

City of Ramsey
Agenda
Regular City Council
Tuesday January 24, 2012

7:00 pm
Council Chambers, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Presentation**
3. **Citizen Input**
4. **Consent Agenda**
 1. Approve the Following Meeting Minutes:
 - 1) November 1, 2011 City Council Work Session
 - 2) January 10, 2012 City Council Regular Meeting
 2. Approval of Proposed Lease Agreement for 6745 Hwy 10 by Independent Auto Service
 3. Adopt Resolution #12-01-XXX Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 5, 2012 through January 19, 2012
 4. Adopt Resolution Authorizing Staff to Apply for Community Forest Bonding Grant Funds through the Minnesota Department of Natural Resources
 5. Report from the Personnel Committee - Meeting Date: January 10, 2012
 6. Adopt Resolution #12-01-XXX Authorizing Partial Payment to Knutson Construction for IP 10-22 Ramsey Municipal Parking Facility Phase II
5. **Approve Agenda**
6. **Public Hearing**
7. **Council Business**
 1. Introduce Ordinance to Repeal Minnesota Building Code Chapter 1306 Entitled Fire Suppression Systems
 2. Consider Approving the Feasibility Study for the Realignment of Sunwood Drive, and Ordering the Preparation of Plans and Specifications
 3. Discuss Property Acquisition Associated with the Riverdale Drive Extension Project, From Alpaca Street to Traprock Street - ***PORTIONS OF THIS DISCUSSION MAY BE CLOSED TO THE PUBLIC***
8. **Mayor/Council/Staff Input**
 1. **The February 7, 2012 City Council Work Session is canceled due to Precinct Caucuses. Council discussed rescheduling this work session to January 31, beginning at 6:00 p.m. Mayor Ramsey will announce the consensus of the Council.**

9. Adjournment

CC Regular Session

4. 1.

Meeting Date: 01/24/2012

By: Jo Thieling, Administrative Services

Information

Title:

Approve the Following Meeting Minutes:

- 1) November 1, 2011 City Council Work Session
- 2) January 10, 2012 City Council Regular Meeting

Council Action:

Motion to approve the following meeting minutes:

- 1) November 1, 2011 City Council Work Session
 - 2) January 10, 2012 City Council Regular Meeting
-

Attachments

11/01/11 Work Session Minutes

01/10/12 CC Regular Minutes

Form Review

Inbox

Kurt Ulrich

Reviewed By

Jo Thieling

Date

01/19/2012 03:43 PM

Form Started By: Jo Thieling

Started On: 01/19/2012 12:59 PM

Final Approval Date: 01/19/2012

**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 1, 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

Member Absent: Councilmember Jeffrey Wise

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

CALL TO ORDER

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

COUNCIL TOPICS FOR DISCUSSION

1) Snowmobiling in Ramsey

Police Chief Jim Way reviewed the 2010-2011 snowmobile season with the Council and asked where the Council wants to go with regard to the snowmobiling season of 2011-2012. He noted that individual Councilmembers have been contacted by citizens regarding snowmobiling and he offered that any comments or concerns could be discussed. He reported there were a total of 26 complaints last year – that number being down even with a lot of snow. A few citations were issued. The average number of complaints in the past has been about 100 per snowmobile season.

Mayor Ramsey commented that the designated trails on Armstrong were impacted by the walking trails.

Chief Way stated we have come up with an alternative plan in working with the snowmobile club. They have secured a permit to make changes and will make some changes on 167th. That will make the north side better. He noted a couple members of the snowmobile club were present at this meeting.

Mayor Ramsey stated he talked with a gentleman (also present at this meeting) who lives near the trail. Mayor Ramsey stated he would be in favor of allowing people to go to and from the trails – from their house. He talked about that there could be some type of permitting system and noted that St. Francis does that. He added he is in favor of opening this up so people can go out from where they like.

Councilmember McGlone asked Chief Way about the system in St. Francis.

Chief Way stated that it is a permitting system – color-coded. The permit color matches the color on a map and it tells where you can ride. There are four colors and one area where no one can ride. St. Francis has issued very few tickets. He felt that this type of system is an enforcement nightmare.

Mayor Ramsey reiterated he would be in favor of just allowing people to ride from their house to a trail.

Chief Way stated at one point, snowmobiling was allowed all over the City of Ramsey; then it was banned in the area of the MUSA. He talked about not being able to ride on a County Road as per state statute.

Councilmember Tossey expressed agreement with Mayor Ramsey - if we just allow folks without permits to go to the nearest trail that would be fine. He stated he is concerned about inconsistencies in writing tickets though so if you have to get a permit – it makes for less chance for those inconsistencies – there are no questions. He expressed concern as well about enforcement issues.

Mayor Ramsey suggested it could be written in such a way that they have to go directly to the nearest trail so if they are outside of that parameter – they get a ticket.

Chief Way reported that we see very few violations.

Councilmember Backous inquired if Chief Way knows why the complaints went down so dramatically and asked if we changed something.

Chief Way replied that we changed the area for riding but not just in the last year. We have had it the same for a number of years so people know where they can and cannot ride. We added Armstrong and Variolite last year but the other changes were made back in 2005.

Councilmember Elvig felt it was because people are getting more educated. What he likes about permitting is the amount of education it brings. How well it would actually work – he wasn't

sure but if you open up more area to snowmobiling again – we should do it with some sort of an education process.

Councilmember Backous felt the permitting is going too far. Allow them to go from house to trail – period – and see how it goes.

Mayor Ramsey stated we need to have the policy if you are doing something wrong – they get ticketed.

Councilmember Strommen expressed support in doing this and seeing how it goes. Her issue would be snowmobiles in the yards where there are young children, dogs, etc. We just need to watch for issues.

Councilmember McGlone suggested to just open it up. Whatever we are doing is working – the education and the help from the snowmobile club are making a difference. He feels the permitting is a mess. If someone is doing something wrong, we will ticket them.

Councilmember Tossey stated he just wants to make sure we allow the Police Department to not have any problems citing folks if they are doing something wrong.

Chief Way stated, so if we open the City back up to snowmobiling, will we allow them to ride on the boulevards again. That was the biggest complaint. Maybe we say, in that area, on a street or on a designated route. We could still use the same line and call it something different – we are not letting people ride in the parks or on the golf courses, etc.

Mayor Ramsey thought we had a trail through Rivers Bend Park to which Chief Way responded no, we do not.

Mayor Ramsey asked then if you live by Rivers Bend Park, how do you get to the trail to which Chief Way replied we would have to work on that. We cannot have people ride or cross our walking trails.

Mayor Ramsey felt there was no good place to put a trail through that park.

Chief Way stated we could let them park there.

A resident present in the audience talked about a way they can access – right by the bridge. Discussion ensued between the resident and Chief Way and they drafted/mapped out how that could work. Chief Way noted they could mark that area. He inquired of Director of Public Works Olson if there would be any problem with that to which Mr. Olson replied there would not.

Mayor Ramsey stated he did not want to open up more road ditches.

Bob Simpson, resident and member of the snowmobile club, asked how about if you live in a certain distance from a marked route – say a mile – is that too confusing.

Chief Way responded that is too difficult to enforce and also difficult to understand.

Mayor Ramsey suggested if people want to ride a mile and a half or so on the streets to get to the river – that’s fine.

Director of Public Works Olson inquired about studs doing damage on the City streets.

Mayor Ramsey agreed it would cause some damage.

Councilmember Elvig talked about how driveways were wrecked years ago – now wrecking streets will be an issue.

John Enstrom, 181st Avenue, stated he has always been opposed to snowmobiling. He said he could call the Police each time someone is riding where they shouldn’t be but that is too time consuming for the Police. He feels there is a lot of abuse. He stated last year on County Road #83, there were more snowmobile tracks off than on the designated areas. He felt that landowners should not have to put up with the abuse from snowmobiles driving on their property. He suggested the Council might want to consider moving 181st off the trail system.

Mayor Ramsey stated he hears Mr. Enstrom’s issue – maybe he should put up a couple signs that state “no snowmobiling”. There will always be some problem people, but most will abide by the rules.

One of the gentleman present from the snowmobile club offered that members of the club could go out to Mr. Enstrom’s property and erect signs.

Councilmember Strommen stated we can try this and see how it goes. If it becomes an enforcement issue, we will review it – we need to make sure it’s workable.

Councilmember McGlone commented that there are always a few who wreck something for everyone. He suggested maybe a snow fence could be erected on Mr. Enstrom’s property.

Bob Simpson offered that the snowmobile club will work with Mr. Enstrom.

Chief Way clarified that Council is fine with allowing snowmobiling on the streets in the “designated non-use area” and to create a route through River’s Bend Park’s parking lot to the Rum River. There will be no snowmobiling on the county roads, and not in the ditches. We will not use a permitting process.

Mayor Ramsey agreed and clarified with regard to River’s Bend Park – so people know they can go through there but to keep out of the park area. Maybe the snowmobile club can help us out with that. He suggested maybe creating more signs. He suggested this information needs to be on the website, on QCTV, etc.

Chief Way stated he will make changes to the City's ordinance and bring it back to a Council meeting.

City Administrator Ulrich stated, in the interest of time, we could waive the first reading.

The members of the snowmobile club felt this is important to get published in the *Ramsey Resident*. It was noted there would not be another issue coming out until January.

Discussion ensued relating to avenues to get this information out to the public. Mayor Ramsey noted that we are adding privileges so maybe the word will get around faster.

Councilmember Elvig expressed concern about waiving the first reading of the ordinance – stating it could appear as if we are pushing this through if we shorten the timeframe for dealing with the ordinance.

Chief Way offered that staff will work on this for next week's meeting.

2.2 Discuss Utility Easement Resolution

City Administrator Ulrich stated that residents and Council have expressed concern over current practices regarding the management of rights-of-way and easements and as a result of those concerns, staff drafted a resolution for Council consideration, which spells out more what is requested of each utility company doing business in the City. He noted the resolution is advisory and, if approved by Council, would be sent out to all utilities. He summarized the resolution. He added that it was also suggested by a staff member that we are a Tree City USA and have been for the past 19 years and we could maybe use that as the preamble.

Mayor Ramsey stated he has no problem with this resolution and he would actually like to take it farther. He would like to express his frustration with the lack of common sense with regard to utility companies.

Councilmember McGlone stated that Councilmember Wise contacted him to voice his opinion that he objects to e) which reads for large-scale tree clearance operations an environmental worksheet be completed. Councilmember Wise suggested this might be overkill.

Environmental Coordinator Anderson stated that depending on the voltage of the line, rights-of-way can vary. He had a conversation with someone from a tree service that does work with Excel Energy. They are very open to tree preservation. He talked about general mandates and regulations.

Councilmember Backous stated he has a couple of issues. He feels it's a little overkill – and that "e" jumped out at him too. Also g) which reads restore all habitat within the right-of-way/easement to a level consistent with surrounding habitat. He did not know how some of these are really being practical but he did not have a problem with the concept.

Councilmember Strommen asked if we can require an Environmental Work Sheet. She felt it did not seem like something we have a right to request. She stated she would expect some restoration from the power company.

Councilmember McGlone stated that maybe anything they touch they would have to restore.

Consensus of the Council was to delete e) for large-scale tree clearance operations an environmental worksheet be completed. Mr. Ulrich noted we cannot maintain that as a City. Consensus was to revise g) restore all habitat within the right-of-way/easement to a level consistent with surrounding habitat. Mr. Ulrich noted it would instead state that they restore anything they touch to at least the previous condition.

Mr. Ulrich noted there is also information included in this topic report about the new transmission line that will be going through a part of Ramsey. He presented a brief description of the line.

Mayor Ramsey commented that with the new line, they will cut a swath 150 feet wide.

Senior Planner Gladhill stated that he thought they are looking at the potential for 75 feet. There will be an impact – and staff will keep Council updated.

Environmental Coordinator Anderson stated that going back to the letter g) on the resolution; maybe we should include some provision that says restoring the area to the preexisting condition or with consultation with the property owner.

John Enstrom, resident on 181st Avenue, stated we should have some control about the type of plantings they replace. For example, blue grass has zero value – trees have value.

Councilmember Strommen agreed native species requirement should be added – when applicable.

Councilmember Tossey stated he understands the concern but added you are bolstering their 150-foot right-of-way.

Consensus of the Council was that the resolution g) be amended to if they are doing a restoration; make it a native planting – no invasive species.

Staff will make amendments to the resolution and bring it to a subsequent Council meeting for formal adoption.

2.3 2012 General Fund Levy & Budget

Finance Officer Lund presented a brief summary of the proposed levy. She noted we received the County numbers – we proposed a tax rate of 44.64 – it came in at 44.32. She noted on page 2 of the handout – the rate for 2012 is 113.119 – it was 110.413 for 2011. The school levy goes into effect for the 2013 levy. What is proposed in 2012 – 8,445,483, which represents

\$1,513,215 attributed to the total Municipal Center debt. She talked briefly about the one time funding transfer from the fund balance in 2010. Ms. Lund continued that the City Council has mentioned they would like to keep the levy constant. With TIF, it brings it down to about \$32,000. She presented some examples of the effect of the levy on taxpayers - on varying priced homes, and noted that it also depended upon the school district they are in. Ms Lund explained that for 2013, the City will need additional one-time funding of \$417,807 to cover the \$603,000 internal borrowing or one-time transfer from an undesignated fund – such as the Landfill Trust Fund. For 2014, TIF 2 and TIF 10 are decertified, which will add back approximately \$605,000 to City taxes. The Street Maintenance Program was mentioned as well. Ms. Lund disseminated a handout of a graph showing the one-time transfers as well as the funds balance analysis.

Mayor Ramsey stated he would like to hear how we are going to fix this in the future.

City Administrator Ulrich stated that if you look at two years out, there's an issue of about \$600,000. Two years out, these funds will disappear. The PIR Fund is replenished but the budget is so tight. He noted we have to find a way to reduce costs. The City Council needs to be made aware of the balances of these funds, etc.

Mayor Ramsey stated that even if you subtract out the road reconstruction, we still have a hole.

Ms. Lund reiterated that TIF 2 and 10 will generate about \$605,000. We have to levy about a million and a half for debt service on this building. She added that 2013 is a gap year.

Mr. Ulrich added so one gap year – one time money would be something we could do.

Finance Officer Lund noted that the majority of the general fund is attributable to street maintenance.

Councilmember Strommen stated this is good information for Council to have and we need to discuss this very seriously. She stated that last week the rest of the Council learned that Mayor Ramsey had some recommendations for change but she feels she and the rest are disadvantaged as to what to do because they do not have all the information relating to this recommendation.

Mayor Ramsey stated that with regard to his recommendations, we have not talked about that yet – so we should not be worrying about that It will not happen this year.

Mr. Ulrich stated that this was not specifically asked for by the Mayor. It's never a good policy to take one-time fixes. We wanted to show you what could be done plus a long-term plan.

Director of Public Works Olson reported that from engineering, it's a pretty conservative estimate on the revenue provided. In 2010, there was a 93% increase with fees associated with work that was done. In 2011 – 126% - with conservative projects in the CIP - we are at about 96% for next year.

Mayor Ramsey stated that with regard to the budget for next year – the concern was previously we did not want to levy any more money than what was levied last year. The trouble we will run into with the new way things are calculated, it will look like we raised taxes.

Finance Officer Lund responded that the direction was to keep taxes the same. With two school districts, it will be a little more difficult. If the direction is that Council would like to see the levy kept the same – the reduction is \$32,000.

Mayor Ramsey stated we need to be at least there.

Councilmember Strommen stated she agrees with that goal but we also should have that entered as part of the conversation. The dollars we invest in the streets and neighborhoods – that's a value to residents too. \$50 to \$100 is worth it. There are two sides to this – one is to keep the levy the same and the other is we need to invest in our City.

Mayor Ramsey stated that we need to keep the streets up but we do not want to have foreclosures either. Will \$50 to \$100 cause foreclosures – he thought it could.

Councilmember Strommen reiterated it's about investment into our community.

Councilmember Tossey expressed concern about declining home values and added he does not want to raise the levy.

Councilmember Elvig commented that we are trying to add in The Draw for example – but then we are trying to cut other things. We will have several million dollars coming on with street reconstruction – there will be a lot of complexities in the next couple of years.

Councilmember McGlone stated that in the good years, we built up fund balances for one time money for bad times. Everything we build costs money.

Mayor Ramsey stated he would be interested in losing that \$30,000 and keeping it the same.

Councilmember Strommen asked what we are giving up to lower it that \$30,000 – and is it worth it. When is what we are giving up not worth it. She views it as a range.

Mayor Ramsey stated he wants to be able to say he did not raise taxes.

City Administrator Ulrich stated he is confident we can come back with a budget to reduce that \$30,000, without significant impacts. We will work on that and bring it back to the City Council and have the levy slightly lower than last years.

Ms. Lund reported in 2008 it was \$10 million, in 09 it was \$9,978 million, in 2010 it was \$9,639 million, in 2011 it was \$9,449 million and in 2012 the proposed amount is \$9,689 million and having TIF 1 come back to help absorb that. We have been decreasing for the last five years.

Councilmember Backous stated he knows we have \$32,000 waste, guaranteed, so he did not have a problem reducing the budget by that amount.

Councilmember Tossey expressed agreement.

Councilmember Strommen stated she agrees with the goal but we still have an issue of how to fund the street maintenance program longer range. We have not solved that problem – let's be honest about what's on the table.

Mayor Ramsey mentioned assessments.

Councilmember Strommen argued that that is coming out of the same pocket.

Councilmember McGlone felt that Council is working on it.

Councilmember Tossey stated we are trying to look at how we can all share with this expense. He felt that we should maintain the tax levy for this year.

Councilmember Backous stated that we could knock one-third of this amount out of the budget by giving up food for meetings.

3.1 Review Future Topics/Calendar

It was noted that road reconstruction should come back for discussion at the work session level and that the Metro Transit Taxing Agreement should be on the next agenda.

MAYOR/COUNCIL/STAFF INPUT

None.

ADJOURNMENT

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

The Work Session of the City Council was adjourned at 6:57 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

Minutes drafted by Jo Thieling, City Clerk

TABLE OF CONTENTS

1. CALL TO ORDER 2

2. PRESENTATION..... 2

 2.01: Update on Nowthen Policing 2

3. CITIZEN INPUT 2

4. CONSENT AGENDA 3

5. APPROVE AGENDA 4

6. PUBLIC HEARING 4

7. COUNCIL BUSINESS..... 4

 7:08: Discuss Mayor’s Recommendations of Desirable Changes and Improvements 4

 7.01: 2012 Council Organization 5

 7.02: Municipal Center Advertising Monitors and Display Areas Policy 6

 7.03: Consider Revisions to the City’s Septic System Repair Policy 6

 7.04: Consider Use of the City’s Septic System Repair Policy to Replace a Failing On-Site Septic System at 14760 Bowers Drive NW 6

 7.05: Adopt Ordinance No. XX to Vacate a Portion of Right-of-Way and Drainage and Utility Easement Adjacent to and on 14241 Fluorine Street NW; Case of City of Ramsey 7

 7.06: Authorize Application for Metropolitan Council Transit Oriented Development (TOD) Grant..... 7

 7.07: Spirit / Nextel Explanation of Monthly Billing 8

 7:09: Consider Award of Contract for Comprehensive Utility Plan Updates and Associated Rate Studies 8

8. MAYOR, COUNCIL AND STAFF INPUT 9

9. ADJOURNMENT 9

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

The Ramsey City Council conducted a regular meeting on Tuesday, January 10, 2012, 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
Fire Chief Dean Kapler
Public Works Director Brian Olson
City Engineer Tim Himmer
Senior Planner Timothy Gladhill
IT Manager Dean Busch
Planning Intern Patrick Brama
City Attorney William Goodrich

1. CALL TO ORDER

Mayor Ramsey called the regular meeting of the Ramsey City Council to order at 7:05 p.m., and led in the Pledge of Allegiance.

2. PRESENTATION

2.01: Update on Nowthen Policing

Police Chief Jim Way reported that the City of Nowthen has a two-year contract for police services with the Sheriff's Department so Ramsey will not be supplementing that service.

3. CITIZEN INPUT

Elk River High School students attending as part of their government class introduced themselves.

4. CONSENT AGENDA

Motion by Councilmember McGlone seconded by Councilmember Wise, to approve the following items on the Consent Agenda as revise to remove Item 4:10:

- 4:01 Receive Cash and Investments for Period Ending December 31, 2011
- 4:02 Receive November 2011 Financial Reports – General Fund and Enterprise Funds
- 4:03 Receive 2011 Building Division Month End Reports: October and November
- 4:04 Note the following Commission and Board Meeting Minutes:
 - 1) Environment Policy Board meeting minutes dated October 3, 2011
 - 2) Environment Policy Board meeting minutes dated November 7, 2011
 - 3) Board of Adjustment meeting minutes dated October 6, 2011
 - 4) Planning Commission meeting minutes dated October 6, 2011
 - 5) Planning Commission meeting minutes dated November 3, 2011
 - 6) Economic Development Authority meeting minutes dated October 13, 2011
- 4:05 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
- 4:06 Approve Attached License Applications for 2012
- 4:07 Approval from Exemption for a Gambling License for Minnesota Waterfowl Association – Rum River Chapter
- 4:08 Approve License Agreement for Pictometry Aerial Imagery Web Access
- 4:09 Authorize Response to City of Anoka Comprehensive Plan Amendment
- ~~4:10 Consider Award of Contract for Comprehensive Utility Plan Updates and Associated Rate Studies~~—This item was removed from the Consent Agenda and considered as Item 7:09.
- 4:11 Authorize Response to City of Andover Comprehensive Plan
- 4:12 Adopt Resolution #12-01-001 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 8, 2011, through December 22, 2011
- 4:13 Adopt Resolution #12-01-002 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 23, 2011, through January 4, 2012
- 4:14 Adopt Resolution #12-01-003 Approving the City of Ramsey’s 2013 Budget Calendar
- 4:15 Adopt Resolution #12-01-004 - Interfund Loan Agreement for TIF District #2 (Funding for Northstar Rail Station)
- 4:16 Adopt Resolution #12-01-005 to Enter into a Residential Recycling Program Agreement to Receive SCORE Funds for 2012
- 4:17 Adopt Resolution #12-01-006 Requesting Funding from the Minnesota Department of Transportation (MnDOT) for Improvements Associated with the Armstrong Boulevard/Trunk Highway 10 Interchange
- 4:18 Report from Public Works Meeting dated December 13, 2011:
 - 1) Discuss Septic System Repair Policy – *This item is being presented as a separate case at tonight’s meeting.*

- 2) Consider Requirements for Information that must be included on Certificates of Survey – *Ratify the recommendation of the Public Works Committee and 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.*
- 3) Update on the Feasibility Study to Realign Sunwood Drive NW at Armstrong Boulevard – *No action necessary. This is for informational purposes only.*

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

5. APPROVE AGENDA

Motion by Councilmember Backous, seconded by Councilmember Elvig, to approve the agenda as revised to consider Item 7:08 prior to Item 7.01.

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

6. PUBLIC HEARING

None.

7. COUNCIL BUSINESS

7:08: Discuss Mayor's Recommendations of Desirable Changes and Improvements

Mayor Ramsey presented his recommendation, based on City Charter authority given to the Mayor, and his study during his three year tenure and two years prior to election, to eliminate the Deputy City Administrator position, terminate the contract with the current City Administrator or accept his resignation, and appoint the current Deputy City Administrator as City Administrator with a six-month probationary period. He stated this recommendation is being made to address next year's budget shortfall of \$1.5 million with the City Hall debt load without greatly increasing resident's taxes. He invited the public to address the Council.

Chris Riley, 15120 Ute Street NW, spoke against the Mayor's recommendation and the City Administrator's alternate recommendation.

Councilmember Strommen read an e-mail from Ralph Brauer against the Mayor's recommendation.

David Jeffrey, 5592 154th Lane NW, spoke against the Mayor's recommendation.

Mark Uglem, Champlin Mayor, spoke against the Mayor's recommendation.

Mary Jo Olson, 8260 159th Lane NW, suggested the Council revisit the study of staff positions from five years ago.

Susan Anderson, 15840 Juniper Ridge Drive NW, spoke against the Mayor's recommendation.

The Council discussed the Mayor's recommendation and stated their position, for or against.

Councilmembers Elvig, Backous, and Strommen stated their intention to vote against the Mayor's recommendation and support of a process that identified the budget gap, the objective, the goal, and how to accomplish that objective including pros and cons.

Motion by Councilmember Elvig to table consideration. Motion failed for lack of a second.

Motion by Councilmember McGlone, seconded by Councilmember Wise, to eliminate the Deputy City Administrator position, terminate the contract with the current City Administrator or accept his resignation, and appoint the current Deputy City Administrator as City Administrator with a six-month probationary period.

The Council debated the motion.

Councilmember Tossey stated his intention to oppose the motion; however, if the Council did not have an alternate plan in mind, he would then support the Mayor's recommendation.

Councilmember Wise offered a friendly amendment to approve the City Administrator's alternate recommendation as a starting point to take immediate steps. Mayor Ramsey declared this amendment was not appropriate because it changed the outcome of the motion.

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

City Administrator Ulrich recommended the Council give staff the target and assured the Council he would get the job done or the Council could again consider terminating his contract.

The Council discussed next steps and consensus was reached that budget cuts would be discussed at the strategic planning session. It was indicated that cuts would be considered in all areas, including Public Safety.

7.01: 2012 Council Organization

Motion by Mayor Ramsey, seconded by Councilmember Elvig, to adopt Resolution #12-01-007 for 2012 Council organization as revised to appoint Randy Backous to the Public Works Committee in place of Jeff Wise and to appoint Jeff Wise as the alternate, and to appoint Sarah Strommen to the Lower Rum River Water Management Organization in place of Randy Backous; Resolution #12-01-008 designating financial institutions as official depositories of City funds for 2012; Resolution #12-01-009 designating Village Bank as official financial institution

for the City of Ramsey banking services for the year 2012; and, Resolution #12-01-010 authorizing signatures for financial transactions.

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

7.02: Municipal Center Advertising Monitors and Display Areas Policy

Planning Intern Brama reviewed the staff report.

Motion by Councilmember Elvig, seconded by Mayor Ramsey, to adopt the proposed Municipal Center Advertising Monitors and Display Areas Policy.

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

7.03: Consider Revisions to the City's Septic System Repair Policy

City Engineer Himmer reviewed the staff report and recommendation that the City Council adopt the revised Septic System Repair Policy, contingent upon City Attorney review.

The Council indicated it was supportive of the program and discussed the type of documentation that would be required to prove the homeowner had exhausted all resources and was not financially able to undertake the sewer repair. Support was expressed for language to specifically address this issue to avoid a subjective judgment. It was noted the funding would be secured by the property so there was no risk to public dollars.

City Attorney Goodrich indicated staff would contact Anoka County to determine whether it had a similar program that contained income limitations and/or financial hardship language.

Motion by Mayor Ramsey, seconded by Councilmember Elvig, to adopt the revised Septic System Repair Policy, contingent upon City Attorney review.

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

7.04: Consider Use of the City's Septic System Repair Policy to Replace a Failing On-Site Septic System at 14760 Bowers Drive NW

City Engineer Himmer reviewed the staff report.

The Council discussed the request and agreed it needed to be addressed quickly since sewer effluent was at ground surface and the property abutted the Mississippi River.

Motion by Mayor Ramsey, seconded by Councilmember Elvig, to approve the use of the Septic System Repair Policy to repair the failing on-site septic system at 14760 Bowers Drive NW.

Further discussion: The Council acknowledged that other Code violations exist including nonfunctioning plumbing that had to be addressed along with the septic repair. It was noted that if approved, staff would obtain septic repair quotes, which were estimated at \$10,000. The additional plumbing corrections were estimated at \$2,000.

Amendment motion by Mayor Ramsey, seconded by Councilmember Wise, that approval was conditioned on the Building Official gaining access to inspect the interior of the home to ascertain the condition of the interior plumbing.

Further discussion: Sandra Dickson, 14760 Bowers Drive, clarified that the kitchen sink does not work but all bathroom plumbing is in working order. She indicated she would allow the Building Official to enter her house.

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

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

7.05: Adopt Ordinance No. XX to Vacate a Portion of Right-of-Way and Drainage and Utility Easement Adjacent to and on 14241 Fluorine Street NW; Case of City of Ramsey

Senior Planner Gladhill reviewed the staff report.

Motion by Councilmember Elvig, seconded by Councilmember McGlone, to waive the Charter requirement to read the ordinance aloud and adopt Ordinance #12-01 Vacating a Portion of Platted Right-of-Way and a Portion of Easements for Drainage and Utility Purposes in the City of Ramsey, Anoka County, Minnesota, contingent upon the property owner of 14241 Fluorine Street NW dedicating and executing a trail easement related to the trail encroachment.

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

Motion carried.

7.06: Authorize Application for Metropolitan Council Transit Oriented Development (TOD) Grant

Senior Planner Gladhill reviewed the staff report.

The Council and staff discussed prioritization of projects.

Motion by Mayor Ramsey, seconded by Councilmember Elvig, to authorize staff to submit an application for the Metropolitan Council's TOD Grant with projects prioritized as follows: Sunwood Drive, Center Street, and the pedestrian crossing over Highway 10.

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

7.07: Spirit / Nextel Explanation of Monthly Billing

Councilmember McGlone stated he was satisfied with the information provided by staff.

7.08: Discuss Mayor's Recommendations of Desirable Changes and Improvements

This item was considered prior to Case 7:01.

7.09: Consider Award of Contract for Comprehensive Utility Plan Updates and Associated Rate Studies

The Council discussed whether the Public Works Committee should review and make recommendation on this item prior to Council consideration.

Public Works Director Olson indicated that the Public Works Committee and Council would be heavily involved. He explained that Landform had withdrawn its bid but staff recommends Landform be hired, at a not-to-exceed cost of \$1,000 per month, so Bob Schunick can attend meetings when this item is discussed to assure The COR is protected.

City Administrator Ulrich confirmed the bid was extremely low by a recognized firm that would like to get the City's businesses. In addition, the firm would produce the product the City desired within its short timeline.

Motion by Councilmember McGlone to refer the contract to the Public Works Committee.

Further discussion: City Engineer Himmer reviewed the November 15, 2011, Public Works Committee minutes during which direction was given for staff to solicit RFPs and agreement reached that the Committee did not need to review the RFP.

Councilmember McGlone withdrew his motion.

Motion by Councilmember McGlone, seconded by Councilmember Elvig, to award contract to Bolton and Menk, Inc., in an amount not to exceed \$28,000 to complete comprehensive Utility Plan updates and associated rate studies and a contract with Landform in an amount not to exceed \$1,000 per month to attend meetings during which the Study is discussed.

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

8. MAYOR, COUNCIL AND STAFF INPUT

Following discussion of availability, Council consensus was reached to schedule the strategic meeting on January 23, noon to 8 p.m. with the focus on the budget/staff efficiencies.

City Administrator Ulrich announced upcoming meetings and provided updates on pending projects. It was announced that the City was successful in receiving a Cooperative Agreement Grant of \$702,000 for the Riverdale Drive project.

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 9:24 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Carla Wirth
TimeSaver Off Site Secretarial, Inc.

Meeting Date: 01/24/2012

By: Aaron Backman, Administrative Services

Information

Title:

Approval of Proposed Lease Agreement for 6745 Hwy 10 by Independent Auto Service

Background:

In October of 2011 the Economic Development/Marketing Manager was notified that Independent Auto Service needed a new business location to meet its needs. The business owner, Allen Berg, indicated that he currently operates out of a shop next to his home located at 7470 152nd Lane in Ramsey. He has outgrown his present location and would benefit from more customer space and better visibility. Mr. Berg is interested in leasing the City-owned property at 6745 Hwy 10 (also known as the former Midwest Car Care site that was vacated in November). The City's property (see attached site maps) encompasses a 17,130 sq. ft. building on a 1.84 acre parcel. The existing building includes 5,930 sq. ft. of retail space/five service bays and 11,200 sq. ft. of cold storage space in the rear that is leased by Sharp & Associates for storing boats, RVs and other vehicles.

Allen and Shannon Berg submitted a letter of intent to lease the front portion of 6745 Hwy 10 to the Economic Development/Marketing Manager on November 3, 2011. They would relocate the business to the new location as soon as possible. Mr. Berg would be responsible for certain leasehold improvements, including: replacing any carpet, interior painting, steel covers for two pits, electrical improvements in shop/bay areas, replacing 6 overhead doors, and installing an electric fire place in the reception area. The estimated cost to the Bergs for installing these improvements is \$15,000 (plus significant sweat equity). The City of Ramsey would be responsible for replacing radiant tube heaters in the three larger bays. The estimated cost for installing these overhead heaters is \$2,600 each. (The overhead heaters in the smaller bays are in good shape.)

The Bergs initially proposed a five-year lease with free rent for the first six months, \$1,087 per month the next six months, and \$1,730 per month the second year. The business would be responsible for all utilities and the City would pay the real estate taxes. After further negotiations between Mr. Berg and the Economic Development/Marketing Manager, the proposed lease has been changed to a six-year lease with free rent for the first three months, a lease rate of \$494 per month (or \$1.00 per sq. ft.) for the second three months, \$1,483 per month (\$3.00 psf) for the next six months, \$1,977 per month (\$4.00 psf) for the second year, \$2,224 per month (\$4.50 psf) for the third year, \$2,471 per month (\$5.00 psf) for the fourth year, \$2,619 per month (\$5.30 psf) for the fifth year, and \$2,693 per month (\$5.45 psf) for the sixth year.

The estimated property taxes for the entire building for pay 2012 are \$31,000. The Sharp & Associates lease for its portion of the property is \$1.97 psf or a total of \$21,788 for the year. The proposed Independent Auto Service lease would generate \$10,380 in year one and \$23,724 in year two. In addition to paying the taxes, the City is likely to have ongoing maintenance costs pertaining to 6745 Hwy 10. Repairs by the City would be paid for out of the RALF Fund-Maintenance Account for the building.

The Ramsey City Council discussed the proposed lease with Mr. Berg at its January 10, 2012 Work Session. It was the consensus of the council to move forward with the process and consider action on the lease at the Council's Regular Meeting on January 24, 2012.

Recommendation:

City staff recommends that the City Council consider approving the proposed six-year lease with Independent Auto Service beginning February 1, 2012. The business owner would like to move ahead with the new location as soon as is practicable.

Funding Source:

City repair costs are paid out of the RALF Fund--Maintenance Account for 6745 Hwy 10. The tenant would be responsible for leasehold improvements as outlined in the proposed lease.

Council Action:

- 1) City Council approval of the six-year lease to Allen Berg, Independent Auto Service, of the designated front portion of the City-owned property at 6745 Hwy 10.
- 2) City Council authorization to replace existing overhead radiant tube heaters in the three larger bays with three commercial 30' tube heaters at a total estimated cost of \$7,800 to be paid from the RALF Fund-Maintenance Account for 6745 Hwy 10.

Attachments

6745 Hwy 10 Site Map

Inde. Auto Service Site Diagram

Independent Auto Service Lease

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date

01/19/2012 03:44 PM

Form Started By: Aaron Backman

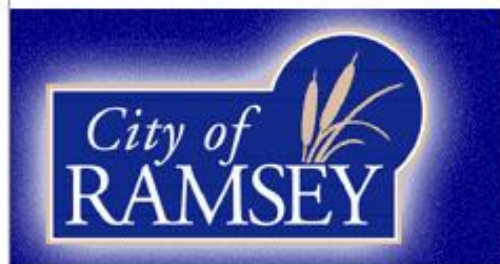
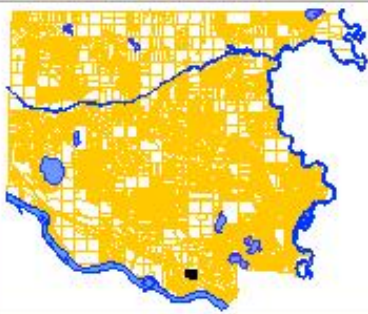
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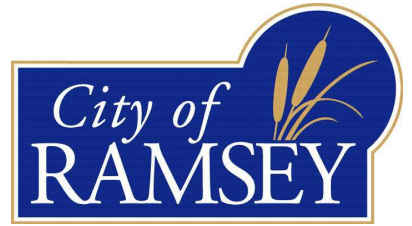
Final Approval Date: 01/19/2012

City-Owned Building at 6745 Hwy 10






Map created with ArcGIS - Copyright (C) LOGS GIS 2005

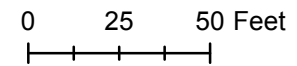




Independent Auto Service
Proposed Location
6745 Highway 10 NW



-  Parcels
-  Leased Premises
-  Outdoor Storage Location



This map has been compiled using information gathered from various governmental offices and other sources and is to be used for reference purposes only. It is neither a legally recorded map nor a survey and is not intended for use as one. The Geographic Information System (GIS) data used to develop this map is not warranted by the City as being error-free.

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LEASE AGREEMENT

THIS LEASE AGREEMENT, dated this _____ day of January, 2012, (this "Lease") by and between the CITY OF RAMSEY, 7550 Sunwood Drive NW, Ramsey, MN 55303, a Minnesota municipal corporation ("Landlord") and INDEPENDENT AUTO SERVICE, INC., a Minnesota corporation, 18140 Zane Street NW, Elk River, Minnesota 55330, a Minnesota Limited Liability Company (hereinafter referred to as "Tenant").

DEFINITIONS:

LEASED PREMISES. The leased premises is 5,930 s.f. of a building located on that real property legally described as Lot 2, Block 2, DEAL INDUSTRIAL PARK, Anoka County, Minnesota, and is commonly known as 6745 Highway 10 NW, Ramsey, Minnesota (the "Site"). The Leased Premises consists generally of 1,000 s.f. of office space, 1,030 s.f. of small service bays and 3,900 s.f. of three large bays and mechanical area (the "Leased Premises") and the common parking as shown on attached Exhibit B and the parking spaces as outside storage within the fenced-in area of the Site, and 8 customer service/employee parking spaces. The Leased Premises DOES NOT include the RV/Cold Storage portion of the building in which it is located.

RECITALS:

1. TERM:

a. **Lease Term.** For and in consideration of the rents, additional rents, terms, provisions and covenants herein contained, Landlord hereby lets, leases and demises to Tenant the Leased Premises for the term of seventy two (72) months commencing on the first day of February, 2012, or thirty days after Landlord tenders possession to Tenant, whichever is later (sometimes called "the Commencement Date") and expiring on the 31st day of January, 2018 (sometimes called "Expiration Date"), unless sooner terminated as hereinafter provided

b. **Option to Renew.** Tenant shall notify Landlord, in writing, at least sixty (60) days before the Expiration Date of Tenant's intent to renew the Lease Term for an additional thirty-six (36) months ("Option Period"). Monthly rent in the Option Period shall be equal to the monthly rent in the last year of the initial lease term.

c. **Landlord's Notice to Quit.** Notwithstanding the Lease Term or the Option to Renew, in the event Landlord determines, in its sole discretion, that the Leased Premises or any part thereof is required for the improvement of U.S. Highway 10, upon giving one year's prior written notification to Tenant, the Landlord may terminate this Lease. Landlord is not obligated to provide this one year notice to quit in the event of any default by Tenant of the terms of this Lease.

2. BASE RENT:

Tenant shall pay Landlord, a total rent payment in advance without offset, deduction or demand, in equal monthly installments commencing on the Commencement Date and continuing on the first day of each and every month thereafter for the next succeeding 72 months, during the balance of the term based on the following schedule:

	<u>Period</u>	<u>Rent per month</u>
Year One	February 1, 2012 – April 30, 2012	\$ 0/mo
	May 1, 2012 – July 31, 2012	\$ 494/mo
	August 1, 2012 – January 31, 2013	\$1,483/mo
Year Two	February 1, 2013 – March 31, 2014	\$1,977.00
Year Three	February 1, 2014 – March 31, 2015	\$2,224.00
Year Four	February 1, 2015 – March 31, 2016	\$2,471.00
Year Five	February 1, 2016 – March 31, 2017	\$2,619.00
Year Six	February 1, 2017 – March 31, 2018	\$2,693.00

If the Commencement Date is later than February 1, 2012, the schedule shall adjust accordingly.

3. ADDITIONAL RENT:

a. **Real Estate Taxes.** Tenant shall not be responsible for the payment of any real estate taxes. Real estate taxes shall be the sole responsibility of Landlord EXCEPT that the Tenant shall be responsible to pay the City’s quarterly Stormwater Management fee.

b. **Leased Premises Operating Expenses.** Tenant shall pay its Proportionate Share of the annual aggregate Operating Expense incurred by Landlord in the operation, maintenance and repair of the Building and Leased Premises. The term “Operating Expenses” shall include but not be limited to maintenance, repair, operation of utilities and lighting, parking and landscaped areas, signs, snow removal, non-structural repair and maintenance of the exterior of the Building, insurance premiums, wages and fringe benefits of personnel employed for such work, costs of equipment purchased and used for such purposes.

The payment of the sums set forth in this paragraph 3. shall be in addition to the Base Rent payable pursuant to paragraph 2. of this Lease. All sums due hereunder shall be due and payable within thirty (30) days of delivery of written certification by Landlord setting forth the computation of the amount due from tenant. In the event the lease term shall begin or expire at any time during the calendar year, Tenant shall be responsible for its pro-rata share of Additional Rent under subdivisions a. and b. during the Lease and/or occupancy time.

Prior to commencement of this Lease, and prior to the commencement of each calendar year thereafter commencing during the term of this Lease or any renewal or extension thereof, Landlord may estimate for each calendar year (i) the Operating Expenses for such calendar year; and (ii) the computation of the annual and monthly rental payable during such calendar year as a result of increases or decreases of Operating Expenses. Said estimate will be in writing and will be delivered or mailed to Tenant.

The amount of Operating Expenses for each calendar year, so estimated, shall be payable as Additional Rent by Tenant, without offset, deduction or demand, in equal monthly installments, in advance, on the first day of each month during such calendar year at the option of Landlord. In the event that such estimate is delivered to Tenant before the first day of January of such calendar year, said amount, so estimated, shall be payable as additional rent in equal monthly

installments, in advance, on the first day of each month during such calendar year. In the event that such estimate is delivered to Tenant after the first day of January of such calendar year, said amount, so estimated, shall be payable as additional rent in equal monthly installments, in advance, on the first day of each month over the balance of such calendar year, with the number of installments being equal to the number of full calendar months remaining in such calendar year.

Upon completion of each calendar year during the term of this Lease or any renewal or extensions thereof, Landlord shall cause its accountants to determine the actual amount of the Operating Expenses payable in such calendar year and deliver a written certification of the amounts thereof to Tenant. If Tenant has underpaid the Operating Expenses for such calendar year, Tenant shall pay the balance of same within thirty (30) days after receipt of such statement. If Tenant has overpaid the Operating Expenses for such calendar year, Landlord shall either (i) refund such excess, or (ii) credit such excess against the most current monthly installment or installments due Landlord for its estimate of Tenant's share of Operating Expenses for the next following calendar year. A pro-rata adjustment shall be made for a fractional calendar year occurring during the term of the Lease or any renewal or extension thereof based upon the number of days of the term of the Lease during said calendar year as compared to three hundred sixty-five (365) days and all additional sums payable by Tenant or credits due Tenant as a result of the provision of this paragraph 3 shall be adjusted accordingly.

4. COVENANTS TO PAY RENT:

The covenants of Tenant to pay the Base Rent and the Additional Rent are each independent of any other covenant, condition, provision or agreement contained in this Lease. All rents are payable to Landlord at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota, or such other place as Landlord may designate.

5. UTILITIES:

Landlord shall provide mains and conduits to supply water, gas, electricity and sanitary sewage to the Leased Premises. Tenant shall pay, when due, all charges for sewer usage or rental, garbage disposal, refuse removal, water, electricity, heating fuel, gas, telephone and/or other utility services or energy source furnished to the Leased Premises during the term of this Lease, or any renewal or extension thereof. If Landlord elects to furnish any of the foregoing utility services or other services furnished or caused to be furnished to Tenant, then the rate charged by Landlord shall not exceed the rate Tenant would be required to pay to a utility company or service company furnishing any of the foregoing utilities or services. The charges thereof shall be deemed additional rent in accordance with paragraph 3. Landlord shall not be liable for, and Tenant shall not be entitled to any abatement or reduction of Base Rent or Minimum Rent by reason of Landlord's failure to furnish any of the foregoing utilities, when such failure is caused by accident, breakage, repairs (including replacements), strikes, lockouts or other labor disturbances or labor disputes of any character, or for any other causes.

6. CARE AND REPAIR OF LEASED PREMISES:

Tenant shall, at all times throughout the term of this Lease, including renewals and extension, and at its sole expense, keep and maintain the Leased Premises in a clean, safe and sanitary condition and in compliance with all applicable laws, codes, ordinances, rules and regulations. Tenant's obligations hereunder shall include but not be limited to the maintenance, and repair, if necessary, of all lighting and plumbing fixtures and equipment, fixtures, motors and machinery, all interior walls, partitions, doors and windows, including the regular painting thereof, all exterior entrances, windows, doors and docks and the replacement of all broken glass. When used in this provision, the term "repairs" shall include replacements or renewals when necessary and all such repairs made by Tenant shall be equal in quality and class to the original work. The Tenant shall keep and maintain all portions of the Leased Premises and the sidewalk and areas adjoining the same in a clean and orderly condition, free of accumulation of dirt, rubbish, snow and ice. The Tenant shall be responsible for all outside maintenance of the Leased Premises, including grounds and parking areas.

If Tenant fails, refuses or neglects to maintain or repair the Leased Premises as required in this Lease after notice shall have been given Tenant, in accordance with paragraph 33 of this Lease, Landlord may make such repairs without liability to Tenant for any loss or damage that may accrue to Tenant's merchandise, fixtures or other property or to Tenant's business by reason thereof, and upon completion thereof, Tenant shall pay to Landlord all costs plus fifteen percent (15%) of overhead incurred by Landlord in making such repairs upon presentation to Tenant of bill therefore.

Landlord shall, at its expense, repair/replace the overhead heaters in the bays as necessary. Landlord is under no obligation to make any structural or other alterations, decorating, additions or improvement in or to the Leased Premises/Building except as herein provided. Except as herein provided, Tenant is taking the Leased Premises "AS IS" except as set forth in this Agreement, Landlord shall not be obligated to do any work on or in the Leased Premises. Landlord warrants that at the Commencement Date, the Leased Premises is in compliance with all applicable laws, codes, ordinances, rules and regulations. Landlord shall be responsible for all structural repairs or replacement of the roof, exterior walls, floor and parking area, including sidewalks and curbing and all mechanical systems. Landlord in its sole discretion shall make the decision on any repairs or replacement of the roof, exterior walls, floor and parking area including sidewalks and curbing and all mechanical systems. In the event Landlord elects not to make a repair necessary for the continued quiet enjoyment of the Leased Premises by Tenant, Tenant may terminate this Agreement.

7. SIGNS:

Any sign, lettering, picture, notice or advertisement installed on or in any part of the Leased Premises and visible from the exterior of the Building, or visible from the exterior of the Leased Premises, must be approved in advance by Landlord, which approval shall not be unreasonably withheld, and installed at Tenant's expense. In the event of a violation of the foregoing by Tenant, Landlord may remove the same without any liability and may charge the expense incurred by such removal to Tenant.

8. PERSONAL PROPERTY.

Tenant shall have the use of that personal property described on attached Exhibit C (the "Personal Property"). The Personal Property consists primarily of office/showroom counter and oil change equipment. Tenant shall not remove the Personal Property from the Leased Premises, shall be solely responsible for repair and maintenance and shall return the Personal Property to Landlord upon expiration of the Lease in good condition, reasonable wear and tear excepted. Landlord shall not be responsible to replace any of the Personal Property in the event it is beyond repair and or becomes obsolete during the Lease Term. If, in the opinion of Tenant, upon written approval by Landlord, the Personal Property is beyond repair or obsolete, Tenant, in their sole discretion, can remove and/or dispose of that Personal Property.

9. ALTERATIONS, INSTALLATION, FIXTURES:

a. Except as hereinafter provided, Tenant shall not make any alternation, additions, or improvements in or to the Leased Premises or add, disturb or in any way change any plumbing or wiring therein without the prior written consent of Landlord, which consent will not be unreasonably withheld. In the event alterations are required by any governmental agency by reason of the use and occupancy of the Leased Premises by Tenant, Tenant shall make such alterations at its own cost and expense after first obtaining Landlord's approval of plans and specifications therefore and furnishing such indemnification as Landlord may reasonably require against liens, costs, damages and expenses arising out of such alterations. Alterations or additions by Tenant must be built in compliance with all laws, ordinances and governmental regulations affecting the Leased Premises and Tenant shall warrant to Landlord that all such alterations, additions, or improvements shall be in strict compliance with all relevant laws, ordinances, governmental regulations, and insurance requirements. Construction of such alterations or additions shall commence only upon Tenant obtaining and exhibiting to Landlord the requisite approvals, licenses and permits and indemnification against liens. All alterations, installations, physical additions or improvements to the Leased Premises made by Tenant shall at the option of Landlord become the property of Landlord and shall be either removed by Tenant at Tenant's sole cost or surrendered to Landlord upon the termination of this Lease; provided, however, this clause shall not apply to movable equipment or furniture owned by Tenant which may be removed by Tenant at the end of the term if this Lease of Tenant is not then in default (See Appendix C).

b. Landlord agrees that Tenant may make the following leasehold improvements to the Leased Premises:

- Replace carpet as necessary.
- Interior painting as necessary.
- Steel covers for the two pits.
- Electrical wiring, conduit and other utility improvements in shop/bay areas.
- Replacement of six overhead doors.
- Installation of electric fire place in reception area.

As leasehold improvements, the above items may not be removed by Tenant upon terminating this lease. The estimated cost for installing these improvements is \$15,000.00.

c. Landlord agrees to replace the following on the Leased Premises on or before the Commencement Date:

The radiant tube heaters in the three larger bays at an estimated cost of \$7,800.00.

Repair the roof near the main vent by the smaller service bays in the event there is future roof leaking in this area.

10. POSSESSION:

Except as hereinafter provided Landlord shall deliver possession of the Leased Premises to Tenant in the condition required by this Lease on or before the Commencement Date, but delivery of possession prior to or later than such Commencement Date shall not affect the expiration date of this Lease. The rentals herein reserved shall commence on the date that is thirty days after possession of the Leased Premises is delivered by Landlord to Tenant. Any occupancy by Tenant prior to the beginning of the term shall in all respects be the same as that of Tenant under this Lease. Landlord shall have no responsibility or liability for loss or damage to fixtures, facilities or equipment installed or left on the Leased Premises. If for any reason, Landlord cannot deliver possession of the Leased Premises to Tenant by the Commencement Date, in no event shall landlord be subject to any liability for a delay in delivery and such failure shall not affect the validity of this Lease or the obligations of Tenant under, and Tenant's remedies for such delay shall be limited to termination of this Lease in the event that Landlord fails to deliver the Leased Premises to Tenant within 30 days of the Commencement Date.

11. SECURITY AND DAMAGE DEPOSIT:

Tenant contemporaneously with the execution of this Lease, has deposited with Landlord the sum of One Thousand and 00/100 Dollars (\$1,000.00), receipt of which is acknowledged by Landlord, which deposit is to be held by Landlord, as a security and damage deposit for the faithful performance by Tenant during the term hereof or any extension hereof. Prior to the time when Tenant shall be entitled to the return of this security deposit, Landlord may commingle such deposit with Landlord's own funds and to use such security deposit for such purpose as Landlord may determine. In the event of the failure of Tenant to keep and perform any of the terms, covenants and conditions of this Lease to be kept and performed by Tenant during the term hereof or any extension hereof, then Landlord, either with or without terminating this Lease may (but shall not be required to) apply such portion of said deposit as may be necessary to compensate or repay Landlord for all losses or damages sustained or to be sustained by Landlord due to such breach on the part of Tenant, including, but not limited to overdue and unpaid rent, any other sum payable by Tenant to Landlord pursuant to the provisions of this Lease, damages or deficiencies in the reletting of the Leased Premises, and reasonable attorney's fees incurred by Landlord. Should the entire deposit or any portion thereof, be appropriated and applied by Landlord, in accordance with the provisions of this paragraph, Tenant, upon written demand by landlord, shall remit forthwith to Landlord a sufficient amount of cash to restore said security deposit to the original sum deposited, and Tenant's failure to do so within thirty (30) days after receipt of such demand shall constitute a breach of this Lease. Said security deposit together with any interest thereon as required by law, shall be returned to Tenant, less any depletion thereof as the result of the provisions of this paragraph, at the term of this Lease or any renewal

thereof, or upon the earlier termination of this Lease. Tenant shall have no right to anticipate return of said deposit by withholding any amount required to be paid pursuant to the provision of this Lease or otherwise.

In the event Landlord shall sell the Leased Premises, or shall otherwise convey or dispose of its interest in this Lease, Landlord may assign the security deposit or any balance thereof to Landlord's assignee, whereupon Landlord shall be released from all liability for the return or repayment of such security deposit and Tenant shall look solely to the said assignee for the return and repayment of said security deposit. Said security deposit shall not be assigned or encumbered by Tenant without such consent of Landlord, and any assignment or encumbrance without such consent shall not bind Landlord. In the event of any rightful and permitted assignment of this Lease by Tenant, said security deposit shall be deemed to be held by Landlord as a deposit made by the assignee, and Landlord shall have no further liability with respect to the return of said security deposit to Tenant.

12. USE:

The Leased Premises shall be used and occupied by Tenant solely for the purposes of vehicle repair and maintenance, auto detailing and cleaning/washing. Vehicle sales on the Leased Premises shall NOT be permitted. The permitted uses by Tenant shall at all times be in full compliance with all applicable laws, ordinances and governmental regulations affecting the Building and Leased Premises. The Leased Premises shall not be used in such manner that, in accordance with any requirement of law or of any public authority, Landlord shall be obligated on account of the purpose or manner of said use to make any addition or alteration to or in the Leased Premises. The Leased Premises shall not be used in any manner which will increase the rates required to be paid for public liability or for fire and extended coverage insurance covering the Leased Premises. Tenant shall occupy the Leased Premises, conduct its business and control its agents, employees, invitees and visitors in such a way as is lawful, and reputable and will not permit or create any nuisance, noise, odor, or otherwise interfere with, annoy or disturb any other Tenant in the Building in its normal business operations or Landlord in its management of the Building. Tenant's use of the Leased Premises shall conform to all landlord's rules and regulations relating to the use of the Leased Premises as listed on Exhibit A attached hereto.

13. ACCESS TO LEASED PREMISES:

The Tenant agrees to permit Landlord and the authorized representatives of Landlord to enter the Leased Premises at all times during usual business hours for the purpose of inspecting the same and making any necessary repairs to the Leased Premises and performing any work therein that may be necessary to comply with any laws, ordinances, rules, regulations or requirements of any public authority or of the Board of Fire Underwriters or any similar body or that Landlord may deem necessary to prevent waste or deterioration in connection with the Leased Premises. Nothing herein shall imply any duty upon the part of Landlord to do any such work which, under any provision of this Lease, Tenant may be required to perform and the performance thereof by Landlord shall not constitute a waiver of Tenant's default in failing to perform the same. The Landlord may, during the progress of any work in the Leased Premises, keep and store upon the Leased Premises all necessary materials, tools and equipment. The Landlord shall not in any event be liable for inconvenience, annoyance, disturbance, loss of business, or other damage of

Tenant by reason of making repairs or the performance on any work in the Leased Premises, or on account of bringing materials, supplies and equipment into or through the Leased Premises during the course thereof and the obligations of Tenant under this Lease shall not thereby be affected in any manner whatsoever.

Landlord reserves the right to enter upon the Leased Premises at any time in the event of an emergency and at reasonable hours to exhibit the Leased Premises to prospective purchasers or others; and to exhibit the Leased Premises to prospective Tenants and to display "For Lease" or similar signs on windows or doors in the Leased Premises during the last one hundred eighty (180) days of the term of this Lease, all without hindrance or molestation by Tenant.

14. EMINENT DOMAIN:

In the event of any eminent domain or condemnation proceeding or private sale in lieu thereof in respect to the Leased Premises during the term thereof, the following provisions shall apply:

a. **Leased Premises Acquired** If the whole of the Leased Premises shall be acquired or condemned by eminent domain for any public or quasi-public use or purpose, then the term of this Lease shall cease and terminate as of the later of the end of the notice period pursuant to paragraph 1B or the date possession shall be taken in such proceeding and all rentals shall be paid up to that date.

b. **Part of Leased Premises Acquired.** If any part constituting less than the whole of the Leased Premises shall be acquired or condemned as aforesaid, and in the event that such partial taking or condemnation shall materially affect the Leased Premises so as to render the Leased Premises unsuitable for the business of Tenant, in the reasonable opinion of Landlord or Tenant, then the term of this Lease shall cease and terminate as of the date possession shall be taken by the condemning authority and rent shall be paid to the date of such termination.

In the event of a partial taking or condemnation of the Leased Premises which shall not materially affect the Leased Premises so as to render the Leased Premises unsuitable for the business of Tenant, in the reasonable opinion of Landlord or Tenant, this Lease shall continue in full force and effect but with a proportionate abatement of the Base Rent and Additional Rent based on the portion if any, of the Leased Premises taken. Landlord reserves the right, at its option, to restore the Leased Premises to substantially the same condition as they were prior to such condemnation. In such event, Landlord shall give written notice to Tenant, within 30 days following the date possession shall be taken by the condemning authority, of Landlord's intention to restore. Upon Landlord's notice of election to restore, Landlord shall commence restoration and shall restore the Leased Premises with reasonable promptness, subject to delays beyond Landlord's control and delays in the making of condemnation or sale proceeds adjustment by Landlord; and Tenant shall have no right to terminate this Lease except as herein provided. Upon completion of such restoration, the rent shall be adjusted based upon the portion, if any, of the Leased Premises restored.

c. **Tenant Waiver.** In the event of any condemnation or taking as aforesaid, whether whole or partial, Tenant shall not be entitled to any part of the award paid for such

condemnation and Landlord is to receive the full amount of such award, Tenant hereby expressly waives any right to claim to any part thereof.

d. **Tenant Damages.** Although all damages in the event of any condemnation shall belong to Landlord whether such damages are awarded as compensation for diminution in value of the leasehold or to the fee of the Leased Premises, Tenant shall have the right to claim and recover from the condemning authority, but not from Landlord, such compensation as may be separately awarded or recoverable by Tenant in Tenant's own right on account of any and all damage to Tenant's business by reason of the condemnation and of or on account of any cost or loss to which Tenant might be put in removing Tenant's merchandise, furniture, fixtures, leasehold improvements and equipment. However, Tenant shall have no claim against Landlord or make any claim with the condemning authority of the loss of its leasehold estate, any unexpired term of loss of any possible renewal or extension of said lease or loss of any possible value of said lease, any unexpired term, renewal or extension of said Lease.

15. DAMAGE OR DESTRUCTION:

In the event of any damage or destruction to the Leased Premises by fire or other cause during the term hereof, the following provisions shall apply:

a. **Significant Damages.** If the Leased Premises is damaged by fire or any other cause to such extent that the cost of restoration, as reasonably estimated by Landlord, will equal or exceed ten percent (10%) of the replacement value of the Leased Premises (exclusive of foundations) just prior to the occurrence of the damage, then Landlord or Tenant may, no later than the sixtieth (60th) day following the damage, give the other party written notice of their election to terminate this Lease.

b. **Date of Termination.** If the event Landlord or Tenant elects to terminate this Lease, it shall be deemed to terminate on the date of the receipt of the notice of election and all rentals shall be paid up to that date. Tenant shall have no claim against landlord for the value of any unexpired term of this Lease.

Notwithstanding anything contained in this paragraph 15 to the contrary, Landlord shall only be obligated to restore the Leased Premises to the extent of the insurance proceeds actually received, but if the insurance proceeds actually received do not permit Landlord to restore the Leased Premises, Landlord shall so notify Tenant and either Landlord or Tenant may terminate this Lease by written notice given within 60 days after Landlord's notice. If Landlord restores the Leased Premises in accordance with the provisions of this Section, then Tenant shall not have any right to terminate this Lease because of such damage pursuant to (i) any common law rights, (ii) Minnesota Statutes §504.131 as now in effect or as it may be hereafter amended or supplemented, or (iii) any comparable right established by a similar statute.

16. CASUALTY INSURANCE:

a. **Landlord to Maintain.** Landlord shall at all times during the term of this Lease, at its expense, maintain a policy or policies of insurance with premiums paid in advance issued by an insurance company licensed to do business in the State of Minnesota insuring the Leased Premises against loss or damage by fire, explosion or other insurable hazards and contingencies

for the full insurance value, provided that Landlord shall not be obligated to insure any furniture, equipment, machinery, goods or supplies not covered by this Lease which Tenant may bring upon the Leased Premises or any additional improvements which Tenant may construct or install on the Leased Premises.

b. **Tenant to Maintain.** Tenant shall at all times during the term of this Lease, at its expense, maintain a policy or policies of insurance with premiums paid in advance issued by an insurance company licensed to do business in the State of Minnesota insuring the Leased Premises against loss or damage by fire, expulsion or other insurable hazards and contingencies for the full insurable value of Tenant's improvements to the Leased Premises and Tenant's personal property.

c. **Tenant Restriction.** Tenant shall not carry any stock of goods or do anything in or about the Leased Premises which will in any way impair or invalidate the obligation of the insurer under any policy of insurance required by this Lease.

d. **Waiver of Liability.** Landlord hereby waives and releases all claims, liabilities and causes of action against Tenant and its agents, servants and employees for loss or damage to, or destruction of, the Leased Premises or any portion thereof, including the buildings and other improvements situated thereon, resulting from fire, explosion and other perils included in standard extended coverage insurance, whether caused by the negligence of any of said persons or otherwise. Likewise, Tenant hereby waives and releases all claims, liabilities and causes of action against Landlord and its agents, servants and employees for loss or damage to, or destruction of, any of the improvements, fixtures, equipment, supplies, merchandise and other property, whether that of Tenant or of others, upon or about the Leased Premises resulting from fire, explosion or the other perils included in standard extended coverage insurance, whether caused by the negligence of any of said persons or otherwise. The waiver shall remain in force whether or not Tenant's insurer shall consent thereto.

e. **Tenant Payment.** In the event that the use of the Leased Premises by Tenant increases the premium rate for insurance carried by Landlord, Tenant shall pay Landlord, upon demand, the amount of such premium increase. If tenant installs any electrical equipment that overloads the power lines to the building or its wiring, Tenant shall, at its own expense, make whatever changes are necessary to comply with the requirements of the insurance underwriter, insurance rating bureau and governmental authorities having jurisdiction.

17. PUBLIC LIABILITY INSURANCE:

Tenant shall during the term hereof keep in full force and effect at its expense a policy or policies of public liability insurance with respect to the Leased Premises and the business of Tenant, on terms with companies approved in writing by Landlord, in Landlord. Landlord shall be named as additional insured under all policies. Limits of liability shall not be less than a combined policy limit of at least \$2,000,000.00 applying to Bodily Injury, Leased Premises Damage and Personal Injury. Such policy(ies) shall: (i) provide that such policies are primary and landlord's policy(ies) are noncontributing; (ii) include a cross-liability endorsement, and (iii) require that at least 30 days prior written notice must be given to Landlord prior to cancellation, expiration or

material adverse changes to such policy(ies). Tenant shall furnish evidence satisfactory to Landlord at the time this Lease is executed that such coverage is in full force and effect.

18. DEFAULT OF TENANT:

a. **Failure to Pay Rent.** In the event of any failure of Tenant to pay any rental due hereunder within ten (10) days after the same shall be due, or any failure to perform any other of the terms, conditions or covenants of this Lease to be observed or performed by Tenant for more than 20 days after written notice of such failure shall have been given to Tenant, or if Tenant or an agent of Tenant shall falsify any report required to be furnished to Landlord pursuant to the terms of this Lease, or if Tenant or any guarantor of this Lease shall become bankrupt or insolvent, or file any debtor proceedings or any person shall take or have against Tenant or any guarantor of this Lease in any court pursuant to any statute either of the United States or of any state a petition of bankruptcy or insolvency or for reorganization or for the appointment of a receiver or trustee of all or a portion of Tenant's or any such guarantor's property, or if Tenant or any such guarantor makes an assignment for the benefit of creditors, or petitions for or enters into an arrangement, or if Tenant shall abandon the Leased Premises or suffer this Lease to be taken under any writ of execution, then in any such event Tenant shall be in default hereunder, and Landlord, in addition to other rights of remedies it may have, shall have the immediate right of re-entry and may remove all personal property from the Leased Premises and such property may be removed and stored in a public warehouse or elsewhere at the cost of, and for the account of Tenant, all without service of notice or resort to legal process and without being guilty of trespass, or becoming liable for any loss or damage which may be occasioned thereby.

b. **Landlord's Rights.** Should Landlord elect to re-enter the Leased Premises, as herein provided, or should it take possession of the Leased Premises pursuant to legal proceedings or pursuant to any notice provided for by law, it may either terminate this Lease or it may from time to time, without terminating this Lease, make such alterations and repairs as may be necessary in order to relet the Leased Premises, and relet the Leased Premises or any part thereof upon such term or terms (which may be for a term extending beyond the term of this Lease) and at such rental or rentals and upon such other terms and conditions as Landlord in its sole discretion may deem advisable. Upon each such subletting all rentals received by Landlord from such reletting shall be applied first to the payment of any indebtedness other than rent due hereunder from Tenant to Landlord; second, to the payment of any costs and expenses of such reletting, including brokerage fees and attorney's fees and costs of such alterations and repairs; third, to the payment of the rent due and unpaid payment of future rent as the same may become due and payable hereunder. If such rentals received from such reletting during any month be less than that to be paid during that month by Tenant hereunder, possession of the Leased Premises by Landlord shall be construed as an election on its part to terminate this Lease unless a written notice of such intention be given to Tenant or unless the termination thereof be decreed by a court of competent jurisdiction. Notwithstanding any such reletting without termination, Landlord may at any time after such re-entry and reletting elect to terminate this Lease for any such breach, in addition to any other remedies it may have, it may recover from Tenant all damages it may incur by reason of such breach, including the cost of recovering the Leased Premises, reasonable attorney's fees, and including the worth at the time of such termination of the excess, if any, of the amount of rent and charges equivalent to rent reserved in this Lease for the remainder of the stated term, minus the amount of rental loss which Tenant proves could

have been reasonably avoided, all of which amounts shall be immediately due and payable from Tenant to Landlord. Landlord shall also be entitled to any other amounts necessary to compensate Landlord for all detriment proximately caused by Tenant's failure to comply with the requirements of this Lease.

c. **Landlord May Cure Default.** Landlord may, at its option, instead of exercising any other rights or remedies available to it in this Lease or otherwise by law, statute or equity spend such money as is reasonably necessary to cure any default of Tenant herein and the amount so spent, and costs incurred, including attorney's fees incurring such default, shall be paid by Tenant, and additional rent, upon demand.

d. **Tenant Payment.** In the event suit shall be brought for recovery of possession of the Leased Premises, for the recovery of rent of any other amount due under the provisions of this Lease, or because of the breach of any other covenant herein contained on the part of Tenant to be kept or performed, and a breach shall be established, Tenant shall pay to Landlord all expenses incurred therefore, including a reasonable attorney's fee, together with interest on all such expenses at the rate of ten percent (10%) per annum from the date of such breach of the covenants of this Lease.

e. **Waiver of Rights of Redemption.** Tenant also waives any demand for possession of the Leased Premises, and any demand for payment of rent and any notice of intent to re-enter the Leased Premises, or of intent to terminate this Lease, other than the notices above provided in this paragraph, and waives any and every other notice or demand prescribed by any applicable statutes or laws.

f. **No Exclusive Remedy.** No remedy herein or elsewhere in this Lease or otherwise by law, statute or equity, conferred upon or reserved to Landlord or Tenant shall be exclusive of any other remedy, but shall be cumulative, and may be exercised from time to time and as often as the occasion may arise.

19. INDEMNITY & HOLD HARMLESS:

Except to the extent that liability for damages or loss is caused by the intentional acts or gross negligence of Landlord, its agents or employees, Tenant shall indemnify, protect, defend (at Landlord's request and with counsel approved by Landlord) and hold Landlord and each of its respective officers and employees harmless from and against every demand, claim, cause of action, judgment and expense, including, but not limited to, reasonable attorney's fees and disbursements of counsel, whether suit is initiated or not, and all loss and damage arising from: (a) any injury, loss or damage to the person or property of Tenant, or to any other person rightfully in the Leased Premises, , (i) occurring in or about the Leased Premises, or (ii) caused by the negligence or misconduct of Tenant, or Tenant's affiliates or any of their respective employees, representatives, agents or contractors, or (iii) resulting from the violation of any legal requirements or the provisions of this Lease by Tenant, or Tenant's affiliates or any of their respective employees, representatives, agents or contractors; (b) any loss or damage, however caused, to books, records, computer or other electronic equipment or data or media, files, artwork, money, securities, negotiable instruments or papers in the Leased Premises; (or (c) any loss or damage resulting from interference with or obstruction of deliveries to or from the Leased

Premises caused by Tenant or Tenant's affiliates or any of their respective employees, representatives, agents or contractors. All property kept, maintained or stored on the Leased Premises shall be so kept, maintained or stored at the sole risk of Tenant. If any mechanic's lien is filed against any part of the Leased Premises for work claimed to have been done for, or materials claimed to have been furnished to Tenant, such mechanic's lien shall be discharged by Tenant within ten (10) days thereafter, at Tenant's sole cost and expense, by the payment thereof or by making any deposit required by law or by posting a bond with such surety, in such amount and in such form as landlord deems proper. Tenant shall immediately notify Landlord of any mechanic's lien or other lien filed against the Leased Premises or any part thereof by a contractor or subcontractor of Tenant or otherwise by reason of work claimed to have been done for or materials claimed to have been furnished to Tenant. If Tenant fails to remove such lien or post such bond within the ten (10) day period following the filing thereof, Landlord may, at its sole discretion and without waiving its right and remedies based on such breach by Tenant and without releasing Tenant from any of its obligations, cause such lien to be released by any means it shall deem proper, including payment in satisfaction of the claim giving rise to such lien. Tenant shall, in such event, pay to Landlord at once, upon notice by Landlord, any sum paid by Landlord to remove such lien, together with interest at the rate of twelve percent (12%) from the date of such payment by Landlord. Landlord shall have the right at all times to post and keep posted on the Leased Premises any notices permitted or required by applicable law, or that Landlord shall deem proper for the protection of Landlord, the Leased Premises, the Leased Premises and any other party having an interest therein, from liens. All material suppliers, contractors, artisans, mechanics, laborers and other parties contracting with Tenant for the furnishing of any labor, services, materials, supplies or equipment with respect to any portion of the Leased Premises are hereby charged with notice that they must look solely to Tenant for payment of the same and Tenant's purchase orders, contracts and subcontracts in connection therewith must clearly state this requirement.

20. NON-LIABILITY:

Subject to the terms and conditions of paragraphs 6 and 15 hereof, Landlord shall not be liable for damage to any property of Tenant or of others located on the Leased Premises, or for the loss of or damage to any property of Tenant or of others by theft or otherwise. Landlord shall not be liable for any injury or damage to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water, rain or snow or leaks from any part of the Leased Premises or from the pipes, appliances, or plumbing works or from the roof, street or subsurface or from any other place or by dampness or by any other cause of whatsoever nature. Landlord shall not be liable for any such damage caused by Tenants or persons in the Leased Premises, occupants of adjacent property, of the buildings, or the public or caused by operations in connection of any private, public or quasi-public work. Landlord shall not be liable for any latent defect in the Leased Premises. All property of Tenant kept or stored on the Leased Premises shall be so kept or stored at the risk of Tenant only and Tenant shall hold Landlord harmless from any claims arising out of damage to the same, including subrogation claims by Tenant's insurance carrier.

21. ASSIGNMENT OR SUBLETTING:

Tenant agrees to use and occupy the Leased Premises throughout the entire term hereof for the purpose or purposes herein specified and for no other purposes, in the manner and to

substantially the extent now intended, and not to assign, sublet, license, concession or otherwise transfer this Lease or Tenant's rights in the Leased Premises, or any part thereof, whether by voluntary act, operation of law, or otherwise, without obtaining the prior written consent of Landlord in each instance. Tenant shall seek such consent of Landlord by a written request therefore, setting forth such information as Landlord may deem necessary. Landlord agrees not to withhold consent unreasonably. Consent by Landlord to any assignment of this Lease or to any subletting of the Leased Premises shall not be a waiver of Landlord's rights under this paragraph as to any subsequent assignment or subletting. Landlord's rights to assign this Lease are and shall remain unqualified. No such assignment or subleasing shall relieve Tenant from any of Tenant's obligations in this Lease contained, nor shall any assignment or sublease or other transfer of this Lease be effective unless the assignees, subtenant or transferee shall at the time of such assignment, sublease or transfer, assume in writing for the benefit of Landlord, its successors or assigns, all of the terms, covenants and conditions of this Lease thereafter to be performed by Tenant and shall agree in writing to be bound thereby. Should Tenant sublease in accordance with the terms of this Lease, fifty percent (50%) of any increase in rental received by Tenant over the per square foot rental rate which is being paid by Tenant shall be forwarded to and retained by Landlord, which increase shall be in addition to the Base Rent and Additional Rent due landlord under this Lease.

22. ATTORNMENT:

In the event of any sale, transfer or assignment of Landlord's interest in the Leased Premises, or this Lease, or if the Leased Premises comes into custody or possession of a mortgagee or any other party whether because of a mortgage foreclosure, or otherwise, Tenant shall attorn to such assignee or other party and recognize such party as Landlord hereunder; provided, however, Tenant's peaceable possession will not be disturbed so long as Tenant faithfully performs its obligations under this Lease. Tenant shall execute, on demand, any attornment agreement required by any such party to be executed, containing such provisions and such other provisions as such party may require.

23. NOVATION IN THE EVENT OF SALE:

In the event of the sale of the Leased Premises, Landlord shall be and hereby is relieved of all of the covenants and obligations created hereby accruing from and after the date of sale, and such sale shall result automatically in the purchaser assuming and agreeing to carry out all the covenants and obligations of Landlord herein. Notwithstanding the foregoing provisions of this paragraph, Landlord, in the event of a sale of the Leased Premises, shall cause to be included in the agreement of sale and purchase a covenant whereby the purchaser of the Leased Premises assumes and agrees to carry out all of the covenants and obligations of Landlord herein.

The Tenant agrees at any time and from time to time upon not less than ten (10) days prior written request by Landlord to execute, acknowledge and deliver to Landlord a statement in writing certifying that this Lease is unmodified and in full force and effect as modified and stating the modifications, and the dates to which the basic rent and other charges have been paid in advance, if any, it being intended that any such statement delivered pursuant to this paragraph may be relied upon by any prospective purchaser of the fee or mortgagee or assignee of any mortgage upon the fee of the Leased Premises. In the event that Tenant fails to execute and

return the estoppel certificate within such ten (10) day period, the holder of such encumbrance shall be entitled to rely, as against the Tenant, that: (i) this Lease is in full force and effect, without amendment except as specified by the Landlord, (ii) Tenant has no offsets against rent nor any defenses to Tenant's performance under this Lease, (iii) Tenant has no right to any offset or defenses to the payment of rent, and (iv) Tenant has not paid any rental under this Lease more than one month in advance.

24. SUCCESSORS AND ASSIGNS:

The terms, covenants and conditions hereof shall be binding upon and inure to the successors and assigns of the parties hereto.

25. REMOVAL OF FIXTURES AND LEASEHOLD IMPROVEMENTS:

Notwithstanding anything contained in paragraph 8, paragraph 29 or elsewhere in this Lease, if Landlord requests then Tenant will promptly remove at the sole cost and expense of Tenant all fixtures, equipment and alterations made by Tenant simultaneously with vacating the Leased Premises and Tenant will promptly restore the Leased Premises to the condition that existed immediately prior to said fixtures, equipment and alterations having been made all at the sole cost and expense of Tenant.

26. QUIET ENJOYMENT:

Landlord warrants that it has full right to execute and to perform this Lease and to grant the estate demised, and that Tenant, upon payment of the rents and other amounts due and the performance of all the terms, conditions, covenants and agreements on Tenant's part to be observed and performed under this Lease, may peaceably and quietly enjoy the Leased Premises for the business uses permitted hereunder, subject, nevertheless, to the terms and conditions of this Lease.

27. RECORDING:

Tenant shall not record this Lease without the written consent of Landlord. However, upon the request of either party hereto, the other party shall join in the execution of the Memorandum lease for the purposes of recordation. Said Memorandum lease shall describe the parties, the Leased Premises and the term of the Lease and shall incorporate this Lease by reference.

28. OVERDUE PAYMENTS:

All monies due under this Lease from Tenant to Landlord shall be due on demand, unless otherwise specified and if not paid when due, shall result in the imposition of a service charge for such late payment in the amount of five percent (5%) of the amount due.

29. SURRENDER:

On the Expiration Date or upon the termination hereof upon a day other than the Expiration Date, Tenant shall peaceably surrender the Leased Premises broom-clean in good order, condition and repair, reasonable wear and tear only excepted unless the Lease has been

terminated pursuant to paragraphs 1.b, 14 or 15. On or before the Expiration Date or upon termination of this Lease on a day other than the Expiration Date, Tenant shall, at its expense, remove all trade fixtures, personal property and equipment and signs from the Leased Premises and any property not removed shall be deemed to have been abandoned. Any damage caused in removal of such items shall be repaired by Tenant and at its expense. All alterations, additions, improvements and fixtures (other than trade fixtures) which shall have been made or installed by Landlord or Tenant upon the Leased Premises and all floor covering so installed shall at the option of Landlord remain upon and be surrendered with the Leased Premises as a part thereof, without disturbance, molestation or injury, and without charge, at the expiration or termination of this Lease. If the Leased Premises is not surrendered on the Expiration Date or the date of termination, Tenant shall indemnify Landlord against loss or liability, claims, without limitation, made by any succeeding Tenant founded on such delay. Tenant shall promptly surrender all keys for the Leased Premises to Landlord at the place then fixed for payment of rent and shall inform Landlord of combinations of any locks and safes on the Leased Premises.

30. HOLDING OVER:

In the event of a holding over by Tenant after expiration or termination of this Lease without the consent in writing of Landlord, Tenant shall be deemed a Tenant at sufferance and shall pay rent for such occupancy at the rate of twice the lease-current aggregate Base and Additional Rent, prorated for the entire holdover period, plus all attorney's fees and expenses incurred by Landlord in enforcing its rights hereunder, plus any other damages occasioned by such holding over. Except as otherwise agreed, any holding over with the written consent of Landlord shall constitute Tenant as a month-to-month Tenant.

31. ABANDONMENT:

In the event Tenant shall remove its fixtures, equipment or machinery or shall vacate the Leased Premises or any part thereof prior to the Expiration Date of this Lease, or shall discontinue or suspend the operation of its business conducted on the Leased Premises for a period of more than thirty (30) consecutive days (except during any time when the Leased Premises may be rendered untenable by reason of fire or other casualty), then in any such event Tenant shall be deemed to have abandoned the Leased Premises and Tenant shall be in default under the terms of this Lease.

32. CONSENTS BY LANDLORD:

Whenever provision is made under this Lease for Tenant securing the consent or approval by Landlord, such consent or approval shall only be in writing.

33. NOTICES:

Any notice required or permitted under this Lease shall be deemed sufficiently given or secured if sent by registered or certified return receipt mail to Tenant at 6745 Highway 10 NW, Ramsey, Minnesota 55303, and to Landlord at the address then fixed for the payment of rent as provided in paragraph 4 of this Lease, and either party may by like written notice at any time designate a different address to which notices shall subsequently be sent or rent to be paid.

34. RULES AND REGULATIONS:

Tenant shall observe and comply with the rules and regulations as Landlord may prescribe and as listed on Exhibit A attached hereto, on written notice to Tenant for the safety, care and cleanliness of the Leased Premises.

35. INTENT OF PARTIES:

Except as otherwise provided herein, Tenant covenants and agrees that if it shall any time fail to pay any such cost or expenses, or fail to take out, pay for, maintain or deliver any of the insurance policies above required, or fail to make any other payment or perform any other act on its part to be made or performed as in this Lease provided, then Landlord may, but shall not be obligated so to do, and without notice to or demand upon Tenant and without waiving or releasing Tenant from any obligations of Tenant in this Lease contained, pay any such cost or expense, effect any such insurance coverage and pay premiums therefore, and may make any other payment or perform any other act on the part of Tenant to be made and performed as in this Lease provided, in such manner and to such extent as Landlord may deem desirable, and in exercising any such right, to also pay all necessary and incidental costs and expenses, employ counsel and incur and pay reasonable attorney's fees. All sums so paid by Landlord and all necessary and incidental costs and expenses in connection with the performance of any such act by Landlord, together with interest thereon at the rate of twelve percent (12%) per annum from the date of making of such expenditure, by Landlord, shall be deemed Additional Rent hereunder, and shall be payable to Landlord on demand. Tenant covenants to pay any such sum or sums with interest as aforesaid and Landlord shall have the same rights and remedies in the event of the non-payment thereof by Tenant as in the case of default by Tenant in the payment of the Base Rent payable under this Lease.

36. GENERAL:

a. **Landlord Tenant Relationship.** This Lease does not create the relationship of principal and agent or of corporation or of joint venture or of any association between Landlord and Tenant, the sole relationship between the parties hereto being that of Landlord and Tenant.

b. **Effect of Waivers.** No waiver of any default of Tenant hereunder shall be implied from any omission by Landlord to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord shall not then be construed as a waiver of a subsequent breach of the same covenant, term or condition. The consent to or approval by Landlord of any act by Tenant requiring Landlord's consent or approval shall not waive or render necessary Landlord's consent to or approval of any subsequent similar act by Tenant. No action required or permitted to be taken by or on behalf of Landlord under the terms or provisions of this Lease shall be deemed to constitute an eviction or disturbance of Tenant's possession of the Leased Premises. All preliminary negotiations are merged into and incorporated in this Lease. The laws of the State of Minnesota shall govern the validity, performance and enforcement of this Lease.

c. **Entire Agreement.** This Lease and the exhibits, if any, attached hereto and forming a part hereof, constitute the entire agreement between Landlord and Tenant affecting the Leased Premises and there are no other agreements, either oral or written, between them other than are herein set forth. No subsequent alteration, amendment, change or addition to this Lease shall be binding upon Landlord or Tenant unless reduced to writing and executed in the same form and manner in which this Lease is executed.

d. **Enforceability of Provisions.** If any agreement, covenant or condition of this Lease or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such agreement, covenant or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each agreement, covenant or condition of this Lease shall be valid and be enforced to the fullest extent permitted by law.

e. **No Personal Obligations.** The obligations of Landlord under this Lease do not constitute the personal obligations of the individual officers or employees of Landlord. If Landlord shall fail to perform any covenant, term or condition of this Lease required of landlord, Tenant shall be required to deliver to Landlord written notice of the same. If, as a consequence of such default, Tenant shall recover a money judgment against Landlord, such judgment shall be satisfied only out of the proceeds of sale received upon execution of such judgment and levied thereon against the right, title and interest of Landlord in the Leased Premises and out of rent or other income from the Leased Premises receivable by Landlord, or out of consideration received by Landlord from the sale or other disposition of all or any part of Landlord's right, title or interest in the Leased Premises, and no action for any deficiency may be sought or obtained by Tenant.

f. **No Relocation Benefits.** The Tenant waives its right to relocation benefits under any state or federal law in the event Tenant elects to terminate this Lease prior to the expiration of the Lease Term or any subsequent term thereafter pursuant to paragraph 1.c. herein.

37. NO WASTE OR NUISANCE AND COMPLIANCE WITH LAWS:

a. **Leased Premises Use.** The Leased Premises shall be used by and/or at the sufferance of Tenant only for the purpose set forth in paragraph 11 above and for no other purposes. Tenant shall not use or permit the use of the Leased Premises in any manner that will tend to create waste or a nuisance. Tenant, its employees and all persons visiting or doing business with Tenant in the Leased Premises shall be bound by and shall observe the reasonable rules and regulations as listed on Exhibit A attached hereto, made by Landlord relating to the Leased Premises, of which notice in writing shall be given to Tenant, and all such rules and regulations shall be deemed to be incorporated into and form a part of this Lease.

b. **Obey Laws.** Tenant covenants throughout the Lease Term, at Tenant's sole cost and expense subject to Landlord's warranty in paragraph 6, promptly to comply with all laws and ordinances and the orders, rules and regulations and requirements of all federal, state and municipal governments and appropriate departments, commissions, boards, and officers thereof, and the orders, rules and regulations of the Board of Fire Underwriters where the Leased Premises are situated, or any other body now or hereafter created with jurisdiction over the

Leased Premises, and whether or not the same require structural repairs or alterations, which may be applicable to the Leased Premises, or the use or manner of use of the Leased Premises. Tenant will likewise observe and comply with the requirements of all policies of public liability, fire and all other policies of insurance at any time in force with respect to the buildings and improvements on the Leased Premises and the equipment thereof.

38. HAZARDOUS MATERIAL:

In the event any Hazardous material (hereinafter defined) is brought or caused to be brought into or onto the Leased Premises by Tenant, Tenant shall handle any such material in compliance with all applicable federal, state and/or local regulations. For purposes of this paragraph, "Hazardous Material" means and includes any hazardous, toxic or dangerous waste, substance or material defined as such in (or for purposes of) the Comprehensive Environmental Response, Compensation, and Liability Act, and so-called "Superfund" or "Super lien" law, or any federal, state or local statute, law, ordinance, code, rule, regulation, order decree regulation, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic or dangerous waste, substance or material, as now or at any time hereafter in effect. Tenant shall submit to Landlord on an annual basis copies of its approved hazardous materials communication plan, OSHA monitoring plan, and permits required by the Resource Recovery and Conservation Act of 1976, if Tenant is required to prepare, file or obtain any such plans or permits. Tenant will indemnify and hold harmless Landlord from any losses, liabilities, damages, costs or expenses (including reasonable attorney's fees) which Landlord may suffer or incur as a result of Tenant's introduction into or onto the Leased Premises, of any Hazardous Material. This paragraph shall survive the expiration or sooner termination of this Lease.

39. CAPTIONS:

The captions are inserted only as a matter of convenience and for reference, and in no way define, limit or describe the scope of this Lease nor the intent or any provision thereof.

40. ATTACHMENTS:

See also Exhibit A, which Exhibit is attached hereto and made a part hereof.

<u>Exhibit</u>	<u>Description</u>
Exhibit A	Leased Premises Rules and Regulations
Exhibit B	Graphic Depiction of Leased Premises
Exhibit C	Personal Property List

41. SUBMISSION:

Submission of this instrument to Tenant or proposed Tenant or its agents or attorneys for examination, review, consideration or signature does not constitute or imply an offer to lease, reservation of space, or option to lease, and this instrument shall have no binding legal effect until execution hereof by both Landlord/Owner and Tenant or its agents.

IN WITNESS WHEREOF, landlord and Tenant have caused these presents to be executed in form and manner sufficient to bind them at law, as of the day and year first above written.

LANDLORD:

TENANT:

**CITY OF RAMSEY, a
Minnesota Municipal Corporation**

**INDEPENDENT AUTO SERVICE, INC.
Minnesota Corporation**

By: _____
Bob Ramsey, Mayor

By: _____
Allen Berg, Chief Executive Manager

By: _____
Kurt G. Ulrich, City Administrator

EXHIBIT A
TO LEASE AGREEMENT
DATED February 1, 2012

BUILDING RULES AND REGULATIONS

1. Any sign, lettering, picture, notice or advertisement installed on or in any part of the Leased Premises and visible from the exterior of the Leased Premises, shall be installed at Tenant's sole cost and expense, and in such manner, character and style as Landlord may approve in writing. Anything herein to the contrary notwithstanding, approval as to signs shall be subject to Landlord's approval which may not be unreasonably withheld. In the event of a violation of the foregoing by Tenant, landlord may remove the same without any liability and may charge the expense incurred by such removal to Tenant.

2. Tenant assumes full responsibility for protecting its space from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Leased Premises closed and secured after normal business hours.

3. Tenant shall comply with all applicable federal, state and municipal laws, ordinances and regulations, and building rules and shall not directly or indirectly make any use of the Leased Premises which may be prohibited by any of the foregoing or which may be dangerous to persons or property or may increase the cost of insurance or require additional insurance coverage.

4. The Leased Premises shall not be used for cooking (as opposed to heating of food), lodging, sleeping or for any immoral or illegal purpose.

5. Unless expressly permitted by Landlord, no additional locks or similar devices shall be attached to any door or window and no keys other than those provided by Landlord shall be made for any door. If more than two keys for one lock are desired by Tenant, Landlord may provide the same upon payment by Tenant. Upon termination of this Lease or of Tenant's possession, Tenant shall surrender all keys of the Leased Premises and shall explain to Landlord all combination locks on safes, cabinets and vaults.

6. The restrooms, drinking fountains and other plumbing fixtures shall not be used for any purpose other than for which they are constructed, and no sweepings, rubbish, rags, coffee grounds or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by Tenant who, or whose employees, agents, visitors or licensees have caused same. No person shall waste water by interfering or tampering with the faucets or otherwise.

7. Tenant shall be responsible for any damage to the building or the property of its employees or others and injuries sustained by any person whomsoever resulting from the use or moving of such articles in or out of the Leased Premises, and shall make all repairs and improvements required by Landlord or governmental authorities in connection with the use or moving of such articles.

8. Wherever in these Building Rules and Regulations the word “Tenant” occurs, it is understood and agreed that it shall mean Tenant’s associates, employees, agents, clerks, invitees, and visitors. Wherever the word “Landlord” occurs, it is understood and agreed that it shall mean Landlord’s assigns, agents, clerks, and visitors.

9. Landlord shall have the right to enter upon the Leased Premises at all reasonable hours for the purpose of inspecting the same.

10. Landlord shall have the right to enter the Leased Premises at hours convenient to Tenant for the purpose of exhibiting the same to prospective tenants.

11. Landlord shall be responsible for all repair and maintenance of mechanical systems and devices associated with Tenant’s Leased Premises, including heating and air conditioning equipment, water heaters, exhaust fans, plumbing and electrical. Landlord must be advised of any such repair, etc. and must approve of any such repair. Landlord warrants that the equipment is in proper working order on the Commencement Date.

12. Alterations of any nature to the Leased Premises by Tenant shall require written approval of Landlord. Such approval shall not be unreasonably withheld. In the event of a violation of the foregoing by Tenant, Landlord may remove the same without any liability and may charge the expense incurred by such removal to Tenant.

13. Tenant and Tenant’s employees, agents, visitors and licensees shall observe faithfully and comply strictly with the foregoing rules and regulations and such other and further appropriate rules and regulations as Landlord or Landlord’s agent may from time to time adopt. Reasonable notice of any additional rules and regulations shall be given in such manner as Landlord may reasonably elect in its reasonable discretion.

14. Landlord reserves the right at any time to rescind, alter or waive, in whole or in part, any of these Rules and Regulations when deemed necessary, desirable, or proper, in Landlord’s judgment, for its best interest or for the best interest of the tenants of the Complex. Tenant reserves the right to refuse compliance with any subsequent additional rules and regulations added to those agreed to at the time of signing the Lease.

15. To the extent these rules are in conflict with the terms of the Lease, the terms of the Lease shall rule and govern.

Exhibit B
Graphic Depiction of Leased Premises

Exhibit C
Personal Property List

Air Compressor in Pit Area

Four Commercial Hoists

Computers

Copier & Fax Machines

Other Office Equipment

Furniture

Tool Cabinets

Inventory

CC Regular Session

4.3.

Meeting Date: 01/24/2012

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 January 5, 2012 through January 19, 2012

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 January 5, 2012 through January 19, 2012

Attachments

Bills list 1-24-2012

Resolution 1-24-2012

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	01/19/2012 12:05 PM
Kurt Ulrich	Kurt Ulrich	01/19/2012 04:46 PM
Form Started By: Jackie Lipski		Started On: 01/19/2012 11:38 AM
	Final Approval Date: 01/19/2012	

RAMSEY CITY COUNCIL MEETING
1/24/2012
BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 1/5/12-1/19/12	555,675.74
Accounts Payable 1/5/12-1/19/12	123,765.69
Payroll 1/5/12 & 1/19/12	172,191.90
Pay Estimates- Projects	441,751.00
Debt Service	302,173.75

TOTAL SUBMITTED FOR APPROVAL THIS MEETING

\$ 1,595,558.08

<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	201,995.20	201,995.20
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	80,969.16	80,969.16
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)		
- CHECKS VOIDED	0.00	0.00

TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED

\$ 282,964.36

\$ 282,964.36

CITY OF RAMSEY
Council Check Register

1/5/2012 - 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
87521	1/5/2012		100297 CENTERPOINT ENERGY						
		196.53	DEC 2011 GAS CHARGES		61132	8000014064-2DEC 11	9601.6373		GAS
		196.53	DEC 2011 GAS CHARGES		61132	8000014064-2DEC 11	9602.6373		GAS
		196.54	DEC 2011 GAS CHARGES		61132	8000014064-2DEC 11	9605.6373		GAS
		305.97	DEC 2011 GAS CHARGES		61132	8000014064-2DEC 11	0452.6373		GAS
		589.60	DEC 2011 GAS CHARGES		61132	8000014064-2DEC 11	0311.6373		GAS
		1,441.40	DEC 2011 GAS CHARGES		61132	8000014064-2DEC 11	0220.6373		GAS
		<u>2,926.57</u>							
87522	1/5/2012		110734 CITY OF RAMSEY						
		60.00	CASH PYMT ACCT 718327		61134	010512	9601.4651		WATER REVENUE
		<u>60.00</u>							
87523	1/5/2012		110373 ERICKSON, MITCH						
		100.00	DAM DEP REFUND 29982		61135	010512	9804.1160		KEY & DAMAGE DEPOSIT
		<u>100.00</u>							
87524	1/5/2012		100382 PITNEY BOWES INC						
		1,236.00	POSTAGE RENTAL- 2012		61133	9394363-DC11	0130.6405		OFFICE & DATA PROCESSING
		<u>1,236.00</u>							
87525	1/6/2012		107962 GENESIS EMPLOYEE BENEFITS						
		4,416.60			61120	01041217094312	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>4,416.60</u>							
87526	1/10/2012		100948 ANOKA COUNTY LICENSE CENTER						
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0191.6249	00000403	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0191.6249	00000404	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0240.6249	00000401	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0240.6249	00000406	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0194.6249	00000312	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0301.6249	00000402	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0301.6249	00000407	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0301.6249	00000638	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249	00000607	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249	00000676	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249	00000672	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249	00000668	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249	00000662	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249	00000654	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249	00000653	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249	00000644	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249	00000640	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249	00000637	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249	00000632	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249	00000383	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249	00000362	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249	00000405	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0452.6249		MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0452.6249	00000675	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0452.6249	00000674	MISCELLANEOUS OPERATING

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0452.6249	00000669	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0452.6249	00000665	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0452.6249	00000664	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0452.6249	00000641	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0452.6249	00000636	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0452.6249	00000627	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0452.6249	00000385	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0452.6249	00000372	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	9601.6249	00000667	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	9601.6249	00000652	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	9601.6249	00000651	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	9602.6249	00000673	MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249		MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0311.6249		MISCELLANEOUS OPERATING
		16.00	MISC CITY VEHICLE TABS 2012		61146	010912	0452.6249		MISCELLANEOUS OPERATING
		640.00							
87527	1/10/2012		111364 ASSURANT EMPLOYEE BENEFITS						
		1,208.19	LTD INSURANCE JAN 12		61147	5413144 JAN12	9101.2170		DENTAL/DISABILITY/LIFE
		1,208.19							
87528	1/10/2012		106564 BLUE CROSS BLUE SHIELD						
		56,099.00	JAN 12 MEDICAL INS		61148	121611	9101.2176		LIFE/HEALTH-EMPLOYEE
		56,099.00							
87529	1/10/2012		100116 CONNEXUS ENERGY						
		147.48	PUBLIC WORKS MISC		61138	759126-303106DE C11	9605.6371		ELECTRIC UTILITIES
		147.49	PUBLIC WORKS MISC		61138	759126-303106DE C11	9601.6371		ELECTRIC UTILITIES
		147.49	PUBLIC WORKS MISC		61138	759126-303106DE C11	9602.6371		ELECTRIC UTILITIES
		442.46	PUBLIC WORKS MISC		61138	759126-303106DE C11	0311.6371		ELECTRIC UTILITIES
		717.06	PUBLIC WORKS MISC		61138	759126-303106DE C11	0452.6371		ELECTRIC UTILITIES
		367.94	TRAFFIC SIGNALS		61139	759126-303100DE C11	0260.6371		ELECTRIC UTILITIES
		90.63	SIRENS (17)		61140	759126-303095DE C11	0250.6371		ELECTRIC UTILITIES
		9,589.41	STREET LIGHTS		61141	759126-303101DE C11	9603.6371		ELECTRIC UTILITIES
		572.66	WATER TOWERS, PUMPHOUSES, LIFT		61142	759126-303102DE C11	9602.6371		ELECTRIC UTILITIES
		4,965.98	WATER TOWERS, PUMPHOUSES, LIFT		61142	759126-303102DE C11	9601.6371		ELECTRIC UTILITIES
		17,188.60							
87530	1/10/2012		106583 DELTA DENTAL PLAN OF MINNESOTA						
		2,133.60	JAN 12 DENTAL INS		61149	4750502	9101.2170		DENTAL/DISABILITY/LIFE
		2,133.60							
87531	1/10/2012		109280 MINKS PROPERTIES LLC						
		25,000.00	FINAL TIF - LAND REIMB		61150	010912	9202.6433		REFUNDS
		25,000.00							
87532	1/10/2012		113000 MINNESOTA FIRE SERVICE FOUNDAT						

CITY OF RAMSEY
Council Check Register

1/5/2012 - 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		1,371.72	DONATION TO MN FIRE SER.		61144	010912	0220.6104		PART TIME-WAGES & SALARIE
		1,371.72							
87533	1/10/2012		100361 NCPERS MINNESOTA						
		352.00	JAN 2012 INS		61151	7048112	9101.2170		DENTAL/DISABILITY/LIFE
		352.00							
87534	1/10/2012		100678 PETTY CASH						
		5.39	OPEN HOUSE		61143	011012	0111.6249		MISCELLANEOUS OPERATING
		24.00	LUNCHES-PD ANOKA CTY CHIEFS		61143	011012	0211.6249		MISCELLANEOUS OPERATING
		29.39							
87535	1/10/2012		100678 PETTY CASH						
		17.00	REIMB PETTY CASH		61152	011012A	0211.6489	00000351	OTHER CONTRACTED SERVIC
		17.00	REIMB PETTY CASH		61152	011012A	0211.6489	00000352	OTHER CONTRACTED SERVIC
		34.00							
87536	1/10/2012		111137 WRIGHT HENNEPIN COOPERATIVE EL						
		26.67	7550 SUNWOOD DR		61136	150-1681-6340DE C2011	0211.6489		OTHER CONTRACTED SERVIC
		26.67	7650 SUNWOOD DR		61137	150-1681-4280 DEC 2011	9240.6315		MISCELLANEOUS PROFESSIO
		29.87	7550 SUNWOOD DR PD		61145	150-1682-6501 JAN12	0211.6489		OTHER CONTRACTED SERVIC
		83.21							
87570	1/11/2012		112719 WHEELS OF THUNDER						
		2,187.50	JAN/FEB 12 AD SALES 50%		61154	011112	9101.4609		OTHER MISCELLANEOUS REV
		2,187.50							
87571	1/12/2012		100404 CENTURYLINK						
		311.84	JAN 2012 BILLING		61191	612 E34-0550 637 JAN12	0192.6321		TELEPHONE
		311.84	JAN 2012 BILLING		61192	612 E34-0549 596 JAN12	0192.6321		TELEPHONE
		311.84	JAN 2012 BILLING		61193	612 E34-0544 018 JAN12	0192.6321		TELEPHONE
		65.35	JAN 2012 BILLING		61194	763 422-1452 795 JAN12	0452.6321		TELEPHONE
		1,000.87							
87572	1/12/2012		100116 CONNEXUS ENERGY						
		33.35	MISC CITY ELECTRIC ACCOUNTS		61188	759126-303107DE C11	9601.6371		ELECTRIC UTILITIES
		33.35	MISC CITY ELECTRIC ACCOUNTS		61188	759126-303107DE C11	9602.6371		ELECTRIC UTILITIES
		33.35	MISC CITY ELECTRIC ACCOUNTS		61188	759126-303107DE C11	9605.6371		ELECTRIC UTILITIES
		35.06	MISC CITY ELECTRIC ACCOUNTS		61188	759126-303107DE C11	0295.6371		ELECTRIC UTILITIES
		38.48	MISC CITY ELECTRIC ACCOUNTS		61188	759126-303107DE C11	9410.6371	00041018	ELECTRIC UTILITIES
		52.58	MISC CITY ELECTRIC ACCOUNTS		61188	759126-303107DE C11	0194.6371		ELECTRIC UTILITIES
		89.35	MISC CITY ELECTRIC ACCOUNTS		61188	759126-303107DE C11	9230.6371		ELECTRIC UTILITIES
		100.05	MISC CITY ELECTRIC ACCOUNTS		61188	759126-303107DE	0311.6371		ELECTRIC UTILITIES

CITY OF RAMSEY

Council Check Register

1/5/2012 -- 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		142.47	MISC CITY ELECTRIC ACCOUNTS		61188	759126-303107DE C11	9410.6371	00041001	ELECTRIC UTILITIES
		358.19	MISC CITY ELECTRIC ACCOUNTS		61188	759126-303107DE C11	9410.6371	00041012	ELECTRIC UTILITIES
		1,493.89	MISC CITY ELECTRIC ACCOUNTS		61188	759126-303107DE C11	0220.6371		ELECTRIC UTILITIES
		3,090.53	MISC CITY ELECTRIC ACCOUNTS		61188	759126-303107DE C11	9240.6371		ELECTRIC UTILITIES
		4,903.72	MISC CITY ELECTRIC ACCOUNTS		61188	759126-303107DE C11	0194.6371		ELECTRIC UTILITIES
		<u>10,404.37</u>							
87573	1/12/2012		113002 GEORGETOWN LEADERSHIP PLANNING						
		125.00	REG- T. DWYER		61195	011212	0211.6335		TRAINING
		<u>125.00</u>							
87574	1/12/2012		100413 RANDALL AND GOODRICH, P L .C						
		44.00	DEC 2011 CIVIL BILLING		61189	011112	9410.6304	00041010	LEGAL FEES
		110.00	DEC 2011 CIVIL BILLING		61189	011112	9494.6304		LEGAL FEES
		671.00	DEC 2011 CIVIL BILLING		61189	011112	0295.6304		LEGAL FEES
		3,794.25	DEC 2011 CIVIL BILLING		61189	011112	0161.6304		LEGAL FEES
		<u>4,619.25</u>							
87575	1/12/2012		100510 VERIZON WIRELESS						
		82.27	NOV/DEC 2011 BILLING		61190	2675542608	0130.6323		CELLULAR PHONES
		<u>82.27</u>							
87576	1/17/2012		100413 RANDALL AND GOODRICH, P L .C						
		2,918.00	JAN 2012 PROSCUTION BILLING		61223	011612	0161.6304		LEGAL FEES
		<u>2,918.00</u>							
87577	1/19/2012		110734 CITY OF RAMSEY						
		132.00	ACCT # 71892199		61264	011812	9601.4651		WATER REVENUE
		<u>132.00</u>							
87578	1/19/2012		107244 NORTHLAND TRUST SERVICES INC						
		3,187.50	BOND PRIN/INT		61265	121511	9343.6611		BOND INTEREST
		170,000.00	BOND PRIN/INT		61265	121511	9343.6602		BOND PRINCIPAL
		13,986.25	BONDS 2004 PRIN/INT		61266	121511A	9338.6611		BOND INTEREST
		115,000.00	BONDS 2004 PRIN/INT		61266	121511A	9338.6602		BOND PRINCIPAL
		<u>302,173.75</u>							
87579	1/19/2012		112965 OBERMAIER, JASON AND RUTH						
		12,000.00	REIMBURSE SEPTIC SYSTEM		61267	011212A	9602.6315		MISCELLANEOUS PROFESSIO
		<u>12,000.00</u>							
90197996	1/5/2012		100398 PUBLIC EMPLOYEES RETIREMENT AS						
		13,925.42			61128	0104121709436	9101.2174		PERA-EMPLOYEE
		18,519.99			61129	0104121709437	9101.2183		PERA-EMPLOYER
		<u>32,445.41</u>							
91888896	1/5/2012		100601 MN DEPT OF REV WH						
		7,886.34			61130	0104121709438	9101.2172		STATE WITHHOLDING
		<u>7,886.34</u>							
93956283	1/5/2012		107784 VILLAGE BANK						

CITY OF RAMSEY
Council Check Register

1/5/2012 -- 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		7,102.45			61118	01041217094310	9101.2173		FICA & MEDICARE-EMPLOYEE
		9,294.54			61119	01041217094311	9101.2182		FICA & MEDICARE-EMPLOYER
		18,904.19			61131	0104121709439	9101.2171		FEDERAL WITHHOLDING
		<u>35,301.18</u>							
95120229	1/5/2012		100301 MN CHILD SUPPORT PAYMENT CNTR						
		339.64			61126	0104121709434	9101.2185		GARNISHMENTS/SUPPORT
		864.42			61127	0104121709435	9101.2185		GARNISHMENTS/SUPPORT
		<u>1,204.06</u>							
98011712	1/17/2012		100219 HOME DEPOT COMMERCIAL ACCT PRO						
		43.82	DEC 2011 PAYMENT		61222	122811	9601.6249		MISCELLANEOUS OPERATING
		44.95	DEC 2011 PAYMENT		61222	122811	0194.6259		BUILDING MAINT/REPAIR SUP
		102.49	DEC 2011 PAYMENT		61222	122811	0194.6281		SMALL TOOLS & MINOR EQUIP
		210.14	DEC 2011 PAYMENT		61222	122811	0452.6281		SMALL TOOLS & MINOR EQUIP
		<u>401.40</u>							
99010512	1/5/2012		100223 ICMA RETIREMENT TRUST 457						
		2,868.45			61117	0104121709431	9101.2175		DEFERRED COMPENSATION
		<u>2,868.45</u>							
99010551	1/5/2012		111465 STATE STREET BANK						
		3,104.00			61122	01041217094314	9101.2175		DEFERRED COMPENSATION
		<u>3,104.00</u>							
99010554	1/5/2012		111465 STATE STREET BANK						
		379.32			61123	01041217094315	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>379.32</u>							
99011312	1/13/2012		108768 COMDATA NETWORK INC						
		25.36	AMAZON , DWYER		61196	DEC2011 COMDATA PCARDS	0211.6231		UNIFORMS & TURN-OUT GEAF
		.72	MENARDS , RIEMER		61196	DEC2011 COMDATA PCARDS	0311.6229		SHOP MATERIALS
		1.01	THE HOME DEPOT , BRAY		61196	DEC2011 COMDATA PCARDS	0194.6281		SMALL TOOLS & MINOR EQUIP
		1.92	OFFICE MAX , WIEMANN		61196	DEC2011 COMDATA PCARDS	0211.6208		MISCELLANEOUS OFFICE SUF
		3.18	THE HOME DEPOT , BRAY		61196	DEC2011 COMDATA PCARDS	0194.6281		SMALL TOOLS & MINOR EQUIP
		3.48	AMAZON , BUSCH		61196	DEC2011 COMDATA PCARDS	0192.6281		SMALL TOOLS & MINOR EQUIP
		3.54	THE HOME DEPOT , BRAY		61196	DEC2011 COMDATA PCARDS	0194.6281		SMALL TOOLS & MINOR EQUIP
		4.00	UPS , KOHNER		61196	DEC2011 COMDATA PCARDS	0220.6249		MISCELLANEOUS OPERATING
		4.70	OFFICE MAX , WIEMANN		61196	DEC2011 COMDATA PCARDS	0280.6241		COMMUNITY POLICING SUPPL
		5.00	OFFICE MAX , SCHIFERLI		61196	DEC2011 COMDATA PCARDS	0211.6208		MISCELLANEOUS OFFICE SUF
		5.00	OFFICE MAX , SCHIFERLI		61196	DEC2011 COMDATA PCARDS	0211.6208		MISCELLANEOUS OFFICE SUF
		5.37	AMAZON , DWYER		61196	DEC2011 COMDATA PCARDS	0211.6275		OTHER EQUIPMENT PARTS
		5.39	COBORN'S , GLADHILL		61196	DEC2011 COMDATA PCARDS	0191.6249		MISCELLANEOUS OPERATING
		5.76	AMAZON , BUSCH		61196	DEC2011 COMDATA	0192.6281		SMALL TOOLS & MINOR EQUIP

CITY OF RAMSEY
Council Check Register

1/5/2012 - 12/31/2012

<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>
						PCARDS			
5.96			AMAZON , DWYER		61196	DEC2011 COMDATA	0211.6275		OTHER EQUIPMENT PARTS
						PCARDS			
6.34			OFFICE MAX , SCHIFERLI		61196	DEC2011 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF
						PCARDS			
6.62			AMAZON , DWYER		61196	DEC2011 COMDATA	0211.6275		OTHER EQUIPMENT PARTS
						PCARDS			
7.24			AMAZON , DWYER		61196	DEC2011 COMDATA	0211.6275		OTHER EQUIPMENT PARTS
						PCARDS			
7.26			AMAZON , DWYER		61196	DEC2011 COMDATA	0211.6275		OTHER EQUIPMENT PARTS
						PCARDS			
7.97			THE HOME DEPOT , BRAY		61196	DEC2011 COMDATA	0194.6281		SMALL TOOLS & MINOR EQUIP
						PCARDS			
8.10			COBORN'S , KOHNER		61196	DEC2011 COMDATA	0220.6249		MISCELLANEOUS OPERATING
						PCARDS			
8.11			OFFICE MAX , DWYER		61196	DEC2011 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF
						PCARDS			
8.99			OFFICE MAX , WIEMANN		61196	DEC2011 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF
						PCARDS			
9.36			AMAZON , BUSCH		61196	DEC2011 COMDATA	0192.6281		SMALL TOOLS & MINOR EQUIP
						PCARDS			
9.99			OFFICE MAX , WIEMANN		61196	DEC2011 COMDATA	0280.6241		COMMUNITY POLICING SUPPL
						PCARDS			
10.46			MENARDS , RIEMER		61196	DEC2011 COMDATA	0311.6229		SHOP MATERIALS
						PCARDS			
12.02			AMAZON , BUSCH		61196	DEC2011 COMDATA	0192.6281		SMALL TOOLS & MINOR EQUIP
						PCARDS			
13.92			WALGREENS , WIEMANN		61196	DEC2011 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF
						PCARDS			
14.99			OFFICE MAX , SCHIFERLI		61196	DEC2011 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF
						PCARDS			
15.00			OFFICE MAX , WIEMANN		61196	DEC2011 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF
						PCARDS			
15.22			THE HARVEST GRILL , ULRICH		61196	DEC2011 COMDATA	0130.6249		MISCELLANEOUS OPERATING
						PCARDS			
15.96			COBORN'S , KAPLER		61196	DEC2011 COMDATA	0220.6249		MISCELLANEOUS OPERATING
						PCARDS			
15.99			OFFICE MAX , WIEMANN		61196	DEC2011 COMDATA	0280.6241		COMMUNITY POLICING SUPPL
						PCARDS			
16.68			WWW.PROMOTESOURCE.COM , WIEMAN		61196	DEC2011 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF
						PCARDS			
19.95			SURVEYMONKEY.COM , BUSCH		61196	DEC2011 COMDATA	0192.6405		OFFICE & DATA PROCESSING
						PCARDS			
20.73			FRATTALLONES , RIEMER		61196	DEC2011 COMDATA	0311.6229		SHOP MATERIALS
						PCARDS			
23.99			AMAZON , BUSCH		61196	DEC2011 COMDATA	0192.6281		SMALL TOOLS & MINOR EQUIP
						PCARDS			
24.99			OFFICE MAX , WIEMANN		61196	DEC2011 COMDATA	0280.6241		COMMUNITY POLICING SUPPL
						PCARDS			
26.34			AMAZON , BUSCH		61196	DEC2011 COMDATA	0192.6281		SMALL TOOLS & MINOR EQUIP
						PCARDS			
27.99			OFFICE MAX , DWYER		61196	DEC2011 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF
						PCARDS			
28.90			STREICHER'S , DWYER		61196	DEC2011 COMDATA	0211.6231		UNIFORMS & TURN-OUT GEAF
						PCARDS			
31.99			OFFICE MAX , SCHIFERLI		61196	DEC2011 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF

CITY OF RAMSEY
Council Check Register

1/5/2012 -- 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
						PCARDS			
		31.99	OFFICE MAX , SCHIFERLI		61196	DEC2011 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF
						PCARDS			
		32.99	OFFICE MAX , WIEMANN		61196	DEC2011 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF
						PCARDS			
		37.52	SAMMY PERRELLA'S PIZZA , KAPLE		61196	DEC2011 COMDATA	0220.6335		TRAINING
						PCARDS			
		39.05	SEARS , RIEMER		61196	DEC2011 COMDATA	0311.6229		SHOP MATERIALS
						PCARDS			
		39.99	OFFICE MAX , DWYER		61196	DEC2011 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF
						PCARDS			
		40.00	HOLIDAY , RIEMER		61196	DEC2011 COMDATA	0311.6223		GASOLINE
						PCARDS			
		40.99	COBORN'S , NELSON		61196	DEC2011 COMDATA	0130.6249		MISCELLANEOUS OPERATING
						PCARDS			
		43.58	COBORN'S , KAPLER		61196	DEC2011 COMDATA	0220.6249		MISCELLANEOUS OPERATING
						PCARDS			
		48.00	SENSIBLE LAND USE COAL , GLADH		61196	DEC2011 COMDATA	9101.1550		PREPAID EXPENSE
						PCARDS			
		48.00	SENSIBLE LAND USE COAL , NELSO		61196	DEC2011 COMDATA	9101.1550		PREPAID EXPENSE
						PCARDS			
		48.15	SUBWAY , NELSON		61196	DEC2011 COMDATA	0295.6331		TRAVEL & LODGING
						PCARDS			
		48.59	MAMA DE LUCAS PIZZERIA , GLADH		61196	DEC2011 COMDATA	0191.6249		MISCELLANEOUS OPERATING
						PCARDS			
		49.42	COBORN'S , KAPLER		61196	DEC2011 COMDATA	0220.6249		MISCELLANEOUS OPERATING
						PCARDS			
		49.99	OFFICE MAX , DWYER		61196	DEC2011 COMDATA	0211.6208		MISCELLANEOUS OFFICE SUF
						PCARDS			
		61.00	JIMMY JOHN'S , KAPLER		61196	DEC2011 COMDATA	0220.6249		MISCELLANEOUS OPERATING
						PCARDS			
		66.30	CENTRAL HYDRAULICS INC , RIEME		61196	DEC2011 COMDATA	0312.6257		OTHER VEHICLE PARTS
						PCARDS			
		66.71	WM SUPERCENTER , BRAY		61196	DEC2011 COMDATA	0111.6249		MISCELLANEOUS OPERATING
						PCARDS			
		69.42	CAMBRIDGE FLORAL , KOHNER		61196	DEC2011 COMDATA	0220.6249		MISCELLANEOUS OPERATING
						PCARDS			
		71.07	JEFF STEIN SNAPON , RIEMER		61196	DEC2011 COMDATA	0311.6281		SMALL TOOLS & MINOR EQUIF
						PCARDS			
		77.94	BAKERS-SQUARE , KAPLER		61196	DEC2011 COMDATA	0220.6249		MISCELLANEOUS OPERATING
						PCARDS			
		79.00	LBP*REALESTATECOMMGRP , NELSON		61196	DEC2011 COMDATA	9101.1550		PREPAID EXPENSE
						PCARDS			
		84.63	MAMA DE LUCAS PIZZERIA , ULRIC		61196	DEC2011 COMDATA	0111.6249		MISCELLANEOUS OPERATING
						PCARDS			
		99.50	ROCKHURST UNIVERSITY , GLADHI		61196	DEC2011 COMDATA	9101.1550		PREPAID EXPENSE
						PCARDS			
		111.73	SUBWAY , NELSON		61196	DEC2011 COMDATA	0295.6331		TRAVEL & LODGING
						PCARDS			
		112.20	COPQUEST , DWYER		61196	DEC2011 COMDATA	9101.1550		PREPAID EXPENSE
						PCARDS			
		119.90	MAP*MACNEIL AUTOMOTIVE , DWYER		61196	DEC2011 COMDATA	0211.6257		OTHER VEHICLE PARTS
						PCARDS			
		120.00	CRATE & BARREL , LUND		61196	DEC2011 COMDATA	0153.6249		MISCELLANEOUS OPERATING
						PCARDS			
		139.23	CENTRAL HYDRAULICS INC , RIEME		61196	DEC2011 COMDATA	0311.6257		OTHER VEHICLE PARTS

CITY OF RAMSEY

Council Check Register

1/5/2012 - 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
						PCARDS			
		200.00	ACT*REGONLINE , DWYER		61196	DEC2011 COMDATA	9101.1550		PREPAID EXPENSE
						PCARDS			
		225.00	ECONOMIC DEVEL , BACKMAN		61196	DEC2011 COMDATA	9101.1550		PREPAID EXPENSE
						PCARDS			
		258.00	LIFELINE TRAINING INC , WIEMAN		61196	DEC2011 COMDATA	9101.1550		PREPAID EXPENSE
						PCARDS			
		315.71	ACAPULCO , OLSON		61196	DEC2011 COMDATA	0301.6249		MISCELLANEOUS OPERATING
						PCARDS			
		370.10	CENTRAL HYDRAULICS INC , RIEME		61196	DEC2011 COMDATA	0312.6257		OTHER VEHICLE PARTS
						PCARDS			
		642.70	FRATTALLONES , RIEMER		61196	DEC2011 COMDATA	0311.6281		SMALL TOOLS & MINOR EQUIP
						PCARDS			
		672.35	COOPER GUEST LODGE , WAY		61196	DEC2011 COMDATA	0211.6331		TRAVEL & LODGING
						PCARDS			
		861.50	EMERGENCY MEDICAL PROD , DWYER		61196	DEC2011 COMDATA	0211.6239		FIRST AID SUPPLIES
						PCARDS			
		875.00	ATOM , DWYER		61196	DEC2011 COMDATA	9101.1550		PREPAID EXPENSE
						PCARDS			
		2,316.58	ROOF-TO-DECK RESTORATION , NEL		61196	DEC2011 COMDATA	0295.6315		MISCELLANEOUS PROFESSIO
						PCARDS			
		2,400.00	BRONTO SOFTWARE , BUSCH		61196	DEC2011 COMDATA	0192.6405		OFFICE & DATA PROCESSING
						PCARDS			
		8.18	LITTLE DUKES , GALS 12.809		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		8.92	LITTLE DUKES , GALS 21.5		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		10.90	LITTLE DUKES , GALS 12.43		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		11.67	LITTLE DUKES , GALS 7.55		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		12.49	LITTLE DUKES , GALS 9.55		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		12.50	LITTLE DUKES , GALS 6.23		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		12.88	LITTLE DUKES , GALS 9.91		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		13.00	BILL'S SUPERETTE , GALS 20.39		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		13.21	HOLIDAY , GALS 8.02		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		13.87	LITTLE DUKES , GALS 7.5		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		13.87	LITTLE DUKES , GALS 7.37		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		14.41	LITTLE DUKES , GALS 20.666		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		14.60	LITTLE DUKES , GALS 7.38		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		14.81	LITTLE DUKES , GALS 18.65		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		14.86	LITTLE DUKES , GALS 6.82		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		15.85	LITTLE DUKES , GALS 11.95		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		15.85	LITTLE DUKES , GALS 10.16		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE

CITY OF RAMSEY

Council Check Register

1/5/2012 - 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
						FUEL			
		16.00	BILL'S SUPERETTE , GALS 6.78		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		16.58	LITTLE DUKES , GALS 11.14		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		17.51	LITTLE DUKES , GALS 11.54		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		18.00	HOLIDAY , GALS 7.12		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		18.41	LITTLE DUKES , GALS 1.78		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		18.82	LITTLE DUKES , GALS 5.15		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		18.83	LITTLE DUKES , GALS 5.33		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		19.08	CASEYS GNRL STRE , GALS 10.68		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		19.18	HOLIDAY , GALS 6.76		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		19.35	LITTLE DUKES , GALS 14.92		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		19.81	LITTLE DUKES , GALS 7.94		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		19.83	LITTLE DUKES , GALS 6.64		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		20.05	LITTLE DUKES , GALS 12.95		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		20.10	LITTLE DUKES , GALS 11.82		61197	DEC2011 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		20.46	LITTLE DUKES , GALS 7.51		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		20.50	HOLIDAY , GALS 11.61		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		20.80	LITTLE DUKES , GALS 5.28		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		20.92	LITTLE DUKES , GALS 8.23		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		20.95	LITTLE DUKES , GALS 19.76		61197	DEC2011 COMDATA	9605.6223	00000612	GASOLINE
						FUEL			
		21.00	SUPERAMERICA , GALS 6.58		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		21.02	LITTLE DUKES , GALS 10.66		61197	DEC2011 COMDATA	0211.6223	00000392	GASOLINE
						FUEL			
		21.11	LITTLE DUKES , GALS 11.37		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		21.41	LITTLE DUKES , GALS 16.62		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		21.52	HOLIDAY , GALS 11.47		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		21.63	LITTLE DUKES , GALS 3.73		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		21.77	HOLIDAY , GALS 6.58		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		21.80	LITTLE DUKES , GALS 7.62		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		22.29	LITTLE DUKES , GALS 16.002		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE

CITY OF RAMSEY

Council Check Register

1/5/2012 -- 12/31/2012

<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>
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		22.29	LITTLE DUKES , GALS 7.747		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
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		22.39	LITTLE DUKES , GALS 12.27		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
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		22.54	LITTLE DUKES , GALS 11.81		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		22.78	LITTLE DUKES , GALS 9.4		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		22.78	LITTLE DUKES , GALS 7.45		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		22.79	LITTLE DUKES , GALS 4.19		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		22.98	LITTLE DUKES , GALS 10.98		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
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		23.03	LITTLE DUKES , GALS 13.04		61197	DEC2011 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		23.63	SUPERAMERICA , GALS 6.58		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		24.06	BILL'S SUPERETTE , GALS 14.12		61197	DEC2011 COMDATA	0220.6223	00000563	GASOLINE
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		24.09	LITTLE DUKES , GALS 7.78		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		24.13	LITTLE DUKES , GALS 19.98		61197	DEC2011 COMDATA	0211.6223	00000303	GASOLINE
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		24.27	LITTLE DUKES , GALS 6.11		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
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		24.56	LITTLE DUKES , GALS 10.96		61197	DEC2011 COMDATA	0211.6223	00000303	GASOLINE
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		24.60	LITTLE DUKES , GALS 5.48		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
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		24.91	LITTLE DUKES , GALS 9.03		61197	DEC2011 COMDATA	0211.6223	00000303	GASOLINE
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		25.00	SUPERAMERICA , GALS 16.13		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
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		25.00	BILL'S SUPERETTE , GALS 6.36		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
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		25.27	LITTLE DUKES , GALS 10.23		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
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		25.40	BILL'S SUPERETTE , GALS 14.44		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
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		26.03	BILL'S SUPERETTE , GALS 25.93		61197	DEC2011 COMDATA	0220.6223	00000504	GASOLINE
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		26.07	LITTLE DUKES , GALS 12.99		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		26.22	LITTLE DUKES , GALS 4.19		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		26.31	LITTLE DUKES , GALS 8.99		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
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		26.33	LITTLE DUKES , GALS 7.81		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
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		26.75	LITTLE DUKES , GALS 11.71		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
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		26.75	LITTLE DUKES , GALS 12.42		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		26.96	LITTLE DUKES , GALS 4.1		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE

CITY OF RAMSEY

Council Check Register

1/5/2012 - 12/31/2012

<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>
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		27.01	LITTLE DUKES , GALS 15.49		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
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		27.05	LITTLE DUKES , GALS 7.02		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
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		27.41	LITTLE DUKES , GALS 6.91		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		27.43	LITTLE DUKES , GALS 13.63		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		27.48	LITTLE DUKES , GALS 12.9		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		27.79	LITTLE DUKES , GALS 19.12		61197	DEC2011 COMDATA	0211.6223	00000353	GASOLINE
						FUEL			
		27.87	HOLIDAY , GALS 9.24		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
		27.92	LITTLE DUKES , GALS 6.13		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
		28.04	BILL'S SUPERETTE , GALS 24.22		61197	DEC2011 COMDATA	0220.6223	00000563	GASOLINE
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		28.23	LITTLE DUKES , GALS 3.69		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
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		28.64	LITTLE DUKES , GALS 6.86		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
						FUEL			
		28.70	BILL'S SUPERETTE , GALS 14.24		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
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		28.72	LITTLE DUKES , GALS 5.18		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
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		28.73	LITTLE DUKES , GALS 8.15		61197	DEC2011 COMDATA	0211.6223	00000392	GASOLINE
						FUEL			
		28.73	CASEYS GNRL STRE , GALS 9.64		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
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		28.87	LITTLE DUKES , GALS 11.84		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
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		29.65	HOLIDAY , GALS 23.01		61197	DEC2011 COMDATA	0301.6223	00000407	GASOLINE
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		29.75	LITTLE DUKES , GALS 7.67		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
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		29.81	LITTLE DUKES , GALS 13.07		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
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		29.86	LITTLE DUKES , GALS 12.235		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
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		29.88	SUPERAMERICA , GALS 15.65		61197	DEC2011 COMDATA	0211.6223	00000364	GASOLINE
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		30.15	LITTLE DUKES , GALS 6.56		61197	DEC2011 COMDATA	0211.6223	00000364	GASOLINE
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		30.15	LITTLE DUKES , GALS 6.99		61197	DEC2011 COMDATA	0211.6223	00000353	GASOLINE
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		30.49	BILL'S SUPERETTE , GALS 6.9		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
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		30.78	LITTLE DUKES , GALS 15.74		61197	DEC2011 COMDATA	9605.6223	00000612	GASOLINE
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		30.83	LITTLE DUKES , GALS 8.23		61197	DEC2011 COMDATA	0211.6223	00000387	GASOLINE
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		30.92	LITTLE DUKES , GALS 8.34		61197	DEC2011 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		30.93	LITTLE DUKES , GALS 7.51		61197	DEC2011 COMDATA	0211.6223	00000392	GASOLINE

CITY OF RAMSEY

Council Check Register

1/5/2012 - 12/31/2012

<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>
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31.45			LITTLE DUKES , GALS 8.54		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
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31.72			LITTLE DUKES , GALS 6.6		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
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31.76			LITTLE DUKES , GALS 10.59		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
31.81			LITTLE DUKES , GALS 5.67		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
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31.90			BILL'S SUPERETTE , GALS 22.06		61197	DEC2011 COMDATA	0194.6223	00000404	GASOLINE
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31.99			BILL'S SUPERETTE , GALS 20.7		61197	DEC2011 COMDATA	0220.6223	00000563	GASOLINE
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32.25			SUPERAMERICA , GALS 6.58		61197	DEC2011 COMDATA	0211.6223	00000392	GASOLINE
						FUEL			
32.59			HOLIDAY , GALS 16.24		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
						FUEL			
32.71			LITTLE DUKES , GALS 7.81		61197	DEC2011 COMDATA	0211.6223	00000387	GASOLINE
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32.82			LITTLE DUKES , GALS 7.42		61197	DEC2011 COMDATA	0211.6223	00000392	GASOLINE
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33.38			HOLIDAY , GALS 12.75		61197	DEC2011 COMDATA	0452.6223	00000664	GASOLINE
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33.65			CHAMPLIN BP , GALS 8.3		61197	DEC2011 COMDATA	0211.6223	00000388	GASOLINE
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34.00			HOLIDAY , GALS 17.61		61197	DEC2011 COMDATA	0311.6223	00000676	GASOLINE
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34.08			LITTLE DUKES , GALS 9.81		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
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34.18			LITTLE DUKES , GALS 6.93		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
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34.23			LITTLE DUKES , GALS 5.31		61197	DEC2011 COMDATA	0211.6223	00000303	GASOLINE
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34.27			LITTLE DUKES , GALS 15.72		61197	DEC2011 COMDATA	0194.6223	00000403	GASOLINE
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34.43			LITTLE DUKES , GALS 5.53		61197	DEC2011 COMDATA	0211.6223	00000386	GASOLINE
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34.68			LITTLE DUKES , GALS 7.87		61197	DEC2011 COMDATA	0211.6223	00000386	GASOLINE
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34.94			LITTLE DUKES , GALS 27.19		61197	DEC2011 COMDATA	0220.6223	00000559	GASOLINE
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35.13			LITTLE DUKES , GALS 15.78		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
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35.17			LITTLE DUKES , GALS 11.13		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
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35.31			SUPERAMERICA , GALS 6.58		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
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35.35			SUPERAMERICA , GALS 3.87		61197	DEC2011 COMDATA	0211.6223	00000303	GASOLINE
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35.47			LITTLE DUKES , GALS 11.85		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
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36.16			LITTLE DUKES , GALS 9.7		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE

CITY OF RAMSEY

Council Check Register

1/5/2012 - 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
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		36.65	LITTLE DUKES , GALS 15.76		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		36.66	LITTLE DUKES , GALS 4.51		61197	DEC2011 COMDATA	0211.6223	00000393	GASOLINE
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		36.66	LITTLE DUKES , GALS 13.88		61197	DEC2011 COMDATA	9605.6223	00000612	GASOLINE
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		36.73	SUPERAMERICA , GALS 6.58		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
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		36.77	SUPERAMERICA , GALS 6.58		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
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		37.02	SUPERAMERICA , GALS 6.58		61197	DEC2011 COMDATA	0211.6223	00000387	GASOLINE
						FUEL			
		37.54	LITTLE DUKES , GALS 10.75		61197	DEC2011 COMDATA	0211.6223	00000392	GASOLINE
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		37.66	SUPERAMERICA , GALS 12.62		61197	DEC2011 COMDATA	0211.6223	00000303	GASOLINE
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		37.79	LITTLE DUKES , GALS 7.57		61197	DEC2011 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
		37.95	LITTLE DUKES , GALS 14.46		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
		38.06	LITTLE DUKES , GALS 6.92		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
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		38.10	LITTLE DUKES , GALS 11.59		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
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		38.64	LITTLE DUKES , GALS 7.27		61197	DEC2011 COMDATA	0211.6223	00000351	GASOLINE
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		38.83	HOLIDAY , GALS 7.17		61197	DEC2011 COMDATA	0211.6223	00000392	GASOLINE
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		39.16	LITTLE DUKES , GALS 10.34		61197	DEC2011 COMDATA	0211.6223	00000392	GASOLINE
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		39.76	LITTLE DUKES , GALS 7.27		61197	DEC2011 COMDATA	0211.6223	00000392	GASOLINE
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		40.00	SUPERAMERICA , GALS 4.19		61197	DEC2011 COMDATA	0211.6223	00000352	GASOLINE
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		40.01	SUPERAMERICA , GALS 6.58		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
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		40.09	BILL'S SUPERETTE , GALS 11.06		61197	DEC2011 COMDATA	0220.6223	00000563	GASOLINE
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		40.44	LITTLE DUKES , GALS 22.86		61197	DEC2011 COMDATA	0240.6223	00000406	GASOLINE
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		40.54	SUPERAMERICA , GALS 14.08		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
						FUEL			
		40.87	LITTLE DUKES , GALS 6.95		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
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		40.97	LITTLE DUKES , GALS 20.96		61197	DEC2011 COMDATA	0211.6223	00000353	GASOLINE
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		41.00	SUPERAMERICA , GALS 6.58		61197	DEC2011 COMDATA	0211.6223	00000387	GASOLINE
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		41.95	HOLIDAY , GALS 7.79		61197	DEC2011 COMDATA	0211.6223	00000318	GASOLINE
						FUEL			
		42.40	CASEYS GNRL STRE , GALS 8.02		61197	DEC2011 COMDATA	0211.6223	00000386	GASOLINE

CITY OF RAMSEY

Council Check Register

1/5/2012 - 12/31/2012

<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>
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42.59			LITTLE DUKES , GALS 7.62		61197	DEC2011 COMDATA	0211.6223	00000391	GASOLINE
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						FUEL			
42.79			SUPERAMERICA , GALS 6.58		61197	DEC2011 COMDATA	0211.6223	00000387	GASOLINE
						FUEL			
43.21			BILL'S SUPERETTE , GALS 21.55		61197	DEC2011 COMDATA	0220.6223	00000557	GASOLINE
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43.24			LITTLE DUKES , GALS 13.65		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
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43.60			LITTLE DUKES , GALS 15.63		61197	DEC2011 COMDATA	0211.6223	00000302	GASOLINE
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43.72			LITTLE DUKES , GALS 5.25		61197	DEC2011 COMDATA	0211.6223	00000303	GASOLINE
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43.78			LITTLE DUKES , GALS 5.53		61197	DEC2011 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
44.33			LITTLE DUKES , GALS 13.11		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
44.61			SUPERAMERICA , GALS 6.58		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
44.66			LITTLE DUKES , GALS 6.27		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
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45.00			HOLIDAY , GALS 10.63		61197	DEC2011 COMDATA	0452.6223	00000664	GASOLINE
						FUEL			
45.11			LITTLE DUKES , GALS 5.61		61197	DEC2011 COMDATA	0211.6223	00000303	GASOLINE
						FUEL			
46.01			SUPERAMERICA , GALS 13.87		61197	DEC2011 COMDATA	0211.6223	00000352	GASOLINE
						FUEL			
46.88			LITTLE DUKES , GALS 16.27		61197	DEC2011 COMDATA	0240.6223	00000401	GASOLINE
						FUEL			
46.89			LITTLE DUKES , GALS 5.76		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
47.00			SUPERAMERICA , GALS 11.98		61197	DEC2011 COMDATA	0211.6223	00000352	GASOLINE
						FUEL			
47.54			LITTLE DUKES , GALS 13.54		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE
						FUEL			
47.81			SUPERAMERICA , GALS 6.45		61197	DEC2011 COMDATA	0211.6223	00000317	GASOLINE
						FUEL			
47.89			BILL'S SUPERETTE , GALS 17.19		61197	DEC2011 COMDATA	0220.6223	00000563	GASOLINE
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47.99			LITTLE DUKES , GALS 8.57		61197	DEC2011 COMDATA	0211.6223	00000387	GASOLINE
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48.25			HOLIDAY , GALS 22.87		61197	DEC2011 COMDATA	0311.6223	00000637	GASOLINE
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49.01			SUPERAMERICA , GALS 5.973		61197	DEC2011 COMDATA	0211.6223	00000301	GASOLINE
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49.32			LITTLE DUKES , GALS 6.1		61197	DEC2011 COMDATA	0211.6223	00000351	GASOLINE
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49.67			LITTLE DUKES , GALS 12.01		61197	DEC2011 COMDATA	0211.6223	00000375	GASOLINE
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50.01			LITTLE DUKES , GALS 16		61197	DEC2011 COMDATA	0311.6223	00000405	GASOLINE
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50.31			LITTLE DUKES , GALS 10.83		61197	DEC2011 COMDATA	0211.6223	00000353	GASOLINE
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51.19			LITTLE DUKES , GALS 8.05		61197	DEC2011 COMDATA	0211.6223	00000316	GASOLINE

CITY OF RAMSEY

Council Check Register

1/5/2012 - 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
						FUEL			
		51.21	HOLIDAY , GALS 20.673		61197	DEC2011 COMDATA	0311.6223	00000405	GASOLINE
						FUEL			
		51.90	HOLIDAY , GALS 22.67		61197	DEC2011 COMDATA	0240.6223	00000401	GASOLINE
						FUEL			
		52.11	CASEYS GNRL STRE , GALS 7.14		61197	DEC2011 COMDATA	0311.6223	00000405	GASOLINE
						FUEL			
		52.24	LITTLE DUKES , GALS 11.33		61197	DEC2011 COMDATA	0211.6223	00000375	GASOLINE
						FUEL			
		53.82	SUPERAMERICA , GALS 14.44		61197	DEC2011 COMDATA	0240.6223	00000401	GASOLINE
						FUEL			
		54.99	LITTLE DUKES , GALS 13.98		61197	DEC2011 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		55.21	LITTLE DUKES , GALS 11.39		61197	DEC2011 COMDATA	0220.6223	00000563	GASOLINE
						FUEL			
		56.45	LITTLE DUKES , GALS 31.08		61197	DEC2011 COMDATA	0452.6223	00000653	GASOLINE
						FUEL			
		57.19	LITTLE DUKES , GALS 16.69		61197	DEC2011 COMDATA	0211.6223	00000353	GASOLINE
						FUEL			
		57.46	LITTLE DUKES , GALS 17.15		61197	DEC2011 COMDATA	0220.6223	00000564	GASOLINE
						FUEL			
		57.83	LITTLE DUKES , GALS 5.1		61197	DEC2011 COMDATA	0211.6223	00000353	GASOLINE
						FUEL			
		58.19	LITTLE DUKES , GALS 19.77		61197	DEC2011 COMDATA	9605.6223	00000612	GASOLINE
						FUEL			
		58.48	LITTLE DUKES , GALS 22.8		61197	DEC2011 COMDATA	0452.6223	00000384	GASOLINE
						FUEL			
		59.32	BILL'S SUPERETTE , GALS 22.32		61197	DEC2011 COMDATA	0220.6223	00000563	GASOLINE
						FUEL			
		59.38	BILL'S SUPERETTE , GALS 12.83		61197	DEC2011 COMDATA	0220.6223	00000564	GASOLINE
						FUEL			
		59.39	LITTLE DUKES , GALS 25.58		61197	DEC2011 COMDATA	9605.6223	00000612	GASOLINE
						FUEL			
		59.93	LITTLE DUKES , GALS 27.69		61197	DEC2011 COMDATA	0220.6223	00000564	GASOLINE
						FUEL			
		61.25	BILL'S SUPERETTE , GALS 23.55		61197	DEC2011 COMDATA	0220.6223	00000564	GASOLINE
						FUEL			
		61.42	LITTLE DUKES , GALS 15.82		61197	DEC2011 COMDATA	0220.6223	00000558	GASOLINE
						FUEL			
		61.44	LITTLE DUKES , GALS 6.4		61197	DEC2011 COMDATA	0311.6223	00000676	GASOLINE
						FUEL			
		62.01	BILL'S SUPERETTE , GALS 16.32		61197	DEC2011 COMDATA	0220.6225	00000565	DIESEL FUEL
						FUEL			
		63.40	HOLIDAY , GALS 5.32		61197	DEC2011 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		64.76	LITTLE DUKES , GALS 14.845		61197	DEC2011 COMDATA	9601.6223	00000667	GASOLINE
						FUEL			
		66.00	HOLIDAY , GALS 5.53		61197	DEC2011 COMDATA	0211.6223	00000386	GASOLINE
						FUEL			
		66.58	BILL'S SUPERETTE , GALS 24.79		61197	DEC2011 COMDATA	0220.6225	00000565	DIESEL FUEL
						FUEL			
		67.09	LITTLE DUKES , GALS 14.38		61197	DEC2011 COMDATA	0220.6225	00000501	DIESEL FUEL
						FUEL			
		67.31	HOLIDAY , GALS 37.18		61197	DEC2011 COMDATA	0301.6223	00000402	GASOLINE
						FUEL			
		69.84	LITTLE DUKES , GALS 22.77		61197	DEC2011 COMDATA	0194.6223	00000312	GASOLINE

CITY OF RAMSEY

Council Check Register

1/5/2012 - 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
						FUEL			
		70.64	HOLIDAY , GALS 17.24		61197	DEC2011 COMDATA	0452.6223	0000664	GASOLINE
						FUEL			
		73.33	LITTLE DUKES , GALS 25.33		61197	DEC2011 COMDATA	0220.6223	0000558	GASOLINE
						FUEL			
		74.46	SUPERAMERICA , GALS 12.14		61197	DEC2011 COMDATA	0301.6223	0000638	GASOLINE
						FUEL			
		74.50	BILL'S SUPERETTE , GALS 17.15		61197	DEC2011 COMDATA	0311.6223	0000654	GASOLINE
						FUEL			
		75.00	BILL'S SUPERETTE , GALS 7.66		61197	DEC2011 COMDATA	0220.6223	0000504	GASOLINE
						FUEL			
		75.00	BILL'S SUPERETTE , GALS 23.91		61197	DEC2011 COMDATA	0452.6223	0000627	GASOLINE
						FUEL			
		75.00	BILL'S SUPERETTE , GALS 16.68		61197	DEC2011 COMDATA	0452.6223	0000665	GASOLINE
						FUEL			
		75.00	BILL'S SUPERETTE , GALS 36.83		61197	DEC2011 COMDATA	0220.6225	0000560	DIESEL FUEL
						FUEL			
		75.00	RAMSEY MARKET , GALS 12.14		61197	DEC2011 COMDATA	0311.6223	0000676	GASOLINE
						FUEL			
		75.86	CASEYS GNRL STRE , GALS 19.75		61197	DEC2011 COMDATA	0452.6223	0000665	GASOLINE
						FUEL			
		76.80	CASEYS GNRL STRE , GALS 6.18		61197	DEC2011 COMDATA	0311.6223	0000654	GASOLINE
						FUEL			
		78.01	LITTLE DUKES , GALS 18.39		61197	DEC2011 COMDATA	0220.6225	0000556	DIESEL FUEL
						FUEL			
		78.11	SUPERAMERICA , GALS 12.048		61197	DEC2011 COMDATA	0301.6223	0000638	GASOLINE
						FUEL			
		78.61	HOLIDAY , GALS 12.84		61197	DEC2011 COMDATA	0452.6223	0000675	GASOLINE
						FUEL			
		79.13	LITTLE DUKES , GALS 22.73		61197	DEC2011 COMDATA	0220.6223	0000562	GASOLINE
						FUEL			
		81.71	HOLIDAY , GALS 20.304		61197	DEC2011 COMDATA	0452.6223	0000664	GASOLINE
						FUEL			
		81.73	LITTLE DUKES , GALS 24.095		61197	DEC2011 COMDATA	9601.6223	0000667	GASOLINE
						FUEL			
		84.58	LITTLE DUKES , GALS 26.68		61197	DEC2011 COMDATA	0452.6223	0000675	GASOLINE
						FUEL			
		84.70	LITTLE DUKES , GALS 17.02		61197	DEC2011 COMDATA	0220.6223	0000566	GASOLINE
						FUEL			
		86.68	LITTLE DUKES , GALS 14.57		61197	DEC2011 COMDATA	0311.6223	0000654	GASOLINE
						FUEL			
		88.15	LITTLE DUKES , GALS 16.33		61197	DEC2011 COMDATA	0220.6223	0000566	GASOLINE
						FUEL			
		88.31	LITTLE DUKES , GALS 14.39		61197	DEC2011 COMDATA	9601.6223	0000667	GASOLINE
						FUEL			
		89.16	LITTLE DUKES , GALS 15.03		61197	DEC2011 COMDATA	0194.6223	0000312	GASOLINE
						FUEL			
		91.00	LITTLE DUKES , GALS 9.521		61197	DEC2011 COMDATA	0311.6223	0000676	GASOLINE
						FUEL			
		94.08	LITTLE DUKES , GALS 8.05		61197	DEC2011 COMDATA	0220.6223	0000566	GASOLINE
						FUEL			
		94.36	LITTLE DUKES , GALS 15.52		61197	DEC2011 COMDATA	0452.6223	0000653	GASOLINE
						FUEL			
		98.83	LITTLE DUKES , GALS 14.1		61197	DEC2011 COMDATA	0452.6223	0000675	GASOLINE
						FUEL			
		122.81	LITTLE DUKES , GALS 5.75		61197	DEC2011 COMDATA	0311.6223	0000676	GASOLINE

CITY OF RAMSEY
Council Check Register

1/5/2012 - 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
						FUEL			
		123.25	HOLIDAY , GALS 15.68		61197	DEC2011 COMDATA	0311.6223	00000676	GASOLINE
						FUEL			
		126.26	SUPERAMERICA , GALS 6.5		61197	DEC2011 COMDATA	0311.6223	00000676	GASOLINE
						FUEL			
		<u>21,293.39</u>							
99011712	1/17/2012		100629 MN DEPT OF REV SALES TX						
		.02-	DEC11 SALES,USE,TRANS TAX		61221	DEC11	9101.4609		OTHER MISCELLANEOUS REV
						SALES,USE,TRAN			
						TAX			
		.07	DEC11 SALES,USE,TRANS TAX		61221	DEC11	9101.4308		SALES OF MAPS & PUBLICATI
						SALES,USE,TRAN			
						TAX			
		7.13	DEC11 SALES,USE,TRANS TAX		61221	DEC11	9101.4305		RENTAL FEES
						SALES,USE,TRAN			
						TAX			
		58.44	DEC11 SALES,USE,TRANS TAX		61221	DEC11	9295.2082		SALES/USE TAX PAYABLE
						SALES,USE,TRAN			
						TAX			
		222.38	DEC11 SALES,USE,TRANS TAX		61221	DEC11	9101.2082		SALES/USE TAX PAYABLE
						SALES,USE,TRAN			
						TAX			
		<u>288.00</u>							
99111212	1/12/2012		107885 DEPARTMENT OF LABOR AND INDUST						
		82.80-	Q4 SURCHARGE PYMT		61153	Q4 SURCHARGE	9101.4604		SURCHARGES
						PYMT			
		2,065.10	Q4 SURCHARGE PYMT		61153	Q4 SURCHARGE	9101.2081		SURCHARGES-PERMITS
						PYMT			
		<u>1,982.30</u>							
		<u>555,675.74</u>	Grand Total						
							<u>Payment Instrument Totals</u>		
							Check Total	448,521.89	
							Transfer Total	107,153.85	
							Total Payments	<u>555,675.74</u>	

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

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount
100028	ANDOVER WHEEL AND FRAME INC ANDOVER WHEEL AND FRAME INC 13476 HANSON BLVD ANDOVER MN 55304	ALIGNMENT/MUF FLER 365 ALIGNMENT/MUF FLER 365	PV	61155	001	09101	12/28/2011	5954	149.00
			PV	61155	002	09101	12/28/2011	5954	325.16
			Summary Total						474.16
			Payment Amount						474.16
100035	ANOKA COUNTY CENTRAL COMMUNICATION S ANOKA COUNTY CENTRAL COMMUNICATIONS 325 EAST MAIN STREET ANOKA MN 55303	FD RADIO MIC	PV	61231	001	09101	12/30/2011	2011084	66.75
			Summary Total						66.75
			Payment Amount						66.75
100036	ANOKA COUNTY CHIEFS OF POLICE ASSN ANOKA COUNTY CHIEFS OF POLICE ASSN ATTN: KELLY HAIGH (ACSO) ANOKA COUNTY SHERIFF OFFICE 13301 HANSON BLVD NW ANDOVER MN 55304	2012 DUES-WAY,DWYE R,KATERS	PV	61198	001	09101	1/12/2012	011212	355.50
			Summary Total						355.50
			PV	61232	001	09101	1/10/2012	011012	283.00
			Summary Total						283.00
			Payment Amount						638.50
100043	ANOKA COUNTY PROPERTY RECORDS TAXATION ANOKA COUNTY PROPERTY RECORDS TAXATION 2100 - 3RD AVENUE ANOKA MN 55303	DEC 2011 BILLING	PV	61185	001	09804	1/3/2012	534 DEC11	46.00
			PV	61185	002	09804	1/3/2012	534 DEC11	46.00
			Summary Total						92.00
			Payment Amount						92.00
100048	ANOKA COUNTY TREASURER GIS	2012 GIS DATABASE	PV	61199	001	09101	1/4/2012	215339	250.00

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

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	DEPT	LICENSE							
	ANOKA COUNTY TREASURER GIS DEPT 2100 - 3RD AVENUE ANOKA MN 55303								Summary Total 250.00
									Payment Amount 250.00
100052	ANOKA POLICE DEPARTMENT	ANIMAL CONTAINMENT NOV 11	PV	61156	001	09101	12/20/2011	122011	1,625.00
	ANOKA POLICE DEPARTMENT 275 HARRISON STREET ANOKA MN 55303								Summary Total 1,625.00
									Payment Amount 1,625.00
100063	ASPEN MILLS	BOOTS (50 PAIRS)	PV	61157	001	09101	12/30/2011	116412	3,730.00
	ASPEN MILLS 8201 C CENTRAL AVE NE SPRING LAKE PARK MN 55432								Summary Total 3,730.00
									Payment Amount 3,730.00
101084	BATTERIES PLUS STORE	BATTERIES	PV	61200	001	09240	1/4/2012	033-832997	128.78
	BATTERIES PLUS STORE 18180 ZANE STREET NW ELK RIVER MN 55330								Summary Total 128.78
									Payment Amount 128.78
112314	BCA CJTE	N. STOLP CLASS OCT 25-27,11	PV	61174	001	09101	12/27/2011	537	225.00
	BCA CJTE 1430 MARYLAND AVENUE E ST PAUL MN 55106								Summary Total 225.00
		2 CLASS IED RECON. NOV 1,2011	PV	61175	001	09101	12/27/2011	576	90.00
									Summary Total 90.00
									Payment Amount 315.00
100480	BEARENCE MANAGEMENT	P & C INS 2012/2013	PV	61201	001	09101	1/4/2012	251698	6,000.00

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
Summary Total					26.98	
Payment Amount					537.11	
100297	CENTERPOINT ENERGY	DEC 2011-6745 HWY 10	PV 61251 001 09410	1/11/2012	6776401-9DEC1 1	924.66
Summary Total					924.66	
	CENTERPOINT ENERGY	DEC11 6701 HIGHWAY 10	PV 61252 001 09410	1/11/2012	6011580-5DEC1 1	256.62
Summary Total					256.62	
Payment Amount					1,181.28	
100125	COUNTRYSIDE PRINTING INC	SEPTIC 3 PART CARDS	PV 61233 001 09101	12/30/2011	30774	94.00
Summary Total					94.00	
Payment Amount					94.00	
104258	DIETL, AMY	REIMB- GLOW NECKLACES	PV 61203 001 09101	1/10/2012	011012	53.44
Summary Total					53.44	
Payment Amount					53.44	
100158	ECM PUBLISHERS INC	HEAR-HRA LAND SALE	PV 61187 001 09295	12/30/2011	01793367	61.50
Summary Total					61.50	
Payment Amount					61.50	
106624	EHLERS AND ASSOCIATES, INC	PUBLIC FIN-K. ULRICH	PV 61226 001 09101	1/13/2012	011312	260.00
Summary Total					260.00	
	EHLERS & ASSOCIATES, INC	TIF 1 AND 2 MODIFICATION	PV 61234 001 09201	1/10/2012	344092	807.50

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

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount	
	ROSEVILLE MN 55113-1105	TIF 1 AND 2 MODIFICATION	PV	61234	002	09201	1/10/2012	344092	807.50	
Summary Total									1,615.00	
Payment Amount									1,875.00	
100163	ELECTRIC SIGN AND LIGHTING INC	LOT LIGHTS FD/6701 HIWAY 10	PV	61164	001	09101	12/29/2011	16277	159.72	
	ELECTRIC SIGN AND LIGHTING INC	LOT LIGHTS FD/6701 HIWAY 10	PV	61164	002	09101	12/29/2011	16277	159.72	
11328 ZANE AVENUE NORTH CHAMPLIN MN 55316-3462									Summary Total	319.44
Payment Amount									319.44	
100164	ELECTRIC SYSTEM OF ANOKA INC	REPAIR SIREN 16	PV	61235	001	09101	12/31/2011	4927	685.13	
	ELECTRIC SYSTEM OF ANOKA INC	REPAIR SIREN 16	PV	61235	002	09101	12/31/2011	4927	707.01	
6314 HIGHWAY 10 NW ANOKA MN 55303									Summary Total	1,392.14
Payment Amount									1,392.14	
100167	ELK RIVER FORD INC	CLEAN INTERIOR OF 387	PV	61165	001	09101	12/28/2011	16010364/1	84.95	
ELK RIVER FORD INC 17219 HIGHWAY 10 NW PO BOX 304 ELK RIVER MN 55330									Summary Total	84.95
Payment Amount									84.95	
100170	EMERGENCY MEDICAL PRODUCTS INC	MISC SUPPLIES PD	PV	61166	001	09101	12/23/2011	1429495	861.50	
EMERGENCY MEDICAL PRODUCTS INC 25196 NETWORK PLACE CHICAGO IL 60673-1251									Summary Total	861.50
Payment Amount									861.50	

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

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
107101	FIRE LOSS MANAGEMENT LLC FIRE LOSS MANAGEMENT LLC 678 PINEWOOD DRIVE SHOREVIEW MN 55126	REVIEW- CROSS OF HOPE CHURCH	PV	61236	001	09101	12/23/2011	122311	500.00
								Summary Total	500.00
								Payment Amount	500.00
110760	FIRE SAFETY USA, INC FIRE SAFETY USA, INC 3253 19TH STREET NW ROCHESTER MN 55901	EXTENSION LADDER FD	PV	61167	001	09101	12/29/2011	49390	673.34
								Summary Total	673.34
								Payment Amount	673.34
112421	FIRST SCRIBE FIRST SCRIBE 110 CHESHIRE LANE SUITE 105 MINNETONKA MN 55305	WEB APP FEE JAN 2012	PV	61204	001	09101	1/1/2012	23330	200.00
								Summary Total	200.00
								Payment Amount	200.00
100186	FRANKENSIGNS INC FRANKENSIGNS P O BOX 49301 BLAINE MN 55449	GRAPHIC- NO LOITERING	PV	61168	001	09240	12/9/2011	257824	50.00
								Summary Total	50.00
								Payment Amount	50.00
101274	FRANZ REPROGRAPHICS FRANZ REPROGRAPHICS 2781 FREEWAY BLVD BROOKLYN CENTER MN 55430	INK CARTRIGDES	PV	61169	001	09101	12/29/2011	0000102762	211.79
								Summary Total	211.79
								Payment Amount	211.79
104268	FRONTIER PRECISION INC FRONTIER PRECISION INC	BATTERIES	PV	61184	001	09101	12/28/2011	99207	570.39
								Summary Total	570.39

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	Item	Co	Date	Number	Amount
2020 FRONTIER DRIVE BISMARCK ND 58504									570.39
Payment Amount									570.39
100189	G AND K SERVICES INC	FD MATS	PV	61205	001	09101	1/4/2012	1006530767	83.65
G AND K SERVICES INC PO BOX 1450-NW 7536 MINNEAPOLIS MN 55485-7536									83.65
Summary Total									83.65
Payment Amount									83.65
100200	GOPHER STATE ONE CALL INC	32 TICKETS	PV	61237	001	09601	12/31/2011	29178	15.50
GOPHER STATE ONE CALL		32 TICKETS	PV	61237	002	09601	12/31/2011	29178	15.50
18946 LAKE DRIVE EAST		32 TICKETS	PV	61237	003	09601	12/31/2011	29178	15.50
CHANHASSEN MN 55317									46.50
Summary Total									46.50
Payment Amount									46.50
100827	GREAT AMERICAN OFFICE SUPPLIES	OFFICE SUPPLIES	PV	61170	001	09101	12/27/2011	36626	379.98
GREAT AMERICAN OFFICE SUPPLIES 1 HARDY ROAD #223 BEDFORD NH 03110									379.98
Summary Total									379.98
Payment Amount									379.98
100211	HAWKINS INC	CHEMICALS	PV	61227	001	09601	1/3/2012	3296473	5,608.91
HAWKINS INC P O BOX 9171 MINNEAPOLIS MN 55480-9171									5,608.91
Summary Total									5,608.91
Payment Amount									5,608.91
106963	HEWLETT PACKARD COMPANY	MISC COMPUTER SUPPLIES	PV	61238	001	09101	12/28/2011	50589948	1,978.26
HEWLETT PACKARD COMPANY 13207 COLLECTIONS CENTER DR CHICAGO IL 60693									1,978.26
Summary Total									1,978.26

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
Payment Amount								1,978.26	
111402	HIMLE RAPP & COMPANY INC	DEC 2011 BILLING	PV	61171	001	09400	1/3/2012	1211	350.00
	HIMLE RAPP & COMPANY INC 333 SOUTH SEVENTH STREET SUITE 2400 MINNEAPOLIS MN 55402			Summary Total					350.00
Payment Amount								350.00	
107464	INTEGRA TELECOM	CHANGE MAILBOXES	PV	61206	001	09101	1/6/2012	120318358	75.00
	INTEGRA TELECOM NW 5814 P O BOX 1450 MINNEAPOLIS MN 55485-5814			Summary Total					75.00
Payment Amount								75.00	
107394	KOHNER, MATT	TUITION REIMBURSE	PV	61239	001	09101	1/17/2012	011712	274.04
	MATT KOHNER 17229 POTASSIUM STREET NW RAMSEY MN 55303			Summary Total					274.04
Payment Amount								274.04	
100266	LOGIS	DEC 2011 BILLING	PV	61172	001	09101	12/31/2011	34496	9,919.00
	LOGIS 5750 DULUTH STREET GOLDEN VALLEY MN 55422-4036			Summary Total					9,919.00
Payment Amount								9,919.00	
106741	LSA DESIGN INC	DEC 2011 BILLING	PV	61176	001	09468	1/4/2012	11171	11,657.25
	LSA DESIGN INC	DEC 2011 BILLING	PV	61176	002	09468	1/4/2012	11171	3,583.75
	219 N 2ND STREET SUITE 302 MINNEAPOLIS MN 55401-1454			Summary Total					15,241.00
Payment Amount								15,241.00	
106616	MARTIN	CONF PSYCH	PV	61173	001	09101	12/30/2011	7721	250.00

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

Number	Payee Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
	MCALLISTER, INC	FEES				
	MARTIN MCALLISTER, INC 3900 IDS CENTER MINNEAPOLIS MN 55402				Summary Total	250.00
					Payment Amount	250.00
107054	MCPA	2012 MEMBERSHIP- C. KREYER	PV 61228 001 09101	11/30/2011	20120455	45.00
	MCPA 1430 MARYLAND AVENUE E. ST. PAUL MN 55106				Summary Total	45.00
					Payment Amount	45.00
100283	MENARDS COON RAPIDS	MISC PARTS	PV 61177 001 09101	12/19/2011	74002	.33
	MENARDS COON RAPIDS 3045 MAIN STREET COON RAPIDS MN 55433				Summary Total	.33
					Payment Amount	.33
100285	MET COUNCIL ENVIRONMENTAL SRV	WASTE WATER FEB 2012	PV 61219 001 09602	1/4/2012	0000978959	45,089.42
	MET COUNCIL ENVIRONMENTAL SRV SDS-12-1064 P O BOX 86 MINNEAPOLIS MN 55486-1064				Summary Total	45,089.42
					Payment Amount	45,089.42
106555	MINNEAPOLIS, CITY OF	DEC 2011 TRANSACTIONS	PV 61240 001 09101	1/9/2012	400413002499	124.20
	MINNEAPOLIS FINANCE DEPT P O BOX 77038 MINNEAPOLIS MN 55480-7738				Summary Total	124.20
					Payment Amount	124.20
101240	MJOA	2012 ANNUAL CONF G. WIELER	PV 61207 001 09101	1/8/2012	109	165.00

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

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	MJOA								165.00
	5696 154TH COVE NW								
	RAMSEY MN 55303								
								Summary Total	165.00
								Payment Amount	165.00
106653	MN DEPT OF EMPLOYMENT ECONOMIC DEVELOP	CDAP 03 0008 H FY04 PAN PRECIS	PV	61208	001	09232	1/10/2012	011012	128.50
	MN DEPT OF EMPLOYMENT ECONOMIC DEVELOP							Summary Total	128.50
	ATTEN: FISCAL SERVICES DIVISION								
	332 MINNESOTA ST SUITE 200								
	ST PAUL MN 55101-1350								
								Payment Amount	128.50
100621	MN DNR ECO WATERS	2011 PARKS WATER APP-IRRIGATI	PV	61178	001	09101	1/4/2012	010412	2,005.45
	MN DNR ECO WATERS							Summary Total	2,005.45
	MINNESOTA DNR- OMB								
	500 LAFAYETTE ROAD BOX 10								
	ST PAUL MN 55155-4048								
								Payment Amount	2,005.45
100308	MN GFOA	2012 DUES D. LUND	PV	61229	001	09101	1/17/2012	011712	60.00
	MINNESOTA GFOA							Summary Total	60.00
	DARIN NELSON, CITY OF FRIDLEY	2012 DUES D. MCALPINE	PV	61230	001	09101	1/12/2011	011211	60.00
	6431 UNIVERSITY AVE NORTH							Summary Total	60.00
	FRIDLEY MN 55432								
								Payment Amount	120.00
100359	NORTH METRO MAYORS ASSN	K. ULRICH DINNER BOARD MTG	PV	61179	001	09101	12/29/2011	951528	35.00
	NORTH METRO MAYORS ASSN							Summary Total	35.00
	1000 WESTGATE DRIVE SUITE 252								
	ST PAUL MN 55114								
								Payment Amount	35.00

R04570

CITY OF RAMSEY
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Pay Through Date 12/31/2012

Payee		Stub	Document			Due	Invoice	Payment		
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	
100363	NORTHERN SANITARY SUPPLY CO	MISC SUPPLIES	PV	61209	001	09101	1/5/2012	152553	506.37	
	NORTHERN SANITARY SUPPLY CO								Summary Total	506.37
	341 COON RAPIDS BLVD	MISC SUPPLIES	PV	61218	001	09101	1/5/2012	152560	215.78	
	MINNEAPOLIS MN 55433								Summary Total	215.78
									Payment Amount	722.15
105627	NORTHLAND SECURITIES	DISCLOSURE REPORT	PV	61249	001	09201	1/11/2012	2819	375.00	
	NORTHLAND SECURITIES	DISCLOSURE REPORT	PV	61249	002	09201	1/11/2012	2819	375.00	
	45 SOUTH 7TH STREET SUITE 2000	DISCLOSURE REPORT	PV	61249	003	09201	1/11/2012	2819	375.00	
	MINNEAPOLIS MN 55402	DISCLOSURE REPORT	PV	61249	004	09201	1/11/2012	2819	375.00	
									Summary Total	1,500.00
									Payment Amount	1,500.00
110547	NORTHWEST LIGHTING SYSTEMS CO.	BULBS-6701 HWY 10	PV	61220	001	09410	1/3/2012	66116	293.10	
	NORTHWEST LIGHTING SYSTEMS CO.								Summary Total	293.10
	9405 HOLLY STREET NW COON RAPIDS MN 55433								Payment Amount	293.10
100368	OFFICE DEPOT	DESKPADS	PV	61241	001	09101	12/21/2011	591288683001	6.93	
	OFFICE DEPOT								Summary Total	6.93
	P O BOX 70049	OFFICE SUPPLIES	PV	61242	001	09101	12/21/2011	591288601001	24.85	
	LOS ANGELES CA 90074-0049	OFFICE SUPPLIES	PV	61242	002	09101	12/21/2011	591288601001	23.95	
									Summary Total	48.80
									Payment Amount	55.73
110480	OPUS 21	DECEMBER 2011	PV	61243	001	09601	1/1/2012	111228	28.45	

R04570

CITY OF RAMSEY
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Payment Instrument Check Payment
Pay Through Date 12/31/2012

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	MANAGEMENT SOLUTIONS	BILLING							
	OPUS 21 MANAGEMENT SOLUTIONS	DECEMBER 2011 BILLING	PV	61243	002	09601	1/1/2012	111228	22.76
	680 COMMERCE DRIVE SUITE 160	DECEMBER 2011 BILLING	PV	61243	003	09601	1/1/2012	111228	22.76
	WOODBURY MN 55125	DECEMBER 2011 BILLING	PV	61243	004	09601	1/1/2012	111228	17.06
		DECEMBER 2011 BILLING	PV	61243	005	09601	1/1/2012	111228	22.76
Summary Total									113.79
Payment Amount									113.79
100829	PCS SAFETY SYSTEMS INC	RE: BATTERY DRAIN 301	PV	61212	001	09101	1/6/2012	8548	75.00
Summary Total									75.00
Payment Amount									75.00
111488	POPP.COM INC	JAN2012 BILLING	PV	61211	001	09101	12/31/2011	991995520	111.10
	POPP.COM INC	JAN2012 BILLING	PV	61211	002	09101	12/31/2011	991995520	39.68
	P O BOX 27110	JAN2012 BILLING	PV	61211	003	09101	12/31/2011	991995520	39.68
	GOLDEN VALLEY MN 55427-0110	JAN2012 BILLING	PV	61211	004	09101	12/31/2011	991995520	230.13
		JAN2012 BILLING	PV	61211	005	09101	12/31/2011	991995520	39.68
		JAN2012 BILLING	PV	61211	006	09101	12/31/2011	991995520	55.55
		JAN2012 BILLING	PV	61211	007	09101	12/31/2011	991995520	31.74
		JAN2012 BILLING	PV	61211	008	09101	12/31/2011	991995520	7.94
		JAN2012 BILLING	PV	61211	009	09101	12/31/2011	991995520	119.88
		JAN2012 BILLING	PV	61211	010	09101	12/31/2011	991995520	90.04
		JAN2012 BILLING	PV	61211	011	09101	12/31/2011	991995520	119.87

R04570

CITY OF RAMSEY
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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
Summary Total					885.29
Payment Amount					885.29
112959 PREMIUM WATERS INC	FD STATION 1 WATER	PV 61244 001 09101	12/31/2011	621331DEC11	10.73
Summary Total					10.73
PREMIUM WATERS INC P O BOX 9128 MINNEAPOLIS MN 55480-9128	FD STATION 2 WATER	PV 61245 001 09101	12/31/2011	621332DEC11	4.81
Summary Total					4.81
Payment Amount					15.54
112920 PRESCRIPTION LANDSCAPE	FINAL PYMT 2011	PV 61180 001 09101	12/28/2011	174984	207.20
Summary Total					207.20
Payment Amount					207.20
100422 REGISTERED ABSTRACTERS INC	O&E REPORT 1/5 PELTZER ADD	PV 61181 001 09400	12/30/2011	A11-12067	125.00
Summary Total					125.00
REGISTERED ABSTRACTERS INC 2115 NORTH THIRD AVENUE ANOKA MN 55303	O & E REPORTS RE: PARKS	PV 61250 001 09101	1/5/2012	A12-01007	375.00
Summary Total					375.00
Payment Amount					500.00
106648 STRATEGIC INSIGHTS INC	UPGRADE- PLAN IT CAPITAL PLAN	PV 61213-001 09101	1/4/2012	12-PLAN-IT-006	721.41
Summary Total					721.41
Payment Amount					721.41
100485 TIMESAVER OFF SITE SECRETARIAL INC	DEC MTGS	PV 61186 001 09101	12/16/2011	M18805	546.30
Summary Total					546.30

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

Number	Payee Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
Payment Amount						431.25
105628	WELLS CATERING SERVICE WELLS CATERING SERVICE 7533 SUNWOOD DRIVE SUITE 108 RAMSEY MN 55303	CC MTG 1-10-12	PV 61215 001 09101	1/10/2012	25933	123.85
Summary Total						123.85
Payment Amount						123.85
100529	WENDELL'S INC WENDELL'S INC 6601 BUNKER LAKE BLVD PO BOX 458 RAMSEY MN 55303-0458	BUILDING STAMP	PV 61216 001 09101	1/5/2012	1683217	20.20
Summary Total						20.20
Payment Amount						20.20
112515	WSB AND ASSOCIATES INC WSB AND ASSOCIATES INC 701 XENIA AVENUE SOUTH SUITE 300 MINNEAPOLIS MN 55416	SUNWOOD/ARMST RONG INTER	PV 61253 001 09496	12/28/2011	01973-010-3	10,614.00
Summary Total						10,614.00
Payment Amount						10,614.00
100543	ZIEGLER INC ZIEGLER INC SDS 12-0436 PO BOX 86 MINNEAPOLIS MN 55486-0436	SCR RELAYS	PV 61183 001 09240	12/30/2011	PC050102313	213.10
Summary Total						213.10
Payment Amount						213.10
Total Amount to be Processed						123,765.69
Total Number of Payments to be Processed						69

NORTHLAND TRUST SERVICES, INC.
45 South 7th Street, Ste 2000
Minneapolis, Mn 55402

Phone: 612-851-4931
Fax: 612-851-4933

12/15/11

RAMS07A

CITY OF RAMSEY
ATTN: FINANCE OFFICER
7550 SUNWOOD DRIVE NW
RAMSEY MN 55303-5137

Handwritten:
9343.6003
9343.6611
179,000.00
3,187.50

173,187.50
[Signature]

Re:
CITY OF RAMSEY, MINNESOTA
\$790,000 GENERAL OBLIGATION EQUIPMENT
CERTIFICATES OF INDEBTEDNESS, SERIES

Debt Service

Principal paydown due 02/01/12	\$	170,000.00
Interest due 02/01/12	\$	3,187.50

Paying Agent Annual Fee 0.00

=====
Amount Due by Checks 1-25-12 \$ 173,187.50

*This earlier date allows for Bank check clearing of 3-5 business days prior to payment date to ensure good funds. Make Checks payable to NORTHLAND TRUST SERVICES, INC.

MN School District wires due 3 days prior to payment date to comply with State Credit Enhancement requirements.

All other Wires due 1-2 days prior to payment date:
Wells Fargo Bank, San Francisco, CA.
ABA#121-000-248
Northland Trust Services, #143-6412710
Ref: Issuer Name

If wiring, please advise by Fax, phone or email:
rstephney@northlandtrust.com or 612-851-4931
vvevea@northlandtrust.com or 612-851-5985
lgiampaolo@northlandtrust.com or 612-851-4932

Thank You for your business!



NORTHLAND TRUST SERVICES, INC. **REC'D DEC 20 2011**
45 South 7th Street, Ste 2000
Minneapolis, Mn 55402

Phone: 612-851-4931
Fax: 612-851-4933

12/15/11

RAMS04

CITY OF RAMSEY
ATTN: FINANCE OFFICER
7550 SUNWOOD DRIVE NW
RAMSEY MN 55303-5137

Handwritten:
9338.6602
9338.6601
115,000.25
13,986.25

128,986.25
[Signature]

Re:
CITY OF RAMSEY, MINNESOTA
\$1,480,000 GO CAPITAL IMPROVEMENT
REFUNDING BONDS OF 2004

Debt Service

Principal paydown due 02/01/12	\$	115,000.00
Interest due 02/01/12	\$	13,986.25

Paying Agent Annual Fee 0.00

=====

Amount Due by Checks 1-25-12 \$ 128,986.25

*This earlier date allows for Bank check clearing of 3-5 business days prior to payment date to ensure good funds.
Make Checks payable to NORTHLAND TRUST SERVICES, INC.

MN School District wires due 3 days prior to payment date to comply with State Credit Enhancement requirements.

All other Wires due 1-2 days prior to payment date:
Wells Fargo Bank, San Francisco, CA.
ABA#121-000-248
Northland Trust Services, #143-6412710
Ref: Issuer Name

If wiring, please advise by Fax, phone or email:
rstephney@northlandtrust.com or 612-851-4931
vvevea@northlandtrust.com or 612-851-5985
lgiampaolo@northlandtrust.com or 612-851-4932

Thank You for your business!

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 JANUARY 5, 2012 THROUGH JANUARY 19, 2012.

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of January 5, 2012, through January 19, 2012, in the amount of \$1,595,558.08; 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 January 5, 2012, through January 19, 2012, in the amount of \$1,595,558.08.

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 24th day of January 2012.

Mayor

ATTEST:

City Clerk

CC Regular Session

4. 4.

Meeting Date: 01/24/2012

By: Chris Anderson, Community
Development

Information

Title:

Adopt Resolution Authorizing Staff to Apply for Community Forest Bonding Grant Funds through the Minnesota Department of Natural Resources

Background:

At the January 17, 2012 City Council Work Session, there was general consensus to explore/implement certain improvements in North Commons, including a volunteer tree planting endeavor estimated to be in the range of \$15,000. There is a grant opportunity that Staff believes would be prudent to pursue to accomplish certain landscaping components in North Commons, as there would be little or no cash match necessary. The deadline to apply for a Community Forest Bonding Grant through the Minnesota Department of Natural Resources (DNR) is February 17, 2012. The DNR is anticipated to notify successful applicants in March of this year.

Observations:

The DNR's Community Forest Bonding Grants cycle runs from 2012 through 2014. There are three (3) categories for potential funding: (1) Remove and Replace Trees Lost to Forest Pests (2) Replace Trees Lost to Storms and (3) Plant a More Diverse and Resilient Community Forest. There is no required match for these grant monies; however, greater consideration will be given to proposals that include partial or full matches with non-state cash and/or local in-kind considerations.

Under the planting for diversity category, communities can seek up to \$25,000.00 for the purchase and installation of native trees on publicly owned lands and parks. The grant monies will be used to purchase native trees (only trees identified on the DNR's Native Trees List are considered an eligible cost). While not required, the City's match would likely consist of in-kind contributions such as equipment, site preparation, material handling and a volunteer work force.

This project will not only help accomplish the desired outcome of improvements in North Commons, but will also include community involvement and education. This project provides a great opportunity to promote the use of indigenous species and showcase species that perform well in our sandy soils. This coalesces nicely with an action item of the Environmental Policy Board's City Council approved work plan, *which is to implement a 'mini arboretum' to educate the public on trees well adapted to the local growing environment* (it is Staff's intent to include placards next to the various trees species to identify what they are).

Several key aspects to this grant opportunity include: (1) Grant funds are not provided up front, grantees must initially expend monies, which are then reimbursed under the terms of the grant agreement and listed contract requirements (2) Plantings must be installed on public land (including parks) (3) Several documents must be furnished by the City by the end of the project including an Updated Community Forest or Shade Tree Ordinance, an Annual Maintenance Plan for Public Trees, and a Community EAB Preparedness Plan (note the the Environmental Policy Board crafted a draft plan in 2010) and (4) Proposals must be submitted no later than February 17, 2012.

Recommendation:

Staff recommends the City Council authorize Staff to apply for grant funding through the DNR's Community Forest Bonding Grant program by approving the attached resolution.

Funding Source:

Preparation of the grant application would be handled through regular staff duties (Associate Planner/Environmental Coordinator and Parks Supervisor).

Council Action:

Motion to approve the resolution authorizing Staff to apply for a Community Forest Bonding Grant in an amount up to \$15,000.00.

Attachments

Community Forest Bonding Grant Application

Grant Guidelines and Information

DNR's Native Tree List

Resolution Authorizing Staff to Apply for Community Forest Bonding Grant Monies

Form Review

Inbox	Reviewed By	Date
Mark Riverblood	Mark Riverblood	01/19/2012 11:58 AM
Kurt Ulrich	Kurt Ulrich	01/19/2012 04:00 PM
Form Started By: Chris Anderson		Started On: 01/18/2012 04:27 PM
	Final Approval Date: 01/19/2012	



2010 to 2014 Community Forest Bonding Grant Application

Coversheet

Please refer to the *Guidelines* when completing the application. This form is also available on the DNR website: <http://www.dnr.state.mn.us/grants/forestmgmt/commforestbondgrant/index.html>

Applicant Information

Application Date: _____

Organization: _____

Project coordinator: _____ Title _____

Address: _____ City, State, Zip _____

Phone: office _____ cell _____ Fax: _____

Email: _____

Additional Project Coordinators/Technical Advisors: (List names, organization/agency and phone)

Eligibility (check one): City Township County Park & Recreation Board in city of First Class

Has your organization received a DNR Community Forest Bonding grant? No Yes, when? _____

For cities or townships only. Is your community a Tree City USA? No Yes

Project Title: _____

Summary Statement—Please give a 2-3 sentence summary of your overall project.

Project location (county, city, site): _____

Start date: _____ Expected completion date: _____

Budget Summary

Type of Fund	\$ Amount
<i>Non-state cash contributions (not required)</i>	
<i>Non-state in-kind contributions (not required)</i>	
<i>Ash Tree Removal grant requested</i>	
<i>Tree Planting grant requested</i>	
TOTAL PROJECT COSTS:	

Authorization

I certify this information is valid and factual as described in this application and that all costs are eligible under the DNR Community Forest Bonding Grant Guidelines.

Name: _____ Title: _____

Signature: _____ Date signed: _____

Project Questions

Please answer the following questions on separate pages. **Limit to 2 pages.** You may reproduce these questions on your computer. Refer to the *Guidelines* to better understand how projects will be evaluated.

1. **Organization applying (e.g. City of _____) and Project Title.**
2. **Project Purpose**—In what ways will your project meet the needs of the community forest resources? Explain how the project will benefit and enhance the community and why you feel your project should receive funding.
3. **Project Location Description**—Describe the site location(s) of the project in detail along with special characteristics such as soil composition.
4. **Document Public Ownership-** **Certification and/or Declaration of Bond-financed Property** documents will need to be included when the Grant Agreement is signed and returned to DNR, but are NOT required with the project application. We do recommend including a map of the project area. See the **Project Timeline** section of the Guidelines for details.
5. **Project Goals**—What are the project's goals and objectives for each grant category applying for? 1. Planting for diversity, replacing trees lost to storm(s). 2. Removal and replacement of EAB-infested ash trees.
6. **Methods**—What will be developed, produced, performed and implemented—who will be responsible for these activities and when will they occur? Include any educational outreach efforts, owork with volunteers, and especially the technical plans and practices.
7. **Personnel**—Describe the names, titles, qualifications and project role for all staff and technical partners involved. Describe the roles of volunteers involved and training to be provided.
8. **Maintenance and Management Plan**
 - A. Upon completion, what are your plans for long-term maintenance of trees planted, and monitoring and management of insect and disease pests? Include how, when and by whom activities will be accomplished. For any tree planting project, you must provide a summary of at least a 3-year maintenance plan.*
 - B. What is the community doing to build capacity towards long-term management of this project or a community forestry program independent of state funding? Describe any existing management plans.*

*Note: Please see **Required Local Program Components** in the Guidelines for documents that are due upon completion of the grant project. Those documents should be included with the **Final Report and Invoice form**.

Tree Planting List

Only fill out this table if you are doing tree planting as part of your project. If you need additional space, an **additional sheet may be included (1 page limit)**. Please refer to: [Approved Native Planting Stock List](#).

Tree Stock Source(s): _____

QTY	Species (Common & Scientific Name)	Size & Type (B&B, bare root or container-grown)
<< Total number of trees		(Use 1 additional sheet if needed)

Project Budget Breakdown

Please refer to the *Guidelines* for eligible and ineligible expenses. Highlighted areas are ineligible expenses.

Please attach a Budget Narrative with details of Contractual Services, Equipment and "Other" costs. (limit 1 page).

ITEM (specify type and source)	In-kind Match	Cash Match	Bonding Grant Funds	Total
Public Ash Tree Removal Budget (See "Know EAB-Infested Areas Map" for eligible public lands.)				
Personnel:(No grant funds can be used for grantee personnel)				
Contractual Services: Briefly describe in Budget Narrative. (see Eligible Costs)				
Grantee-owned, lease or rental equipment use. Match only. (no grant funds for equipment use)				
Education costs. Match only.				
Other. Briefly describe in Budget Narrative. (see Eligible Costs in Guidelines):				
Public Ash Tree Removal Sub Totals				

Public Tree Planting Budget (storms or infested ash replacement and planting for diversity)				
Personnel: :(No grant funds can be used for grantee personnel)				
Plant Stock (trees only):				
Grantee-owned, lease or rental equipment use. Match only. (no grant funds for equipment use)				
Contractual Services: Briefly describe in Budget Narrative. (see Eligible Costs)				
Education costs. Match only. (workshops, publications, etc)				
Other. Briefly describe in Budget Narrative. (see Eligible Costs in Guidelines):				
Public Tree Planting Sub Totals				
TOTALS for both project types Must equal amounts in p.1 Budget Summary				

Application Check-off:

Mail the **original and 3 copies** of the following:

Completed and signed application form

Attached pages: Answers to project questions (2 page limit), budget narrative (1 page limit), extra tree planting list (1 page limit), and optional map (1 page limit)

Applications must be received by 4:30 pm, Friday, February 17, 2012.

Mail to:

2012-14 Community Forest Bonding Grants
Minnesota DNR, Division of Forestry, Box 44
500 Lafayette Road
St. Paul, MN 55155-4044



Community Forest Bonding Grants 2012-2014

Guidelines and Information

Purpose

Grants will be made for improvements on public land to:

- Remove and replace trees lost to forest pests
- Replace trees lost to storms
- Plant a more diverse and resilient community forest

Priority is given to grant requests to remove and replace ash trees infested with of [emerald ash borer \(EAB\)](#).

Eligible Applicants

There is **NO MATCH REQUIREMENT** for these grant funds. However, applicants will be asked to complete all contractual obligations as stated in the **Components Required upon Project Completion** section of these guidelines. Proposals showing partial or full match with non-state cash or local in-kind contributions will be given greater consideration.

- **Planting for Diversity projects:** All cities, counties, and townships are eligible to apply, as well as Park and Recreation Boards in cities of the first class here on referred to as “Communities”. All plantings must occur on publicly owned land, parks, or streets. All trees planted using bonding funds must be listed in the [Approved Native Trees List](#). Maximum grant award for a tree planting project is \$25,000.
- **Forest Pest Removal and Replanting projects:** All cities, counties, and townships, as well as Park and Recreation Boards in cities of the first class are eligible who have identified emerald ash borer (EAB) infestations. All removals must occur on public lands. Priority will be given to cities with EAB infestation within their boundaries or have public lands within a **1-mile radius** of state-designated "known EAB infested areas." Maximum grant award for a tree removal and replanting project is \$150,000.
 - **Only Public Lands within the 1-mile buffer** of a known EAB infested area are eligible for ash removals and replacement plantings with these funds. See [Known EAB-Infested Areas Map](#).

*Note: Grant funds are not provided up front. Grantees must initially expend monies, which are then reimbursed under the terms of the grant agreement and listed contract requirements. **Grantees can receive partial payments of up to 90 percent of the grant funds requested. The remaining 10 percent or more of the grant funds will be paid after the project, final report and a final inspection have been completed. Grant expenses will not be reimbursed until all requirements are complete.***

Eligible and Ineligible Costs

A. Eligible Costs. Grant funds can be used for:

- Professional contracts for technical assistance, administration or implementation of the grant project
- Removal and disposal or utilization of forest pest infested trees on public lands and rights-of-way
- Purchase of trees for planting on public lands and rights-of-way
- Equipment use as part of contractual work, NOT grantee-owned, leased or rented equipment use

B. Ineligible Costs. Grant funds cannot be used for the following, but their cost directly associated with the project may be counted as match:

- Tree inventories or surveys
- Tree disease or insect treatments, e.g. systemic injections
- Removal and disposal/utilization of storm-damaged or structurally defective trees, or trees dead for more than one year
- Survey or detection, e.g. pheromone trapping
- Pruning and other maintenance of trees, including those planted as part of the bonding grant project
- Grantee-owned, leased or rented equipment (includes hand held computers)
- Time of community employed personnel on project
- Production of programs and materials used to enlist citizen involvement or for public education
- Purchase and planting of trees that are NOT native to Minnesota – see [Approved Native Trees List](#), posted on the DNR Bonding Grants Web page.
- Purchase of plants other than trees, e.g. shrubs, ground covers and flowers
- Management of woody invasive species, e.g. buckthorn
- Development of tree nurseries, e.g. gravel bed systems

Project Evaluation Criteria

Projects will be evaluated according to how well they:

- Demonstrate commitment to long-term monitoring and management of the project
- Demonstrate the need for replacement plantings, based on a recently completed tree inventory or documented tree losses to forest pests, storm events beginning in January 2010, or both
- Increase the diversity of tree species within the community
- Develop and help sustain urban and community forestry programs
- Establish the means for ongoing public education on tree care and benefits
- Involve and train citizens and volunteers
- Document a local match. Though NOT required, priority will be given to projects that have a cash match from non-state sources.

The DNR Forestry staff will review, evaluate and prioritize grant proposals. The Community Forest Bonding Grants Steering Committee will then select which projects will be funded and the grant amounts. All applicants will be notified of the committee’s decisions by March 16, 2012.

Components Required upon Project Completion

By the end of the project, grant recipients must demonstrate their commitment to on-going community forest management by submitting the following two required documents and providing one of the accompanying documents as well:

Required Documents:

- Updated Community Forestry or Shade Tree Ordinance
- Annual Maintenance Plan for public trees

One of the following must accompany the two required documents:

- Community EAB Preparedness Plan
OR
- Community Forest Management Plan, including EAB preparedness, annual tree maintenance and public education components

Award of Funds

Announcement of funding approvals will follow the review and selection process. All proposals will be reviewed by DNR Forestry staff. Final selection of projects and award amounts will be set by the Community Forest Bonding Grants Steering Committee.

- All applicants will receive written notification regarding their request by **Friday, March 16, 2012**.
- Projects cannot begin until all final documentation has been submitted and a fully executed grant agreement is on file with DNR Forestry.
- Any project costs incurred prior to the start date of the grant agreement will not be eligible for reimbursement.
- Grant funds are not provided up front.
- Grantees must initially expend monies, which are then reimbursed under the terms of the grant agreement. Partial payments can be made, during the implementation of the project, of up to 90 percent of the grant funds awarded. The remaining 10 percent or more of the grant funds will be paid after completion of the [Final Report and Invoice form](#), including a Compliance Check by a DNR Forester.

Project Timeline

- **Application deadline:** Friday, February 17, 2012 at 4:30 pm.
- **Written notice of selection and award amount:** by March 16, 2012
- **Project authorization:** March 2012 to June 2012
 - A grant agreement will be sent for the applicant to review and sign. The agreement must be returned to the DNR for processing and signatures in order to be fully executed.
 - Additional documents required for the grant agreement will be requested at this time, including:
 - A **Certification of Bond-financed Public Property** for grant project work within road, highway, utility or transit corridors. Certifications will be signed by the grantee and need to include a list of addresses or a map with streets highlighted where project work is planned.
 - A **Declaration of Bond-Financed Public Property**, for all public properties included in the project that are **not** in road, highway, utility or transit corridors (e.g. public parks). Declarations must include a recordable legal description for each of these properties.
 - **ANY WORK started before the grantee receives their fully executed grant agreement, will NOT be eligible for reimbursement.**
- **Written notice of fully executed contract on file with the DNR:** March 2012 to June 2012.
- **Project implementation:** March 2012 to May 2014, after grantee receives a fully executed Grant Agreement.
- **Project Final Report and Compliance Check:**
 - Upon completion of the project, or if a **partial reimbursement** is needed, the grantee must notify their designated DNR Forester to schedule a compliance check (see [Final Report & Invoice form](#)). The DNR Forester should be notified one month prior to completion of the grant project.
 - Final Certification and/or Declaration forms. If project locations have been modified, the grantee must include revised attachments (address list, street map or legal descriptions) to their original Certification or Declaration documents with their Final Report & Invoice.
 - All documents and invoices must be attached to the Final Report & Invoice form and provide to the DNR forester at the time of the compliance check.
- **Project completion:** Projects must be completed by Friday, June 6, 2014.

Program Funding

As the name implies, these grant projects will be financed using state general obligation bond dollars, authorized by the 2010 Minnesota State Legislature. This appropriation provides \$3 million for a four-year period ending in June, 2014. The use of these funds is specifically restricted to activities of a capital nature and must be conducted on publicly owned land or rights-of-way. Consult with those in your organization who are familiar with these requirements, such as the City Attorney, Engineer, Administrator or Finance Director. [See Minnesota Statutes chapter 16A.695](#) for details.

QUESTIONS?

We expect that these new Guidelines and the more restricted use of state bonding funds will raise questions. In order to answer your questions promptly, **PLEASE CHECK THE GRANT PROGRAM WEB PAGE for information or answers to frequently asked questions, before calling or e-mailing DNR Forestry staff.** See www.dnr.state.mn.us/grants/forestmgmt/commforestbonding.html.

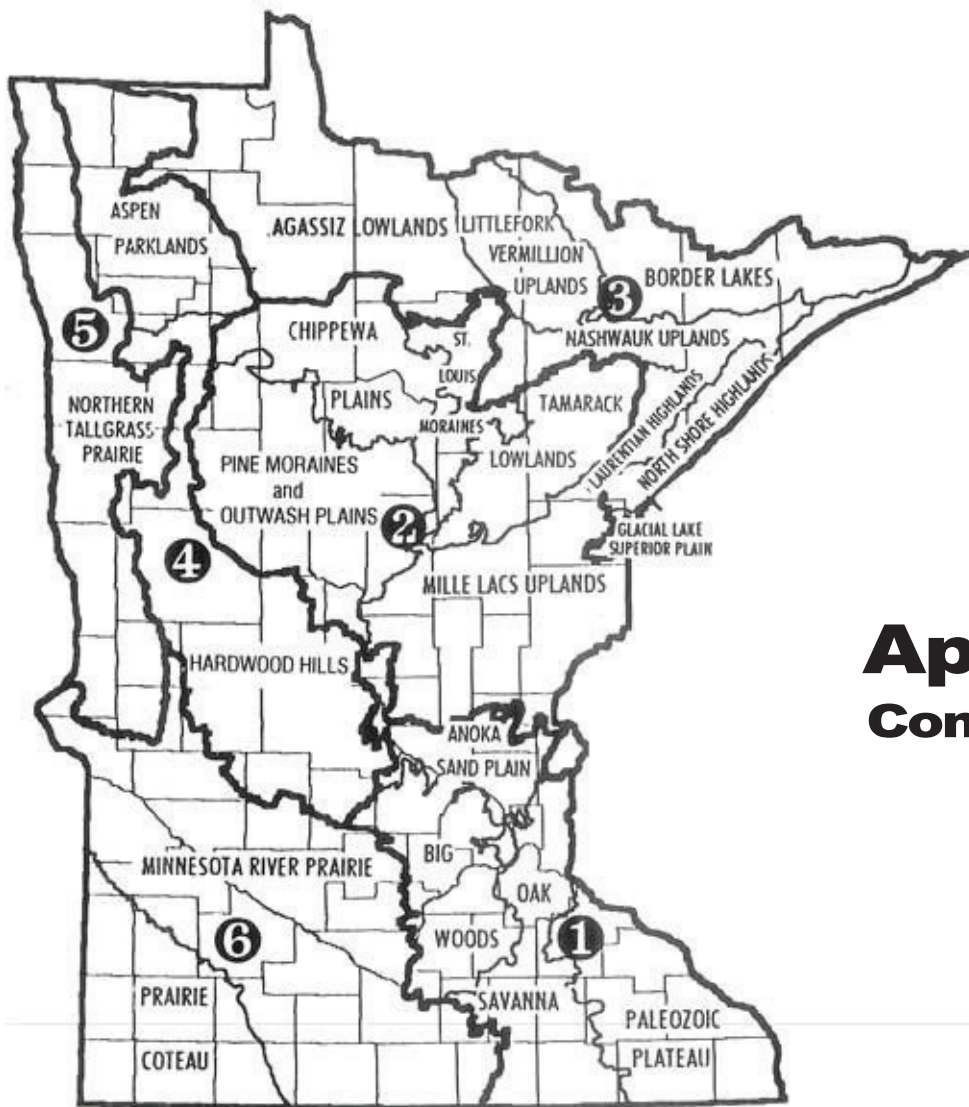
Answers to frequently asked questions (FAQs) will be posted and updated regularly. If you do not obtain an answer online, contact a DNR Community Forestry Team member at **651-259-5300**, and ask to be transferred to the first available Community Forestry Team member:

Ken Holman
Program Coordinator

Jennifer Teegarden
Forestry Information Specialist

Jean Mouelle
Central Region Forestry

Grantees can only chose from TREE listings. Shrubs are not eligible for this grant program.

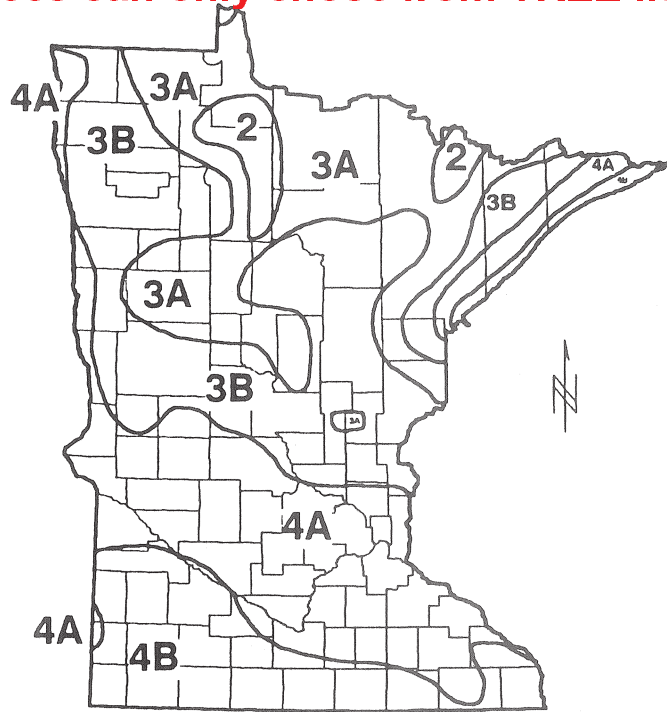


Approved Native Trees Community Forest Bonding Grant

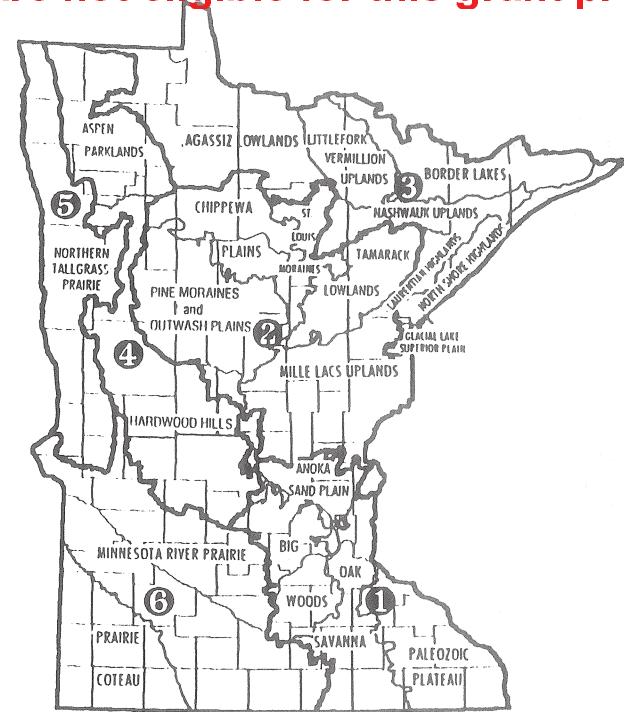
**MSA TREE RATING ZONES (1-6)
and Ecological Subsections**



Grantees can only chose from TREE listings. Shrubs are not eligible for this grant program.



USDA PLANT HARDINESS ZONES



**MSA TREE RATING ZONES (1-6)
and Ecological Subsections**

(Note: Three subsections have been subdivided since preparation of the information contained in these tables: Inner Coteau and Coteau Moraines (shown here as Prairie Coteau); Rochester Plateau and Blufflands (shown here as Paleozoic Plateau); Twin Cities Highlands and Oak Savanna (shown here as Oak Savanna).

TREE RATING ZONES INDEX	EVERGREEN TREES	DECIDUOUS TREES	EVERGREEN SHRUBS	DECIDUOUS SHRUBS
(paper color)	Page no.	Page no.	Page no.	Page no.
Zone 1 Southeast (green)	5	5	7	8
Zone 2 Central (gray)	9	9	11	11
Zone 3 Northern (blue)	13	14	16	16
Zone 4 North Central (yellow)	17	18	19	20
Zone 5 Red River Valley (pink)	21	21	23	23
Zone 6 Southwest (tan)	25	25	27	27

Comprehensive list of Tree and Large Shrub Species Native to Minnesota's Ecological Regions - Page 4

Grantees can only chose from TREE listings. Shrubs are not eligible for this grant program.

EXPLANATORY NOTES

This report provides information on native species in Minnesota for each of six Tree Rating Zones and for 21 Subsections which occur within them (see map on cover or on page 2). It is organized into six separate tables printed on different paper colors.

MnReLeaf Native Designation

All species on each Tree Rating Zone list can be considered "native" to the planting sites in all of the Tree Rating Zone for the purpose of counting native trees and windbreak shrubs within the Minnesota ReLeaf program. Site suitable cultivars and selections of the species listed may be counted as native. Minnesota ReLeaf participants are encouraged to use plants from local seed sources whenever that material is available as suitable nursery stock

Purpose of this List of Native Species

The Minnesota Legislature through the Legislative Commission on Minnesota Resources (LCMR) approved funding in 1995-97 for the Minnesota ReLeaf program stipulating in the appropriation language that the program "achieve the strategic planting of predominantly native shade trees and community windbreaks for statewide energy conservation and carbon dioxide abatement". Thus, this list of *Trees and Large Shrubs: Species Native to Minnesota's Ecological Regions* was developed by the Minnesota Department of Natural Resources, Division of Forestry for purposes of determining what may be counted as a Minnesota "native" by communities undertaking Minnesota ReLeaf projects.

This list is not intended as a recommended species list because some of the plants listed have serious problems or limitations in their use. Nor should these lists be used to determine species for use in a native plant community restoration project. Species listed for each region may be very common throughout the region or may be found only in a limited number of sites with special conditions.

MSA Tree Rating Zones

The ecologically-defined regions called Tree Rating Zones are based upon the Ecological Classification System (ECS) in which the Minnesota Department of Natural Resources (DNR), in cooperation with national efforts, subdivided the state into three provinces (which are commonly called the prairie, hardwood forests, and boreal forests). These are further divided into Subsections based upon natural patterns of geology, soils, climate and native plant communities. (Three of the 21 original Subsections have recently been subdivided, as indicated on page 2, resulting in a new total of 24 Subsections).

The Minnesota Society of Arboriculture (MSA) worked with DNR Forestry staff to group the Subsections into six Tree Rating Zones. Basically, each of the three provinces was divided into two zones following the Subsection boundaries.

USDA Plant Hardiness Zones

The following tables also provide information on the hardiness of the species. As shown in the map above, the USDA Plant Hardiness Zones 2, 3 and 4 occur in Minnesota. For each species, the tables include either the range of minimum and maximum hardiness zones, or solely the minimum hardiness zone, as derived from various sources. (In some cases, zone information was not available and is displayed n/a).

Windbreak Shrubs

Only shrubs integral to the design and function of windbreaks will be funded through MnReLeaf. Therefore, this list of native species only includes shrubs which may grow six feet or taller. However, not all native shrubs listed here are likely to function well in a windbreak situation. For purposes of MnReLeaf, tree and windbreak shrub selection should take into account hardiness and site suitability as well as whether the species is native to the region.

Supplemental Native Range Information

The information in the right-side shaded columns of the following tables is supplemental and indicates whether the native range of each species includes all or part of the entire tree rating zone, and all, part, or none of each ecological subsection.

Determination of Native Species Lists

Whether the species listed here are native in any part of Minnesota was determined by using two published sources of information: Elbert L. Little's *Atlas of United States Trees* and Ownbey and Morley's *Vascular Plants of Minnesota*. Little's work consists of range maps for trees and some shrubs based upon published botanical lists, herbarium specimens, and field observations which are considered to represent the pre-Columbian ranges of vegetation. Ownbey and Morley's work consists of state maps which show dots where specimens were collected primarily for the University of Minnesota herbarium.

All 125 woody species (except Poison Sumac) which may grow over six feet tall and which occur anywhere in Minnesota according to either of these sources are included in the "Comprehensive List" on page 4 and in the following tables for each Tree Rating Zone.

The tables for each Tree Rating Zone and subsection were developed by first determining if Little's range maps showed the species in all, part, or none of that ecological region. This information was supplemented by adding species (primarily shrubs and additional juneberry, hawthorn, and willow species) that are in Ownbey, but not in Little. Out of these, most of the juneberry, hawthorn, and willow are mentioned without providing specific ranges. For the other additional species in Ownbey, as well as for species with collection points shown in Ownbey beyond the range shown in Little, the ranges were interpreted as "part" within a Tree Rating Zone or subsection if either a) two or more collection points were shown in Ownbey, or one point was shown within about 80 miles of two points; or b) one collection point was shown in Ownbey within about 80 miles of the Little range map. The Little range maps and selected Ownbey maps have been digitized into computer files and are available from DNR Metro Forestry upon request.

Several selections or subspecies (e.g., Freeman Maple and Flame Willow) that are genetically derived from native species were parenthetically added to the list.

Grantees can only chose from TREE listings. Shrubs are not eligible for this grant program.

Comprehensive List of TREES AND LARGE SHRUBS: Species Native to Minnesota's Ecological Regions.

Only the five species marked * are native throughout Minnesota.
For all other species, refer to Tree Rating Zone lists for native range.

BOTANICAL NAME	COMMON NAME	ALTERNATE NAME(S)	BOTANICAL NAME	COMMON NAME	ALTERNATE NAME(S)	BOTANICAL NAME	COMMON NAME	ALTERNATE NAME(S)
EVERGREEN TREES			DECIDUOUS TREES (con't)			EVERGREEN SHRUBS		
<i>Abies balsamea</i>	Balsam Fir		<i>Evonymus atropurpureus</i>	Eastern Wahoo		<i>Juniperus communis</i>	Common Juniper	
<i>Juniperus virginiana</i>	Eastern Redcedar		<i>Fraxinus americana</i>	White Ash		DECIDUOUS SHRUBS		
<i>Picea glauca</i>	White Spruce		<i>Fraxinus nigra</i>	Black Ash		<i>Alnus viridis crispa</i>	Mountain Alder	Green Alder
<i>(Picea glauca densata (Black Hills Spruce) MAY BE CONSIDERED NATIVE FOR PURPOSES OF THE MnRELEAF PROGRAM.)</i>			<i>Fraxinus pennsylvanica</i> *	Green Ash		<i>Amelanchier alnifolia</i>	Saskatoon Serviceberry	Western Serviceberry
<i>Picea mariana</i>	Black Spruce		<i>Gleditsia triacanthos</i>	Common Honeylocust		<i>(THE SPECIES Amelanchier bartramiana, humilis, intermedia and sanguinea MAY ALSO BE CONSIDERED NATIVE FOR PURPOSES OF THE MnRELEAF PROGRAM.)</i>		
<i>Pinus banksiana</i>	Jack Pine		<i>Gymnocladus dioica</i>	Kentucky Coffeetree		<i>Amorpha fruticosa</i>	Dull-leaf Indigobush	
<i>Pinus resinosa</i>	Red Pine	Norway Pine	<i>Juglans cinerea</i>	Butternut		<i>Aronia melanocarpa</i>	Black Chokeberry	<i>Pyrus melanocarpa</i>
<i>Pinus strobus</i>	Eastern White Pine		<i>Juglans nigra</i>	Black Walnut		<i>Betula pumila</i>	Bog Birch	<i>Betula glandulifera</i>
<i>Taxus canadensis</i>	Canada Yew	American Yew	<i>Larix laricina</i>	Tamarack	Eastern/American Larch	<i>Cephalanthus occidentalis</i>	Common Buttonbush	
<i>Thuja occidentalis</i>	Northern White Cedar	American Arborvitae	<i>Malus ioensis</i>	Prairie Crabapple		<i>Cornus amomum</i>	Silky Dogwood	
		Eastern Arborvitae	<i>Morus rubra</i>	Red Mulberry		<i>Cornus racemosa</i>	Gray Dogwood	
		Canadian Hemlock	<i>Ostrya virginiana</i>	Ironwood	Eastern Hop Hornbeam	<i>Cornus rugosa</i>	Round-leaved Dogwood	
<i>Tsuga canadensis</i>	Eastern Hemlock		<i>Populus balsamifera</i>	Balsam Poplar		<i>Cornus sericea</i> *	Red-osier Dogwood	<i>stolonifera</i>
			<i>Populus deltoides</i>	Eastern Cottonwood	Eastern Poplar	<i>(Cornus baileyi (Red-twigged Dogwood) CAN ALSO BE CONSIDERED NATIVE FOR PURPOSES OF THE MnRELEAF PROGRAM.)</i>		Red-twigged Dogwood
DECIDUOUS TREES			<i>Populus grandidentata</i>	Bigtooth Aspen		<i>Corylus americana</i>	American Hazelnut	
<i>Acer negundo</i>	Box Elder	Manitoba Maple	<i>Populus tremuloides</i>	Quaking Aspen		<i>Corylus cornuta</i>	Beaked Hazel	
<i>Acer nigrum</i>	Black Maple		<i>Populus tremuloides</i>	Quaking Aspen		<i>Dirca palustris</i>	Leatherwood	
<i>Acer rubrum</i>	Red Maple		<i>Prunus americana</i>	American Plum		<i>Hamamelis virginiana</i>	Witch Hazel	
<i>Acer saccharinum</i>	Silver Maple	Soft Maple	<i>Prunus nigra</i>	Canada Plum		<i>Ilex verticillata</i>	Common Winterberry	
<i>(Acer x freemanii (Freeman Maple) IS A SILVER & RED HYBRID THAT MAY BE CONSIDERED NATIVE FOR PURPOSES OF THE MnRELEAF PROGRAM.)</i>			<i>Prunus pennsylvanica</i>	Pin Cherry		<i>Physocarpus opulifolius</i>	Common Ninebark	
<i>Acer saccharum</i>	Sugar Maple	Hard Maple	<i>Prunus serotina</i>	Black Cherry		<i>Rhus glabra</i>	Smooth Sumac	
<i>Acer spicatum</i>	Mountain Maple		<i>Prunus virginiana</i> *	Common Chokecherry		<i>Rhus typhina</i>	Staghorn Sumac	
<i>Alnus rugosa</i>	Speckled Alder	<i>Alnus incana</i> , Hazel Alder	<i>Quercus alba</i>	White Oak	Swamp White Oak	<i>Salix discolor</i>	Fussy Willow	
<i>Amelanchier interior</i>	Inland Serviceberry	Inland Juneberry	<i>Quercus bicolor</i>	Bicolor Oak		<i>Salix exigua</i>	Coyote Willow	Sandbar Willow
<i>Amelanchier laevis</i>	Allegheny Serviceberry	<i>Amelanchier arborea</i>	<i>Quercus ellipsoidalis</i>	Northern Pin Oak		<i>(OTHER Salix (Willow) SPECIES THAT MAY BE CONSIDERED NATIVE FOR PURPOSES OF THE MnRELEAF PROGRAM ARE humilis, planifolia, and gracilis.)</i>		
		Downy Serviceberry	<i>Quercus macrocarpa</i>	Bur Oak		<i>Sambucus canadensis</i>	American Elder	
		Shadblow	<i>Quercus muehlenbergii</i>	Chinkapin Oak	Chestnut Oak	<i>Sambucus pubens</i>	Red-berried Elder	
<i>(THE HYBRID Amelanchier x grandiflora (Apple Serviceberry) and Amelanchier species huronensis and viogandii MAY ALSO BE CONSIDERED NATIVE FOR PURPOSES OF THE MnRELEAF PROGRAM.)</i>			<i>Quercus rubra borealis</i>	Northern Red Oak	<i>Quercus borealis</i>	<i>Shepherdia argentea</i>	Silver Buffalo-berry	
<i>Betula alleghaniensis</i>	Yellow Birch	<i>Betula lutea</i>	<i>Quercus velutina</i>	Black Oak		<i>Staphylea trifolia</i>	American Bloddernut	
<i>Betula cordifolia</i>	Heart Leaved Birch		<i>Salix amygdaloides</i>	Peachleaf Willow		<i>Viburnum lentago</i>	Nannyberry	
<i>Betula nigra</i>	River Birch		<i>Salix bobbiana</i>	Long-beaked Willow	Bebb Willow	<i>Viburnum rafinesquianum</i>	Downy Arrow-wood	Rafinesque Viburnum
<i>Betula papyrifera</i>	Paper Birch	White Birch	<i>Salix lucida</i>	Shining Willow		<i>Viburnum trilobum</i>	American Cranberry Bush	
<i>Carpinus caroliniana</i>	Blue Beech	American Hornbeam	<i>Salix nigra</i>	Black Willow		<i>Zanthoxylum americanum</i>	Common Prickly-ash	
<i>Carya cordiformis</i>	Bitternut Hickory		<i>Salix pellita</i>	Ontario Willow				
<i>Carya ovata</i>	Shagbark Hickory		<i>Salix petiolaris</i>	Meadow Willow				
<i>Celtis occidentalis</i>	Hackberry		<i>Salix pyrifolia</i>	Balsam Willow				
<i>Cornus alternifolia</i>	Pagoda Dogwood	Alternate-leaf Dogwood	<i>Salix serotina</i>	Autumn Willow				
<i>Crataegus mollis</i>	Downy Hawthorn		<i>(Salix spp. 'Flame' AND S. eriocephala MAY ALSO BE CONSIDERED NATIVE FOR PURPOSES OF THE MnRELEAF PROGRAM.)</i>					
<i>Crataegus punctata</i>	Dotted Hawthorn		<i>Sorbus americana</i>	American Mountain Ash	<i>Pyrus americana</i>			
<i>(OTHER Crataegus (Hawthorn) SPECIES THAT MAY BE CONSIDERED NATIVE FOR PURPOSES OF THE MnRELEAF PROGRAM ARE calpodendron, chryscarpa, douglasii, faxoni, irritata, lauratiflora, macrocarpa, pedicellata, roanensis, and succulenta.</i>			<i>Sorbus decora</i>	Showy Mountain Ash	<i>Pyrus decora</i>			
			<i>Tilia americana</i> *	Basswood	American Linden			
			<i>Ulmus americana</i> *	American Elm				
			<i>Ulmus rubra</i>	Slippery Elm	Red Elm			
			<i>('Lincoln' IS A DUTCH ELM DISEASE-RESISTANT SELECTION OF Ulmus rubra.)</i>					
			<i>Ulmus thomasii</i>	Rock Elm				



Grantees can only chose from TREE listings. Shrubs are not eligible for this grant program.

TREES AND ~~LARGE SHRUBS~~:
Species Native to Minnesota's
Ecological Regions



SOUTHEAST

TREE RATING ZONE (Tree Rating Zone 1)

Range in *SOUTHEAST* Tree Rating Zone
(Tree Rating Zone 1)

ECOLOGICAL SUBSECTIONS

Botanical Name	Common Name	Alternative Name(s)	USDA Plant Hardiness Zone	ENTIRE Tree Rating Zone	Anoka Sand Plain	Big Woods	Oak Savanna	Paleozoic Plateau
EVERGREEN TREES								
<i>Abies balsamea</i>	Balsam Fir		2	part	part	none	part	part
<i>Juniperus virginiana</i>	Eastern Redcedar		3a	part	part	all	all	all
<i>Picea glauca</i>	White Spruce		2	part	part	none	none	none
Note: <i>Picea glauca densata</i> (Black Hills Spruce) may be considered native for purposes of the MnReLeaf program.								
<i>Picea mariana</i>	Black Spruce		2	part	part	none	part	none
<i>Pinus banksiana</i>	Jack Pine		2-7	part	part	none	none	part
<i>Pinus resinosa</i>	Red Pine	Norway Pine	2	part	part	none	part	part
<i>Pinus strobus</i>	Eastern White Pine		3-8	part	part	none	part	part
<i>Taxus canadensis</i>	Canada Yew	American Yew	2	part	part	none	part	part
<i>Thuja occidentalis</i>	Northern White Cedar	American Arborvitae Eastern Arborvitae	2	part	part	none	none	part
<i>Tsuga canadensis</i>	Eastern Hemlock	Canadian Hemlock	3b	part	part	none	none	none
DECIDUOUS TREES								
<i>Acer negundo</i>	Box Elder	Manitoba Maple	2	all	all	all	all	all
<i>Acer nigrum</i>	Black Maple		3b	part	none	part	part	all
<i>Acer rubrum</i>	Red Maple		3-6	part	all	part	part	part
<i>Acer saccharinum</i>	Silver Maple	Soft Maple	3-7	all	all	all	all	all
Note: <i>Acer x freemanii</i> (Freeman Maple) is a Silver & Red hybrid that may also be considered native for purposes of the MnReLeaf program.								
<i>Acer saccharum</i>	Sugar Maple	Hard Maple	3-5	part	all	part	part	all
<i>Acer spicatum</i>	Mountain Maple		2	part	part	none	none	part

Grantees can only chose from TREE listings. Shrubs are not eligible for this grant program.

Botanical Name	Common Name	Alternative Name(s)	USDA Plant Hardiness Zone	<u>ENTIRE</u> Tree Rating Zone	Anoka Sand Plain	Big Woods	Oak Savanna	Paleozoic Plateau
<i>Alnus rugosa</i>	Speckled Alder	<i>Alnus incana</i> Hazel Alder	2	part	part	part	part	part
<i>Amelanchier interior</i>	Inland Serviceberry	Inland Juneberry	n/a	part	part	part	part	part
<i>Amelanchier laevis</i>	Allegheny Serviceberry	<i>Amelanchier arborea</i> Downy Serviceberry Shadblow	2-4	part	part	part	part	part
Note: The hybrid <i>Amelanchier x grandiflora</i> (Apple Serviceberry) may also be considered native for purposes of the MnReLeaf program.								
<i>Betula alleghaniensis</i>	Yellow Birch	<i>Betula lutea</i>	3	part	part	part	part	part
<i>Betula nigra</i>	River Birch		4-8	part	none	part	part	part
<i>Betula papyrifera</i>	Paper Birch	White Birch	2-7	part	all	all	part	part
<i>Carpinus caroliniana</i>	Blue Beech	American Hornbeam	3	part	part	part	part	part
<i>Carya cordiformis</i>	Bitternut Hickory		4	all	all	all	all	all
<i>Carya ovata</i>	Shagbark Hickory		4	part	none	none	part	part
<i>Celtis occidentalis</i>	Hackberry		3a	all	all	all	all	all
<i>Cornus alternifolia</i>	Pagoda Dogwood	Alternate-leaf Dogwood	3-7	part	all	part	part	part
<i>Crataegus mollis</i>	Downy Hawthorn		3b	part	part	part	part	part
<i>Crataegus punctata</i>	Dotted Hawthorn		4b	part	part	part	part	part
Note: Other <i>Crataegus</i> (Hawthorn) species that may also be considered native for purposes of the MnReLeaf program are <i>calpodendron</i> , <i>chrysocarpa</i> , <i>faxoni</i> , <i>irrasa</i> , <i>macracantha</i> , <i>pedicellata</i> , <i>roanensis</i> , and <i>succulenta</i> .								
<i>Euonymus atropurpureus</i>	Eastern Wahoo		4b	part	part	part	part	part
<i>Fraxinus americana</i>	White Ash		4a	part	none	none	part	part
<i>Fraxinus nigra</i>	Black Ash		2	part	all	all	part	all
<i>Fraxinus pennsylvanica</i>	Green Ash		2-7	all	all	all	all	all
<i>Gleditsia triacanthos</i>	Common Honeylocust		4b-7	part	none	none	none	part
<i>Gymnocladus dioicus</i>	Kentucky Coffeetree		4b-8	part	none	part	part	part
<i>Juglans cinerea</i>	Butternut		3	part	part	part	part	all
<i>Juglans nigra</i>	Black Walnut		4	part	none	part	part	all
<i>Larix laricina</i>	Tamarack	Eastern Larch American Larch	2	part	part	part	part	part
<i>Malus ioensis</i>	Prairie Crabapple		n/a	part	none	part	part	part
<i>Morus rubra</i>	Red Mulberry		5b	part	part	part	part	all
<i>Ostrya virginiana</i>	Ironwood	Eastern Hop Hornbeam	3-9	part	all	part	all	all

Grantees can only chose from TREE listings. Shrubs are not eligible for this grant program.

Botanical Name	Common Name	Alternative Name(s)	USDA Plant Hardiness Zone	ENTIRE Tree Rating Zone	Anoka Sand Plain	Big Woods	Oak Savanna	Paleozoic Plateau
<i>Populus balsamifera</i>	Balsam Poplar		n/a	part	part	part	none	part
<i>Populus deltoides</i>	Eastern Cottonwood	Eastern Poplar	3	part	part	all	all	all
<i>Populus grandidentata</i>	Bigtooth Aspen		3	all	all	all	all	all
<i>Populus tremuloides</i>	Quaking Aspen		2	all	all	all	all	all
<i>Prunus americana</i>	American Plum		2-4	part	part	all	all	all
<i>Prunus nigra</i>	Canada Plum		n/a	part	part	none	part	part
<i>Prunus pennsylvanica</i>	Pin Cherry		2-5	part	all	all	part	part
<i>Prunus serotina</i>	Black Cherry		3b	all	all	all	all	all
<i>Prunus virginiana</i>	Common Chokecherry		2-4	all	all	all	all	all
<i>Quercus alba</i>	White Oak		4a	part	part	part	part	all
<i>Quercus bicolor</i>	Bicolor Oak	Swamp White Oak	4a	part	part	part	part	part
<i>Quercus ellipsoidalis</i>	Northern Pin Oak		3b	part	all	all	part	all
<i>Quercus macrocarpa</i>	Bur Oak		2-8	all	all	all	all	all
<i>Quercus muehlenbergii</i>	Chinkapin Oak	Chestnut Oak	4b	part	none	none	none	part
<i>Quercus rubra borealis</i>	Northern Red Oak	<i>Quercus borealis</i>	3b	all	all	all	all	all
<i>Quercus velutina</i>	Black Oak		4b	part	none	none	none	part
<i>Salix amygdaloides</i>	Peachleaf Willow		3a	all	all	all	all	all
<i>Salix bebbiana</i>	Long-beaked Willow	Bebb Willow	2	all	all	all	all	all
<i>Salix lucida</i>	Shining Willow		2	part	all	part	part	part
<i>Salix nigra</i>	Black Willow		3	part	part	part	all	all
<i>Salix petiolaris</i>	Meadow Willow		n/a	all	all	all	all	all
<i>Salix serissima</i>	Autumn Willow		n/a	part	part	part	part	part
Note: <i>Salix</i> spp. 'Flame' and <i>S. eriocephala</i> may also be considered native for purposes of the MnReLeaf program.								
<i>Sorbus decora</i>	Showy Mountain Ash	<i>Pyrus decora</i>	2	part	part	none	none	none
<i>Tilia americana</i>	Basswood	American Linden	3-8	all	all	all	all	all
<i>Ulmus americana</i>	American Elm		2	all	all	all	all	all
<i>Ulmus rubra</i>	Slippery Elm	Red Elm	3	all	all	all	all	all
Note: 'Lincoln' is a Dutch elm disease-resistant selection of <i>Ulmus rubra</i> .								
<i>Ulmus thomasii</i>	Rock Elm		n/a	part	part	all	all	all
EVERGREEN SHRUBS								
<i>Juniperus communis</i>	Common Juniper		2-6	part	part	part	part	part

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #12-01-___

RESOLUTION AUTHORIZING THE APPLICATION FOR COMMUNITY FOREST BONDING GRANT MONIES TO PURCHASE AND INSTALL TREES WITHIN NORTH COMMONS

WHEREAS, parks, trails, and treed recreation areas, are essential to the quality of life, health and welfare of the city of Ramsey and the state's residents; and

WHEREAS, trees especially are an increasingly vital resource in Minnesota and enrich our lives by purifying air, soil and water; and

WHEREAS, trees provide beautiful recreational settings and promote personal, community and ecosystem health; and

WHEREAS, planting indigenous species of trees creates a more sustainable community forest by limiting the amount of inputs, such as water and fertilizers, which may otherwise be necessary to ensure long-term survival of the plantings; and

WHEREAS, through these functions as well as many other favorable attributes of trees, a healthy community forest contributes to a greater quality of life for the community; and

WHEREAS, North Commons is currently an undeveloped park within The COR, a pedestrian and transit orientated master-planned community, and both the City and residents have expressed a desire to see certain improvements implemented, including the installation of trees; and

WHEREAS, the Environmental Policy Board's, City Council approved work plan includes implementing a demonstration project such as a 'mini arboretum' to showcase the various tree species that perform well in the Anoka Sand Plain; and

WHEREAS, this project within North Commons will serve this goal and be available as an educational resource

WHEREAS, through the Minnesota Department of Natural Resources' (MN DNR) Community Forest Bonding Grant cycle, funding is available to off-set costs associated with native tree planting efforts on public land and parks to create a more diverse and resilient community forest; and

WHEREAS, all trees purchased with the use of the grant monies must be on the Approved Native Trees List provided by the MN DNR; and

WHEREAS, the deadline for submitting proposals is February 17, 2012.

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 authorizes Staff to apply for Community Forest Bonding Grant monies to purchase and install natives trees in North Commons.

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 24th day of January, 2012.

Mayor

ATTEST:

City Clerk

CC Regular Session

4. 5.

Meeting Date: 01/24/2012**By:** Colleen Lasher, Administrative Services

Information**Title:**

Report from the Personnel Committee - Meeting Date: January 10, 2012

Background:

The Personnel Committee considered the following two cases:

Case 1:

Continual and progressive changes in the area of information technology, including hardware, software, social networking, and so on, have prompted staff to update the IT Policy. The updated policy will serve to inform and provide direction to all users regarding appropriate usage and management of the City's IT systems and resources.

The City's IT Policy is maintained within the Personnel Policy, section 12.3. The City's Cellular Phone Policy, section 12.6 is also part of the Personnel Policy and has been merged with the IT Policy in an effort to consolidate all IT functions within the IT Policy.

Case 2:

Paid-on-Call Fire Officer Positions carry a 2 year term. Positions are divided up every other year to assure stability within the dept. For 2012 the following positions were open for application: Asst Chief #2, Training Officer/Lieutenant #5, Captain #12, (newly created Captain #13), Lieutenant #2, Lieutenant #4

A table is attached with this years recommendations. Because the existing Captain #12 chose not to continue in position, some movement in positions not open for application required filling.

The Officer selection list has been discussed and approved by the City Administrator.

Recommendation:

Case 1: Approve resolution 12-01-XXX which confirms the recommendation of the Personnel Committee to approve an updated information technology (IT) policy.

Case 2: Approve resolution 12-01-XXX which confirms the recommendation of the Personnel Committee to Recommend to City Council to accept Fire Chief's recommendation for 2012 Officer Positions.

Funding Source:

Case 1: There is no additional funding required to update the IT Policy.

Case 2: Funding is provided from the Fire Department Personal Services line item. Positions are paid at the following annual rates: Asst Chief \$4,500, Captain \$3,180, Training Officer/Lieutenant \$2,972, Lieutenant \$2,520. It should be noted that Nowthen reimburses Ramsey for the Captain #13 and Lieutenant #6 positions who serve out of Station #3 in Nowthen. This personnel action does not represent an increase personnel cost.

Council Action:

Case 1: Motion to approve resolution 12-01-XXX which confirms the recommendation of the Personnel Committee to approve an updated information technology (IT) policy.

Case 2: Motion to approve resolution 12-01-XXX which confirms the recommendation of the Personnel Committee to Recommend to City Council to accept Fire Chief's recommendation for 2012 Officer Positions.

Attachments

01-10-12 Personnel Committee Packet

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Form Started By: Colleen Lasher

Date

01/19/2012 03:58 PM

Started On: 01/18/2012 04:11 PM

Final Approval Date: 01/19/2012

City of Ramsey
Agenda
Personnel Committee
Tuesday January 10, 2012

5:15 p.m.
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
 1. Consider a Resolution to Update the City 's IT Policy
 2. 2012 Fire Officer Selection
- 5. Adjournment**

Personnel Committee

4. 1.

Meeting Date: 01/10/2012

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Update the City 's IT Policy

Background:

Continual and progressive changes in the area of information technology, including hardware, software, social networking, and so on, have prompted staff to update the IT Policy. The updated policy will serve to inform and provide direction to all users regarding appropriate usage and management of the City’s IT systems and resources.

Notification:

The City's IT Policy is maintained within the Personnel Policy, section 12.3. The City's Cellular Phone Policy, section 12.6 is also part of the Personnel Policy and has been merged with the IT Policy in an effort to consolidate all IT functions within the IT Policy.

Recommendation:

In an effort to provide users of the City's IT systems with an updated IT Policy, staff recommends approving the updated IT Policy. (The updated policy and current policy are attached.)

Funding Source:

There is no additional funding required to update the IT Policy.

Council Action:

Motion to approve resolution 12-01-XXX which confirms the recommendation of the Personnel Committee to approve an updated information technology (IT) policy.

Attachments

Resolution

12.3 12.6 Current Policies

Draft Updated IT Policy

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date

01/05/2012 09:09 AM

Form Started By: Colleen Lasher

Started On: 01/03/2012 08:40 AM

Final Approval Date: 01/05/2012

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

**A RESOLUTION UPDATING THE INFORMATION TECHNOLOGY (IT)
POLICY WITHIN THE PERSONNEL POLICY**

WHEREAS, the City of Ramsey has a Personnel Policy which contains several sections, specific to a given topic; and

WHEREAS, periodically, it will be necessary to amend the personnel policy to ensure compliance with state and federal laws, as well as current trends, and

WHEREAS, continual and progressive changes in the area of information technology, have prompted staff to update the IT Policy; and

WHEREAS, the updated policy will serve to inform and provide direction to all users regarding appropriate usage and management of the City's IT systems and resources.

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

Update the Information Technology (IT) Policy within the Personnel Policy.

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 the 24th day of January 2012.

12.3 Information Technology Usage Policy

Purpose

The purpose of the City of Ramsey IT Policy is to set standards to protect the City's IT systems from business interruption, unauthorized or inappropriate access, and maintain appropriate security. The policy is to be adhered by all users (regular, part-time, and temporary employees, vendors, consultants, volunteers, interns, and others) who have access to or uses the City of Ramsey IT systems both on and off City property. IT systems include, but not limited to, computers, e-mail, Internet, printers, software, telephone, voice mail, and others.

Glossary of Terms

Configuration: The way a system is set up or the assortment of components that make up the system. Configuration can refer to either hardware or software or the combination of both.

Downloads: To copy data, usually an entire file, from a main source to a computer device. The term is often used to describe the process of copying a file from an online service or bulletin board service to a computer. Downloading can also refer to copying a file from a network file server to a computer on the network.

Electronic Mail (e-mail): A network application that allows users to exchange messages over communications networks with someone else.

File Server: An enhanced computer with network operating software that is used for file storage, application functionality, and managing network resources.

Information Technology (IT): Managing and processing information.

Information Technology Systems: Includes, but not limited to, computers, printers, software, e-mail, Internet, telephone, voice mail, and others.

Internet: A global network connecting millions of computers.

Intranet: Network base access accessible only within an organization. An intranet's Web sites look and act just like any other web site, but firewall security restricts unauthorized access.

Local Area Network (LAN) – A computer network.

Licensing: Legal compliancy of assets.

PDA's: Personal Digital Assistants (i.e. Palm Pilots, Blackberrys)

Software: System software includes the operating system and all utilities that enable the computer to function. Application software includes programs that do real work for users (i.e. word processors, spreadsheets, and database management systems).

Portable Equipment: Hardware that is small and lightweight (i.e. laptop computers, hand-held computers, PDA's, projectors, digital cameras).

Users: regular, part-time, and temporary users, vendors, consultants, volunteers, interns, and others.

Auditing

The City of Ramsey reserves the right to monitor and audit use of its IT systems at any time without user's consent. An audit may result in the removal of hardware and/or software not compliant with this policy.

Reporting

Users should notify their immediate supervisor, the IT Manager, the Human Resources Manager, the City Administrator or any member of management upon learning of violations of this policy.

Expectation of Privacy

As a government agency, the City is subject to public disclosure laws. All files and documents, including personal messages and Internet logs, are owned by the City and may be subject to open records requests under law. Users should have no expectation of privacy.

Violation of Policy

Violations of this policy will be addressed consistent with the City's Personnel Policy.

Information Technology Use

Purpose

Inform and provide direction to all users regarding appropriate usage and management of the City's IT systems and resources. All users must be authorized to use City IT systems through user's department head, supervisor, or IT.

Hardware and Software Acquisition

The IT Manager must approve all hardware and software prior to acquisition to ensure consistency with the design and architecture of the City's IT network. Users are prohibited from installing, downloading, or acquiring hardware and software, including product demonstrations, without prior approval from the IT Manager. Software applications not required for official City business are strictly prohibited.

Installation, Downloads, and Configuration

No user will be allowed to manipulate hardware and software standard configurations. The IT department must always be contacted for hardware and software support.

No user should change the computer setup or configuration files. Customizing a computer should be limited to items including City-owned software such as wallpaper, screen savers, icons, toolbars and colors. Users are prohibited from downloading, or installing any software including personal, through the Internet, e-mail, and/or vendor demonstrations without prior approval from the IT department.

Licensing

To ensure license compliancy all software must be purchased by and licensed to the City.

Development: Any software programs, i.e., custom designed Microsoft Access databases, developed for use by the City becomes the property of the City. Software programs may not be sold or distributed without prior approval.

Home: City-owned software may not be loaded on non-City owned equipment unless there is prior approval of department head and IT Manager.

Copyright Laws: City users are required to abide by software and documentation copyright laws and licensing agreements. If there is any question about the legality of the software and documentation, it should be directed to the IT Manager. At no time should any users make copies of City-owned software and documentation. To prove legal ownership of software, the City must have the original media and manuals stored on City property. The IT Manager will periodically check for software that may be in violation of the above policy.

Data Management and Protection

Under the provisions of the Minnesota Data Practices Act, all data stored on computer media owned, leased or rented by the City is considered to be owned by the City and for the most part is non-private/public, including information stored on local hard drives. Data is subject to the Minnesota Data Practices Act and its use and dissemination is consistent with the data classification under the Minnesota Data Practices Act. This data is also subject to review and investigation at the discretion of the City Manager, department heads, IT Manager, and/or law enforcement. The City Clerk should be contacted with questions regarding the classification of public and private data.

Data Ownership: All information developed or introduced to a City technology system by a user in conjunction with employment with the City is the property of the City.

Data Storage: All City data must be saved to a network drive on a City server.

Users are responsible for deleting outdated files that are no longer needed for the compliancy of the City Records Retention Schedule; this includes data files and e-mail messages. The Assistant City Administrator should be contacted with questions regarding the City Records Retention Schedule.

Data Back-up: The IT department backs up all data stored on the file servers. Workstation hard drives or any other devices are not backed up.

Portable files: To facilitate off-site work, users may copy appropriate files to and from diskettes/CDs including word processing, spreadsheets, and presentation graphic files. No other files or information may be copied to or from the City computers. A current copy of the portable file(s) must be maintained on the City server.

Password Protection: If any software product that the City has purchased has the option to have files password protected, the password must always be shared with the appropriate management personnel and/or the IT Manager.

Portable Information Systems

Portable personal computer(s), digital cameras, projectors, and other City owned portable equipment can be used for City business, outside of City facilities. When users check out portable equipment they are expected to provide appropriate “common sense” protection against theft, accidental breakage, environmental damage and other risks. Desktop computers and attached devices are not to be removed from City buildings. The user is responsible for the back up of or loss of any data stored on the standalone or portable computer. IT staff is available to assist in the development of procedures for disaster recovery of portable units.

Personal Digital Assistants (PDA)

Users acting within the scope of their job responsibilities and with department head approval, may personally purchase a Personal Digital Assistants (PDA's) from an IT approved and published list of brands and models. IT staff will install approved PDA's on City owned equipment. The city may at its discretion provide PDA/Blackberry devices to members of staff it deems appropriate.

Electronic Mail (e-mail)

The City e-mail system is a tool to be used for matters directly related to the business activities of the City and as a means to provide services that are efficient, accurate, timely and complete. E-mail messages are subject to regulation under the Minnesota Data Practices Act. The content of the message determines whether a message is public or non-public/private. E-mail is intended as a medium of communication, not for information storage; therefore, e-mail should not be used for the storage or maintenance of official City records or other City information. Users may receive inappropriate and unsolicited e-mail messages. Any such messages should be reported immediately to the IT department.

Inappropriate non-business use of the City e-mail system includes, but is not limited to; the transmission of non-business audio, graphic or movie files (to include streaming audio and video, MP3, Jpg, Tif, Gif, Mpg, AVI etc.); games; jokes; instant messaging; content of an offensive or pornographic nature; copyrighted material and large data files not directly related to [City Name] business. These items must not be sent or accepted as e-mail attachments. These types of files can be large and affect the network or computer performance or carry viruses.

The City retains the right to use management software to eliminate the delivery of junk e-mail (SPAM), including e-mails that contain profanity.

Internet

The Internet is available to users for research, education, and communications directly related to the mission, charter, or work tasks of the City. Users must honor copyright laws regarding protected commercial software or intellectual property. Users of the Internet should minimize unnecessary network traffic that might interfere with the ability of others to make effective use of this shared network resource. Use of the Internet through City computers is a privilege, not a right, which may be revoked at any time for abusive conduct. Users are responsible for adhering to City standards when browsing the Internet. Failure to adhere puts the City and the individual at risk for legal or financial liabilities, potential embarrassment and other consequences.

The City retains the right to use management software to monitor end user activity. This software may monitor and limit Internet activity in order to ensure the most efficient use of the valuable resource.

Prohibited Use

Use of City IT systems is strictly prohibited at all times for:

- illegal activities
- profit or commercial activities
- any other public office or employment which is incompatible with City employment

responsibilities, as determined by the City Administrator

- wagering, betting, or selling chances
- annoying or harassing other individuals
- fund-raising, except for City approved activities
- any political or religious activities
- unethical activities

Personal Use

The City of Ramsey offers users the privilege of personal use of its technology. Recognizing that users will benefit from practice using technology, personal use is allowed using the following guidelines listed below:

- Users must obtain approval from their immediate supervisor prior to personal use of IT systems
- Only City users are to use the computers and computer related peripherals
- Personal use is permitted only before and after regular business hours and only when other City business is not to be performed on the systems

- Users must use their own media (disks, CD's) and paper. No personal files or data are to be stored on the City file servers
- Users must not use IT systems for items listed above in Prohibited Use

E-mail: E-mail may be used for personal correspondence, as long as it does not interfere with the normal duties of the employee and the above-listed guidelines are followed. Using the City Internet e-mail to participate in any kind of non-business related listservs or broadcast mailing list is prohibited.

Inappropriate non-business use of e-mail can cause a burden on resources or carry viruses. Examples of this includes, but is not limited to : the transmission of non-business audio, graphic or movie files (to include streaming audio and video, MP3, Jpg, Tif, Gif, Mpg, AVI, etc.); games; jokes; instant messaging; content of an offensive or pronographic nature; copyrighted material and large data files not directly related to business.

Internet: Internet access may be used for personal use as long as it does not interfere with the normal duties of the employee and the above guidelines are followed.

Inappropriate non-business use includes, but is not limited to: audio, graphic or movie files (to include streaming audio and video, MP3, Jpg, Tif, Gif, Mpg, AVI, etc.); games; jokes; instant messaging; content of an offensive or pornographic nature; copyrighted material and large data files not directly related to city business. These items must not be downloaded from the Internet. These types of files can be large and affect the network or computer performance or carry viruses.

Desk Telephones: Desk telephones may be used for personal use as long as it does not interfere with the normal duties of the employee and the above guidelines are followed. In the event that an employee needs to make a personal toll call, the preferred method of payment is a personal calling card. If a situation arises where you do not have access to a personal calling card you must notify the finance department of the date, time and location of where the call was placed. The charge for the call will be the actual charge, plus tax, that would normally be incurred by the City. Payment is due within 7 days after receipt of the long distance bill.

Copiers, Fax Machines, Printers: Users will reimburse the City of Ramsey for personal copies, faxes, and print requests, at the rate listed in the City fee schedule. Personal use fees must be reimbursed within 24 hrs from the date the expense was incurred.

Information Technology Security

Purpose

Ensure secure, protect, and allow appropriate access to City of Ramsey IT systems and resources.

Logins and Passwords

All users must use and maintain unique IT-issued login IDs for computer and network-related access. Login IDs are not to be shared with others, and corresponding passwords must remain confidential. Multi-user or generic login IDs are permissible only in special circumstances approved and maintained by IT. User passwords must adhere to the following requirements:

- Have a minimum of at least six alphanumeric characters in length
- Must be changed every 180 days
- Have at least one numeric digit as well as letters, for example: jarg0n5
- Have not been previously used in the last three password rotations

Appropriate network access shall be assigned by the IT department to each user login ID, and users may only log into computers and equipment with their assigned login ID. Passwords are not to be shared with anyone, and will be forced to change periodically. New passwords should not be easily guessed. Any employee who forgets their password or suspects that their password's security has been compromised, may contact the IT department to be issued a new one, which must then be changed immediately.

Physical Security

City users are expected to provide reasonable security to their computer workstations and related IT equipment. This includes ensuring that passwords are not written down in accessible places, removable media must be kept in a secured area, and that confidential data is not displayed in such a manner that unauthorized personnel can view it.

All IT equipment is City property and must remain on current premises. Users may not move IT equipment outside of its assigned area without prior approval from the IT department. Designated portable equipment, such as projectors, laptop computers, and digital cameras, may be removed from City buildings only for City business. Portable equipment must be reserved and checked out only to City users. Users are expected to provide appropriate "common sense" protection against theft, breakage, environmental damage, and other risks.

Users are required to log off computer workstations when absent for an extended time, such as end of day. Users may, however, "lock" their workstation instead when absent for a short period of time, such as during a meeting or over lunch.

Virus Protection

All computer workstations, laptops, and servers must be protected from viruses using up-to-date antivirus software. Users may not alter their system's configuration or take other steps to defeat virus protection devices or systems. All files on removable media must be scanned for viruses prior to installation onto or access from City computer equipment. Any files suspected or known to contain viruses must be immediately reported to the IT department for proper handling.

Remote Network Access

Remote access is defined as the ability to connect to a computer or network from a distance, such as from home, hotel, conference, Internet kiosk, etc. Remote access into the City's network, or any City-owned device, may be granted upon meeting the following conditions:

- Business-related purpose approved by requesting department head and IT Manager.
- Use of industry standard encryption and/or City supported VPN (Virtual Private Network) technology.
- Authentication and access control will be maintained via the City's domain. Valid network login and passwords are required.
- While remotely connected, nobody but the authorized user may have access to the computer making the connection.
- Remote computer must comply with current anti-virus and security parameters as specified by the IT department.

All remote users are subject to the rules and regulations set forth in this entire policy for all network users. Users should follow proper data practices protocols as directed by the Minnesota State Statutes. Storing of business related information on a home computer creates an extension of the member's network; thus anything stored on that computer, might be subject to public data requests.

Wireless Access

Unauthorized wireless access into the City's computer network is strictly prohibited. Wireless access is defined as, but not limited to, 802.11 (Wi-Fi), Bluetooth, WiMax, and cellular technologies. Users may not attempt to scan, connect to, or install any wireless computing device on City equipment or property. Wireless access must be authorized and configured by the City's IT department. Any authorized wireless access must utilize standards-based encryption, and conform to adopted security practices as governed by LOGIS and/or state and federal government guidelines.

12.6 Cellular Phone Policy

PURPOSE

This policy is intended to define acceptable and unacceptable uses of city-provided cellular telephones. Its application is to ensure that cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that City employees exercise the highest standards of propriety in their use.

POLICY

Cellular telephones are intended for the use of City employees in the conduct of their work in the service of Ramsey citizens and businesses. Department heads are responsible for the cellular telephones assigned to their departments, determining service levels for their employees, and exercising discretion in their use. Employees will manage their cell phone use so as not to exceed their service level as approved by their supervisor. Occasional overages will be reviewed by the supervisor on a case by case basis. After a review of the monthly billing statement, employees may be required to reimburse the City for overages in cell use, depending on the nature of the calls made during the month. Employees will make an effort to utilize the Nextel Direct Connect and/or a land line before utilizing cellular minutes. Nothing in this policy will limit department head discretion to allow reasonable and prudent use of such telephones or equipment provided that:

1. Its use in no way limits the conduct of work of the employee or other employees.
2. No personal profit is gained or outside employment is served.

A department head may authorize an employee to use their own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his or her department head. Department heads may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and punishable by disciplinary action which may include termination and/or criminal prosecution, depending on the nature and severity of the transgression. Incidental and occasional personal use may be permitted with the consent of the department director and direct supervisor.

Personal calls made by employees on a City-provided cellular phone will be made or received only when absolutely necessary and when they do not interfere with working operations and should be completed as quickly as possible.

PROCEDURES

It is the objective of the City of Ramsey to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action under the personnel policy or a collective bargaining agreement.

RESPONSIBILITY

The Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All department heads and supervisors will be responsible for enforcement within their departments and divisions.

Date Policy Established: 03-2004

12.3 Information Technology Policy

Purpose

The purpose of the City of Ramsey IT Policy is to set standards to protect the City's IT systems from business interruption, unauthorized or inappropriate access, and to maintain appropriate security. The policy is to be adhered to by all users (full-time, part-time, and temporary employees, vendors, consultants, volunteers, interns, and others) who have access to or use the City of Ramsey IT systems both on and off City property. IT systems include, but are not limited to, computers, e-mail, Internet, Intranet, printers, software, telephone, voice mail, cell phone, Blackberrys, etc.

There are two subsections of this policy. The first is related to IT usage and the second is related to IT Security.

Violations

Violations of this policy will be addressed consistent with the City's Personnel Policy or union contract and may include disciplinary action up to and including termination.

Exceptions

Exceptions to the following policy must be reviewed on a case by case basis by the department head and approved by the City Administrator.

Glossary of Terms

Configuration: The way a system is set up or the assortment of components that make up the system. Configuration can refer to either hardware or software or both.

Downloads: To copy data, from a main source to a computer device.

Electronic Mail (e-mail): A network application that allows users to exchange messages over communications networks with others.

File Server: An enhanced computer with network operating software that is used for file storage, application functionality, and managing network resources.

Information Technology (IT): Managing and processing information.

Information Technology Systems: Includes, but not limited to, computers, printers, software, e-mail, Internet, telephone, voice mail, cell phones, etc.

Internet: A global network connecting millions of computers.

Intranet: Network base access accessible only within an organization. An intranet's Web sites look and act just like any other web site, but firewall security restricts unauthorized access.

Local Area Network (LAN) – A computer network.

Licensing: Legal compliancy of assets.

Social Networking Sites: Sites which focus on building online communities of people who share interests and activities and /or exploring the interests and activities of others. Examples of social networking websites include: Facebook, MySpace, Friendster, Linked In, Twitter, and sites that allow users to post personal blogs, etc.

Software: Software includes the operating system and all utilities that enable the computer to function. Application software includes programs that do real work for users (i.e. word processors, spreadsheets, and database management systems).

Portable Equipment: Hardware that is small and lightweight (i.e. laptop computers, hand-held computers, tablets, smart phones, Blackberrys, projectors, digital cameras, etc).

Users: Full-time, part-time, and temporary employees, vendors, consultants, volunteers, interns, and others.

Information Technology Use

Purpose

Inform and provide direction to all users regarding appropriate usage and management of the City's IT systems and resources. All users must be authorized to use City IT systems by their department head, supervisor, or IT.

Auditing

The City of Ramsey reserves the right to monitor and audit use of its IT systems at any time without the user's consent. An audit may result in the removal of hardware and/or software not compliant with this policy.

Reporting

Users should notify their immediate supervisor, the IT Manager, Human Resources, the City Administrator or any member of management upon learning of violations of this policy.

Expectation of Privacy

As a government agency, the City is subject to public disclosure laws. All files and documents, including personal messages and Internet logs, are owned by the City and may be subject to open records requests under law. Users should have no expectation of privacy.

Violation of Policy

Violations of this policy will be addressed consistent with the City's Personnel Policy or union contract and may include discipline up to and including termination.

Hardware and Software Acquisition

The IT Manager must approve all hardware and software prior to acquisition to ensure consistency with the design and architecture of the City's IT network. Users are prohibited from installing, downloading, or acquiring hardware and software, including product demonstrations, without prior approval from the IT Manager. Software applications not required for official City business are strictly prohibited.

Installation, Downloads, and Configuration

No user will be allowed to manipulate hardware and software standard configurations. The IT Manager must be contacted for hardware and software support. No user should change the computer setup or configuration files. Customizing a computer should be limited to items including City-owned software such as wallpaper, screen savers, icons, toolbars and colors. Users are prohibited from downloading, or installing any software including personal, through the Internet, e-mail, and/or vendor demonstrations without prior approval from the IT Department. In order to maintain optimal functioning, users are encouraged to accept updates to currently authorized programs such as Adobe Acrobat and other previously installed software.

Licensing

To ensure license compliancy all software must be purchased by and licensed to the City.

- **Development:** Any software programs (i.e. custom designed Microsoft Access databases, etc.) developed for use by the City becomes the property of the City. Software programs may not be sold or distributed without prior approval.
- **Home:** City-owned software may not be loaded on non-City owned equipment unless there is prior approval of department head and IT Manager.
- **Copyright Laws:** City users are required to abide by software and documentation copyright laws and licensing agreements. Question about the legality of the software and documentation should be directed to the IT Manager. At no time should any users make copies of City-owned software and documentation. To prove legal ownership of software, the City must have the original media and manuals stored on City property. The IT Manager will periodically check for software that may be in violation of the above policy.

Data Management and Protection

- Under the provisions of the Minnesota Data Practices Act, all data stored on computer media owned, leased or rented by the City is considered to be owned by the City and for the most part is non-private/public, including information stored on local hard drives. Data is subject to the Minnesota Data Practices Act and its use and dissemination is consistent with the data classification under the Minnesota Data Practices Act. This data is also subject to review and investigation at the discretion of the City Administrator, department heads, IT Manager, and/or law enforcement. The City Clerk should be contacted with questions regarding the classification of public and private data.

- **Data Ownership:** All information developed or introduced to a City technology system by a user in conjunction with employment with the City is the property of the City.
- **Data Storage:** All City data must be saved to a network drive on a City server.
- **Data Deletion:** Users are responsible for deleting outdated files that are no longer needed for the compliancy of the City Records Retention Schedule; this includes data files and e-mail messages. The City Clerk should be contacted with questions regarding the City Records Retention Schedule.
- **Data Back-up:** The IT department backs up all data stored on the file servers. Workstation hard drives or any other devices are not backed up.
- **Portable files:** To facilitate off-site work, users may copy appropriate files to and from jump sticks/CDs including word processing, spreadsheets, and presentation graphic files. No other files or information may be copied to or from the City computers. A current copy of the portable file(s) must be maintained on the City server.
- **Password Protection:** If any software product that the City has purchased has the option to have file's password protected, the password must always be shared with the appropriate management personnel and/or the IT Manager.

Portable Information Systems

Portable personal computer(s), digital cameras, projectors, and other City owned portable equipment can be used for City business, outside of City facilities. When users check out portable equipment they are expected to provide appropriate "common sense" protection against theft, accidental breakage, environmental damage and other risks. Desktop computers and attached devices are not to be removed from City buildings. The user is responsible for the backup of or loss of any data stored on the standalone or portable computer. IT staff is available to assist in the development of procedures for disaster recovery of portable units.

City Issued Cellular Phones

- City issued cellular telephones are intended for the use by City employees in the conduct of their work to perform services to Ramsey citizens and businesses. Department heads are responsible for the cellular telephones assigned to their departments, determining service levels for their employees, and exercising discretion in their use. Employees will manage their cell phone use so as not to exceed their service level as approved by their supervisor. Occasional overages will be reviewed by the supervisor on a case by case basis. After a review of the monthly billing statement, employees may be required to reimburse the City for overages in cell use and/or texts, depending on the nature of the calls/texts made during the month. Employees will make an effort to utilize the Nextel Direct Connect and/or a land line before utilizing cellular minutes. Nothing in this policy will limit department head discretion to allow reasonable and prudent use of such telephones or equipment provided that:
 - Its use in no way limits the conduct of work of the employee or other employees

- No personal profit is gained or outside employment is served
- A department head may authorize an employee to use their own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his or her department head. Department heads may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.
- Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited. Incidental and occasional personal use may be permitted with the consent of the department director and direct supervisor.
- Personal calls made by employees on a City-provided cellular phone will be made or received only when absolutely necessary and when they do not interfere with working operations and should be completed as quickly as possible.
- The Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All department heads and supervisors will be responsible for enforcement within their departments and divisions.

Smart Phones/Tablets

Users acting within the scope of their job responsibilities and with department head approval, may personally purchase smart phone/tablet from an IT approved and published list of brands and models. IT staff will install approved smart phones/tablets on City owned equipment. The city may at its discretion provide devices to members of staff it deems appropriate.

Electronic Mail (e-mail)/SMS (text) Messaging

- The City e-mail system is a tool to be used for matters directly related to the business activities of the City and as a means to provide services that are efficient, accurate, timely and complete. E-mail messages and texts are subject to regulation under the Minnesota Data Practices Act. The content of the message determines whether a message is public or non-public/private. E-mail is intended as a medium of communication, not for information storage; therefore, e-mail should not be used for the storage or maintenance of official City records or other City information. Users may receive inappropriate and unsolicited e-mail messages. Any such messages should be reported immediately to the IT department.
- Inappropriate non-business use of the City e-mail system includes, but is not limited to; the transmission of non-business audio, graphic or movie files; games; jokes; instant messaging; chain emails; content of an offensive or pornographic nature; copyrighted material and large data files not directly related to City business. These items must not be sent or accepted as e-mail attachments. These types of files can be large and affect the network or computer performance or carry viruses.

- Users must practice the utmost respect while texting and may not use text messaging to harass another employee, citizen or the like. “Textual harassment” is considered harassment and is subject to investigation and disciplinary action as described in the Anti-harassment Policy.
- The City retains the right to use management software to eliminate the delivery of junk e-mail (SPAM), including e-mails that contain profanity.

Internet/World Wide Web

- The Internet is available to users for research, education, and communications directly related to the mission, charter, or work tasks of the City. Users must honor copyright laws regarding protected commercial software or intellectual property. Users of the Internet should minimize unnecessary network traffic that might interfere with the ability of others to make effective use of this shared network resource. Users are responsible for adhering to City standards when browsing the Internet. Failure to adhere to City standards puts the City and the individual at risk for legal or financial liabilities, potential embarrassment and other consequences.
- The City retains the right to use management software to monitor end user activity. This software may monitor and limit Internet activity in order to ensure the most efficient use of the valuable resource.

Prohibited Use

- The following list provides examples of inappropriate and prohibited content. This list includes, but is not limited to:
 - illegal activities
 - profit or commercial activities
 - outside employment
 - any other public office or employment which is incompatible with City employment responsibilities, as determined by the City Administrator
 - wagering, betting, or selling chances
 - annoying or harassing other individuals
 - fund-raising, except for City approved activities
 - any political or religious activities
 - unethical activities
 - pornographic images or content
 - forwarding of junk e-mail and/or chain email

Personal Use

- The City of Ramsey offers users the privilege of personal use of its technology. Personal use is allowed under the following guidelines listed below and only during break times or before/after normal business hours:

- Users must obtain approval from their immediate supervisor prior to personal use of IT systems
 - Only City users are to use the computers and computer related peripherals
 - Users must use their own media (flash drives, CD's) and paper. No personal files or data are to be stored on the City file servers
 - Users must not use IT systems for items listed above in Prohibited Use
- E-mail: E-mail may, on a very limited basis, be used for personal correspondence, as long as it does not interfere with the normal duties of the employee and the above-listed guidelines are followed. Using the City Internet e-mail to participate in any kind personal listservs or broadcast mailing list is prohibited.
 - Inappropriate non-business use of e-mail and the Internet can cause a burden on resources or carry viruses. Examples of this includes, but is not limited to: the transmission of non-business audio, graphic or movie files; games; jokes; instant messaging; content of an offensive or pornographic nature; copyrighted material and large data files not directly related to business. These items must not be downloaded from the Internet. These types of files can be large and affect the network or computer performance or carry viruses.
 - Desk Telephones: Desk telephones may be used for short, infrequent personal use as long as it does not interfere with the normal duties of the employee and the above guidelines are followed. In the event that an employee needs to make a personal toll call, the preferred method of payment is a personal credit card. If a situation arises where users do not have access to a personal calling card they must notify the finance department of the date, time and location of where the call was placed. The charge for the call will be the actual charge, plus tax, that would normally be incurred by the City. Payment is due within 7 days after receipt of the long distance bill.
 - Copiers, Fax Machines, Printers: Users will reimburse the City of Ramsey for personal copies, faxes, and print requests, at the rate listed in the City fee schedule. Personal use fees must be reimbursed within 24 hours from the date the expense was incurred.

Personal Social Networking on City-owned equipment

- Individuals must not use City-owned or operated equipment to post to personal sites, except during break times or before/after work.

Personal Social Networking while off duty and the City's Responsibility:

- The City of Ramsey has a duty to protect the reputation of the organization and its employees as well as guard against any liability and potential legal risk regardless of when and where social networking activity occurs. With this in mind, employees must use social media in a manner that follows the following guidelines:
 - Individuals should exercise caution and good judgment when social networking
 - Individuals shall not represent that they are speaking or acting on behalf of the City of Ramsey or presenting any interests of the City of Ramsey
 - Individuals are not permitted to display the City of Ramsey logo on any part of their online profiles

- Individuals never have the right to post non-public and confidential information such as information related to coworkers (without their expressed consent), personnel data, medical information, or claims or lawsuits against the City
- Individuals who use personal social media accounts are not immune from the law. In general, all users of social networking should be aware that the content of these social networking sites can be subpoenaed and used in criminal and civil trials to impeach testimony
- Individuals need to be aware that they have no reasonable expectation of privacy when social networking and use of personal social media accounts are subject to all pertinent City of Ramsey policies, as well as local, state and federal laws
- Content that violates existing City policies that exhibit hate, bias, discrimination, pornography, libelous or otherwise defamatory content will not be tolerated
- Individuals are prohibited from using social networking sites to harass or attack others, including those who work for the City of Ramsey

Information Technology Security

Purpose

Ensure secure, protect, and allow appropriate access to City of Ramsey IT systems and resources.

Logins and Passwords

All users must use and maintain unique IT-issued login IDs for computer and network-related access. Login IDs are not to be shared with others, and corresponding passwords must remain confidential. Multi-user or generic login IDs are permissible only in special circumstances approved and maintained by IT. User passwords must adhere to the following requirements:

- Have a minimum of at least six alphanumeric characters in length
- Must be changed every 180 days
- Have at least one numeric digit as well as letters, for example: jarg0n5
- Have not been previously used in the last five password rotations
- Automatic screen lock is initiated with the screensaver after 15 minutes of inactivity.

Appropriate network access shall be assigned by the IT department to each user login ID, and users may only log into computers and equipment with their assigned login ID. Passwords are not to be shared with anyone, and will be forced to change periodically. New passwords should not be easily guessed. Any employee who forgets their password or suspects that their password's security has been compromised, may contact the IT department to be issued a new one, which must then be changed immediately.

Physical Security

- City users are expected to provide reasonable security to their computer workstations and related IT equipment. This includes ensuring that passwords are not written down in

accessible places, removable media must be kept in a secured area, and that confidential data is not displayed in such a manner that unauthorized personnel can view it.

- All IT equipment is City property and must remain on current premises. Users may not move IT equipment outside of its assigned area without prior approval from the IT department. Designated portable equipment, such as projectors, laptop computers, and digital cameras, may be removed from City buildings only for City business. Portable equipment must be reserved and checked out only to City users. Users are expected to provide appropriate “common sense” protection against theft, breakage, environmental damage, and other risks.
- Users are required to log off computer workstations when absent for an extended time, such as end of day. Users may, however, “lock” their workstation instead when absent for a short period of time, such as during a meeting or over lunch.

Virus Protection

- All computer workstations, laptops, and servers must be protected from viruses using up-to-date antivirus software. Users may not alter their system’s configuration or take other steps to defeat virus protection devices or systems. All files on removable media must be scanned for viruses prior to installation onto or access from City computer equipment. Any files suspected or known to contain viruses must be immediately reported to the IT department for proper handling.

Wireless Access

- Unauthorized wireless access into the City’s computer network is strictly prohibited. Wireless access is defined as, but not limited to, 802.11 (Wi-Fi), Bluetooth, WiMax, and cellular technologies. Users may not attempt to scan, connect to, or install any wireless computing device on City equipment or property. Wireless access must be authorized and configured by the City’s IT department. Any authorized wireless access must utilize standards-based encryption, and conform to adopted security practices as governed by LOGIS and/or state and federal government guidelines.

Personnel Committee

4. 2.

Meeting Date: 01/10/2012

By: Dean Kapler, Fire Department

Title:

2012 Fire Officer Selection

Background:

Paid-on-Call Fire Officer Positions carry a 2 year term. Positions are divided up every other year to assure stability within the dept. For 2012 the following positions were open for application: Asst Chief #2, Training Officer/Lieutenant #5, Captain #12, (newly created Captain #13), Lieutenant #2, Lieutenant #4

A table is attached with this years recommendations. Because the existing Captain #12 chose not to continue in position, some movement in positions not open for application required filling.

The Officer selection list has been discussed and approved by the City Administrator.

Funding Source:

Funding is provided from the Fire Department Personal Services line item. Positions are paid at the following annual rates: Asst Chief \$4500, Captain \$3180, Training Officer/Lieutenant \$2972, Lieutenant \$2520.

It should be noted that Nowthen reimburses Ramsey for the Captain #13 and Lieutenant #6 positions who serve out of Station #3 in Nowthen.

This personnel action does not represent an increase personnel cost.

Council Action:

Recommend to City Council to accept Fire Chief's recommendation for 2012 Officer Positions.

Attachments

Officer Selection

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	01/05/2012 01:15 PM
Kurt Ulrich	Kurt Ulrich	01/05/2012 02:03 PM
Form Started By: Dean Kapler		Started On: 01/05/2012 09:50 AM
	Final Approval Date: 01/05/2012	

CC CASE #

PAID ON CALL FIRE OFFICER SELECTIONS FOR YEAR 2012

By: Dean Kapler, Fire Chief

Position	Recommendation
Assistant Fire Chief #2	Tom Hoxter
Assistant Fire Chief #3	Matt Kohner
Training Officer/Lieutenant #5	John Atchison
Captain #11	Brad Jorgensen
Captain #12	Carey Schiferli
Captain #13	Bart Hayft
Lieutenant #1	Adam Gordon
Lieutenant #2	Jim Block
Lieutenant #3	Don Yamauchi
Lieutenant #4	Dave Weigmann
Lieutenant #6	Chad Sacre

CC Case #

January 10, 2012

CC Regular Session

4. 6.

Meeting Date: 01/24/2012

By: MaryJo Warner, Engineering/Public Works

Information

Title:

Adopt Resolution #12-01-XXX Authorizing Partial Payment to Knutson Construction for IP 10-22 Ramsey Municipal Parking Facility Phase II

Background:

Resolution and Pay Request Attached.

Recommendation:

Public Works Director/Principal City Engineer, Brian Olson has inspected the completed work and recommends partial payment to Knutson Construction in the amount of \$441,751.00.

Council Action:

Motion to Adopt Resolution 12-01-XXX Authorizing Partial Payment to Knutson Construction for IP 10-22 Ramsey Municipal Parking Facility Phase II in the amount of \$441,751.00.

Attachments

- Resolution 01.24.12
- Pay Request 01.24.12

Form Review

Inbox	Reviewed By	Date
Brian Olson	Brian Olson	01/19/2012 07:57 AM
Kurt Ulrich	Kurt Ulrich	01/19/2012 03:46 PM
Form Started By: MaryJo Warner		Started On: 01/17/2012 08:57 AM
	Final Approval Date: 01/19/2012	

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #12-01-XXX

RESOLUTION APPROVING 3RD PARTIAL PAYMENT TO KNUTSON CONSTRUCTION FOR IP #10-22 RAMSEY MUNICIPAL PARKING RAMP, PHASE II

WHEREAS, the authorization to advertisement for bids for this project was approved on April 12, 2011, and

WHEREAS, on August 9, 2011, the Ramsey City Council awarded the contract for IP #10-22 to Knutson Construction; and

WHEREAS, as of January 24, 2012 \$1,174,326.00 has been paid to date; and

WHEREAS, Public Works Director/Principal City Engineer, Brian Olson has inspected the completed work and recommends partial payment to Knutson Construction in the amount of \$441,751.00.

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 Council hereby authorizes partial payment to Knutson Construction for Improvement Project #10-22 in the amount of \$441,751.00.
- 2) That the City Council hereby accepts the project and authorizes the Mayor or City Administrator to sign the release form for this payment.
- 3) That the total amount of this payment is not included in resolutions approving payment of bills for the date of January 24, 2012.
- 4) That the City of Ramsey Finance Department will be provided a signed copy of this resolution.

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 24th day of January 2012.

Mayor

ATTEST:

City Clerk

Application and Certificate for Payment

To (Owner): City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Project: Ramsey Municipal Parking Facility - Phase II

Application No: 3

Distribution to:
 Owner
 Architect
 Contractor

Period To: 11/30/2011

Architect's Project No: 10-12

Contract Date: 8/25/2011

From (Contractor): Knutson Construction
5500 Wayzata Blvd, Suite 300
Minneapolis, MN 55416

Via (Architect): LSA Design Inc
219 North Second Street, Suite 302
Minneapolis, MN 55401

Contract For:

CONTRACTOR'S APPLICATION FOR PAYMENT

Change Order Summary		Additions	Deductions
Change Orders approved in previous months by Owner	TOTAL		
		0	0
Approved this Month			
Number	Date Approved		
1	9/14/2011	191,057.00	
2	10/31/2011	6,249.00	
TOTALS		197,306.00	0.00
Net change by Change Orders			197,306.00

Application is made for Payment, as shown below, in connection with the Contract, Continuation Sheet, attached.

1. Original Contract Sum	\$	2,734,000.00
2. Net change by Change Order	\$	197,306.00
3. Contract Sum To Date (Line 1 + 2)	\$	2,931,306.00
4. Total Completed & Stored To Date (Column G on G703)	\$	1,701,133.00
5. Retainage:		
a. ___% of Completed Work (Column D + E on G703)	\$	85,056.00
b. ___% of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$	85,056.00
6. Total Earned Less Retainage (Line 4 less Line 5 Total)	\$	1,616,077.00
7. Less Previous Certificates For Payment (Line 6 from prior Certificate)	\$	1,174,326.00
8. Current Payment Due	\$	441,751.00
9. Balance to Finish, Plus Retainage (Line 3 less Line 6)	\$	1,315,229.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor:

By: 

Date: 12/19/11

State of: Minnesota

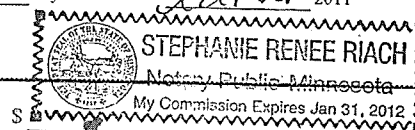
County of: Hennepin

Subscribed and sworn to before me on this

day of December 2011

Notary Public:

My Commission expires:



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Amount Certified

(Attach explanation if amount certified differs from the amount applied for.)

Architect:

By: 

Date: 12-22-11

\$ 441,751.00

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

OWNER'S CERTIFICATION

By: _____

Date: _____

Meeting Date: 01/24/2012

By: Tim Gladhill, Community Development

Information

Title:

Introduce Ordinance to Repeal Minnesota Building Code Chapter 1306 Entitled Fire Suppression Systems

Background:

At the January 10th Work Session, City Council directed Staff to prepare an ordinance to repeal Minnesota Building Code Chapter 1306 entitled 'Fire Suppression Systems', which is an optional chapter, from the Ramsey City Code.

Notification:

No notification required.

Observations:

The State of Minnesota has adopted the International Building Code as part of the State Building Code. The State of Minnesota requires that the City adopt the State Building Code, which requires certain required and optional chapters. Within the state building code, buildings meeting certain limitations must incorporate fire suppression systems. This threshold is different for types of uses, occupant loads, building construction types or building heights above or below grade. Architects may at times have an option to build fire walls in-lieu-of fire suppression. This option is not always available due to tenant space needs or other specific code requirements.

Chapter 1306 of the Building Code is an optional chapter of the Building Code. However, the required sections of Building Code the City must adopt do include provisions for fire suppression even without the adoption of Chapter 1306. Chapter 1306 reduces the thresholds where fire suppression is required within buildings or tenant spaces. All 'A' type spaces and almost all other occupancy types have 2,000 square feet or more are required to have suppression under Chapter 1306. Chapter 9 of the Minnesota Building Code does include requirements for existing buildings, with certain increases in occupant load triggering the need for existing structures to install fire suppression. There are numerous scenarios based on occupant load that will need to be reviewed with each plan review to determine if fire suppression shall be required.

The purpose of this amendment is to remove an optional chapter of the Minnesota Building Code to acknowledge recent amendments to the Minnesota Building Code that provide additional requirements related to fire suppression system while balancing the long term public safety needs for the future of our community, the safety of our firefighters, and the economic stability of the City of Ramsey.

Of note for Council: We have been in communication with the property owner at 5900 167th Ave NW regarding a new tenant that wishes to occupy a space in the structure that under 1306 would require sprinkling; however, once 1306 is repealed, the space would not be required to be sprinkled. Staff has reviewed this request with the City Attorney and has determined that after the introduction this evening, we would allow the building owner to proceed with the tenant, with the approval of the amendment eliminating 1306 pending at the first meeting in February. If the Council has concerns with proceeding in that manner, staff requests that those concerns be raised during the meeting this evening (1/24/12).

Recommendation:

Per City Council direction at the January 10th Work Session, Staff recommends approval of the ordinance removing Minnesota State Building Code Optional Chapter 1306 from the Ramsey City Code.

Funding Source:

Preparation of the ordinance is being handled as part of regular Staff duties.

Council Action:

Motion to introduce the ordinance to remove Minnesota Building Code Chapter 1306 from the Ramsey City Code.

Attachments

Proposed Ordinance

Form Review

Inbox	Reviewed By	Date
Tim Gladhill (Originator)	Amy Dietl	01/19/2012 10:12 AM
Matt Kohner	Amy Dietl	01/19/2012 10:13 AM
Tim Gladhill (Originator)	Amy Dietl	01/19/2012 10:24 AM
Matt Kohner	Amy Dietl	01/19/2012 10:25 AM
Tim Gladhill (Originator)	Tim Gladhill	01/19/2012 10:29 AM
Matt Kohner	Amy Dietl	01/19/2012 10:34 AM
Tim Gladhill (Originator)	Amy Dietl	01/19/2012 10:35 AM
Matt Kohner	Matt Kohner	01/19/2012 10:51 AM
Lee Gladitsch	Lee Gladitsch	01/19/2012 11:00 AM
Heidi Nelson	Heidi Nelson	01/19/2012 01:18 PM
Kurt Ulrich	Kurt Ulrich	01/19/2012 04:01 PM

Form Started By: Tim Gladhill

Started On: 01/18/2012 05:18 PM

Final Approval Date: 01/19/2012

ORDINANCE #12-__

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

AN AMENDMENT TO CHAPTER 105 WHICH IS KNOWN AS THE BUILDINGS AND BUILDING REGULATIONS CHAPTER OF THE CITY CODE OF RAMSEY, MINNESOTA.

AN ORDINANCE AMENDING CHAPTER 105 BY DELETING CHAPTER 1306, SUBPART 3, NEW BUILDINGS WITH ITEM E, OPTION 1, IN THE MINNESOTA BUILDING CODE.

The City of Ramsey ordains:

SECTION 1. AMENDMENT

Chapter 105 of the Ramsey City Code is hereby amended with this Ordinance by deleting Chapter 1306 (Fire Suppression Systems), Subpart 3.

SECTION 2. PURPOSE

The purpose of this amendment is to remove an optional chapter of the Minnesota Building Code to acknowledge recent amendments to the Minnesota Building Code that provide additional requirements related to fire suppression system while balancing the long term public safety needs for the future of our community, the safety of our firefighters, and the economic stability of the City of Ramsey.

SECTION 3. SUMMARY

The following official summary of Ordinance #12-__ has been approved by the City Council of the City of Ramsey as clearing informing the public of the intent and effect of the Ordinance.

It is the intent and effect of Ordinance #12-__ to remove Minnesota Building Code Chapter 1306, an optional chapter, from Chapter 105 of the City Code, dealing with fire suppression systems. Required sections of the Minnesota Building Code approved after the City adopted Chapter 1306 of the Minnesota Building Code have increased the instances in which fire suppressions systems are required, and reduced the gaps in thresholds between required sections of Minnesota Building Code and the optional Chapter 1306 of the Minnesota Building Code.

SECTION 4. EFFECTIVE DATE

The effective date of this ordinance is thirty (30) days after its passage and publication, subject to City Charter Section 3.9.

Passed by the Ramsey City Council this the ____ day of _____, 2012.

Mayor

ATTEST:

City Clerk

Introduction Date:

Posting Dates:

Adoption Date:

Publication Date:

Effective Date:

Meeting Date: 01/24/2012

By: Tim Himmer, Engineering/Public Works

Information

Title:

Consider Approving the Feasibility Study for the Realignment of Sunwood Drive, and Ordering the Preparation of Plans and Specifications

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 was to maximize efficiencies by building on 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.

Draft feasibility studies were presented to the Public Works Committee and HRA on December 13, 2011, with the only remaining outstanding item being the funding package. On that date the HRA authorized the preparation of appraisals for the potential acquisition of 3 parcels along the west side of Armstrong Boulevard that are necessary for portions of this project, and ultimately the interchange project. This case provides the final draft of the feasibility studies and includes a funding package for the entire project.

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. These AUAR update tasks were included in the proposal from Landform, and are incorporated in their feasibility study.

Recall that there are a few design items contained in these feasibility studies that differ slightly from the preliminary design of the Armstrong/TH 10 interchange project. Those discrepancies were discussed by the City Council in work session on December 13, 2011 and following is the direction received:

1. The location of 147th Avenue NW is currently shown in its existing location on the interchange design, but it is shifted slightly south of its current location in the Sunwood realignment project. This was done to improve the primary access into the COR from Armstrong Boulevard, and be consistent with the HRA approved development plan. Council felt we should continue with the design shown for the Sunwood realignment, as the HRA would be undertaking a process to acquire the necessary land along the west side of Armstrong Boulevard. It was also explained that current Anoka County policy requires the City to own and maintain the signal proposed at this intersection in perpetuity, based upon warrants.
2. Armstrong Boulevard is shown to diverge to the east slightly, out of the existing right-of-way into the COR

property on the interchange design, but remains in its current alignment on the Sunwood project. The interchange project was designed to avoid total takings of the properties along the west side of Armstrong, and therefore the roadway is proposed to move slightly east onto vacant HRA land in an effort to keep acquisition costs down. The Sunwood project proposes holding the existing Armstrong alignment, which is consistent with HRA direction to investigate purchasing properties on the west side of Armstrong in an attempt to solve right-of-way acquisition issues for both projects. If we are able to successfully acquire these parcels Armstrong would be able to remain in its current alignment, thereby resulting in improved roadway geometrics and reduced interchange costs.

3. Staff was approached by Mid America, the property owner of Northstar Marketplace, requesting a right-in condition be included in the interchange project for better access to their site. Council expressed some concerns related to the proposed sketch but decided to delay an official response until Mid America could provide additional detailed information as to the feasibility of such an access. It was discussed that Mid America should perform the necessary investigations and analysis to determine whether this access could be accommodated, not only by the City but also the other jurisdictions involved (Anoka County and MnDOT), before a decision could be made on who would be responsible to pay for and maintain such an improvement.
4. One final item of discussion on both projects was related to turf establishment. Council direction was to install the City's required topsoil and sod within all City right-of-way, but seed could be substituted in place of sod in the County right-of-way. It was proposed (and accepted) this way because portions of the Armstrong work will only be temporary until the interchange is constructed. The boulevard landscaping in these temporary areas can be included with development review, to ensure site landscaping accounts for these areas when develop occurs, and what isn't resolved through development can be incorporated into the interchange design.

As opposed to re-designing the interchange project (and all associated approvals and documents that go with it) at this late date, it was decided to continue with the plans as designed and referenced in all public meetings to date. If the Sunwood realignment project moves forward revisions to the interchange design can be accommodated prior to final design. The idea being that the Sunwood realignment would reduce the total project costs associated with the interchange, as the City would be preconstructing improvements that were originally attributed to the interchange while not adversely affect the overall design.

Recommendation:

Staff recommends accepting the feasibility studies, and moving forward with the Sunwood realignment project by ordering the preparation of plans and specifications.

-and-

Staff is recommending award of design contracts for this project in an amount not to exceed \$220,012 (Landform - \$79,800, and WSB - \$140,212).

One final item of note is that construction administration (surveying, staking, inspections, etc.) has not been included in any of the consultant proposals to date. Staff is currently awaiting proposals from both Landform and WSB, and will also be reviewing current workload to determine how best to accomplish this task. We may be in a position to make a recommendation at the Council meeting with regard to construction administration, or it may have to be brought forward at a subsequent meeting.

Funding Source:

A few funding scenarios to finance the project are attached for consideration, and staff is looking for direction on which option is preferred by the City Council. Once a final financing package is determined the feasibility studies can be finalized, consistent with that direction, and preparation of construction documents can commence.

A discussion to consider deviating from the existing policy on distribution of land sale proceeds is contemplated in this funding analysis. There are also a couple of grant opportunities, that staff is currently preparing applications for, which are included in the analysis. If we are successful in securing those grant dollars they could be included in the funding package in place of other options being considered.

Council Action:

Motion to approve the feasibility studies for the Sunwood realignment project, consistent with the chosen financing package.

-and-

Motion to award engineering design contracts in an amount not to exceed \$220,012.

-and-

Motion to authorize the preparation of plans and specifications.

Attachments

Sunwood Preliminary Layout

Armstrong Preliminary Layout

WSB Draft Feasibility Study

Landform Draft Feasibility Study

Funding Scenarios

Landform Design Proposal

WSB Design Proposal

Form Review

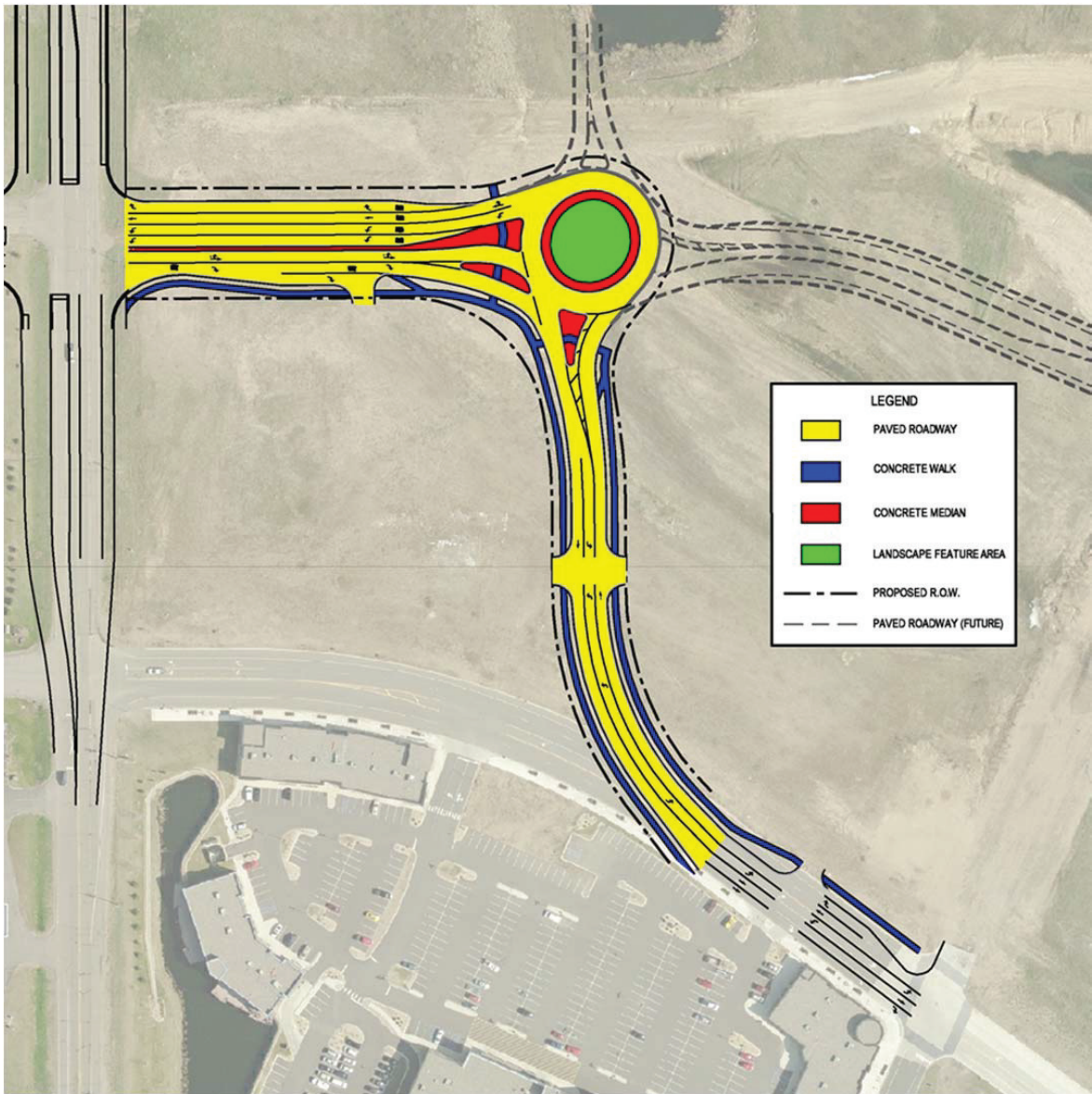
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Kurt Ulrich

Reviewed By
Kurt Ulrich

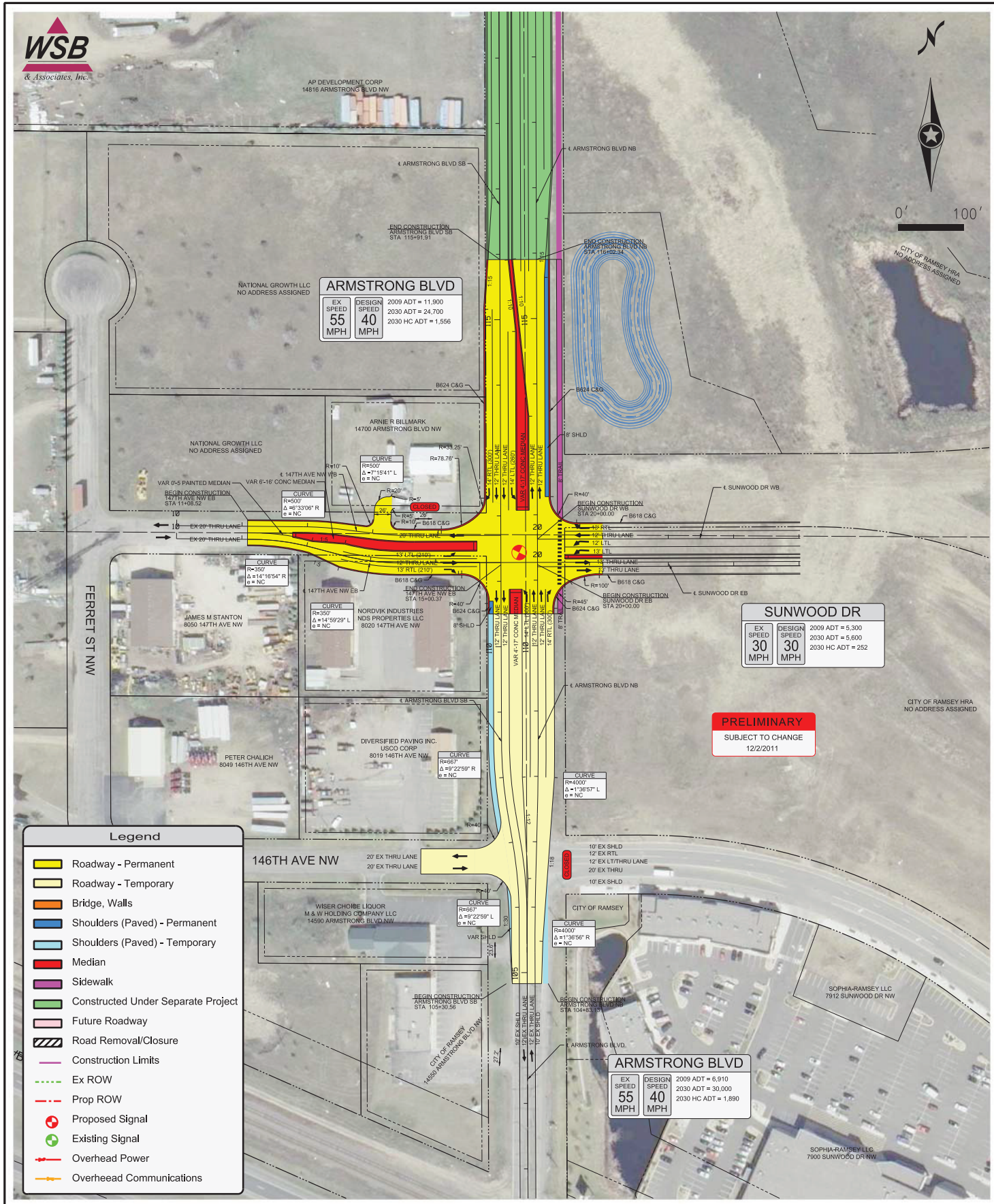
Date
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Started On: 01/17/2012 01:28 PM

Form Started By: Tim Himmer

Final Approval Date: 01/19/2012



LEGEND	
	PAVED ROADWAY
	CONCRETE WALK
	CONCRETE MEDIAN
	LANDSCAPE FEATURE AREA
	PROPOSED R.O.W.
	PAVED ROADWAY (FUTURE)

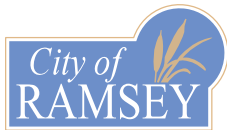


ARMSTRONG BLVD	
EX SPEED	55 MPH
DESIGN SPEED	40 MPH
2009 ADT	= 11,900
2030 ADT	= 24,700
2030 HC ADT	= 1,556

SUNWOOD DR	
EX SPEED	30 MPH
DESIGN SPEED	30 MPH
2009 ADT	= 5,300
2030 ADT	= 5,600
2030 HC ADT	= 252

PRELIMINARY
 SUBJECT TO CHANGE
 12/2/2011

Legend	
	Roadway - Permanent
	Roadway - Temporary
	Bridge, Walls
	Shoulders (Paved) - Permanent
	Shoulders (Paved) - Temporary
	Median
	Sidewalk
	Constructed Under Separate Project
	Future Roadway
	Road Removal/Closure
	Construction Limits
	Ex ROW
	Prop ROW
	Proposed Signal
	Existing Signal
	Overhead Power
	Overhead Communications



Armstrong Blvd at Sunwood Drive

City of Ramsey, Minnesota

Project Layout
 Figure 2

FEASIBILITY REPORT

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

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

Derek Schmidt, PE

Date: December 8, 2011

Lic. No.

TABLE OF CONTENTS

TITLE SHEET

LETTER OF TRANSMITTAL

CERTIFICATION SHEET

TABLE OF CONTENTS

1.	EXECUTIVE SUMMARY	1
1.1	Street and Intersection Reconstruction	1
1.2	Storm Sewer Improvements	1
1.3	Trail Construction.....	1
1.4	Sanitary Sewer Adjustments.....	1
1.5	Water Main Extension	1
2.	INTRODUCTION	2
2.1	Authorization	2
2.2	Scope	2
2.3	Data Available	2
2.4	Project Location.....	2
2.5	Project History	2
3.	EXISTING CONDITIONS	4
3.1	Street.....	4
3.2	Trail	4
3.3	Storm Sewer	4
3.4	Sanitary Sewer.....	4
3.5	Water Main.....	4
3.6	Private Utilities.....	4
3.7	Right-of-way.....	5
4.	PROPOSED IMPROVEMENTS	6
4.1	Street.....	6
4.2	Trail	6
4.3	Storm Sewer	6
4.4	Sanitary Sewer.....	6
4.5	Water main	7
4.6	Private Utilities.....	7
4.7	Right-of-way.....	7
4.8	Permits and Approvals.....	7
5.	FINANCING	8
5.1	Opinion of Probable Cost	8
5.2	Temporary versus Permanent Construction	8
5.3	Funding.....	8
6.	PROJECT SCHEDULE.....	9
7.	FEASIBILITY AND RECOMMENDATION	10
Appendix A		
Figures		
Appendix B		
Opinion of Probable Cost		

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 147th Avenue west of Armstrong Boulevard in order to realign 147th 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 147th 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 146th 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 147th 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 147th 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 147th 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 147th 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. 147th Avenue is currently a 40-foot city street with curb and gutter.

There is currently no street to the east of Armstrong Boulevard at 147th 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 147th 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 147th Avenue and 130 feet north of 147th 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 147th Avenue west of Armstrong Boulevard in order to realign 147th 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 147th 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 147th 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 147th 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 147th Avenue will be picked up in ditches and carried to the drainage system at 147th Avenue. Water from 147th Avenue will be picked up at the intersection and by catch basins located at the westerly terminus of the 147th 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 146th 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 147th 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 147th 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 147th Avenue is addressed in the feasibility study for the relocated Sunwood Drive. Permanent easements are required from two properties north of 147th Avenue. In addition a temporary easement is required from the parcel adjacent to 147th 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
Total Proposed Improvements	\$1,749,715

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.

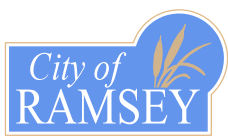
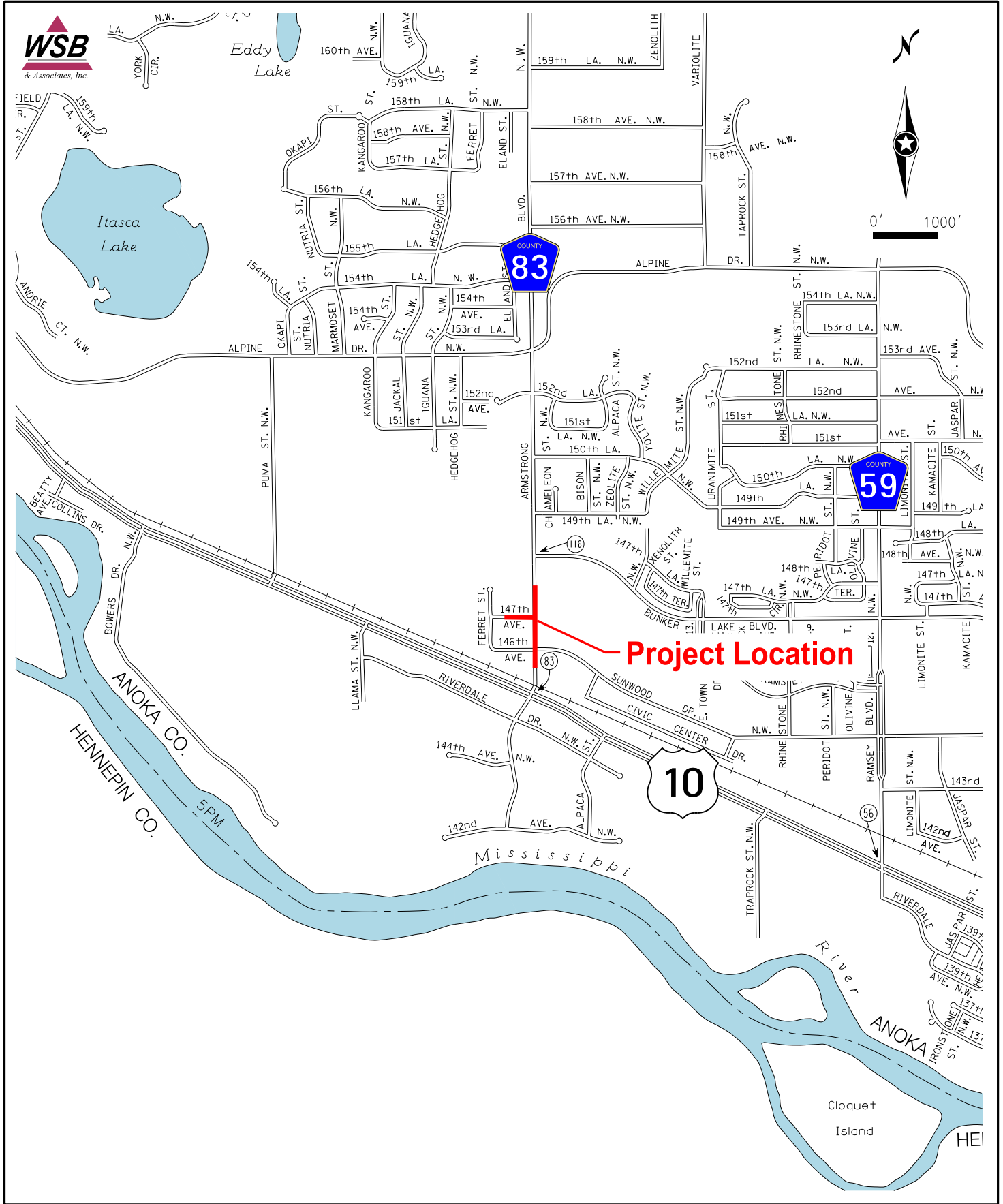
6. PROJECT SCHEDULE

Task	Completion Date
Order Feasibility Study	July 26 th , 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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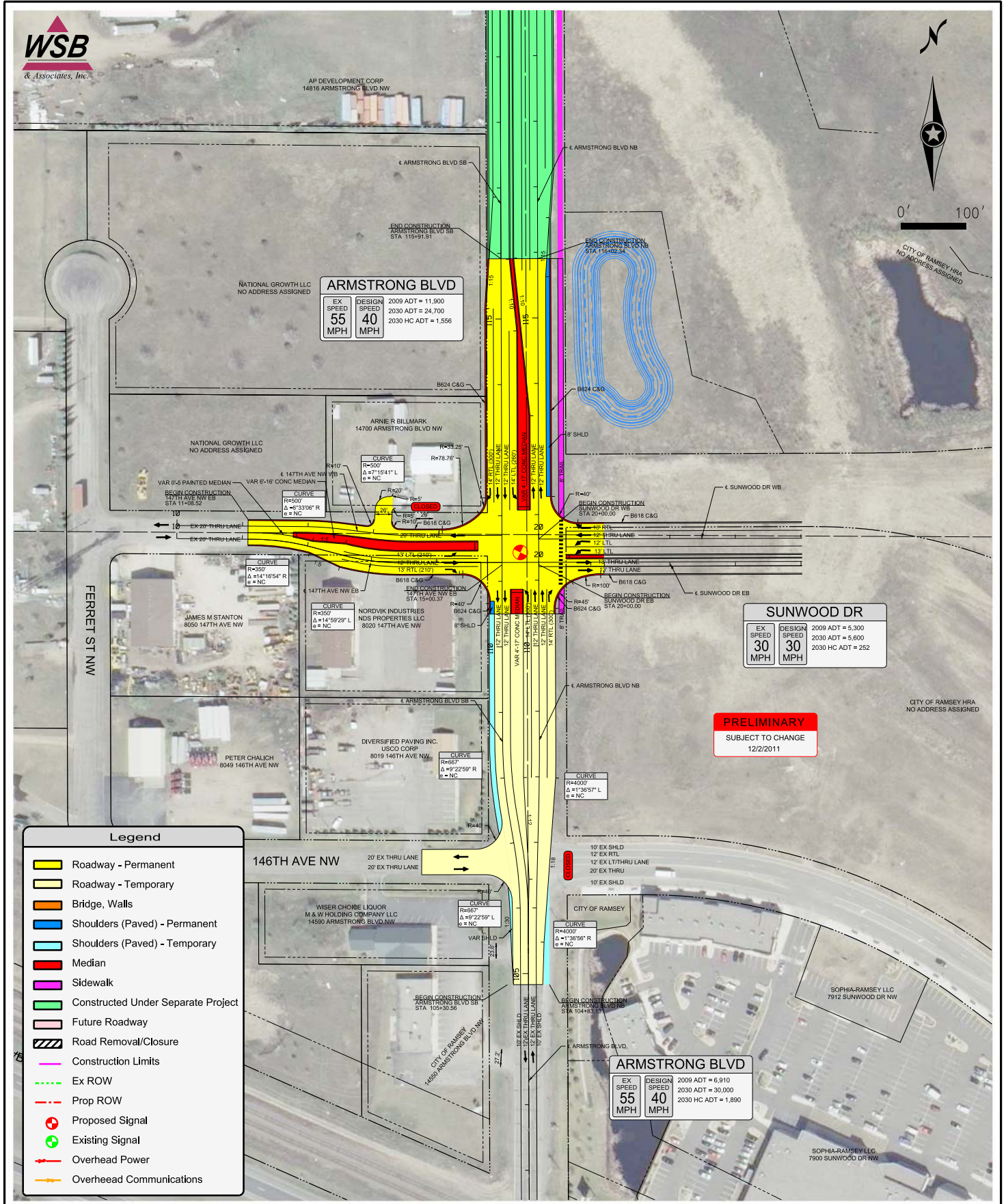


Armstrong Blvd at Sunwood Drive

City of Ramsey, Minnesota

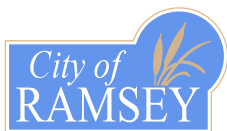
Project Location Map

Figure 1



Legend

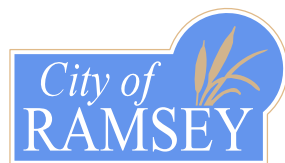
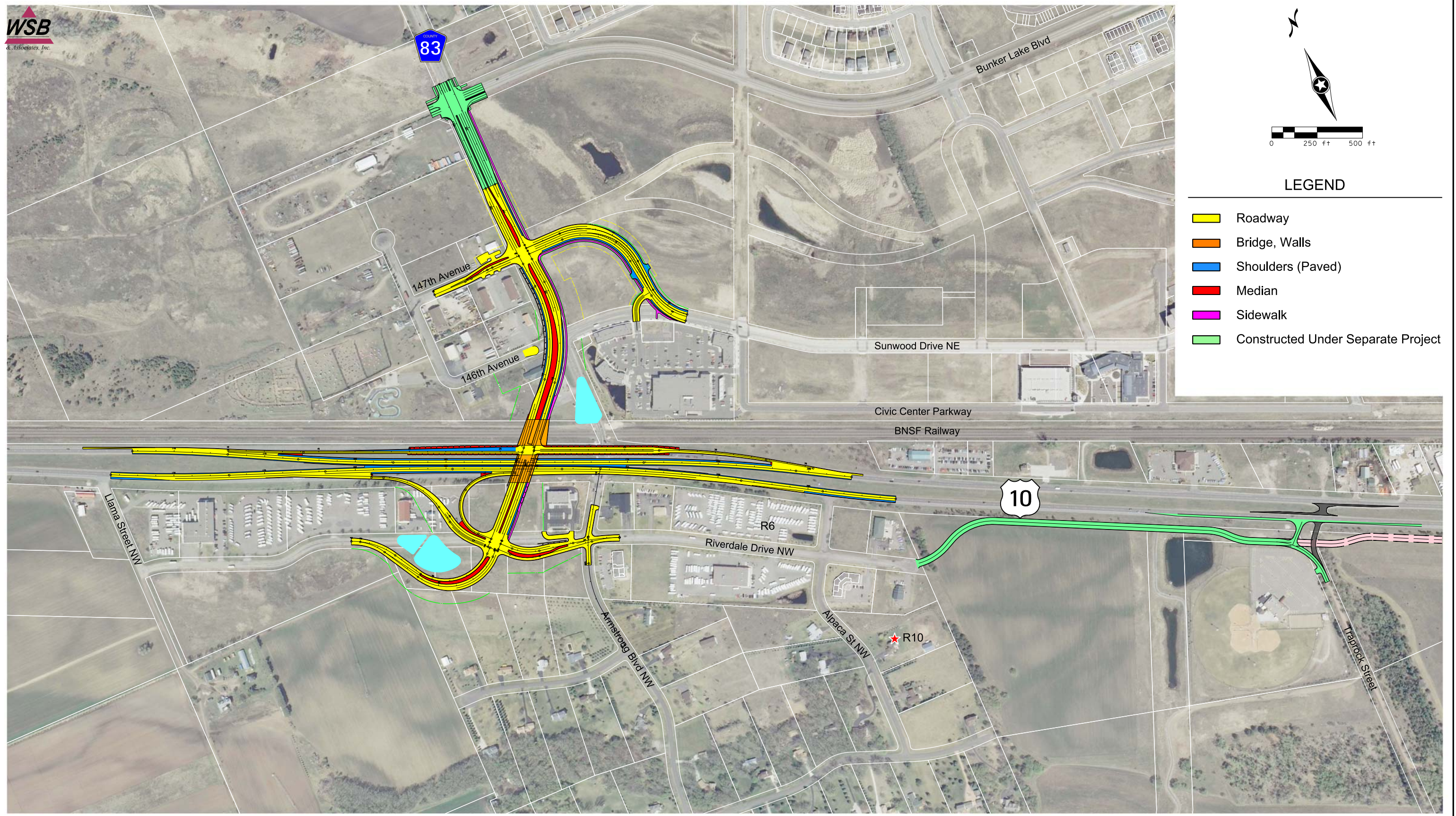
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- Overhead Communications



Armstrong Blvd at Sunwood Drive

City of Ramsey, Minnesota

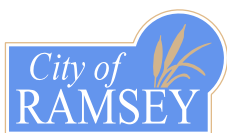
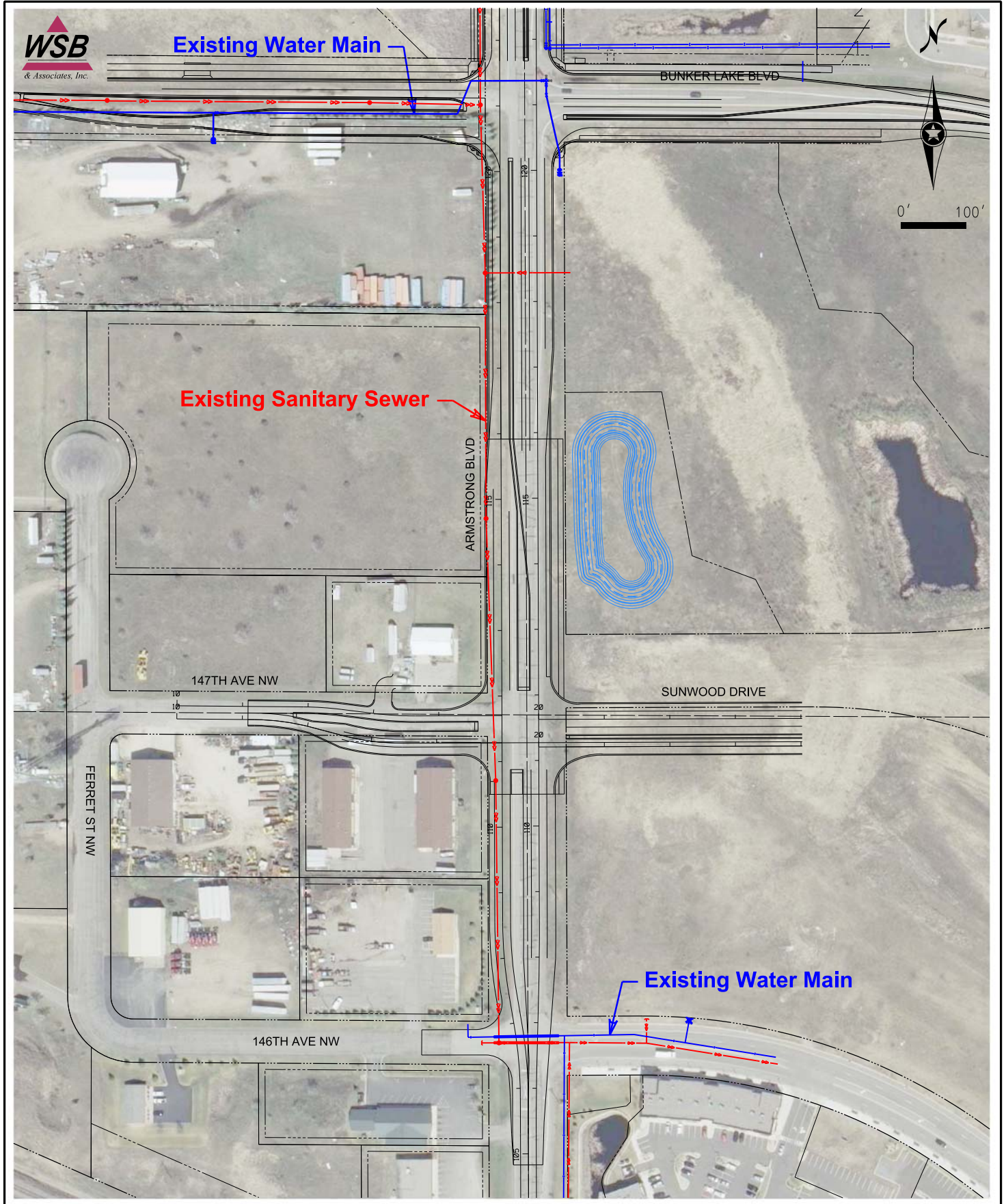
Project Layout
 Figure 2



Armstrong Blvd at Sunwood Drive

City of Ramsey, Minnesota

Interchange Layout
Figure 3

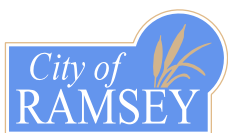
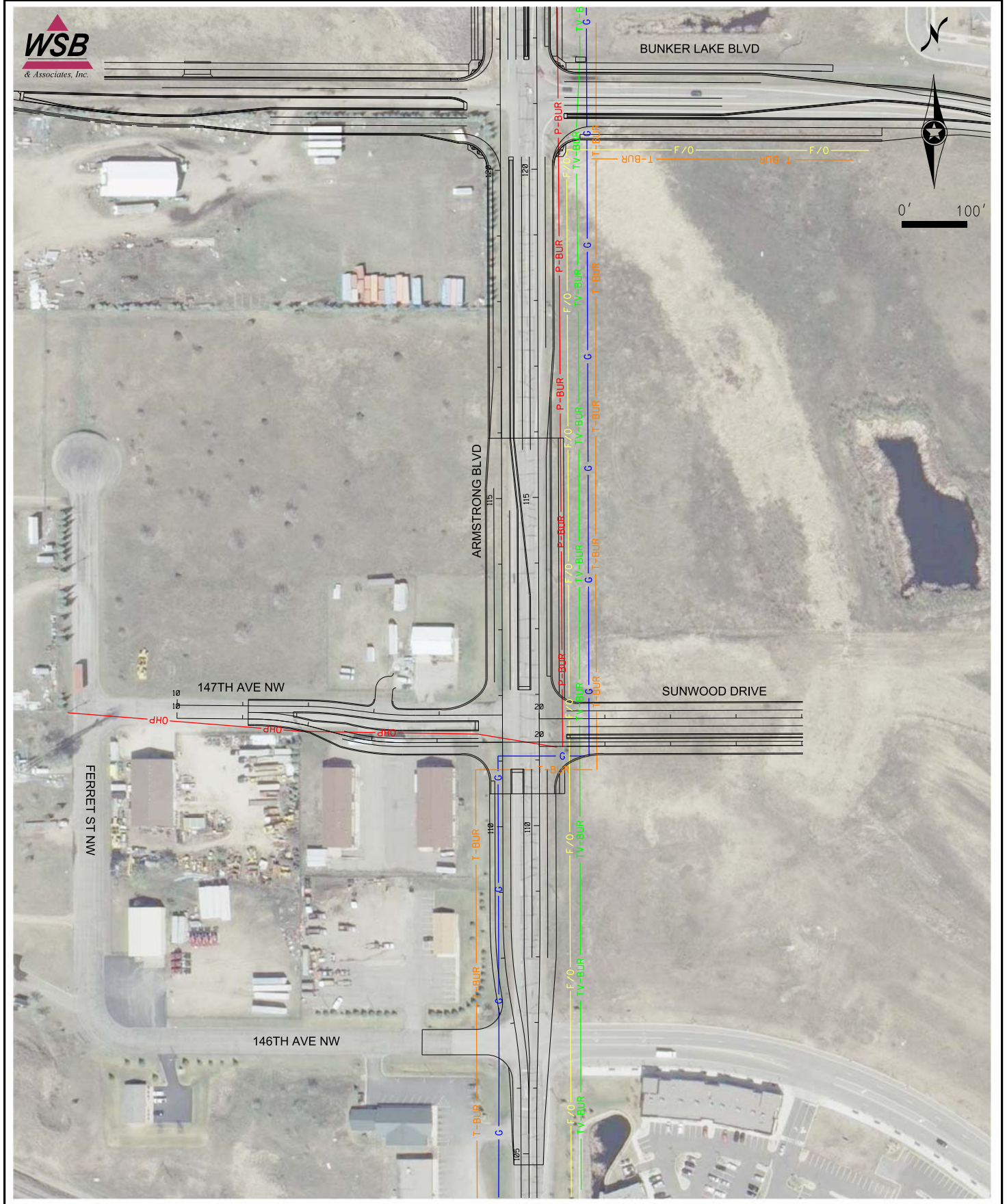


Armstrong Blvd at Sunwood Drive

City of Ramsey, Minnesota

Public Utilities

Figure 4

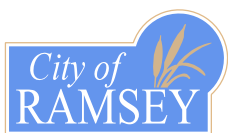
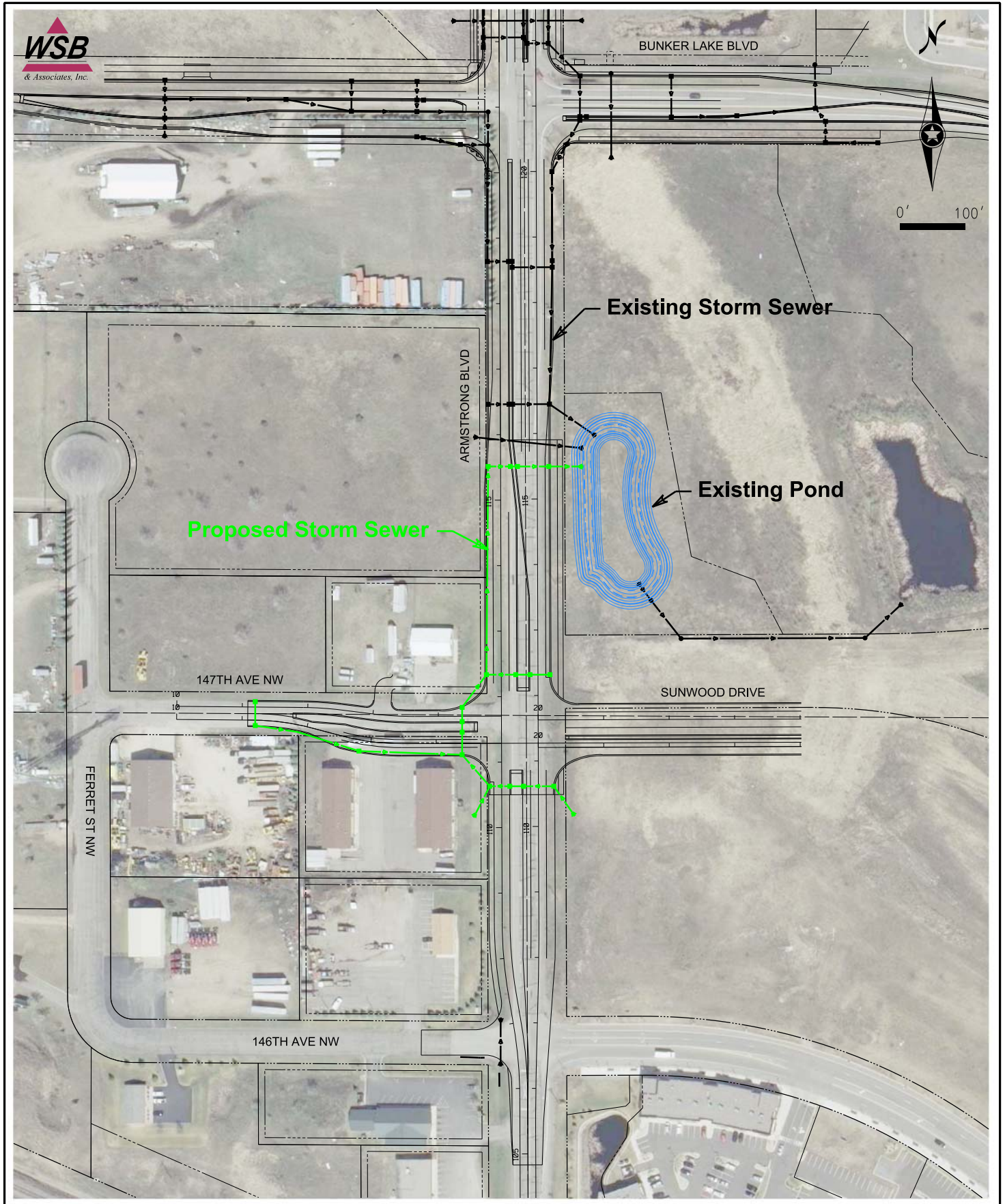


Armstrong Blvd at Sunwood Drive

City of Ramsey, Minnesota

Private Utilities

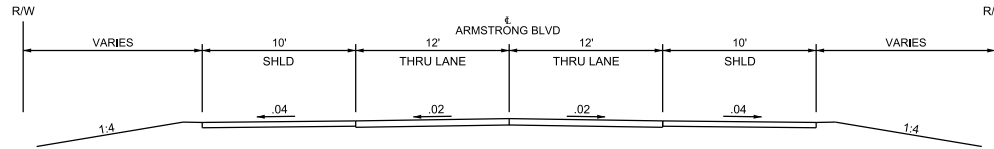
Figure 5



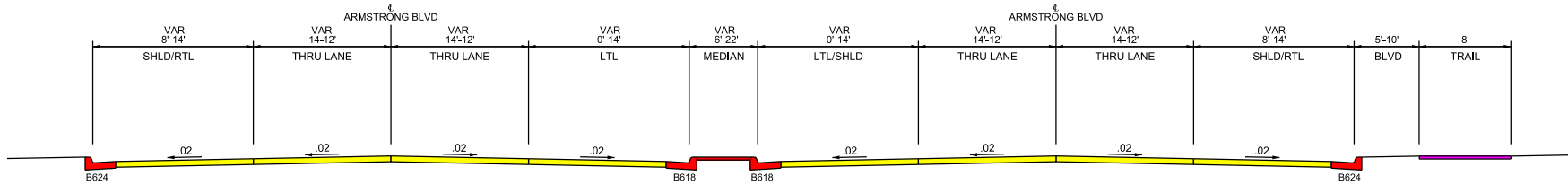
Armstrong Blvd at Sunwood Drive
City of Ramsey, Minnesota

Storm Sewer Plan

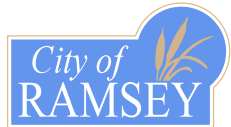
Figure 6

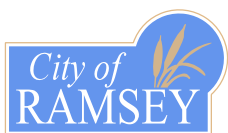
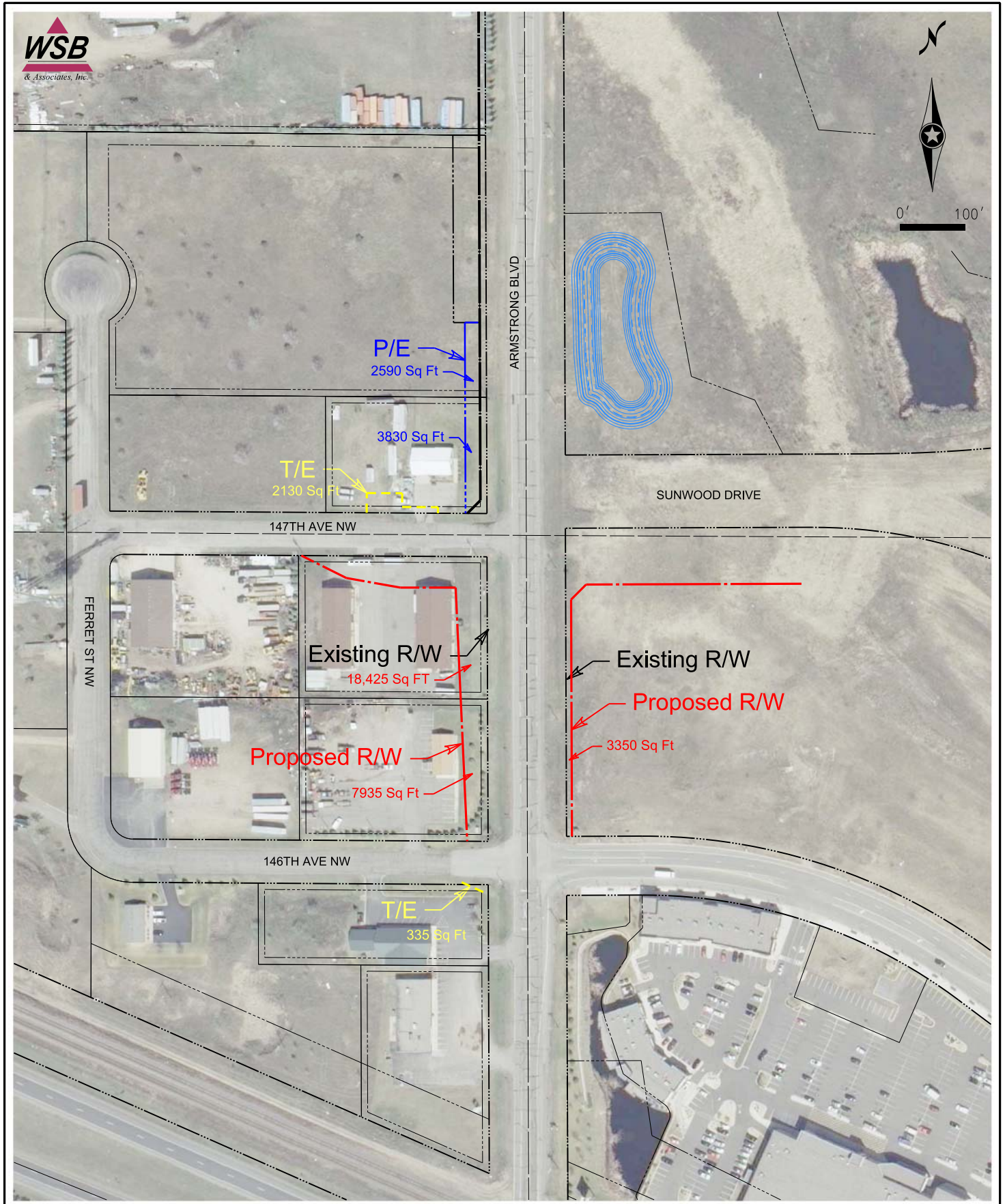


Existing Armstrong Blvd



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
Surface Improvements					
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
Total Street Improvements					\$1,096,947.90
plus 10% Contingencies					\$109,694.79
Total Street Improvement Construction Cost					\$1,206,642.69
plus 21%Admin, Legal Etc					\$253,394.96
Total Street Improvement Cost					\$1,460,037.65

**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
	Trail Improvements				
2521.501	4" CONCRETE WALK	SQ FT	\$3.25	3266	\$10,614.50
	plus 10% Contingencies				\$1,061.45
	Total Trail Improvement Construction Cost				\$11,675.95
	plus 21%Admin, Legal Etc				\$2,451.95
	Total Trail Improvement Cost				\$14,127.90

**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
	Storm Sewer Improvements				
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
	Total Storm Sewer Improvements				\$126,585.00
	plus 10% Contingencies				\$12,658.50
	Total Storm Sewer Construction Cost				\$139,243.50
	plus 21%Admin, Legal Etc				\$29,241.14
	Total Storm Sewer Improvement Cost				\$168,484.64

**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
	WATER MAIN IMPROVEMENTS				
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
	Total Storm Sewer Improvements				\$80,440.00
	plus 10% Contingencies				\$8,044.00
	Total Storm Sewer Construction Cost				\$88,484.00
	plus 21%Admin, Legal Etc				\$18,581.64
	Total Water Main Cost				\$107,065.64

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



Table of Contents

Introduction	1
Design Considerations	3
Traffic and Roundabout Analysis	3
Sunwood Drive	5
Water Main	8
Sanitary Sewer	9
Storm Water Management	10
Cost Estimates	10
Property Acquisition	10
Affected Parcels	13
Acquisition Strategy 1 – Partial Takings	14
Acquisition Strategy 2 – Complete Takings	14
Right-of-way and Easement Vacation	15
Project Financing	15
Project Schedule	16
Summary and Conclusions	16
Appendix A: Traffic Generation Memo	
Appendix B: Operational Analysis Memo	
Appendix C: Cost Estimates	

List of Figures

Figure 1: Project Location Map	2
Figure 2: Development Plan 5.03	3
Figure 3: Initial and Ultimate Roundabout Design	5
Figure 4: Project Layout Map	6
Figure 5: Typical Sections	7
Figure 6: Utilities Map	9
Figure 7: Property Acquisition	11



List of Tables

Table 1: Traffic Forecast Summary	4
Table 2: Total Estimates Costs	10
Table 3: Parcel Exhibit.....	12
Table 4: Current Assessed Value.....	12
Table 5: Appraised Property Value	12
Table 6: Partial Takings Costs.....	14
Table 7: Full Acquisition Cost.....	15
Table 8: Excess Property	15
Table 9: Project Schedule.....	16

DRAFT



Introduction

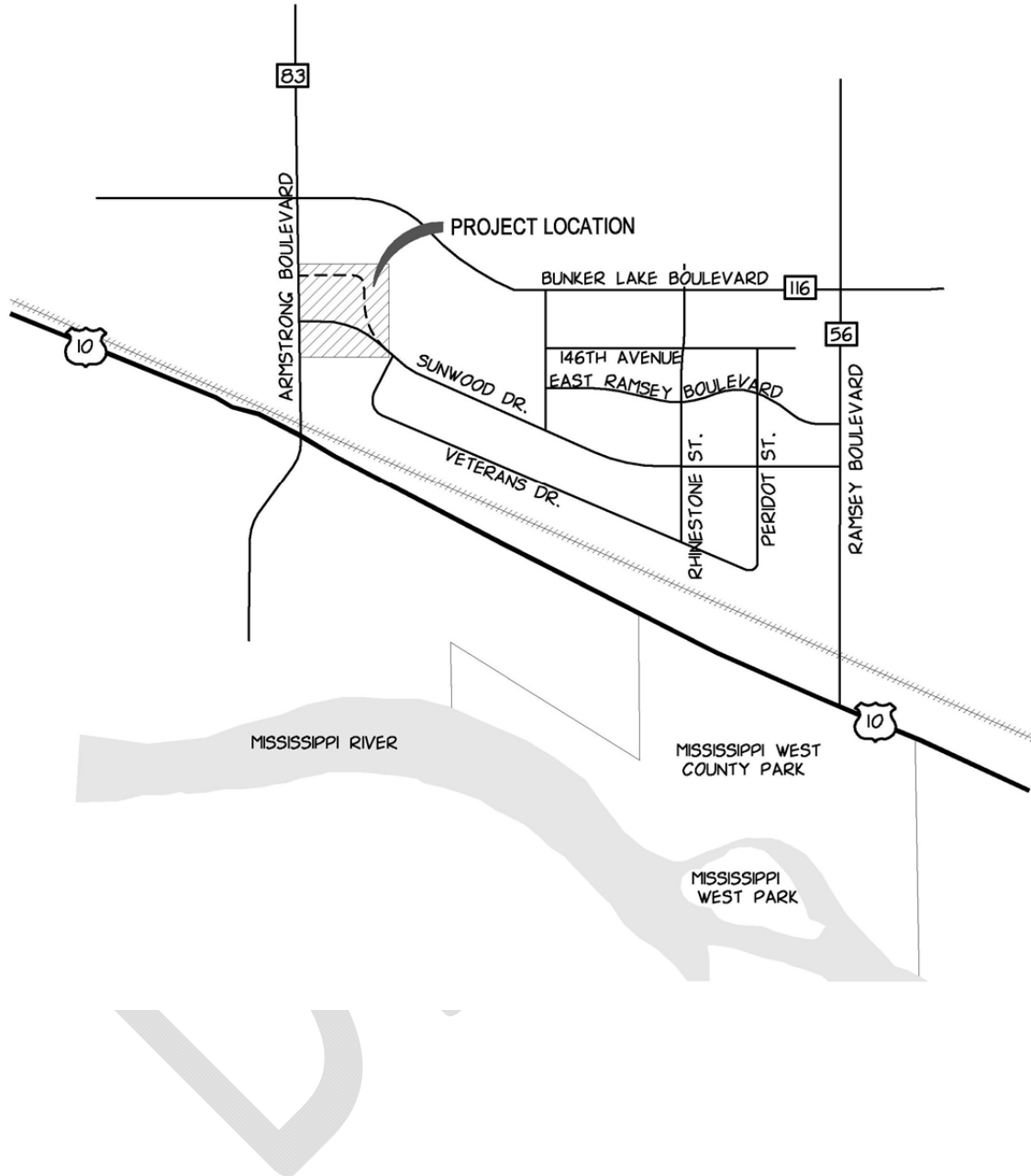
Landform has completed a feasibility study and prepared this Preliminary Engineering Report for the realignment of the western portion of Sunwood Drive.

Sunwood Drive is a collector street that 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:

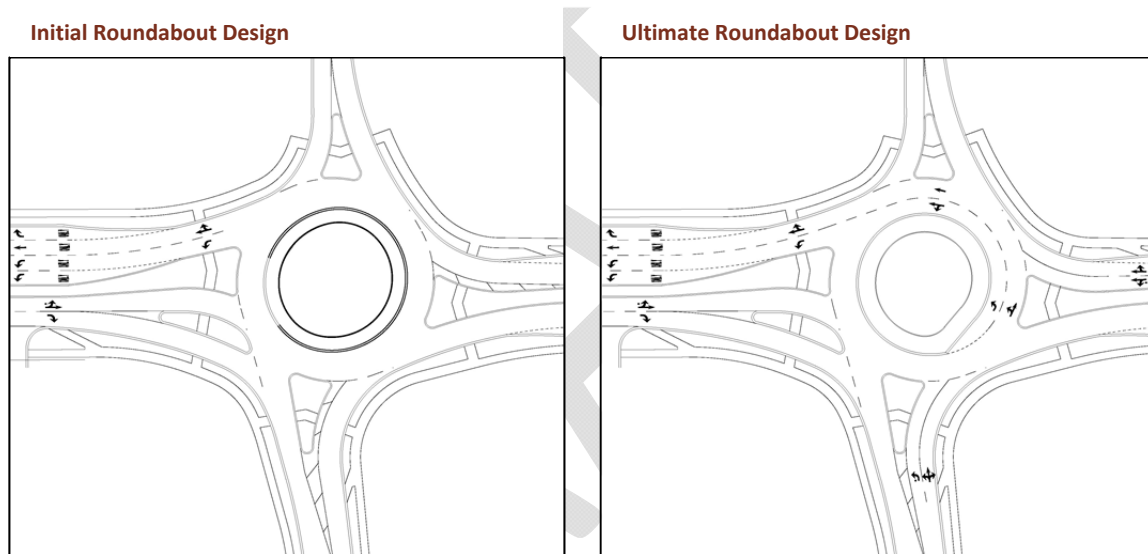
- Better operational performance with lower overall delays
- Improved coordination with the signal on Armstrong Boulevard
- Improved safety through eliminating potential conflict points
- Safer for pedestrians due to reduction in vehicle speeds
- Enhanced aesthetics and opportunity for The COR monumentation 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.

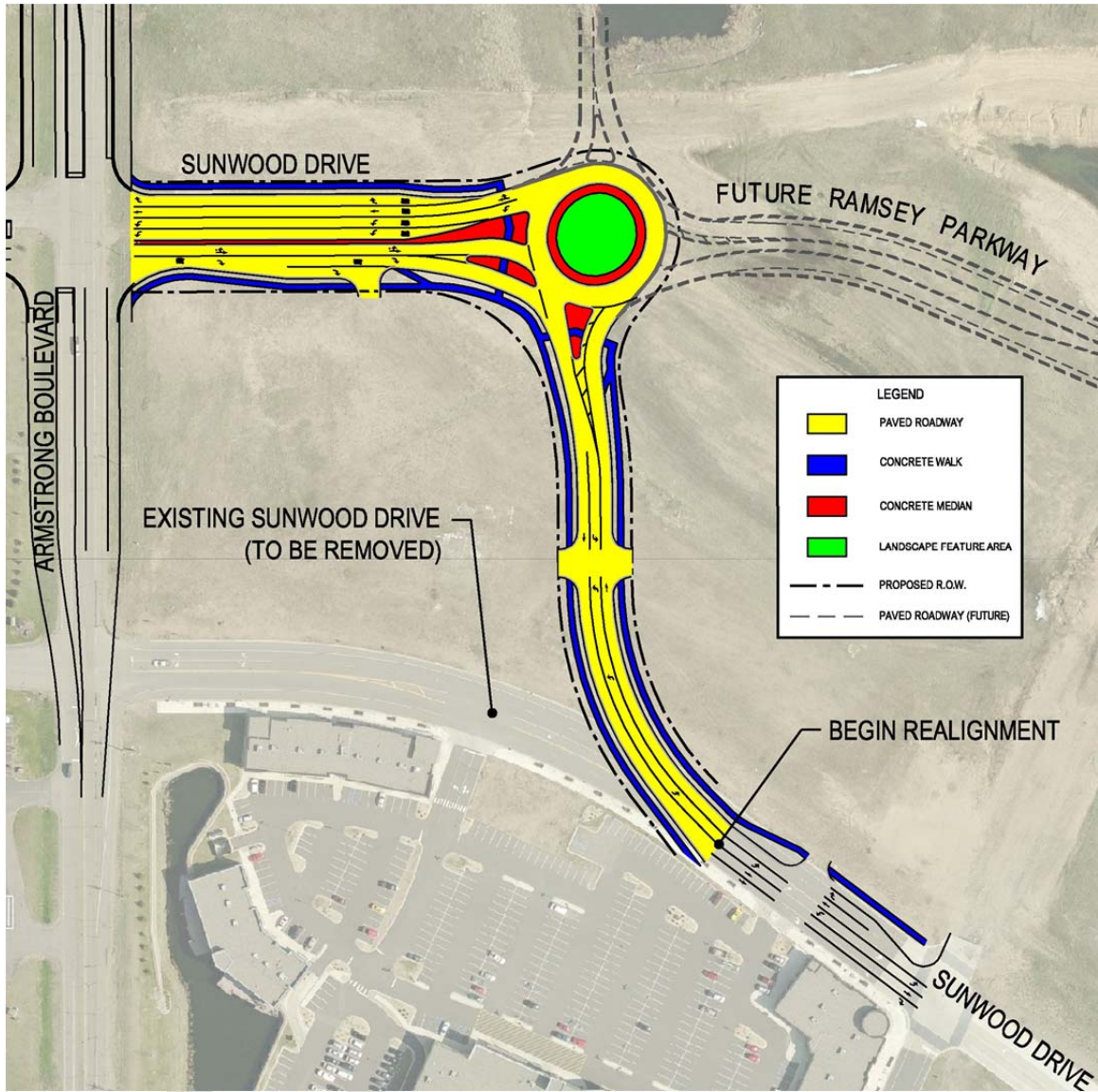
Figure 3: Initial and Ultimate Roundabout Design (Ourston Roundabout Engineering)



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.

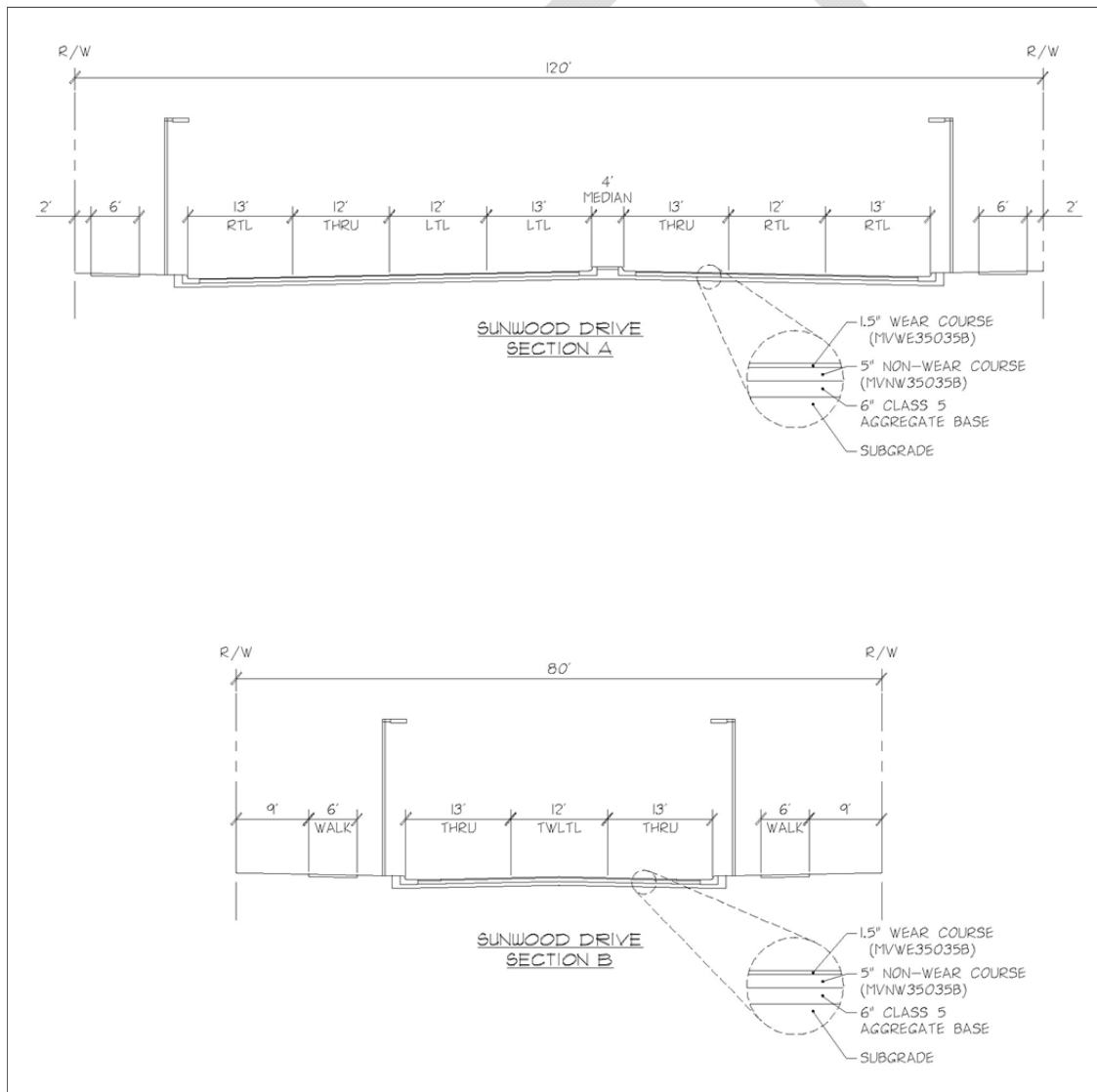
Figure 4: Project Layout Map



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.

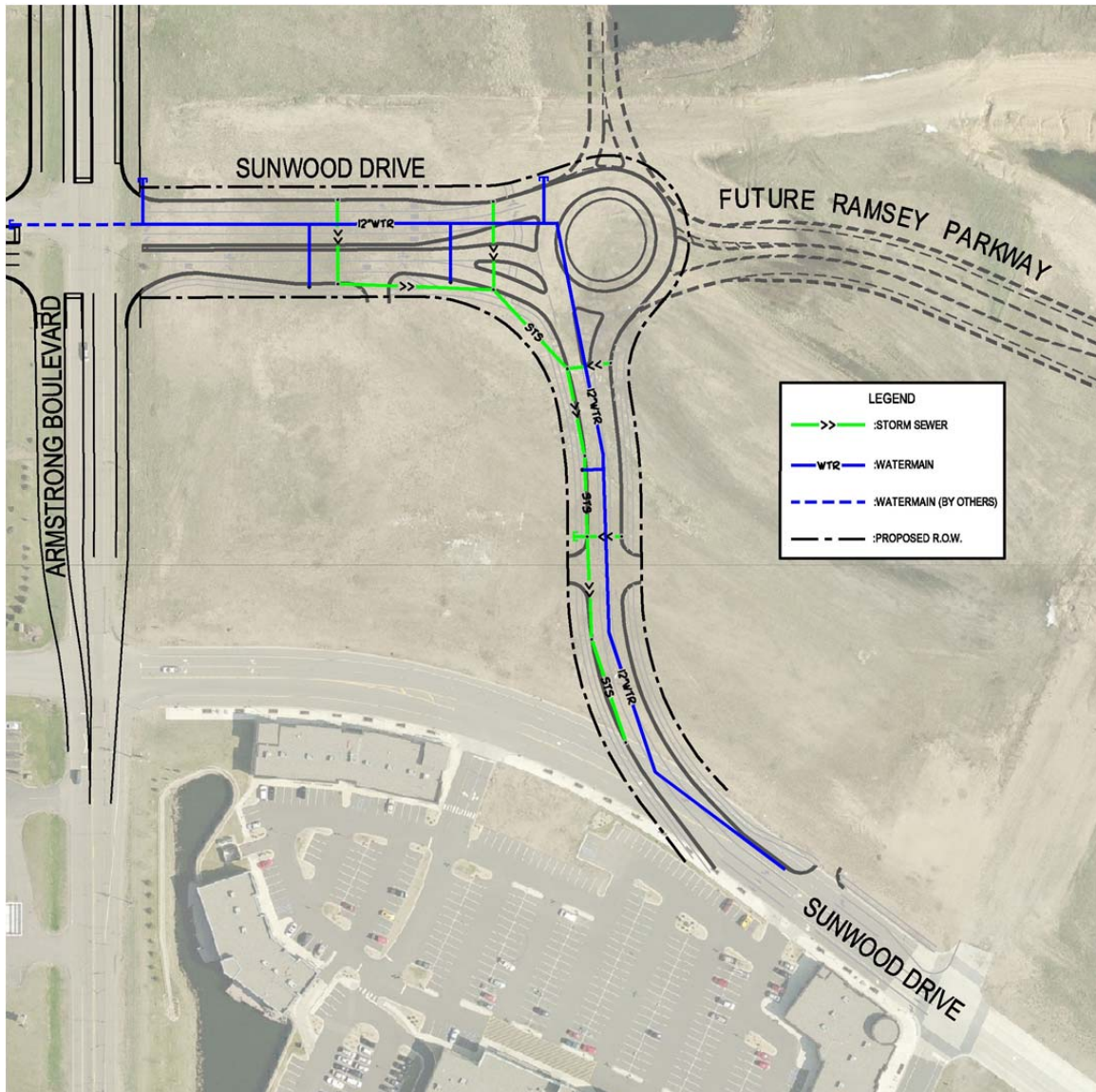
The proposed work also includes demolition of the abandoned portion of Sunwood Drive. Existing street lights and other items will be salvaged and reused to supplement new street lights. The 75-foot street light spacing currently on Sunwood Drive will be maintained. The boulevard will be restored in accordance 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
Total	\$1,369,000

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 147th Street, Ferret Street NW and then 146th 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
TOTAL	xxxx	\$XXX,XXX

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
TOTAL	\$X,XXX,XXX	\$XXX,XXX	\$x,xxx,xxx

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
TOTAL	XX,XXX	\$XXX,XXX

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

Task	Completion Date
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

DRAFT

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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.

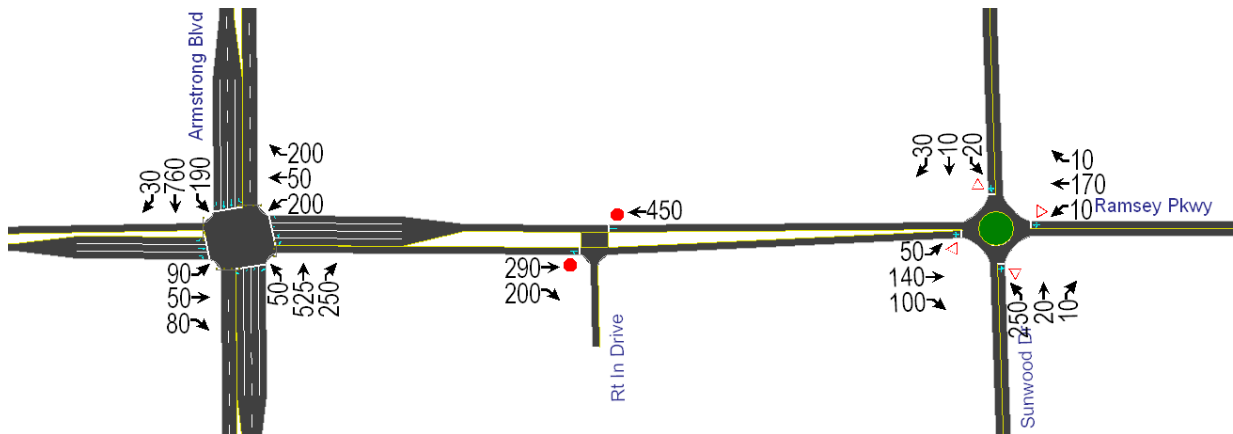


Figure 1 – Build Out A.M. Peak Hour Turning Movement Volumes

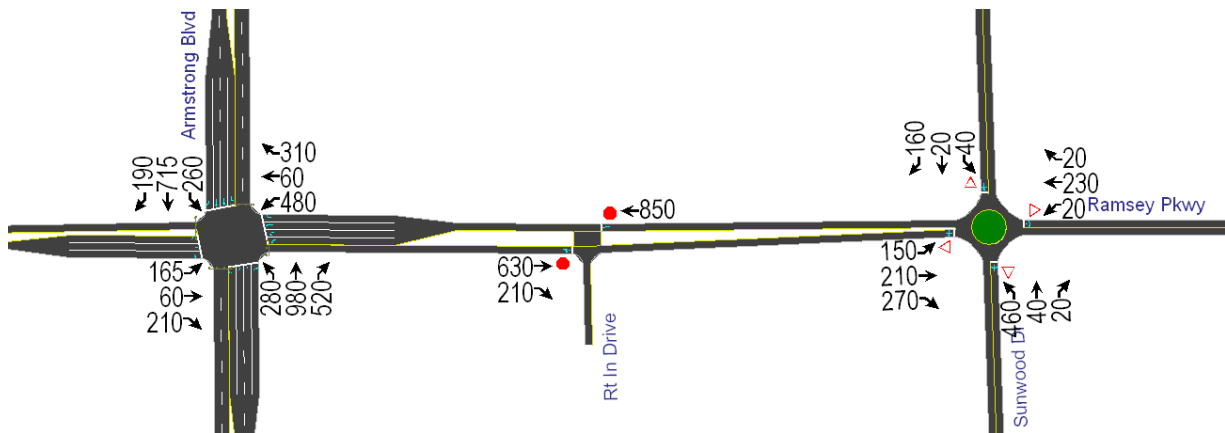
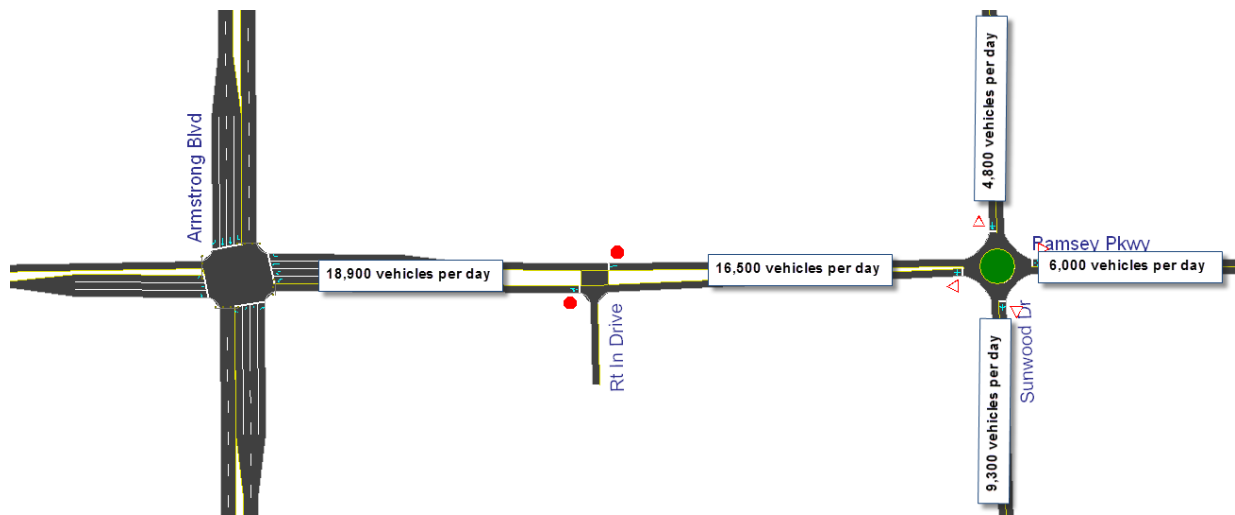


Figure 2 – Build Out P.M. Peak Hour Turning Movement Volumes**Figure 3 – Build Out Daily Traffic Volumes**

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, 8th Edition*. Based on data in the Institute of Transportation Engineers (ITE) *Trip Generation Handbook, 2nd 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.



Figure 4 - Traffic Analysis Zones

Table 1 - Land Uses and Traffic Generation

Zone/Block	Code	Land Use	Dwelling Units	Sq. ft.	Park Area ¹ (sq. ft.)	ITE Code ²	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) ³											
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 ⁴		24,900		310	14	9	6	15	8	7	209
4d	3	Convention Center ⁵		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 ⁶		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 ⁷		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 ⁸		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 ¹ (sq. ft.)	ITE Code ²	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
Total			1,476	1,798,229	1,487,749		3,726	2,186	1,540	5,571	2,696	2,875	57,739
Residential Total (Code 1)			1,476	0			569	116	453	699	454	245	7,489
Office Total (Code 2)			0	855,093			1,903	1,360	543	1,406	427	979	14,319
Retail Total (Code 3)			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:

¹ 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.

² The trip generation was based on the methods and average rates published in the *Institute of Transportation Engineers (ITE) Trip Generation Manual, 8th Edition*.

³ 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.

⁴ 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.

⁵ Currently, there is no data for traffic volumes generated by Convention Centers. The Convention Center was modeled as a 75-unit Hotel (310).

⁶ 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.

⁷ 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.

⁸ 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

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 95th 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

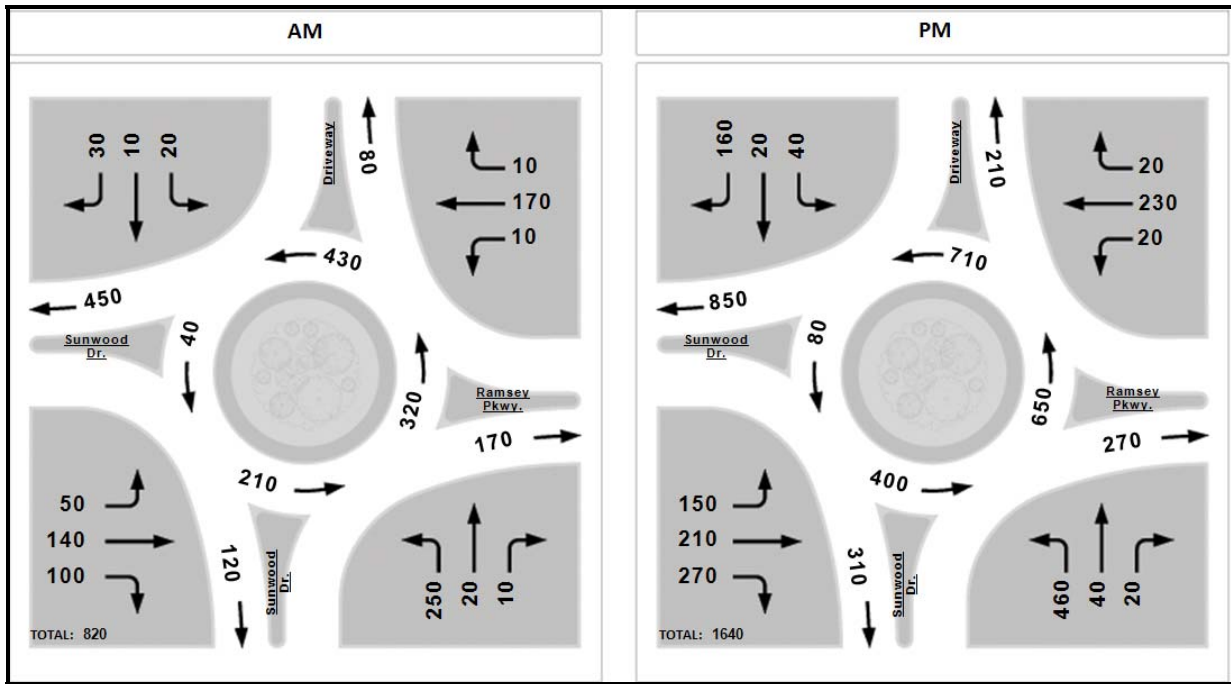


Figure 2: Proposed Initial Roundabout Configuration

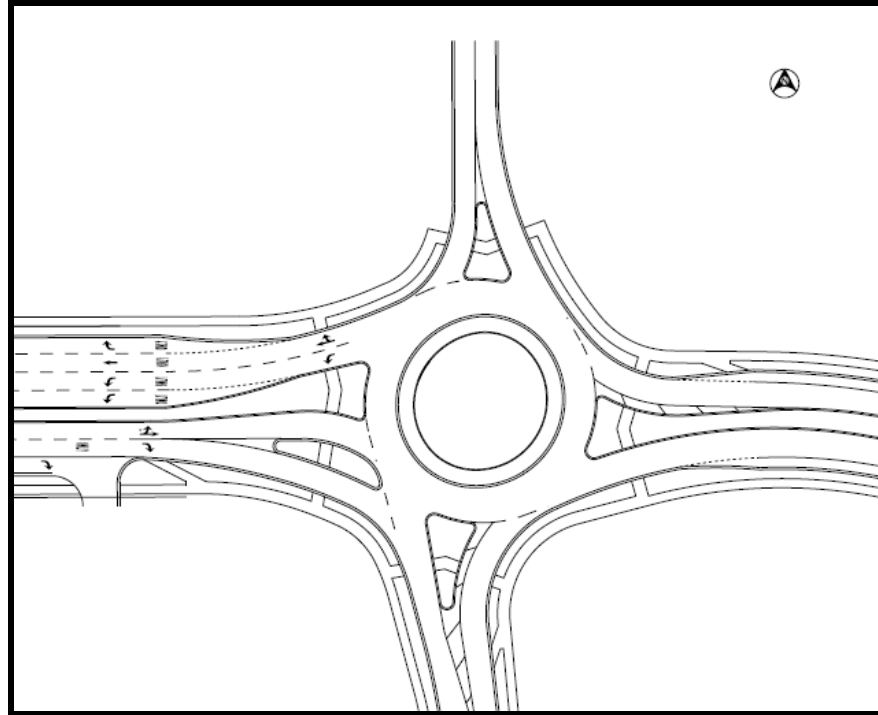
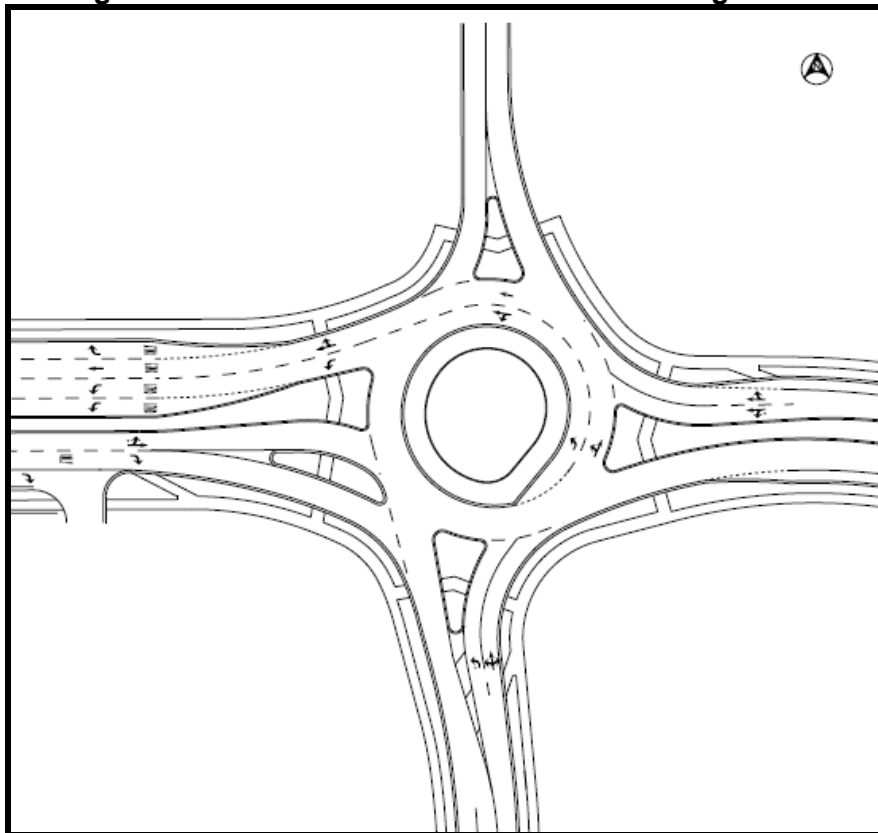


Figure 3: Potential Ultimate Roundabout Configuration



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
Total	200.27	500.00	670.00	0.00

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

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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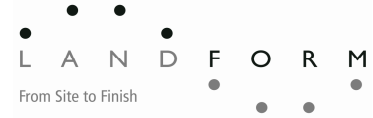
Appendix C: Cost Estimates

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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
					\$865,174.80

10% Contingency:	\$86,517.48
Subtotal:	\$951,692.28

21% Indirect Costs:	\$199,855.38
Street Work Estimated Cost:	\$1,151,547.66

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
					\$98,300.00

10% Contingency:	\$9,830.00
Subtotal:	\$108,130.00

21% Indirect Costs:	\$22,707.30
Watermain Estimated Cost:	\$130,837.30

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
					\$65,057.00

10% Contingency:	\$6,505.70
Subtotal:	\$71,562.70

21% Indirect Costs:	\$15,028.17
Storm Sewer Estimated Cost:	\$86,590.87

Summary	Total Price
Street Work Estimated Cost:	\$1,151,547.66
Watermain Estimated Cost:	\$130,837.30
Storm Sewer Estimated Cost:	\$86,590.87
Total Estimated Cost:	\$1,368,975.83

SUNWOOD REALIGNMENT FUNDING OPTIONS

REVENUE SOURCES	
Water Utility	\$ 237,902.94
Stormwater Management	\$ 255,075.50
Anoka County Regional Rail	\$ 1,700,000.00
TIF 2 *	\$ 500,000.00
Land Sale Proceeds **	\$ 1,400,000.00
Total	\$ 4,092,978.44
Funding Gap	\$ 1,025,713.21

* available in 2013

** assumed total net proceeds

OTHER OPTIONS FOR CONSIDERATION TO FUND GAP	
TIF #	\$ 300,000.00
TIF Bonding ##	\$ 1,100,000.00
Met Council TOD Grant	\$ 2,000,000.00
LRIP Grant	\$ 500,000.00
Total	\$ 1,400,000.00

generated by improvements on newly created developable area (new retail node)

generated by improvements within entire COR

TIF options are either/or, not cumulative

Grant options have pending application to Met Council and MnDOT

REVENUE SOURCES	
Water Utility	\$ 237,902.94
Stormwater Management	\$ 255,075.50
Anoka County Regional Rail	\$ 1,700,000.00
TIF 2 *	\$ 500,000.00
Land Sale Proceeds **	\$ 409,780.00
Total	\$ 3,102,758.44
Funding Gap	\$ 2,015,933.22

* available in 2013

** value available under current distribution policy (COR revolving fund)

OTHER OPTIONS FOR CONSIDERATION TO FUND GAP	
TIF #	\$ 300,000.00
TIF Bonding ##	\$ 1,100,000.00
Met Council TOD Grant	\$ 2,000,000.00
LRIP Grant	\$ 500,000.00
Total	\$ 1,400,000.00

generated by improvements on newly created developable area (new retail node)

generated by improvements within entire COR

TIF options are either/or, not cumulative

Grant options have pending application to Met Council and MnDOT

REVENUE SOURCES		
Water Utility	\$	237,902.94
Stormwater Management	\$	255,075.50
Anoka County Regional Rail	\$	1,700,000.00
TIF 2 *	\$	500,000.00
Land Sale Proceeds **	\$	665,700.00
Total	\$	3,358,678.44
Funding Gap	\$	1,760,013.22

* available in 2013

** value available under current distribution policy (COR revolving fund + MSA)

OTHER OPTIONS FOR CONSIDERATION TO FUND GAP		
TIF #	\$	300,000.00
TIF Bonding ##	\$	1,100,000.00
Met Council TOD Grant	\$	2,000,000.00
LRIP Grant	\$	500,000.00
Total	\$	1,400,000.00

generated by improvements on newly created developable area (new retail node)

generated by improvements within entire COR

TIF options are either/or, not cumulative

Grant options have pending application to Met Council and MnDOT



From Site to Finish

105 South Fifth Avenue
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Minneapolis, MN 55401

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WORK ORDER

DATE	1/18/2012	CONTRACT NO.	RAM11008
CLIENT INFORMATION		BILLING INFORMATION (IF DIFFERENT FROM CLIENT)	
COMPANY NAME	City of Ramsey	COMPANY NAME	
CLIENT CONTACT	Tim Himmer	CONTACT	
ADDRESS	7550 Sunwood Dr.	ADDRESS	
CITY, STATE, ZIP	Ramsey MN 55303	CITY, STATE, ZIP	
PHONE/FAX	763.433.9817	PHONE/FAX	
PROJECT INFORMATION			
PROJECT NAME	Sunwood Dr. Realignment Design	PRINCIPAL	Darren Lazan
PROJECT DESCRIPTION	Professional services for the design of the Sunwood Realignment including the roadway, roundabout, storm sewer, water main, lighting and irrigation. Prepare bid forms and special provisions for inclusion in overall contract documents to be prepared by others.	STUDIO/DEPT	RCD
PROPERTY LOCATION	The COR	EST. START DATE	Immediately
CITY, STATE, ZIP	Ramsey MN 55303	EST. COMPLETE DATE	May 2012
PIN:		PROJECT MANAGER	Bob Schunicht
		PHASE MANAGER	Bob Schunicht

SCOPE OF SERVICES LANDFORM AGREES TO PERFORM PROFESSIONAL SERVICES FOR THE CLIENT AS FOLLOWS:

PHASE	DESCRIPTION	TASK	BILLING MESSAGE
	Topographic Survey	1. Topographic Survey -Supplement existing survey data to complete survey for project area	\$4,200
	Roadway Design	2. Roadway Design -Prepare plans for the Sunwood Realignment including roadway, storm sewer, water main, lighting and irrigation. Plans will be coordinated with and incorporated into an overall bid set with the Armstrong Boulevard plans being prepared by others.	\$40,100
	Roundabout Design	3. Roundabout Design -Prepare plans for the Sunwood Dr/Ramsey Pkwy Roundabout including the roundabout, signing, striping and lighting.	\$18,500
	Bid Documents	4. Bid Documents -Prepare bid forms and special provisions for inclusion in overall bid documents being prepared by others	\$12,400
	Assistance During Bidding	5. Assistance During Bidding -Respond to questions during the bidding process, prepare addendums to the plans or bidding documents, review the bids, and provide recommendations	\$4,600

Reimbursable Expenses, including but not limited to Mileage, Plotting, Printing, Scanning, and Subconsultants are not included in the fees below and will be billed as a reimbursable expense at 1.15 times cost.

FEES (RATE SCHEDULE IS AVAILABLE UPON REQUEST FOR HOURLY CONTRACTS)

<input type="checkbox"/>	FIXED FEE	FIXED FEE AMOUNT:	Plus Typical Reimbursable
<input type="checkbox"/>	HOURLY WITH AN ESTIMATE	ESTIMATE FEE:	RATES
<input checked="" type="checkbox"/>	HOURLY TO A MAXIMUM	MAXIMUM FEE: \$79,800	RATES 2012 Landform Schedule

IN WITNESS WHEREOF, the parties have accepted, made and executed this agreement upon the terms, conditions and provisions stated above and on the attached General Conditions including, but not limited to, provisions relating to limitations on liability of Consultant.

Accepted By:

Landform

City of Ramsey

Darren Lazan

President

Date: 1/18/2012

Landform Federal Tax ID: 27-1199905

Date:

General Conditions

1. All required services outside SCOPE OF WORK outline will be provided upon the CLIENT'S request and will be billed at the rates quoted on the CURRENT FEE SCHEDULE. A copy of the CURRENT FEE SCHEDULE has been made available to CLIENT or is attached hereto. Rates and multiples for Additional Services and other services as set forth in the fee schedule shall be adjusted annually in accordance with normal salary review practices of Consultant.
2. Fees outlined in this contract will be adhered to subject to site conditions and criteria set forth by the CLIENT and requirements of all applicable governmental agencies, utility companies, etc., in effect on the date of the CONSULTANT'S signing of this contract. No work by the CONSULTANT will commence until fully dimensioned and client-approved plans have been received from CLIENT. Subsequent changes to the plans, which require additional work by the CONSULTANT, will result in extra charges at the rates quoted on the CURRENT FEE SCHEDULE.
3. Field staking will be performed one time only for the fees quoted. Any restaking due to the loss of stakes beyond the CONSULTANT'S control will be billed at the rate on the CURRENT FEE SCHEDULE. In addition, fees outlined for field survey and construction staking are subject to the CONSULTANT being able to perform each item without delays beyond its control. The CLIENT shall request construction-staking items a minimum of two (2) working days in advance of when desired.
4. In the event that a question or claim may arise as to an error or omission in the CONSULTANT'S work or plans, the CONSULTANT will assume no liability for errors or omissions unless notified within 48 hours of the client's discovery of such. If notified within 48 hours, the CONSULTANT will have the right to remedy any such errors or omissions within a reasonable and agreed upon time thereafter, at no additional cost to the CLIENT. The CONSULTANT will assume no liability for construction staking unless all stakes are maintained intact and verified as to their origin.
5. The CLIENT shall give separate authorization to the CONSULTANT to commence each item of work as outlined in the SCOPE OF WORK.
6. CLIENT will be billed monthly, based upon percentage of work completed and/or hourly charges and reimbursable costs. Invoices are due and payable upon presentation. Objections to invoices not made in writing within thirty (30) days of the billing date are waived. A FINANCE CHARGE of one and one half percent (1.5) per month (18% ANNUAL PERCENTAGE RATE) will be added to portions of accounts over 30 days past due. FINANCE CHARGES may be compounded. CLIENT'S failure to make timely payments is justification for suspension of all services and withholding of all deliverables until payment is received or other written agreements made. CONSULTANT shall be entitled to recover all costs, expenses and fees incurred by CONSULTANT (including litigation and arbitration fees and costs, reasonable attorneys' fees, and CONSULTANT'S internal labor at the rates quoted on the CURRENT FEE SCHEDULE) due to CLIENT'S failure to make timely payments.
7. This Agreement may be terminated by either party upon seven (7) days' written notice. In the event of any termination, the CONSULTANT will be paid for all services rendered to the date of termination plus unpaid reimbursable expenses. Such termination shall not affect the parties' accrued rights and liabilities as of the date of termination. Without limiting the generality of the foregoing, paragraphs 4, 6, 9, 10, 11, 12, 14, 15, and 16 of these General Conditions shall survive any cancellation, expiration, or termination of this Agreement.
8. The CONSULTANT will not be responsible for the cost of permits, title company charges, governmental review fees, soil reports, printing, photographic charges, etc. as applicable, except those printing charges necessary for the CONSULTANT to do its work. The CONSULTANT will be reimbursed for such charges paid by it for the CLIENT at the rates quoted on the CURRENT FEE SCHEDULE.
9. The CONSULTANT will not be responsible or liable for the following: (a) Any use of plans, surveys, specifications, etc. not signed and sealed by the CONSULTANT and approved by the appropriate governmental agencies; (b) Inaccuracy of data, plans, legal descriptions or any other information supplied by the CLIENT or others; (c) Site soil, hydrologic, or geologic conditions; (d) Changes to the plans and specifications made by the CLIENT or others; (e) Job site conditions; or (f) The performance of work on this project by any construction contractor or third party.
10. All original work will be property of the CONSULTANT. The CLIENT at its request will be furnished with reproducible copies as a reimbursable expense. All documents furnished by the CONSULTANT are instruments of its service. They are not suitable for reuse or extensions of this project or any other project. CONSULTANT is the author of these documents and retains all common law, statutory and/or reserved rights, including copyright. Any reuse without specific written approval by the CONSULTANT in each case will be at the sole risk of the user and without liability or legal exposure to the CONSULTANT.
11. Neither the CLIENT nor the CONSULTANT shall assign, sublet or transfer any rights under or interest in the contract without the written consent of the other. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than the CLIENT or CONSULTANT.
12. The CONSULTANT makes no representation concerning any cost estimate figures made in connection with maps, plans, specifications or drawings other than that all cost figures are estimates only and the CONSULTANT shall not be responsible for fluctuations in costs or quality figures.
13. The CLIENT agrees to cooperate in every way requested by the CONSULTANT to expedite the completion of the work set forth in the contract. The CLIENT agrees to provide the CONSULTANT access to the property involved and to make available any records, documents, deeds, legal descriptions or other items requested by the CONSULTANT for the reasonable pursuit of the completion of the work.
14. The CONSULTANT makes no warranty, either expressed or implied, as to its services. Services will be performed in accordance with generally accepted engineering and/or surveying practices.
15. Any claim, dispute or other matter in question arising out of or relating to this Agreement or breach thereof ("Claim") in which the aggregate amount in controversy exclusive of interest, attorneys' fees and costs, is less than or equal to \$100,000 shall be decided by binding arbitration in Minneapolis in accordance with the Construction Industry Rules of the American Arbitration Association. Judgment on any award by the arbitrator(s) shall be enforceable in any court having jurisdiction. Any Claim in which the aggregate amount in controversy, exclusive of interest, attorneys' fees and costs, is greater than \$100,000 shall be resolved by litigation in the State or Federal Court located within Hennepin County, Minnesota. Consultant and Client expressly consent to the exclusive personal jurisdiction and venue of the Minnesota courts for all purposes relating to this Proposal. The parties waive trial by jury. This Agreement shall be governed by Minnesota law, without regard to conflicts of law principles.
16. CONSULTANT'S TOTAL LIABILITY TO CLIENT FOR ANY LOSS, CLAIM OR DAMAGE ARISING OUT OF THE NEGLIGENCE OR OTHER LEGAL FAULT OF CONSULTANT IN PERFORMING ITS SERVICES SHALL BE LIMITED TO THE GREATER OF (I) THE AMOUNT STATED IN THIS PROPOSAL AS COMPENSATION FOR CONSULTANT'S BASIC SERVICES, OR (II) THE LIMITS OF ANY INSURANCE ACTUALLY AVAILABLE TO THE CONSULTANT. AT ANY TIME PRIOR TO COMMENCEMENT OF SERVICES. CLIENT MAY, BY PAYING A 20% PREMIUM IN ADDITION TO CONSULTANT'S FEE, ELIMINATE THIS LIMITATION ON LIABILITY. In no event shall CONSULTANT be liable for loss of profits, loss of use, loss of revenue, or any or special, indirect or consequential damages of any kind.
17. **NOTICE OF LIEN RIGHTS (MINNESOTA): (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. (B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**
18. There are no understandings or agreements except as herein expressly stated.

Armstrong Boulevard and Sunwood/Ramsey Parkway Intersection Improvements Cost Estimate

Work Tasks	Principal	Sr. Engineer	Engineer	Technician	Clerical	Total	Task Cost
Traffic Study and Feasibility Phase							
1.0 Update Traffic Forecasts and Traffic Operations Analysis							\$ 8,364.00
Updated 2030 Traffic Forecasts for Project area (5 intersections;am, pm)	4		10			14	\$ 1,496.00
Updated 2030 Traffic Operations Analysis for Project Area (5 intersections, am,pm)	4		24			28	\$ 2,840.00
Signal Warrant Analysis	2		4			6	\$ 652.00
Report	4		16			20	\$ 2,072.00
Revisions	4		8			12	\$ 1,304.00
2.0 Feasibility Study							\$ 26,926.00
Concept Layout (Plan, Profile, Cross-section and construction limits)	2	40	24	80		146	\$ 14,292.00
Stormwater analysis and concept design	2	40		12	2	56	\$ 6,276.00
Utility relocation analysis		8		4		12	\$ 1,312.00
Cost Estimates	2	6	24			32	\$ 3,298.00
Meetings	4		4			8	\$ 920.00
Plan Revisions		4		4		8	\$ 828.00
Total Hours	28	98	114	100	2	342	
Billing Rates	\$ 134.00	\$ 121.00	\$ 96.00	\$ 86.00	\$ 68.00		
Traffic Study and Feasibility Phase Cost	\$ 3,752.00	\$ 11,858.00	\$ 10,944.00	\$ 8,600.00	\$ 136.00		\$ 35,290.00
Final Design and Construction Phase							
3.0 Prepare SJR	2	16	24	8	4	54	\$ 5,468.00
4.0 Prepare ROW Plans and Legal Descriptions (5 parcels)	2	8	24	48	4	86	\$ 7,940.00
5.0 Assist in ROW Acquisition (5 Parcels)						0	\$ -
6.0 Complete Final Design and Construction Plans	64	200	320	240	4	828	\$ 84,408.00
7.0 Plan Reviews and Revisions	8	40	80	80	4	212	\$ 20,744.00
8.0 Project Manual/Specifications	2	8	32		4	46	\$ 4,580.00
9.0 Permit Applications	2	48	64		4	118	\$ 12,492.00
10.0 Bidding Administration	2	8	32		4	46	\$ 4,580.00
Total Hours	82	328	576	376	28	1390	
Billing Rates	\$ 134.00	\$ 121.00	\$ 96.00	\$ 86.00	\$ 68.00		
Final Design and Construction Phase Cost	\$ 10,988.00	\$ 39,688.00	\$ 55,296.00	\$ 32,336.00	\$ 1,904.00		\$ 140,212.00
Total Project Cost						1732	\$ 175,502.00

Meeting Date: 01/24/2012

By: Tim Himmer, Engineering/Public Works

Information

Title:

Discuss Property Acquisition Associated with the Riverdale Drive Extension Project, From Alpaca Street to Traprock Street - ***PORTIONS OF THIS DISCUSSION MAY BE CLOSED TO THE PUBLIC***

Background:

The TH 10 and Armstrong Boulevard interchange project continues to advance through the environmental review process. During one of the open houses, early on in the public process, the City received a couple of comments from property owners along the south side of Highway 10 (east of Armstrong Boulevard) requesting a secondary access. Their concern was that the future interchange would obstruct visibility of eastbound travelers, thereby making it extremely difficult to access their sites. In response to those comments, and consistent with MnDOT policies and previous corridor studies, access management to those properties via a frontage road system became part of the project design (see attached conceptual design). The first phase of the proposed frontage road system along the south side of TH 10 includes an extension of Riverdale Drive, from approximately Alpaca Street to Traprock Street.

In an effort to keep the costs of the interchange project to a minimum, the City may decide to advance stand alone projects for portions of the work; including the Sunwood Drive realignment and the Riverdale Drive extension. Advance constructing these projects would be done to improve traffic flow through the area in the short term, and be used as a City contribution to the overall interchange project in the future. The City Council approved a resolution of support for the Riverdale Drive extension on August 23, 2011, and staff submitted a grant application to MnDOT under their Municipal Cooperative Agreement program. The City request sought the maximum allowable funding of \$702,000 to assist in paying for a portion of this frontage road work, which is estimated at \$1.5M. The alignment and design for this frontage road is slightly different from what is shown on the interchange concept and includes improvements that would benefit the overall highway system; specifically median revisions at Traprock Street for safer ingress/egress, construction of acceleration/turn lanes on Highway 10 at Traprock Street, and closure of Alpaca Street at Highway 10 (see attached conceptual layout).

The City recently received an award from MnDOT stating that we had been selected for full funding under the 2013 Municipal Agreement program. In order to take advantage of this grant opportunity we must respond by January 24, 2012 if we intend to accept the funds, and the project must be let no later than June 30, 2013. This item was discussed in work session on January 17, 2012, with the Council direction being to notify MnDOT that we intend to accept the grant funding and to bring back the property acquisition component to a subsequent meeting.

Observations:

The estimated project cost of \$1.5M includes a 20% contingency and other associated costs for right-of-way acquisition, engineering, and administration. While constructing the roadway extension is fairly straight forward, direct impacts to a couple of properties along the south side of TH 10 are required.

Staff has met informally with representatives from Hope Fellowship Church to discuss the potential impacts to their vacant parcel. Overall they were supportive of the project, but were extremely interested in getting municipal utilities extended to their property. They felt that an opportunity may exist for a mutually beneficial relationship whereby they would dedicate the needed right-of-way in exchange for the City constructing the roadway and extending utilities to serve their property. Attached is a draft letter that staff has prepared to outline a proposal for such work. Should the City agree to accept the MnDOT funds we are obligated to acquire the necessary right-of-way, and staff is looking for Council direction as to whether this is the route they would like to continue investigating as a means to acquire the needed right-of-way. Currently sanitary sewer and watermain are located

just south of TH10 on Armstrong Boulevard, and the potential extension from this location to the Hope Fellowship property is estimated at \$1 M.

Staff is currently attempting to set up meetings with the owner of the former Diamonds site and Anoka County Parks to discuss this potential project, impacts to their respective properties, and their long term plans and utility needs. Based upon Council direction and the outcome of these property owner meetings, staff can then develop a project that meets the needs of all.

Outlined in this case and attachments are a couple of alternatives for consideration; including:

1. Directly acquire the needed right-of-way, which has been estimated at \$150,000 using Anoka County assessed values.
2. Acquire the necessary right-of-way in exchange for utility extensions. The watermain component is fairly straight forward and includes an extension from the intersection of Armstrong Boulevard and Riverdale Street to Traprock Street, which would then be further extended and looped back into the system with a subsequent project extending the frontage road to Ramsey Boulevard. The sanitary sewer component could be accomplished in a couple of different ways; either a gravity extension to the western boundary of the Hope Fellowship property, or a force main system extended to a location on the Hope Fellowship or County Park property that would give us the greatest flexibility for use in the future.

Recommendation:

Staff is seeking Council direction on how we should go about acquiring the right-of-way necessary to complete the project. Staff believes the gravity sewer extension would be the best course of action at this time because it accomplishes several key items:

1. Utility extension to secure the needed right-of-way for the frontage road extension
2. Completely rebuilds Riverdale Drive from Armstrong to Traprock
3. Ability for the existing properties along Riverdale Drive to immediately connect to the sanitary sewer
4. Flexibility in the use of the sanitary sewer, which can be realized as development occurs in the area to the east

Funding Source:

By accepting the MnDOT cooperative agreement the City will need to commit all remaining funds to complete the project, estimated at \$866,000. Right-of-way acquisition is estimated at \$150,000, which could potentially be eliminated if the City can reach agreements with the impacted property owners for dedication in exchange for improvements.

The segment of Riverdale Drive, from Armstrong Boulevard to Alpaca Street, is currently shown in the street inventory as needing an overlay in 2012. If Council should decide to extend utilities in exchange for right-of-way dedication, we could forego this improvement until 2013 and include assessments and the utility enterprise funds as possible funding options as well. Depending on the outcome of City reconstruction initiative, funding under that program could also be used for a portion of this project.

Riverdale Drive is contained within the City's municipal state aid (MSA) system, so funding from that source is also an option. Staff has also identified another MnDOT program that could fund a portion of this project, the Local Road Improvement Program (LRIP). A resolution of support for this program was approved by the City Council on January 10, 2012, and staff will be submitted an application seeking \$500,000 from this program by the February 3, 2012 deadline. Due to the potential economic development benefits, for both existing businesses in the immediate area and the future growth within the COR, one additional funding source to consider would be to utilize the Economic Development Fund. If Council believes this potential funding source is justified staff could schedule this item for discussion on the next available EDA agenda.

A couple of funding scenarios are attached for review and consideration.

Council Action:

Based upon discussion.

Attachments

Riverdale Drive Extension Layout

Remaining City Costs for Riverdale Extension

Estimated Right-of-Way Costs

Project Funding Alternatives

Form Review

Inbox

Kurt Ulrich

Form Started By: Tim Himmer

Reviewed By

Kurt Ulrich

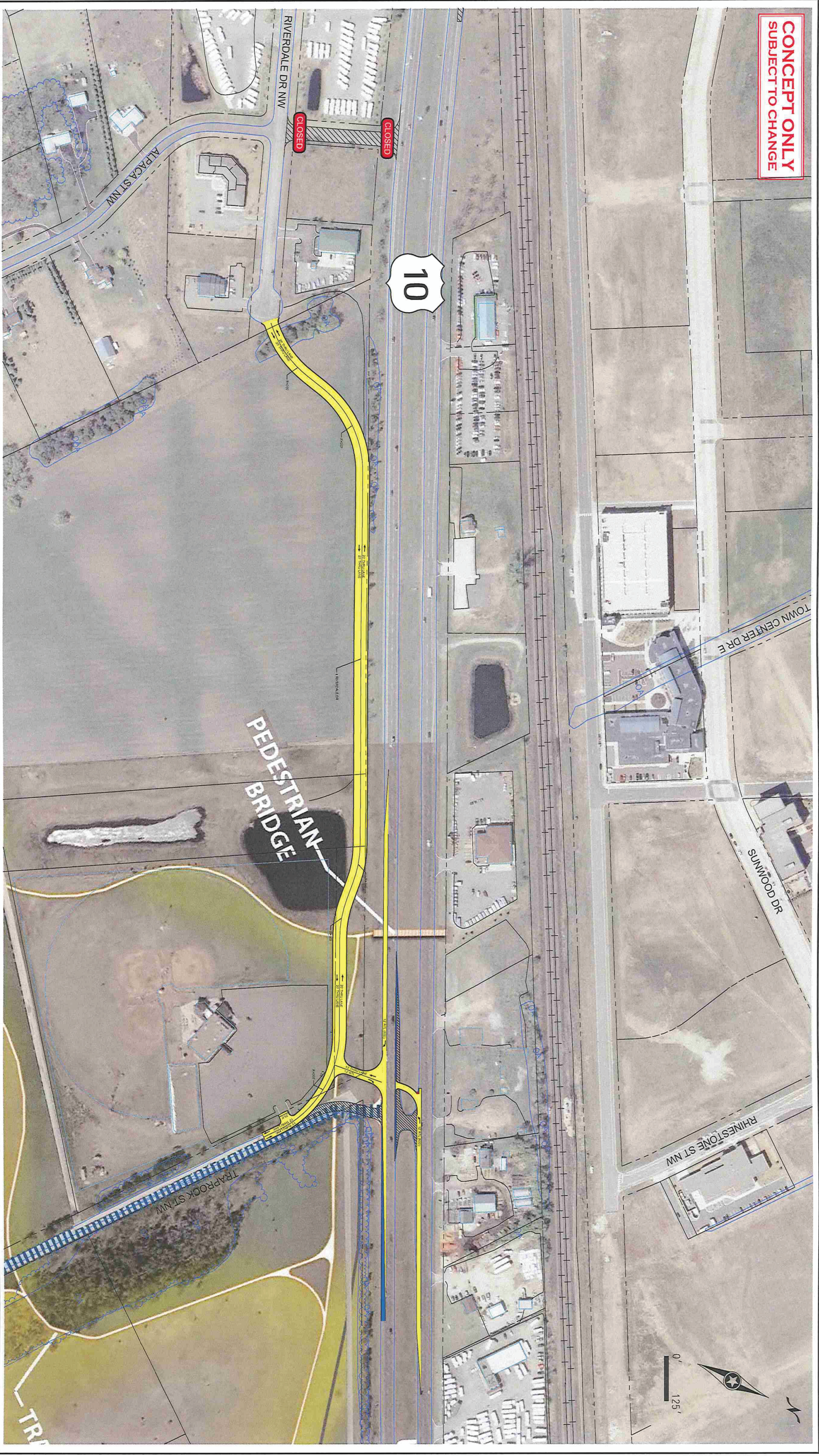
Date

01/19/2012 04:36 PM

Started On: 01/19/2012 10:57 AM

Final Approval Date: 01/19/2012

**CONCEPT ONLY
SUBJECT TO CHANGE**



Riverdale Drive Extension

Anoka County, Minnesota

Project Layout

Project: Riverdale Drive Improvements
Project Location: Ramsey, MN

ITEM NUMBER	Description	Unit	UNIT PRICE	Project Total		MnDOT Cost Share		
				ESTIMATED QUANTITY	ESTIMATED COST	PERCENT	ESTIMATED COST	Comment
2021.501	MOBILIZATION	LUMP SUM	\$30,000.00	1	\$30,000.00	100%	\$30,000.00	
2101.501	CLEARING	ACRE	\$1,500.00	0.4	\$600.00	80%	\$480.00	
2101.502	CLEARING	TREE	\$100.00	15	\$1,500.00	80%	\$1,200.00	32 ft road/40 ft road = .80 per pg 20 of 1D3a 2iv
2101.506	GRUBBING	ACRE	\$1,500.00	0.4	\$600.00	80%	\$480.00	
2101.507	GRUBBING	TREE	\$30.00	15	\$450.00	80%	\$360.00	
2104.509	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$2.50	5261	\$13,152.50	100%	\$13,152.50	
2104.509	REMOVE SIGN TYPE C	EACH	\$50.00	15	\$750.00	100%	\$750.00	
2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	\$3.10	3265	\$10,121.50	100%	\$10,121.50	
2105.501	COMMON EXCAVATION (P)	CU YD	\$7.00	7100	\$49,700.00	80%	\$39,760.00	
2105.507	SUBGRADE EXCAVATION (P)	CU YD	\$7.00	11220	\$78,540.00	80%	\$62,832.00	
2105.522	SELECT GRANULAR BORROW (CV) (P)	CU YD	\$12.00	11220	\$134,640.00	80%	\$107,712.00	
2105.525	TOPSOIL BORROW (LV) (P)	CU YD	\$12.00	2455	\$29,460.00	80%	\$23,568.00	
2211.503	AGGREGATE BASE (CV) CLASS 5	CU YD	\$21.00	3265	\$68,565.00	80%	\$54,852.00	
2360.501	TYPE SP 12.5 WEARING COURSE MIX (3, C)	TON	\$60.00	2613	\$156,780.00	80%	\$125,424.00	
2360.502	TYPE SP 12.5 NON WEAR COURSE MIX (3, B)	TON	\$56.00	2061	\$115,416.00	80%	\$92,332.80	
	STORM SEWER SYSTEM	LUMP SUM	\$120,000.00	1	\$120,000.00	0%	\$0.00	pg. 28
2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$11.00	5400	\$59,400.00	100%	\$59,400.00	
2533.507	PORTABLE PRECAST CONC BARRIER DES 8337	LIN FT	\$15.00	2770	\$41,550.00	100%	\$41,550.00	
2533.508	RELOCATE PORT PRECAST CONC BAR DES 8337	LIN FT	\$4.00	380	\$1,520.00	100%	\$1,520.00	
2554.509	GUIDE POST TYPE B	EACH	\$50.00	5	\$250.00	100%	\$250.00	
2554.615	IMPACT ATTENUATOR	AMBY	\$2,600.00	2	\$5,200.00	100%	\$5,200.00	
2554.615	RELOCATE IMPACT ATTENUATOR	AMBY	\$600.00	1	\$600.00	100%	\$600.00	
2563.601	TRAFFIC CONTROL	LUMP SUM	\$50,000.00	1	\$50,000.00	100%	\$50,000.00	
2563.602	MEDIAN BARRIER DELINEATOR	EACH	\$7.50	92	\$692.50	100%	\$692.50	
2564.531	SIGN PANELS TYPE C	SQ FT	\$33.00	136.0	4488.0	100%	\$4,488.00	
2573.502	SILT FENCE TYPE MACHINE SLICED	LIN FT	\$2.00	7710	\$15,420.00	100%	\$15,420.00	
2575.501	SEEDING	ACRE	\$200.00	2.5	\$500.00	100%	\$500.00	
2575.502	SEED MIXTURE 240	POUND	\$3.00	188	\$562.50	100%	\$562.50	
2575.523	EROSION CONTROL BLANKETS CATEGORY 1	SQ YD	\$1.20	12100	\$14,520.00	100%	\$14,520.00	
2575.532	FERTILIZER TYPE 2	POUND	\$1.00	500	\$500.00	100%	\$500.00	
2575.571	RAPID STABILIZATION METHOD 3	M GALLONS	\$260.00	15.0	\$3,900.00	100%	\$3,900.00	
2582.501	PVT MSSG (LT ARROW) EPOXY	EACH	\$450.00	2	\$900.00	100%	\$900.00	
2582.501	PVT MSSG (RT ARROW) EPOXY	EACH	\$450.00	2	\$900.00	100%	\$900.00	
2582.502	4" SOLID LINE WHITE - EPOXY	LIN FT	\$0.50	8640	\$4,320.00	100%	\$4,320.00	
2582.502	24" STOP LINE WHITE - EPOXY	LIN FT	\$3.00	20	\$60.00	100%	\$60.00	
2582.502	4" DOUBLE SOLID LINE YELLOW - EPOXY	LIN FT	\$1.00	2520	\$2,520.00	100%	\$2,520.00	
ROADWAY SUBTOTAL					\$1,018,078.00		\$770,827.80	
20% CONTINGENCY					\$203,615.60		\$154,165.56	
ROADWAY TOTAL					\$1,221,693.60	76%	\$924,993.36	greater than max
MnDOT Max is 71.1% per frontage road access ratio calc						71.1%	\$868,624.15	
COOPERATIVE AGREEMENT GRANT AMOUNT - CONST					-\$650,000.00		-\$650,000.00	
REMAINING COST SUB TOTAL - CONST					\$571,693.60		\$218,624.15	
RIGHT-OF-WAY					\$150,000.00			
LEGAL, ADMINISTRATION, ENGINEERING					\$98,000.00			
CONSTRUCTION ENGINEERING/INSPECTION					\$98,000.00		\$ 97,735.49	not greater than 8% of const costs
COOPERATIVE AGREEMENT GRANT AMOUNT - CONST ENG					-\$ 52,000.00		-\$ 52,000.00	
REMAINING COST SUB TOTAL - CONST ENG					\$ 46,000.00		\$ 45,735.49	
REMAINING PROJECT COST TOTALS					\$865,693.60			
TOTAL PROJECT COSTS					\$1,567,693.60			

Summary
 \$571,693.60 remaining constuction costs
 \$218,624.15 remaining construction costs that are eligible per MnDOT's cost participation policy
 I don't see anywhere in the RRSa guidance that they will limit the funding to eligible items per MnDOT's cost participation policy but may want

Hope Fellowship

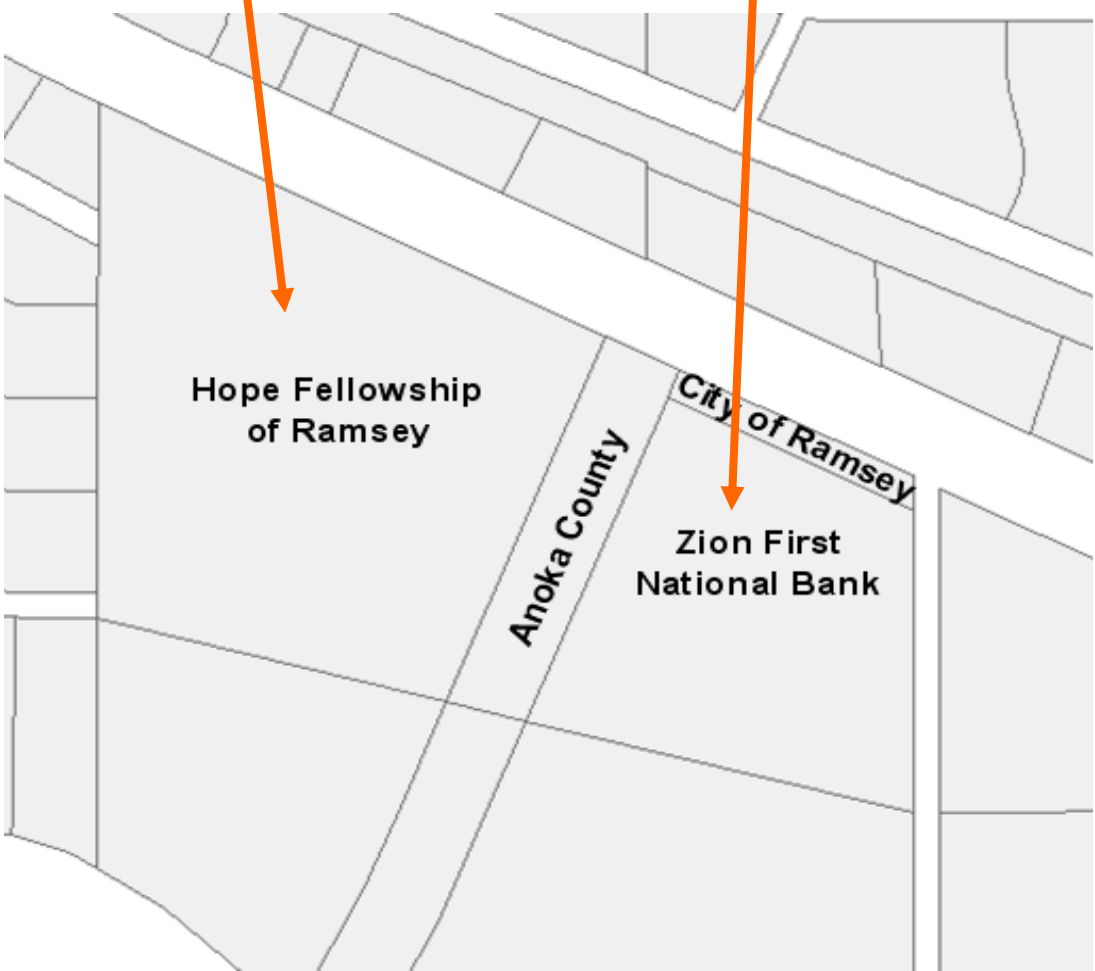
24,450 SF	Triangle
21,550 SF	
12,225 SF	
55,500 SF	

113,725 SF
2.61 AC
\$ 1,386,700 Land (\$)
29.24 Size (AC)
\$ 47,425 \$/AC
\$ 123,815

Zion First National Bank?

4,230 SF
770 SF
200 SF
4,230 SF

9,430 SF
0.22 AC
\$ 775,400 Land (\$)
15.44 Size (AC)
\$ 50,220 \$/AC
\$ 10,872



RIVERDALE DRIVE EXTENSION PROJECT	
Total Project Costs	\$ 1,568,000.00
Cooperative Agreement Grant	\$ 702,000.00
Subtotal	\$ 866,000.00
ROW Deductions	\$ 150,000.00
Subtotal	\$ 716,000.00
Sanitary Utility	
Water Utility	\$ 175,500.00
Storm Utility	\$ 155,000.00
Outstanding Obligations	\$ 385,500.00

Maximum estimated City contribution

GRAVITY UTILITY EXTENSION PROJECT	
Total Project Costs	\$ 1,101,100.00
Sanitary Utility	\$ 110,500.00
Water Utility	\$ 175,500.00
Storm Utility	\$ 169,000.00
Assessments	\$ 22,500.00
Subtotal	\$ 623,600.00
LRIP Grant	\$ 500,000.00
Outstanding Obligations	\$ 123,600.00

TOTAL OUTSTANDING MINIMUM OBLIGATION \$ 509,100.00
TOTAL OUTSTANDING MAXIMUM OBLIGATION \$ 1,009,100.00

Potential funding options for the remaining obligation include MSA and/or street reconstruction initiative
Completing the project in this way would have a completely rebuilt frontage road from Armstrong to Traprock

RIVERDALE DRIVE EXTENSION PROJECT	
Total Project Costs	\$ 1,568,000.00
Cooperative Agreement Grant	\$ 702,000.00
Subtotal	\$ 866,000.00
ROW Deductions	\$ 150,000.00
Subtotal	\$ 716,000.00
Sanitary Utility	
Water Utility	\$ 175,500.00
Storm Utility	\$ 155,000.00
Outstanding Obligations	\$ 385,500.00

Maximum estimated City contribution

FORCE MAIN UTILITY EXTENSION PROJECT	
Total Project Costs	\$ 890,500.00
Sanitary Utility	\$ 429,000.00
Water Utility	\$ 175,500.00
Storm Utility	
Assessments	\$ 22,500.00
Subtotal	\$ 263,500.00
LRIP Grant	\$ 263,500.00
Outstanding Obligations	\$ -

\$ 236,500.00 Potential remaining

TOTAL OUTSTANDING MINIMUM OBLIGATION \$ 149,000.00
TOTAL OUTSTANDING MAXIMUM OBLIGATION \$ 649,000.00

Potential funding options for the remaining obligation include MSA and/or street reconstruction initiative
 Completing the project in this way would still require maintenance of Riverdale from Armstrong to Alpaca