550.00
									Summary Total 550.00
									Payment Amount 550.00
100345	NAPA AUTO	PAINT 655	PV	61059	001	09101	12/20/2011	600013	5.87



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Payee		Stub	Document			Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Number	Amount
Payment Amount								188.38
100368	OFFICE DEPOT	OFFICE SUPPLIES	PV	60971	001	09101	12/5/2011 589154985001	121.05
	OFFICE DEPOT	OFFICE SUPPLIES	PV	60971	002	09101	12/5/2011 589154985001	60.92
	P O BOX 70049 LOS ANGELES CA 90074-0049		Summary Total					181.97
Payment Amount								181.97
100829	PCS SAFETY SYSTEMS INC	REPAIR 393	PV	60880	001	09101	12/6/2011 8494	112.50
	PCS SAFETY SYSTEMS INC		Summary Total					112.50
	P O BOX 405	REPAIR 364	PV	60881	001	09101	12/2/2011 8499	375.00
	ELK RIVER MN 55330	REPAIR 364	PV	60881	002	09101	12/2/2011 8499	327.97
Summary Total								702.97
		INSTALL SPOTLIGHT 364	PV	61008	001	09101	12/19/2011 8520	112.50
		INSTALL SPOTLIGHT 364	PV	61008	002	09101	12/19/2011 8520	292.03
Summary Total								404.53
Payment Amount								1,220.00
107461	PHILIPS HEALTHCARE	HEARTSTART SMART PADS	PV	61009	001	09101	12/7/2011 923562937	173.67
	PHILIPS HEALTHCARE P O BOX 100355 ATLANTA GA 30384-0355		Summary Total					173.67
Payment Amount								173.67
111488	POPP.COM INC	NOV 2011 BILLING	PV	61010	001	09101	11/30/2011 991988614	124.69
	POPP.COM INC	NOV 2011 BILLING	PV	61010	002	09101	11/30/2011 991988614	44.29
	P O BOX 27110	NOV 2011 BILLING	PV	61010	003	09101	11/30/2011 991988614	44.29
	GOLDEN VALLEY MN 55427-0110	NOV 2011 BILLING	PV	61010	004	09101	11/30/2011 991988614	256.87
		NOV 2011 BILLING	PV	61010	005	09101	11/30/2011 991988614	44.29
		NOV 2011 BILLING	PV	61010	006	09101	11/30/2011 991988614	62.00

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Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
	BILLING				
	NOV 2011	PV 61010 007 09101	11/30/2011	991988614	35.43
	BILLING				
	NOV 2011	PV 61010 008 09101	11/30/2011	991988614	8.18
	BILLING				
	NOV 2011	PV 61010 009 09101	11/30/2011	991988614	119.88
	BILLING				
	NOV 2011	PV 61010 010 09101	11/30/2011	991988614	89.91
	BILLING				
	NOV 2011	PV 61010 011 09101	11/30/2011	991988614	119.88
	BILLING				
		Summary Total			949.71
		Payment Amount			949.71
112959 PREMIUM WATERS INC	WATER- FIRE STATION 2	PV 60882 001 09101	11/30/2011	621332-11-11	15.54
		Summary Total			15.54
PREMIUM WATERS INC P O BOX 9128	WATER- FIRE STATION 1	PV 60883 001 09101	11/30/2011	621331-11-11	10.73
		Summary Total			10.73
MINNEAPOLIS MN 55480-9128		Payment Amount			26.27
111366 RAMSEY, ROBERT	DATA PLAN FOR LAPTOP	PV 60884 001 09101	12/12/2011	121211	25.00
		Summary Total			25.00
ROBERT RAMSEY 9495 164TH LANE NW RAMSEY MN 55303		Payment Amount			25.00
111806 RAPID ELECTRIC	COR SIGN	PV 60885 001 09295	8/9/2011	984	2,602.71
		Summary Total			2,602.71
RAPID ELECTRIC 4810 75TH AVENUE NE	MISC WORK AT CITY HALL	PV 60942 001 09234	11/29/2011	977	3,291.44
		Summary Total			3,291.44
SAUK RAPIDS MN 56379	HD- GROUND RODS	PV 60972 001 09297	11/29/2011	976	1,418.98
		Summary Total			1,418.98
		Payment Amount			7,313.13
110330 RESHETAR	RE: 14760	PV 60886 001 09101	12/8/2011	11-1261	1,330.00

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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

Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Item	Co	Due Date	Invoice Number	Payment Amount
	SYSTEM INC	BOWERS DRIVE							
	RESHETAR SYSTEM INC							Summary Total	1,330.00
	730 BUNKER LAKE BLVD								
	ANOKA MN 55303							Payment Amount	1,330.00
107880	RICK JOHNSON	NOV 11	PV	60943	001	09101	12/9/2011	120911	190.00
	DEER AND	SERVICE							
	BEAVER INC								
	RICK JOHNSON DEER AND BEAVER INC							Summary Total	190.00
	18595 XENOLITH STREET NW								
	BURNS TOWNSHIP MN 55303							Payment Amount	190.00
112989	ROOF TO DECK	DECORATIONS-	PV	60973	001	09295	12/16/2011	121611	2,188.20
	DECORATION	BAL DUE							
	ROOF TO DECK DECORATION							Summary Total	2,188.20
	1410 ENERGY PARK DRIVE SUITE 6								
	ST PAUL MN 55108							Payment Amount	2,188.20
100852	S AND S	REWIRE HEATER	PV	60887	001	09601	11/30/2011	1331	100.00
	ELECTRIC INC								
	S AND S ELECTRIC							Summary Total	100.00
	8945 176TH	HOCKEY RINK	PV	60974	001	09101	12/12/2011	1335	592.00
	AVENUE NW	LIGHTS							
	RAMSEY MN 55303							Summary Total	592.00
								Payment Amount	692.00
112475	S AND T	OFFICE	PV	60975	001	09101	12/12/2011	01OX9215	97.60
	OFFICE	SUPPLIES							
	PRODUCTS INC								
	S AND T	OFFICE	PV	60975	002	09101	12/12/2011	01OX9215	93.26
	OFFICE	SUPPLIES							
	PRODUCTS INC								
	1000 KRISTEN COURT							Summary Total	190.86
	ST PAUL MN 55110							Payment Amount	190.86
100431	SAFETY KLEEN	RECYCLE OIL	PV	60944	001	09101	11/30/2011	0925565410	101.00

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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
CORPORATION									
	SAFETY KLEEN CORPORATION			Summary Total					101.00
	PO BOX 382066								
	PITTSBURGH PA 15250-8066								
				Payment Amount					101.00
100433	SALVERDA AND ASSOC, DONALD	TIM GLADHILL-PROGRAM 11-12	PV	60945	001	09101	12/5/2011	P-1116-9	145.84
	DONALD SALVERDA AND ASSOC	TIM GLADHILL-PROGRAM 11-12	PV	60945	002	09101	12/5/2011	P-1116-9	729.25
	2233 HAMLINE AVE N SUITE 620			Summary Total					875.09
	ROSEVILLE MN 55113								
				Payment Amount					875.09
100435	SCHARBER AND SONS INC	MISC PARTS	PV	60888	001	09101	12/6/2011	1089444	18.05
	SCHARBER AND SONS INC			Summary Total					18.05
	13725 MAIN STREET								
	ROGERS MN 55374			Payment Amount					18.05
112235	SHARP CREATIVE	UPDATE CITY'S WEBSITE	PV	61011	001	09101	11/15/2011	86	4,000.00
	SHARP CREATIVE			Summary Total					4,000.00
	105 FIFTH AVE S. # 513								
	MINNEAPOLIS MN 55401			Payment Amount					4,000.00
100683	STOLP, NICHOLAS	REIMB TASER CLASS/1ST RESPONDE	PV	61012	001	09101	12/19/2011	121911	97.01
	NICHOLAS STOLP	REIMB TASER CLASS/1ST RESPONDE	PV	61012	002	09101	12/19/2011	121911	16.00
	19414 EATON STREET NW			Summary Total					113.01
	ELK RIVER MN 55330								
				Payment Amount					113.01
100469	STREICHER'S POLICE	MISC SUPPLIES	PV	60889	001	09101	12/7/2011	I886737	63.98

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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	Item	Co	Date	Number	Amount
EQUIPMENT									
	STREICHER'S POLICE EQUIPMENT							Summary Total	63.98
	LB# 7873								
	P O BOX 9438								
	MINNEAPOLIS MN 55440-9438							Payment Amount	63.98
107275	TALBOT, GREG	G. TALBOT BOOT REIMB 2011	PV	60976	001	09101	12/19/2011	121911	79.00
	GREG TALBOT							Summary Total	79.00
	23310 MAGNESIUM STREET N.W.								
	ST. FRANCIS MN 55070							Payment Amount	79.00
106899	TAPCO INC	TUFNUTS	PV	60890	001	09101	12/1/2011	I383133	195.57
	TAPCO INC							Summary Total	195.57
	5100 W BROWN DEER ROAD								
	BROWN DEER WI 53223							Payment Amount	195.57
100485	TIMESAVER OFF	DEC 6 MEETING	PV	61013	001	09101	12/14/2011	M18797	293.05
	SITE								
	SECRETARIAL								
	INC								
	TIMESAVER OFF SITE SECRETARIAL INC							Summary Total	293.05
	28601 HUB DRIVE								
	MADISON LAKE MN 56063-4179							Payment Amount	293.05
112079	TOKLE	NOV 11	PV	60891	001	09101	12/6/2011	120611	2,304.00
	INSPECTIONS	ELECTRIAL							
	INC	INSPECTIONS							
	TOKLE INSPECTIONS INC							Summary Total	2,304.00
	1748 123RD AVENUE NW								
	COON RAPIDS MN 55448							Payment Amount	2,304.00
112994	ULI MINNESOTA	REG- L.LINTON SEMINAR	PV	61066	001	09101	12/22/2011	122211	45.00

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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	Item	Co	Date	Number	Amount
	ULI MINNESOTA P O BOX 418363 BOSTON MA 02241-8363								45.00
					Summary Total				45.00
					Payment Amount				45.00
100497	UNIFORMS UNLIMITED  UNIFORMS UNLIMITED 935 NORTH DALE STREET ST. PAUL MN 55103	2 TASERS AND MISC	PV	61033	001	09101	12/19/2011	102608	2,906.68
					Summary Total				2,906.68
					Payment Amount				2,906.68
106990	USA BLUE BOOK  USA BLUE BOOK PO BOX 9004 GURNEE IL 60031-9004	FIRE HYDRANT ENAMEL- BLUE	PV	60977	001	09601	12/7/2011	549364	124.85
					Summary Total				124.85
					Payment Amount				124.85
100510	VERIZON WIRELESS VERIZON WIRELESS P O BOX 25505  LEHIGH VALLEY PA 18002-5505	NOV-DEC 11 BILLING NOV-DEC 11 BILLING NOV-DEC 11 BILLING	PV	61034	001	09101	12/9/2011	2670028608	52.04
			PV	61034	002	09101	12/9/2011	2670028608	26.02
			PV	61034	003	09101	12/9/2011	2670028608	26.02
					Summary Total				104.08
					Payment Amount				104.08
109886	WEBB, RICH  RICH WEBB 4440 231ST CT NW ST. FRANCIS MN 55070	REIMB- 1ST RESPONDER CLASS	PV	61014	001	09101	12/19/2011	121911	16.00
					Summary Total				16.00
					Payment Amount				16.00
105628	WELLS CATERING SERVICE  WELLS CATERING SERVICE 7533 SUNWOOD	CC WORK SESSION  DEP HOLIDAY	PV	60946	001	09101	12/6/2011	25830	123.85
					Summary Total				123.85
			PV	61062	001	09101	12/21/2011	25910 DEPOSIT	1,912.99

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	Number	Amount
	DRIVE SUITE 108 RAMSEY MN 55303	PARTY						
							Summary Total	1,912.99
							Payment Amount	2,036.84
107018	WISTROM, MELISSA  MELISSA WISTROM 15780 LITHIUM STREET NW RAMSEY MN 55303	REIMB- EMT TRAINING	PV	61015	001	09101	12/19/2011 121911	20.01
							Summary Total	20.01
							Payment Amount	20.01
111137	WRIGHT HENNEPIN COOPERATIVE ELECTRIC  WRIGHT HENNEPIN COOPERATIVE ELECTRIC P O BOX 77027 MINNEAPOLIS MN 55480-7727	7650 SUNWOOD DR-RAMP	PV	61065	001	09240	11/28/2011 150-1681-4280 NOV11	16.19
							Summary Total	16.19
							Payment Amount	16.19
100539	WRIGHT TIRE SERVICE INC  WRIGHT TIRE SERVICE INC 710 WEST MAIN STREET ANOKA MN 55303	TIRES FOR 401	PV	60892	001	09101	12/7/2011 071964	458.92
							Summary Total	458.92
							Payment Amount	458.92
112515	WSB AND ASSOCIATES INC  WSB AND ASSOCIATES INC 701 XENIA AVENUE SOUTH SUITE 300  MINNEAPOLIS MN 55416	ARMSTRONG/BUN KER  SUNWOOD/ARMST RONG	PV	60893	001	09494	11/29/2011 10	15,132.50
							Summary Total	15,132.50
			PV	60894	001	09468	11/29/2011 2-01973-010	7,295.00
							Summary Total	7,295.00
							Payment Amount	22,427.50
							Total Amount to be Processed	339,079.40
							Total Number of Payments to be Processed	111

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

**RESOLUTION #12-01-XXX**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF DECEMBER 8, 2011 THROUGH DECEMBER 22, 2011.**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of December 8, 2011, through December 22, 2011, in the amount of \$802,883.78; 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 December 8, 2011, through December 22, 2011, in the amount of \$802,883.78.

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 10<sup>th</sup> day of January 2012.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**CC Regular Session**

**4. 13.**

**Meeting Date:** 01/10/2012

**By:** Jackie Lipski, Finance

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**Information**

**Title:**

Adopt Resolution #12-01-XXX Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 23, 2011 through January 4, 2012

**Background:**

Attached is the bills list for the period of December 23, 2011, through January 4, 2012, as well as the resolution to adopt approving the disbursements and authorizing payment.

**Funding Source:**

N/A

**Council Action:**

Motion to Adopt Resolution #12-01-XXX Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 23, 2011 through January 4, 2012.

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**Attachments**

[Bills List 01/10/2012](#)

[Resolution 01/10/2012](#)

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	01/04/2012 03:07 PM
Kurt Ulrich	Kurt Ulrich	01/04/2012 04:59 PM
Form Started By: Jackie Lipski		Started On: 01/04/2012 02:46 PM
	Final Approval Date: 01/04/2012	

<b>RAMSEY CITY COUNCIL MEETING</b>
<b>1/10/2012</b>
<b>BILLS LIST</b>

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 12/23/11-1/4/12	201,995.20
Accounts Payable 12/23/11-1/4/12	80,969.16

**TOTAL SUBMITTED FOR APPROVAL THIS MEETING**

**\$ 282,964.36**

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2012 Y.T.D.</u>
NET PAYROLL TOTAL	\$	\$
- CORRECTION TO PAYROLL		
PREPAIDS		
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED		
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)		
- CHECKS VOIDED	0.00	0.00
<b>TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

CITY OF RAMSEY  
Council Check Register

12/27/2011 - 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
87512	12/27/2011	1,291.35	100506 US POSTMASTER JAN-FEB 2012 RAMSEY RESIDENT		61070	122211	9101.1550		PREPAID EXPENSE
		1,291.35							
87513	12/29/2011	25,000.00	100009 ACCAP RAMSEY TOWNHOMES LTD PAR TIF SITE IMPROVEMENTS		61071	122911	9209.6433		REFUNDS
		25,000.00							
87514	12/29/2011	20,264.00	102246 BRUNSWICK CORP TIF # 2 11 TH PAYMENT		61072	122911	9202.6433		REFUNDS
		20,264.00							
87515	12/29/2011	11,500.00	112437 CENTRAL BANK 2ND HALF TIF NOTE/B&B ASSOC		61073	122911	9207.6433		REFUNDS
		30,573.00	TIF PREMIER PROP/RIVERVIEW BAN		61074	122911A	9204.6433		REFUNDS
		42,073.00							
87516	12/29/2011	45,000.00	112395 LUNDEEN HOLDINGS INC PHASE II TIF REIMBURSEMENT		61075	122911	9208.6433		REFUNDS
		45,000.00							
87517	12/29/2011	66.76	101103 NEXTEL COMMUNICATIONS BILLING NOV 15- DEC 14-2011		61076	570683319-121	9230.6323		CELLULAR PHONES
		90.37	BILLING NOV 15- DEC 14-2011		61076	570683319-121	0240.6323		CELLULAR PHONES
		97.98	BILLING NOV 15- DEC 14-2011		61076	570683319-121	0191.6323		CELLULAR PHONES
		117.88	BILLING NOV 15- DEC 14-2011		61076	570683319-121	0194.6323		CELLULAR PHONES
		122.97	BILLING NOV 15- DEC 14-2011		61076	570683319-121	0111.6249		MISCELLANEOUS OPERATING
		196.52	BILLING NOV 15- DEC 14-2011		61076	570683319-121	0311.6323		CELLULAR PHONES
		208.76	BILLING NOV 15- DEC 14-2011		61076	570683319-121	9601.6323		CELLULAR PHONES
		214.90	BILLING NOV 15- DEC 14-2011		61076	570683319-121	0220.6323		CELLULAR PHONES
		235.22	BILLING NOV 15- DEC 14-2011		61076	570683319-121	0452.6323		CELLULAR PHONES
		291.12	BILLING NOV 15- DEC 14-2011		61076	570683319-121	0130.6323		CELLULAR PHONES
		489.70	BILLING NOV 15- DEC 14-2011		61076	570683319-121	0301.6323		CELLULAR PHONES
		627.67	BILLING NOV 15- DEC 14-2011		61076	570683319-121	0211.6323		CELLULAR PHONES
		2,759.85							
87518	12/29/2011	2,833.00	100413 RANDALL AND GOODRICH, P L C 2011-DEC PROSECUTION		61077	122811	0161.6304		LEGAL FEES
		2,833.00							
87519	12/29/2011	46,875.00	100443 SHARP AND ASSOCIATES FINAL TIF PYMT-SUNFISH GATEWAY		61078	122911	9202.6433		REFUNDS
		46,875.00							
87520	12/29/2011	15,899.00	110317 W PROPERTIES LAND REIM TIF AGREEMENT		61079	122911	9208.6433		REFUNDS
		15,899.00							
		201,995.20	Grand Total						

Payment Instrument Totals

Check Total	201,995.20
Total Payments	201,995.20

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CITY OF RAMSEY  
Create Payment Control Groups

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Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2012

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
100012	ACE SOLID WASTE INC	PV 61109 001 09101	1/1/2012	0009056261	27.03
	FD 15050 ARMSTRONG BLVD				
	ACE SOLID WASTE INC	Summary Total			27.03
6601	MCKINLEY STREET NW	PV 61110 001 09101	1/1/2012	0009056191	156.04
	MISC CITY RECYCLE/TRASH JAN 12				
RAMSEY MN 55303	MISC CITY RECYCLE/TRASH JAN 12	PV 61110 002 09101	1/1/2012	0009056191	31.08
	MISC CITY RECYCLE/TRASH JAN 12	PV 61110 003 09101	1/1/2012	0009056191	87.83
	MISC CITY RECYCLE/TRASH JAN 12	PV 61110 004 09101	1/1/2012	0009056191	79.73
	MISC CITY RECYCLE/TRASH JAN 12	PV 61110 005 09101	1/1/2012	0009056191	26.58
	MISC CITY RECYCLE/TRASH JAN 12	PV 61110 006 09101	1/1/2012	0009056191	26.58
	MISC CITY RECYCLE/TRASH JAN 12	PV 61110 007 09101	1/1/2012	0009056191	26.57
	CITY RECYCLE JAN 2012	PV 61111 001 09604	1/1/2012	0009055634	23,617.70
	Summary Total				434.41
	Payment Amount				24,079.14
100017	AIRGAS NORTH CENTRAL	PV 61080 001 09101	12/22/2011	105109029	10.14
	CUT OFF SLICER RADNOR				
	AIRGAS NORTH CENTRAL	Summary Total			10.14
	PO BOX 802588 CHICAGO IL 60680-2588	Payment Amount			10.14
110553	ANCHOR PAPER COMPANY	PV 61081 001 09101	12/19/2011	10306901-00	1,660.84
	COPIER PAPER				
	ANCHOR PAPER COMPANY	Summary Total			1,660.84
	480 BROADWAY ST PAUL MN 55101				

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CITY OF RAMSEY  
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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2012

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
Payment Amount								1,660.84	
100041	ANOKA COUNTY HIGHWAY DEPARTMENT	PROJECT- 02-596-11	PV	61083	001	09601	12/21/2011	JPA 02-596-11	30,716.54
	ANOKA COUNTY HIGHWAY DEPARTMENT	PROJECT- 02-596-11	PV	61083	002	09601	12/21/2011	JPA 02-596-11	7,440.21
1440 BUNKER LAKE BLVD NW ANDOVER MN 55304			Summary Total						23,276.33
Payment Amount								23,276.33	
107587	ANOKA COUNTY TREASURY DEPARTMENT	2011 CREDIT REPORTS	PV	61082	001	09101	12/19/2011	214981	28.74
ANOKA COUNTY TREASURY DEPARTMENT 2100 THIRD AVENUE ANOKA MN 55303			Summary Total						28.74
Payment Amount								28.74	
104474	CARQUEST AUTO PARTS	EPOXY	PV	61084	001	09101	12/22/2011	6975-123641	14.88
CARQUEST AUTO PARTS P O BOX 503589			Summary Total						14.88
	ST LOUIS MO 63150-3589	SMART STRAW/SUPER LUBRICANT	PV	61085	001	09101	12/21/2011	6975-123592	11.26
			Summary Total						11.26
Payment Amount								26.14	
100116	CONNEXUS ENERGY	7157 HWY 10 COR SIGN	PV	61086	001	09295	12/16/2011	444931-303113 DEC11	30.20
CONNEXUS ENERGY PO BOX 1808 MINNEAPOLIS MN 55480-1808			Summary Total						30.20
Payment Amount								30.20	
100125	COUNTRYSIDE PRINTING INC	BUS. CARDS B. BLUML	PV	61087	001	09101	12/27/2011	30768	73.74
COUNTRYSIDE PRINTING 6250 BUNKER LAKE BLVD NW			Summary Total						73.74

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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2012

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
SUITE 113 RAMSEY MN 55303									
								Payment Amount	73.74
110736	DASH MEDICAL GLOVES INC	BLACK EXAM GLOVES	PV	61088	001	09101	12/20/2011	INV0712158	149.80
DASH MEDICAL GLOVES INC 10180 SOUTH 54TH STREET FRANKLIN WI 53132									
								Summary Total	149.80
								Payment Amount	149.80
100169	EMERGENCY APPARATUS MAINTENANCE INC	REPAIR ON 560	PV	61115	001	09101	12/20/2011	58882	674.83
EMERGENCY APPARATUS MAINTENANCE INC 7512 4TH AVENUE LINO LAKES MN 55014									
								Summary Total	674.83
								Payment Amount	674.83
112516	ERICKSON ENGINEERING CO	SERVICES FEB 11-NOV 11	PV	61089	001	09101	12/22/2011	9562	408.23
ERICKSON ENGINEERING CO DEPT CH 16478 PALATINE IL 60055-6478									
								Summary Total	408.23
								Payment Amount	408.23
110388	FRATTALLONE'S ACE HARDWARE STORES	ROLLER COVER-PRUNER- LOPPER	PV	61090	001	09101	12/28/2011	016049/J	68.78
FRATTALLONE'S ACE HARDWARE STORES 3527 LEXINGTON AVENUE N ARDEN HILLS MN 55126									
								Summary Total	68.78
								Payment Amount	68.78
100189	G AND K SERVICES INC	UNIFORMS	PV	61091	001	09101	12/28/2011	1006519788	64.00
G AND K SERVICES INC		UNIFORMS	PV	61091	002	09101	12/28/2011	1006519788	10.00
PO BOX		UNIFORMS	PV	61091	003	09101	12/28/2011	1006519788	109.14

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 12/31/2012

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
1450-NW 7536 MINNEAPOLIS MN 55485-7536		UNIFORMS	PV	61091	004	09101	12/28/2011	1006519788	109.15
Summary Total									292.29
		FD MATS	PV	61116	001	09101	12/28/2011	1006519786	102.14
Summary Total									102.14
Payment Amount									394.43
100650 GRAINGER		WALL TOILET/SEAL	PV	61092	001	09101	12/21/2011	9714103836	177.97
GRAINGER INC DEPT. 806511127 PALATINE IL 60038-0001			Summary Total						177.97
Payment Amount									177.97
111149 JACK MCCLARD AND ASSOCIATES INC		CLAMP TIRE CHANGER	PV	61093	001	09101	12/20/2011	19525	735.75
JACK MCCLARD AND ASSOCIATES INC		CLAMP TIRE CHANGER	PV	61093	002	09101	12/20/2011	19525	4,095.00
128 JACKSON AVENUE NORTH HOPKINS MN 55343			Summary Total						4,830.75
Payment Amount									4,830.75
100259 LEAGUE OF MN CITIES INS TRUST		PD BACKED INTO ANOTHER VEHICLE	PV	61094	001	09702	12/21/2011	C0009691	1,811.60
LEAGUE OF MN CITIES INS TRUST C/O BERKLEY RISK SERVICES INC P O BOX 581517 MINNEAPOLIS MN 55458-1517			Summary Total						1,811.60
Payment Amount									1,811.60
100266 LOGIS		DEC 2011 BILLING- NETWORK	PV	61095	001	09101	12/15/2011	34470	96.00
LOGIS 5750 DULUTH STREET			Summary Total						96.00

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 12/31/2012

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
GOLDEN VALLEY MN 55422-4036									
Payment Amount								96.00	
100602	MN POLLUTION CONTROL AGENCY	OP LICENSES 2012 NELSON/DUBE	PV	61112	001	09602	12/14/2011	121411	46.00
MINNESOTA POLLUTION CONTROL AGENCY ATTEN: DIANNE NAVRATIL 520 LAFAYETTE ROAD NORTH ST PAUL MN 55155-4194									
Summary Total								46.00	
Payment Amount								46.00	
100354	NEWMAN SIGNS	SIGN MATERIAL	PV	61096	001	09101	12/22/2011	TI-0243627	317.33
NEWMAN SIGNS PO BOX 1728 JAMESTOWN ND 58402-1728									
Summary Total								317.33	
Payment Amount								317.33	
100359	NORTH METRO MAYORS ASSN	2012 MEMBERSHIP	PV	61113	001	09101	11/22/2011	951495	10,712.00
NORTH METRO MAYORS ASSN 1000 WESTGATE DRIVE SUITE 252 ST PAUL MN 55114									
Summary Total								10,712.00	
Payment Amount								10,712.00	
108137	NORTHERN STAR JUVENILE DIVERSION	OCT 11-DEC 11 BILLING	PV	61097	001	09270	12/20/2011	122011	1,250.00
NORTHERN STAR JUVENILE DIVERSION ATTENTION: COLLEEN BRAZIER 393 MARSHALL AVENUE ST PAUL MN 55102									
Summary Total								1,250.00	
Payment Amount								1,250.00	
110547	NORTHWEST LIGHTING SYSTEMS CO.	MISC BULBS	PV	61098	001	09101	12/22/2011	65926	162.74
NORTHWEST LIGHTING SYSTEMS CO. 9405 HOLLY STREET NW COON RAPIDS MN 55433									
Summary Total								162.74	

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 12/31/2012

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
Payment Amount					162.74
110480	OPUS 21 MANAGEMENT SOLUTIONS	NOV 2011 BILLING	PV 61099 001 09601 12/21/2011 111136		274.63
	OPUS 21 MANAGEMENT SOLUTIONS	NOV 2011 BILLING	PV 61099 002 09601 12/21/2011 111136		219.70
	680 COMMERCE DRIVE SUITE 160 WOODBURY MN 55125	NOV 2011 BILLING	PV 61099 003 09601 12/21/2011 111136		219.70
		NOV 2011 BILLING	PV 61099 004 09601 12/21/2011 111136		164.76
		NOV 2011 BILLING	PV 61099 005 09601 12/21/2011 111136		219.70
Summary Total					1,098.49
Payment Amount					1,098.49
100829	PCS SAFETY SYSTEMS INC	FLASHLIGHT CHRG 316	PV 61100 001 09101 12/27/2011 8538		37.50
	PCS SAFETY SYSTEMS INC P O BOX 405 ELK RIVER MN 55330	REPLACE LIGHTER PLUG 317	PV 61101 001 09101 12/27/2011 8539		75.00
Summary Total					37.50
Payment Amount					112.50
112920	PRESCRIPTION LANDSCAPE	MOW- 9/22,10/5 & 10/26	PV 61102 001 09101 12/9/2011 174308		384.75
	PRESCRIPTION LANDSCAPE 1311 SYLVAN STREET ST PAUL MN 55117				384.75
Summary Total					384.75
Payment Amount					384.75
111366	RAMSEY, ROBERT	DATA PLAN REIMBURSEMENT	PV 61114 001 09101 1/3/2012 010312		25.00
	ROBERT RAMSEY 9495 164TH LANE NW RAMSEY MN 55303				25.00
Summary Total					25.00
Payment Amount					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             12/31/2012

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
106986	RHOMAR INDUSTRIES INC	TAGSTER GRAFFITI	PV	61103	001	09101	12/15/2011	71823	199.86
	RHOMAR INDUSTRIES INC 2107 E ROCKHURST SPRINGFIELD MO 65802								Summary Total <u>199.86</u>
									Payment Amount <u>199.86</u>
112970	SKYLINE FIRE PROTECTION INC	RE: 6701 HIGHWAY 10-FIRE PROT	PV	61104	001	09230	12/20/2011	4892	4,037.50
	SKYLINE FIRE PROTECTION INC 10900 73RD AVENUE N #108 MAPLE GROVE MN 55369								Summary Total <u>4,037.50</u>
									Payment Amount <u>4,037.50</u>
112996	STANTEC CONSULTING SERVICES INC	RAMSEY REVIEW DEC 2011	PV	61105	001	09101	12/21/2011	552286	629.48
	STANTEC CONSULTING SERVICES INC 13980 COLLECTIONS CENTER DRIVE CHICAGO IL 60693								Summary Total <u>629.48</u>
			PV	61106	001	09101	12/21/2011	552287	3,336.96
									Summary Total <u>3,336.96</u>
									Payment Amount <u>3,966.44</u>
108522	TOTAL CONTROL SYSTEMS, INC	REPAIR LIFT STATION 1	PV	61107	001	09602	12/28/2011	5899	708.89
	TOTAL CONTROL SYSTEMS, INC P O BOX 40 STANCHFIELD MN 55080								Summary Total <u>708.89</u>
									Payment Amount <u>708.89</u>
111742	TWIN CITY WATER CLINIC INC	NOV 11 WATER TESTS	PV	61108	001	09601	12/5/2011	1880	150.00
	TWIN CITY WATER CLINIC INC 617 13TH AVENUE SOUTH HOPKINS MN 55343								Summary Total <u>150.00</u>



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

**RESOLUTION #12-01-XXX**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF DECEMBER 23, 2011 THROUGH JANUARY 4, 2012.**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of December 23, 2011, through January 4, 2012, in the amount of \$282,964.36; 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 December 23, 2011, through January 4, 2012, in the amount of \$282,964.36.

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 10<sup>th</sup> day of January 2012.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**CC Regular Session**

**4. 14.**

**Meeting Date:** 01/10/2012

**By:** Diana Lund, Finance

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**Information**

**Title:**

Adopt Resolution #12-01-XXX Approving the City of Ramsey's 2013 Budget Calendar

**Background:**

The City's Charter states that a budget calendar shall be established annually, by resolution, for the following year. Staff has prepared a draft resolution with all the dates for budget activities. That resolution is being presented on the consent agenda for adoption.

**Council Action:**

Motion to adopt Resolution #12-01-XXX Approving the City of Ramsey's 2013 Budget Calendar.

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**Attachments**

[2013 Budget Calendar Resolution](#)

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

**Reviewed By**

Kurt Ulrich

**Date**

01/05/2012 09:02 AM

Started On: 01/03/2012 08:37 AM

Final Approval Date: 01/05/2012

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #12-01-XXX**

**RESOLUTION APPROVING THE CITY OF RAMSEY'S 2013 BUDGET CALENDAR**

**WHEREAS**, the Ramsey City Charter states that a budget calendar shall be established annually by resolution; and

**WHEREAS**, the City of Ramsey's Finance Committee recommends the Council adopt the following calendar:

- |             |   |
|-------------|---|
| January 10  | Council adopts the 2013 Budget Calendar.  |
| February 20 | Finance Officer to distribute summary of 2013 staffing and capital outlay requests and forms for 2013 staffing and capital outlay requests to Department Heads and supervisors.   |
| March 5     | Department Heads and supervisors submit staffing and capital outlay revisions/requests for 2013 to Finance Director and City Administrator.   |
| March 12    | Finance Director summarizes staffing and capital outlay revisions/requests for 2013 and distributes to Department Heads and supervisors.  |
| March 12    | Initial budget work sessions with Department Heads and supervisors to <b>review</b> 2013 staffing and capital outlay requests.  |
| March 26    | Budget work session with Department Heads and supervisors to discuss <b>outcome</b> of staffing/capital outlay requests.  |
| April 30    | Finance Director to distribute 2013 Cost Center Budget Worksheets to Department Heads and supervisors. Worksheets include actual expenditures for 2009, 2010, 2011, 2012-year-to-date and adopted 2012 budget.  |
| April 30    | Finance Director to distribute listing of fixed assets as of December 31, 2011 with Replacement Fund requirements as of December 31, 2011 to Department Heads and supervisors for review including item existence, accuracy, replacement values and number of years remaining in useful life. |
| April 30    | Finance Director to distribute current Schedule of Rates, Fees and Charges to staff.  |
| April 30    | City Administrator to distribute most recent version of goals, objectives and 5-year departmental plans to Department Heads and supervisors.<br>Department Heads and supervisors to submit completed budget worksheets and accompanying justifications to the Finance Director.               |

May 28	Department Heads and supervisors to return listing of fixed assets to the Finance Director with any corrections noted.
May 28	Staff to return Schedule of Rates, Fees and Charges to the Finance Director with recommendations for 2012 amendments noted.
May 28	Department Heads and supervisors to submit goals, objectives and 5-year departmental plans to the City Administrator.
June 7	Park and Recreation Commission to review 2013-2017 Parks Capital Improvement Program.
June 25-July 6	City Administrator and staff work sessions on the preliminary 2013 budget. Finance Committee work sessions on the proposed 2013 municipal budget.
July 2	City Administrator to distribute preliminary goals, objectives and 5-year departmental plans for staff work sessions.
July 24	Finance Director and City Administrator submit preliminary budget to the Finance Committee.
July 30	Department of Revenue certifies LGA amounts to all cities with populations over 2,500 and those receiving LGA.
August 2	Park and Recreation Commission to adopt 2013-2017 Parks Capital Improvement Program.
August 20	Counties notify cities of the dates, which school districts, metropolitan special districts, and the county have selected for 2012 Truth in Taxation Hearings.
August 6 - September 7	Final Budget Work session before adoption of proposed budget/levy.
August 20	Department Heads and supervisors to submit items to be included in the 2013-2017 Capital Improvement Program.
August 28	Finance Committee and City Council review and adopt the 2013-2017 Parks Capital Improvement Program.
August 27- August 31	Staff work sessions to review goals, objectives and 5-year departmental plans.
September 11	Finance Committee recommends a 2013 Proposed Municipal Budget; 2012 Levy, Payable 2013, Proposed Municipal Levy to the City Council.

September 11	City Council adopts the 2013 Proposed Municipal Budget; 2012 Levied Payable 2013 Proposed Municipal Levy and sets the 2012 hearing dates for the 2013 Budget Public Hearing(s).
September 14	City certifies 2013 Proposed Municipal Budget; 2012 Payable 2013 Proposed Municipal Levy and 2013 Budget Public Hearing date.
September/October	Finance Committee and Council work sessions as needed.
Sept 17-Sept 28	City Council work sessions on 2013 Goals, Objectives and 5-Year Departmental Plans.
October 23	Finance Committee and City Council review and adopt 2013-2017 Capital Improvement Program.
November 7-28	County mails notice of proposed property taxes for payable 2013.
November 27	Finance Committee and City Council to review and adopt the 2013 Schedule of Rates, Fees and Charges.
November 27	2013 Goals, Objectives and 5-Year Departmental Plans submitted to City Council for adoption.
November 28 - December 28	Public Hearing(s) on Final 2013 Municipal Budget and Levy
December 11	Adopt 2013 Municipal Budget and Final 2012, Payable 2013 Levy
December 28	Final levy certification to County auditor and certification of compliance with Truth in Taxation requirements to the Department of Revenue.

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

- 1) That the City Council of Ramsey hereby approves the 2013 Budget Calendar.

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 10<sup>th</sup> day of January, 2012.

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Mayor

**ATTEST:**

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City Clerk

Meeting Date: 01/10/2012

By: Diana Lund, Finance

**Information**

**Title:**

Adopt Interfund Loan Agreement Resolution for TIF District #2 (Funding for Northstar Rail Station)

**Background:**

The Northstar Rail Station has an estimated cost of \$14,350,000 which includes a \$1,150,000 for a city skyway. Of this amount, Ramsey is responsible for \$4,750,000. Funding is proposed to come from TIF 1 in the amount of \$860,000 and TIF 2 in the amount of \$3,890,000. Currently, TIF 2 has \$2,079,000 available increment. The additional \$1,811,000 needed to fund the railstation will be loaned from the Landfill Trust Fund and reimbursed back from TIF District #2 when property tax increment dollars are received in 2012 and 2013.

Tax Increment laws require that the city adopt a resolution stating that they wish to repay themselves with future increment, the respective loaning fund, and interest rate.

**Recommendation:**

Staff recommends adoption of the resolution for the Interfund Loan Agreement for TIF District #2.

**Funding Source:**

The Rail Station will be funded from TIF 1 and TIF 2 with the Landfill Trust Fund providing an internal loan and will be repaid as annual increment is received in TIF District #2.

**Council Action:**

Adopt Resolution #12-01-XXX Approving the Terms of \$1,811,000 Interfund Loan in Connection with TIF District #2.

**Attachments**

TIF 2 Interfund Loan Resolution

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	01/05/2012 08:59 AM
Form Started By: Diana Lund		Started On: 01/03/2012 07:45 AM
		Final Approval Date: 01/05/2012

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #12-01-XXX**

**APPROVING THE TERMS OF \$1,811,000 INTERNAL LOAN  
IN CONNECTION WITH TIF DISTRICT NO. 2**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, MINNESOTA ("CITY") AS FOLLOWS:

Section 1. Background.

1.01. The City has heretofore has established Tax Increment Financing District No. 2 (the "TIF District") within Development District No. 1 (the "Development District"), and has adopted a tax increment financing plan for the purpose of financing certain improvements for the Project within the Development District.

1.02. The City has determined to pay for certain costs identified in the TIF Plan consisting of \$1,811,000 in construction and right-of way costs related to the Northstar Rail Station (collectively, the "Qualified Costs"), which costs will be financed on a temporary basis from the Landfill Trust Fund.

1.03. Under Minnesota Statutes, Section 469.178, Subdivision 7, the City is authorized to advance or loan money from the City's general fund or any other fund from which such advances may be legally made, in order to finance the Qualified Costs.

1.04. The City intends to reimburse itself for the Qualified Costs from tax increments derived from TIF District No. 2 in accordance with the terms of this resolution (which terms are referred to collectively as the "TIF Loan").

Section 2. Terms of Interfund Loan.

2.01 The City hereby authorizes the advance of up to \$1,811,000 from the Landfill Trust Fund so much thereof as may be paid as Qualified Costs. The City shall reimburse itself from TIF District No. 2 for such advances together with interest at the rate stated below. Interest accrues on the principal amount from the date of each advance. The maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 as of the date the loan or advance is authorized, unless the written agreement states that the maximum interest rate will fluctuate as the interest rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 are from time to time adjusted. The interest rate shall be 2% and will not fluctuate.

2.02. Principal and interest ("Payments") shall be paid semi-annually on each August 1 and February 1 ("Payment Dates"), commencing on the first Payment Date after receipt of the tax increment from TIF District No. 2 and continuing through the earlier of (a) the date the principal and accrued interest of the TIF Loan is paid in full, or (b) the date of last receipt of tax increment from the TIF District. Payments will be made in the amount and only to the extent of Available Tax Increment as hereinafter defined. Payments shall be applied first to accrued interest, and then to unpaid principal. Interest accruing from the date of each expenditure to the first Payment Date shall

be compounded semiannually on February 1 and August 1 of each year and added to principal, unless otherwise specified by the City of Ramsey.

2.03. Payments on this TIF Loan are payable solely from "Available Tax Increment," which shall mean, on each Payment Date, all of the tax increment generated in the preceding six (6) months with respect to the property within TIF District No. 2 and remitted to the City by Anoka County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.179. Payments on this TIF Loan are subordinate to any outstanding or future bonds, notes or contracts secured in whole or in part with Available Tax Increment, and are on parity with any other outstanding or future interfund loans secured in whole or in part with Available Tax Increment.

2.04. The principal sum and all accrued interest payable under this TIF Loan are pre-payable in whole or in part at any time by the City without premium or penalty. No partial prepayment shall affect the amount or timing of any other regular payment otherwise required to be made under this TIF Loan.

2.05. This TIF Loan is evidence of an internal borrowing by the City in accordance with Minnesota Statutes, Section 469.178, subdivision 7, and is a limited obligation payable solely from Available Tax Increment pledged to the payment hereof under this resolution. This TIF Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on this TIF Loan or other costs incident hereto except out of Available Tax Increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on this TIF Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the TIF Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

2.06. The City may amend the terms of this TIF Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

Section 3. Effective Date. This resolution is effective upon the date of its approval.

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 10<sup>th</sup> day of January, 2012.

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Mayor

ATTEST:

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City Clerk

Meeting Date: 01/10/2012

By: Chris Anderson, Community Development

**Information**

**Title:**

Adopt Resolution to Enter into a Residential Recycling Program Agreement to Receive SCORE Funds for 2012

**Background:**

Each year, Anoka County receives funding from the Solid Waste Management Coordinating Board and the State of Minnesota pursuant to Minn. Stat. § 115A.557. The County distributes these funds, known as SCORE funds (Select Committee On Recycling and the Environment) to cities and townships within the county. In 2012, the allocation includes a base of \$10,000 plus \$5.00 per household. Ramsey’s allocation for 2012 will be \$50,165.00; however, it should be noted that if Anoka County does not receive the spring payment (\$407,827) then Ramsey’s allocation may be reduced accordingly.

The funding is intended to help municipalities achieve their recycling goals as established by the Anoka County Board of Commissioners (Ramsey’s recycling goal for 2012 is 2,130 tons). The goal is based on 180 pounds per person and the population is based on the 2010 Census. The City of Ramsey has traditionally used these funds to promote waste reduction and recycling efforts and awareness in the community, to offset costs of the spring and fall recycling day events and to fund the recycling coordinator position.

To receive the SCORE funding, each municipality must enter into an agreement with Anoka County that outlines required components of a municipality’s recycling program requirements. These required components, which Ramsey already complies with, include providing households an opportunity to recycle at least four (4) broad types of materials, a public information program and notifying new residents of the recycling program.

**Recommendation:**

Staff recommends adopting Resoultion #12-01-\_\_\_ authorizing the Mayor, on behalf of the City, to sign the Agreement for Residential Recycling Program with Anoka County, to receive SCORE funds for 2012.

**Funding Source:**

Ramsey's recycling program and related staff time are funded with SCORE funds received from Anoka County annually.

**Council Action:**

Adopt Resolution #12-01-\_\_\_ authorizing the Mayor to sign the Agreement for Residential Recycling Program between the City of Ramsey and Anoka County to receive SCORE funds.

**Attachments**

Resolution to Receive 2012 SCORE Funds

2012 Recycling Agreement

Letter from Anoka County regarding the Recycling Agreement

**Form Review**

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	01/03/2012 01:10 PM
Kurt Ulrich	Kurt Ulrich	01/04/2012 05:06 PM

Form Started By: Chris Anderson

Started On: 12/16/2011 02:53 PM

Final Approval Date: 01/04/2012

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

**RESOLUTION #12-01-\_\_\_**

**RESOLUTION TO ENTER INTO A RESIDENTIAL RECYCLING PROGRAM AGREEMENT TO RECEIVE SCORE FUNDS FOR 2012**

**WHEREAS**, Anoka County annually receives funding from the Solid Waste Management Coordinating Board and the State of Minnesota pursuant to Minn. Stat. § 115A.557. This funding is provided by the Select Committee On Recycling and the Environment (SCORE).

**WHEREAS**, in 2012, Anoka County will distribute the SCORE funds amongst municipalities using the following formula: a base allocation of \$10,000 plus \$5.00 per household.

**WHEREAS**, the City of Ramsey's allocation of SCORE funds for 2012 would be \$50,165.00.

**WHEREAS**, should Anoka County not receive the spring SCORE payment, or if it is reduced, the City's total allocation of SCORE funds may be reduced accordingly.

**WHEREAS**, the Anoka County Board of Commissioners annually sets recycling goals for municipalities to achieve; and

**WHEREAS**, the City of Ramsey's recycling goal for 2012 is 2,130 tons.

**WHEREAS**, Anoka County wishes to assist municipalities in meeting the recycling goals established by the Anoka County Board of Commissioners by providing SCORE funds to municipalities for solid waste recycling programs; and

**WHEREAS**, the SCORE funding can be and previously has been used to implement various components of the City's recycling program including: recycling and waste reduction education and awareness activities, notifying new residents of Ramsey's recycling program, spring and fall recycle day events, and to fund the recycling coordinator position; and

**WHEREAS**, in order to receive SCORE funds, the City of Ramsey must enter into a Residential Recycling Program Agreement with Anoka County.

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

- 1) That the Mayor is hereby authorized to sign the Agreement for Residential Recycling Program between the City of Ramsey and Anoka County to receive SCORE funds.

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 10<sup>th</sup> day of January, 2012.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM**

**THIS AGREEMENT** made and entered into on the 1st day of January, 2012, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF RAMSEY, hereinafter referred to as the "MUNICIPALITY".

**WITNESSETH:**

**WHEREAS**, Anoka County will receive \$407,827.00 in funding from the Solid Waste Management Coordinating Board and the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") prior to the effective date of this Agreement; and

**WHEREAS**, Anoka County anticipates receiving an additional \$407,827.00 in SCORE funds in the spring of 2012; and

**WHEREAS**, the County wishes to assist the Municipality in meeting recycling goals established by the Anoka County Board of Commissioners by providing said SCORE funds to cities and townships in the County for solid waste recycling programs.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality.
2. **TERM.** The term of this Agreement is from January 1, 2012 through December 31, 2012, unless earlier terminated as provided herein.
3. **DEFINITIONS.**
  - a. "Problem material" shall have the meaning set forth in Minn. Stat. § 115A.03, subdivision 24a.
  - b. "Multi-unit households" means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.
  - c. "Opportunity to recycle" means providing recycling and curbside pickup or collection centers for recyclable materials as required by Minn. Stat. § 115A.552.
  - d. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.
  - e. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling, including paper, glass, plastics, metals, fluorescent lamps, major appliances and vehicle batteries.
  - f. Refuse derived fuel or other material that is destroyed by incineration is not a recyclable material.
  - g. "Yard waste" shall have the meaning set forth in Minn. Stat. § 115A.03, subdivision 38.

4. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 2130 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.
- a. The Municipal recycling program shall include the following components:
    - i. Each household (including multi-unit households) in the Municipality shall have the opportunity to recycle at least four broad types of materials, such as paper, glass, plastic, metal and textiles.
    - ii. The recycling program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.
    - iii. The Municipality shall implement a public information program that contains at least the following components:
      - (1) One promotion is to be mailed to each household focused exclusively on the Municipality's recycling program;
      - (2) One promotion advertising recycling opportunities available for residents is to be included in the Municipality's newsletter or local newspaper; and
      - (3) Two community presentations are to be given on recycling.The public information components listed above must promote the focused recyclable material of the year as specified by the County. The County will provide the Municipality with background material on the focused recyclable material of the year.
    - iv. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents.
  - b. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall prepare and submit to the County by March 31, 2012, a plan acceptable to County that is designed to achieve the recycling goals set forth in this Agreement.
5. **REPORTING.** The Municipality shall submit the following reports semiannually to the County no later than July 20, 2012 and January 20, 2013:
- a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this agreement. The Municipality shall also report the number of cubic yards or tons of yard waste collected for composting or landspreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.
  - b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs.

- c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling programs.

The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

6. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semiannually to the County for abatement activities no later than July 20, 2012 and January 20, 2013. Costs not billed by January 20, 2013 will not be eligible for funding. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.
7. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum as computed below, which shall not exceed \$50,165.00. The project maximum for eligible expenses shall be computed as follows:
  - a. A base amount of \$10,000.00 for recycling activities only; and
  - b. \$5.00 per household for recycling activities only.

Notwithstanding any provision to the contrary, the County reserves the right to reduce the funding provided hereunder in the event insufficient SCORE funds are available. If the spring SCORE payment of \$407,827.00 is not received or is reduced, the County may reduce the project maximum amount payable to the Municipality. The County will promptly notify the Municipality in the event that the project maximum will be reduced.

8. **RECORDS.** The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
9. **AUDIT.** Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.
10. **GENERAL PROVISIONS.**
  - a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards

established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement.

- b. No person shall illegally, on the grounds of race, creed, color, religion, sex, marital status, public assistance status, sexual preference, handicap, age or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to unlawful discrimination under any program, service or activity hereunder. The Municipality agrees to take affirmative action so that applicants and employees are treated equally with respect to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, selection for training, rates of pay, and other forms of compensation.
- c. The Municipality shall be responsible for the performance of all subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The Agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- d. The Municipality agrees that the Municipality's employees and subcontractor's employees who provide services under this agreement and who fall within any job classification established and published by the Minnesota Department of Labor & Industry shall be paid, at a minimum, the prevailing wages rates as certified by said Department.
- e. It is understood and agreed that the entire Agreement is contained herein and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
- f. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
- g. Contracts let and purchases made under this Agreement shall be made by the Municipality in conformance with all laws, rules, and regulations applicable to the Municipality.
- h. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
- i. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.

11: **PUBLICATION.** The Municipality shall acknowledge the financial assistance of the County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by

the Anoka County Board of Commissioners and State SCORE funds (Select Committee on Recycling and the Environment).

- 12. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

- 13. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

**IN WITNESS WHEREOF**, the parties hereunto set their hands as of the dates first written above:

**CITY OF RAMSEY**

**COUNTY OF ANOKA**

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

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

Name: \_\_\_\_\_

Rhonda Sivarajah, Chair  
Anoka County Board of Commissioners

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

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

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

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

By: \_\_\_\_\_  
Municipality's Clerk

Jerry Soma  
County Administrator

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

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

Approved as to form and legality:

Approved as to form and legality:

\_\_\_\_\_

\_\_\_\_\_  
Assistant County Attorney





# C O U N T Y O F A N O K A

## Integrated Waste Management Department

Government Center  
2100 3rd Avenue, STE 340 • Anoka, Minnesota 55303-5032  
763-323-5730 • Fax 763-323-5731  
E-mail • [recycle@co.anoka.mn.us](mailto:recycle@co.anoka.mn.us)  
[www.AnokaCounty.us/recycle](http://www.AnokaCounty.us/recycle)

December 8, 2011

Chris Anderson  
Community Development Assistant  
7550 Sunwood Dr NW  
Ramsey MN 55303

Dear Chris;

The Anoka County Board of Commissioners approved 2012 Municipal Goals, SCORE Municipal Reimbursement Funding Allocations on November 22, 2011. In addition staff was authorized to prepare Residential Recycling Program Agreements. The Anoka County Agreements are based on the following:

- **2012 Municipal Residential Recycling Goal** – The abatement goal has increased from 175 pounds per person per year to 180 pounds per person per year. The increase is due to the new recycling goals in the new Metropolitan Solid Waste Management Policy Plan. The population is based on the 2010 Census. Specific goals are listed in the chart on the reverse side of this memo.
- **2012 SCORE Municipal Reimbursement Funding Allocation** – The 2012 SCORE allocation is a base of \$10,000 and \$5.00 per household, a reduction of 5 cents per household. Specific allocations are in the chart on the reverse side of this memo. Anoka County is expecting a fall SCORE payment of \$407,827 and a spring SCORE payment of \$407,827. The proposed 2012 municipal funding includes the additional payment **expected** to be received in the spring of 2012. If the second payment is not received the funding allocation will be reduced accordingly.
- **2012 Contracts** – The 2012 residential recycling program contracts are included in this mailing. Please note the language in Section 7 regarding the SCORE funding.

*Section 7. Notwithstanding any provision to the contrary, the County reserves the right to reduce the funding provided hereunder in the event insufficient SCORE funds are available. If the spring SCORE payment of \$407,827 is not received or is reduced, the County may reduce the project maximum amount payable to the Municipality. The County will promptly notify the Municipality in the event that the project maximum will be reduced.*

Please have the mayor/town board chair and clerk/administrator sign all three copies of the agreement and return to Anoka County to complete the signature process. When the agreements are completely signed, an original copy will be mailed back to you and Anoka County will retain two copies for its files. Thank you!

Sincerely,

Carolyn Smith  
Solid Waste Abatement Specialist

**2012 SCORE Funding and Goals**  
**\$10,000 Base per municipality and \$5.00 per household**  
**Goal based on 180# per person per year**

2012 funding is based on receiving an additional spring payment of \$407,827. If this spring payment is not received, the 2012 funding total will be one half the total for each municipality.

<b>Municipality</b>	<b>Contract #</b>	<b>HH</b>	<b>Population</b>	<b>Goal</b>	<b>2012 Funding</b>
Andover	2011-0428	9,811	30,598	2754	\$ 59,055.00
Anoka	2011-0429	7,060	17,142	1543	\$ 45,300.00
Bethel	2011-0430	174	466	42	\$ 10,870.00
Blaine	2011-0433	21,077	57,186	5147	\$ 115,385.00
Centerville	2011-0431	1,315	3,792	341	\$ 16,575.00
Circle Pines	2011-0432	2,006	4,918	443	\$ 20,030.00
Columbia Heights	2011-0434	7,926	19,496	1755	\$ 49,630.00
Columbus	2011-0435	1,416	3,914	352	\$ 17,080.00
Coon Rapids	2011-0436	23,532	61,476	5533	\$ 127,660.00
East Bethel	2011-0441	4,060	11,626	1046	\$ 30,300.00
Fridley	2011-0442	11,110	27,208	2449	\$ 65,550.00
Ham Lake	2011-0443	5,171	15,296	1377	\$ 35,855.00
Hilltop	2011-0444	380	744	67	\$ 11,900.00
Lexington	2011-0445	787	2,049	184	\$ 13,935.00
Lino Lakes	2011-0446	6,174	20,216	1819	\$ 40,870.00
Linwood	2011-0447	1,884	5,123	461	\$ 19,420.00
Nowthen	2011-0448	1,450	4,443	400	\$ 17,250.00
Oak Grove	2011-0449	2,744	8,031	723	\$ 23,720.00
Ramsey	2011-0450	8,033	23,668	2130	\$ 50,165.00
St Francis	2011-0451	2,597	6,234	561	\$ 22,985.00
Spring Lake Park	2011-0452	2,520	7,218	650	\$ 22,600.00
Total		121,227	330,844	29,776	\$ 816,135.00

*Population and Household count based on 2010 Census.*

*Total SCORE allocation is \$815,654, \$481.00 has been added to round up to \$5.00 per HH.*

**Meeting Date:** 01/10/2012

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

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**Information**

**Title:**

Consider Resolution Requesting Funding From the Minnesota Department of Transportation (MnDOT) for Improvements Associated with the Armstrong Boulevard/Trunk Highway 10 Interchange

**Background:**

The Minnesota Department of Transportation (MnDOT) is currently accepting applications for funding through the Local Road Improvement Program (LRIP). The state legislature approved \$10 million in state transportation bond funds to assist local authorities in paying for constructing or reconstructing local road projects with statewide or regional significance. Staff has identified two projects, which are tied to the Armstrong Boulevard/TH 10 interchange, for potential funding assistance.

**Observations:**

The Sunwood Drive realignment project is being contemplated as the first phase of the Armstrong Blvd/TH 10 interchange project to solve short term transportation concerns and development strategies, and expand to a future railroad and highway overpass.

The Riverdale Drive project includes the extension of Riverdale Drive, from Alpaca Street to Traprock Street, and was added to the interchange project in response to access and visibility concerns raised by property owners during early public meetings. This project was recently awarded a MnDOT Cooperative Agreement grant for 2013 construction, but the City is still obligated to fund the remainder. The final amount of the Cooperative Agreement has not been finalized at the time of drafting this case, but the City still stands to contribute approximately \$1 million for this project. This LRIP grant request will be used to offset some of the City's financial contribution. Due to the existing pavement condition of the segment of Riverdale Drive, from Armstrong Boulevard to Traprock Street, staff recommends including this segment to the overall project as well; to include a reconstruction and extension of municipal utilities.

**Recommendation:**

Staff recommends approval of the attached resolution seeking funding through the state LRIP for the Sunwood Drive realignment and Riverdale Drive extension projects.

**Funding Source:**

Staff time is being used to complete the required applications. If we are successful in securing funding through the LRIP program these grant funds will be used to offset any City contribution to these projects.

**Council Action:**

Motion to approve the attached resolution seeking funding through the state LRIP for the Sunwood Drive realignment and Riverdale Drive extension projects.

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**Attachments**

[Grant Solicitation](#)

[Location Map](#)

[Resolution](#)

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## Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	01/05/2012 01:32 PM
Kurt Ulrich	Kurt Ulrich	01/05/2012 02:03 PM

Form Started By: Tim Himmer  
Started On: 12/29/2011 04:04 PM  
Final Approval Date: 01/05/2012

**Meeting Date:** 01/10/2012

**By:** MaryJo Warner, Engineering/Public Works

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**Information**

**Title:**

Report from Public Works meeting dated December 13, 2011

**Background:**

The Public Works Committee held its regular meeting on December 13, 2011 and discussed the following three cases.

**Case #5.1: Discuss Septic System Repair Policy**

This is being presented as a separate case at tonight's meeting for consideration.

**Case #5.2: Consider Requirements for Information that Must be Included on Certificates of Survey**

Staff reviewed in the report the requirements that they would like to introduce for Council consideration for inclusion on all Certificates of Survey submitted for a building permit.

Staff recommended it be the responsibility of the builder to conduct the survey rather than having the City hire the surveyor. The Public Works Committee agreed with this recommendation.

The Public Works Committee reached consensus to recommend the City Council direct staff to establish requirements for information that must be included on Certificates of Survey, and to delay implementation until the City Council has reached a decision regarding building/development fees.

**Case #5.3: Update on the Feasibility Study to Realign Sunwood Drive NW at Armstrong Boulevard**

Staff presented the overall process, noting it was initiated to get Sunwood Drive realigned to a permanent location and create one entrance on Armstrong Boulevard. Staff described the roundabout design and realignment of Sunwood Drive.

Tony Heppelmann, WSB, addressed the Armstrong Boulevard portion of the project and noted it will fit the long-term interchange layout with left and right turn lanes to meet the 20-year forecast. There was discussion of the grade at Sunwood Drive and Armstrong Boulevard and there will be permanent storm sewer improvements taking drainage from temporary/rural ditch sections along Armstrong Boulevard north into the existing pond. It was also noted the extension of watermain from Sunwood Drive to the west to the terminus of improvements on 147th to service the area on the west side of Armstrong.

No action necessary this is for informational purposes only.

**Committee / Staff Input**

City Engineer Himmer reported an open house will be held on December 14, 2011, 5-6 p.m. in the Alexander Ramsey Room for Garnet Street residents to talk about proposal offered by the City Council that residents pay 50%

of the road costs.

**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 12.13.11

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Himmer	Tim Himmer	01/03/2012 06:01 PM
Brian Olson	Brian Olson	01/05/2012 08:30 AM
Kurt Ulrich	Kurt Ulrich	01/05/2012 08:42 AM
Form Started By: MaryJo Warner		Started On: 12/28/2011 01:48 PM
Final Approval Date: 01/05/2012		

**City of Ramsey**  
**Agenda**  
**Public Works Committee**  
**Tuesday December 13, 2011**

**5:15 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 November 15, 2011
- 5. Committee Business**
  1. Discuss Septic System Repair Policy
  2. Consider Requirements for Information That Must be Included on Certificates of Survey.
  3. Update on the Feasibility Study to Realign Sunwood Drive NW at Armstrong Boulevard
- 6. Committee/Staff Input**
- 7. Adjournment**

**Public Works Committee**

**4. 1.**

**Meeting Date:** 12/13/2011

**By:** MaryJo Warner, Engineering/Public Works

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**Title:**

Approve Public Works Committee Meeting Minutes dated November 15, 2011

**Background:**

The Public Works Committee held its regular meeting on November 15, 2011

**Notification:**

**Observations:**

**Funding Source:**

n/a

**Staff Recommendation:**

**Committee Action:**

Approve attached meeting minutes dated November 15, 2011

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**Attachments**

**Minutes 11.15.11**

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	12/06/2011 02:11 PM
Kurt Ulrich	Kurt Ulrich	12/08/2011 03:18 PM
Form Started By: MaryJo Warner		Started On: 12/05/2011 02:55 PM
Final Approval Date: 12/08/2011		

**PUBLIC WORKS COMMITTEE  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Public Works Committee conducted a regular meeting on Tuesday, November 15, 2011 at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:                   Chairperson Colin McGlone  
  Councilmember Randy Backous  
  Councilmember David Elvig

Also Present:                       City Administrator Kurtis G. Ulrich  
  Deputy City Administrator Heidi Nelson  
  Public Works Director Brian Olson  
  City Engineer Tim Himmer  
  Street Supervisor Grant Reimer  
  Finance Officer Diana Lund  
  Senior Planner Tim Gladhill  
  Development Manager Darren Lazan  
  Mayor Bob Ramsey  
  Councilmember Sarah Strommen  
  Councilmember Jason Tossey  
  Councilmember Jeff Wise

**CALL TO ORDER**

Chairperson McGlone called the regular meeting of the Public Works Committee to order at 5:31 p.m.

**CITIZEN INPUT**

There was none.

**APPROVE AGENDA**

Motion by Councilmember Elvig, seconded by Councilmember Backous, to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Elvig and Backous.  
Voting No: None.

**APPROVE MINUTES**

Motion by Councilmember Backous, seconded by Councilmember Elvig, to approve the minutes from the October 18, 2011, Public Works Meeting.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Backous and Elvig.  
Voting No: None.

## **COMMITTEE BUSINESS**

### **Case #1: Discuss Trail Easement Acquisition on the Hansen Tree Farm**

City Engineer Himmer reviewed the staff report and asked if the Public Works Committee was interested in obtaining an easement at this time or would rather wait until funding is available to construct the trail.

Councilmember Elvig asked if the easement would be purchased or leased.

City Engineer Himmer advised there has been no discussion on a cost of the easement. The discussion with Mr. Hansen has indicated they would be willing to dedicate the easement if for a specific term. Mr. Hansen is not looking for compensation for the easement.

Councilmember Backous stated he has no problem taking care of the easement at this time if there is no cost and to hold a future discussion relating to when the trail would be constructed. He indicated that at this time, until other things are taken care of, he is not interested in expanding this trail.

Chairperson McGlone asked when the City would have funds to construct this trail and if there is grant funding.

Public Works Director Olson advised this segment of trail is not in the CIP for programming in the next five years but if directed by the Council to prioritize this trail, it will be scheduled. He noted trails are funded from development fees and estimated it may be five years before this segment is constructed; however, it is a great segment that would provide connection to the neighborhood to the north, The COR, and park.

Chairperson McGlone stated he had no objection to recommending approval to the Council.

City Engineer Himmer asked Mr. Hansen if they would be willing to dedicate an easement even if it is known the trail will not be constructed for a period of time.

Mark Hansen, Hansen Tree Farms, answered in the affirmative.

City Engineer Himmer suggested a 20-year easement, renewable for a 5-year period.

Motion by Councilmember Elvig, seconded by Councilmember Backous, to recommend that the City Council enter into an agreement to secure an easement with the Hansen Farm for a 20-year term, renewable for a 5-year period after the initial term, and subject to legal review.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Elvig and Backous.  
Voting No: None.

Councilmember Elvig thanked Mr. Hansen, noting this will be a good segment of trail.

City Engineer Himmer advised that Mr. Hansen had mentioned he may also consider an extension along Alpine Drive.

**Case #2: Consider Proposal from Metro Area Repeater Association to Install Skywarn Facilities on Water Tower #2**

City Engineer Himmer reviewed the staff report.

Councilmember Backous stated he had no problem when this request was initially presented subject to the Metro Area Repeater Association (MARA) covering the costs for the inspection. He did not object to paying for electricity, since it will be minimal, and noted staff should be present when MARA accesses the tower.

Councilmember Elvig stated he feels the same way unless the City has the opportunity to rent space on the tower. He suggested the agreement include language that this equipment would be removed if the City had the opportunity to generate revenue.

Chairperson McGlone stated he shares the concern expressed by Councilmember Elvig about giving up a revenue producing company, and wants to assure liability is covered.

Public Works Director Olson stated the agreement can indicate that in the event a cellular carrier needs this space, MARA equipment would be removed. He noted that White Bear Lake requires for 24-hour notice to gain access, which is important.

City Engineer Himmer advised of the three other groups that provide this type of service.

Public Works Director Olson asked what would stop the next group from making the same request and expecting the same approval.

Chairperson McGlone agreed that is a concern.

City Engineer Himmer noted the Skywarn website indicates the frequency is 147 MHz but this request is at 146.85 and 146.25 MHz, not within the Skywarn frequency.

Dan Card, representing MARA, explained that Skywarn uses a repeater system in the metro area, depending on the location of the storm. Some systems are just countywide but their system covers the whole metro area, not just Anoka County, and provides information to all spotters in the metro area.

Public Works Director Olson asked if they have contacted Anoka County who has all the 800 MHz towers in Anoka County, including one at the old Ramsey City Hall location.

Mr. Card explained it is difficult to get on any 800 MHz system sites. They have had discussion with the City of Anoka previously and were offered some sites but not where MARA needed to be located. He noted Ramsey's site is good for their area of desired coverage.

Joel Jameson, 5910 146<sup>th</sup> Avenue NW, representing MARA, said he approached Ramsey because he is a resident.

City Administrator Ulrich asked about MARA's relationship with other organizations and if there is a cooperative or competitive relationship.

Mr. Card stated they are familiar with the groups mentioned by City Engineer Himmer and have a cooperative relationship with those groups on projects. He indicated he did not know if other groups would approach the City with the same request.

City Engineer Himmer stated it sounds like MARA is metro-wide and other groups are more regional.

Mr. Card stated that is correct.

Councilmember Backous stated he is not concerned if another request is received and likes the idea of having the agreement indicate that if a paying customer comes along, MARA's equipment would be removed.

Mr. Card stated that will not be a problem but clarified that equipment for cellular companies mount on the side of the towers and MARA equipment mounts on top of the tower.

Chairperson McGlone asked about insurance and liability.

Paul Emeott, 3960 Scheuneman Road, White Bear Lake, advised MARA has a \$1 million blanket liability policy and Ramsey can be named as additional insured.

Public Works Director Olson stated staff will add the requirement for a 24-hour notice and that MARA equipment will be removed should there be a paying user.

Councilmember Elvig agreed and suggested the language indicate the MARA equipment will also be moved due to space needs or conflict of radio waves.

Mr. Card offered to provide their agreement with the City of Minnetonka, which could provide a template.

Motion by Councilmember Elvig, seconded by Councilmember Backous, to recommend the City Council direct staff to formalize an agreement with MARA including 24-hour notice for tower access, additionally insured on \$1 million liability policy, removal of equipment at their cost should another lease be received or signals conflict, and payment of electric costs.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Elvig and Backous.  
Voting No: None.

**Case #3: Consider Policy on Turf Establishment Related to City Improvement Projects**

City Engineer Himmer reviewed the staff report.

Chairperson McGlone stated his support to require sod since it has roots to quickly establish turf and address erosion. He felt requiring sod would result in fewer headaches in the long run and the City can assure the contractor is meeting specifications.

Councilmember Backous stated he was thrilled with this proposal, which will be more costly up front but save staff time and residents will be happy with it.

City Engineer Himmer explained that ditches are to promote infiltration so staff suggests not using costly soil.

Councilmember Elvig asked whether the requirement of 4 inches of topsoil is overkill. He stated in his yard he put down one-half inch of topsoil and his yard is now more green than others in the neighborhood. Councilmember Elvig suggested talking with contractors about salvage dirt and the need to pick out rocks. He stated he understands the need to address erosion but was concerned that property owners would not take care of sod. To keep it affordable, he suggested the seed be sown, not broadcast, and watered every 2-3 days to assure it will grow.

City Engineer Himmer stated sod is a good means of erosion control and this specification, whether seed or sod, requires the contractor to water it for 30 days. In 30 days, sod will be established but it takes longer for seed to be established. City Engineer Himmer stated staff talked about the impact of salt and sand during the winter months and whether it was the contractor's or homeowner's responsibility to cut out and replace that sod. He noted that sod gets rid of the concern with rocks.

Councilmember Elvig asked what is the cost between sod and seed.

Public Works Director Olson estimated the cost on Ute Street was \$300-\$500 per address. He noted the specifications for that project tried to make it as affordable as possible to get the project done. Residents were offered \$200 to salvage top soil. The area was seeded and steeper areas were hydro seeded. Public Works Director Olson noted a picture can be taken at the end of the project to show turf has been established. With regard to sod damaged by road salt, he asked why the contractor should not be required to replace it since a 12-month warranty is required.

City Engineer Himmer reviewed the cost of sod and seed, noting both require topsoil.

Councilmember Elvig asked whether 4 inches of top soil would be required for sod.

City Engineer Himmer stated that is the standard and he has seen no other communities require less.

Councilmember Elvig stated people are excited about getting the dirt roads paved and the City is trying to get it done as affordable as possible.

Chairperson McGlone asked how many miles are left.

Public Works Director Olson responded just under three miles.

Chairperson McGlone noted if it is just three miles, it may not be a big issue to a lot of people. He believed sod would solve a lot of problems and agreed a picture can be taken when the project is done to show whether turf has been established. Chairperson McGlone stated he can understand why the contractor would not want to be responsible to replace salt damaged sod because the contractor did not cause it.

City Engineer Himmer commented on the importance of communication with residents to provide adequate notification of the project and to care for the sod when it goes in because it is an investment in their property.

Public Works Director Olson requested input on the specification for areas with ditches, noting that 65% sand can be allowed but the whole point is to absorb water and decrease the amount of irrigation that is necessary.

City Engineer Himmer explained that 10-17% sand is allowed in borrow and 25-60% sand is allowed in premium.

Councilmember Backous stated he understands the spirit of the topsoil requirement is to better retain water and not have to irrigate but the City should be required to do whatever it requires of others.

Public Works Director Olson noted the boulevard would have to sodded but not the front and back yards.

Chairperson McGlone stated the City may not want sod for the ditch areas.

Public Works Director Olson noted the ditches can be people's front yards and if that's the case, it may be more complicated to use two soil types.

City Engineer Himmer explained that with Chameleon Street, there were ditch sections and some residents mow it.

Councilmember Backous stated he did not support having a separate standard for the City.

Councilmember Wise stated he believed a specification for 4 inches of topsoil is overkill and the Council wants to make Ramsey more affordable for development.

Chairperson McGlone stated it is also problematic if some residents are required to pay for sod and the City does not do the same. However, he did not know how to decipher when the City can choose.

Public Works Director Olson noted if the ditch had an adjacent field, it would be sodded but never maintained. He stated staff is trying to use its best judgment when restoring projects but the expectation is different so clarification is being requested.

Chairperson McGlone asked whether there is a way to take photos prior to the project so the City can decide whether it is as good or better.

City Engineer Himmer stated that can be done but raised a scenario where one property owner has a manicured lawn and irrigation system and another property owner does not maintain their yard. He asked whether it was fair for both property owners not to get the same.

Councilmember Elvig suggested an option not be given but if it is a field, staff can use common sense.

City Engineer Himmer noted at the last Public Works meeting an option was discussed that the property owner be presented with what the City will do for turf restoration and if the property owner wants something more, the City will reduce their cost by that amount.

Chairperson McGlone stated some residents have said they'd prefer to do it themselves.

City Engineer Himmer explained the problem is that residents don't follow through, resulting in erosion problems and sediment going into the storm sewers, incurring more costs for the City.

Motion by Councilmember Elvig, seconded by Chairperson McGlone, to recommend that the City Council adopt a Turf Establishment Policy, as presented, requiring the import of 4 inches of premium top soil, sod, and 30-days of watering.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Elvig and Backous. Voting No: None.

Public Works Committee consensus was reached to schedule discussion of the depth of top soil requirement for a future Public Works Committee meeting.

**Case #4: Discuss Turf Restoration Concerns on City Improvement Project #08-34; the Bituminous Paving of 151<sup>st</sup> and 152<sup>nd</sup> Avenues, and Fluorine Street**

City Engineer Himmer reviewed the staff report.

Chairperson McGlone noted this project involved resident complaints about the amount of rock in the topsoil.

Public Works Director Olson stated over 600 assessments were levied during that project and all in this project were not contested.

Councilmember Backous supported staff's recommendation to view the project in the spring to determine whether additional corrective actions are necessary.

Mayor Ramsey agreed inspection needs to wait until spring but he believed something needed to be done.

City Engineer Himmer commented on the need for property owners to take ownership and water the lawn, noting it is clear some did not.

Councilmember Elvig stated the problem is that the same quality of dirt was not used on all the properties. He felt whatever is done, it should include new top soil, where necessary. He suggested 2 inches of top soil be brought in so it is consistent and then water it for a period of time.

City Engineer Himmer clarified that the City supplied the dirt, which was screened, so the last 2 inches of dirt was the same for all. The City subcut down 2 inches to get out rock but some residents may have done more watering.

Public Works Director Olson stated the dirt was screened with a one inch in diameter screen.

Mayor Ramsey noted some rocks were huge, the size of a baseball.

Public Works Director Olson explained that size of rock would have come from the soil below.

Mayor Ramsey stated if not for the rocks, the City would not have this problem.

Chairperson McGlone noted if the original soil had been screened and the area sodded, there would be no problem.

City Engineer Himmer stated that was his struggle with this project. During July and August their lawn was brown, but this swath of turf was green. He agreed some property owners put in effort to make it work and the City can't be responsible to water for three months.

Public Works Director Olson asked if the Committee is saying to put in 2 inches of top soil with seed.

Councilmember Elvig retracted his suggestion to put down 2 inches, explaining he did not know the City had already brought in 2 inches of top soil.

Councilmember Backous suggested residents be sent a letter advising them the City will inspect the project in the spring.

City Engineer Himmer asked if rocks are the main issue. The Committee agreed that is the main issue.

Public Works Director Olson asked if it would resolve the problem if the rocks are picked out so the grass can grow. The Committee agreed that would resolve the problem.

City Administrator Ulrich asked if a post-project survey should be conducted during the winter months to determine the residents with an issue.

Councilmember Backous noted that could change by the spring so he supported sending a letter telling residents it would be inspected in the spring.

Councilmember Elvig suggested the letter also indicate that the Public Works Committee has been reviewing the issue and, at a minimum, will remove the rock, assess the type of turf coverage, and take remedy action depending its discovery in the spring.

City Engineer Himmer asked if the letter should include discussion of taking ownership.

Councilmember Elvig agreed it should be explained the City will do this one thing and after that property owners need to take over.

Public Works Committee consensus was reached to direct staff to write a letter for Public Works Committee review indicating the property will be inspected in the spring to determine whether additional corrective actions are necessary and, at a minimum, the rocks will be removed. After that, the property owners are expected to take over responsibility.

**Case #5: Approve Final Draft of RFP and Contract with Contracted Sweeping Services**

Street Supervisor Riemer reviewed the staff report.

Chairperson McGlone asked if it includes the contractor taking away swept materials from Public Works.

Street Supervisor Riemer explained that would be an alternate bid and the contractor would dump road debris on the City's site. Or, the contractor can bid to truck away the road debris without dumping.

Motion by Councilmember Backous, seconded by Councilmember Elvig, to recommend that the City Council approve the Response for Proposal for 2012 spring sweeping subject to legal review.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Backous and Elvig. Voting No: None.

**Case #6: Discuss Potential Reconstruction of Garnet Street, North of 167<sup>th</sup> Avenue**

City Engineer Himmer reviewed the staff report and asked whether Garnet Street, between 167<sup>th</sup> Avenue and the Brookfield subdivision, should be used as a kick-off project using the Public Improvement Revolving (PIR) Fund as seed money.

Councilmember Backous stated he would say the same thing if facing a road assessment, for the City to continue to maintain the roads until a franchise fee is in place to make cost more palatable.

City Engineer Himmer explained the City can consider deferred assessments for lots with enough foot frontage that the lot can be subdivided. In that case, the lot with the principal structure can be charged a typical assessment and the rest deferred until development occurs. In that case, the remaining assessment would be paid at the time the lots are sold.

Chairperson McGlone asked whether this area has large acre lots.

City Engineer Himmer answered in the affirmative.

Public Works Director Olson commented on projects that also include utilities and curb and gutter. He asked whether the Public Works Committee thinks this is an important enough project to put forward. If so, staff will design the project over the winter months for construction next year.

Councilmember Elvig noted when the property to the north was done, it was assumed the property to the south would likely sell out and give initiative to put in roads and utilities. At that time, Mr. Peterson had talked with property owners and got 10 out of 12 in agreement. However, now they want the road only patched and it is the worse road in Ramsey. Councilmember Elvig stated he does not see a way that development will come to initiate this project for many years so something needs to be done to replace that road. He asked whether the City should put in a new road as cost effective as possible knowing that some day utilities will go in. Or, should the City reconstruct the road with utility infrastructure, paying for the utilities from the Utility Fund, and charging property owners for a normal assessment.

Public Works Director Olson stated the City could move forward with a plan that included water and sewer in the roadway, providing future hookups and services to the property line paid by the Enterprise Funds, and getting reimbursed when people connect.

Chairperson McGlone asked whether property owners would not have to bear part of the cost.

Public Works Director Olson stated if the property is assessed 100%, owners will counter petition. He noted the storm sewer improvement would not be assessed but the sanitary sewer and water could be deferred with payment upon connection.

City Engineer Himmer stated the City did the same thing on 167<sup>th</sup> Avenue where utilities were installed and lateral charges paid upon connection.

Councilmember Elvig stated this is a prime area for future growth and utility funds are strong so the City could do that. He supported installing road with curb and gutter to standards, including utilities and to split the cost on road construction.

Chairperson McGlone suggested putting more emphasis on the fact that this road was at reconstruction condition five years ago so it should be moved ahead over anything else.

Councilmember Elvig stated this road project was previously held off because, in reasonable views, the growth was going to happen.

Chairperson McGlone noted 12 owners could divide their property once sewer and water are installed and may decide to sell off a lot to pay for the assessment/connection.

Councilmember Elvig agreed the project would create the opportunity for growth.

Public Works Director Olson noted this is identical to the situation five years ago with 151<sup>st</sup> Avenue and Fluorine Street. The City would have put in sewer and water and assessed for one-half the cost of the road and curb and gutter. However, the residents indicated they did not want to subdivide their property and would counter petition the project. He agreed that Garnet Street is past due and is expensive to maintain.

Councilmember Elvig stated another condition at that time was residents thought they would be required to connect to sewer and water so it became contentious. He suggested staff talk with the Garnet Street property owners to assure them that is not the case and eliminate the fear factor.

Chairperson McGlone stated he would have no objection to the full project including curbs and gutters. He noted the City cannot force anyone to connect but some may want to subdivide. This is part of the road reconstruction initiative. He asked about sidewalks to connect 167<sup>th</sup> Avenue.

Councilmember Elvig agreed this neighborhood requires sidewalks, which would be a huge benefit.

City Engineer Himmer reviewed a sketch depicting 40 lots, noting there is no guarantee that would happen, but it would bring assessments down to the \$3,000 to \$4,000 range.

Public Works Director Olson asked for input on assessments. He noted that if proposing a project with assessments, the first thing the neighborhood will ask is what if the City goes to a zero assessment the next year. Public Works Director Olson stated he has already heard that comment from property owners with recent sealcoating or overlay assessments but he believed those projects were differentiable. He noted this project would involve a full reconstruct but was constructed in 1988, not 40 years ago. He explained this project involves a clay area so a sand base was put in but not constructed to the subbase requirement. He raised the alternative of charging 25% or 50%, holding a public hearing, and agreeing that if the street reconstruction initiative is approved with 100% paid from a franchise fee, they would be reimbursed.

Chairperson McGlone stated that will be discussed in the reconstruction policy.

Public Works Director Olson stated that is correct but the last time discussed, there were three options and some leaned towards 100% assessment and some towards all franchise fees. He asked how the Committee felt about repayment, noting the City needed to determine the maximum amount to be assessed.

Councilmember Backous asked how is that different from Chameleon Street.

Public Works Director Olson explained it was 50% assessed because it was a gravel road and done through a program initiated by the Council, similar to sealcoating and overlaying projects.

Councilmember Backous stated he has those are same thoughts about the road reconstruction policy.

Councilmember Elvig stated he wonders if the City should come up with a flat fee assessment per PIN regardless of project cost.

Chairperson McGlone indicated he would rather the project go through, the City foot the cost to put in the utilities and curb and gutter, and when someone wants to develop their property the City will be paid back. He stated this project has been held off and if constructed he supported also fixing the clay issues.

Councilmember Elvig questioned if the policy is a 50/50% split or 100% for reconstruct.

City Engineer Himmer explained other cities use the rationale that every residential property puts the same number of cars on the road so the same cost is applied to all for a road project. Commercial and industrial properties are assessed by the front footage.

Public Works Director Olson ask what those cities use to supplement the cost of the project not paid by the property owner, noting in a rural setting it would not cover the costs. The current policy is 100% assessment because the City has no funding.

Councilmember Backous stated this discussion is getting ahead of the topic and the transition issues that can be addressed later.

Councilmember Elvig supported a reasonable policy that fits into a transition of the City's greater program.

Councilmember Backous supported making a decision and dealing with transition issues later.

Chairperson McGlone pointed out that everyone agrees they don't want a road that will fail like the last road so the clay issue should be fixed. He supported doing the improvements and assessing for the road portion including sidewalk and curb and gutter. The City can recoup the utility infrastructure costs in the future.

Councilmember Elvig noted some costs can be deferred if the property owner has the ability to sell a lot.

Public Works Director Olson noted it has already been discussed to defer the utility costs until connection and the City usually assesses 50% on the roads.

Chairperson McGlone stated support for a 50% assessment.

Councilmember Backous agreed.

Councilmember Elvig stated in this case residents already have a bituminous road in front of them, though well over due for reconstruction, so it is not like a rebuild from a dirt street.

Chairperson McGlone pointed out that 10 of the 12 property owners had previously signed to get the road so he thinks they are on board for a better road and will understand the benefit of subdividing.

Councilmember Backous agreed with the logic of doing a 50/50 split on the costs, noting it would then cost \$6,200/property.

City Engineer Himmer noted this mill and overlay does not contemplate removal of underlying soils.

Councilmember Elvig stated support for the City to cover the cost of soil corrections since the road was not built correctly.

City Engineer Himmer stated staff will meet with these residents to review this scenario and find out if it is palatable. Staff will also prepare a funding recommendation, noting the Enterprise Fund may cover part of it.

Motion by Chairperson McGlone seconded by Councilmember Backous, to recommend that the City Council approve a Garnet Street roadway project of the same width as streets to the north including concrete curb and gutter, full utilities, and a sidewalk on the east side, a 50%/50% cost split, assessment on the street portion only, and subgrade correction to be paid by City.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Backous and Elvig. Voting No: None.

**Case #7: Consider Authorization to Initiate Updates to the City's Comprehensive Sanitary Sewer and Water System Studies**

City Engineer Himmer reviewed the staff report.

Councilmember Elvig commented on the size of this task.

City Engineer Himmer estimated a cost of \$25,000 and timeline of 8 weeks.

Public Works Director Olson stated that timeframe would not include policy discussion on content. He requested input on whether the assumptions made in 2004 were or were not reasonable. Public Works Director Olson indicated it would be beneficial to use the consultant who updated the Comprehensive Plan.

Councilmember Elvig felt there was no option but to go through the process and asked whether the water issue was going to be a regional issue. He noted it is not currently being discussed by the Metropolitan Council.

Public Works Director Olson stated the assumptions in the comprehensive sewer plan are the City's to make. He noted that regional participation would impact user rates and fees.

Chairperson McGlone asked about the City's current population and future projections.

Senior Planner Gladhill stated the 2030 projected population is 43,000 with 16,000 households.

Public Works Director Olson advised that Ramsey is nowhere near the population estimates contained in the comprehensive sewer plan. He noted that improvements were to be completed in advance, such as the water tower was to be done in 2005/2006 but did not occur until 2008. Public Works Director Olson suggested those discussions be revisited.

City Engineer Himmer stated the comprehensive plan water study, when prepared in 2009, projected a population of 26,000. The service area is about 50% of the City. In 2014, the area population is estimated at 33,000 and in 2020 it is estimated at 41,000.

Chairperson McGlone stated the population relates back to fees so it is a good idea to go through the exercise.

City Engineer Himmer agreed, noting if the population is lower the fees have to increase.

Public Works Director Olson felt it was realistic to think there is some regional benefit.

City Administrator Ulrich contended it is not just an assumption but a self-fulfilling prophecy that the City plan a regional system as being the most economical and the funding mechanisms will fall into place.

Motion by Councilmember Elvig, seconded by Chairperson McGlone, to recommend that the City Council use a consultant and direct staff to prepare a scope of service and obtain quotes to undertake a comprehensive sanitary sewer and water system study for future consideration by the Public Works Committee and to discuss assumptions so the consultant is provided with clear direction.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Elvig and Backous.  
Voting No: None.

## **COMMITTEE INPUT**

### **1. Discuss Need for December Public Works Committee Meeting**

The Committee discussed whether to hold a meeting in December and consensus was reached to schedule it on December 13, 2011.

Public Works Director Olson reported staff was notified last week that Mn/DOT will shut down Highway 10 at Ramsey Boulevard on November 20, 2011, 6-8 a.m., to remove a signal pole and replace a transformer.

## **ADJOURNMENT**

Motion by Councilmember Elvig, seconded by Councilmember Backous, to adjourn the Public Works Meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 7:37 p.m.

Respectfully submitted,

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Brian Olson  
Public Works Director

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

**Public Works Committee**

**5. 1.**

**Meeting Date:** 12/13/2011

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

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**Title:**

Discuss Septic System Repair Policy

**Background:**

Attached to this case is a copy of a policy adopted by the City in 1992, which relates to the repair of failed septic systems. As is explained in the preamble to the policy its purpose is to insure public health and safety. Over the years the policy has rarely been used to provide funding for the repair of failed septic systems. Implementation of the policy has only been in cases where the property owner refuses to address the failure, or where funding for the repair could not be obtained elsewhere. On August 19, 2009 the Public Works Committee discussed the septic system repair policy in conjunction with a resident request for assistance. The recommendation of the Committee at that time was to reaffirm the policy, but they also directed staff to research other alternatives for financing such repairs. The intent of the Committee was to leave the City policy in place, which involves special assessment of the repair, but only as a last resort.

Staff has been approached twice in the last two years regarding use of this policy to fund failing septic systems. In late 2009 the City did exercise use of this policy to repair a failing residential septic system, at which time the policy was reaffirmed by the Council. Last month the Council again agreed to use this policy to address another failing residential septic system, and staff continues to work through this matter with the property owner. During this most recent request the Council thought they may want to consider some language revisions to the policy, since it may be more likely to be utilized in the current economic times.

**Notification:**

**Observations:**

Staff researched several alternative funding options that may be available through various assistance programs within Anoka County and the state of Minnesota. The Anoka County Community Action Program (ACCAP) has emergency assistance monies available for housing related issues, with eligibility requirements based upon family income guidelines. In 2010 ACCAP disbanded and forwarded all requests for financial housing assistance to the Greater Metropolitan Housing Corporation (GMHC) Housing Resource Center, which administers community block grant funds through a contract with Anoka County. The eligibility requirements include; home value, age of the unit, residence time within the unit, and family household income. GMHC currently has a two year waiting period for this program.

The Minnesota Housing Finance Agency is a state agency that works with local communities to distribute funds to residents that meet their eligibility requirements. They can issue interest free loans to those that meet their criteria, and place a lien on their property for repayment. If the resident were to remain in the home for a period of ten years the loan would be forgiven. Unfortunately, since ACCAP was in existence at the time this entity was going out for contracts with local carriers, Anoka County was not included in the pool and therefore funding within Anoka County is not available at this time. The program is currently working to remedy this situation, but it will take some time to resolve. During the investigation staff also learned of a couple of other potential assistance options, which include a "Rebuilding Together Loan" with the County, and "Fix Up Fund Loan" with the state.

During the most recent City Council meeting on November 22, 2011 to discuss use of this policy, a few items were mentioned by the Council as potential revisions to further reinforce the City's septic system repair policy. Items for consideration include:

- Should there be a minimum/maximum income requirement? What is the appropriate supporting

documentation that must be submitted to determine need (this could include the applicant's income status, and their due diligence in securing alternative funding options)?

- Should there be different application of the policy depending on the severity of the failure (degrees of failure)?
- Should there be some language included in the standard agreement/assessment waiver that requires prompt repayment of the assessment should the applicant receive alternative funding? This could potentially require the applicant to continue seeking alternative funding even after the improvement is complete.

**Funding Source:**

Staff time will be used to incorporate any requested revisions to update this policy. Funding for implementation under this program comes from the sanitary sewer enterprise utility fund, and is paid back with a special assessment against the property.

**Staff Recommendation:**

Staff is looking for input from the City Council on whether they would like to revise the current policy.

**Committee Action:**

Based upon discussion.

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Attachments

Septic System Repair Policy

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Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	12/06/2011 03:16 PM
Kurt Ulrich	Kurt Ulrich	12/08/2011 03:00 PM
Form Started By: Tim Himmer		Started On: 12/05/2011 12:30 PM
	Final Approval Date: 12/08/2011	

## SEPTIC SYSTEM REPAIR

### Preamble:

Inadequate treatment of sanitary sewage represents a significant health hazard. Within the City of Ramsey, there are thousands of on-site septic systems, all of which have finite service lives. Many of these systems are beyond or are approaching their expected service life of 15 to 20 years. It is inevitable that septic system failures will occur and that the City will receive complaints regarding these failures. It is therefore imperative that the City have a policy to deal with these failures which will avoid or limit any potential public health hazard.

### Investigation of Complaints:

All complaints alleging the failure of a septic system will be investigated by the City's Building Official or other staff knowledgeable in this area. The individual performing the inspection shall conduct an on-site visit and shall identify the purpose of the visit to the occupant of the property if the resident is home at the time of the visit. If the Inspector is refused access to the property for the purpose of inspection, the Inspector shall inform the resident that the City Attorney will be employed to gain legal access for the purpose of conducting the inspection. Any costs associated with the City Attorney's efforts will be considered project costs if the system is determined to be in failure.

### Notice of Failure:

If the results of the investigation cause the Inspector to determine that the system has failed, the Inspector shall issue notice to the property owner stating that the system has failed and providing the conditions observed for that conclusion. The Inspector shall require the system to be repaired or replaced within a specific period of time, generally no more than thirty (30) days. The Building Official may extend this period for reasonable cause, primarily reason relating to construction, providing that the property owner provides evidence of regular pumping of the septic tank which shall be no less frequent than biweekly.

### Failure to Comply With Repair or Replacement Order:

If the property owner fails to comply with the order of the Building Official, the Building Official will notify the property owner in writing of the noncompliance and advise the property owner that the City will obtain two quotations for the repair work for licensed septic system installations and will authorize the work to be performed. The City will further ask the home owner to grant right of entry onto the property within ten (10) days of the date of this notice. If a right of entry is not forthcoming within the designated period, the Building Official shall refer the need for access to the property to the City Attorney.

The home owner shall be advised that all construction costs associated with the City repair and legal fees plus an administrative and overhead fee of 25% will be charged to the cost of the repair. Upon completion of the project, an itemized bill for the work will be sent to the property owner. If the bill is not paid in full within thirty (30) days, interest will accrue at a rate set under City policy and the entire project cost will be special assessed against the subject property.

**Public Works Committee**

**5. 2.**

**Meeting Date:** 12/13/2011

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

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**Title:**

Consider Requirements for Information That Must be Included on Certificates of Survey.

**Background:**

From time to time, the City has found itself in costly difficulties caused by the improper placement of buildings and structures. Currently, the City requires only a Certificate of Survey for a property prior to issuance of a building permit. This Certificate of Survey shows how the structure is intended to be built on the lot, but there is no guarantee that the builder ends up constructing it according to that survey. City staff has always had a list of criteria for inclusion on a Certificate of Survey, but I don't believe it has ever been formalized by the City Council. Staff would like to introduce the attached Certificate of Survey requirements for Council consideration, which proposes the level of detail that must be included on all Certificates of Survey submitted for a building permit.

The outcome of the required information on the Certificate of Survey is intended to accomplish the following:

1. The required setback information may reduce the need for variances due to improper placement of structures.
2. Having all the relevant information in one location would streamline the review process and establish a "starting point" for all future use of the property; making it easier to review future expansions, assessor structure requests, etc.
3. The probability of installing a structure at an incorrect elevation would be eliminated, thereby lessening future drainage and flooding concerns.
4. Inclusion of all easements would eliminate the possibility of a structure being placed within a City or private easement.
5. Floodway and setbacks from the Rum River and Mississippi River are constantly a point of concern and are at times difficult to ascertain because of incomplete or insufficient amounts of information. These problems would be eliminated.
6. The City of Ramsey has a significant portion of lands that are designated as floodplain, floodway, or floodway fringe. These areas, for flood insurance purposes, require a response from the City as to the applicability of such insurances. Short of the City surveying the property at no cost to the applicant we are in a dubious position of either not designating a structure in a floodway (and potentially being liable therefore), or designating it in a floodway and potentially costing the homeowner unnecessary insurance. This should be the builder/property owner's responsibility to provide this information, and to establish an accurate location of the structure(s) in relation to these critical elevations.

By not requiring this information of the applicant, City staff must spend significant amounts of time compiling all these items from various sources in an attempt to pull them all together for any land use applications and/or permits. All this ultimately leads to additional resources (and costs) for investigations and potential future corrective actions, while providing no stability and level of integrity of construction projects which could be a liability to prospective new owners.

Staff does understand that these requirements for the Certificate of Survey may lead to more up-front costs for the builder/property owner (estimated between \$250 - \$500), and that it may be difficult to enact during this difficult economic time. We believe, however, that it will lead to an enhanced understanding and relationship between builders so they are able to work seamlessly alongside each other within a development. It will also ensure that the public will be served now and in the future with reduced costs due to reduced conflicts, and additional staff time being used to correct problems that may be encountered due to poor site grading in the beginning. The additional requirements are considered a cost of doing business, are appropriate, and are in line with other communities in the metro area are currently doing.

Notification:

Observations:

The only additional item being requested with this proposal is the inclusion of an as-built Certificate of Survey (elevation certificate). This would be completed following the installation of the footings and foundation, and prior to framing the structure. This elevation certificate would confirm both the structure elevation, in relation to the surrounding land, and verify setbacks are adhered to. If discrepancies are discovered at this point in time it may still be possible to correct the problem.

Staff contacted several surveying firms within our consultant pool to determine whether we may be requiring excessive amounts of information that other municipalities do not, and what the financial ramifications of these requirements would be. The responses received were all similar, in that what is being proposed is consistent with what other metro communities currently have in place.

Elevations concerns became an issue during this past summer's heavy rains, and staff identified a few occurrences where revisions to the original Certificate of Survey were conducted without City knowledge and thereby created some potential flooding issues for property owners. The attached proposal outlines information that staff feels should be required on all Certificates of Survey that are submitted for building permits. The information was distributed for review and comment from the City Attorney, Building Official, and Planning Department.

Funding Source:

Funding to prepare and implement the required information on Certificates of Survey is being handled with staff time. Costs for the potential as-built certification, and all other requirements, would be a responsibility of the building permit applicant.

Staff Recommendation:

Staff recommends establishing the required information for Certificates of Survey as presented.

Committee Action:

Motion to recommend to the City Council that staff establish requirements for information that must be included on Certificates of Survey.

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Attachments

Certificate of Survey Requirements

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Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	12/08/2011 02:54 PM
Brian Olson	Brian Olson	12/08/2011 02:54 PM
Kurt Ulrich	Kurt Ulrich	12/08/2011 03:21 PM
Form Started By: Tim Himmer		Started On: 12/06/2011 08:59 AM
Final Approval Date: 12/08/2011		

## Certificate of Survey Requirements

An original copy of the Certificate of Survey from a MN licensed surveyor is required for all new structures, including expansions of existing buildings. The Building Official may, for accessory structures or minor additions (decks, porches, attached garages), waive the Certificate of Survey submittal requirements in favor of an approved site plan indicating the location of existing and proposed structures in relation to lot lines.

A. The certificate of survey shall reference and be based on an approved grading plan and shall include at a minimum the following information:

1. Legal description of the property and address
2. Scale, north arrow, and property boundaries
3. Location, by dimension, of all existing structures and utilities on the lot, and the nearest corners of existing structures on adjoining lots
4. Location, by dimension, of all proposed structures. Identify type of the proposed building, such as rambler, lookout, walkout, etc. Show proposed driveway & significant structural features such as garage, deck, retaining walls, and entryways including patio doors, walkouts, & low basement windows.
  - All entryways shall be a minimum of 18” above the centerline of the street in front of the entry, and 24” above the 100 year flood elevation in locations where flood elevations have been established.
5. Location of all watercourses, lakes, streams, wetlands, ponds, etc. The normal water level, ordinary high water elevation, & 100 year flood plain elevation shall be identified, along with existing water elevation at the time of the survey.
6. Indicate proposed direction of surface water drainage by arrows
  - Show drainage courses across the lot & their effect on adjacent properties. Include the effects of downstream drainage courses on the lot in question when such swales convey runoff from multiple lots - these major swales shall have a minimum grade of 2%.
  - There shall be no grades flatter than 1%.
  - **When grades are less than 2% a certificate of grading, from a registered land surveyor stating that they have surveyed the lot and determined that it contains no grades flatter than 1% & that it conforms to the approved grading plan, will be required prior to issuance of a certificate of occupancy.**
  - If runoff is directed to any area other than the fronting street, final disposal of storm water shall be shown.
  - There shall be a minimum 6” slope away from the structure within the first 10’
7. Elevations must be shown at the following locations:
  - Existing and proposed finished grade at each lot corner
  - Existing and proposed finished grade at all major corners of structures; both on the lot & on adjoining lots
  - Street centerline & gutterline at each side lot line extended, and at the center of the driveway extended
  - Proposed garage floor
  - Proposed basement/lowest floor

- Proposed top of foundation (front and rear)
  - All entryways; including walkouts & low basement windows (lowest opening)
  - Existing and proposed along each side lot at the proposed front building line
  - Emergency overflow locations & spot elevations along common drainage swales, based on the approved grading plan
  - Spot elevations a distance of 100' beyond the property limits to identify off-site drainage considerations
8. Location and description of all easements and right-of-way
  9. Location of curb & gutter or edge of traveled roadway; including top of curb or edge of bituminous elevations at the extension of side lot lines, the mid-point of the lot, and the existing or proposed driveway location
  10. Note the percent driveway grade
  11. On-site sewage treatment system location and potable well location, if applicable
  12. Locations of proposed silt fence and existing developer installed erosion control measures on the lot.
    - An erosion control escrow must be posted prior to issuance of a permit, the amount of which is listed in the annual rates and fees adopted by the City Council. This requirement may be waived for single family residences and townhomes up to a 12 unit building if the subdivision has a Stage 1 surety on file with the City & the developer provides written authorization covering erosion control under their Stage 1 surety. A copy of the authorization must be filed with the permit.
  - 13. An as-built certificate of survey (elevation certification) is required following the installation of the footings and foundation to confirm conformance with proposed structure elevations and setbacks.**
  14. Additional information as requested by the City Engineer

**Please note! Surveys that do not include the above information or are not in compliance with the approved grading plan may be rejected and sent back for revision. If significant differences exist from the approved grading plan, a new grading plan may be required.**

- B. Survey benchmarks shall be identified on certificate of survey – Benchmark must be referenced from the nearest hydrant to proposed structure.
- C. Field hubs shall be placed on site by a licensed surveyor to show top of foundation elevation and setbacks.

### Review of Certificate of Survey

The Planning Division will review the Certificate of Survey to ensure compliance with required information to be provided, and development, subdivision, and zoning requirements. The proposed lot grading will be reviewed by our City's Engineering Department to verify compliance with the approved development grading plan and City grading standards.

**Public Works Committee**

**5. 3.**

**Meeting Date:** 12/13/2011

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

**Title:**

Update on the Feasibility Study to Realign Sunwood Drive NW at Armstrong Boulevard

**Background:**

In the summer of 2011, both the HRA and the City Council approved contracts with separate consultants to investigate the potential realignment of Sunwood Drive near Armstrong Boulevard. Landform was hired by the HRA in June to work on the portion of the project internal to the COR, and update the necessary AUAR components for the project. The scope of services to complete their work did not include any items outside of the development area and within Anoka County right-of-way along Armstrong Boulevard. WSB and Associates was hired by the City Council in July to perform all portions of the project located within Anoka County right-of-way, as they are the consultant that is working on the TH 10/Armstrong interchange and the recently completed Bunker/Armstrong signalization project. This two pronged approach is intended to maximize efficiencies with all previous work completed to date, both internal and external to the COR.

The project includes the realignment of Sunwood Drive, between approximately Zeolite Street and Armstrong Boulevard (see attached preliminary design). The intent is to work north to south on Armstrong Boulevard and complete another section of the roadway in its final location; to set the stage for the ultimate interchange over the railroad tracks and TH 10. It will also create additional developable land for retail space near the new intersection, and create a signalized full access to the COR from Armstrong Boulevard.

**Notification:**

**Observations:**

Currently the traffic and land use components of the COR AUAR are in need of an update to reflect the current conceptual design approved by the HRA. These two components are also necessary to properly assess and design the proposed Sunwood Drive realignment, as the uses and anticipated traffic have significantly changed since the original AUAR was drafted. This work has been split between items located within the developable property owned by the HRA (Landform), and County right-of-way (WSB).

There are a couple of items contained in these draft feasibility studies that differ from items contained in the preliminary design for the Armstrong/TH 10 interchange project, and those will be identified and discussed in a separate case at work session later this evening.

One final item for discussion on both projects is turf establishment. The Sunwood realignment is proposing the required topsoil and sod within the City's right-of-way, but is requesting the use of seed (with the required topsoil) in the County right-of-way. It is being proposed this way because portions of the Armstrong work will only be temporary until the interchange is constructed, and the boulevard areas can be captured during development review to ensure site landscaping accounts for these areas when develop occurs. What isn't resolved through development can be incorporated into the interchange design, and include the City requirement for topsoil and seed (unless directed otherwise by the Council).

**Funding Source:**

Funding is still to be determined, and will be brought back to the City Council in January of 2012.

**Staff Recommendation:**

This case is strictly for informational purposes at this time. Staff and the consultants will bring additional information forward in the near future when the funding portion has been determined.

**Committee Action:**

No action is requested at this time. Staff invites feedback from the City Council on the preliminary design, and all other project components.

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Attachments

[WSB Feasibility study](#)

[Landform Feasibility study](#)

[Location Map](#)

[Sunwood Preliminary Layout](#)

[Armstrong Preliminary Layout](#)

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Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	12/06/2011 03:15 PM
Tim Himmer (Originator)	Tim Himmer	12/06/2011 04:40 PM
Brian Olson	Brian Olson	12/08/2011 03:08 PM
Heidi Nelson	Heidi Nelson	12/08/2011 03:13 PM
Kurt Ulrich	Kurt Ulrich	12/08/2011 03:17 PM
Form Started By: Tim Himmer		Started On: 12/05/2011 02:41 PM
	Final Approval Date: 12/08/2011	

# FEASIBILITY REPORT

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## **ARMSTRONG BOULEVARD AND RELOCATED SUNWOOD DRIVE INTERSECTION IMPROVEMENTS CITY OF RAMSEY, MINNESOTA**

**December 8, 2011**

### **PREPARED BY**

**WSB & Associates, Inc.  
701 Xenia Avenue South, Suite 300  
Minneapolis, MN 55416**

## CERTIFICATION

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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

---

Anthony Heppelmann, PE

Date: December 8, 2011

Lic. No.

Quality Assurance/Quality Control

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Derek Schmidt, PE

Date: December 8, 2011

Lic. No.

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**CERTIFICATION SHEET**

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## **1. EXECUTIVE SUMMARY**

This project has been entitled the Armstrong Boulevard and Relocated Sunwood Drive Intersection improvements. This project was initiated to accommodate the relocation of Sunwood Drive which is required by the recommended plan for the improvement of the intersection of TH 10 and Armstrong Boulevard to a grade separated interchange including a grade separation of Armstrong Boulevard over the BNSF railroad. The project proposes the following improvements:

### **1.1 Street and Intersection Reconstruction**

It is proposed to reconstruct Armstrong Boulevard to a four-lane divided roadway with one left-turn and one right-turn lane in the northbound direction and one left-turn and one right-turn lane in the southbound direction. The total project length on Armstrong Boulevard is approximately 1100 feet. The project would also reconstruct approximately 350 feet of 147<sup>th</sup> Avenue west of Armstrong Boulevard in order to realign 147<sup>th</sup> Avenue with the relocated Sunwood Drive. It is proposed that the intersection of relocated Sunwood Drive and Armstrong Boulevard would be signalized. The proposed project is shown in *Figure 2* in *Appendix A* of this report. The improvements are consistent with the long-term interchange layout for the TH 10 and Armstrong Boulevard intersection. The preferred TH 10 and Armstrong Boulevard interchange layout is shown in *Figure 3* in *Appendix A* of this report.

### **1.2 Storm Sewer Improvements**

Storm sewer improvements are proposed to carry the runoff from the reconstructed roadway to an existing storm water pond located on the east side of Armstrong Boulevard north of the relocated Sunwood Drive.

### **1.3 Trail Construction**

An 8-foot trail on the east of Armstrong Boulevard between the relocated Sunwood Drive and Bunker Lake Road is proposed. This trail would tie into trails on Bunker Lake Boulevard and on the west side of Armstrong Boulevard north of Bunker Lake Boulevard. It would also connect to a new trail on relocated Sunwood Drive.

### **1.4 Sanitary Sewer Adjustments**

The project will require the adjustment of three sanitary sewer manholes to accommodate the raised grade on Armstrong Boulevard

### **1.5 Water Main Extension**

It is proposed to extend the 12-inch water main at relocated Sunwood Drive from the east side of Armstrong Boulevard to the west side of Armstrong Boulevard and continue the water main to the end of construction on 147<sup>th</sup> Avenue.

The total estimated project cost is approximately \$1.725 million dollars. Funding for the project will be determined for the final feasibility study.

It is proposed that the project be constructed in 2012.

## **2. INTRODUCTION**

### **2.1 Authorization**

The City Council of Ramsey, Minnesota at its July 26, 2011, meeting authorized the preparation of a feasibility report for the improvement of the intersection of Armstrong Boulevard and a realigned Sunwood Drive.

### **2.2 Scope**

This feasibility study covers the segment of Armstrong Boulevard from 150 feet south of 146<sup>th</sup> Avenue NW (existing Sunwood Drive intersection with Armstrong Boulevard) to 450 feet south of Bunker Lake Boulevard. The total length of the project on Armstrong Boulevard is approximately 1100 feet. Also included in the project is approximately 350 feet of 147<sup>th</sup> Avenue to the west of Armstrong Boulevard. The proposed project consists of widening Armstrong Boulevard to a four-lane divided roadway with right- and left-turn lanes through the intersection with the realigned Sunwood Drive. The proposed project would also realign and widen 147<sup>th</sup> Avenue to match the realigned Sunwood Drive. The Sunwood Drive realignment is being developed as a separate project. However, the design of the two projects is being coordinated.

### **2.3 Data Available**

In preparing this report, all or portions of the following sources of information were utilized.

- Mapping from the Armstrong Boulevard and Bunker Lake Boulevard Project
- Survey from the Armstrong Boulevard and Bunker Lake Boulevard Project
- Geotechnical Data from the Armstrong Boulevard and Bunker Lake Boulevard Project
- Bunker Lake Boulevard and Armstrong Boulevard Record Drawings
- TH 10 and CSAH 83 Interchange Layout
- Armstrong Boulevard and Bunker Lake Boulevard Storm Water Plans
- Armstrong Boulevard and Bunker Lake Boulevard Sanitary Sewer Plans
- Armstrong Boulevard and Bunker Lake Boulevard Water Main Plans

### **2.4 Project Location**

The project is located at the intersection of 147<sup>th</sup> Avenue and Armstrong Boulevard in the City of Ramsey, Minnesota. The project location is shown on *Figure 1* in the *Appendix A* of this report.

### **2.5 Project History**

This project was initiated to accommodate the relocation of Sunwood Drive which is required by the recommended plan for the improvement of the intersection of TH 10 and Armstrong Boulevard to a grade separated interchange including a grade separation of Armstrong Boulevard over the BNSF railroad. The City of Ramsey and Anoka County have recognized the need to upgrade Armstrong Boulevard from the intersection with TH 10 to north of Bunker Lake Boulevard in order to serve traffic from future development

of the COR . A preferred plan for this interchange has been identified by the study participants and a layout has been submitted to MnDOT for staff approval. See *Figure 3* in *Appendix A* of this report. A draft Federal Environmental Assessment is also being prepared to allow the use of federal funds for the interchange improvements if they should become available. A complete funding package has not yet been identified for the interchange at TH 10 and Armstrong Boulevard.

The preferred plan for the Armstrong Boulevard and TH 10 Interchange will require the relocation of Sunwood Drive at Armstrong Boulevard because of the future grade difference between the future Armstrong Boulevard and the existing Sunwood Drive. The proposed new location for the intersection of Sunwood Drive and Armstrong Boulevard is across from 147<sup>th</sup> Avenue at the approximate location of the previously proposed Ramsey Parkway. The relocation of Sunwood Drive is being undertaken as a separate project. The purpose of the Armstrong Boulevard improvements is to construct the intersection of Armstrong Boulevard and relocated Sunwood Drive in its future location and configuration consistent with the preferred interchange design for TH 10 and Armstrong Boulevard.

The intersection of Armstrong Boulevard and Bunker Lake Boulevard was improved to a four-lane divided with right- and left-turn lanes in 2011, consistent with the long-term plans for this area. This project would continue the improvements on Armstrong Boulevard to the south through the intersection with the relocated Sunwood Drive. The vertical and horizontal alignment as well as the through and turn lanes on Armstrong Boulevard will be constructed in their future permanent location and configuration through the Sunwood Drive intersection. That is, the Sunwood and Armstrong Boulevard intersection will be constructed so that additional reconstruction in the intersection is not required when the TH 10 and Armstrong Boulevard interchange is constructed.

### **3. EXISTING CONDITIONS**

#### **3.1 Street**

The affected area of Armstrong Boulevard is currently a two-lane rural roadway with drainage ditches on both sides of the roadway. The project includes the southerly transition area on Armstrong Boulevard from the previous project at Armstrong Boulevard and Bunker Lake Boulevard. 147<sup>th</sup> Avenue is currently a 40-foot city street with curb and gutter.

There is currently no street to the east of Armstrong Boulevard at 147<sup>th</sup> Avenue where the relocated Sunwood Drive is proposed.

#### **3.2 Trail**

There is an existing trail on the east side of Armstrong Boulevard extending from Bunker Lake Boulevard to the north to Alpine Drive. There is also a trail along the north side of Bunker Lake Boulevard east and west of Armstrong Boulevard. There is currently not a trail along Armstrong Boulevard within the project limits.

#### **3.3 Storm Sewer**

A storm water pond was constructed on the east side of Armstrong Boulevard south of Bunker Lake Boulevard to handle storm water runoff from Armstrong Boulevard and adjacent parcels. This storm water pond was sized to handle additional storm water runoff from a four lane Armstrong Boulevard between existing Sunwood Drive and Bunker Lake Boulevard.

#### **3.4 Sanitary Sewer**

A 24-inch sanitary sewer main was constructed on the west side of Armstrong Boulevard between the existing Sunwood Drive and the Ramsey Fire station as part of the Armstrong Boulevard and Bunker Lake Boulevard intersection reconstruction. See *Figure 4* in *Appendix A*.

#### **3.5 Water Main**

There is no water main located in the Armstrong Boulevard right-of-way within the project limits. A 24-inch water main was extended to the south side of Bunker Lake Boulevard on the east side of Armstrong Boulevard as part of the Bunker Lake Boulevard and Armstrong Boulevard project consistent with the Cities Comprehensive Water plan. See *Figure 4* in *Appendix A*.

#### **3.6 Private Utilities**

There is gas, telephone, and electric utilities located in the Armstrong Boulevard right-of-way within the project limits. These utilities were all relocated to the east side of Armstrong Boulevard north of 147<sup>th</sup> Avenue for the Armstrong Boulevard and Bunker Lake Boulevard intersection improvements. See *Figure 5* in *Appendix A*.

### **3.7 Right-of-way**

The existing right-of-way width on Armstrong Boulevard within the project limits is 120 feet south of 147<sup>th</sup> Avenue and 130 feet north of 147<sup>th</sup> Avenue.

DRAFT

## **4. PROPOSED IMPROVEMENTS**

### **4.1 Street**

It is proposed to reconstruct Armstrong Boulevard to a four lane divided roadway with one left-turn and one right-turn lane in the northbound direction and one left-turn and one right-turn lane in the southbound direction. See *Figure 2* in *Appendix A*. All lanes would be 12 feet in width with a 1.5 foot curb and gutter on the inside median and a 2-foot curb and gutter on the outside lanes. See *Figure 7* for existing and proposed cross sections. At the north end, the project will match into the recently reconstructed section of Armstrong Boulevard. The improvements are consistent with the long term interchange layout for the TH 10 and Armstrong Boulevard intersection. The project would also reconstruct approximately 350 feet of 147<sup>th</sup> Avenue west of Armstrong Boulevard in order to realign 147<sup>th</sup> Avenue with the relocated Sunwood Drive.

### **4.2 Trail**

An eight (8) foot trail will be constructed on the east side of Armstrong Boulevard starting at the relocated Sunwood Drive and extending north to the intersection of Armstrong Boulevard and Bunker Lake Boulevard. See *Figure 2* in *Appendix A*.

### **4.3 Storm Sewer**

Most of the drainage from Armstrong Boulevard and 147<sup>th</sup> Avenue will be picked up and carried to the recently constructed pond on the east side of Armstrong Boulevard and south of Bunker Lake Boulevard. The proposed Armstrong Boulevard will have curb and gutter on both sides of Armstrong Boulevard to approximately 25 feet south of the intersection with 147<sup>th</sup> Avenue. South of this point will be temporary construction with a rural section. The storm water runoff from the urban section will be picked up by a line of catch basins just south of the 147<sup>th</sup> Avenue and Armstrong Boulevard intersection and a second line of catch basins near the tie in point with the Armstrong Boulevard and Bunker Lake Boulevard project (approximately station 40+25). The drainage from the temporary rural section of Armstrong Boulevard south of 147<sup>th</sup> Avenue will be picked up in ditches and carried to the drainage system at 147<sup>th</sup> Avenue. Water from 147<sup>th</sup> Avenue will be picked up at the intersection and by catch basins located at the westerly terminus of the 147<sup>th</sup> Avenue reconstruction. There is a small section at the southerly terminus of the Armstrong improvements that will drain to the existing pond by Coborn's as it does today. See *Figure 6* in *Appendix A*.

### **4.4 Sanitary Sewer**

The existing sanitary sewer along Armstrong Boulevard will remain in place. Additional fill will be placed over the existing sanitary sewer line on Armstrong Boulevard to accommodate the raised grade needed on Armstrong Boulevard. The in-place sanitary sewer pipe is designed to handle the additional fill from this interim project. However, it is likely that some modification of the sanitary sewer line near 146<sup>th</sup> Avenue will be required with the future interchange project. The extent of the modifications will depend on whether a right-turn lane to old Sunwood Drive is provided from the interchange. The least costly option would be to relocate the southerly 300 feet of this line to the east side of the road in the future when the interchange is built. There are currently three man

holes to the sanitary sewer line within the project limits that will have to be adjusted to accommodate the change in grade on Armstrong Boulevard.

#### **4.5 Water main**

A 12-inch water main crossing of Armstrong Boulevard is proposed at Sunwood Drive and 147<sup>th</sup> Avenue to provide future water service to the west side of Armstrong Boulevard. This 12-inch water main would be extended to the west end of the proposed construction on 147<sup>th</sup> Avenue.

#### **4.6 Private Utilities**

In general, the private utilities can remain in their existing location. Some minor adjustments may be required to accommodate the storm sewer and water main installations.

#### **4.7 Right-of-way**

Permanent right-of-way or easement will be required from five different parcels as shown on *Figure 8* in *Appendix A*. The City of Ramsey currently owns the property on the east side of Armstrong Boulevard where right-of-way is needed. The acquisition of the land on the west side of Armstrong Boulevard and south of 147<sup>th</sup> Avenue is addressed in the feasibility study for the relocated Sunwood Drive. Permanent easements are required from two properties north of 147<sup>th</sup> Avenue. In addition a temporary easement is required from the parcel adjacent to 147<sup>th</sup> Avenue to reconstruct the driveway. The estimated cost of these permanent and temporary easements based on the costs from the Bunker Lake Boulevard and Armstrong Boulevard project is \$ssss .

#### **4.8 Permits and Approvals**

The following permits and approvals will be needed for this project:

- NPDES Permit
- Lower Rum River WMO Permit
- Anoka County Plan Approval
- State Aid Plan Approval
- Department of Health Permit for Water Main

## 5. FINANCING

### 5.1 Opinion of Probable Cost

A detailed breakdown of the Cost Opinion for the proposed project is included in *Appendix B* of this report. The opinion of cost is based on estimated prices and incorporates the construction cost experience for the Armstrong Boulevard and Bunker Lake Boulevard project in 2011. The opinion of probable cost includes a 10% contingency and administrative costs of 21% for engineering, legal, financing, and other administrative costs. The project costs are summarized below.

**Armstrong Boulevard and Sunwood Drive  
City of Ramsey, Minnesota  
Opinion of Probable Cost**

Street/Intersection Improvements	\$1,460,038
Trail	\$ 14,128
Storm Sewer Improvements	\$ 168,484
Water Main	\$ 107,066
<b>Total Proposed Improvements</b>	<b>\$1,749,715</b>

The above costs do not include the cost of right-of-way acquisition.

### 5.2 Temporary versus Permanent Construction

All construction from 25 feet south of relocated Sunwood Drive to the north project limits would be permanent construction. This would include all of the trail and storm sewer improvements and most of the street/intersection improvements. The only temporary construction anticipated with this project is the pavement, signing and striping in the transition area south of Sunwood Drive. The additional fill needed south of relocated Sunwood Drive is fill that would be needed for the Interchange project in the future.

### 5.3 Funding

The funding plan for the project will be provided as part of the final feasibility study.

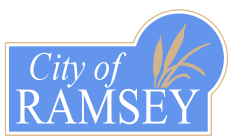
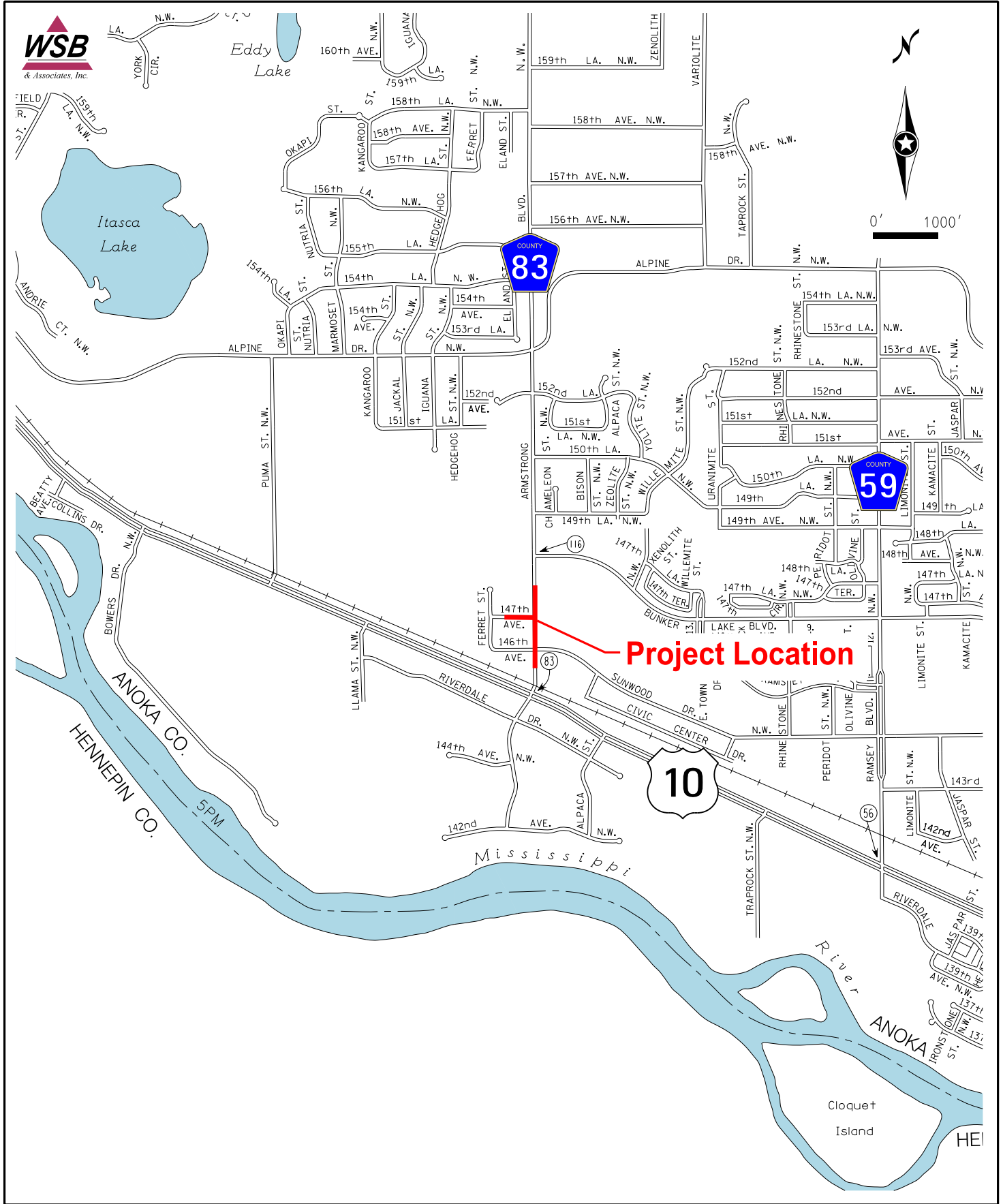
## 6. PROJECT SCHEDULE

<b>Task</b>	<b>Completion Date</b>
Order Feasibility Study	July 26 <sup>th</sup> , 2011
Accept Feasibility Study and Order Plans and Specifications	January 10, 2012
Approve Plans, Specifications and Order Advertisement for Bids	April, 2012
Receive Bids	May, 2012
Begin Construction	June, 2012
Substantial Completion	September, 2012
Final Completion	November, 2012

## **7. FEASIBILITY AND RECOMMENDATION**

Based on our analysis and the data presented, the proposed project is feasible as a permanent improvement that will not require reconstruction when the interchange at TH 10 and Armstrong Boulevard is constructed.

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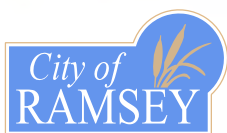
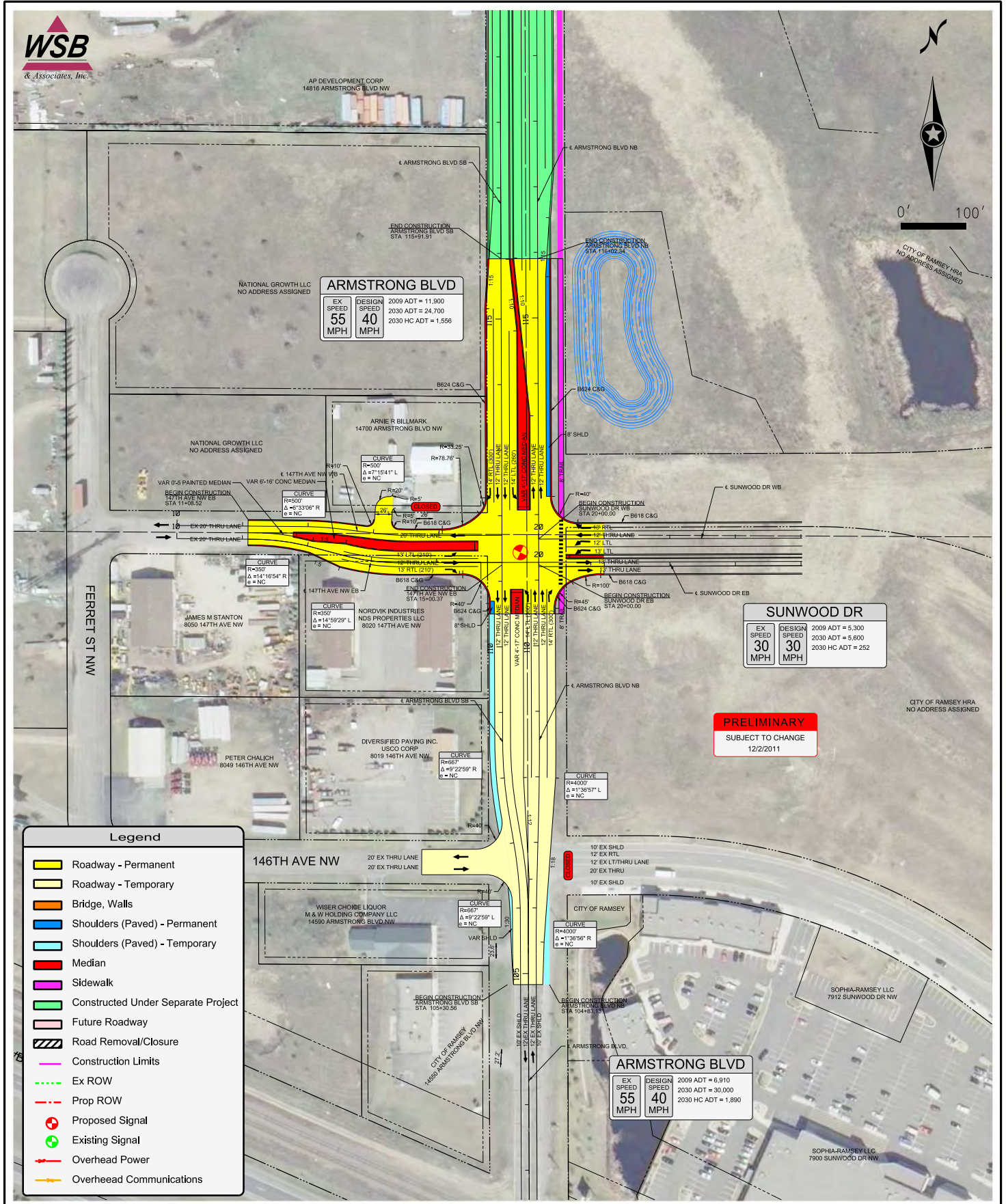


# Armstrong Blvd at Sunwood Drive

City of Ramsey, Minnesota

# Project Location Map

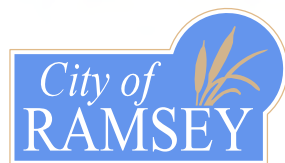
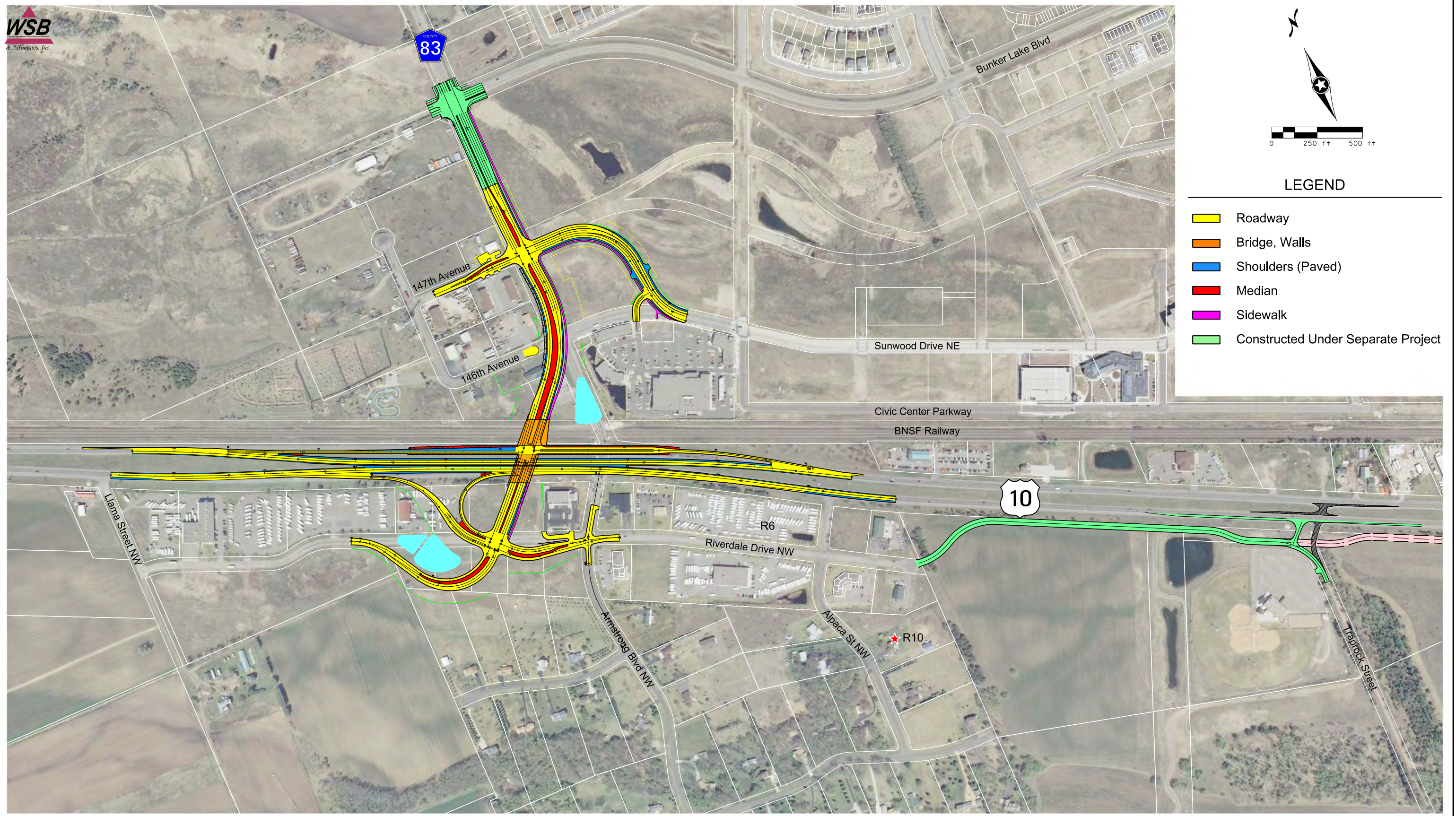
Figure 1



# Armstrong Blvd at Sunwood Drive

City of Ramsey, Minnesota

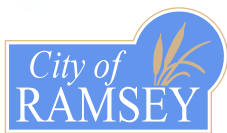
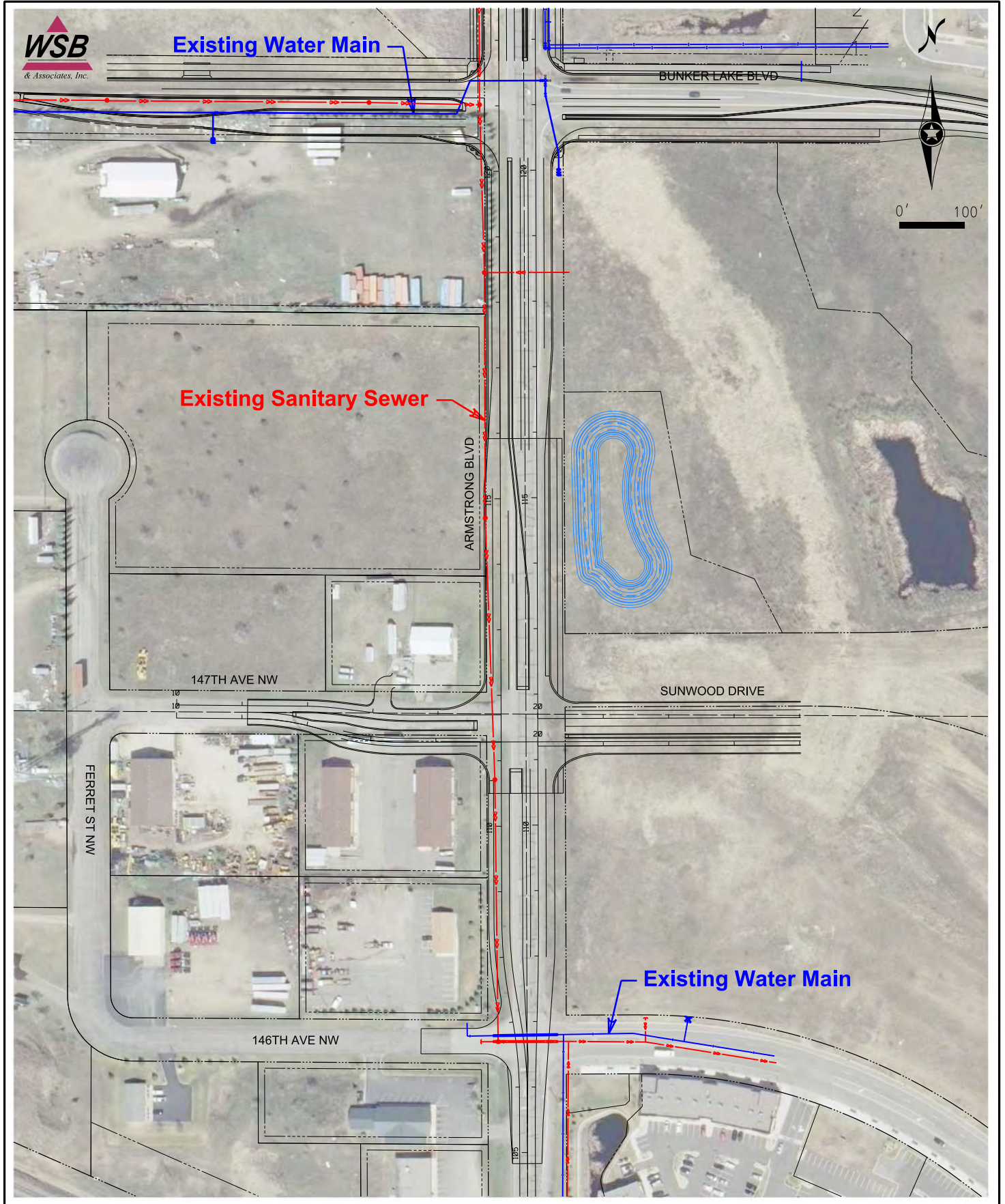
**Project Layout**  
Figure 2



# Armstrong Blvd at Sunwood Drive

City of Ramsey, Minnesota

Interchange Layout  
Figure 3

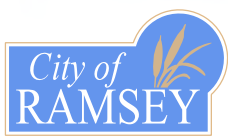
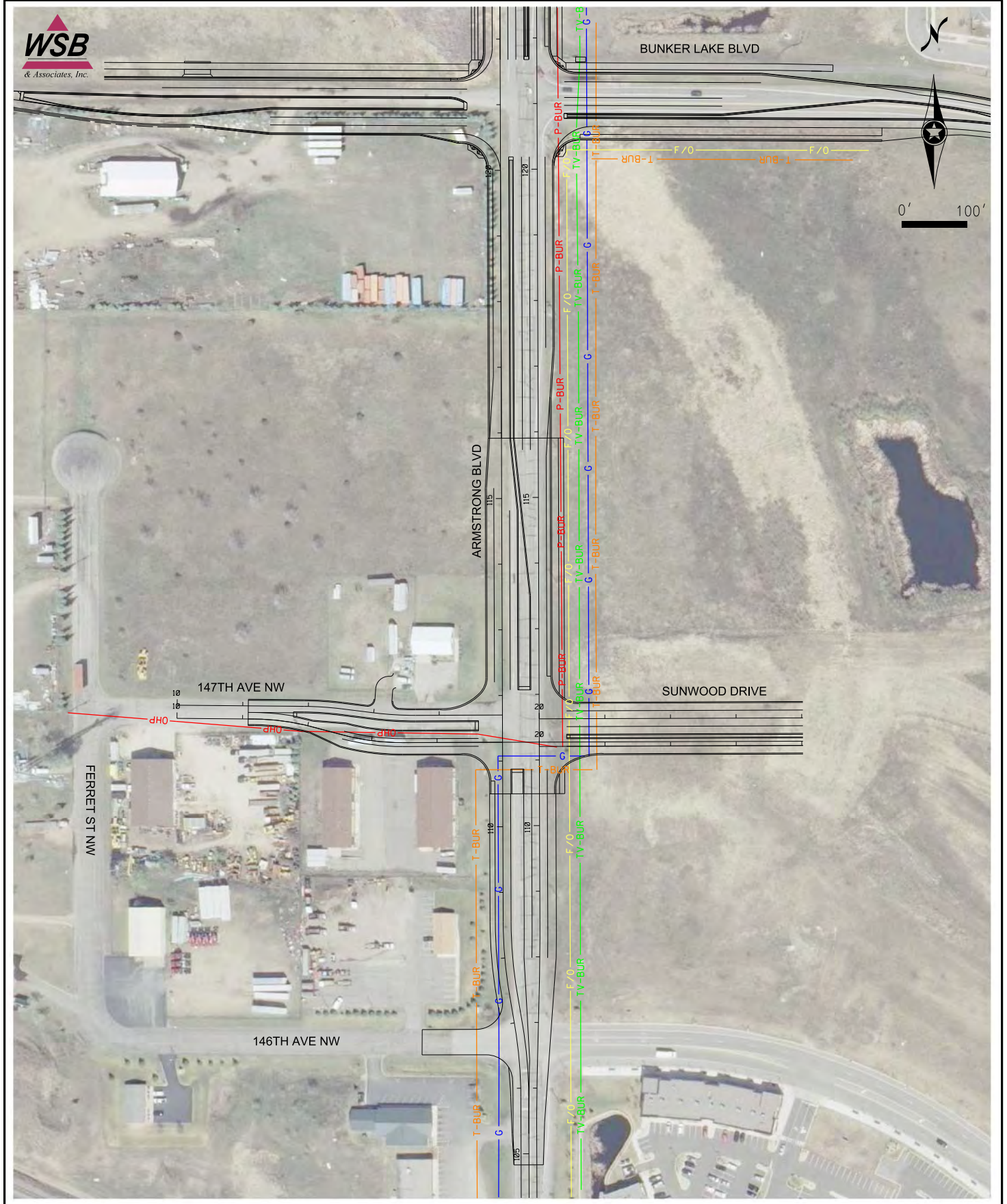


# Armstrong Blvd at Sunwood Drive

City of Ramsey, Minnesota

## Public Utilities

Figure 4

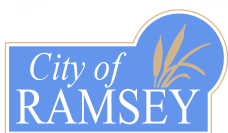
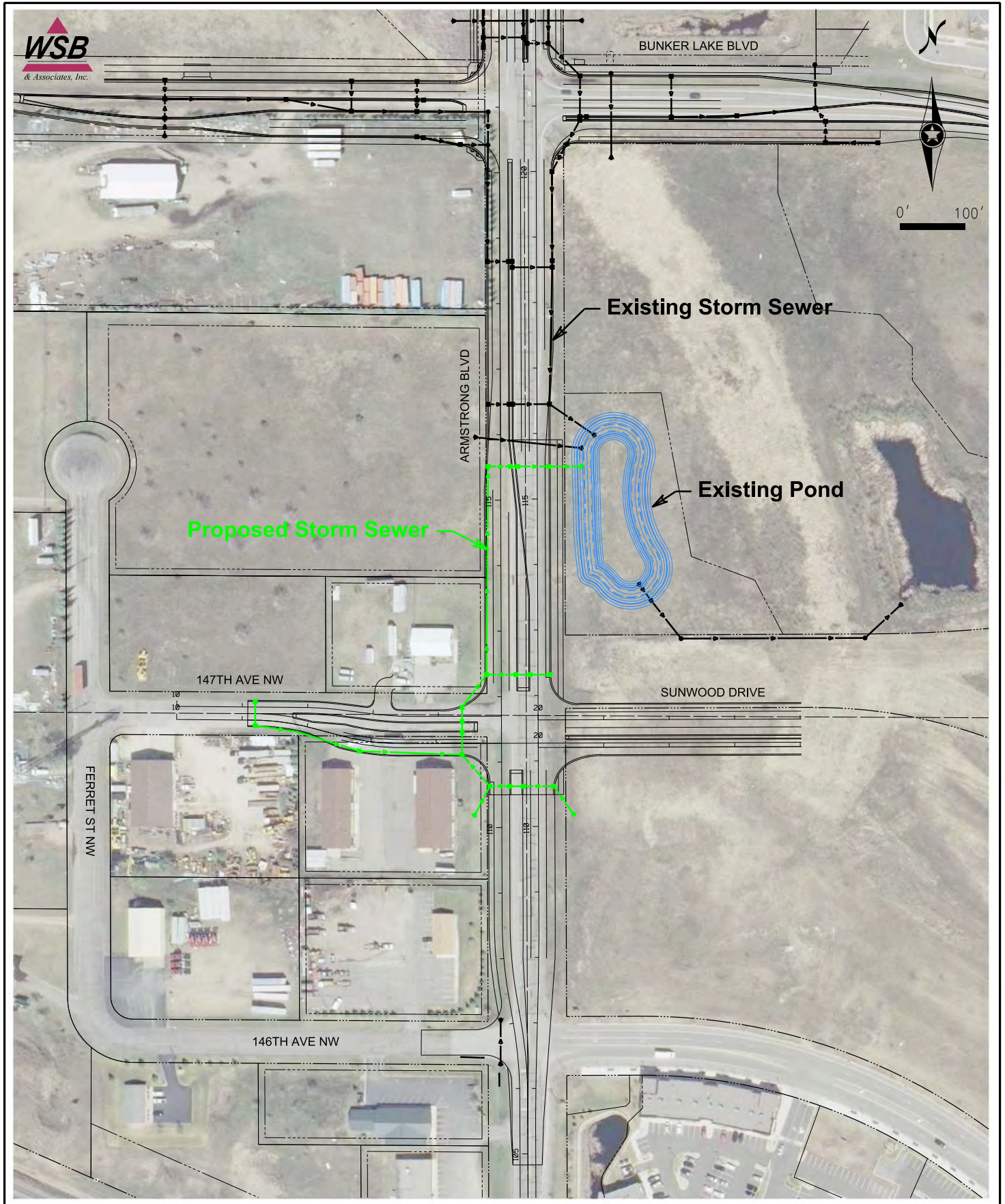


# Armstrong Blvd at Sunwood Drive

City of Ramsey, Minnesota

## Private Utilities

Figure 5

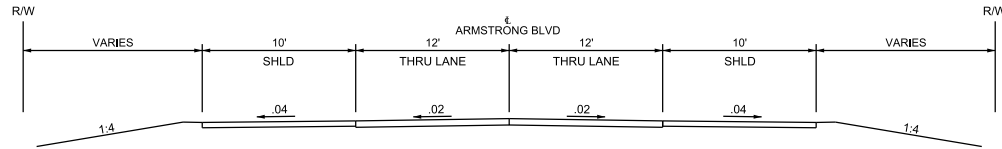


# Armstrong Blvd at Sunwood Drive

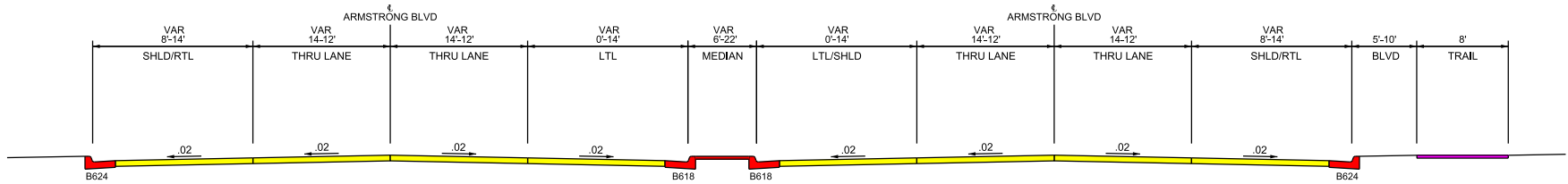
City of Ramsey, Minnesota

# Storm Sewer Plan

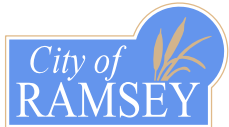
Figure 6

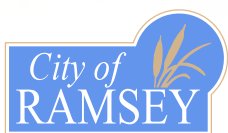


Existing Armstrong Blvd



Proposed Armstrong Blvd





# Armstrong Blvd at Sunwood Drive

City of Ramsey, Minnesota

## Right-of-Way Map

Figure 8

**OPINION OF PROBABLE COST  
CSAH 83 (ARMSTRONG BLVD) AT SUNWOOD DR**

WSB Project: CSAH 83 at Sunwood Dr

Project Location: Ramsey, MN

WSB Project No: 01973-010

ITEM NUMBER	DESCRIPTION	UNIT	Unit Price	PROJECT TOTAL	
				ESTIMATED QUANTITY	Estimated Cost
<b>Surface Improvements</b>					
2021.501	MOBILIZATION	LUMP SUM	\$75,000.00	1	\$75,000.00
2031.501	FIELD OFFICE TYPE D-MODIFIED	EACH	\$16,000.00	1	\$16,000.00
2104.501	REMOVE SEWER PIPE (STORM)	LIN FT	\$8.00	200	\$1,600.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$3.00	5150	\$15,450.00
2104.509	REMOVE SIGN TYPE C	EACH	\$40.00	16	\$640.00
2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	\$2.75	345	\$948.75
2105.522	SELECT GRANULAR BORROW (CV)	CU YD	\$11.60	5123	\$59,426.80
2105.526	SELECT TOPSOIL BORROW (LV)	CU YD	\$16.00	931	\$14,896.00
2106.607	EXCAVATION - COMMON (P)	CU YD	\$4.50	2612	\$11,754.00
2106.607	EXCAVATION - SUBGRADE (P)	CU YD	\$6.00	5123	\$30,738.00
2106.607	COMMON EMBANKMENT (CV) (P)	CU YD	\$4.50	18080	\$81,360.00
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$120.00	40	\$4,800.00
2130.501	WATER	M GALLONS	\$26.00	100	\$2,600.00
2211.503	AGGREGATE BASE (CV) CLASS 5	CU YD	\$22.00	2907	\$63,954.00
2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	\$65.00	2255	\$146,575.00
2360.502	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B)	TON	\$63.00	1510	\$95,130.00
2521.501	4" CONCRETE WALK	SQ FT	\$3.50	8335	\$29,172.50
2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$11.40	645	\$7,353.00
2531.501	CONCRETE CURB & GUTTER DESIGN B624	LIN FT	\$14.00	1075	\$15,050.00
2531.618	TRUNCATED DOMES	SQ FT	\$60.00	32	\$1,920.00
2545.509	Lighting	LUMP SUM	\$10,000.00	1	\$10,000.00
2563.601	TRAFFIC CONTROL	LUMP SUM	\$75,000.00	1	\$75,000.00
2564.531	SIGN PANELS TYPE C	SQ FT	\$40.00	156.5	\$6,260.00
2564.537	INSTALL SIGN TYPE SPECIAL	EACH	\$130.00	2	\$260.00
2565.511	TRAFFIC CONTROL SIGNAL SYSTEM A	SIG SYS	\$275,000.00	1	\$275,000.00
2565.601	EMERGENCY VEHICLE PREEMPTION SYS A	LUMP SUM	\$5,200.00	1	\$5,200.00
2565.601	TRAFFIC CONTROL INTERCONNECTION	LUMP SUM	\$12,000.00	1	\$12,000.00
2575.523	EROSION CONTROL BLANKETS CATEGORY 3	SQ YD	\$2.00	7206.1	\$14,412.20
2575.501	SEEDING	ACRE	\$300.00	1.49	\$447.00
2575.505	SODDING TYPE LAWN	SQ YD	\$2.66	920	\$2,447.20
2575.523	EROSION CONTROL BLANKETS CATEGORY 3	SQ YD	\$2.00	3581.6	\$7,163.20
2582.501	PAVT MSSG (LT ARROW) POLY PREF-GR IN	EACH	\$450.00	8	\$3,600.00
2582.501	PAVT MSSG (RT ARROW) POLY PREF-GR IN	EACH	\$450.00	7	\$3,150.00
2582.502	4" SOLID LINE WHITE-EPOXY	LIN FT	\$0.35	2745	\$960.75
2582.502	4" BROKEN LINE WHITE-EPOXY	LIN FT	\$0.30	420	\$126.00
2582.502	24" STOP LINE WHITE-EPOXY	LIN FT	\$7.00	195	\$1,365.00
2582.502	4" DOUBLE SOLID LINE YELLOW-EPOXY	LIN FT	\$0.70	855	\$598.50
2582.503	CROSSWALK MARKING- POLY PREFORM (GR IN)	SQ FT	\$15.00	306	\$4,590.00
<b>Total Street Improvements</b>					<b>\$1,096,947.90</b>
plus 10% Contingencies					\$109,694.79
<b>Total Street Improvement Construction Cost</b>					<b>\$1,206,642.69</b>
plus 21%Admin, Legal Etc					\$253,394.96
<b>Total Street Improvement Cost</b>					<b>\$1,460,037.65</b>

**OPINION OF PROBABLE COST  
CSAH 83 (ARMSTRONG BLVD) AT SUNWOOD DR**

WSB Project: CSAH 83 at Sunwood Dr

Project Location: Ramsey, MN

WSB Project No: 01973-010

ITEM NUMBER	DESCRIPTION	UNIT	Unit Price	PROJECT TOTAL	
				ESTIMATED QUANTITY	Estimated Cost
	<b>Trail Improvements</b>				
2521.501	4" CONCRETE WALK	SQ FT	\$3.25	3266	\$10,614.50
	plus 10% Contingencies				\$1,061.45
	<b>Total Trail Improvement Construction Cost</b>				<b>\$11,675.95</b>
	plus 21%Admin, Legal Etc				\$2,451.95
	<b>Total Trail Improvement Cost</b>				<b>\$14,127.90</b>

**OPINION OF PROBABLE COST  
CSAH 83 (ARMSTRONG BLVD) AT SUNWOOD DR**

WSB Project: CSAH 83 at Sunwood Dr

Project Location: Ramsey, MN

WSB Project No: 01973-010

ITEM NUMBER	DESCRIPTION	UNIT	Unit Price	PROJECT TOTAL	
				ESTIMATED QUANTITY	Estimated Cost
	<b>Storm Sewer Improvements</b>				
2501.515	24" RC PIPE APRON	EACH	\$625.00	3	\$1,875.00
2501.602	TRASH GUARD FOR 24" PIPE APRON	EACH	\$350.00	3	\$1,050.00
2503.541	15" RC PIPE SEWER DESIGN 3006 CL V	LIN FT	\$27.00	564	\$15,228.00
2503.541	18" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	\$28.00	297	\$8,316.00
2503.541	21" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	\$32.00	188	\$6,016.00
2503.541	24" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	\$38.00	650	\$24,700.00
2506.501	CONST DRAINAGE STRUCTURE DESIGN SD-48	LIN FT	\$325.00	108	\$35,100.00
2506.501	CONST DRAINAGE STRUCTURE DES 48-4020	LIN FT	\$400.00	22	\$8,800.00
2506.516	CASTING ASSEMBLY	EACH	\$900.00	24	\$21,600.00
2506.522	ADJUST FRAME & RING CASTING	EACH	\$275.00	3	\$825.00
2511.515	GEOTEXTILE FILTER TYPE IV	SQ YD	\$3.00	25	\$75.00
2511.607	RANDOM RIPRAP CLASS III SPECIAL	CU YD	\$150.00	20	\$3,000.00
	<b>Total Storm Sewer Improvements</b>				<b>\$126,585.00</b>
	plus 10% Contingencies				\$12,658.50
	<b>Total Storm Sewer Construction Cost</b>				<b>\$139,243.50</b>
	plus 21%Admin, Legal Etc				\$29,241.14
	<b>Total Storm Sewer Improvement Cost</b>				<b>\$168,484.64</b>

**OPINION OF PROBABLE COST  
CSAH 83 (ARMSTRONG BLVD) AT SUNWOOD DR**

WSB Project: CSAH 83 at Sunwood Dr

Project Location: Ramsey, MN

WSB Project No: 01973-010

ITEM NUMBER	DESCRIPTION	UNIT	Unit Price	PROJECT TOTAL	
				ESTIMATED QUANTITY	Estimated Cost
	<b>WATER MAIN IMPROVEMENTS</b>				
2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$850.00	1	\$850.00
2504.602	HYDRANT	EACH	\$3,300.00	2	\$6,600.00
2504.602	ADJUST VALVE BOX-WATER	EACH	\$250.00	4	\$1,000.00
2504.602	6" GATE VALVE AND BOX	EACH	\$1,200.00	2	\$2,400.00
2504.602	12" GATE VALVE AND BOX	EACH	\$2,500.00	2	\$5,000.00
2504.603	6" WATER MAIN-DUCT IRON CL 52	LIN FT	\$45.00	60	\$2,700.00
2504.603	12" WATER MAIN-DUCT IRON RESTRND JT	LIN FT	\$62.00	145	\$8,990.00
2504.603	12" WATER MAIN-DUCT IRON CL 52	LIN FT	\$50.00	550	\$27,500.00
2504.603	24" STEEL CASING PIPE	LIN FT	\$140.00	145	\$20,300.00
2504.608	DUCTILE IRON FITTINGS	POUND	\$3.00	1700	\$5,100.00
	<b>Total Storm Sewer Improvements</b>				<b>\$80,440.00</b>
	plus 10% Contingencies				\$8,044.00
	<b>Total Storm Sewer Construction Cost</b>				<b>\$88,484.00</b>
	plus 21%Admin, Legal Etc				\$18,581.64
	<b>Total Water Main Cost</b>				<b>\$107,065.64</b>

Grand Total

\$1,749,715.83

# City of Ramsey



Preliminary Engineering Report

Sunwood Drive

Ramsey, Minnesota

Project Number RAM11008

Preliminary Engineering Report  
for  
Sunwood Drive  
Ramsey, Minnesota

*City Council Meeting Date: December 13, 2011*

*Project Number: RAM11008*

*Mayor: Bob Ramsey*

*Council Members: Randy Backous  
David Elvig  
Colin McGlone  
Sarah Strommen  
Jason Tossey  
Jeff Wise*

*Administrator: Kurt Ulrich*

*Public Works Director: Brian Olson*

*City Engineer: Tim Himmer*

I hereby certify that this report was prepared by me or under my direct supervision and that I am duly Licensed Professional Engineer under the laws of the State of Minnesota.

Robert G. Schunicht, P.E.

Date: December 6, 2011 Reg. No. 12105



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## Introduction

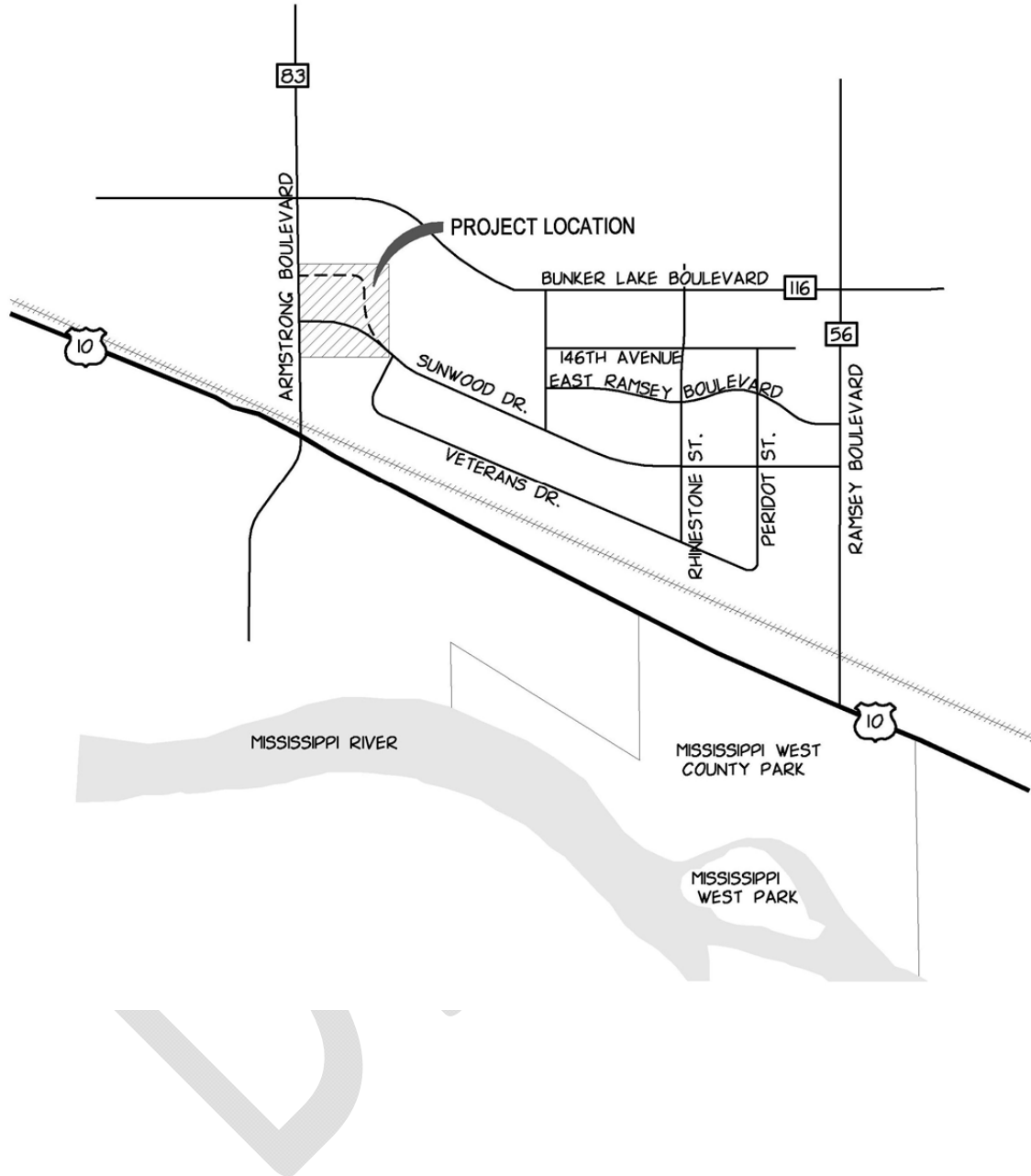
Landform has completed a feasibility study and prepared this Preliminary Engineering Report for the realignment of the western portion of Sunwood Drive.

Sunwood Drive is a collector street than runs in an east/west direction through the southern portion of The COR connecting Ramsey Boulevard to Armstrong Boulevard. The new TH10/Armstrong Interchange creates a substantial grade differential at the current location of the Armstrong/Sunwood intersection. Because of this grade differential, it is necessary to realign Sunwood Drive to a connection point further north along Armstrong Boulevard. Figure 1 shows the location of Sunwood Drive and the needed realignment. Sunwood Drive is also shown on Development Plan 5.03 for The COR, which is reproduced on page 3 (Figure 2). The location of the new Armstrong/Sunwood intersection was determined based on the new Armstrong Boulevard grades, spacing between the intersections on Armstrong Boulevard and maximizing the development potential of the western portion of The COR.

The feasibility study also included an update of traffic generation in The COR based on Development Plan 5.03 and an operational analysis of a roundabout at the intersection of realigned Sunwood Drive and Ramsey Parkway. These studies are presented in the Appendices and summaries are presented in the following section of this Preliminary Engineering Report.

This report coordinates with the work being done by WSB & Associates, Inc. on the new intersection of Armstrong Boulevard and Sunwood Drive. That intersection project is advance construction of a portion of the 10/83 project.

Figure 1: Project Location Map



## Design Considerations

### Traffic and Roundabout Analysis

Revising of The COR resulted in some of the residential land in the western portion of The COR being converted to commercial/retail in order to provide a better balance of land uses and to align the development with the current marketplace. Some additional changes were made in the remainder of the undeveloped areas, including the creation of Lake Ramsey. These changes are reflected in Development Plan 5.03.

As part of this feasibility study, traffic generation forecasts were prepared based on Development Plan 5.03. In addition, this analysis provided traffic forecasts necessary for the design of the realignment of Sunwood Drive. The COR Traffic Generation Report, prepared by Spack Consulting, is presented in Appendix A. The report indicates Development Plan 5.03 will result in a 12.8% increase in traffic at build-out of The COR. A summary of the forecasts is presented in Table 1.

Figure 2: Development Plan 5.03





Table 1: Traffic Forecast Summary

Traffic Forecast Summary (Build-out/2030)	
Item	Amount (vehicles/day)
COR Daily Traffic	57,700
COR AM Peak	3,700
COR PM Peak	5,600
North/South Sunwood	9,300
East/West Sunwood	16,500-18,900

The Traffic Generation Report will also be used in the update of The COR's Alternative Urban Areawide Review (AUAR). The report supports the conclusion that the traffic generated by The COR Development Plan 5.03 does not represent a significant change in the AUAR Mitigation Plan and that a comprehensive update of the original RTC Traffic Study is not necessary.

The focal point of the western portion of The COR is the intersection of Sunwood Drive and Ramsey Parkway. This intersection is main entrance from Armstrong Boulevard and distributes the majority of traffic entering The COR from the west. The location of this intersection was established to maximize the development potential of the adjacent area.

Two options were investigated for this intersection. These included a signalized intersection and a roundabout. The results of the investigation are presented in Appendix B in a report by Ourston Roundabout Engineering titled *Operation Analysis-Ramsey Parkway and Sunwood Drive*. The report concludes that a roundabout will function best at this intersection. A roundabout is recommended for the following reasons:

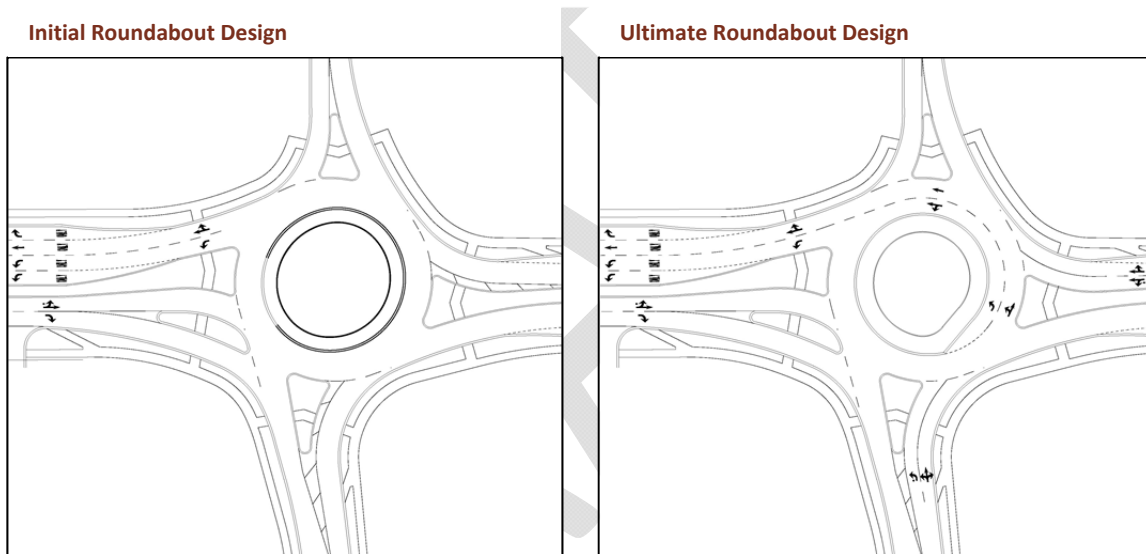
- Better operational performance with lower overall delays
- Improved coordination with the signal on Armstrong Boulevard
- Improved safety through eliminating potential conflict points
- Safer for pedestrians due to reduction in vehicle speeds
- Enhanced aesthetics and opportunity for The COR monumentation provided by the center island
- Environmental benefits provided by the lower traffic delays
- Elimination of traffic signal operation costs

The recommended roundabout design is presented in Figure 3. The design accommodates the build-out traffic forecasts presented in Table 1. The recommended initial roundabout is essentially a single lane facility with two added features to increase capacity and improve coordination with the signal on Armstrong Boulevard. The roundabout features a partial right turn lane, with a yield to traffic in the roundabout, to facilitate traffic turning right onto southbound Sunwood Drive. It also widens for traffic

exiting to the west on Sunwood Drive to facilitate movement into the left turn lanes which is the critical movement through the Armstrong/Sunwood intersection. The roundabout is designed to accommodate 18-wheel truck traffic (WB65).

The roundabout was also analyzed to determine its capacity to handle traffic volumes that exceed the projected build-out forecasts. The proposed enhanced single lane roundabout can handle traffic volumes that are 43% greater than the build-out forecasts. The proposed roundabout can also be easily modified to a full two lane roundabout that would be able to accommodate volumes 63% greater than the build-out forecasts. Figure 2 also shows the improvements that would be needed to construct the full two lane roundabout if The COR generates traffic in excess of current projections.

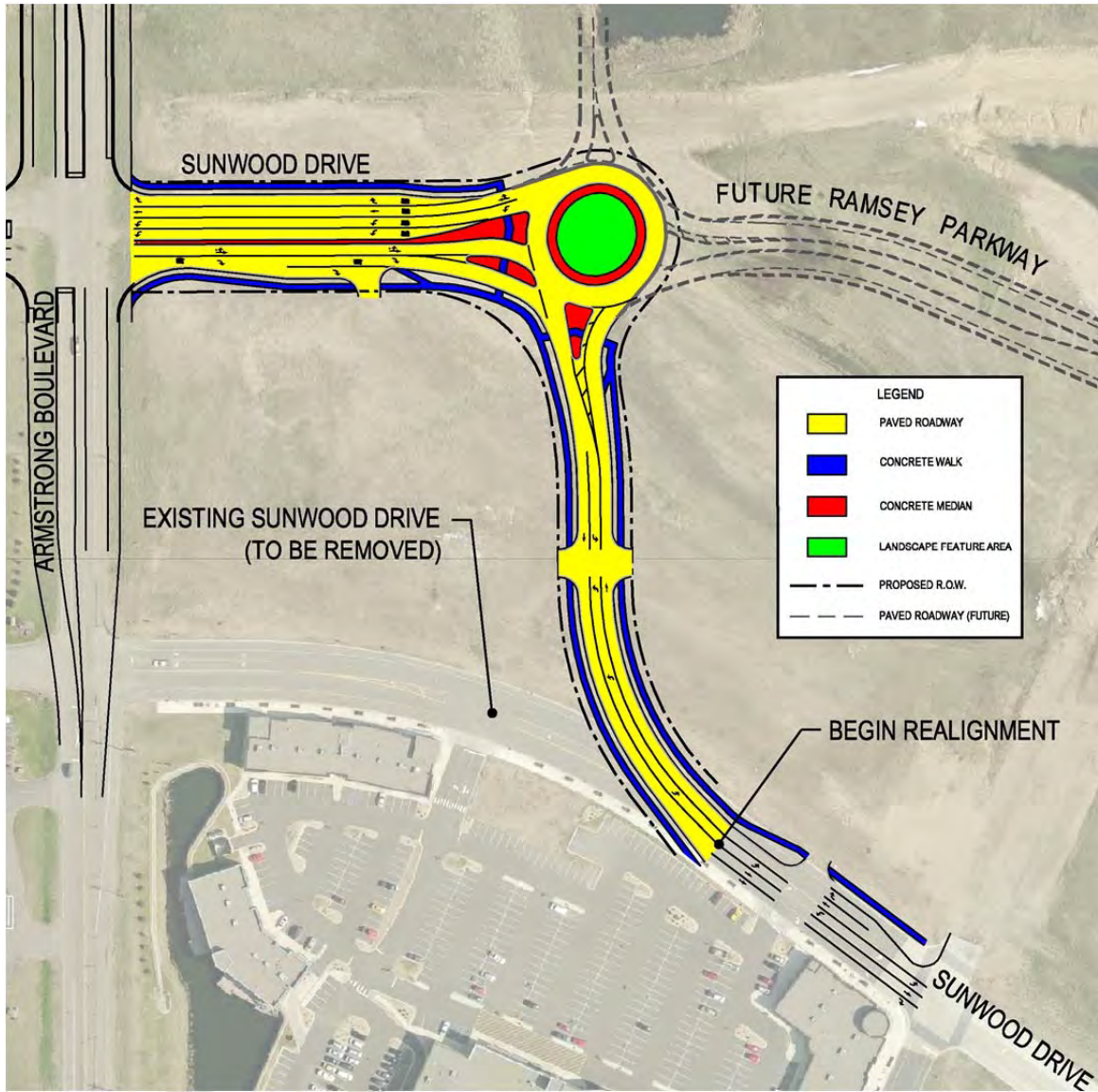
Figure 3: Initial and Ultimate Roundabout Design (Ourston Roundabout Engineering)



## Sunwood Drive

Sunwood Drive is a Municipal State Aid (MSA) collector street. It runs in an east/west direction through the southern portion of The COR connecting Ramsey Boulevard to Armstrong Boulevard. The current Armstrong/Sunwood intersection needs to be closed because of the grade differential that will be created by the TH10/Armstrong Interchange. The new location for the Armstrong/Sunwood intersection is further north along Armstrong Boulevard near the point where the extension of Ramsey Parkway was originally planned to intersect. The new Armstrong/Sunwood intersection improves the traffic flow on Armstrong Boulevard and into The COR by consolidating traffic at a single, better located intersection than originally proposed in the RTC plans. The proposed realignment of Sunwood Drive is presented in Figure 4.

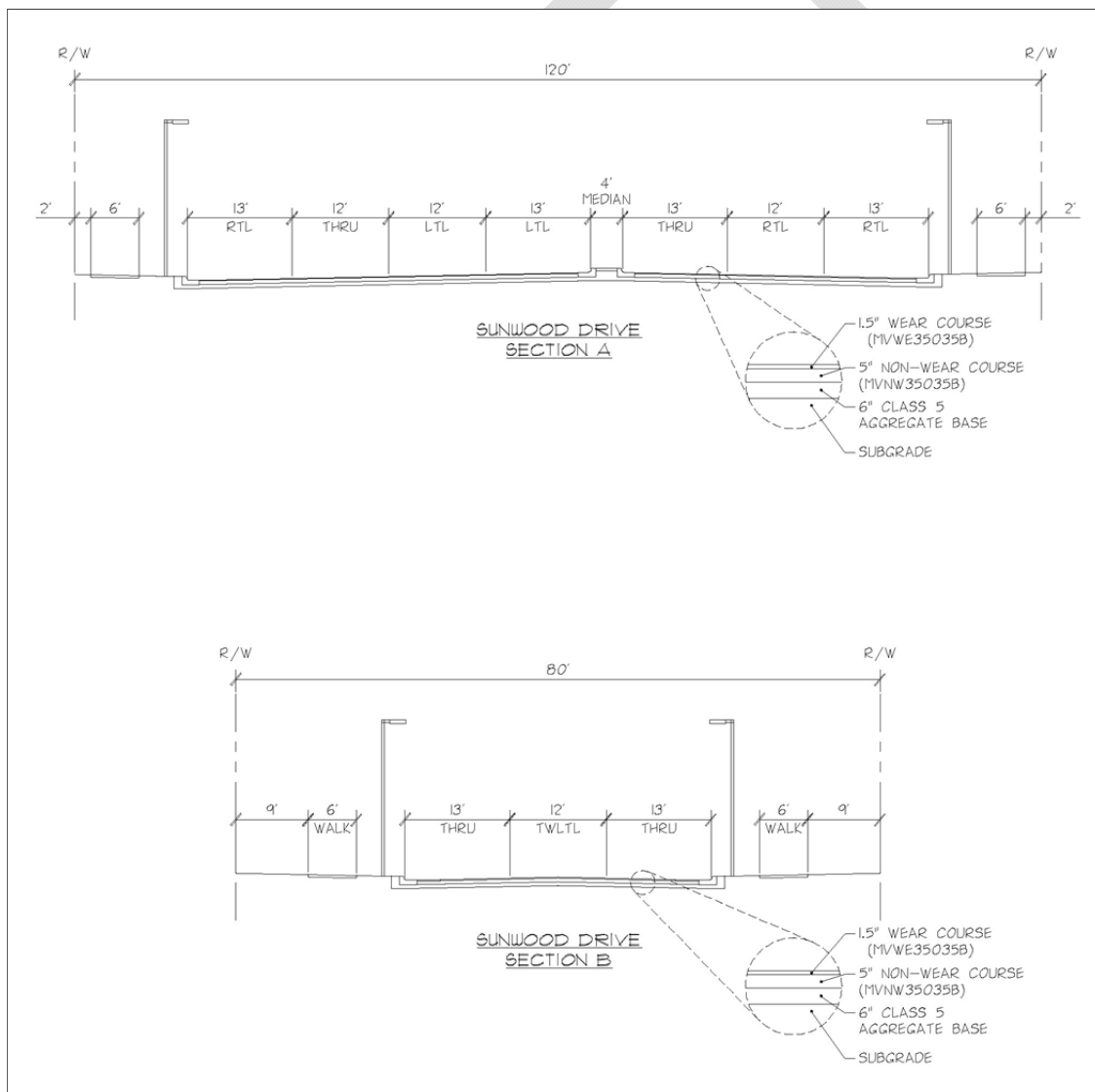
Figure 4: Project Layout Map



Under the proposed realignment, Sunwood Drive turns north at a point approximately 700 feet east of its current intersection with Armstrong Boulevard. Sunwood Drive continues northward to its intersection with the future Ramsey Parkway. At this proposed roundabout intersection Sunwood Drive turns west to connect with Armstrong Boulevard. Improvements to the new Armstrong/Sunwood intersection are described in a separate preliminary engineering report by WSB & Associates, Inc. The preparation of both reports was coordinated to provide an overall plan for the needed improvements.

Existing Sunwood Drive is a hard edged urban section with on street parking, sidewalks adjacent to the curb and store fronts adjacent to the sidewalk. As outlined in The COR Development Plan 5.03, the beginning of the Sunwood realignment marks the transition from hard edged urban to more suburban configurations with off street parking. The roadway sections proposed for the Sunwood realignment reflect that transition. The proposed sections are shown in Figure 5. The traffic volumes on the north/south section of Sunwood Drive are projected to be approximately 10,000 vehicles per day and a two lane roadway with a two way center left turn center lane is proposed. This section will provide an allowance for approximately 50% more capacity beyond the current ultimate projections. The projected traffic volumes on the section of Sunwood Drive between the roundabout and Armstrong Boulevard are approaching 20,000 vehicles per day and a four lane roadway section with right and left turn lanes is proposed.

Figure 5: Typical Sections





The pedestrian friendly design on existing Sunwood Drive is continued with the realigned Sunwood Drive. Sidewalks are proposed on both sides of the roadway connecting to the existing sidewalks and to the new trail along Armstrong Boulevard. Pedestrian crossings are provided through the roundabout. Delaying the construction of the north and east legs of the roundabout is also recommended until the big box site is developed or until Ramsey Parkway is extended. An interim concrete curb is proposed through the unfinished portions of the roundabout, as shown in Figure 4.

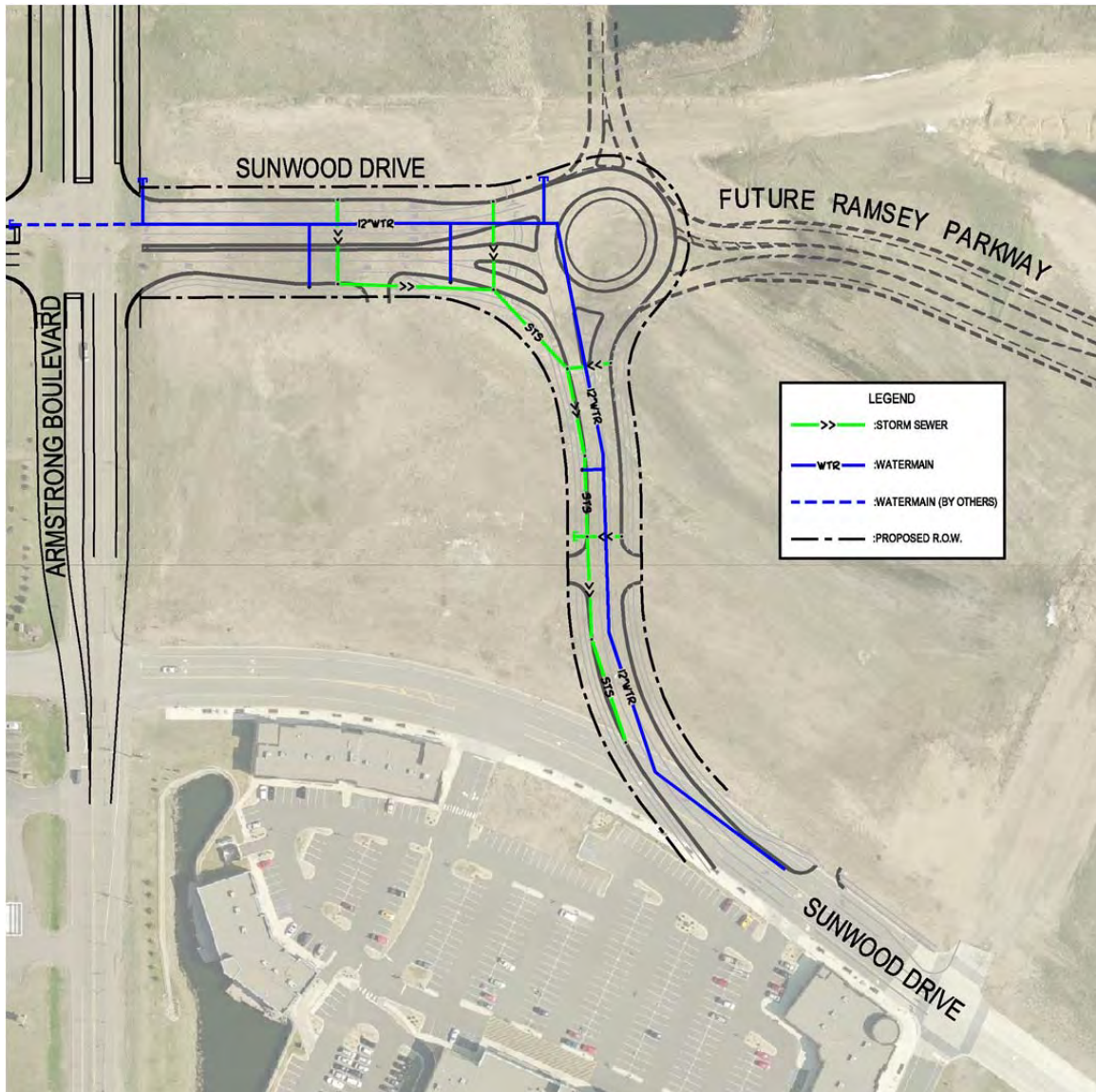
The proposed work also includes demolition of the abandoned portion of Sunwood Drive. Existing street lights and other items will be salvaged and reused to supplement new street lights. The 75-foot street light spacing currently on Sunwood Drive will be maintained. The boulevard will be restored in accordance with the City policy of 4" of topsoil and sod and will be sprinklered. Boulevard trees will be provided at the same spacing on existing Sunwood Drive. The proposed boulevard improvements will present a completed entrance to the western portion of The COR.

A new entrance will be provided to the Coborn's site and the right in only intersection on the east end of that site will be converted to a full intersection. The new entrance is not included in this project.

### **Water Main**

The proposed utility improvements are shown on Figure 6. A 12" water main currently runs on Sunwood Drive terminating on the west side of Armstrong Boulevard. This main will remain in place to serve the area west of Armstrong Boulevard. Ramsey's Water Plan proposes a 12" water main on Armstrong Boulevard. This main will be installed on the realigned Sunwood Drive and extended through the new Armstrong/Sunwood intersection to provide looped water service to the area west of Armstrong Boulevard. Water services will be extended to the commercial area between Sunwood Drive and Armstrong Boulevard. A 24" watermain currently exists in the southeast quadrant of the Armstrong/Bunker intersection. Connection to and extension of the watermain is not recommended at the present time, pending the update of the City's Water Plan and the development of the big box site. A water service will be provided to the roundabout center island and for the boulevard sprinklering.

Figure 6: Utilities Map



### Sanitary Sewer

No sanitary improvements are required as part of the Sunwood Drive realignment. Sanitary service to the commercial area will be provided by internal extension of existing sanitary sewer.

## Storm Water Management

Trunk storm water management facilities including water quality treatment, storm water storage and storm sewers were previously installed as part of the original Ramsey Town Center (RTC) development. This project includes the construction of storm sewer along the realigned Sunwood Drive connecting to the existing trunk storm sewer on the east end of the project. Storm sewer services will be extended into the commercial area between Sunwood Drive and Armstrong Boulevard.

## Cost Estimates

Cost estimates for the proposed improvements are presented in Appendix C. The estimates include construction, a 10% allowance for contingencies and a 20% allowance for indirect costs including design, construction administration, construction staking and observation, record drawings and administration. A summary of the cost estimates is presented in Table 2.

**Table 2: Total Estimates Costs**

Total Estimates Costs	
Item	Estimated Total Costs
Sunwood Drive	\$1,151,000
Water Main	\$131,000
Storm Sewer	\$87,000
<b>Total</b>	<b>\$1,369,000</b>

## Property Acquisition

The realignment of Armstrong Boulevard in anticipation of the overpass requires the acquisition of additional right of way. There are five properties immediately affected by the proposed project, all requiring some acquisition depending on the ultimate configuration. These properties are showed on Figure 7.

Figure 7: Property Acquisition





The five properties include:

**Table 3: Parcel Exhibit**

Parcel Exhibit		
PID	Owner	Current Use
28-230005	The City of Ramsey HRA	Vacant/Undeveloped
29-140014	The City of Ramsey	Vacant/Demolished c-store
29-140013	M&W Holding Company	Wiser Choice Liquor
29-140010	USCO Corp	Pavement Operation
29-140009	NDS Properties, LLC	Vacant industrial

**Table 4: Current Assessed Value**

PID	Current Assessed Value
28-230005	N/A
29-140014	N/A
29-140013	\$392,100
29-140010	\$298,900
29-140009	\$684,800

Acquisition strategies vary with small deviations in the proposed design, but generally consist of a cost/benefit evaluation of considering a partial taking versus a complete taking. In 20XX, the City of Ramsey evaluated five of the subject properties as part of an eminent domain action that was ultimately abandoned. Prior to cessation of those efforts, however, environmental assessments and appraisals were completed in an attempt to determine value. The table below outlines the valuations from the 20XX effort.

**Table 5: Appraised Property Value**

PID	200X Appraised Property Value
28-230005	N/A
29-140014	N/A
29-140013	\$xxx
29-140010	\$xxx
29-140009	\$xxx

As of the date of this report, the real estate market has seen considerable depreciation. Commercial property values have seen declines ranging from 10% – 40% across the metro, and many would argue that it is impossible to set accurate values today due to the dramatic decline in buyers as well as the volatility of comparable value assessments due to an abundance of bank owned property. Based on these current market conditions, it would be considered advantageous to the project to consider an earlier,



more aggressive acquisition strategy with willing sellers as opposed to waiting for the commencement of the Armstrong Boulevard project and a likely rebound in the market.

Adding to the complexity of the evaluation is the desire of the HRA, as master developers of The COR, to proceed with the proposed realignment of Sunwood Drive to its ultimate location ahead of the commencement of the Armstrong Interchange. This is driven by a number of factors, most notably the desire to continue to advance the Armstrong Interchange project by completing the construction north of the actual interchange thus reducing the scope of the interchange project and increasing the likelihood of commencement. Secondly, the realignment of Armstrong to its final location provides certainty for the adjacent properties both east and west of Armstrong. Certainty in their access provides a greater likelihood of economic development and redevelopment that is necessary in the area.

For these reasons, it is our recommendation that the City and HRA consider the acquisition of the affected parcels and proceed with the project as outlined.

### Affected Parcels

**PID 29-140014 – Oasis Market.** - A total acquisition of this property is required in any viable interchange option. In 20XX, the City acquired and eventually demolished the Oasis Market in anticipation of the proposed project. There are no additional actions recommended for this parcel.

**PID 29-140013 – M&W Holding Company, LLC.** - A total acquisition of this property is also required in any of the options currently considered in the environmental review process. This property has seen a negative effect from the closure of the adjacent convenience store and is the only remaining retail property west of Armstrong. The owner has a desire to relocate and should be considered a willing seller. Because the Armstrong Interchange will require a total acquisition of the property, and because the proposed reconfiguration of the Sunwood/Armstrong intersection will likely result in a reduction of access to this property, it is recommended that the City consider a complete acquisition of this property at the present time.

**PID 29-140010 – USCO Corp.** – Of the five parcels, this property is least affected by the proposed project. Access to this industrial use could be reasonably provided via 147<sup>th</sup> Street, Ferret Street NW and then 146<sup>th</sup> Street to the existing driveway. A small strip taking and a small retaining wall would be required to accommodate the proposed roadway design. This property, however, is not currently the highest and best use of what will ultimately be a retail node in the community. An assembly effort for redevelopment of this area is likely to occur in the near future. For these reasons, it is recommended that the City evaluate the cost of a strip taking vs. a complete taking and consider the latter in an effort to facilitate redevelopment.



**PID 29-140009 – NDS Properties, LLC.** – A partial taking to facilitate the proposed construction could be considered for this property, however, it would likely require considerable property along both the north and east sides of the property and the demolition of one of the two existing buildings, as well as a considerable modification to its access. For this reason, it is recommended that the City evaluate both the partial and complete takings options, but we believe it will be more efficient to take the property completely. There are no active uses on this property at the time of this report.

**PID 28-230005 – HRA Property** – Depending on the final alignment chosen, a small strip taking of HRA land in The COR may be necessary to facilitate the design. Because this property is owned by the HRA, it is assumed for this report that the City will resolve any valuation issues internally.

The HRA has authorized the commencement of current appraisals on the three properties west of Armstrong Boulevard. For the purposes of this report, we will use the values from the **20XX appraisals**, with the understanding that the actual acquisition costs, and accordingly project costs, will be considerably less.

### Acquisition Strategy 1 – Partial Takings

This option assumes the proposed project can be completed with the complete acquisition **PID XX**, but only the partial acquisition of right-of-way from the remaining **three** parcels necessary to complete the project. The existing property owners would retain ownership of the remainder of the property, and reasonable access would be provided.

Table 6: Partial Takings Costs

Parcel	Sq. Ft. Acquired	Cost
PID XX	XX,XXX	\$XXX,XXX
PID XX	XX,XXX	\$XXX,XXX
PID XX	XX,XXX	\$XXX,XXX
<b>TOTAL</b>	<b>xxxx</b>	<b>\$XXX,XXX</b>

### Acquisition Strategy 2 – Complete Takings

This option assumes the all **four** affected parcels would be acquired completely through a process involving a willing buyer and seller. The cost of acquisition may include relocation, which adds considerable cost to the project, but the excess property could be sold after project completion to facilitate redevelopment and those values are shown as a recovered cost in this option.



Table 7: Full Acquisition Cost

Parcel	Acquisition Cost	Relocation Cost	Total
PID XX	XX,XXX	\$XXX,XXX	\$x,xxx,xxx
PID XX	XX,XXX	\$XXX,XXX	\$x,xxx,xxx
PID XX	XX,XXX	\$XXX,XXX	\$x,xxx,xxx
<b>TOTAL</b>	<b>\$X,XXX,XXX</b>	<b>\$XXX,XXX</b>	<b>\$x,xxx,xxx</b>

Table 8: Excess Property

Excess Property		
Parcel	Remaining Property (sq. ft.)	Approximate Value
PID XX	XX,XXX	\$XXX,XXX
PID XX	XX,XXX	\$XXX,XXX
PID XX	XX,XXX	\$XXX,XXX
<b>TOTAL</b>	<b>XX,XXX</b>	<b>\$XXX,XXX</b>

For the purposes of this study, the net costs of Acquisition Strategy 2 (acquisition cost minus excess property value) will be used as the project costs. After the completion of the current appraisals, and the initial efforts in approaching the affected property owners, this approach should be re-evaluated and adjusted as necessary to minimize project costs.

### Right-of-way and Easement Vacation

The realignment of Sunwood Drive will necessitate a re-platting of the project area. This process will include the vacation of existing right-of-way associated with the current alignment, as well as easements for drainage and utility purposes. Several new easements will be dedicated through this process to accommodate utilities that will remain in place after realignment.

The HRA anticipates working with Solomon, the owner of existing grocery-anchored center, to improve and account for access modification associated with this project. Options considered include access through HRA property to their existing full access on Sunwood, as well as improvements to the existing right-in/right-out access to the east.

### Project Financing

(To Be Provided in a Separate Document)

## Project Schedule

**Table 9: Project Schedule**

<b>Task</b>	<b>Completion Date</b>
Order Feasibility Study	July 26, 2011
Accept Feasibility Study and Order Plans and Specifications	January 10, 2012
Approve Plans, Specifications and Order Advertisement for Bids	April 2012
Receive Bids	May 2012
Begin Construction	June 2012
Substantial Completion	September 2012
Final Completion	November 2012

## Summary and Conclusions

The realignment of Sunwood Drive is necessary to accommodate the grade changes on Armstrong Boulevard associated with the new TH10/Armstrong Interchange. The work outlined in this report is consistent with Development Plan 5.03 of The COR. The proposed roadway improvements meet Municipal State Aid standards. The provision of a roundabout at the Sunwood/Ramsey Parkway intersection provides better management of the projected ultimate traffic and also provides flexibility should those projections be exceeded.

The costs associated with the proposed improvements are presented in the Appendices and summarized in the Cost Estimates section. It is our professional opinion that the benefits derived from this project exceed the associated costs. The work is cost effective and feasible from an engineering standpoint.



## Appendix A: Traffic Generation Memo

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## Technical Memorandum

**To:** Bob Schunicht, P.E., Landform  
**From:** Mike Spack, P.E., P.T.O.E.  
**Date:** September 2, 2011  
**Re:** The COR Traffic Generation in Ramsey, MN

Per your request, this technical memorandum provides traffic generation forecasts for Development Plan 5.03 of The COR along with traffic forecasts necessary to design the proposed roundabout at Ramsey Parkway and Sunwood Drive.

### Traffic Forecast Results

Build out of The COR is forecast to generate approximately 3,700 vehicles in the a.m. peak hour, 5,600 vehicles in the p.m. peak hour, and 57,700 vehicles per day. The build out (2030) forecasts needed to design the roundabout at the Ramsey Parkway/Sunwood Drive intersection are shown in Figure 1 (a.m. peak hour turning movement volumes), Figure 2 (p.m. peak hour turning movement volumes), and Figure 3 (daily traffic volumes). The traffic forecasts are based on the methodology discussed in the next section.

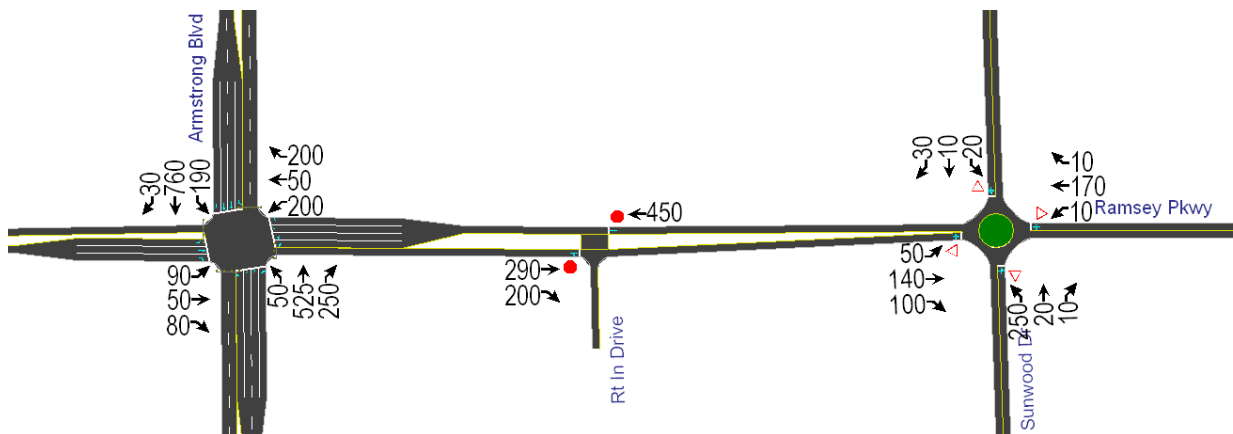
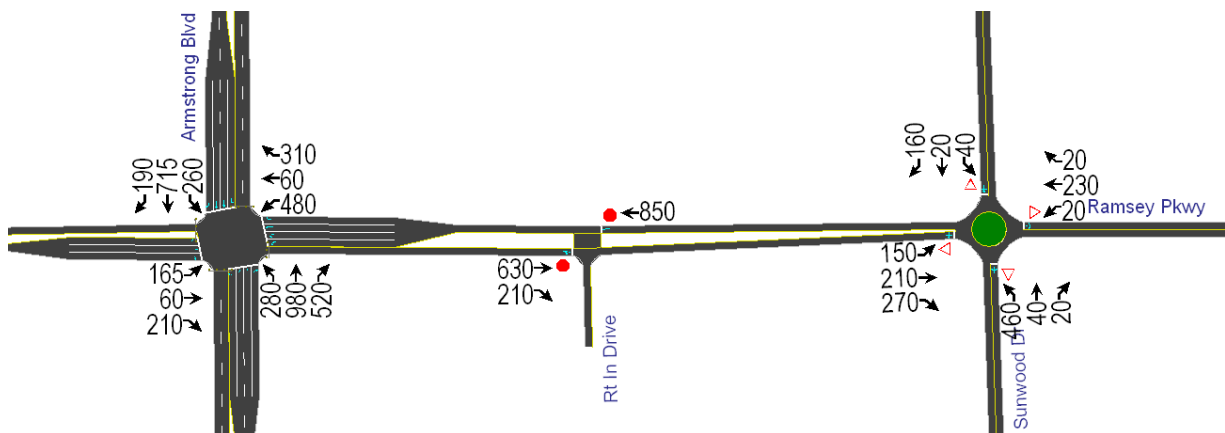
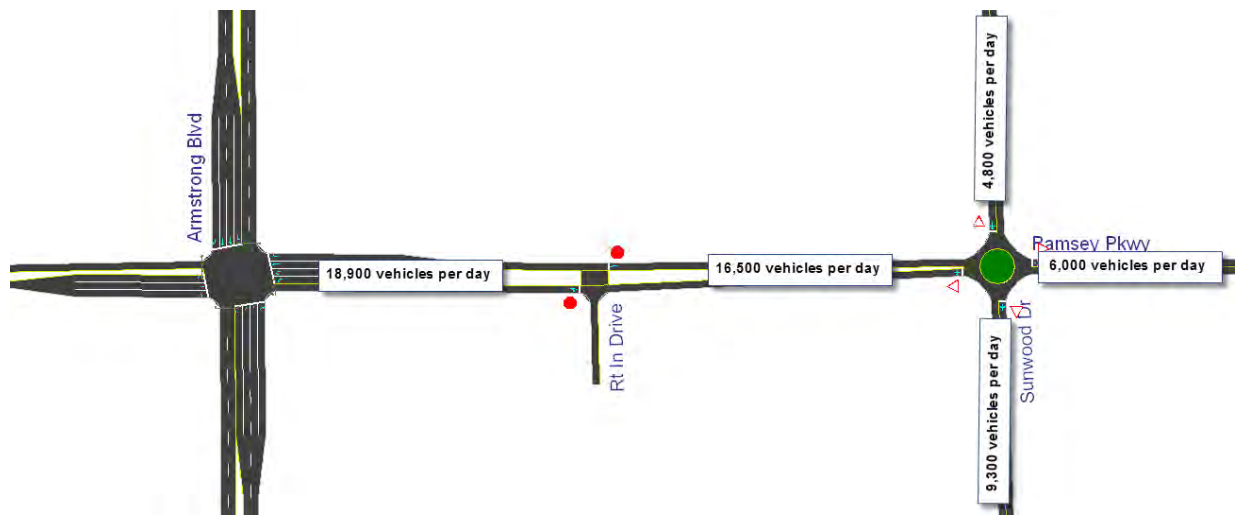


Figure 1 – Build Out A.M. Peak Hour Turning Movement Volumes



**Figure 2 – Build Out P.M. Peak Hour Turning Movement Volumes****Figure 3 – Build Out Daily Traffic Volumes**

### Traffic Forecast Methodology

Landform provided details for The COR, including the Traffic Analysis Zones (TAZs) shown in Figure 4 and individual land uses/square footages per TAZ as shown in Table 1. A trip generation analysis was performed for The COR based on the methods and average rates published in the Institute of Transportation Engineers' (ITE) *Trip Generation Manual, 8<sup>th</sup> Edition*. Based on data in the Institute of Transportation Engineers (ITE) *Trip Generation Handbook, 2<sup>nd</sup> Edition*, a 20% reduction was applied to the trips generated by the development to account for internal, multi-purpose trips. The resultant trip generation per TAZ as well as totals for the whole development is shown in Table 1.

WSB & Associates prepared 2030 turning movement volume forecasts for the Armstrong Boulevard/Ramsey Parkway intersection in the *US 10 at Armstrong Boulevard Traffic Operations Memo*. The volumes entering/exiting The COR at the intersection were based on the March 24, 2003 *Ramsey Town Center Traffic Analysis* (The COR's previously proposed development plan). The *Ramsey Town Center Traffic Analysis* calculated the development will generate 51,186 vehicles per day whereas The COR is forecast to generate 57,739 vehicles per day. Since The COR is forecast to generate 12.8% more traffic than the Ramsey Town Center, the 2030 turning movement volumes entering/exiting The COR in the *US 10 at Armstrong Boulevard Traffic Operations Memo* were factored up by 12.8%. The resultant turning movement volumes for the Armstrong Boulevard/Ramsey Parkway intersection are shown in Figures 1 and 2.

The turning movement volume forecasts in Figures 1 and 2 for the Ramsey Parkway/Right-In Access intersection and the Ramsey Parkway/Sunwood Drive intersection were prepared by distributing the peak hour traffic volumes from Table 1 per the trip distribution percentages contained in the March 24, 2003 *Ramsey Town Center Traffic Analysis*.

According to Table 41 from *NCHRP Report 365 – Travel Estimation Techniques for Urban Planning*, 8.95% of the daily traffic volumes would be expected to use the roadway network through The COR in the p.m. peak hour. The p.m. peak hour volumes from Figure 2 were factored by this ratio (11.17 x p.m. peak hour volume = daily traffic volume) to develop the daily traffic volumes shown in Figure 3.



**LAND DESIGNATION**

- PARK/PUBLIC SPACES
- PARCELS FOR SALE
- PARCELS OWNED BY OTHERS

**DEVELOPMENT STATUS**

- EXISTING DEVELOPMENT
- PROPOSED DEVELOPMENT
- ACTIVE DEALS
- UNDER CONTRACT

**ACCESS**

- EXISTING SIGNALIZED INTERSECTION
- FUTURE SIGNALIZED INTERSECTION
- FULL INTERSECTION
- NO LEFT OUTBOUND MOVEMENTS
- PARKING RAMP

**TRAFFIC INFORMATION**

ADT (INFORMATION TAKEN FROM 2009 ACTUAL COUNTS AND 2030 PROJECTED VOLUMES)

NORTH

0 300 600

FORM

**DEVELOPMENT PLAN 5.03**

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Figure 4 - Traffic Analysis Zones

Table 1 - Land Uses and Traffic Generation

Zone/Block	Code	Land Use	Dwelling Units	Sq. ft.	Park Area <sup>1</sup> (sq. ft.)	ITE Code <sup>2</sup>	AM Peak			PM Peak			Daily
							Total	In	Out	Total	In	Out	Total
1a	3	Retail		11,882		820	10	6	4	35	17	18	408
1b	3	Retail		9,022		820	7	4	3	27	13	14	310
1c	3	Supermarket		62,396		850	179	109	70	524	267	257	5103
1d	3	Retail		13,283		820	11	6	4	40	19	20	456
1e	3	Retail		7,300		820	6	4	2	22	11	11	251
2a	3	Retail		5,248		820	4	3	2	16	8	8	180
2b	3	Retail		39,000		820	31	19	12	116	57	59	1340
2c	2	Daycare Center		10,320		565	101	54	48	103	48	55	654
2d	1	Senior Housing - Assisted Living	84			254	9	6	3	15	7	8	179
3a	1	Luxury Apartments / Townhomes	230			220	94	19	75	114	74	40	1224
3a	3	Retail		67,085		820	54	33	21	200	98	102	2305
3b	2	Government Office Building		49,107		730	231	194	37	48	15	33	2708
3c	0	Park & Ride (Northstar) <sup>3</sup>											
4a	2	Clinic		50,092		720	92	73	19	139	37	101	1448
4b	3	Sit Down Restaurant		9,037		931	6	3	3	54	36	18	650
4c	3	Hotel <sup>4</sup>		24,900		310	14	9	6	15	8	7	209
4d	3	Convention Center <sup>5</sup>		110,000		310	34	20	13	35	19	17	490
5a	2	Office		17,598		710	22	19	3	21	4	17	155
5b	2	Business Park		93,871		770	107	90	17	97	22	75	958
6a	2	School		44,827		520	186	104	82	43	20	24	553
6b	3	Retail		13,070		820	10	6	4	39	19	20	449
6c	3	Retail		17,987		820	14	9	6	54	26	27	618
6d	3	Retail		17,987		820	14	9	6	54	26	27	618
7a	2	Charter School <sup>6</sup>		50,511		534	468	258	211	264	129	135	1405
7b	2	Medical Office		33,374		720	61	49	13	92	25	67	965
7c	3	Retail		24,780		820	20	12	8	74	36	38	851
8a	0	City Park w/ Lake			430,000								
8b	2	General Office		43,584		710	54	48	6	52	9	43	384
8c	2	General Office		43,584		710	54	48	6	52	9	43	384
9a	0	City Park w/ Lake			171,445								
9b	1	Apartments	95			220	39	8	31	47	31	16	505
9c	2	Recreational Community Center		107,556		495	139	85	54	125	46	79	1969
9d	2	General Office		59,696		710	74	65	9	71	12	59	526
9e	2	General Office		42,765		710	53	47	6	51	9	42	377
9f	2	General Office		59,208		710	73	65	9	71	12	59	522
10a	0	City Park			3,500								
10b	2	General Office		8,400		710	10	9	1	10	2	8	74
10b	3	Specialty Retail		4,200		820	3	2	1	13	6	6	144
10c	2	General Office		40,800		710	51	45	6	49	8	40	359
10c	1	Apartments	120			220	49	10	39	60	39	21	638
10d	2	General Office		11,500		710	14	13	2	14	2	11	101
10d	3	Specialty Retail		11,500		820	9	6	4	34	17	18	395
10e	2	General Office		8,500		710	11	9	1	10	2	8	75
10e	3	Specialty Retail		4,250		820	3	2	1	13	6	6	146
10f	2	General Office		11,900		710	15	13	2	14	2	12	105
10f	3	Specialty Retail		8,500		820	7	4	3	25	12	13	292
10f	1	Apartments	14			220	6	1	5	7	5	2	74
10g	3	Specialty Retail		7,600		820	6	4	2	23	11	12	261
10g	2	General Office		7,600		710	9	8	1	9	2	8	67
10g	1	Apartments	18			220	7	1	6	9	6	3	96
10h	3	Specialty Retail		6,300		820	5	3	2	19	9	10	216
10i	3	Specialty Retail		6,100		820	5	3	2	18	9	9	210
10i	2	General Office		6,100		710	8	7	1	7	1	6	54
10i	1	Apartments	26			220	11	2	8	13	8	5	138
11a	3	Specialty Retail		17,000		820	14	8	5	51	25	26	584
11a	1	Apartments	89			220	36	7	29	44	29	15	473
11b	2	General Office		11,000		710	14	12	2	13	2	11	97
11b	1	Apartments	13			220	5	1	4	6	4	2	69
11c	2	General Office		20,700		710	26	23	3	25	4	20	182
11d	2	General Office		10,700		710	13	12	2	13	2	11	94
11d	3	Specialty Retail		10,700		820	9	5	3	32	16	16	368
11e	2	General Office		5,900		710	7	6	1	7	1	6	52
11e	3	Specialty Retail		11,800		820	9	6	4	35	17	18	405
11e	1	Apartments	14			220	6	1	5	7	5	2	74
11f	3	Specialty Retail		11,800		820	9	6	4	35	17	18	405
11f	2	General Office		5,900		710	7	6	1	7	1	6	52
11f	1	Apartments	14			220	6	1	5	7	5	2	74
11g	0	City Park			82,804								
12a	3	Sit Down Restaurant		23,355		931	15	8	8	140	94	46	1681
12b	3	Sit Down Restaurant		8,805		931	6	3	3	53	35	17	634
12c	3	Movie Theater <sup>7</sup>		74,071		444	0	0	0	225	144	81	1733
13a	3	Retail		19,200		820	15	9	6	57	28	29	660
13b	3	Retail		16,664		820	13	8	5	50	24	25	572
14a	3	Gas Station w/Convenience Store <sup>8</sup>		5,000		945	317	162	155	388	194	194	1563
14b	3	Retail		10,628		820	9	5	3	32	16	16	365
14c	3	Fast Food Restaurant w/Drive-Through		4,800		934	190	97	93	129	67	62	1905
15	3	Shopping Center		135,986		820	109	66	42	406	199	207	4671
16	3	Retail		94,960		820	76	46	30	283	139	145	3262

Table 1 - Land Uses and Traffic Generation

Zone/Block	Code	Land Use	Dwelling Units	Sq. ft.	Park Area <sup>1</sup> (sq. ft.)	ITE Code <sup>2</sup>	AM Peak			PM Peak			Daily
							Total	In	Out	Total	In	Out	Total
17a	3	Sit Down Restaurant		6,000		931	4	2	2	36	24	12	432
17b	3	Sit Down Restaurant		5,470		931	4	2	2	33	22	11	394
17c	3	Sit Down Restaurant		5,470		931	4	2	2	33	22	11	394
17d	0	City Park w/ Lake			480,000								
18a	1	Condos	80			230	28	5	23	33	22	11	372
18b	1	Condos	69			230	24	4	20	29	19	9	321
18c	1	Condos	48			230	17	3	14	20	13	7	223
18d	1	Townhomes	32			230	11	2	9	13	9	4	149
19a	1	Townhomes	52			230	18	3	15	22	14	7	242
19b	1	Single Family - Detached	14			210	8	2	6	11	7	4	107
19c	1	Townhomes	31			230	11	2	9	13	9	4	144
20a	1	Townhomes	42			230	15	3	12	17	12	6	195
20b	1	Single Family - Detached	14			210	8	2	6	11	7	4	107
20c	1	Townhomes	28			230	10	2	8	12	8	4	130
21a	1	Townhomes	77			230	27	5	22	32	21	11	358
21b	1	Townhomes	90			230	32	5	26	37	25	12	418
22a	1	Single Family - Detached	23			210	14	3	10	19	12	7	176
22b	1	Townhomes	72			230	25	4	21	30	20	10	335
23a	1	Single Family - Detached	44			210	26	7	20	36	22	13	337
23b	1	Single Family - Detached	19			210	11	3	9	15	10	6	145
24a	1	Single Family - Detached	7			210	4	1	3	6	4	2	54
24b	0	City Park w/ Lake & Amphitheater			320,000								
24c	1	Single Family - Detached	17			210	10	3	8	14	9	5	130
<b>Total</b>			1,476	1,798,229	1,487,749		3,726	2,186	1,540	5,571	2,696	2,875	57,739
<b>Residential Total (Code 1)</b>			1,476	0			569	116	453	699	454	245	7,489
<b>Office Total (Code 2)</b>			0	855,093			1,903	1,360	543	1,406	427	979	14,319
<b>Retail Total (Code 3)</b>			0	943,136			1,255	710	544	3,467	1,815	1,651	35,930
			1,476	1,798,229			3,726	2,186	1,540	5,571	2,696	2,875	57,739

**Notes:**

<sup>1</sup> Due to the minimal amount of traffic generated by parks, they were not considered traffic generators in the original study. Likewise, parks are not considered traffic generators in this forecast.

<sup>2</sup> The trip generation was based on the methods and average rates published in the *Institute of Transportation Engineers (ITE) Trip Generation Manual, 8th Edition*.

<sup>3</sup> The traffic generated by the park and ride was included in the analysis of the original study, however the unspecified volumes were added directly to the intersection traffic assignment instead of being listed with the other trip generation numbers. Accordingly, the traffic volumes generated by the park and ride facility are not considered with the rest of the generated traffic in this forecast.

<sup>4</sup> The number of dwelling units (DU) for the hotel was obtained by proportioning the proposed hotel to the hotel in the original study via their respective footprints. The hotel was modeled as having 32 rooms.

<sup>5</sup> Currently, there is no data for traffic volumes generated by Convention Centers. The Convention Center was modeled as a 75-unit Hotel (310).

<sup>6</sup> Currently, there is no data for daily traffic volumes generated by 534 - Private School (K-8). For public elementary, junior high, and high schools, the ratio of the total daily traffic to the A.M. peak hour traffic is approximately 3.0. The total daily traffic generated by the charter school was calculated by multiplying the A.M. peak hour traffic by a factor of 3.0.

<sup>7</sup> Due to the lack of data for the proposed theater type (445 - Multiplex Movie Theater), the daily and P.M. peak hour trips generated by the theater were obtained by scaling up the figures found in the original study using the theaters' respective footprints.

<sup>8</sup> Due to the lack of data for total weekday trips generated by 945 - Gas Station w/Convenience Store using square footage, the total weekday trips were calculated using the number of fueling positions. Based on the typical size of gas stations currently being constructed, it was assumed that new gas station will have 12 fueling positions.

The forecasts reflect a 20% reduction for internal, multi-purpose trips.



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## Appendix B: Operational Analysis Memo

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## TECHNICAL MEMORANDUM

**PREPARED FOR:** Robert Schunicht – Landform

**PREPARED BY:** Jedidiah Munroe, Ourston Roundabout Engineering, Inc.  
**Q/C and Q/A** Mark Lenters, Ourston Roundabout Engineering, Inc.

**PROJECT NUMBER** ORE 11-958

**DATE:** December 1, 2011

**SUBJECT:** Operational Analysis  
Ramsey Parkway & Sunwood Drive  
Ramsey, Minnesota

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### PURPOSE

An operational analysis was completed for the proposed roundabout at Ramsey Parkway and Sunwood Drive located in the COR development project in Ramsey, Minnesota. The analysis also assessed possible queue spillbacks from the proposed roundabout to the signal at Armstrong Boulevard and Sunwood Drive. There is approximately 440 feet of queue storage between the signalized intersection and the proposed roundabout intersection. We understand that the queue space associated with the signal operations has been analyzed and the space requirements associated with the traffic signal control have been fulfilled by others to a satisfactory conclusion. We have also designed and analyzed an initial and potential ultimate roundabout lane configuration for the City's consideration.

### OPERATIONAL ANALYSIS METHODOLOGY

Based on the AM and PM peak hourly traffic forecasts, the capacity of the roundabout intersection was analyzed using ARCADY roundabout design and capacity analysis software. ARCADY (Assessment of Roundabout Capacity and Delay) is a program based on U.K. empirical research into geometry-capacity relationships. Two features that ARCADY provides is its ability take into account horizontal geometric design sensitivity and its ability to be calibrated to the recent NCHRP Report 572 (Roundabouts in the United States, 2007) roundabout capacity model.

The ARCADY analysis was calibrated to the NCHRP Report 572 empirical results, which indicate a reasonable 10% capacity reduction. The findings on capacity performance for U.S. roundabouts to date suggest that a reduction in the capacity modeling is appropriate pending the availability of more at-capacity data to improve the confidence of modeling roundabouts. Some single lane roundabouts are performing better than expected, but this may not be the case everywhere in the U.S., especially in areas where few roundabouts exist.

The results represent the most probable capacity of the roundabout and employ capacity measures of level of service, delay and queuing, consistent with typical unsignalized capacity analysis methodologies (Highway Capacity Manual, 2010). The combination of using ARCADY with calibration allows for consideration of the U.S. data obtained by NCHRP.

Analysis of residual capacity for future traffic growth was also performed for the intersection. Residual capacity is expressed as the percentage increase in total entering traffic beyond the existing turning counts that would result in any individual leg operating at LOS E (delay greater than 35 seconds). Increases in traffic flow were assumed to occur equally on all legs until one leg reached LOS E.

The 2030 AM and PM peak hourly traffic forecasts prepared by Spack Consulting, as illustrated in Figure 1, were used for this analysis.

## OPERATIONAL ANALYSIS RESULTS

### Ramsey Parkway and Sunwood Drive (ARCADY Analysis)

#### LOS for proposed initial roundabout configuration

The operational analysis was performed with the traffic forecasts provided for the interim lane configuration shown in Figure 2. The overall intersection levels of service and anticipated delay with a break down by approach are listed in Table 1.

**Table 1. Ramsey Parkway & Sunwood Drive – Proposed Initial Lane Configuration**

Peak Hour	Analysis Condition	Overall Intersection		Average Delay By Approach							
		Level of Service		SB - Driveway		EB - Sunwood Dr.		NB - Sunwood Dr.		WB - Ramsey Pkwy	
		Level of Service	Average Delay	Level of Service	Average Delay	Level of Service	Average Delay	Level of Service	Average Delay	Level of Service	Average Delay
AM	Calibrated	A	4.4	A	4.2	A	3.8	A	4.7	A	4.6
PM	Calibrated	A	6.9	A	6.6	A	4.7	A	8.5	A	6.8

LOS Source: 2010 Highway Capacity Manual - Unsignalized Intersections

Delay in Seconds

The eastbound Sunwood Drive predicted 95<sup>th</sup> percentile queue is 1 vehicles (20 feet) in the PM peak period.

The residual capacity for the AM and PM peak hours is also listed below.

- AM: NB congests with a **159%** increase in traffic growth above the 2030 traffic volumes.
- PM: NB congests with a **39%** increase in traffic growth above the 2030 traffic volumes.

The ARCADY operational analysis data is documented in Appendix A, pages A.1.1 thru A.1.3

#### LOS for potential ultimate roundabout configuration

The operational analysis was performed with the traffic forecasts provided for the ultimate lane configuration shown in Figure 3. The overall intersection levels of service and anticipated delay with a break down by approach are listed in Table2.

**Table 2. Ramsey Parkway & Sunwood Drive – Potential Ultimate Lane Configuration**

Peak Hour	Analysis Condition	Overall Intersection		Average Delay By Approach							
		Level of Service		SB - Driveway		EB - Sunwood Dr.		NB - Sunwood Dr.		WB - Ramsey Pkwy	
		Level of Service	Average Delay	Level of Service	Average Delay	Level of Service	Average Delay	Level of Service	Average Delay	Level of Service	Average Delay
AM	Calibrated	A	3.3	A	4.2	A	3.8	A	3.0	A	2.9
PM	Calibrated	A	4.7	A	6.6	A	4.7	A	4.2	A	3.9

LOS Source: 2010 Highway Capacity Manual - Unsignalized Intersections

Delay in Seconds

The residual capacity for the AM and PM peak hours is also listed below.

- AM: SB congests with a **232%** increase in traffic growth above the 2030 traffic volumes.
- PM: SB congests with a **63%** increase in traffic growth above the 2030 traffic volumes.

The ARCADY operational analysis data is documented in Appendix B, pages B.1.1 thru B.1.3

Discussion of Proposed Roundabout Lane Configuration

The roundabout would operate within acceptable ranges of congestion as a single lane roundabout. But, to maintain the proposed eastbound two lanes, an eastbound partial right turn bypass lane should be used to facilitate dropping a lane at the roundabout, see Figure 2.

The roundabout can also be expanded inward into the central island, with minimal rework, to create a multilane roundabout with a northbound double left and two westbound thru lanes. The ultimate lane configuration has the ability to handle any potential increases in traffic from the forecasted volumes.

**DISCUSSION AND CONCLUSIONS**

The results of the ARCADY analysis of the proposed roundabout show a LOS A for the two peak periods for the interim roundabout design, and has the ability to expand to a multilane roundabout in the future.

Typically, when a roundabout is close to a traffic signal, the impacts to the signal are negligible, while the roundabout can be impacted by queue spillback from the signal. The impacts to the Ramsey Parkway and Sunwood Drive intersection will be infrequent but the roundabout is better suited to reduce the effects of the closely spaced intersections, for the following reasons:

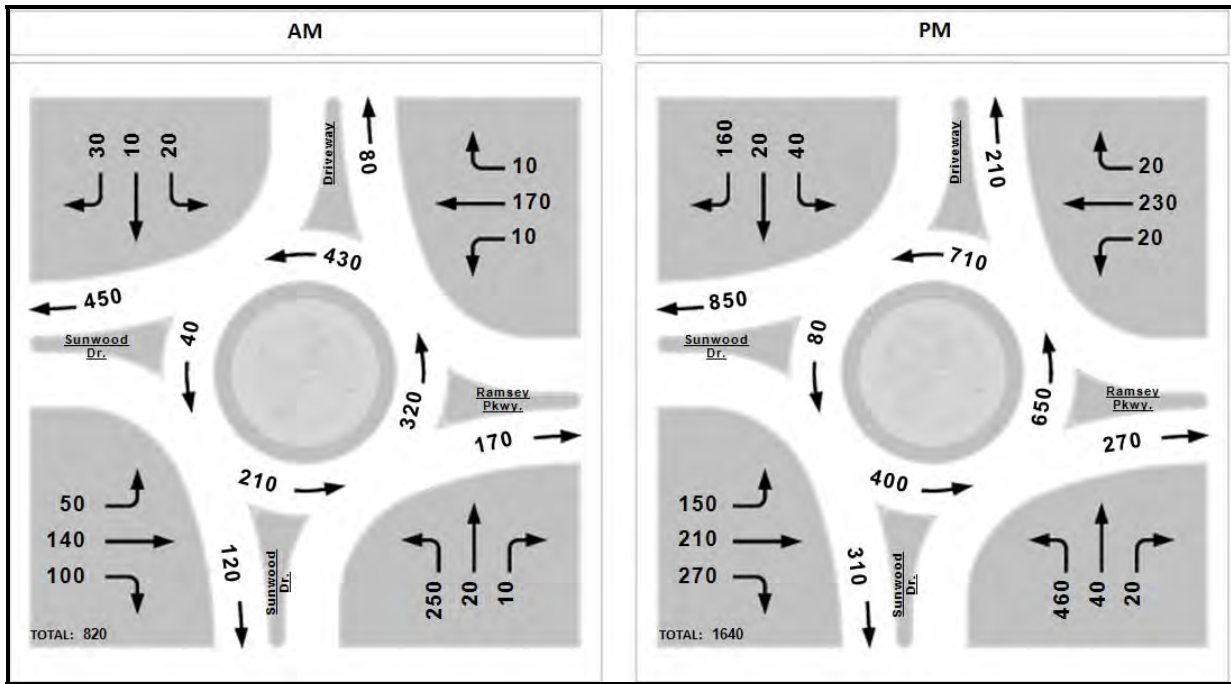
- If the Ramsey Parkway and Sunwood Drive intersection were traffic signal controlled, it would likely have the same cycle length as the Armstrong Boulevard traffic signal, assuming they both have to operate as one system due to being closely spaced. Using the same cycle length for the Ramsey Parkway intersection imposes timings that may not be ideal for the traffic patterns at the intersection. Additional operational impacts to the Ramsey Parkway intersection are likely due to the inflexibility of signal timings.
- The roundabout intersection will have slower entering and circulating speeds. This will reduce the impact of queue spill back from Armstrong Boulevard. The roundabout has greater flexibility in responding to traffic demands as compared to a traffic signal constrained by timings that suit the adjacent intersection.



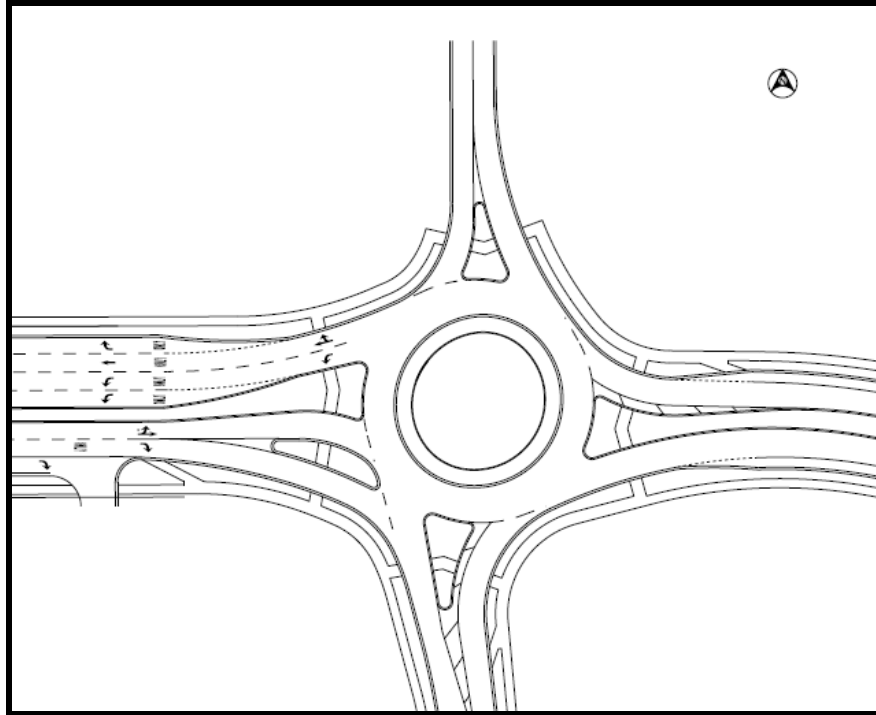
- With the slow entry speeds and good visibility in the roundabout drivers will be able adjust and leave gaps for the entering drivers if occasionally the westbound queue spills back to the roundabout.

Additional benefits of having the roundabout are improved safety, less restrictions to nearby access, pedestrian accommodation and added capacity as compared to stop control.

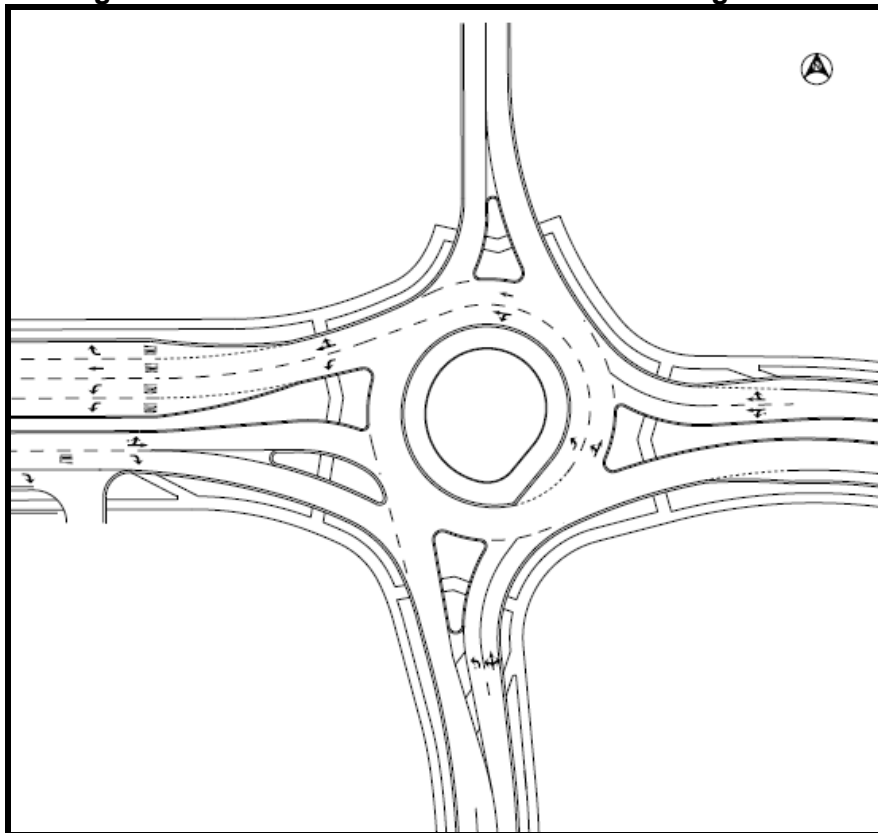
**Figure 1: 2030 AM and PM Peak Hourly Forecasts for Ramsey Parkway and Sunwood Drive**



**Figure 2: Proposed Initial Roundabout Configuration**



**Figure 3: Potential Ultimate Roundabout Configuration**



**APPENDIX A**

**Ramsey, Minnesota**

Ramsey Parkway and Sunwood Drive

*Proposed Initial Roundabout Configuration*

A.1 Operational Analysis.....A.1.1 – A.1.3

**Ramsey, Minnesota**  
**RAMSEY PARKWAY AND SUNWOOD DRIVE**  
**PROPOSED INITIAL ROUNDABOUT CONFIGURATION**



**Operational Analysis**

2030 – AM Peak Hour Forecasts

**D1 - 2030, AM**

Data Grid - Standard Geometry - Showing 4 of 4 items; 15 column(s)

Column Layouts ▾ Rotate grid Full-size mode

 **Standard Geometry**  Edit In Window

Arm	SB Driveway	EB Sunwood Dr	NB Sunwood Dr	WB Ramsey Pkwy
V - Approach road half-width (ft)	12.00	12.00	12.00	12.00
E - Entry width (ft)	14.00	14.00	14.00	14.00
l' - Effective flare length (ft)	50.00	50.00	50.00	50.00
R - Entry radius (ft)	65.00	65.00	65.00	65.00
D - Inscribed circle diameter (ft)	110.00	110.00	110.00	110.00
PHI - Conflict (entry) angle (deg)	25.00	25.00	25.00	25.00
Exit Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Demand (Veh/hr)	55.06	174.44	256.93	174.35
Total Arrivals (Veh)	82.59	261.66	385.40	261.52
Max Queue (Veh)	0.08	0.23	0.44	0.29
Max Delay (s)	4.48	3.97	5.14	4.93
Max RFC	0.08	0.19	0.31	0.22
Slope	0.576	0.576	0.576	0.576
Intercept (PCE/hr)	1164.481	1164.481	1164.481	1164.481
Average Queuing Delay (s)	4.21	3.81	4.70	4.55

**Turning Proportions/Counts - (untitled) - Whole Period**

Counts (Veh/hr) Proportions (Veh) Options

From \ To	1st	2nd	3rd	U-Turn
SB Driveway	30.000	10.000	20.000	0.000
EB Sunwood Dr	0.100	140.000	50.000	0.000
NB Sunwood Dr	10.000	20.000	250.000	0.000
WB Ramsey Pkwy	10.000	170.000	10.000	0.000
Total	50.10	340.00	330.00	0.00

**Ramsey, Minnesota**  
**RAMSEY PARKWAY AND SUNWOOD DRIVE**  
**PROPOSED INITIAL ROUNDABOUT CONFIGURATION**

**Operational Analysis**

2030 – PM Peak Hour Forecasts

**D2 - 2030, PM**

Data Grid - Standard Geometry - Showing 4 of 4 items; 15 column(s)

Column Layouts ▾ Rotate grid Full-size mode

**Standard Geometry** Edit In Window

Arm	SB Driveway	EB Sunwood Dr	NB Sunwood Dr	WB Ramsey Pkwy
V - Approach road half-width (ft)	12.00	12.00	12.00	12.00
E - Entry width (ft)	14.00	14.00	14.00	14.00
l' - Effective flare length (ft)	50.00	50.00	50.00	50.00
R - Entry radius (ft)	65.00	65.00	65.00	65.00
D - Inscribed circle diameter (ft)	110.00	110.00	110.00	110.00
PHI - Conflict (entry) angle (deg)	25.00	25.00	25.00	25.00
Exit Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Demand (Veh/hr)	201.88	330.59	477.16	247.76
Total Arrivals (Veh)	302.81	495.89	715.74	371.64
Max Queue (Veh)	0.54	0.57	1.78	0.68
Max Delay (s)	8.02	5.18	11.40	8.33
Max RFC	0.35	0.36	0.64	0.41
Slope	0.576	0.576	0.576	0.576
Intercept (PCE/hr)	1164.481	1164.481	1164.481	1164.481
Average Queuing Delay (s)	6.63	4.73	8.53	6.82

**Turning Proportions/Counts - (untitled) - Whole Period**

Counts (Veh/hr) Proportions (Veh) Options

From \ To	1st	2nd	3rd	U-Turn
SB Driveway	160.000	20.000	40.000	0.000
EB Sunwood Dr	0.270	210.000	150.000	0.000
NB Sunwood Dr	20.000	40.000	460.000	0.000
WB Ramsey Pkwy	20.000	230.000	20.000	0.000
<b>Total</b>	<b>200.27</b>	<b>500.00</b>	<b>670.00</b>	<b>0.00</b>

**Ramsey, Minnesota**  
**RAMSEY PARKWAY AND SUNWOOD DRIVE**  
**PROPOSED INITIAL ROUNDABOUT CONFIGURATION**

**Operational Analysis**

2030 – AM Peak Hour Forecasts  
 NB is starting to congest with a traffic increase of **159%**

D1 - 2030, AM

Data Grid - Standard Geometry - Showing 4 of 4 items; 15 column(s)

Column Layouts ▾ Rotate grid Full-size mode

**Standard Geometry** Edit In Win

Arm	SB Driveway	EB Sunwood Dr	NB Sunwood Dr	WB Ramsey Pkwy
V - Approach road half-width (ft)	12.00	12.00	12.00	12.00
E - Entry width (ft)	14.00	14.00	14.00	14.00
l' - Effective flare length (ft)	50.00	50.00	50.00	50.00
R - Entry radius (ft)	65.00	65.00	65.00	65.00
D - Inscribed circle diameter (ft)	110.00	110.00	110.00	110.00
PHI - Conflict (entry) angle (deg)	25.00	25.00	25.00	25.00
Exit Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Demand (Veh/hr)	142.60	689.22	665.46	451.56
Total Arrivals (Veh)	213.90	1033.83	998.18	677.34
Max Queue (Veh)	0.60	3.21	20.00	5.29
Max Delay (s)	12.93	14.37	90.62	37.54
Max RFC	0.38	0.77	1.00	0.86
Slope	0.576	0.576	0.576	0.576
Intercept (PCE/hr)	1164.481	1164.481	1164.481	1164.481
Average Queueing Delay (s)	9.55	9.96	35.53	18.99

Average queueing delay over whole period. This is the average delay per vehicle c PCE, depending on current units. Defau

**ADDITIONAL SCALING**

Network Flow Scaling Factor (%)

2030 – AM Peak Hour Forecasts  
 NB is starting to congest with a traffic increase of **39%**

D2 - 2030, PM

Data Grid - Standard Geometry - Showing 4 of 4 items; 15 column(s)

Column Layouts ▾ Rotate grid Full-size mode

**Standard Geometry** Edit In Win

Arm	SB Driveway	EB Sunwood Dr	NB Sunwood Dr	WB Ramsey Pkwy
V - Approach road half-width (ft)	12.00	12.00	12.00	12.00
E - Entry width (ft)	14.00	14.00	14.00	14.00
l' - Effective flare length (ft)	50.00	50.00	50.00	50.00
R - Entry radius (ft)	65.00	65.00	65.00	65.00
D - Inscribed circle diameter (ft)	110.00	110.00	110.00	110.00
PHI - Conflict (entry) angle (deg)	25.00	25.00	25.00	25.00
Exit Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Demand (Veh/hr)	280.61	803.56	663.25	344.38
Total Arrivals (Veh)	420.91	1205.34	994.88	516.57
Max Queue (Veh)	1.68	7.76	20.77	2.31
Max Delay (s)	18.56	30.87	93.77	20.88
Max RFC	0.64	0.90	1.01	0.71
Slope	0.576	0.576	0.576	0.576
Intercept (PCE/hr)	1164.481	1164.481	1164.481	1164.481
Average Queueing Delay (s)	12.20	16.27	36.71	13.17

Average queueing delay over whole period. This is the average delay per vehicle c PCE, depending on current units. Defau

**ADDITIONAL SCALING**

Network Flow Scaling Factor (%)

## **APPENDIX B**

### **Ramsey, Minnesota**

#### Ramsey Parkway and Sunwood Drive

##### *Potential Ultimate Roundabout Configuration*

B.1 Operational Analysis.....	B.1.1 – B.1.3
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**Ramsey, Minnesota**  
**RAMSEY PARKWAY AND SUNWOOD DRIVE**  
**POTENTIAL ULTIMATE ROUNDABOUT CONFIGURATION**

**Operational Analysis**

2030 – AM Peak Hour Forecasts

D1 - 2030, AM

Data Grid - Standard Geometry - Showing 4 of 4 items; 15 column(s)

Column Layouts ▾ Rotate grid Full-size mode

**Standard Geometry** Edit In Window

Arm	SB Driveway	EB Sunwood Dr	NB Sunwood Dr	WB Ramsey Pkwy
V - Approach road half-width (ft)	12.00	12.00	12.00	12.00
E - Entry width (ft)	14.00	14.00	26.00	26.00
l' - Effective flare length (ft)	50.00	50.00	50.00	50.00
R - Entry radius (ft)	65.00	65.00	65.00	65.00
D - Inscribed circle diameter (ft)	110.00	110.00	110.00	110.00
PHI - Conflict (entry) angle (deg)	25.00	25.00	25.00	25.00
Exit Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Demand (Veh/hr)	55.06	174.44	256.93	174.35
Total Arrivals (Veh)	82.59	261.66	385.40	261.52
Max Queue (Veh)	0.08	0.23	0.27	0.18
Max Delay (s)	4.48	3.97	3.16	3.11
Max RFC	0.08	0.19	0.21	0.15
Slope	0.576	0.576	0.683	0.683
Intercept (PCE/hr)	1164.481	1164.481	1638.424	1638.424
Average Queueing Delay (s)	4.21	3.81	2.97	2.94

Turning Proportions/Counts - (untitled) - Whole Period

Counts (Veh/hr) Proportions (Veh) Options

From \ To	1st	2nd	3rd	U-Turn
SB Driveway	30.000	10.000	20.000	0.000
EB Sunwood Dr	0.100	140.000	50.000	0.000
NB Sunwood Dr	10.000	20.000	250.000	0.000
WB Ramsey Pkwy	10.000	170.000	10.000	0.000
Total	50.10	340.00	330.00	0.00

**Ramsey, Minnesota**  
**RAMSEY PARKWAY AND SUNWOOD DRIVE**  
**POTENTIAL ULTIMATE ROUNDABOUT CONFIGURATION**

**Operational Analysis**

2030 – PM Peak Hour Forecasts

D2 - 2030, PM

Data Grid - Standard Geometry - Showing 4 of 4 items; 15 column(s)

Column Layouts Rotate grid Full-size mode

**Standard Geometry** Edit In Window

Arm	SB Driveway	EB Sunwood Dr	NB Sunwood Dr	WB Ramsey Pkwy
V - Approach road half-width (ft)	12.00	12.00	12.00	12.00
E - Entry width (ft)	14.00	14.00	26.00	26.00
I' - Effective flare length (ft)	50.00	50.00	50.00	50.00
R - Entry radius (ft)	65.00	65.00	65.00	65.00
D - Inscribed circle diameter (ft)	110.00	110.00	110.00	110.00
PHI - Conflict (entry) angle (deg)	25.00	25.00	25.00	25.00
Exit Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Demand (Veh/hr)	201.88	330.59	477.16	247.76
Total Arrivals (Veh)	302.81	495.89	715.74	371.64
Max Queue (Veh)	0.54	0.57	0.78	0.36
Max Delay (s)	8.02	5.18	4.91	4.39
Max RFC	0.35	0.36	0.44	0.27
Slope	0.576	0.576	0.683	0.683
Intercept (PCE/hr)	1164.481	1164.481	1638.424	1638.424
Average Queueing Delay (s)	6.63	4.73	4.22	3.87

**Turning Proportions/Counts - (untitled) - Whole Period**

Counts (Veh/hr) Proportions (Veh) Options

From \ To	1st	2nd	3rd	U-Turn
SB Driveway	160.000	20.000	40.000	0.000
EB Sunwood Dr	0.270	210.000	150.000	0.000
NB Sunwood Dr	20.000	40.000	460.000	0.000
WB Ramsey Pkwy	20.000	230.000	20.000	0.000
Total	200.27	500.00	670.00	0.00

**Ramsey, Minnesota**  
**RAMSEY PARKWAY AND SUNWOOD DRIVE**  
**POTENTIAL ULTIMATE ROUNDABOUT CONFIGURATION**

**Operational Analysis**

2030 – AM Peak Hour Forecasts  
 NB is starting to congest with a traffic increase of **232%**

D1 - 2030, AM

Data Grid - Standard Geometry - Showing 4 of 4 items; 15 column(s)

Column Layouts ▾ Rotate grid Full-size mode

**Standard Geometry**  Edit In Window

Arm	SB Driveway	EB Sunwood Dr	NB Sunwood Dr	WB Ramsey Pkwy
V - Approach road half-width (ft)	12.00	12.00	12.00	12.00
E - Entry width (ft)	14.00	14.00	26.00	26.00
l' - Effective flare length (ft)	50.00	50.00	50.00	50.00
R - Entry radius (ft)	65.00	65.00	65.00	65.00
D - Inscribed circle diameter (ft)	110.00	110.00	110.00	110.00
PHI - Conflict (entry) angle (deg)	25.00	25.00	25.00	25.00
Exit Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Demand (Veh/hr)	182.79	579.14	853.02	578.83
Total Arrivals (Veh)	274.18	868.71	1279.53	868.25
Max Queue (Veh)	5.58	1.87	11.89	5.21
Max Delay (s)	98.34	9.86	44.54	28.66
Max RFC	0.91	0.66	0.94	0.85
Slope	0.576	0.576	0.683	0.683
Intercept (PCE/hr)	1164.481	1164.481	1638.424	1638.424
Average Queueing Delay (s)	34.83	7.70	18.70	14.05

**ADDITIONAL SCALING**  
 Network Flow Scaling Factor (%)

2030 – AM Peak Hour Forecasts  
 SB is starting to congest with a traffic increase of **63%**

D2 - 2030, PM

Data Grid - Standard Geometry - Showing 4 of 4 items; 15 column(s)

Column Layouts ▾ Rotate grid Full-size mode

**Standard Geometry**  Edit In Window

Arm	SB Driveway	EB Sunwood Dr	NB Sunwood Dr	WB Ramsey Pkwy
V - Approach road half-width (ft)	12.00	12.00	12.00	12.00
E - Entry width (ft)	14.00	14.00	26.00	26.00
l' - Effective flare length (ft)	50.00	50.00	50.00	50.00
R - Entry radius (ft)	65.00	65.00	65.00	65.00
D - Inscribed circle diameter (ft)	110.00	110.00	110.00	110.00
PHI - Conflict (entry) angle (deg)	25.00	25.00	25.00	25.00
Exit Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Demand (Veh/hr)	329.06	538.86	777.77	403.84
Total Arrivals (Veh)	493.59	808.29	1166.66	605.77
Max Queue (Veh)	10.45	1.54	4.76	1.46
Max Delay (s)	98.71	8.68	19.17	11.05
Max RFC	0.97	0.61	0.84	0.60
Slope	0.576	0.576	0.683	0.683
Intercept (PCE/hr)	1164.481	1164.481	1638.424	1638.424
Average Queueing Delay (s)	36.23	7.02	10.88	7.60

**ADDITIONAL SCALING**  
 Network Flow Scaling Factor (%)



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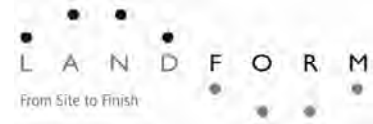
## Appendix C: Cost Estimates

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# Street Work Cost Estimates

**Project: Sunwood Drive Realignment**  
**Ramsey, MN**



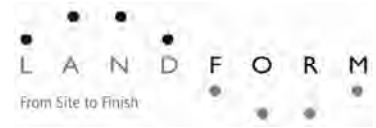
Item No.	Item	Units	Quantity	Unit Price	Total Price
2011.601	Construction Surveying	LUMP SUM	1	\$10,000.00	\$10,000.00
2021.501	Mobilization	LUMP SUM	1	\$50,000.00	\$50,000.00
2031.501	Field Office Type-D Modified	EACH	1	\$8,000.00	\$8,000.00
2101.511	Clearing & Grubbing	ACRE	2	\$4,000.00	\$8,000.00
2104.501	Remove B618 Curb & Gutter	LF	1578	\$4.00	\$6,312.00
2104.509	Remove Sign Type A	EACH	2	\$40.00	\$80.00
2104.523	Salvage Light Standard Base	EACH	12	\$3,500.00	\$42,000.00
2104.505	Remove Bituminous Pavement	SY	5585	\$3.00	\$16,755.00
2104.513	Sawing Bituminous Pavement (Full Depth)	LF	151	\$2.75	\$415.25
2105.501	Common Excavation	CY	19950	\$4.50	\$89,775.00
2105.507	Subgrade Excavation	CY	1050	\$6.00	\$6,300.00
2105.526	Select Topsoil Borrow	CY	375	\$16.00	\$6,000.00
2123.610	Vacuum Truck and Foreman	HOUR	20	\$150.00	\$3,000.00
2123.610	Tractor Mounted Backhoe	HOUR	20	\$110.00	\$2,200.00
2123.610	Street Sweeper (With Pickup Broom)	HOUR	20	\$120.00	\$2,400.00
2211.503	Aggregate Base Class 5	TON	2385	\$15.00	\$35,775.00
2360.501	Type SP 12.5 Wearing Course Mixture (3, C)	TON	641	\$65.00	\$41,665.00
2360.502	Type SP 12.5 Non-Wearing Course Mixture (3, B)	TON	2141	\$63.00	\$134,883.00
2401.516	Raised Median Concrete (3Y46)	SF	7374	\$6.00	\$44,244.00
2503.601	Irrigation System	LUMP SUM	1	\$9,800.00	\$9,800.00
2521.501	4" Concrete Walk	SF	14217	\$3.50	\$49,759.50
2531.501	Concrete Curb & Gutter B612	LF	153	\$10.00	\$1,530.00
2531.501	Concrete Curb & Gutter B618	LF	3973	\$11.40	\$45,292.20
2531.501	Surmountable Curb	LF	342	\$10.00	\$3,420.00
2531.618	Truncated Domes	SF	200	\$60.00	\$12,000.00
2545.509	Lighting Unit	EACH	15	\$7,500.00	\$112,500.00
2563.601	Traffic Control	LUMP SUM	1	\$20,000.00	\$20,000.00
2564.537	Install Sign Type D	EACH	12	\$175.00	\$2,100.00
2571.502	Deciduous Tree 2.5" Cal B & B	EACH	27	\$250.00	\$6,750.00
2573.502	Silt Fence, Type Machine Sliced	LF	2500	\$3.25	\$8,125.00
2575.501	Seeding	ACRE	0.51	\$300.00	\$153.00
2575.502	Seed Mixture 250	POUND	100	\$3.50	\$350.00
2575.505	Sodding Type Salt Resistant	SY	3135.000	3.250	10188.750
N/A	Landscape Feature	EACH	1	\$50,000.00	\$50,000.00
2582.501	Pavement Message (Thru Arrow) Poly Pref - GR IN	EACH	11	\$450.00	\$4,950.00
2582.501	Pavement Message (Left Arrow) Poly Pref - GR IN	EACH	14	\$450.00	\$6,300.00
2582.501	Pavement Message (Right Arrow) Poly Pref - GR IN	EACH	8	\$450.00	\$3,600.00
2582.501	Pavement Message ("ONLY") Poly Pref - GR IN	EACH	6	\$450.00	\$2,700.00
2582.502	4" Double Solid Line, Yellow Epoxy	LF	1231	\$0.70	\$861.70
2582.502	4" Solid Line, White Epoxy	LF	1758	\$0.35	\$615.30
2582.502	4" Solid Line, Yellow Epoxy	LF	294	\$0.35	\$102.90
2582.502	4" Broken Line, White Epoxy	LF	574	\$0.30	\$172.20
2582.502	24" Stop Line, White Epoxy	LF	100	\$7.00	\$700.00
2582.503	Crosswalk Marking - Epoxy	SF	900	\$6.00	\$5,400.00
					<b>\$865,174.80</b>

10% Contingency:	\$86,517.48
<b>Subtotal:</b>	<b>\$951,692.28</b>

21% Indirect Costs:	\$199,855.38
<b>Street Work Estimated Cost:</b>	<b>\$1,151,547.66</b>

# Watermain Cost Estimates

Project: Sunwood Drive Realignment  
 Ramsey, MN



Item No.	Item	Units	Quantity	Unit Price	Total Price
2504.602	6" Gate Valve & Box	EACH	5	\$1,200.00	\$6,000.00
2504.602	12" Gate Valve & Box	EACH	3	\$2,500.00	\$7,500.00
2504.602	Hydrant	EACH	3	\$3,300.00	\$9,900.00
2504.603	6" DI Watermain, Class 52	LF	90	\$45.00	\$4,050.00
2506.501	12" DI Watermain, Class 52	LF	1400	\$50.00	\$70,000.00
2504.602	Connect To Existing Watermain	EACH	1	\$850.00	\$850.00
					<b>\$98,300.00</b>

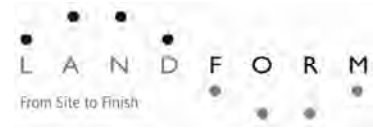
10% Contingency:	\$9,830.00
<b>Subtotal:</b>	<b>\$108,130.00</b>

21% Indirect Costs:	\$22,707.30
<b>Watermain Estimated Cost:</b>	<b>\$130,837.30</b>

## Storm Sewer Cost Estimates

Project: Sunwood Drive Realignment

Ramsey, MN



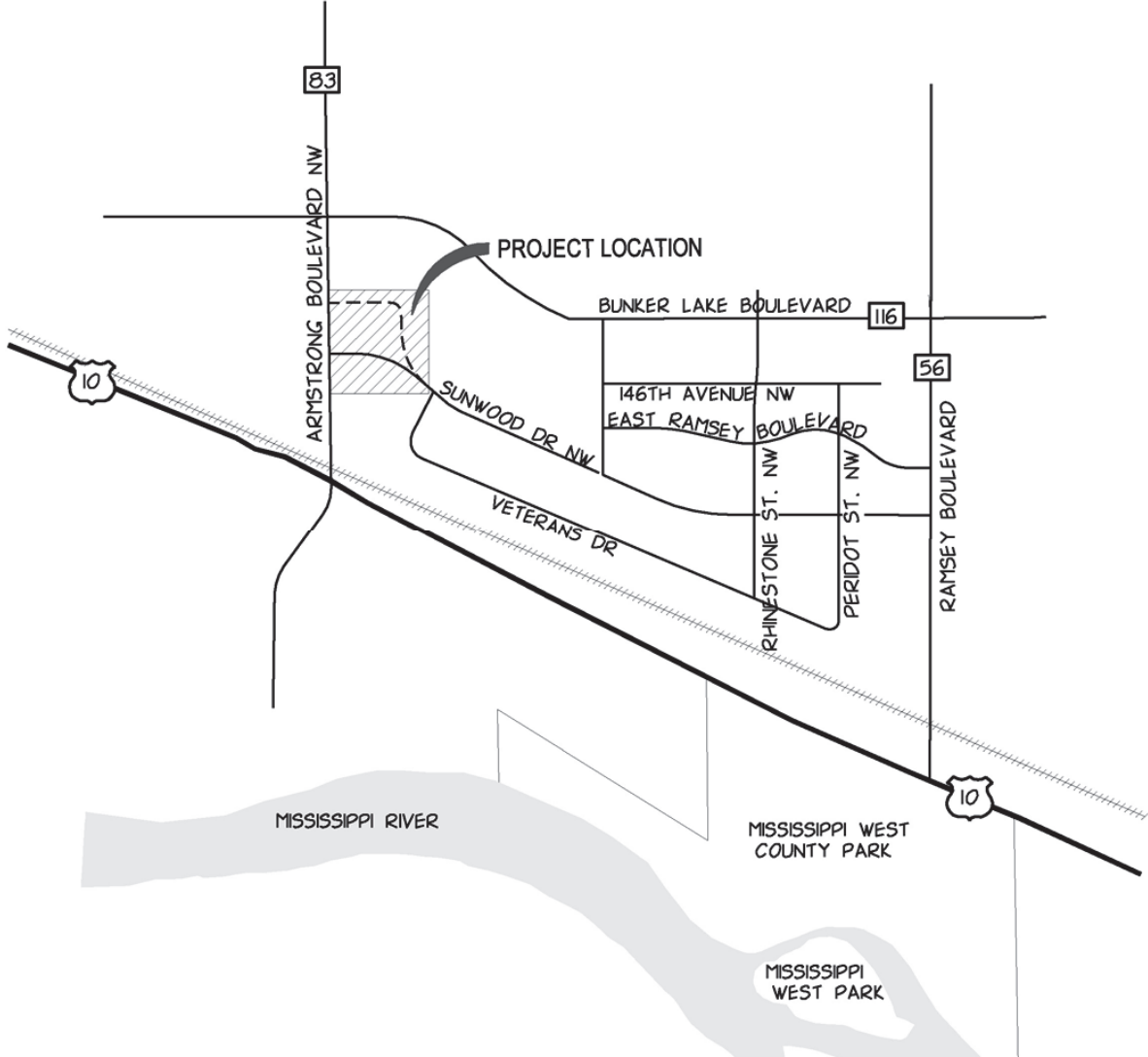
Item No.	Item	Units	Quantity	Unit Price	Total Price
2104.509	Remove Storm Sewer Structure	EACH	1	\$500.00	\$500.00
2503.541	15" RC Pipe Sewer DES 3006 CL V	LF	274	\$27.00	\$7,398.00
2503.541	18" RC Pipe Sewer DES 3006 CL III	LF	287	\$28.00	\$8,036.00
2503.541	21" RC Pipe Sewer DES 3006 CL III	LF	184	\$32.00	\$5,888.00
2503.541	24" RC Pipe Sewer DES 3006 CL III	LF	30	\$38.00	\$1,140.00
2503.541	27" RC Pipe Sewer DES 3006 CL III	LF	231	\$45.00	\$10,395.00
2503.602	Connect To Existing Storm Sewer	EACH	1	\$500.00	\$500.00
2506.501	48" Diameter Catch Basin Neenah Casting R-3067	EACH	10	\$1,500.00	\$15,000.00
2506.501	Catch Basin Neenah Casting R-3067 - Special	EACH	1	\$12,000.00	\$12,000.00
2573.530	Storm Drain Inlet Protection Type C	EACH	12	\$350.00	\$4,200.00
					<b>\$65,057.00</b>

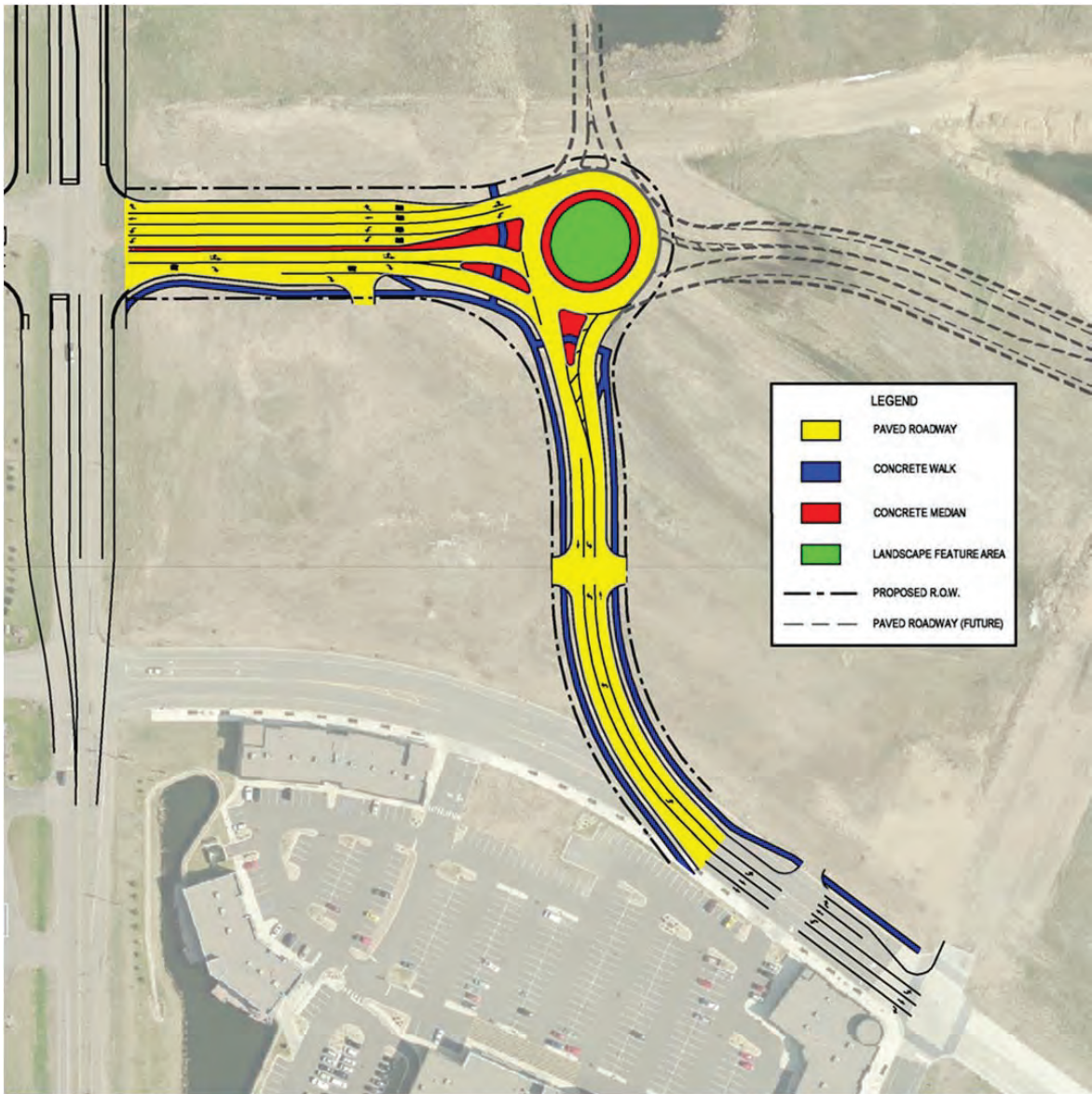
10% Contingency:	\$6,505.70
<b>Subtotal:</b>	<b>\$71,562.70</b>

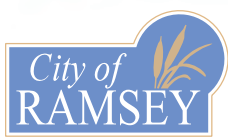
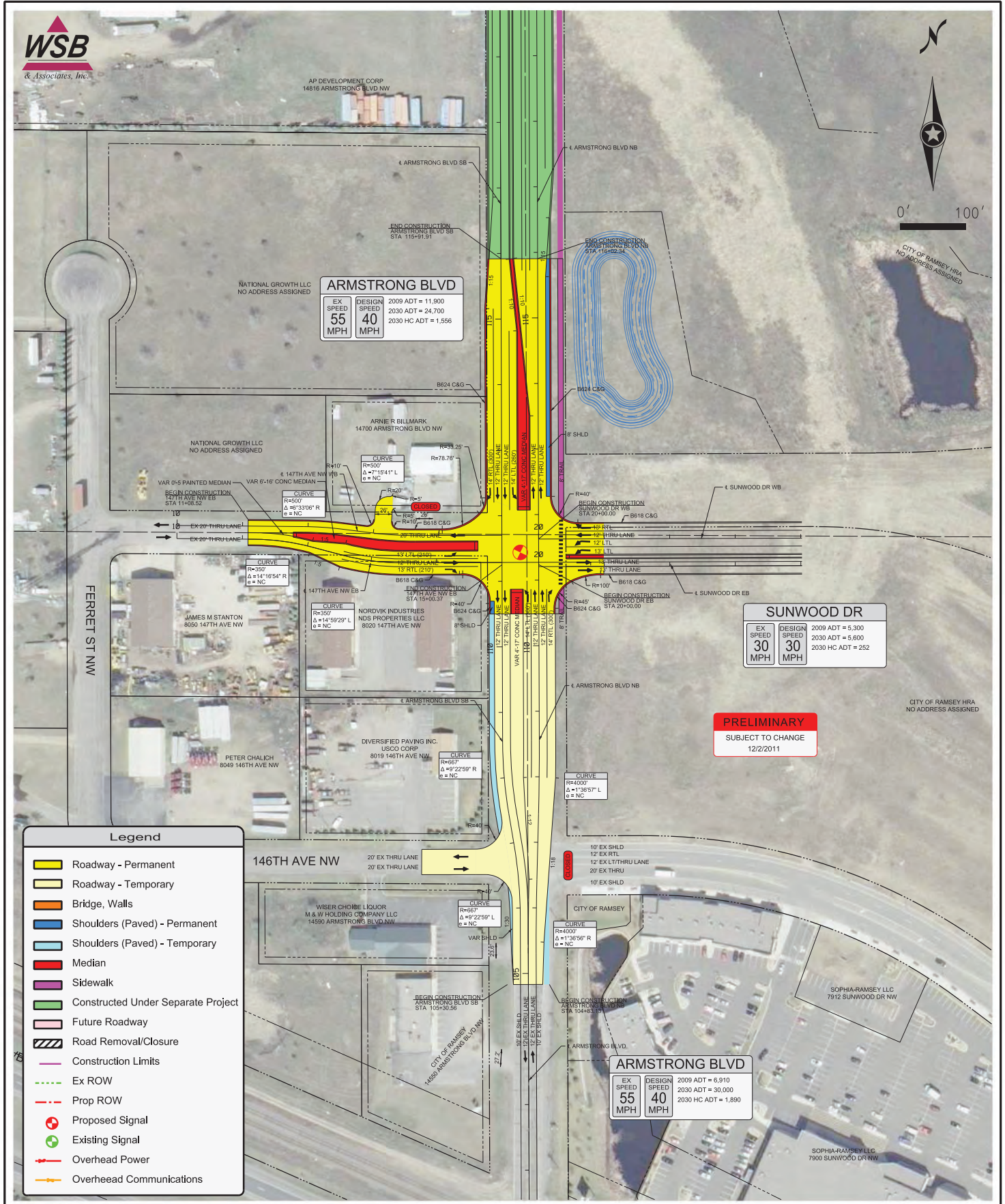
21% Indirect Costs:	\$15,028.17
<b>Storm Sewer Estimated Cost:</b>	<b>\$86,590.87</b>

Summary	Total Price
<b>Street Work Estimated Cost:</b>	\$1,151,547.66
<b>Watermain Estimated Cost:</b>	\$130,837.30
<b>Storm Sewer Estimated Cost:</b>	\$86,590.87
<b>Total Estimated Cost:</b>	<b>\$1,368,975.83</b>

# RAMSEY, MN







# Armstrong Blvd at Sunwood Drive

City of Ramsey, Minnesota

**Project Layout**  
 Figure 2

**CC Regular Session**

7. 1.

**Meeting Date:** 01/10/2012

**By:** Jo Thieling, Administrative Services

---

**Information**

**Title:**

2012 Council Organization

**Background:**

Each year, Council is asked to adopt several resolutions which allow the City to conduct Committee business, banking business, etc.

Enclosed for your information are the following:

- a) Letter from *Anoka County Union* requesting they be designated as the City's official newspaper for the year 2012.
- b) Proposed Resolution for 2012 Council Organization
- c) Proposed Resolution designating financial institutions as official depositories of City funds for 2012
- d) Proposed Resolution designating Village Bank as official financial institution for the City of Ramsey banking services for the year 2012.
- d) Proposed Resolution authorizing signatures for financial transactions

**Recommendation:**

Staff recommends that Council adopt the resolutions presented for 2012 business.

**Funding Source:**

No funding required.

**Council Action:**

Motion to adopt Resolution #12-01-XXX for 2012 Council organization.

- and -

Motion to adopt Resolution #12-01-XXX designating financial institutions as official depositories of City funds for 2012.

- and -

Motion to adopt Resolution #12-01-XXX designating Village Bank as official financial institution for the City of Ramsey banking services for the year 2012.

- and -

Motion to adopt Resolution #12-01-XXX authorizing signatures for financial transactions.

---

**Attachments**

Letter from Anoka County Union

Organizational Resolution

Official Depositories Resolution

Village Bank Official Bank Resolution

Authorized Signatures Resolution

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Jo Thieling

**Reviewed By**

Kurt Ulrich

**Date**

01/04/2012 04:56 PM

Started On: 01/04/2012 03:33 PM

Final Approval Date: 01/04/2012

**ABC Newspaper and  
Anoka County Shopper**

Division of ECM Publishers, Inc

**ABC NEWSPAPERS**  
ANOKA COUNTY UNION • BLAINE/SPRING LAKE PARK LIFE • COON RAPIDS HERALD

**Shopper**  
ANOKA COUNTY  
*Speak, Think, Act, Write  
Setting the Mind of Anoka County & Beyond*

4101 Coon Rapids Blvd., Coon Rapids, MN 55433

P. O. Box 99, Anoka, MN 55303

November 22, 2011

Jo Thieling  
City Clerk  
City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

Dear Jo:

It is with great pleasure that we ask to serve as the official newspaper for the City of Ramsey in 2012. As we continue to implement new changes in the newspaper to improve readership, we feel it's important to provide readers with the city's public notices in addition to news stories, features and photographs of local events we cover each week.

We would like to publish your public notices in the Anoka County Union. The legal publication rate for the Anoka County Union as of January 1, 2012, will be \$10.75 per column inch. The rate for electronically submitted legal publications will be \$10.25 per column inch. You may want to note that this rate remains unchanged from prior years. As a newspaper published in the County of Anoka, we meet the requirements to qualify as an official legal newspaper.

We have appreciated your business over the past years and hope that we can be of service to you in 2012 as a locally-owned, weekly community news source. If you have any questions, please feel free to call me at (763) 712-3532 or email me at [jill.donahue@ecm-inc.com](mailto:jill.donahue@ecm-inc.com). Thank you for your consideration.

Sincerely,



Jill Donahue  
Business Manager

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #12-01-XXX**

**RESOLUTION FOR 2012 COUNCIL ORGANIZATION**

**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's official newspaper is as follows:
  - a) Anoka County Union - official newspaper of the City in which all legal notices, vacancies, advertisements, etc. will be published.
- 2) That the Acting Mayor, Council standing committees, Public Safety Board, Economic Development Authority, Health Authority, recording secretary and legal services designations are as follows:

		<u>2011 Appt.</u>	<u>2012 Appt.</u>
a)	Acting Mayor	Jeff Wise	Jeff Wise
b)	Personnel Committee Vice Chair (new 08)	Chair Colin McGlone Sarah Strommen Jason Tossey Bob Ramsey (Alt)	Colin McGlone Sarah Strommen Jason Tossey Bob Ramsey (Alt)
c)	Finance Committee Vice Chair	Chair David Elvig Randy Backous Jeff Wise Bob Ramsey (Alt)	David Elvig Bob Ramsey Jeff Wise Randy Backous (Alt)
d)	Public Works Committee Vice Chair (new 08)	Chair David Elvig Colin McGlone Randy Backous Bob Ramsey (Alt)	David Elvig Colin McGlone Jeff Wise Bob Ramsey (Alt)
e)	Ramsey/Nowthen Joint Powers Board <i>(Previously known as Fire Board)</i>	Colin McGlone Sarah Strommen Bob Ramsey (Alt)	Colin McGlone Sarah Strommen Jason Tossey (Alt)

		<b><u>2011 Appt.</u></b>	<b><u>2012 Appt.</u></b>
g)	Ramsey Housing & Redev Auth	David Elvig (Chair) Bob Ramsey (Vice) Randy Backous Colin McGlone Sarah Strommen Jason Tossey Jeff Wise	David Elvig Bob Ramsey Randy Backous Colin McGlone Sarah Strommen Jason Tossey Jeff Wise
h)	Economic Development Auth	Colin McGlone Jeff Wise Randy Backous (Alt)	Colin McGlone Jeff Wise Randy Backous (Alt)
i)	Northstar Corridor Dev Auth	Bob Ramsey David Elvig (Alt)	David Elvig Bob Ramsey (Alt)
j)	County Housing and Redevelopment Auth Liaison	Heidi Nelson	Heidi Nelson
k)	Health Authority	Dr. James Long	Dr. James Long
l)	Legal Services:		
	General Legal and Prosecution	Randall, Goodrich	Randall, Goodrich
	Bond Counsel/TIF	Kennedy & Graven Briggs & Morgan	Kennedy & Graven Briggs & Morgan
	Personnel	Kennedy & Graven Barna, Guzy & Steffen	Kennedy & Graven Barna, Guzy & Steffen
	Intergovernmental Relations	Kennedy & Graven Flaherty & Hood	Madden, Galanter, Hansen Kennedy & Graven Flaherty & Hood
m)	Recording Secretarial Services: TimeSaver Off Site Recording Secretary Service (TOSS)		TOSS
3)	That delegate appointments are as follows:	<b><u>2011 Appt.</u></b>	<b><u>2012 Appt.</u></b>
a)	Joint Law Enforcement Council	Jason Tossey James Way Sarah Strommen (Alt)	Jason Tossey James Way Sarah Strommen (Alt)
b)	Anoka County Solid Waste Abatement Task Force	Chris Anderson	Chris Anderson
c)	Anoka County Regional Railroad		

Authority	Brian Olson	Brian Olson
	<u>2011 Appt.</u>	<u>2012 Appt.</u>
d) An. Co. Brdband Governance Grp	Randy Backous (alt?)	Randy Backous Alternate??
e) Lower Rum River Water Management Organization (LRRWMO)	Bob Ramsey Randy Backous (Alt) <i>(Backous Regular in Dec 2011)</i>	Randy Backous Bob Ramsey (Alt)
f) Lower Rum River WMO TAC	Tim Himmer	Tim Himmer
g) North Metro Mayors Association: Operating Committee Management Committee	Kurt Ulrich Bob Ramsey	Kurt Ulrich Bob Ramsey
h) Quad Cities Cable Communications Commission	Colin McGlone <i>(as of Dec)</i> Heidi A. Nelson	Colin McGlone Heidi A. Nelson
i) Environmental Policy Board	Randy Backous	Randy Backous
j) Happy Days Committee	Jeff Wise David Elvig Colin McGlone	Jeff Wise David Elvig Colin McGlone

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 10<sup>th</sup> day of January, 2012.

---

Mayor

**ATTEST:**

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City Clerk

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #12-01-XXX**

**RESOLUTION DESIGNATING FINANCIAL INSTITUTIONS AS OFFICIAL DEPOSITORIES OF CITY FUNDS FOR 2012**

**WHEREAS**, the City of Ramsey must designate certain institutions as official depositories of City funds in accordance with Minnesota Statutes Chapter 118A.04.

**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 hereby appoints the following financial institutions as depositories of City funds for 2012:

Banking Institutions:

Landmark Community Bank  
Ramsey, Minnesota

The Bank of the West  
Ramsey, Minnesota  
Walnut Creek, California

Minnesota Municipal Money Market Fund  
Minneapolis, Minnesota

Village Bank  
Ramsey, Minnesota

Brokerage Houses:

Northland Securities  
Minneapolis, Minnesota

Institutional Cd's, Inc.  
Scottsdale, AZ

UBS Financial Services, Inc.  
Minneapolis, Minnesota

Comerica Securities, Inc  
Detroit, Michigan

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 10<sup>th</sup> day of January, 2012.

---

Mayor

**ATTEST:**

---

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #12-01-XXX**

**RESOLUTION DESIGNATING VILLAGE BANK AS OFFICIAL FINANCIAL INSTITUTION FOR THE CITY OF RAMSEY BANKING SERVICES FOR THE YEAR OF 2012**

**WHEREAS**, the City of Ramsey must designate certain institutions as official depositories of City funds in accordance with Minnesota Statutes Chapter 118A.04.

**WHEREAS**, the City of Ramsey has selected Village Bank for its banking services for the year of 2012;

**WHEREAS**, banking services will consist of such items as daily deposits of cash receipts, wire transfers of funds, and automated payroll for direct deposit;

**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 hereby appoints Village Bank as the financial institution that will provide the City its banking services for the year 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 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 10<sup>th</sup> day of January, 2012.

---

Mayor

**ATTEST:**

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City Clerk

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #12-01-XXX**

**RESOLUTION AUTHORIZING SIGNATURES FOR FINANCIAL TRANSACTIONS**

**WHEREAS**, in order to conduct the business affairs of the City, the Council authorizes two of its members, the City Administrator and certain members of staff to sign financial documents on behalf of the City; and

**WHEREAS**, except for transfers within the City's accounts, this authorization provides for financial control by requiring two signatures on all such financial documents; and

**WHEREAS**, the Council hereby authorizes Kurt Ulrich, City Administrator, or Diana J. Lund, Finance Director, or Denelle McAlpine, Senior Accountant, to sign checks and other withdrawal documents from the City's checking and money market accounts; and

**WHEREAS**, for the purpose of confirming the authenticity of the documents already signed by one of the individuals named above, and consistent with the City's past financial practice which two signatures are required on all such documents, the Council designates Robert P. Ramsey, Mayor, or Jeffrey Wise, Acting Mayor as counter-signatures for all such financial documents; and

**WHEREAS**, fund transfers (this also includes electronic fund transfers for payroll, sales tax, and all other taxes that are required to be deposited electronically) between the City's checking and money market accounts are generally verbal instructions and Kurt Ulrich, City Administrator, or Diana J. Lund, Finance Director, or Denelle McAlpine, Senior Accountant, are authorized to make such 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 City's authorized signatures for financial transactions as Kurt Ulrich, City Administrator; Diana J. Lund, Finance Director; and Denelle McAlpine, Senior Accountant and further designates Robert P. Ramsey, Mayor, and Jeffrey Wise, Acting Mayor, as the required counter-signatures.
- 2) That the Ramsey City Council hereby authorizes Kurt Ulrich, City Administrator; Diana J. Lund, Finance Director; and Denelle McAlpine, Senior Accountant, to make fund transfers between the City's checking and money market accounts.

The motion for the adoption of the foregoing resolution was duly seconded by 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 10<sup>th</sup> day of January, 2012.

---

Mayor

**ATTEST:**

---

City Clerk

Meeting Date: 01/10/2012

By: Patrick Brama, Administrative Services

**Information**

**Title:**

Municipal Center Advertising Monitors and Display Areas Policy

**Background:**

On August 23 the Ramsey City Council gave staff direction to develop a policy pertaining to the use of advertising monitors and display areas within the Ramsey Municipal Center.

The purpose of this case is to present the proposed policy.

**Observations:**

Council direction originated from a request from the City of Ramsey Foundation. The Foundation proposed the use of advertising monitors and display areas within the municipal center. There are two major reasons for the Foundations request. First, to assist organizations in advertising/displaying of nonprofit messages/ display items. Second, to develop a funding source for the City of Ramsey Foundation.

At this point in time, there are no policies in place guiding advertisements and displays within the municipal center. Instead of developing separate polices for the Ramsey Foundation, and other specific requests to come in the future, staff is proposing the adoption of a blanket policy that covers the entire municipal center and all advertising/displaying requests.

Attached to this case is the proposed "Advertising Monitors and Display Areas Policy" along with the proposed application forms.

**Recommendation:**

Staff recommends that the City Council adopt the proposed "Municipal Center Advertising Monitors and Display Areas Policy."

**Funding Source:**

NA

**Council Action:**

Adopt the "Municipal Center Advertising Monitors and Display Areas Policy."

**Attachments**

Ad Monitors Application (for profit)

Ad Monitors Application (nonprofit)

Display Area Application (general)

Municipal Center Advertising Monitors and Display Areas Policy

**Form Review**

Inbox	Reviewed By	Date
Bill Goodrich	Amy Dietl	01/05/2012 09:28 AM
Heidi Nelson	Heidi Nelson	01/05/2012 11:06 AM

Kurt Ulrich

Kurt Ulrich

01/05/2012 12:11 PM

Form Started By: Patrick Brama

Started On: 12/16/2011 03:24 PM

Final Approval Date: 01/05/2012



# Municipal Center Advertising Monitors: For-Profit Ad

IMPORTANT: Please review the "Municipal Center Advertising Monitors Policy" *before* completing this application.

## CONTACT INFORMATION:

### Organization/Institution

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

### Contact Person

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

## MESSAGE INFORMATION:

### Message Details:

Proposed Start and End Date: \_\_\_\_\_

Proposed Message (Attach or email corresponding document):  
 \_\_\_\_\_  
 \_\_\_\_\_

NOTE: applicant must supply text. Staff will not generate text for the applicant

### Advertising Costs/Details:

A maximum of seven messages will be played in a given day. Messages will be played in a loop. An estimated 100 people visit the Ramsey Municipal Center on average per day. Costs:

**\$10: day**      **\$40: week**      **\$60: two weeks**      **\$90: month**      **\$150: quarter**  
 (\$10 per day)   (\$5.71 per day)   (\$4.28 per day)   (\$3.00 per day)   (\$1.25 per day)

Application Return Information	City Office Use Only
City of Ramsey Attn: Administration Department 7550 Sunwood Drive NW Ramsey, MN 55303 EMAIL: webmaster@ci.ramsey.mn.us	Date Received: _____ Received by: _____ Approved by: _____ Approval Date: _____



# Municipal Center Advertising Monitors: Nonprofit Ad

IMPORTANT: Please review the "Municipal Center Advertising Monitors Policy" *before* completing this application.

## CONTACT INFORMATION:

### Organization/Institution

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

### Contact Person

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

## MESSAGE INFORMATION:

### Message Details:

Proposed Start and End Date: \_\_\_\_\_

Proposed Message (Attach or email corresponding document):  
 \_\_\_\_\_  
 \_\_\_\_\_

NOTE: applicant must supply text. Staff will not generate text for the applicant

### Message Background:

What is the event you are advertising:  
 \_\_\_\_\_  
 \_\_\_\_\_

Please explain how event will serve a broad community purpose:  
 \_\_\_\_\_  
 \_\_\_\_\_

Application Return Information	City Office Use Only
City of Ramsey Attn: Administration Department 7550 Sunwood Drive NW Ramsey, MN 55303 EMAIL: webmaster@ci.ramsey.mn.us	Date Received: _____ Received by: _____ Approved by: _____ Approval Date: _____



# Municipal Center Display Areas: General

IMPORTANT: Please review the "Municipal Center Display Areas Policy" before completing this application.

## CONTACT INFORMATION:

### Organization/Institution

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_

### Contact Person

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_

## DISPLAY INFORMATION:

### Display Details:

Proposed Start and End Date: \_\_\_\_\_

Proposed Display—what do you wish to put on display (please describe)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Message(s)—please attach or email corresponding document(s):

\_\_\_\_\_  
\_\_\_\_\_

Please explain how event will serve a broad community purpose:

\_\_\_\_\_  
\_\_\_\_\_

Size of display (i.e. area, height, width)

\_\_\_\_\_

### Application Return Information

City of Ramsey  
Attn: Administration Department  
7550 Sunwood Drive NW  
Ramsey, MN 55303  
EMAIL: [webmaster@ci.ramsey.mn.us](mailto:webmaster@ci.ramsey.mn.us)

### City Office Use Only

Date Received: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Approved by: \_\_\_\_\_  
Approval Date: \_\_\_\_\_



## City of Ramsey Municipal Center Display Areas: Hold Harmless Agreement

I understand that users of the Municipal Center Display Areas as individuals, and as a group, are liable for any damage to public or private property or injury to any person resulting from the use or presence at the facilities. A conviction of vandalism can result in a \$1000 fine and/or 90 days in jail.

As user of the City of Ramsey Municipal Center Display Areas, I understand that The City of Ramsey is not liable for any damage caused to display items. The City of Ramsey provides liability insurance for personal injury only on the City of Ramsey premises; and, users are held personally liable for all of the items that they produce, process, or display; and, will defend and hold harmless the City of Ramsey from any and all claims.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

**City of Ramsey**  
**MUNICIPAL CENTER ADVERTISING MONITORS**  
**& DISPLAY AREAS POLICY**

**ADVERTISING MONITORS POLICY**

**SECTION 1: SCOPE**

- A. BACKGROUND: The City of Ramsey owns and operates multiple advertising monitors within the Ramsey Municipal Center.
- B. PURPOSE: the purpose of the advertising monitors is to (1) promote city and community organization events; and, (2) fundraising for community organizations by means of selling advertising space.

**SECTION 2: CRITERIA/PROCEDURE**

- A. ELIGIBLE USERS: Eligible users are broken down into two groups (1) nonprofit advertising; and, (2) for profit advertising.
  - (1) Nonprofit organizations may use the municipal center advertising monitors free of charge. Examples of nonprofit and government organizations include (but are not limited to): youth organizations, Lions Clubs, Rotary Clubs, Women of Today, religious institutions, government institutions, educational institutions, senior citizen clubs, etc. Organizations, or the event, must be located within the City of Ramsey.
  - (2) For-profit organizations may use the municipal center advertising monitors free of charge when promoting a nonprofit community event with approval of the Ramsey City Council. Organizations, or the event, must be located within the City of Ramsey. For-profit organizations may purchase advertising space from the City of Ramsey for all other advertising purposes.
- B. APPLICATION: "Municipal Center Advertising Monitors" applications for nonprofit advertising must be submitted a minimum of 14 days prior to the proposed start date of an advertisement; and, must not be submitted more than six months in advance of the start date.

In the event that too many nonprofit advertisement requests are received for a particular date, the City of Ramsey reserves the right to decide what advertisements will be played. The city will make a good faith effort to post nonprofit advertisements in the order that they were received.

For profit advertisements will be played over agreed upon dates and take priority over nonprofit advertisements.

Applications must be received by the City of Ramsey, Administrative Services Department. "Municipal Center Advertising Monitors Applications" will be accepted and documented on a first-come-first-serve basis—based on the order in which completed applications are received.

- C. CONTENT: Nonprofit advertisements should be kept as short as possible. All advertisements may contain graphics. All Advertisements are subject to change by the City of Ramsey and the City of Ramsey is not responsible for errors submitted by the applicant. Advertisements that contain, but not limited to the following, will be denied: political campaign messages, religious messages, advertising pertaining to illegal activities and any advertisement containing profanity or offensive language. Nonprofit advertisements must be of broad community interest; for profit advertisements do not need to be of broad community interest.
- D. DURATION: Nonprofit advertisements shall be played no more than 14 days in advance of an event, with a 14 day maximum duration. The length of time a nonprofit advertisement is displayed and number of times an advertisement is displayed in a given day is at the discretion of the City of Ramsey. For profit advertisements do not have a maximum duration.
- E. ANNUAL USE: organizations are limited to a maximum of four nonprofit advertisements per year. For profit advertisements do not have a maximum annual use.
- F. PRIORITY: The City of Ramsey reserves the right to prioritize the order of all advertisements posted on the municipal center advertising monitors. For profit advertisements will take priority over nonprofit advertisements. Advertisements from the City of Ramsey, along with any urgent/emergency notices, will take precedence over both nonprofit and for profit messages.
- G. CHARGE: Use of the municipal center advertising monitors is provided at no charge for nonprofit advertisements. For profit advertisements are charged; please see "Municipal Center Advertising Monitors Application."
- H. APPROVAL: Advertisements will be reviewed and approved by the City Administrator; or, his/her designee; including organizations.

## DISPLAY AREAS POLICY

### SECTION 1: SCOPE

- A. BACKGROUND: The City of Ramsey owns and operates the Ramsey Municipal Center. Within the municipal center are multiple locations available for placing items on display.
- B. PURPOSE: the purpose of display areas is to allow organizations to promote community events, community initiatives and public awareness of community organizations. The intention of display areas is to promote messages of broad community interest; and it is not the intention of the display areas to promote for profit endeavors.

### SECTION 2: CRITERIA/PROCEDURE

- A. ELIGIBLE USERS: Nonprofit organizations are eligible users of the municipal center display areas. Examples of nonprofit and government organizations include (but are not limited to): youth organizations, Lions Clubs, Rotary Clubs, Women of Today, religious institutions, government institutions, educational institutions, senior citizen clubs, etc. For profit organizations may use the municipal center display areas when displaying a nonprofit community event/initiative with city approval of the Ramsey City Council. Organizations, or the event, must be located within the City of Ramsey.

- B. APPLICATION: “Municipal Center Display Areas Applications” must be submitted a minimum of 30 days prior to the proposed start date of a display; and, must not be submitted more than six months in advance. Applications must be received by the City of Ramsey, Administrative Services Department.

“Municipal Center Display Areas Applications” will be accepted and documented on a first-come-first-serve basis—based on the order in which completed applications are received. City staff will make a good faith effort to approve eligible displays in the order that they were received. The City of Ramsey reserves the right to decide what organizations may use the display areas and when.

- C. DISPLAY CONTENT: All displays are subject to change by the City of Ramsey. Displays that contain, but not limited to the following, will be denied: political campaign messages, for profit advertising, religious messages, messages pertaining to illegal activities and any message containing profanity or offensive language. Displays must be of broad community interest.
- D. DISPLAY LIABILITY: Users of the “Municipal Center Display Areas” as individuals and as a group are liable for any damage to public or private property or injury to any person resulting from the use or presence at the facility. A conviction of vandalism can result in a \$1000 fine and/or 90 days in jail.

The City of Ramsey is not liable for any damage caused to display items. The City of Ramsey provides liability insurance for personal injury only on the City of Ramsey

premises; and, users are held personally liable for all of the items that they produce, process, or display; and, must enter a hold harmless agreement with the City of Ramsey before using display areas.

- E. DURATION: Municipal center display areas may be used for a one month period. Organizations may request for a longer display period.
- F. ANNUAL USE: Organizations are limited to a maximum of two displays per year.
- G. MESSAGE PRIORITY: The City of Ramsey reserves the right to prioritize the order of all municipal center display areas requests.
- H. CHARGE: There is no charge for the use of municipal center display areas.
- I. APPROVAL: Display requests will be reviewed and approved by the City Administrator; or, his/her designee; including organizations.

**Meeting Date:** 01/10/2012

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

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**Information**

**Title:**

Consider Revisions to the City's Septic System Repair Policy

**Background:**

Attached to this case is a copy of a policy adopted by the City in 1992, which relates to the repair of failed septic systems. As is explained in the preamble to the policy, its purpose is to insure public health and safety. Over the years the policy has rarely been used to provide funding for the repair of failed septic systems. Implementation of the policy has only been in cases where the property owner refuses to address the failure, or where funding for the repair could not be obtained elsewhere. On August 19, 2009 the Public Works Committee discussed the septic system repair policy in conjunction with a resident request for assistance. The recommendation of the Committee at that time was to reaffirm the policy, but they also directed staff to research other alternatives for financing such repairs. The intent of the Committee was to leave the City policy in place, which involves special assessment of the repair, but only as a last resort.

Staff has been approached three times in the last two years regarding use of this policy to fund failing septic systems. During the most recent request (November of 2011) the City Council felt that language revisions to the policy were warranted, since it may be more likely to be utilized in the current economic times. This matter was discussed at Public works Committee on December 13, 2011, and direction from that meeting was used to draft the attached revised policy. The recommendations for revisions are related to voluntary property owner requests, and include:

- The failure must represent an imminent public health hazard.
- The property owner is required to prepare a letter and/or sign an affidavit attesting that they have investigated all other funding options for the repair/replacement of the failed septic system, stating they are not eligible or have been unsuccessful in securing alternative funding.
- For time considerations the public hearing process must be waived. The property owner must execute a waiver of public hearing for levying and contesting the special assessment for the repair/replacement.
- The property owner must continue to investigate alternative funding options in an effort to pay off the special assessment prior to its term, typically ten (10) years. Should the property owner secure alternative funding and reimburse the City for all costs incurred for repairing/replacing the failed septic system within two (2) years from the date of levying the special assessment, the property owner would receive a ten (10) percent refund of the twenty five percent (25%) administrative and overhead fee required for utilizing this policy.
- Language related to ensuring the property owner is in good standing with regard to property taxes and mortgage holders.

A red-lined draft, and corresponding final executable version are attached for your review and comment.

**Observations:**

Staff researched several alternative funding options that may be available through various assistance programs within Anoka County and the state of Minnesota. The Anoka County Community Action Program (ACCAP) has emergency assistance monies available for housing related issues, with eligibility requirements based upon family income guidelines. In 2010 ACCAP disbanded and forwarded all requests for financial housing assistance to the Greater Metropolitan Housing Corporation (GMHC) Housing Resource Center, which administers community block grant funds through a contract with Anoka County. The eligibility requirements include; home value, age of the unit, residence time within the unit, and family household income. GMHC currently has a two year waiting period for this program.

The Minnesota Housing Finance Agency is a state agency that works with local communities to distribute funds to residents that meet their eligibility requirements. They can issue interest free loans to those that meet their criteria, and place a lien on their property for repayment. If the resident were to remain in the home for a period of ten years the loan would be forgiven. Unfortunately, since ACCAP was in existence at the time this entity was going out for contracts with local carriers, Anoka County was not included in the pool and therefore funding within Anoka County is not available at this time. The program is currently working to remedy this situation, but it will take some time to resolve. During the investigation staff also learned of a couple of other potential assistance options, which include a "Rebuilding Together Loan" with the County, and "Fix Up Fund Loan" with the state.

**Recommendation:**

Staff recommends adoption of the revised septic system repair policy, contingent upon City Attorney review with regard to legal content.

**Funding Source:**

Staff time will be used to incorporate any requested revisions to update this policy. Funding for implementation under this program comes from the sanitary sewer enterprise utility fund, and is paid back with a special assessment against the benefiting property.

**Council Action:**

Motion to adopt the revised septic system repair policy, contingent upon City Attorney review with regard to legal content.

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**Attachments**

Existing Septic System Repair Policy

Proposed Redline of Septic System Repair Policy

Final Septic System Repair Policy

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	01/05/2012 03:31 PM
Kurt Ulrich	Kurt Ulrich	01/05/2012 05:31 PM
Form Started By: Tim Himmer		Started On: 12/29/2011 12:14 PM

Final Approval Date: 01/05/2012

## SEPTIC SYSTEM REPAIR

### Preamble:

Inadequate treatment of sanitary sewage represents a significant health hazard. Within the City of Ramsey, there are thousands of on-site septic systems, all of which have finite service lives. Many of these systems are beyond or are approaching their expected service life of 15 to 20 years. It is inevitable that septic system failures will occur and that the City will receive complaints regarding these failures. It is therefore imperative that the City have a policy to deal with these failures which will avoid or limit any potential public health hazard.

### Investigation of Complaints:

All complaints alleging the failure of a septic system will be investigated by the City's Building Official or other staff knowledgeable in this area. The individual performing the inspection shall conduct an on-site visit and shall identify the purpose of the visit to the occupant of the property if the resident is home at the time of the visit. If the Inspector is refused access to the property for the purpose of inspection, the Inspector shall inform the resident that the City Attorney will be employed to gain legal access for the purpose of conducting the inspection. Any costs associated with the City Attorney's efforts will be considered project costs if the system is determined to be in failure.

### Notice of Failure:

If the results of the investigation cause the Inspector to determine that the system has failed, the Inspector shall issue notice to the property owner stating that the system has failed and providing the conditions observed for that conclusion. The Inspector shall require the system to be repaired or replaced within a specific period of time, generally no more than thirty (30) days. The Building Official may extend this period for reasonable cause, primarily reason relating to construction, providing that the property owner provides evidence of regular pumping of the septic tank which shall be no less frequent than biweekly.

### Failure to Comply With Repair or Replacement Order:

If the property owner fails to comply with the order of the Building Official, the Building Official will notify the property owner in writing of the noncompliance and advise the property owner that the City will obtain two quotations for the repair work for licensed septic system installations and will authorize the work to be performed. The City will further ask the home owner to grant right of entry onto the property within ten (10) days of the date of this notice. If a right of entry is not forthcoming within the designated period, the Building Official shall refer the need for access to the property to the City Attorney.

The home owner shall be advised that all construction costs associated with the City repair and legal fees plus an administrative and overhead fee of 25% will be charged to the cost of the repair. Upon completion of the project, an itemized bill for the work will be sent to the property owner. If the bill is not paid in full within thirty (30) days, interest will accrue at a rate set under City policy and the entire project cost will be special assessed against the subject property.

## SEPTIC SYSTEM REPAIR

### **Preamble:**

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### **Property Owner Requests:**

In the event a property owner requests City financial assistance to repair/replace a failing septic system that has been designated an imminent public health hazard, the City will require the following:

(1) Proof from the property owner that he/she has made reasonable attempts to secure alternate sources of funding to pay for the system repair including private and public funding sources.

(2) A City finding that the property owner's financial condition warrants the extraordinary public benefit provided by this Septic System Repair Policy. This funding will be based upon a reasonable investigation of the property owner's financial condition including but not limited to a review of his/her mortgage payment and property tax payment history and a personal credit report.

(3) The property owner's signed Petition and Waiver Agreement, by which agreement the property owner requests that the septic system improvement be made, that its cost be specially assessed against the property owner's property and that the property owner waives any special assessment procedure irregularities including that no public hearing will be held regarding the improvement project. The Petition and Waiver Agreement will also include a provision that the property owner shall continue to investigate alternative funding options in an effort to pay off the special assessment prior to its term expiration. In the event the property owner secures alternative funding and reimburses the City for all costs incurred for repairing/replacing the failed septic system within two (2) years from the date the City levies the special assessment, the property owner will receive a ten percent (10%) refund of the twenty five percent (25%) administrative and overhead fee included in the special assessment.

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# SEPTIC SYSTEM REPAIR

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## **Failure to Comply With Repair or Replacement Order:**

If the property owner fails to comply with the order of the Building Official, the Building Official will notify the property owner in writing of the noncompliance and advise the property owner that the City will obtain two quotations for the repair work for licensed septic system installations and will authorize the work to be performed. The City will further ask the home owner to grant right of entry onto the property within ten (10) days of the date of this notice. If a right of entry is not forthcoming within the designated period, the Building Official shall refer the need for access to the property to the City Attorney.

The home owner shall be advised that all construction costs associated with the City repair and legal fees, plus an administrative and overhead fee of 25%, will be charged to the cost of the repair. Upon completion of the project, an itemized bill for the work will be sent to the property owner. If the bill is not paid in full within thirty (30) days, interest will accrue at a rate set under City policy and the entire project cost will be special assessed against the subject property.

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(3) The property owner's signed Petition and Waiver Agreement, by which agreement the property owner requests that the septic system improvement be made, that its cost be specially assessed against the property owner's property and that the property owner waives any special assessment procedure irregularities including that no public hearing will be held regarding the improvement project. The Petition and Waiver Agreement will also include a provision that the property owner shall continue to investigate alternative funding options in an effort to pay off the special assessment prior to its term expiration. In the event the property owner secures alternative funding and reimburses the City for all costs incurred for repairing/replacing the failed septic system within two (2) years from the date the City levies the special assessment, the property owner will receive a ten percent (10%) refund of the twenty five percent (25%) administrative and overhead fee included in the special assessment.

**Meeting Date:** 01/10/2012

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

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**Information**

**Title:**

Consider Use of the City's Septic System Repair Policy to Replace a Failing On-Site Septic System at 14760 Bowers Drive NW

**Background:**

Attached to this case is a copy of the City's septic system repair policy, which was adopted by the City in 1992 and relates to the repair of failed septic systems. Revisions to this policy were discussed earlier this evening under a separate case as a result of previous City Council direction. Use of this policy has rarely been used since inception, with all requests coming in the last 3 years. On August 19, 2009 the Public Works Committee discussed the septic system repair policy in conjunction with a resident request for assistance, and the recommendation at that time was to reaffirm the policy. The intent of the Committee was to leave the policy in place, which involves special assessment of the repair, but only as a last resort.

Staff has now been approached by the property owner at 14760 Bowers Drive NW requesting assistance to repair their failed septic system. The City inspected the property on November 17, 2011, and found several code violations (see attached letter). The property has more items needing correction than just the failed septic system, but without improvements to the septic system internal plumbing repairs cannot be made. The property owner has stated that a portion of the plumbing, including the kitchen sink and clothes and dish washer, have been disconnected and either drain into a bucket or are hooked into a pipe system that has in the past discharged externally to a cement trough that leads to the Mississippi River. Two separate inspections revealed that the trough system has been removed, but remain in a condition that could easily be re-installed.

Staff met with the property owner to discuss timing for the needed repairs, and they inquired about the City's septic system repair policy for funding assistance. They were given contact information for alternative funding options that may be available to them through various state and county agencies, and were instructed to investigate whether they would qualify for such programs. They were also instructed to contact their mortgage provider and/or banking institution to see if they could secure a home equity loan to complete the required improvements.

The property owners contacted staff at the end of December stating they were unsuccessful in securing alternative funding, and requested use of the City's septic system replacement policy. When asked about the option of the home equity loan, they stated that they currently didn't have a mortgage on the property and wouldn't be able to afford a monthly payment anyway. They wanted to use the policy so the costs could be added to their taxes, which would be resolved if/when they are able to sell the property. They have stated that they have tried to market the property in the past, with no success, and they would be listing it again in the spring.

**Observations:**

Due to the nature of the various improvements needed on the property to bring it into compliance, use of the septic system repair policy is a difficult decision. Without first correcting the failed septic system, internal plumbing repairs cannot be made. Even if the septic system is repaired how can we insure that the other deficiencies are corrected to come into compliance. Staff recently attempted to gain access to the home to perform follow-up inspections in an effort to determine the extent of needed repairs, but was unsuccessful in reaching the property owner. We will continue our efforts to contact them prior to the January 10th Council meeting, with the hope of gathering additional information for Council consideration.

Staff has researched Anoka County property records and discovered that all back taxes were recently paid,

amounting to approximately \$9,500 over the past 3 months. There are, however, outstanding charges due to the City in the amount of approximately \$1,500 for abatement services, delinquent utility billing, and previous assessments for street maintenance.

If directed by Council to proceed under this policy, staff would need to prepare a design for the septic system and solicit quotes from septic system installers while the property owner works with the City Attorney on executing the required paperwork.

**Recommendation:**

If all other financing options have been exhausted by the property owner, and the City Council is comfortable with the property owner claim of financial hardship regarding the use of a conventional loan, staff recommends use of the septic system repair policy to correct the imminent health threat and repair the failing septic system at 14760 Bowers Drive NW. There should, however, be some assurances put in place for the timing and completion of all other required improvements to bring the property into City code compliance.

**Funding Source:**

Funding for this program would come from the sanitary sewer utility fund, and paid back with a special assessment against the property.

**Council Action:**

Motion to approve the use of the septic system repair policy to repair the failing septic system at 14760 Bowers Drive NW.

-or-

Motion to deny the use of the septic system repair policy to repair the failing septic system at 14760 Bowers Drive NW.

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**Attachments**

Septic System Repair Policy

Code Violations Letter

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	01/05/2012 01:32 PM
Kurt Ulrich	Kurt Ulrich	01/05/2012 02:06 PM
Form Started By: Tim Himmer		Started On: 12/29/2011 12:10 PM

Final Approval Date: 01/05/2012

## SEPTIC SYSTEM REPAIR

### **Preamble:**

Inadequate treatment of sanitary sewage represents a significant health hazard. Within the City of Ramsey, there are thousands of on-site septic systems, all of which have finite service lives. Many of these systems are beyond or are approaching their expected service life of 15 to 20 years. It is inevitable that septic system failures will occur and that the City will receive complaints regarding these failures. It is therefore imperative that the City have a policy to deal with these failures which will avoid or limit any potential public health hazard.

### **Investigation of Complaints:**

All complaints alleging the failure of a septic system will be investigated by the City's Building Official or other staff knowledgeable in this area. The individual performing the inspection shall conduct an on-site visit and shall identify the purpose of the visit to the occupant of the property if the resident is home at the time of the visit. If the Inspector is refused access to the property for the purpose of inspection, the Inspector shall inform the resident that the City Attorney will be employed to gain legal access for the purpose of conducting the inspection. Any costs associated with the City Attorney's efforts will be considered project costs if the system is determined to be in failure.

### **Notice of Failure:**

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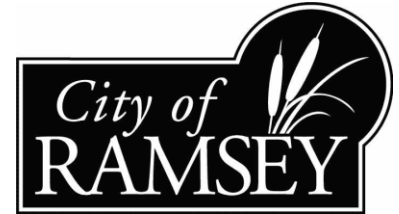
### **Failure to Comply With Repair or Replacement Order:**

If the property owner fails to comply with the order of the Building Official, the Building Official will notify the property owner in writing of the noncompliance and advise the property owner that the City will obtain two quotations for the repair work for licensed septic system installations and will authorize the work to be performed. The City will further ask the home owner to grant right of entry onto the property within ten (10) days of the date of this notice. If a right of entry is not forthcoming within the designated period, the Building Official shall refer the need for access to the property to the City Attorney.

The home owner shall be advised that all construction costs associated with the City repair and legal fees plus an administrative and overhead fee of 25% will be charged to the cost of the repair. Upon completion of the project, an itemized bill for the work will be sent to the property owner. If the bill is not paid in full within thirty (30) days, interest will accrue at a rate set under City policy and the entire project cost will be special assessed against the subject property.

STATE OF MINNESOTA  
COUNTY OF ANOKA

CITY OF RAMSEY  
*Code Enforcement Unit*



November 18, 2011

Sandra Dickson  
14760 Bowers Dr NW  
Ramsey, MN 55303

**- NOTICE OF BUILDING CODE VIOLATIONS -**

RE: 14760 Bowers Dr NW, Ramsey, MN 55303  
Anoka County PIN: 30-32-25-11-0010 (the "Property")

Dear Property Owner:

The City of Ramsey has adopted certain ordinances that are designed to help keep the community safe, healthy and attractive. In furtherance of this objective, **City Code Chapter 105, Article V** adopts by reference the International Property Maintenance Code (the "Maintenance Code").

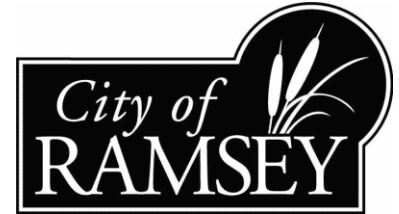
**A. STRUCTURE VIOLATIONS.**

An inspection of the Property by City Staff indicates that the Property is in violation of Section 304 of the Maintenance Code which Section provides as follows:

**Maintenance Code Section 304:**

Section 304.2 Protective Treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces, other than decaying resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking, and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

Section 304.6 Exterior Walls. All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.



Section 304.7 Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

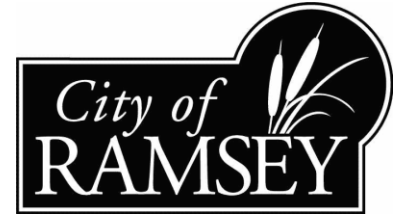
Section 304.13 Window, skylight and door frames. Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

The violations of said Section 304 appear to be as follows:

1. Work has commenced on the exterior of the dwelling on the Property without proper permits. The City requires permits for window replacements, siding and roofing. The windows must be installed per manufactures installation requirements and it was unclear that these windows followed the window installation guidelines. ***Please apply for the appropriate Building Permit and complete the necessary corrections.***
2. The roofing is in obvious disrepair in the front entry area of the building on the Property. Any damaged roof decking must be replaced and the entire roof must be removed and replaced. ***Please apply for the appropriate Building Permit and complete the necessary corrections.***
3. Water may have been allowed to enter the structure on the Property and caused rotting and mold making the structure unsafe to occupy. Some of the siding was removed due to deterioration, insulation was damaged and/or destroyed and needs to be replaced and new sheathing installed. ***Please apply for the appropriate Building Permit and complete the necessary corrections.***
4. The siding on the structure located on the Property in many areas has peeling paint and needs to be scraped and painted. ***Please apply for the appropriate Building Permit and complete the necessary corrections.***
5. From the outside the condition of the interior of the structure on the Property may be unfit for human occupancy. The roof has unprotected openings, windows are sealed off in many areas preventing air circulation. Walls have been left unprotected in areas that permit water and vermin to enter the structure. ***Please apply for the appropriate Building Permit and complete the necessary corrections.***

STATE OF MINNESOTA  
COUNTY OF ANOKA

CITY OF RAMSEY  
*Code Enforcement Unit*



6. During a site visit on November 17, 2011, it was brought to my attention the plumbing system was non-operational. I was told by a resident of the Property that the kitchen sink drained into a pail under the sink because the waste line was broken. It was also brought to my attention the clothes washer could not be used because the plumbing on that side of the house was in dis-repair. Maintenance Code Section 504.1 requires all plumbing to be maintained in working order, and be kept free from obstructions, leaks, and defects and be capable of performing the function for which such plumbing fixtures are designed. Maintenance Code Section 504.3 states where it is found that a plumbing system constitutes a hazard the Code Official shall require that the defects be corrected. ***Please apply for the appropriate Building Permit and complete the necessary corrections.***

You have **thirty (30)** days from the date of service of this NOTICE to make the necessary corrections and/or work as directed above in paragraphs 1. through 6, OR

You may request a hearing before a Hearing Examiner regarding these violations. Your request must be filed in writing addressed to the Chief of Police within fourteen (14) days from the date of service of this NOTICE and your request MUST identify with specificity the basis for your objection to the interpretation of the Code and the Notice of Violation for requesting the hearing. A \$250 filing fee must also accompany your hearing request. The Police Chief's name and address is as follows:

James Way, Chief of Police  
Ramsey Police Department  
7550 Sunwood Drive NW  
Ramsey, MN 55303

**B. PRIVATE SEPTIC SYSTEM VIOLATIONS**

**City Code Section 113-23**

City Code Section 113-23(d)(2)(b) requires an imminent health threat to public or safety be upgraded, replaced, or repaired within 45 days.

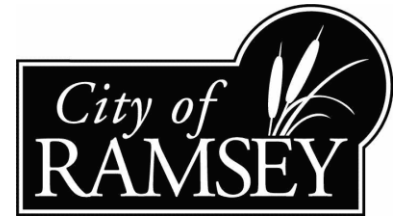
City Code Section 113-23-(d)(2)(d) requires that the owner submit to the Building Division an acceptable replacement plan within 20 days after notification by the Building Division.

The violations of City Code Section 113-23 appear to be as follows:

1. During a site visit on November 17, 2011, I noticed an area where the septic tank was

STATE OF MINNESOTA  
COUNTY OF ANOKA

CITY OF RAMSEY  
*Code Enforcement Unit*



located was covered with a 4 ft. by 8 ft. sheet of plywood. I was informed by the owner that three (3) years ago the top of the tank was damaged so the owner dug down four (4) feet, removed a portion of the tank lid, and re-poured a concrete patch. However, the tank was left opened, so the owner placed a sheet of plywood was laid over it and has remained in this condition ever since. An area of frozen seepage was also observed in an area approximately ten (10) feet downhill from the septic tank. It appears that the tank is in disrepair. Minnesota Rules pt. 7080.0020 Subp. 19.a identifies this condition as an imminent health threat to public safety. ***Please apply for the appropriate Building Permit and complete the necessary corrections.***

You have **twenty (20) days** from the date of service of this NOTICE to submit a replacement plan to the Building Division and **forty-five (45) days** from the date of service of this NOTICE to make the necessary corrections and/or work as directed above in paragraph 1, OR

You may request a hearing before a Hearing Examiner regarding these violations. Your request must be filed in writing addressed to the Chief of Police within fourteen (14) days from the date of service of this NOTICE and your request MUST identify with specificity the basis for your objection to the interpretation of the Code and the Notice of Violation for requesting the hearing. A \$250 filing fee must also accompany your hearing request. The Police Chief's name and address is as follows:

James Way, Chief of Police  
Ramsey Police Department  
7550 Sunwood Drive NW  
Ramsey, MN 55303

If you have any questions concerning these violations, please contact me at (763) 433-9849.

Sincerely,

CITY OF RAMSEY

Mick Kaehler  
Building Official

**CC Regular Session**

7. 5.

**Meeting Date:** 01/10/2012**By:** Chris Anderson, Community  
Development

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**Information****Title:**

Adopt Ordinance to Vacate a Portion of Right-of-Way and Drainage and Utility Easement Adjacent to and on 14241 Fluorine St NW; Case of City of Ramsey

**Background:**

This past summer, a building permit application for the construction of a detached accessory building at 14241 Fluorine Street NW was processed. Through the review process, the applicant discovered that there was platted right-of-way for a cul-de-sac bulb, which was never constructed, that terminated about fifteen (15) feet from his home, as well as a slight trail encroachment across a corner of his property. The property owner requested that the excess right-of-way be vacated and in exchange, he would execute a trail easement to address the encroachment.

This matter was presented to the Public Works Committee on October 18, 2011. Their recommendation, which was subsequently ratified by the City Council on November 7, 2011, was to vacate the excess right-of-way contingent on the property owner executing a trail easement to address the trail encroachment. Furthermore, their recommendation also stipulated that the City initiate the process and be responsible for the costs associated with processing the right-of-way and easement vacation.

**Notification:**

In accordance with State Statute and City Code, Staff attempted to notify all property owners within 350 of the Subject Property of the Public Hearing via Standard US Mail. A Notice of Public Hearing was also published in the Anoka County Union.

**Observations:**

A public hearing was held at the December 13, 2011 City Council meeting and there were no written or verbal comments received. That same evening, the City Council introduced an ordinance to vacate a portion of platted right-of-way and drainage and utility easement adjacent to and on 14241 Fluorine St NW. In accordance with the City Charter, the ordinance is now eligible for adoption.

**Recommendation:**

City Staff recommends adopting the ordinance to vacate a portion of platted right-of-way and drainage and utility easement adjacent to and on 14241 Fluorine St NW contingent on the property owner executing a trail easement to address the trail encroachment in the northwest corner of the property.

**Funding Source:**

This is being handled as part of Staff's regular duties, per the direction of the Public Works Committee.

**Council Action:**

Motion to waive the Charter requirement to read the ordinance aloud -AND- adopt the ordinance to vacate a portion of platted right-of-way and drainage and utility easement adjacent to and on 14241 Fluorine St NW, as shown on the attached exhibit, contingent upon the property owner of 14241 Fluorine St NW dedicating and executing a trail easement related to the trail encroachment.

Roll Call Vote:

Councilmember Tossey  
Councilmember Backous  
Councilmember Wise  
Councilmember McGlone  
Councilmember Strommen  
Councilmember Elvig  
Mayor Ramsey

---

### **Attachments**

Public Works Committee Meeting Minutes Dated October 18, 2011

Draft City Council Meeting Minutes Dated December 13, 2011

Right of Way and Easment Vacation Exhibit

Proposed Ordinance

---

### **Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Himmer	Tim Himmer	12/28/2011 08:52 AM
Tim Gladhill	Tim Gladhill	01/03/2012 01:11 PM
Kurt Ulrich	Kurt Ulrich	01/05/2012 08:42 AM

Form Started By: Chris Anderson      Started On: 12/16/2011 03:06 PM

Final Approval Date: 01/05/2012

## **COMMITTEE BUSINESS**

### **Case #1: Consider Vacation of Right-of-way at 14241 Fluorine Street NW**

City Engineer Himmer reviewed the staff report and 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.

City Engineer Himmer presented a sketch of an off-set cul-de-sac for the park that would fit within the confines. He noted the grades are flat and wetlands are present but this option should work. City Engineer Himmer advised of the need to assure the City maintains not only the cul-de-sac, but also drainage and utility easements so if it is vacated, the City should maintain a 10-foot drainage and utility easement for snow storage.

Chairperson McGlone asked when the new garage addition was built.

Mr. McDevitt stated it was completed two weeks ago.

City Engineer Himmer stated the new garage meets all setbacks and is not an issue. However, the existing structure does not comply with setbacks so it is currently a legal non-conforming structure.

Chairperson McGlone asked whether the legal non-conforming status could be lost if this easement is vacated.

City Engineer Himmer answered that could occur if the lot is squared off.

Chairperson McGlone asked whether the City would be getting enough easement so it is not a later issue.

City Engineer Himmer stated the City needs at least five feet beyond trails for snow storage and access to mow.

Councilmember Elvig asked where the utility services are located.

Public Works Director Olson advised utilities are to the north for that subdivision, which blocked the ability to continue the roadway.

Chairperson McGlone felt, from a planning perspective, a road was constructed without a "bubble" on the end, which showed the future intention of connecting neighborhoods as they

were built. He asked how this failure in planning occurred since it was no longer possible to extend the roadway to connect the northerly and southerly neighborhoods.

Public Works Director Olson clarified it was not a failure in planning but expected to be a future through street. However, during plat approval a number of concerns were expressed by neighbors to the south so the Council made a conscience decision to not extend this roadway to connect the neighborhoods.

Councilmember Elvig acknowledged that the City usually tries to make neighborhood connections.

Councilmember Backous noted that constructing turn-arounds give people the expectation it is to be permanent but when there is not a cul-de-sac, people are aware that something will be happening in the future to extend the roadway. He asked how the City's trail ended up on private property.

Public Works Director Olson explained there should have been a survey when the trail was designed and constructed. He thought this trail was put in as part of the development to the north.

Mr. McDevitt stated the trail was installed about 15 years ago.

Chairperson McGlone indicated he had no issue with the proposal as long as Mr. McDevitt gives the City the trail easement and staff draws the easement lines so it works

Motion by Chairperson McGlone, seconded by Councilmember Backous, to recommend that the City Council undertake a formal right-of-way vacation process.

Further discussion: City Engineer Himmer advised this vacation requires a public hearing process and asked whether it will be City or property owner initiated. Councilmember Elvig indicated he would not support action that results in more costs to extend sewer and water. Public Works Director Olson recommended the City preserve an easement in case sewer and water utilities eventually connect. Councilmember Elvig supported this suggestion, noting they will connect eventually. Mr. McDevitt stated his impression that utilities would come from the Dysprosium side. Public Works Director Olson explained that watermain loops are common. Councilmember Elvig stated he wanted to assure the City preserves what may be needed in the future. Public Works Director Olson explained the City could retain what may be needed in the future to assure the right of the City to extend utilities and the area vacated would give Mr. McDevitt the flexibility needed. He clarified this action would not adjust the property lines. Councilmember Elvig asked when this road will be reconstructed. Public Works Director Olson indicated staff would have to look at the street inventory. Councilmember Elvig noted if the road is reconstruction, utilities would likely be put in the roadway. But, if the road is not constructed for some time, the utilities would probably be located alongside the road. Mr. McDevitt stated the road was reconstructed about 10 years ago and sealcoated more recently. Chairperson McGlone asked if the cul-de-sac could be pushed to the north. City Engineer Himmer explained that the farther north the road is pushed, the greater the wetland impacts.

Councilmember Elvig stated his position that since the City encroached on the McDevitt's property, he would support the City covering public hearing costs. He stated he appreciates the property owner's cooperation and felt this is a good solution as long as it does not result in future problems. City Engineer Himmer stated that staff can process the vacation at the same time it designs the cul-de-sac and look at possible routes for utility extension. Chairperson McGlone agreed this needs to be fixed and since the property owner is willing to cooperate he would support the City initiating the process. Councilmember Backous concurred.

Amendment motion by Chairperson McGlone, seconded by Councilmember Backous, 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.

Amended motion carried. Voting Yes: Chairperson McGlone and Councilmembers Backous and Elvig. Voting No: None.

**Case #2: Consider Proposal from Metro Area Repeater Association to Install Skywarn Facilities on Water Tower#2**

City Engineer Himmer reviewed the staff report and request of the Metro Area Repeater Association (MARA).

Councilmember Backous stated it sounds like installing this equipment would result in no damage or piercing of the water tower. He asked how often they would need access to the equipment.

Joel Jameson, Northwest Representative from MARA, explained they would initially need access to fine tune equipment settings but after that only if there is equipment failure.

Councilmember Backous asked if this equipment will conflict or interfere with current or future equipment on the water tower.

Public Works Director Olson stated this equipment would not damage the tower if installed correctly but the City would need to inspect the installation to assure there is no damage. He explained that cellular phone providers rent space on the water tower. Currently, Ramsey only has one provider on the water tower and estimated rent of \$1,700 to \$2,000 per month. Public Works Director Olson stated the tower has the ability to co-locate three providers but this is not the same thing because it only has one antenna. He suggest the agreement restrict equipment to assure it does not block another provider.

Councilmember Elvig asked whether radio waves and potential revenue producing cellular waves are compatible.

Mr. Jameson explained the current amateur radio bands (2 meter) currently coexist on multiple towers in the Twin Cities.

- 6) Discuss Potential Reconstruction of Garnet Street, North of 167<sup>th</sup> Avenue – *Ratify the recommendation of the Public Works Committee and approve a Garnet Street roadway project of the same width as streets to the north including concrete curb and gutter, full utilities, and a sidewalk on the east side. The funding would be a 50/50 cost split with the residents for the roadway improvements only, and subgrade corrections would be included with the utility work and paid for through the appropriate City enterprise fund (to be reimbursed in the future if/when the properties connect).*

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

## **5. APPROVE AGENDA**

City Administrator Ulrich added Case 7:09, Appoint Alternate to the Joint Fire Board.

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

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

**Councilmember McGlone left the Chambers at 7:53 p.m.**

## **6. PUBLIC HEARING**

### **6.01: Public Hearing to Introduce Ordinance to Vacate a Portion of Fluorine Street NW Right-of-Way and Certain Drainage and Utility Easements Adjacent to and on 14241 Fluorine Street NW; Case of City of Ramsey**

Mayor Ramsey closed the regular portion of the City Council meeting at 7:53 p.m. in order to conduct a public hearing.

#### **Public Hearing**

Mayor Ramsey called the public hearing to order at 7:53 p.m.

#### **Presentation**

Associate Planner/Environmental Coordinator Anderson reviewed the staff report.

#### **Citizen Input**

There was none.

Motion by Councilmember Elvig, seconded by Councilmember Wise, to close the public hearing.

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

The public hearing was closed at 7:57 p.m.

### **Council Business**

Mayor Ramsey called the regular City Council meeting back to order at 7:57 p.m.

The Council acknowledged this item was recommended by the Public Works Committee and provides a straight forward solution.

Motion by Councilmember Elvig, seconded by Councilmember Wise, to Introduce Ordinance to Vacate a Portion of Fluorine Street NW Right-of-Way and Certain Drainage and Utility Easements Adjacent to and on 1424 Fluorine Street NW; Case of City of Ramsey.

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

### **6.02: Public Hearing to Consider Tax Increment Financing Plan Modifications to TIF Districts 1 & 2**

Mayor Ramsey closed the regular portion of the City Council meeting at 7:59 p.m. in order to conduct a public hearing.

### **Public Hearing**

Mayor Ramsey called the public hearing to order at 7:59 p.m.

**Councilmember McGlone returned to the Council dais at 7:59 p.m.**

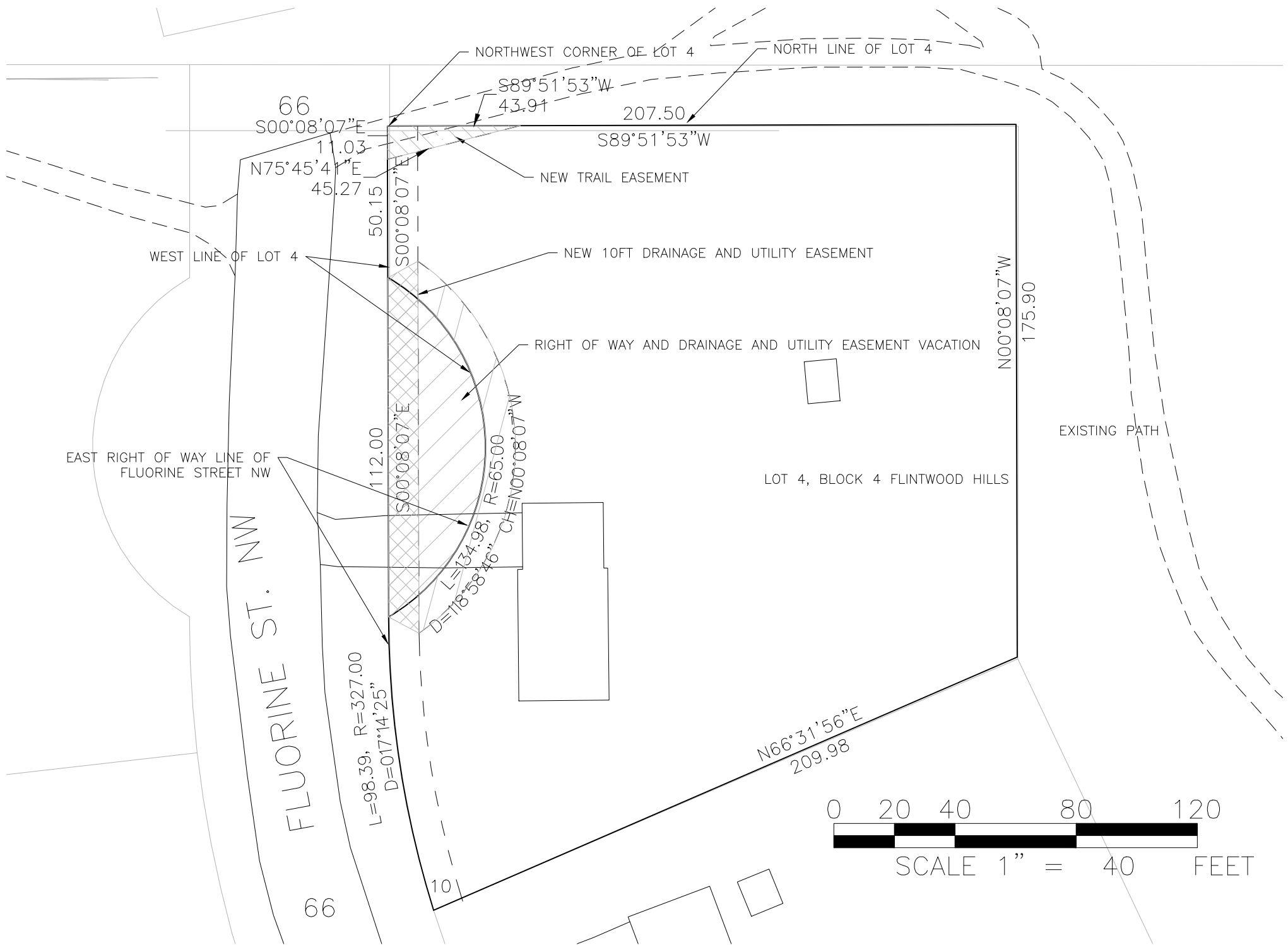
### **Presentation**

Economic Development/Marketing Director Backman reviewed the staff report.

### **Citizen Input**

There was none.

Motion by Councilmember Elvig, seconded by Councilmember Tossey, to close the public hearing.



Legal Description:

RIGHT OF WAY VACATION - FLUORINE STREET NW



That part of Fluorine Street NW as dedicated on the recorded plat of FLINTWOOD HILLS, Anoka County, Minnesota, described as follows:

Commencing at the northwest corner of Lot 4, Block 4, said FLINTWOOD HILLS, thence South 00 degrees 08 minutes 07 seconds East assumed bearing along the west line of said Lot 4 a distance of 50.15 feet to the point of beginning of that part of Fluorine Street NW to be vacated; thence continue South 00 degrees 08 minutes 07 seconds East a distance of 112.00 feet to intersect the east right of way line of Fluorine Street NW; thence northerly along the east line of Fluorine Street NW on a non-tangential curve concave to the west having a radius of 65.00 feet, a central angle of 118 degrees 58 minutes 46 seconds a distance of 134.98 feet to the point of beginning.

DRAINAGE AND UTILITY EASEMENT TO BE VACATED



That 10.00 foot wide drainage and utility easement as dedicated across Lot 4, Block 4, FLINTWOOD HILLS, Anoka County, Minnesota according to the recorded plat thereof lying within a distance of 10.00 feet east of the following described line:

Commencing at the northwest corner of Lot 4, Block 4, said FLINTWOOD HILLS, thence South 00 degrees 08 minutes 07 seconds East assumed bearing along the west line of said lot 4 a distance of 50.15 feet to the point of beginning of the line to be described; thence southerly along a non-tangential curve concave to the west having a radius of 65.00 feet, a central angle of 118 degrees 58 minutes 46 seconds, a chord that bears South 00 degrees 08 minutes 07 seconds East a distance of 134.98 and said line there terminating. The side lines of said vacated easement are to be prolonged to terminate on the east right of way line of Fluorine Street NW.

PROPOSED DRAINAGE AND UTILITY EASEMENT



A permanent 10.00 foot wide easement for drainage and utility purposes over, under and across that part of Lot 4, Block 4, and that part of Fluorine Street NW as per the recorded plat of FLINTWOOD HILLS, Anoka County, Minnesota, the west line of said 10.00 foot wide easement is described as follows:

Beginning at the northwest corner of said Lot 4; thence South 00 degrees 08 minutes 07 seconds East assumed bearing along the west line of said Lot 4 a distance of 162.15 feet to the intersection with the east right of way line of Fluorine Street NW; thence southerly along said west line of Lot 4 a distance of 15.00 feet and said line there terminating.

PROPOSED TRAIL EASEMENT



A permanent easement for trail purposes over, under and across that part of Lot 4, Block 4, FLINTWOOD HILLS described as follows:

Beginning at the northwest corner of said Lot 4; thence South 00 degrees 08 minutes 07 seconds East assumed bearing along the west line of said Lot 4 a distance of 11.03 feet; thence North 75 degrees 45 minutes 41 seconds East a distance of 45.27 feet to the north line of said Lot 4; thence South 89 degrees 51 minutes 53 seconds West along said north line a distance of 43.91 feet to the point of beginning.

**ORDINANCE NO. 11-\_\_**

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

**AN ORDINANCE VACATING A PORTION OF PLATTED RIGHT-OF-WAY AND A PORTION OF AN EASEMENT FOR DRAINAGE AND UILITY PURPOSES IN THE CITY OF RAMSEY, ANOKA COUNTY, MINNESOTA**

The City of Ramsey Ordains:

**SECTION 1. AUTHORITY**

This ordinance is adopted pursuant to and under the authority of the Home Rule Charter of the City of Ramsey, Section 12.06 and Minnesota Statutes 412.851

**SECTION 2. VACATION**

The following described platted right-of-way is hereby vacated, to-wit:

That part of Fluorine Street NW as dedicated on the recorded plat of FLINTWOOD HILLS, Anoka County, Minnesota, described as follows:

Commencing at the northwest corner of Lot 4, Block 4, said FLINTWOOD HILLS, thence South 00 degrees 08 minutes 07 seconds East assumed bearing along the west line of said Lot 4 a distance of 50.15 feet to the point of beginning of that part of Fluorine Street NW to be vacated; thence continue South 00 degrees 08 minutes 07 seconds East a distance of 112.00 feet to intersect the east right of way line of Fluorine Street NW; thence northerly along the east line of Fluorine Street NW on a non-tangential curve concave to the west having a radius of 65.00 feet, a central angle of 118 degrees 58 minutes 46 seconds a distance of 134.98 feet to the point of beginning, except that portion described as follows:

Beginning at the northwest corner of said Lot 4; thence South 00 degrees 08 minutes 07 seconds East assumed bearing along the west line of said Lot 4 a distance of 162.15 feet to the intersection with the east right of way line of Fluorine Street NW; thence southerly along said west line of Lot 4 a distance of 15.00 feet and said line there terminating.

-and-

The following described drainage and utility easement is hereby vacated, to-wit:

That 10.00 foot wide drainage and utility easement as dedicated across Lot 4, Block 4, FLINTWOOD HILLS, Anoka County, Minnesota according to the recorded plat thereof lying within a distance of 10.00 feet east of the following described line:

Commencing at the northwest corner of Lot 4, Block 4, said FLINTWOOD HILLS, thence South 00 degrees 08 minutes 07 seconds East assumed bearing along the west line of said Lot 4 a distance of 50.15 feet to the point of beginning of the line to be described; thence southerly along a non-tangential curve concave to the west having a radius of 65.00 feet, a central angle of 118 degrees 58 minutes 46 seconds, a chord that bears South 00 degrees 08 minutes 07 seconds East a distance of 134.98 feet and said line there terminating. The side lines of said vacated easement are to be prolonged to terminate on the east right of way line of Fluorine Street NW.

**SECTION 3. EFFECTIVE DATE**

This Ordinance becomes effective thirty (30) days after its publication subject to the City Charter Section 5.07.

**PASSED** by the City Council of the City of Ramsey this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Administrator

Introduction Date:  
Posting Dates:  
Adoption Date:  
Publication Date:  
Effective Date:

Meeting Date: 01/10/2012

By: Tim Gladhill, Community Development

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### Information

**Title:**

Authorize Application for Metropolitan Council Transit Oriented Development Grant

**Background:**

The Metropolitan Council has created a new grant category as part of the Livable Communities Act (LCA) program known as the Transit Oriented Development (TOD) Grant. Funding was made available in part from unspent LCA awards to projects that never commenced. With the approval of the Ramsey Station on the Northstar Commuter Rail, areas within 1/4 mile of the Ramsey Station are eligible for the grant.

The City is part of the LCA program of the Metropolitan Council. The City must respond to a housing questionnaire annually. The City's 2011 Housing Performance Score is 78/100, which ranks very well amongst participating communities. Attached to the case are the 2010 Housing Performance Scores (please note that these scores are from the previous cycle-the 2011 list has not yet been updated).

**Notification:**

No notification required.

**Observations:**

Staff has identified three (3) projects for consideration. The City is able to submit multiple applications. These projects include:

1. Sunwood Drive Realignment
2. Center Street Construction
3. Village Square Commons and/or North Commons Construction

There are four (4) categories of LCA TOD grants:

1. Tax Base Revitalization Account (TBRA) Contamination Cleanup Site Investigation TOD grants
2. TBRA Contamination Cleanup TOD grants
3. Livable Communities Demonstration Account (LCDA) Pre-Development TOD grants
4. LCDA Development TOD grants

TBRA Contamination Cleanup Site Investigation TOD grants

These grants are intended for applicants that have or will purchase a redevelopment site with suspected or perceived contamination and are seeking public funding to assist with the cost of determining the scope and severity of the contamination and to develop a cleanup plan. The investigation grants are intended to encourage an early start to the environmental remediation process.

TBRA Contamination Cleanup TOD grants

These grants are intended for applicants that have recently completed their cleanup site investigation and are seeking public funding to assist with the cost of implementing a cleanup plan and beginning redevelopment.

LCDA Pre-Development TOD grants

These grants are intended for applicants who are defining their TOD project through such activities as design workshops, preparing redevelopment, corridor or station area plans, developing zoning and land use implementation tools such as overlay zones or zoning districts, or determining strategies for land banking and land acquisition.

### LCDA Development TOD grants

These grants are intended for applicants that are ready to begin development or redevelopment and the infrastructure necessary to support it. This grant category includes site acquisition and site preparation.

Staff recommends applying for the LCDA Development TOD grant to support the capital activities mentioned above. There may also be opportunities for pre-development grants as part of these projects to assist with planning and design.

### **Recommendation:**

Staff recommends the City Council authorize Staff to submit an application for the Metropolitan Council's TOD Grant.

### **Funding Source:**

Preparation of the grant application would be handled through regular staff duties. Staff would bring back any local match requirements at a future date prior to formally submitting the application.

### **Council Action:**

Motion to authorize Staff to submit an application for the Metropolitan Council's TOD Grant and provide consensus/feedback on desired projects for funding.

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### **Attachments**

[TOD Application Guide](#)

[Eligible TOD Areas Map](#)

[Ramsey Station Map](#)

[Additional TOD Map](#)

[TOD Application](#)

[Supplemental Application Materials](#)

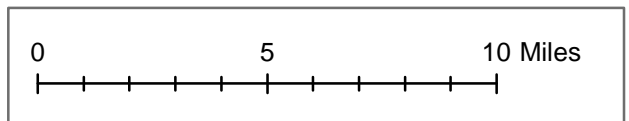
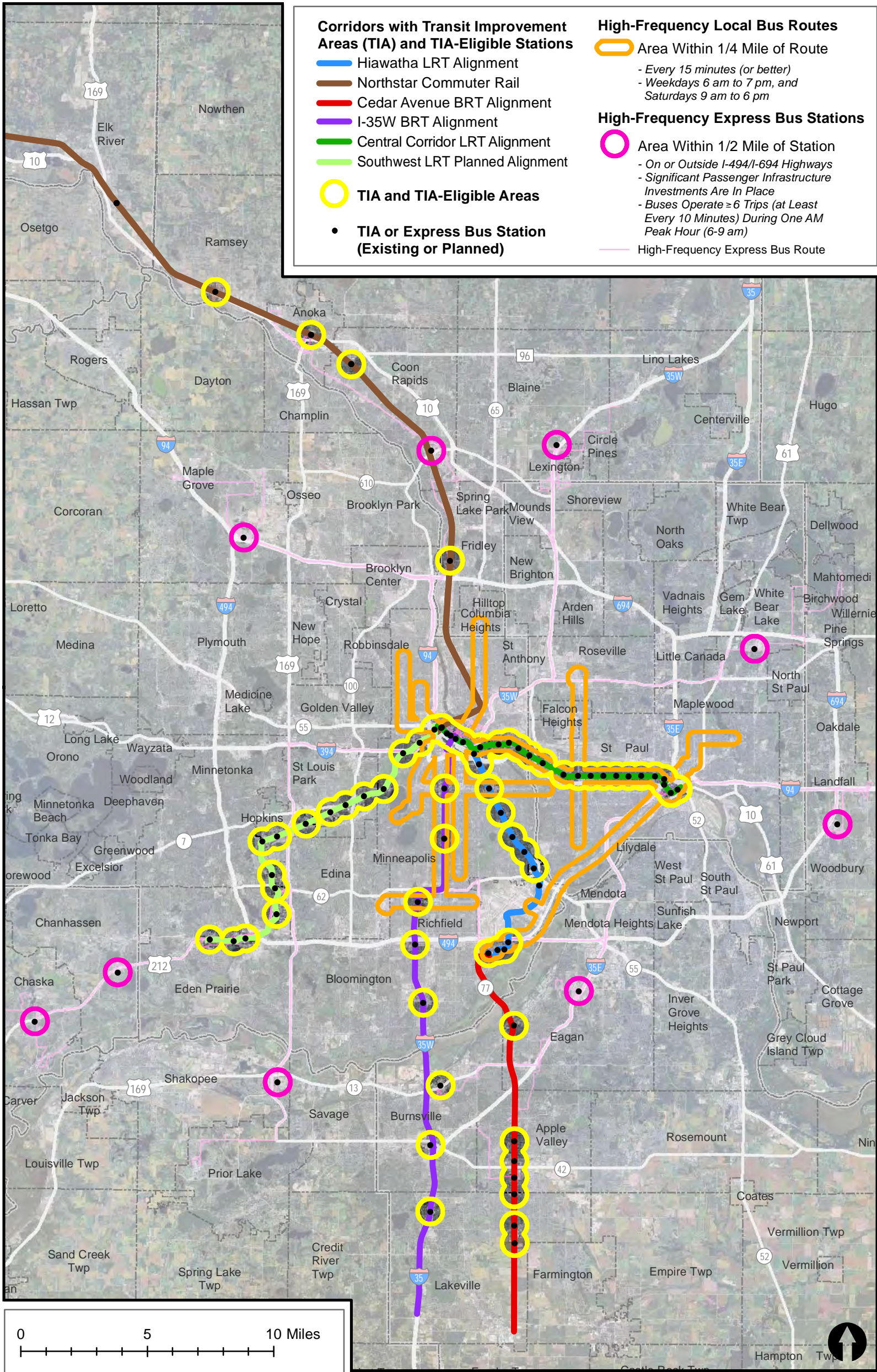
[2010 Housing Performance Scores](#)

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### **Form Review**

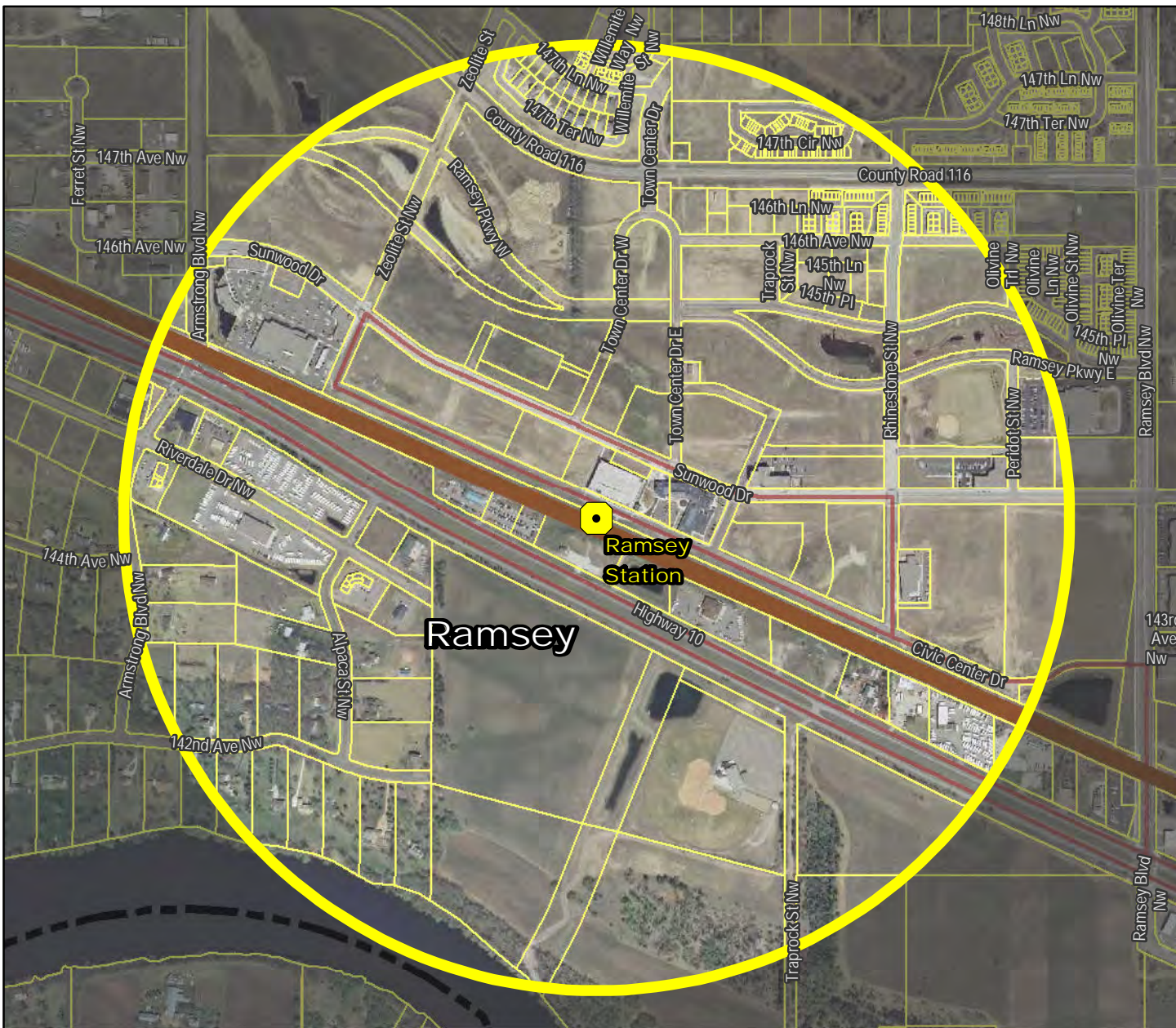
<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Heidi Nelson	Heidi Nelson	01/05/2012 09:27 AM
Tim Gladhill (Originator)	Tim Gladhill	01/05/2012 09:29 AM
Kurt Ulrich	Kurt Ulrich	01/05/2012 12:16 PM
Form Started By: Tim Gladhill		Started On: 01/04/2012 10:27 AM
	Final Approval Date: 01/05/2012	












# LCA TOD Eligible Areas

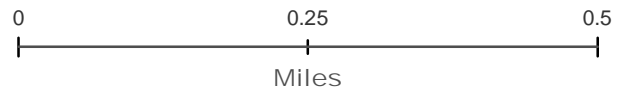


# Ramsey Station (Planned)

## Northstar Commuter Rail

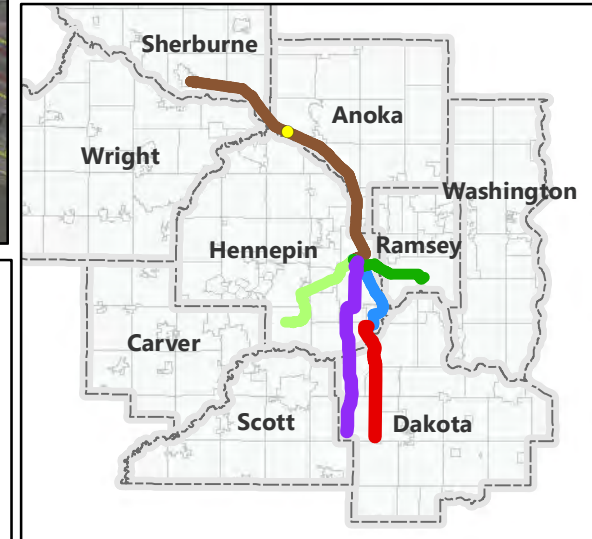


-  **TIA**  
(Transit Improvement Area)
-  **Transit Station**
-  **Hiawatha LRT Alignment**
-  **Northstar Commuter Rail**
-  **Cedar Avenue BRT Alignment**
-  **I-35W BRT Alignment**
-  **Central Corridor LRT Planned Alignment**
-  **Southwest LRT Planned Alignment**
-  **High Frequency Bus Routes**
-  **Transit Bus Route**
-  **Parcel Boundary**

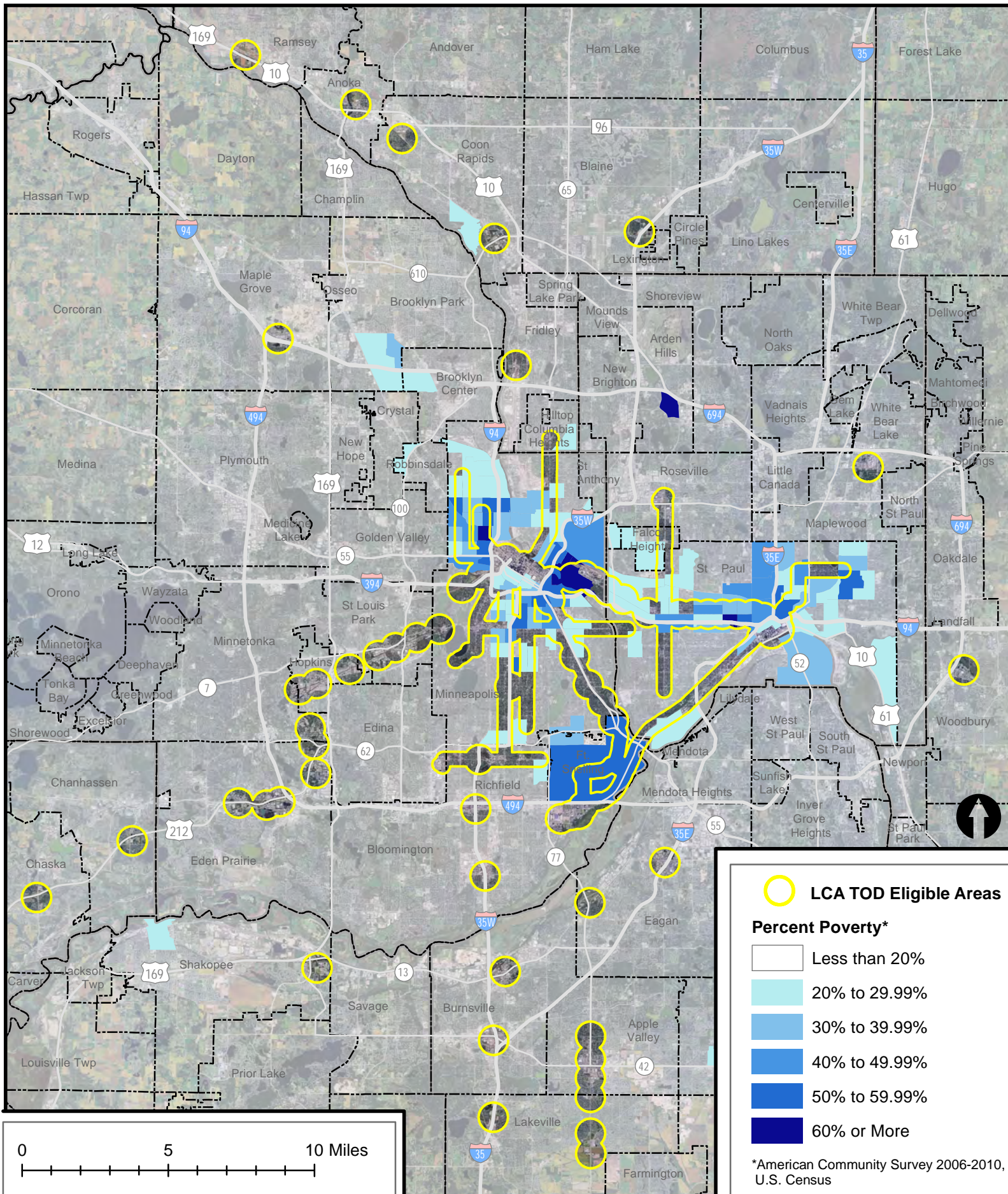


3 Transit Routes within a half mile of station:

- 856
- 887
- 888



# Areas of Concentrated Poverty



Livable Communities 2011  
**Transit Oriented Development**  
 Grant Application

Section I: TOD Project identification	
1. TOD Project name	
2. Applicant – a city, county or development authority <div style="text-align: right; padding-right: 10px;">           City's application contact            Title            Phone            Email         </div>	
Authorized contract signatory:	Name: Title:
3. Application prepared by	
Name	
Title	
Organization	
Phone	
Email	
4. TOD Area name and location – select from the list in Appendix 4. This TOD Area will be referenced throughout the rest of the application as the <b>"Named TOD Area."</b>	
TOD Area Name	
Will this application pertain to the <b>entire Named TOD Area</b> or a <b>part of the Named TOD Area</b> ?	<input type="checkbox"/> Entire Named TOD Area <input type="checkbox"/> Part of the Named TOD Area
If this application pertains to a part of the TOD Area, provide the boundary streets or landmarks	
5. Project location	
City	
Address / intersection	
PINs	
6. Amount requested	LCDA Pre-Development \$ TBRA Site Investigation \$ TBRA Cleanup \$ LCDA Development \$ Total requested \$

**Applicants should read the TOD Application Guide before completing this application.**

## Section II. Threshold Criteria

1. Will the Named TOD Area named in Section I focus on housing or jobs or both:

Housing  Jobs  Both

2. Will the following land use guidelines be in place **at the time of application or within 36 months from the date of award?**

Local official controls applicable within the Named TOD Area named in Section I must be generally consistent with direction given in the **Metropolitan Council's Guide for Transit Oriented Development**.

	In place now	Will be in place within 36 months	Will not be in place within 36 months
a. Residential densities			
At least 30 units/acre for rail <u>OR</u> 15 units/acre for bus or commuter rail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Minimum Floor Area Ratios (FAR)			
At least 1.5 for rail <u>OR</u> .5 for bus or commuter rail <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Local planning within the Named TOD Area addresses TOD design features			
1. Minimal building setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Short blocks with pedestrian connections adjacent to the buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Optimal pedestrian convenience between the station and other connecting transit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A range of housing densities, types and costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Connections among housing, retail, employment centers and recreational uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Cycling and walking conveniences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Current and future employment opportunities within the Named TOD Area <u>and</u> within the connecting transit corridor(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Conservation, protection and enhancement of natural resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Residential and commercial parking is limited, shared between uses, located to the rear of buildings and/or is structured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. If "Jobs" is checked in #1, above, at least 50 jobs per acre at employment centers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> See the 2011 TOD Application Guide for exceptions

**Section II. Required Threshold Criteria, cont.**

	In place now	Will be in place within 36 months	Will not be in place within 36 months
3. Equity considerations within the Named TOD Area: the City has adopted a policy / plan / guidelines or official local control to:			
a. Address <b>both</b> the preservation of existing subsidized and naturally occurring affordable housing units in the Named TOD Area <b>AND</b> (one or more of the following)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The addition of affordable housing units in the Named TOD Area <b>OR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The addition of higher value housing in lower income areas <sup>2</sup> to achieve a mix of housing opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Address how the applicant will proactively and intentionally address gentrification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The Named TOD Area planning is consistent with the city's comprehensive plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The city has adopted the vision, goals, and principles promoted by the Corridors of Opportunity Initiative, including the principle of Equitable Development to provide guidance for strategies and planning along its transit corridor or at its transit station. <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The proposed TOD Project will have the potential to enhance the tax base within the Named TOD Area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For evaluation use only: Minimum thresholds met      Yes _____      No _____			

<sup>2</sup> See Appendix 5: Areas of Minority and Poverty Concentrations

<sup>3</sup> The Principle of Equitable Development adopted by the Corridors of Opportunity Policy Board states, that equitable development "*creates healthy vibrant communities of opportunity where low income people, people of color, new immigrants and people with disabilities participate in and benefit from systems, decisions, and activities that shape their neighborhoods.*" See Appendix 6 or the CoO website at: <http://www.metrocouncil.org/planning/COO/index.htm>

**Section III. Questions pertaining to the Named TOD Area named in Section I**

1. List the applicable existing and/or planned uses for the **Named TOD Area**. **Do not use ranges – round as necessary.**

<u>Type of Use</u>	<u>#Existing Uses</u>	<u>Acreage of existing uses</u>	<u>Acreage to be retained from existing uses</u>	<u>#Planned Uses</u>	<u>Acreage designated for planned uses</u>
Residential					
Commercial					
Retail					
Restaurant					
Office					
Government/ Civic					
Arts/Cultural					
Entertainment					
Open / Public Space					
Other (list below):					

2. Has the City adopted affordability requirements for housing assisted with City funds in the Named TOD Area?  
 Adopted  Will be adopted within 36-months  No plan to adopt requirements

3. Has the city formalized TOD guidelines for the Named TOD Area?  
 In place currently -  Will be in place within 36 months -  Will not be in place within 36 months -

4. How will the Named TOD Area function as an integrated entity?
- a. Describe how the Named TOD Area is designed to encourage its residents and/or employees to live or work there without reliance on an automobile, meet daily needs through the use of transit or walking, and reduce automobile ownership, vehicular traffic, and associated parking requirements that would otherwise be necessary to support a similar level of more traditional development.
- b. Describe how the applicant will use TOD design standards to accomplish the goals in question 4-A?

**Section III. Questions pertaining to the applicable Named TOD Area, cont.**

5. Describe how jobs and housing are connected both within the Named TOD Area and outside the Named TOD Area.

- Sidewalks
- Paths / trails
- Bike racks
- Street
- Transit shelters
- Pedestrian waiting facilities
- Other

6. Has the City adopted hiring and procurement goals and/or processes that advance and promote the employment of local workers and/or disadvantaged businesses?

a. Employment of local workers

- In place now
- Will be in place within 36 months of the date of award
- Will not be in place within 36 months of the date of award

b. Disadvantaged businesses

- In place now
- Will be in place within 36 months of the date of award
- Will not be in place within 36 months of the date of award

c. A system in place to monitor progress toward and achievement of procurement and employment goals

- In place now
- Will be in place within 36 months of the date of award
- Will not be in place within 36 months of the date of award

**Section IV. What specific outcomes will be delivered to the region as a result of activities directly associated with the proposed TOD Project?**

1. Provide a description of the TOD Project.

2. Describe the qualities of this TOD Project that make it a good demonstration that can be replicated in other TOD Areas. These qualities include the TOD **Project's design**, its compactness, mix of uses, the anticipated FAR, the functions it provides, how it connects with other functions inside and outside the Named TOD Area, its financing partnerships, etc.

3. Provide a description of the requested grant funded activities: i.e., for what purposes does the applicant propose to use TOD grant funds?

**Section IV. What specific outcomes will be delivered to the region as a result of activities directly associated with the proposed TOD Project, cont.**

4. Jobs - Describe the jobs that will be created as a result of this TOD Project.

Type	# FT	# PT
Select		
Select		
Select		
Select		
Select		
Select		

5. Housing

a. Housing density/acre      Current/existing per acre  
 Planned per acre

b. Current housing:	<u>Housing type</u>	<u>Quantity</u>	<u>Rent level</u>	<u>% AMI</u>
	Select		Select	% AMI
	Select		Select	% AMI
	Select		Select	% AMI
	Select		Select	% AMI
	Select		Select	% AMI

c. Describe the proposal's role in producing or preserving affordable housing within the Named TOD Area.

d. Indicate the type(s) of housing planned for the Project.

<input type="checkbox"/>	1. Planned multi-family rental housing	# market rate units # affordable units # affordable units	% AMI % AMI
<input type="checkbox"/>	2. Planned multi-family ownership housing	# market rate units # affordable units # affordable units	% AMI % AMI
<input type="checkbox"/>	3. Planned townhouse or rowhouse	# market rate units # affordable units # affordable units	% AMI % AMI
<input type="checkbox"/>	4. Planned single family homes	# market rate units # affordable units # affordable units	% AMI % AMI
<input type="checkbox"/>	5. Planned senior housing	# market rate units # affordable units # affordable units	% AMI % AMI

e. Affordability mechanisms to be employed:

6. 2010 Housing Performance Score (for Metropolitan Council use only)		City Score	Average	This application

**Section IV. What specific outcomes will be delivered to the region as a result of activities directly associated with the proposed TOD Project, cont.**

7. Will the TOD Project Area be visible from the station area or platform?  No  Yes

8. Is the TOD Project area within the boundaries of or subject to a TOD area, neighborhood, corridor or other similar plan adopted by the municipality in which the TOD Project is located?  No  Yes

If yes, name of plan:  
Type of plan:

Is this TOD Project consistent with the plan?  No  Yes

If no, explain:

9. Status of site control

Other:  
Status of property ownership?

What is the expected closing date?  
(month/year)

10. Status of the site plan

Explain

11. Describe the **TOD Project's** ability to be catalytic in attracting private sector investment.

**Section IV. What specific outcomes will be delivered to the region as a result of activities directly associated with the proposed TOD Project, cont.**

12. TOD Project status: Check the boxes below to indicate all COMPLETED TOD Project milestones:

Pre-Development activities	Activity	Done	N/A	Expected completion date
		Development area within Named TOD Area fully identified	<input type="checkbox"/>	<input type="checkbox"/>
	Current conditions in the development area have been assessed	<input type="checkbox"/>	<input type="checkbox"/>	
	Visioning process completed	<input type="checkbox"/>	<input type="checkbox"/>	
	Concept planning completed	<input type="checkbox"/>	<input type="checkbox"/>	
	Specific development TOD Project has been identified	<input type="checkbox"/>	<input type="checkbox"/>	
	TOD Project feasibility studies completed	<input type="checkbox"/>	<input type="checkbox"/>	
	Alternatives analysis completed	<input type="checkbox"/>	<input type="checkbox"/>	
	Detailed design plans completed	<input type="checkbox"/>	<input type="checkbox"/>	
	Financing options identified	<input type="checkbox"/>	<input type="checkbox"/>	
	TOD Project phasing approved	<input type="checkbox"/>	<input type="checkbox"/>	
Development activities	Activity	Done	N/A	Expected completion date
		Site control achieved	<input type="checkbox"/>	<input type="checkbox"/>
	Any necessary changes to official controls secured	<input type="checkbox"/>	<input type="checkbox"/>	
	Phase I environmental assessment completed	<input type="checkbox"/>	<input type="checkbox"/>	
	Phase II environmental assessment completed	<input type="checkbox"/>	<input type="checkbox"/>	
	If necessary, Response Action Plan approved by MPCA	<input type="checkbox"/>	<input type="checkbox"/>	
	Site plan completed	<input type="checkbox"/>	<input type="checkbox"/>	
	Design work completed	<input type="checkbox"/>	<input type="checkbox"/>	
	Stormwater management plan completed	<input type="checkbox"/>	<input type="checkbox"/>	
	All necessary approvals secured	<input type="checkbox"/>	<input type="checkbox"/>	
	If necessary, demolition completed	<input type="checkbox"/>	<input type="checkbox"/>	
	Site grading completed	<input type="checkbox"/>	<input type="checkbox"/>	
	Construction started	<input type="checkbox"/>	<input type="checkbox"/>	



## Section VI. Site Investigation and/or Contamination, cont.

### 3. Brownfield cleanup

a. Identify one or more of the following type(s) of contamination cleanup required in the Project site:

- Soil cleanup
- Ground water cleanup
- Soil vapor mitigation
- Asbestos abatement
- Lead -based paint abatement
- Other (identify):

b. Which, if any, have been completed at the time of application?

- Phase I environmental site assessment
- Phase II environmental site assessment work plan
- Phase II environmental site assessment
- Asbestos survey
- Lead-based paint survey
- Response Action Plan (RAP)
- Other (identify):

c. Is right of access/right of entry to the property in place?

- No  Yes

If no, when is the property expected to be accessible for investigation and/or cleanup?  
(m/d/yyyy)

d. Identify which MPCA programs in which the TOD Project site is enrolled at the time of application.

VIC Program ID

VIC Program Manager

PBP Program ID

PBP Project Manager

LUST Program ID

LUST Project Manager:

Other:

e. Current Environmental Consultant(s):

Consultant Name:

Consultant Company:

Consultant Phone:

Consultant Email:

## Section VI. Site Investigation and/or Contamination, cont.

4. Summary of Cleanup Objectives:
  - a. What liability assurances are being sought from the MPCA?
  - b. For TBRA TOD requests involving soil contamination:
    1. What is the total volume of soil to be disposed off site in cubic yards and tons?  
cubic yards;                      tons
    2. What are the cost rates for excavation, loading, hauling and disposal of contaminated soil used in your grant request?

Excavation - \$	per	Unit of Measure (UoM)
Loading - \$	per	UoM
Hauling - \$	per	UoM
Disposal - \$	per	UoM
  - c. For TBRA TOD requests involving ground water remediation, describe the results of the ground water investigation and the proposed RAP for ground water.
  - d. For TBRA TOD requests involving soil vapor mitigation:
    1. Is funding being requested for soil vapor mitigation?  
Yes  No
    2. If yes, do the soil vapor intrusion screening values (ISVs) exceed 10 times the ISVs?  
Yes  No   
(For further PCA guidance, see [Risk-Based Guidance for the Vapor Intrusion Pathway](#))
    3. Is a vapor barrier required per the Minnesota Building Code?  
Yes  No

## Appendix 1: Submittal instructions

- Submit one complete electronic copy of the application and all attachments via email to [LCAGrantAdmin@metc.state.mn.us](mailto:LCAGrantAdmin@metc.state.mn.us). Appendix 2 to the LCDA Development Application contains the list of required and allowed attachments, their required naming conventions, and the order of presentation.
- **Contacts:**
  - For general questions regarding the new TOD programs or the application, contact Livable Communities Manager Paul Burns:  
voice: 651.602.1106      email: [paul.burns@metc.state.mn.us](mailto:paul.burns@metc.state.mn.us)
  - For LCDA TOD specific questions contact LCDA TOD Program Coordinator Linda Milashius:  
voice: 651.602.1541      email: [linda.milashius@metc.state.mn.us](mailto:linda.milashius@metc.state.mn.us)
  - For TBRA TOD specific questions contact TBRA TOD Program Coordinator Marcus Martin:  
voice: 651.602.1054      email: [marcus.martin@metc.state.mn.us](mailto:marcus.martin@metc.state.mn.us)
  - For technical assistance with the application, attachments or submittal, contact Grant Administrator Deb Jensen:  
voice: 651.602-1554      email: [deb.jensen@metc.state.mn.us](mailto:deb.jensen@metc.state.mn.us)
- Submit all electronic elements in PDF format except for the Sources and Uses file, which must be submitted in Excel. Note: The Council can accept incoming attachments of up to 20Mb. If the file size becomes too large to send via email, please split the attachment files among one or more emails. Contact Deb Jensen at (651) 602-1554 for assistance as necessary.
- After the application has been reviewed for completeness and found to be acceptable for submittal, the applicant will be notified to submit 10 hard copies, to be printed in duplex (i.e., on both sides) on 8½ x 11" 3-hole punched paper except as noted below. **Do not attach a cover sheet, bind the copies, use staple, or add section separators. Applications that do not adhere to these instructions may be rejected as noncompliant.**

Submit all copies to:

Paul Burns  
Metropolitan Council Livable Communities  
390 North Robert Street  
Saint Paul MN 55101

## Appendix 2: List of Attachments to the Grant Application

The following items comprise the list of required attachments to be submitted with the application in hard copy and electronic format.

Collate the hard copy submittals into sets, **in the order in which they are listed below.**

1. Grant application in PDF format, named "2011 TOD App – [TOD Project name]" with the TOD Project name inserted into the blank area in the example.
2. Maps and plans, printed on one side only on paper up to 11x17", folded to 8.5x11". Present all electronic copies in **PDF**, named as shown below. Do **not** use the Metropolitan Council's "Make-a-Map" tool to create the maps; the tool has been temporarily removed from service for an upgrade.
  - a. An aerial map of the Named TOD Area with Project site boundaries clearly marked. Name the PDF file "Aerial – [TOD Project name]" and present it in PDF.
  - b. A Station Area land use plan for the entire Named TOD Area. The Named TOD Area plan must be detailed enough to illustrate the intent of the Project. Annotate the map directionally (i.e., show 'north' on the plan). Name the PDF file "Area plan– [TOD Project name]" and present it in PDF.
  - c. A site plan, showing the Project site in detail and how it relates to the Named TOD Area showing the location of **all requested elements** and **all proposed TOD Project construction**. Note: any references within the narrative to TOD Project elements must be illustrated on the site plan. For example, if a trailhead is mentioned in the narrative, the trailhead must be shown on the site plan. If rain gardens are being requested as a grant-funded activity, the location of each rain garden **must be shown on the site plan**. Name the file "Site plan – [TOD Project name]" and present it in PDF.
3. The Sources and Uses Excel® file, in Excel. Name the Excel file "Sources & Uses – [TOD Project name]."
4. A local resolution of support from the municipality in which the Project will be located (required wording attached). Note there are two forms of resolution: one for those municipalities submitting a single TOD grant application for a single TOD Project, and a second for those municipalities submitting multiple TOD grant applications covering multiple TOD Projects. The appropriate resolution may be submitted with the application or within 30 days after the application due date. Electronic copies of the executed resolutions must be presented in both PDF and hard copy. Name the resolution "Resolution – [TOD Project name]."

Conditional attachments, **in the order in which they are listed below:**

1. If the TOD Project proposes actual development, submit an elevation rendering of the proposed development or redevelopment, in PDF. Name the PDF file "Elevation – [TOD Project name]."
2. For applications seeking funding to cleanup soil contamination, provide a figure identifying locations of proposed soil excavation and soil disposal volume in cubic yards and weight (tons).
3. For applications seeking polluted site cleanup funding, documentation of contamination (e.g., Phase I or Phase II environmental site investigations) and/or Response Action Plan and corresponding approvals from the Minnesota Pollution Control Agency (submit in electronic format only).

Other allowed attachments that may be submitted with the application (no late submittals), in the order in which they are listed below.

1. Up to five one-page images of your choice – section drawings, perspective drawings or other that will explain the intent of the Project. All optional images must be presented in both PDF and hard copy. Name the electronic files using the same naming convention as shown above.
2. A list of all current Property Identification Numbers, if the list is extensive enough to warrant it.

## Appendix 3: Applicant Resources

### Transit-Oriented Development

U.S. Department of Housing and Urban Development, Sustainable Communities

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/sustainable\\_housing\\_communities](http://portal.hud.gov/hudportal/HUD?src=/program_offices/sustainable_housing_communities)

Metropolitan Council: Guide for Transit-Oriented Development

[www.metrocouncil.org/planning/TOD](http://www.metrocouncil.org/planning/TOD)

Urban Land Institute: Ten Principles for Successful Development Around Transit,

[www.uli.org/ResearchAndPublications/Reports/~media/Documents/ResearchAndPublications/Reports/TenPrinciples/TP\\_DevTransit.ashx](http://www.uli.org/ResearchAndPublications/Reports/~media/Documents/ResearchAndPublications/Reports/TenPrinciples/TP_DevTransit.ashx)

Reconnecting America, Center for Transit-Oriented Development, [www.reconnectingamerica.org/public/reports](http://www.reconnectingamerica.org/public/reports)

“What Does Density Look Like?” [www.ci.minneapolis.mn.us/planning/docs/Density\\_brochure.pdf](http://www.ci.minneapolis.mn.us/planning/docs/Density_brochure.pdf)

Saint Paul Transit-Oriented Development Guidebook for the Central Corridor,

<http://www.stpaul.gov/DocumentView.aspx?DID=18571>

### Transit Corridors

Regional Transportation, <http://www.metrocouncil.org/transportation/transportation.htm>

Central Light Rail Corridor, [www.centralcorridor.org](http://www.centralcorridor.org)

Hiawatha Light Rail Corridor, [www.metrocouncil.org/transportation/lrt/lrt.htm](http://www.metrocouncil.org/transportation/lrt/lrt.htm)

Cedar Bus Rapid Transit Corridor, [www.co.dakota.mn.us/EnvironmentRoads/Transit/Cedar/default.htm](http://www.co.dakota.mn.us/EnvironmentRoads/Transit/Cedar/default.htm)

Northstar Commuter Rail Corridor, [www.metrocouncil.org/transportation/NS/NorthStar.htm](http://www.metrocouncil.org/transportation/NS/NorthStar.htm)

Southwest Transitway Light Rail Corridor, [www.southwesttransitway.org](http://www.southwesttransitway.org)

Bottineau Transit Corridor, [www.bottransit.org](http://www.bottransit.org), [www.metrocouncil.org/transportation/NWCorridor/nwcorridor.htm](http://www.metrocouncil.org/transportation/NWCorridor/nwcorridor.htm)

### Transit Resources for Employers

Metro Transit MetroPass program, [www.metrotransit.org/groupDiscProg/metroPass.asp](http://www.metrotransit.org/groupDiscProg/metroPass.asp)

Active Living and Complete Streets

Active Living Hennepin Communities, [www.hennepin.us/activeliving](http://www.hennepin.us/activeliving)

Active Design Guidelines, [www.nyc.gov/html/ddc/html/design/active\\_design.shtml](http://www.nyc.gov/html/ddc/html/design/active_design.shtml)

Minnesota Complete Streets Coalition, [www.mncompletestreets.org/](http://www.mncompletestreets.org/)

### Soil Vapor Mitigation

[Risk-Based Guidance for the Vapor Intrusion Pathway](#)

# Appendix 4: Eligible TOD Areas

## Regional Overview

[LCA TOD](#)

## Downtown Overviews

Minneapolis [LCA TOD](#)

Saint Paul [LCA TOD](#)

## Transit Corridor Overview

- [Hiawatha LRT](#)
- [Central Corridor LRT](#)
- [Southwest LRT](#)
- [Northstar Commuter Rail](#)
- [I-35W BRT](#)
- [Cedar Avenue BRT](#)

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## Transit Improvement Areas (TIAs) and TIA Eligible Areas

Stations in *italics* are eligible to apply for Department of Employment and Economic Development (DEED) designation but have not been designated as such at this time

### Hiawatha Light Rail

[Target Field Station](#), Minneapolis  
[Warehouse District Station](#), Minneapolis  
[Nicollet Mall Station](#), Minneapolis  
[Government Center Station](#), Minneapolis  
[Downtown East Station](#), Minneapolis  
[Cedar-Riverside Station](#), Minneapolis  
[Franklin Avenue Station](#), Minneapolis  
[Lake Street Midtown Station](#), Minneapolis  
[38th Street Station](#), Minneapolis  
[46th Street Station](#), Minneapolis  
[50th Street Station](#), Minneapolis  
[VA Medical Center Station](#), Fort Snelling  
[American Boulevard Station](#), Bloomington  
[Bloomington Central Station](#), Bloomington  
[28th Avenue Station](#), Bloomington  
[Mall of America Station](#), Bloomington

### Central Corridor Light Rail

(Target Field to Downtown East Stations covered under Hiawatha Corridor)

[West Bank Station](#), Minneapolis  
[East Bank Station](#), Minneapolis  
[Stadium Village Station](#), Minneapolis  
[Prospect Park Station](#), Minneapolis  
[Westgate Station](#), St. Paul  
[Raymond Avenue Station](#), St. Paul  
[Fairview Station](#), St. Paul  
[Snelling Avenue Station](#), St. Paul  
[Hamline Station](#), St. Paul  
[Lexington Parkway Station](#), St. Paul  
[Victoria Street Station](#), St. Paul  
[Dale Street Station](#), St. Paul  
[Western Avenue Station](#), St. Paul  
[Capitol/Rice Street Station](#), St. Paul  
[Robert Street Station](#), St. Paul  
[10th Street Station](#), St. Paul  
[Central Station](#), St. Paul  
[Union Depot Station](#), St. Paul

### Southwest Light Rail

[Royalston Station](#), Minneapolis  
[Van White Station](#), Minneapolis  
[Penn Station](#), Minneapolis  
[West Lake Station](#), Minneapolis  
[Beltline Station](#), St. Louis Park  
[Wooddale Station](#), St. Louis Park  
[Louisiana Station](#), St. Louis Park  
[Blake Road Station](#), Hopkins  
[Hopkins Station](#), Hopkins  
[Shady Oak Station](#), Hopkins and Minnetonka  
[Opus Station](#), Minnetonka  
[City West](#), Eden Prairie  
[Golden Triangle Station](#), Eden Prairie  
[Eden Prairie Town Center Station](#), Eden Prairie  
[Southwest Station](#), Eden Prairie  
[Mitchell Station](#), Eden Prairie

### Northstar Commuter Rail

[Fridley Station](#), Fridley  
[Riverdale Station](#), Coon Rapids  
[Anoka Station](#), Anoka  
[Ramsey Station](#), Ramsey  
(Elk River & Big Lake outside of Region)

### I-35W Bus Rapid Transit

[Lake Street Station](#), Minneapolis  
[46<sup>th</sup> Street Station](#), Minneapolis  
[66<sup>th</sup> Street Station](#), Richfield  
[American Blvd/ 82th Street Station](#), Bloomington  
[98th Street Station](#), Bloomington  
[Burnsville Transit Station](#), Burnsville  
[South Burnsville Station](#), Burnsville  
[Lakeville Station](#), Lakeville

### Cedar Bus Rapid Transit

[Cedar Grove Station](#), Eagan  
[140th Street Station](#), Apple Valley  
[147th Street Station](#), Apple Valley  
[Apple Valley Transit Station](#), Apple Valley  
[161th Street Station](#), Apple Valley  
[Glacier Way Station](#), Apple Valley  
[Lakeville Cedar Station](#), Lakeville

**Areas within 1/4 mile of High-Frequency Local Bus**

**Routes:**

[Route 5](#), Chicago Ave, Minneapolis  
[Route 6](#), Hennepin Ave, Minneapolis  
[Route 10](#), Central Ave, Minneapolis  
[Route 18](#), Nicollet Ave, Minneapolis  
[Route 19](#), Penn Ave N, Minneapolis  
[Route 21](#), Lake St, Minneapolis  
[Route 54](#), W. 7<sup>th</sup> St, St. Paul  
[Route 64](#), Payne and Maryland Aves, St. Paul  
[Route 84](#), Snelling Ave, St. Paul  
[Route 515](#), 66<sup>th</sup> St, Richfield

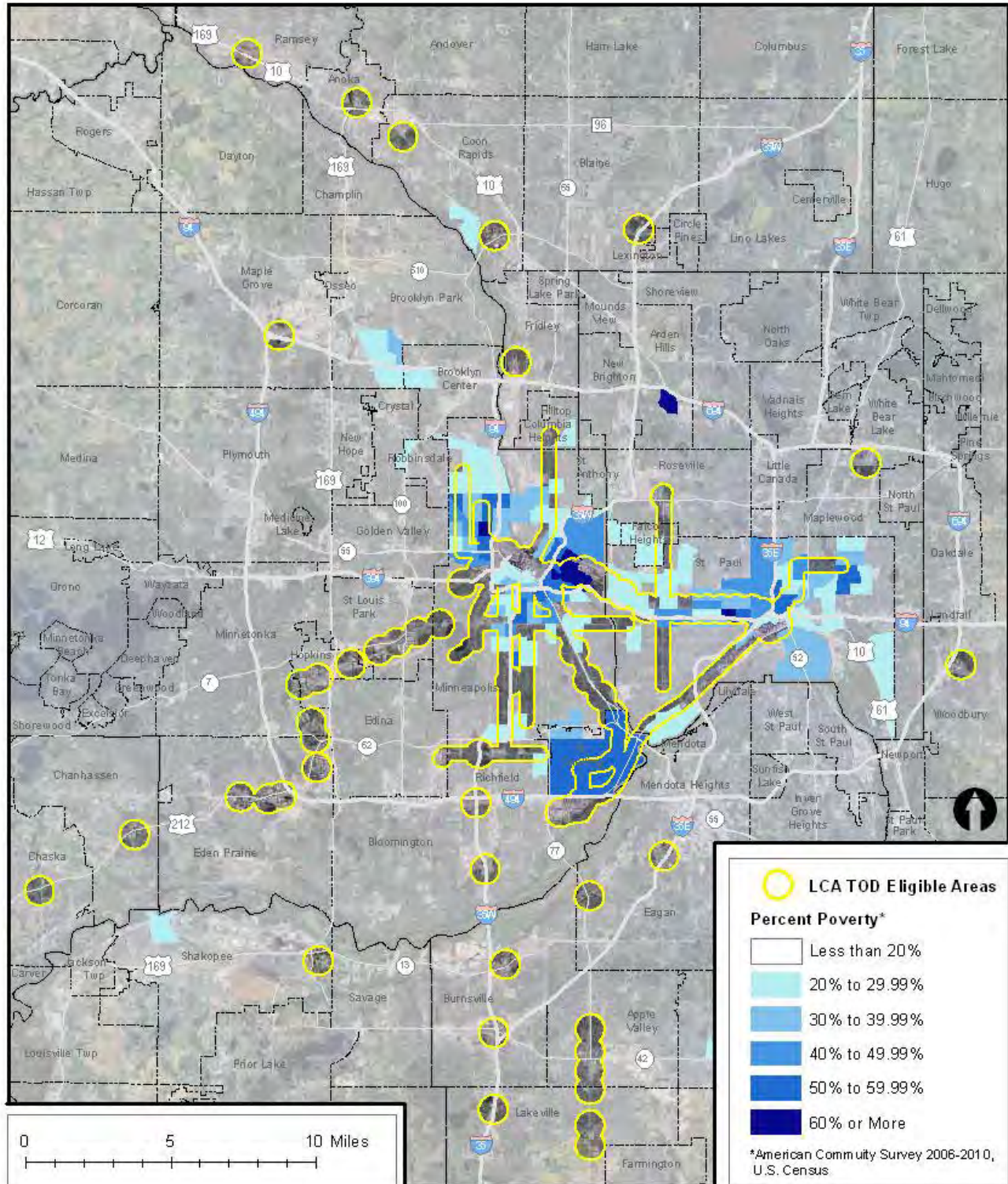
**Areas within 1/2 mile of High-Frequency Express Bus**

**Stations:**

[East Creek Station](#), Chaska  
[SouthWest Village Station](#), Chanhassen\*  
[Southbridge Crossing Station](#), Shakopee\*  
[Eagan Transit Station](#), Eagan  
[Maplewood Mall Transit Center](#), Maplewood  
[Woodbury Theatre Station](#), Woodbury  
[I-35W & 95<sup>th</sup> Avenue Station](#), Blaine  
[Foley Boulevard Station](#), Coon Rapids  
[Maple Grove Transit Station](#), Maple Grove

\*These cities are not currently participating in the Livable Communities program and are therefore not eligible for LCA TOD grants.

# Appendix 5: Areas of Concentrated Poverty



## **Appendix 6: Corridors of Opportunity**

The Corridors of Opportunity initiative promotes sustainable, vibrant, and healthy communities, using the region’s emerging transitway system as a development focus. The Metropolitan Council and a broad consortium of policymakers, foundations, community organizations, and leaders are engaged in these efforts. Funding is provided by a package of loans and grants from the U.S. Department of Housing and Urban Development and Living Cities—a collaboration of 22 of the nation’s largest foundations and financial institutions. Expanding the transit system is a foundation for connecting and growing the region. True success will depend on how well the new transit system creates opportunities for the region as a whole, while unlocking opportunities for those with the greatest need.

### ***Vision***

Transitway corridors will guide our region’s growth, vitality and competitiveness. Development along transitways will create distinctive places and strengthen local assets while increasing ridership and expanding access to jobs, affordable housing, and essential services for residents of all incomes and backgrounds.

### ***Goals***

- Develop a new model for transitway development by aligning transit planning and engineering with land use planning, affordable housing, workforce development and economic development.
- Engage historically underrepresented communities in transitway planning and decision making.
- Use transitway development to expand access to jobs and affordable housing, particularly for low-income populations and people of color.
- Enhance the region’s ability to cooperate in the global economy.
- Secure and align public, philanthropic, and private resources to attract robust private investment to the vision.
- Accelerate expansion of the transit system.
- Incorporate lessons learned from the approach to transitway planning into the Regional Plan for Sustainable Development

### ***Principles***

#### *Equity*

The work of the initiative aims to advance the well-being of low-income people and families.

#### *Economic Competitiveness*

The initiative will increase the region’s ability to compete in the global economy and benefit local people, businesses and communities.

#### *Transparency*

Active communication about our process and clarity about our results will enhance the value of our work and strengthen our inclusivity.

#### *Sustainability*

An integrated approach that unites economic, environmental and equity concerns; will lead to long-term solutions.

#### *Collaboration*

Wedding collective power of regional stakeholders and local community leadership to effectively address shared challenges and opportunities.

### *Innovation*

We are creative and entrepreneurial in our outlook, aiming to develop flexible solutions and practice cutting-edge thinking.

### *Equitable Development*

Creates healthy vibrant communities of opportunity where low income people, people of color, new immigrants and people with disabilities participate in and benefit from systems, decisions, and activities that shape their neighborhoods.

## Appendix 7: Required Resolution from Applicants with a Single Application

RESOLUTION NO. \_\_\_\_\_

CITY OF \_\_\_\_\_, MINNESOTA

RESOLUTION IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES TRANSIT ORIENTED DEVELOPMENT FUNDING AND AUTHORIZING AN APPLICATION FOR GRANT FUNDS

WHEREAS the City of \_\_\_\_\_ is a participant in the Metropolitan Livable Communities Act ("LCA") Local Housing Incentives Program for 2012 as determined by the Metropolitan Council, and is therefore eligible to apply for LCA Livable Communities Demonstration Account and Tax Base Revitalization Account Transit Oriented Development (collectively, "TOD") funds; and

WHEREAS the City has identified a proposed TOD Project within the City that meets TOD purposes and criteria and is consistent with and promotes the purposes of the Metropolitan Livable Communities Act and the policies of the Metropolitan Council's adopted metropolitan development guide; and

WHEREAS the City has the institutional, managerial and financial capability to adequately manage an LCA TOD grant ; and

WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS the City acknowledges TOD grants are intended to fund TOD Projects or TOD Project components that can serve as models, examples or prototypes for TOD development or redevelopment elsewhere in the region, and therefore represents that the proposed TOD Project or key components of the proposed TOD Project can be replicated in other metropolitan-area communities; and

WHEREAS only a limited amount of grant funding is available through the Metropolitan Council's Livable Communities TOD initiative during each funding cycle and the Metropolitan Council has determined it is appropriate to allocate those scarce grant funds only to eligible TOD Projects that would not occur without the availability of TOD grant funding.

NOW THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration, the governing body of the City:

1. Finds that it is in the best interests of the City's development goals and priorities for the proposed TOD Project to occur at this particular site and at this particular time.
2. Finds that the TOD Project component(s) for which Livable Communities TOD funding is sought:
  - (a) will not occur solely through private or other public investment within the reasonably foreseeable future; and
  - (b) will occur within the term of the grant award (two years for Pre-Development grants, and three years for Development grants, one year for Cleanup Site Investigation grants and three years for Cleanup grants) only if Livable Communities TOD funding is made available for this TOD Project at this time.
3. Authorizes its \_\_\_\_\_ to submit on behalf of the City an application for Metropolitan Council Livable Communities TOD grant funds for the TOD Project component(s) identified in the application, and to execute such agreements as may be necessary to implement the TOD Project on behalf of the City.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## Appendix 8: Required Resolution for Applicants with Multiple Applications

RESOLUTION NO. \_\_\_\_\_

CITY OF \_\_\_\_\_, MINNESOTA

RESOLUTION IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES TRANSIT ORIENTED DEVELOPMENT FUNDING AND AUTHORIZING APPLICATIONS FOR GRANT FUNDS

WHEREAS the City of \_\_\_\_\_ is a participant in the Metropolitan Livable Communities Act ("LCA") Local Housing Incentives Program for 2012 as determined by the Metropolitan Council, and is therefore eligible to apply for LCA Livable Communities Demonstration Account and Tax Base Revitalization Account Transit Oriented Development (collectively, "TOD") funds; and

WHEREAS the City has identified proposed TOD Projects within the City that meet TOD purposes and criteria and are consistent with and promote the purposes of the Metropolitan Livable Communities Act and the policies of the **Metropolitan Council's adopted metropolitan development guide**; and

WHEREAS the City has the institutional, managerial and financial capability to adequately manage an LCA TOD grant; and

WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS the City acknowledges Livable Communities TOD grants are intended to fund projects or project components that can serve as models, examples or prototypes for TOD development or redevelopment elsewhere in the region, and therefore represents that the proposed TOD Projects or key components of the proposed TOD Projects can be replicated in other metropolitan-area communities; and

**WHEREAS only a limited amount of grant funding is available through the Metropolitan Council's Livable Communities TOD initiative during each funding cycle and the Metropolitan Council has determined it is appropriate to allocate those scarce grant funds only to eligible TOD Projects that would not occur without the availability of TOD grant funding; and**

WHEREAS cities may submit grant applications for up to three TOD Demonstration Account Projects and up to six TOD Tax Base Revitalization Account Projects during each funding cycle, but, using the city's own internal ranking processes, must rank their TOD Projects by priority so the Metropolitan Council may consider those priority rankings as it reviews applications and makes grant awards.

NOW THEREFORE BE IT RESOLVED that, after appropriate examination and consideration, the governing body of the City:

1. **Finds that it is in the best interests of the City's development goals and priorities for the proposed TOD Projects to occur at the sites indicated in the grant applications at this particular time.**
2. Finds that the TOD Project components for which Livable Communities TOD funding is sought:
  - (a) will not occur solely through private or other public investment within the reasonably foreseeable future; and
  - (b) will occur within the term of the grant award (two years for Pre-Development grants, and three years for Development grants, one year for Cleanup Site Investigation grants and three years for Cleanup grants) only if Livable Communities TOD funding is made available for these TOD Projects at this time.
3. Ranks the TOD Project funding applications, according to the **City's own internal priorities, in the following order:** (List grant applications here; the total number of Development and Pre-Development grant applications from the City cannot exceed three and Tax Base Revitalization Account grant applications cannot exceed six):

Priority	TBRA TOD Project Names	Grant amount requested
1		
2		
3		
4		
5		
6		
	LCDATOD Project Names	Grant amount requested
1		
2		
3		

3. Authorizes its \_\_\_\_\_ to submit on behalf of the City applications for Metropolitan Council Livable Communities TOD grant funds for the TOD Project components identified in the applications, and to execute such agreements as may be necessary to implement the TOD Projects on behalf of the City.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Clerk

# TOD Funding Request Worksheet

Grant-Funded Activities	LCDA Pre-Development TOD	TBRA Site Investigation TOD	TBRA Cleanup TOD	LCDA Development TOD
Conduct design workshops for development alternatives				
Prepare redevelopment, corridor or station area plans				
Develop zoning and land use implementation tools				
Analysis of alternatives for market mix, land use mix, economic feasibility, or for air, water or energy issues				
Soil testing to determine feasible land uses for a specific site				
Site-specific surface water management				
Development staging plans				
Determining strategies for land banking and land acquisition				
Land acquisition after the date of award				
Land acquisition up to 12 months prior to application due date (see Application Guide)				
Holding costs				
Geotechnical work				
Conducting Phase I & Phase II environmental site assessments				
Preparation of RAPs or DRAPs				
Preparation of asbestos abatement plans that meet AHERA standards				
Preparation of lead-based paint abatement plans				
Asbestos abatement area containment				
Asbestos removal or encapsulation				
Lead-based paint removal or stabilization				
Asbestos and/or lead-based paint abatement				
Demolition and removal of obsolete structures (TBRA: contaminated areas only; LCDA: non-contaminated areas only)				
Grading and soil correction (TBRA: contaminated areas only; LCDA: non-contaminated areas)				
Excavation, transportation, disposal fees for removal of contaminated soil, backfill and grading of clean soil				
Backfill to replace contaminated fill with clean fill				
Soil vapor mitigation				
Costs to document environmental monitoring systems or successful implementation of a RAP (e.g., technical writing)				
New or realigned streets, including lighting and signage; sidewalks and benches				
Public-use or shared-use parking structures				
Extensions/modifications of local public sewer, water or telecommunication lines				
Public connecting elements, including sidewalks and trails that connect to transit and other surrounding public places				
Site-integrated transit shelters, permanent bike racks, or bridges				
Stormwater management improvements				
Placemaking functional elements				
Design and engineering for LCDA Development TOD eligible items				
Project coordination				
	\$ -	\$ -	\$ -	\$ -

Sources and Uses - 2011 TOD

Sources	Project name:	
Expected TDC		
Type	Source	Status
First Mortgage		Pending
City / Program Name		Pending
City / Program Name		Pending
County / Program Name		Pending
County / Program Name		Pending
State / Program Name		Pending
State / Program Name		Pending
Other Met Council Funds		Pending
Other grants or loans		Pending
Other grants or loans		Pending
Other grants or loans		Pending
Other grants or loans		Pending
LIHTC Equity		Pending
Developer equity/deferred fees		Pending
Other Private Equity		Pending
		Total Sources Gap





# Uses

Total	Estimate method
\$ -	Click to select
\$ -	Click to select
\$ -	Click to select
\$ -	Click to select
\$ -	Click to select
\$ -	Click to select
\$ -	Click to select
\$ -	Click to select
\$ -	Click to select
\$ -	Click to select
\$ -	Click to select
\$ -	Click to select
\$ -	Click to select
\$ -	Click to select
\$ -	

Total	Estimate method
\$0	Click to select
\$0	Click to select
\$0	Click to select
\$0	Click to select
\$0	Click to select
\$0	Click to select
\$0	Click to select
\$0	Click to select
\$0	Click to select
\$0	Click to select
\$0	Click to select
\$0	Click to select
\$0	Click to select
\$0	Click to select
\$0	
\$0	
\$0	

# Property Taxes

Property Taxes		Project name:		
Item	Description	Current	Projected	Difference
1	Taxable market value			\$ -
2	Property class type			
3	Property class rate			

Instructions - note: all "Projected" values are estimates as of the date of project completion

- 1 What is the taxable market value of the property as established by an assessor as of 1/2/2011, and the projected value after project completion?
- 2 What is the current and projected property class type according to the Class Rate Percentages of Real and Personal Property by Property Type established by the Minnesota Department of Revenue?
- 3 What is the current and projected property class rate according to the Class Rate Percentages of Real and Personal Property by Property Type established by the Minnesota Department of Revenue?

# Property Taxes



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FINAL HOUSING PERFORMANCE SCORES - 2010

Minneapolis	98	New Hope	55	Hilltop	25	Hampton Twp.	6
St. Paul	96	Savage	55	St. Bonifacius	25	Cedar Lake Twp.	6
Maplewood	89	Champlin	53	Lino Lakes	25	New Market Twp.	6
Burnsville	86	Crystal	52	Willernie	25	Grey Cloud Twp.	6
Roseville	83	Falcon Heights	52	Belle Plaine	25	Nowthen	6
Bloomington	82	Farmington	51	Orono	23	Marshan Twp.	5
Anoka	79	Cottage Grove	50	New Germany	23	Credit River Twp.	5
Woodbury	79	Andover	50	Cologne	23	Benton Twp.	5
Apple Valley	79	Lauderdale	47	Columbus	23	Birchwood	5
St. Louis Park	78	Eden Prairie	46	Mendota	23	Greenwood	5
South St. Paul	76	Wayzata	45	Little Canada	22	Baytown Twp.	5
Watertown	76	Mound	44	Lexington	22	Belle Plaine Twp.	5
Blaine	75	St. Francis	43	Bethel	21	Tonka Bay	5
Lakeville	74	Loretto	43	Dayton	20	North Oaks	5
Coon Rapids	73	Centerville	42	Landfall	20	Deephaven	5
Inver Grove Heights	73	Circle Pines	42	Randolph	19	Greenvale Twp.	4
Oak Park Heights	73	Prior Lake	41	Excelsior	18	Grant	4
Richfield	72	North St. Paul	41	Vermillion	17	Camden Twp.	4
Waconia	71	Arden Hills	40	Afton	17	Douglas Twp.	4
Oakdale	70	Stillwater	39	Jackson Twp.	16	Hollywood Twp.	4
Fridley	70	Victoria	38	Oak Grove	15	Laketown Twp.	4
Shoreview	70	Golden Valley	38	Empire Twp.	14	Minnnetonka Beach	4
Minnnetonka	69	Mahtomedi	36	Coates	12	Nininger Twp.	4
Forest Lake	69	Chanhassen	36	Independence	12	Medicine Lake	4
Columbia Heights	69	White Bear Twp.	36	Scandia	11	Dellwood	4
Chaska	68	Lilydale	36	Lake Elmo	11	Dahlgren Twp.	3
Edina	68	St. Anthony	35	New Trier	11	Randolph Twp.	3
New Brighton	68	Mendota Heights	35	Lake St. Croix Beach	11	San Francisco Twp.	3
White Bear Lake	66	Rogers	34	Linwood Twp.	10	Young America Twp.	3
Brooklyn Center	66	Vadnais Heights	33	Ravenna Twp.	10	St. Mary's Point	3
Norwood Young America	66	Maple Plain	32	Corcoran	9	Waconia Twp.	3
Plymouth	65	Newport	31	Minnetrista	9	Denmark Twp.	3
Hastings	65	Long Lake	29	Castle Rock Twp.	9	Hassan Twp.	3
Osseo	64	Spring Lake Park	29	Louisville Twp.	9	St. Lawrence Twp.	3
Rosemount	63	Lakeland	29	Shorewood	9	Stillwater Twp.	3
West St. Paul	63	Hugo	28	Eureka Twp.	8	West Lakeland Twp.	3
Mounds View	61	East Bethel	28	Waterford Twp.	8	Spring Lake Twp.	3
Brooklyn Park	61	Ham Lake	28	Hancock Twp.	8	Watertown Twp.	2
Maple Grove	61	Hampton	28	Greenfield	8	Sand Creek Twp.	2
Ramsey	61	Medina	28	Helena Twp.	7	Lakeland Shores	2
Shakopee	60	Bayport	27	Miesville	7	May Twp.	2
Hopkins	60	Carver	27	Sciota Twp.	7	Sunfish Lake	2
St. Paul Park	58	Spring Park	26	Marine on St. Croix	7	Pine Springs	2
Eagan	57	Elko New Market	26	Vermillion Twp.	6	Woodland	1
Robbinsdale	56	Mayer	25	Gem Lake	6		
Hamburg	56	Jordan	25	Blakeley Twp.	6		

**CC Regular Session**

7.7.

**Meeting Date:** 01/10/2012

**By:** Amy Dietl, Administrative Services

**Information**

**Title:**

Sprint / Nextel Explanation of Monthly Billing

**Background:**

Questions arose during the approval of the Bills List at the December 13, 2011 City Council meeting regarding the Sprint / Nextel monthly statement. Staff was directed to provide more detailed information to explain the itemization of individual departmental communications costs.

The first attachment (Sprint Spreadsheet) gives a summary of every city-paid device and cell phone as well as the type of plan and plan rate associated with each device.

The second attachment (Sprint Itemization) shows how the Sprint / Nextel bill is itemized and billed out to each department.

**Funding Source:**

n/a

**Council Action:**

For Council review - no formal action necessary.

**Attachments**

[Sprint Spreadsheet](#)

[Sprint Itemization](#)

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Heidi Nelson	Heidi Nelson	01/05/2012 12:57 PM
Kurt Ulrich	Kurt Ulrich	01/05/2012 01:06 PM
Form Started By: Amy Dietl		Started On: 01/05/2012 11:17 AM
Final Approval Date: 01/05/2012		

DAC Name	User Name	PP Desc	Total MRC	Connctn Card EVDO MRC	3G/4G Conn Plan Unltd	3G Tablet Connection Plan 2GB	Bus Advantage Msg & Data 200	Premium Data \$10 add-on charge	Sprint Mobile Hotspot	Bus. Essentials 4000	Biz Essentials 2000 Custom Ovg	Biz Essentials AAP Custom Ovg	Unltd Blackberry Email & Web	Unl Sprint Data/BlackBerry Pk	Sprint PRO Pack	Sprint Data Pack	Unlimited Messages
AIR CARDS	AIR CARD - FIRE	Connection Card Data Plan	\$39.99	\$39.99													
AIR CARDS	IT GALAXY TAB	3G Tablet Connection Plan 2GB	\$29.99			\$29.99											
AIR CARDS	AIR CARD - FIRE	Connection Card Data Plan	\$39.99	\$39.99													
AIR CARDS	TOSSEY	3G/4G Conn Plan Unltd	\$42.99		\$42.99												
AIR CARDS	COMMDEV	3G/4G Conn Plan Unltd	\$42.99		\$42.99												
AIR CARDS	UTILITIES 2	3G/4G Conn Plan Unltd	\$42.99		\$42.99												
AIR CARDS	UTILITIES 1	3G/4G Conn Plan Unltd	\$42.99		\$42.99												
AIR CARDS	MCGLONE OVERDRIVE	Connection Card Data Plan	\$39.99	\$39.99													
AIR CARDS	BACKOUS 250U	Connection Card Data Plan	\$39.99	\$39.99													
AIR CARDS	ADMIN1 - 250U	Connection Card Data Plan	\$39.99	\$39.99													
AIR CARDS	ENGINEERING	Connection Card Data Plan	\$39.99	\$39.99													
Administration	HEIDI NELSON	Biz Essentials 2000 Custom Ovg	\$149.98								\$99.99		\$44.99				
Administration	DEAN BUSCH	Biz Ess AAP 9pm Custom Ovg	\$60.00					\$10.00				\$20.00			\$30.00		
EDA	AARON BACKMAN	Biz Essentials AAP Custom Ovg	\$69.99									\$20.00	\$44.99				
Engineering	SURVEY	Bus Advantage Msg & Data 200	\$99.98				\$59.99	\$10.00	\$29.99								
Engineering	ENGINEERING BASE	Bus. Essentials AAP Custom Ovg	\$20.00									\$20.00					
Engineering	BRIAN OLSON	Biz Ess AAP 9pm Custom Ovg	\$60.00					\$10.00				\$20.00			\$30.00		
Engineering	AARON MADSEN	Biz Ess AAP 9pm Custom Ovg	\$20.00									\$20.00					
Engineering	MIKE MCDOWALL	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Engineering	TIM HIMMER	Biz Essentials AAP Custom Ovg	\$64.99									\$20.00	\$44.99				
Fire Protection	MATT KOHNER	Biz Essentials AAP Custom Ovg	\$69.99									\$20.00	\$44.99				\$5.00
Fire Protection	DEAN KAPLER	Bus. Essentials 4000 Custom	\$188.73							\$149.99				\$33.74			\$5.00
Gen Govt Buildings	DON MEYENBURG	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Gen Govt Buildings	DAN BRAY	Bus. Essentials 4000	\$194.98							\$149.99			\$44.99				
Gen Govt Buildings	LARRY ANDERSON	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Parks & Recreation	MARK RIVERBLOOD	Bus. Essentials 4000	\$194.98							\$149.99			\$44.99				
Parks & Recreation	MIKE NEILSON	Biz Essentials AAP Custom Ovg	\$25.00									\$20.00					\$5.00
Parks & Recreation	SCHL WRMNG HOUSE	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Parks & Recreation	TODD NELSON	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Parks & Recreation	TERRY BYRON	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Parks & Recreation	MIKE BERGE	Biz Ess AAP 9pm Custom Ovg	\$20.00									\$20.00					
Parks & Recreation	CNTRL WRMNG HOUSE	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Planning & Zoning	TIM GLADHILL	Bus Advantage Msg & Data 200	\$69.99				\$59.99	\$10.00									
Protctive Inspections	BLDG BASE	Biz Ess AAP 9pm Custom Ovg	\$20.00									\$20.00					
Street Maintenance	GRANT RIEMER	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Street Maintenance	MICK STENQUIST	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Street Maintenance	LEE HOLLLOM	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Street Maintenance	GREG LIND	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Street Maintenance	NICK MARAS	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Street Maintenance	GREG TALBOT	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Street Maintenance	LONNIE LOFGREN	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Utilities	JOHN NELSON	Biz Essentials AAP Custom Ovg	\$69.99									\$20.00	\$44.99				\$5.00
Utilities	JEFF ERICKSON	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
Utilities	JERRY DUBE	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
POLICE AIR CARDS	PD CHIEF AIR CARD	Connection Card Data Plan	\$39.99	\$39.99													
POLICE DEPT.	JOLEEN WIEMANN	Biz Ess AAP 9pm Custom Ovg	\$25.00									\$20.00					\$5.00
POLICE DEPT.	TIM FRANKFURTH	Biz Ess AAP 9pm Custom Ovg	\$20.00									\$20.00					
POLICE DEPT.	GARY VOIT	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
POLICE DEPT.	TOM LUECK	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
POLICE DEPT.	SQUAD 303	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
POLICE DEPT.	SQUAD 301	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
POLICE DEPT.	TIM DWYER	Bus Advantage Msg & Data 200	\$69.99				\$59.99	\$10.00									
POLICE DEPT.	JIM WAY	Bus. Essentials AAP Custom Ovg	\$58.74									\$20.00		\$33.74			\$5.00
POLICE DEPT.	CAREY SCHIFERLI	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					

POLICE DEPT.	SQUAD 393	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
POLICE DEPT.	SQUAD 391	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
POLICE DEPT.	SQUAD 385	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
POLICE DEPT.	SQUAD 302	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
POLICE DEPT.	SQUAD 386	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
POLICE DEPT.	KATERS	Biz Ess AAP 9pm Custom Ovg	\$20.00									\$20.00					
POLICE DEPT.	BRAD PAPLHAM	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					
POLICE DEPT.	SQUAD 353	Biz Essentials AAP Custom Ovg	\$20.00									\$20.00					

**CITY OF RAMSEY**

Return to Finance By: 12/29/2011  
**DUE DATE**

**ACCOUNTS PAYABLE AUTHORIZATION FORM**

VENDOR: Nextel Communications  
 VENDOR NUMBER: 101103  
 SERVICE PERIOD: November 15- December 14,2011

**DEPARTMENTAL AUTHORIZATION BREAKDOWN**

DEPT HEAD	BUS. UNIT	ACCOUNT	AMOUNT
HEIDI NELSON	111	6249	\$ 122.97
	130	6323	\$ 291.12
	191	6323	\$ 97.98
	194	6323	\$ 117.88
	240	6323	\$ 90.37
	9230	6323	\$ 66.76
		<b>Total</b>	<b>\$ 787.08</b>

Department Approval Signature \_\_\_\_\_

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

DEPT HEAD	BUS. UNIT	ACCOUNT	AMOUNT
Jim Way	211	6323	\$ 627.67
		<b>Total</b>	<b>\$ 627.67</b>

Department Approval Signature \_\_\_\_\_

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

DEPT HEAD	BUS. UNIT	ACCOUNT	AMOUNT
Dean Kapler	220	6323	\$ 214.90
		<b>Total</b>	<b>\$ 214.90</b>

Department Approval Signature \_\_\_\_\_

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

DEPT HEAD	BUS. UNIT	ACCOUNT	AMOUNT
Brian Olson	301	6323	\$ 489.70
	311	6323	\$ 196.52
	452	6323	\$ 235.22
	9601	6323	\$ 208.76
		<b>Total</b>	<b>\$ 1,130.20</b>

Department Approval Signature \_\_\_\_\_

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

Nextel Communications

November 15- December 14,2011

Employee	# of phones	Type	Activity	Minutes Used	Base Cost	Blackberry	Air Card	Equipment	Other	Total	Total By Activity
Council			111				\$122.97			\$ 122.97	\$ 122.97
<b>Subtotal</b>				-	-	-	<b>122.97</b>	-	-	<b>122.97</b>	<b>122.97</b>
Heidi Nelson	1	Blackberry	130	732.00	\$ 28.01	\$ 38.75	\$ 69.98			\$ 136.74	\$ 291.12
Dean Busch	1		130	237.00	\$ 47.50		\$ -	\$ 106.88		\$ 154.38	
<b>Subtotal</b>				<b>969.00</b>	<b>75.51</b>	<b>38.75</b>	<b>69.98</b>	<b>106.88</b>	-	<b>291.12</b>	<b>291.12</b>
Aaron Backman	1	Blackberry	9230	363.00	\$ 28.01	\$ 38.75	\$ -			\$ 66.76	\$ 66.76
<b>Subtotal</b>				<b>363.00</b>	<b>\$ 28.01</b>	<b>\$ 38.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66.76</b>	<b>\$ 66.76</b>
Tim Gladhill**	1		191	24.00	\$ 54.99	\$ -	\$ -			\$ 54.99	\$ 97.98
Planning	0		191				\$ 42.99			\$ 42.99	
<b>Subtotal</b>				<b>24.00</b>	<b>\$ 54.99</b>	<b>\$ -</b>	<b>\$ 42.99</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 97.98</b>	<b>\$ 97.98</b>
Don Meyenburg	1		194	79.00	\$ 28.01	\$ -	\$ -			\$ 28.01	\$ 117.88
Dan Bray	1	Blackberry	194	287.00	\$ 28.01	\$ 33.75	\$ -		\$ 0.10	\$ 61.86	
Larry Anderson	1		194	20.00	\$ 28.01	\$ -	\$ -			\$ 28.01	
<b>Subtotal</b>				<b>386.00</b>	<b>\$ 84.03</b>	<b>\$ 33.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.10</b>	<b>\$ 117.88</b>	<b>\$ 117.88</b>
Jim Way	1	Blackberry	211	367.00	\$ 28.01	\$ 38.75	\$ 68.73		\$ 6.00	\$ 141.49	\$ 627.67
Tim Dwyer	1		211	549.00	\$ 54.99	\$ -	\$ -			\$ 54.99	
Joleen Weimann	1		211	255.00	\$ 28.01	\$ 5.00	\$ -			\$ 33.01	
Squads/Others	14		211	3,147.00	\$ 392.23	\$ -	\$ -		\$ 5.95	\$ 398.18	
<b>Subtotal</b>				<b>4,318.00</b>	<b>\$ 503.24</b>	<b>\$ 43.75</b>	<b>\$ 68.73</b>	<b>\$ -</b>	<b>\$ 11.95</b>	<b>\$ 627.67</b>	<b>\$ 627.67</b>
Dean Kapler	1	Blackberry	220	529.00	\$ 28.01	\$ 38.75	\$ 79.98		\$ 1.40	\$ 148.14	\$ 214.90
Matt Kohner	1	Blackberry	220	840.00	\$ 28.01	\$ 38.75	\$ -			\$ 66.76	
<b>Subtotal</b>				<b>1,369.00</b>	<b>\$ 56.02</b>	<b>\$ 77.50</b>	<b>\$ 79.98</b>	<b>\$ -</b>	<b>\$ 1.40</b>	<b>\$ 214.90</b>	<b>\$ 214.90</b>
Mick Kaehler	1	Blackberry	240	77.00	\$ 28.01	\$ 33.75	\$ -			\$ 61.76	\$ 90.37
Bldg Base	1		240	318.00	\$ 28.01	\$ -	\$ -		\$ 0.60	\$ 28.61	
<b>Subtotal</b>				<b>395.00</b>	<b>\$ 56.02</b>	<b>\$ 33.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.60</b>	<b>\$ 90.37</b>	<b>\$ 90.37</b>
Brian Olson	1		301	754.00	\$ 47.50	\$ -	\$ 39.99	\$ 99.99	\$ (0.15)	\$ 187.33	\$ 489.70
Tim Himmer	1	Blackberry	301	418.00	\$ 28.01	\$ 33.75	\$ -		\$ 1.40	\$ 63.16	
Aaron Madsen	1		301	348.00	\$ 28.01	\$ -	\$ -			\$ 28.01	
Mike McDowall	1		301	617.00	\$ 28.01	\$ -	\$ -			\$ 28.01	

**Nextel Communications**

**November 15- December 14,2011**

<u>Employee</u>	<u># of phones</u>	<u>Type</u>	<u>Activity</u>	<u>Minutes Used</u>	<u>Base Cost</u>	<u>Blackberry</u>	<u>Air Card</u>	<u>Equipment</u>	<u>Other</u>	<u>Total</u>	<u>Total By Activity</u>
Survey	1		301	2.00	\$ 54.99	\$ -	\$ -	\$ 99.99		\$ 154.98	
Eng, Base	1		301	21.00	\$ 28.01	\$ -	\$ -		\$ 0.20	\$ 28.21	
<b>Subtotal</b>				<b>2,160.00</b>	<b>214.53</b>	<b>33.75</b>	<b>39.99</b>	<b>199.98</b>	<b>1.45</b>	<b>489.70</b>	<b>489.70</b>
Grant Riemer	1		311	183.00	\$ 28.01	\$ -	\$ -			\$ 28.01	\$ 196.52
Mick Stenquist	1		311	58.00	\$ 28.01	\$ -	\$ -			\$ 28.01	
Lee Hollom	1		311	43.00	\$ 28.01	\$ -	\$ -			\$ 28.01	
Greg Lind	1		311	6.00	\$ 28.01	\$ -	\$ -			\$ 28.01	
Nick Maras	1		311	134.00	\$ 28.01	\$ -	\$ -			\$ 28.01	
Greg Talbot	1		311	12.00	\$ 28.01	\$ -	\$ -		\$ 0.45	\$ 28.46	
Lonnie Lofgren	1		311	65.00	\$ 28.01	\$ -	\$ -			\$ 28.01	
<b>Subtotal</b>				<b>501.00</b>	<b>196.07</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.45</b>	<b>196.52</b>	<b>196.52</b>
Mark Riverblood	1	Blackberry	452	305.00	\$ 28.01	\$ 33.75	\$ -			\$ 61.76	\$ 235.22
Mike Nielson	1		452	43.00	\$ 28.01	\$ 5.00	\$ -			\$ 33.01	
School Warming House/Seasonal	1		452		\$ 28.01	\$ -	\$ -			\$ 28.01	
Todd Nelson	1		452	42.00	\$ 28.01	\$ -	\$ -			\$ 28.01	
Terry Byron	1		452	189.00	\$ 28.01	\$ -	\$ -		\$ 0.20	\$ 28.21	
Mike Berge	1		452	322.00	\$ 28.01	\$ -	\$ -		\$ 0.20	\$ 28.21	
Central Warming House/Season	1		452	3.00	\$ 28.01	\$ -	\$ -			\$ 28.01	
<b>Subtotal</b>				<b>904.00</b>	<b>196.07</b>	<b>38.75</b>	<b>-</b>	<b>-</b>	<b>0.40</b>	<b>235.22</b>	<b>235.22</b>
John Nelson	1	Blackberry	9601	904.00	\$ 28.01	\$ 38.75	\$ 85.98			\$ 152.74	\$ 208.76
Jeff Erickson	1		9601	35.00	\$ 28.01	\$ -	\$ -			\$ 28.01	
Jerry Dube	1		9601	86.00	\$ 28.01	\$ -	\$ -			\$ 28.01	
<b>Subtotal</b>				<b>1,025.00</b>	<b>84.03</b>	<b>38.75</b>	<b>85.98</b>	<b>-</b>	<b>-</b>	<b>208.76</b>	<b>208.76</b>
<b>Total</b>	<b>51</b>			<b>12,414.00</b>	<b>1,548.52</b>	<b>377.50</b>	<b>510.62</b>	<b>306.86</b>	<b>16.35</b>	<b>2,759.85</b>	<b>2,759.85</b>

Total Cost of Services	\$ 2,759.85 *	\$ -	Ck Balance	\$ -
Less Blackberry charges	\$ (377.50)	10 phones		
Less Air Card charges	\$ (510.62)			
Less Eqpt charges	\$ (306.86)			
Less Other (includes Air Cards & Mes s Messaging charges & Directory assist.)	\$ (16.35)			
Total Base Cost to be allocated per phone	\$ 1,548.52			

**Nextel Communications**

**November 15- December 14, 2011**

<u>Employee</u>	<u># of phones</u>	<u>Type</u>	<u>Activity</u>	<u>Minutes Used</u>	<u>Base Cost</u>	<u>Blackberry</u>	<u>Air Card</u>	<u>Equipment</u>	<u>Other</u>	<u>Total</u>	<u>Total By Activity</u>
* = 3 phones x \$112.49 + 1 phone x \$74.99 + 32 phones x \$20 less 25% discount											
Police = 1 phone x \$112.49 + 16 phones x \$20 less 25% discount											

\*\* Tim Gladhill's plan Bus Advantage Msg & Data with 450 minutes-separate from City's pooled minutes

**CC Regular Session**

**7. 8.**

**Meeting Date:** 01/10/2012

**By:** Jo Thieling, Administrative Services

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**Information**

**Title:**

Discuss Mayor's Recommendations of Desirable Changes and Improvements

**Background:**

Earlier this evening at the Council Work Session, Mayor Ramsey brought forward recommendations for desirable changes and improvements (pursuant to Ramsey Charter 2.6.2)

Based upon discussion at the work session, these items are now on the regular Council agenda for formal action.

**Funding Source:**

N/A

**Council Action:**

Based upon discussion at the Council Work Session earlier this evening.

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**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

01/05/2012 01:59 PM

Form Started By: Jo Thieling

Started On: 01/05/2012 01:49 PM

Final Approval Date: 01/05/2012