

**City of Ramsey**  
**Agenda**  
**Regular City Council**  
**Tuesday April 10, 2012**  
**7:00 pm**  
**Council Chambers, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Presentation**
- 3. Citizen Input**
- 4. Consent Agenda**
  1. Accept Resident Petition to Consider the Installation of Stop Signs and an In-Street Pedestrian Crossing Sign Near 150th Lane NW and Ute Street NW
  2. Approve Licenses
  3. Approve One-Year Extension for Legal Contract with Randall and Goodrich, P.L.C .
  4. Approval of Contractor for Abatement Mowing Services
  5. Adopt Resolution # 12-04-XXX Approving Cash Disbursements Made and Authorizing Payment of Account Payable Invoicing Received During the Period of March 23, 2012 through April 5, 2012
  6. Resolution Proclaiming April 27, 2012 as "Arbor Day" and the Month of May as "Arbor Month"
  7. Adopt Resolution #12-04-XXX Appointing City Administrator to Executive Change Control Board - Northstar Ramsey Rail Station
  8. Consider a Resolution to Revise the City's Vacation Donation Policy
  9. Report from Public Works meeting dated March 20, 2012.
  10. Report from the Personnel Committee - Meeting Date: April 3, 2012
- 5. Approve Agenda**
- 6. Public Hearing**
- 7. Council Business**
  1. Consider a Resolution to Authorize a Recruitment for a Management Analyst
  2. Introduce Ordinance Amending the City Code Relating to Noise Nuisance/Sound Levels
- 8. Mayor/Council/Staff Input**

**9. Adjournment**

**CC Regular Session**

**4. 1.**

**Meeting Date:** 04/10/2012

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

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**Information**

**Title:**

Accept Resident Petition to Consider the Installation of Stop Signs and an In-Street Pedestrian Crossing Sign Near 150th Lane NW and Ute Street NW

**Background:**

On April 3, 2012 staff received a petition from residents in the neighborhood near the intersection of 150th Lane NW and Ute Street NW. They are requesting the installation of stop signs at this intersection, and consideration for the installation of an in-street pedestrian crossing at the location of the existing City trail crossing on 150th Lane (see attached maps).

City Charter requires the Council to receive all petitions submitted at the next available meeting. Traffic related requests such as this are typically forwarded the Public Works Committee for review and comment prior to coming before the City Council for final direction. The action item for this case is to accept the attached petition and forward to the Public Works Committee for consideration.

**Notification:**

The organizer of the petition will be notified that this item is being placed on the City Council consent agenda to accept the petition. He has already been instructed on the process that is required to investigate the matter, and the approximate timing to complete the analysis.

**Observations:**

The petition has twelve signatures from residents near the intersection, including three of the four properties that make up the corner lots. Staff has reviewed the signatures and compared them to Anoka County property records, and there appears to be one signature that does not match the property owner as identified in the Anoka County system. There is often a lag in updating the County system once a property transfers, so this may be the case for this particular property, but at this time staff is considering the petition complete with eleven confirmed property owner signatures.

**Recommendation:**

Staff recommends accepting the attached petition and forwarding to the Public Works Committee for consideration.

**Funding Source:**

The investigation and analysis of this petition request will be accomplished utilizing staff time.

**Council Action:**

Motion to accept the attached petition, for the installation of stop signs and an in-street pedestrian crossing sign, and forward to the Public Works Committee for consideration.

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**Attachments**

[Location Map](#)

[Petition Map](#)

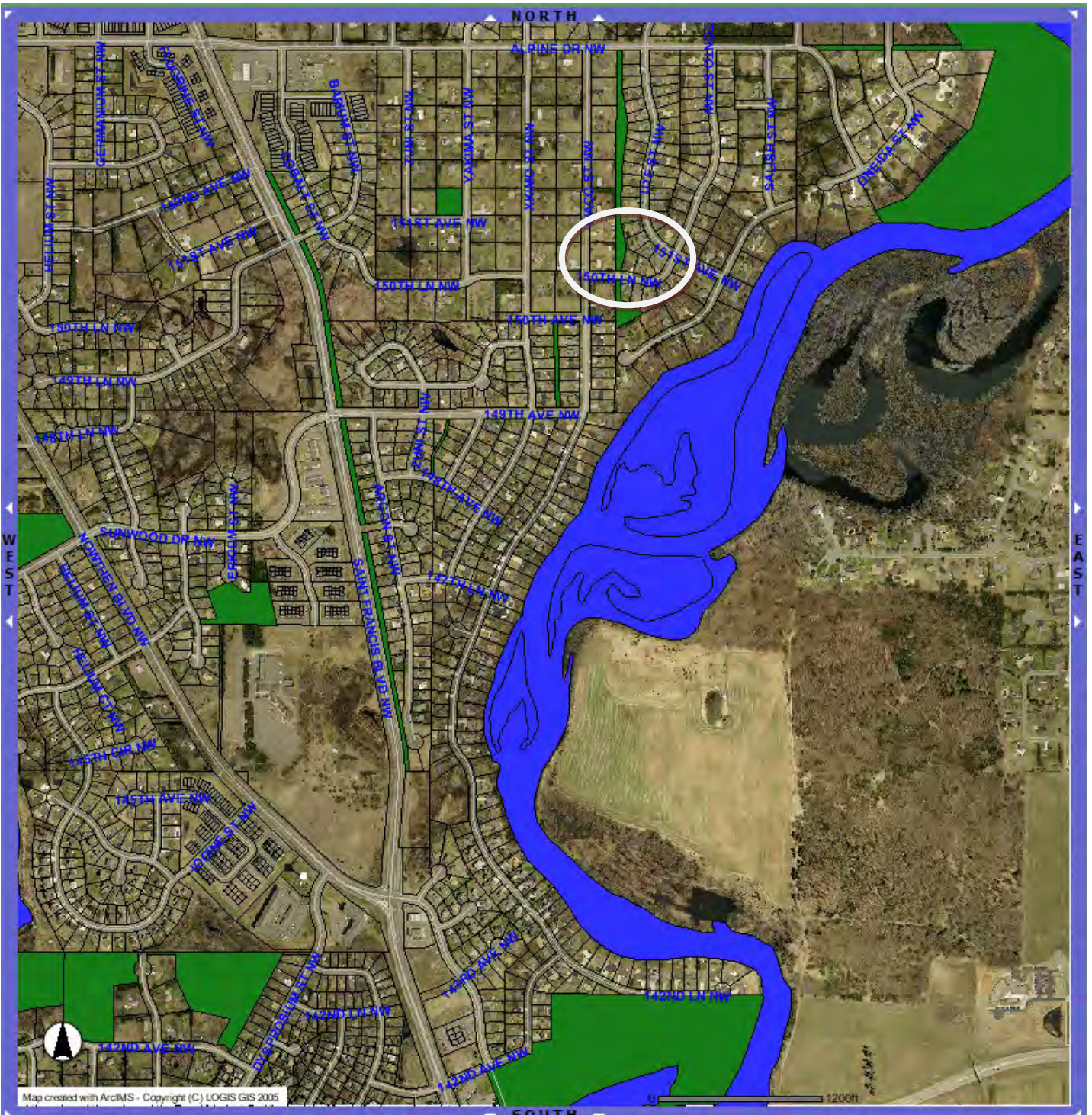
[Petition](#)

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
## Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	04/05/2012 01:31 PM
Kurt Ulrich	Kurt Ulrich	04/05/2012 02:18 PM

Form Started By: Tim Himmer  
Started On: 04/04/2012 12:28 PM  
Final Approval Date: 04/05/2012





-  Confirmed signature (11)
-  Unconfirmed signature (1)
-  Existing City trail crossing

**Petition for Traffic and Speed study as well as a Informal Crosswalk for:**

**150<sup>th</sup> lane Ramsey Mn,55303**

**PRINT NAME**

**ADDRESS**

**SIGNATURE**

- ✓ 1. BEN BERGAN / 15108 UTE ST / Ben Bergan
- ✓ 2. Deborah Meyer / 4970 150 LN / Deborah Meyer
- ✓ 3. Jesse Anderson / 4980 150 LN / Jesse Anderson
- ④ Edward Otterness / 4990 150th Ln / Ed Otterness
- ✓ 5. Kelly Provance / 4981 150<sup>th</sup> LN / Kelly Provance
- ✓ 6. April Miller Larson / 4960 150<sup>th</sup> Ln NW / April Miller Larson
- ✓ 7. Kris Urman / 4940 150<sup>th</sup> Ln NW / Kris Urman

**GOAL:**

- 
- **Stop sign on intersection of 150<sup>th</sup> lane & Ute st**
- **Informal crosswalk on 150<sup>th</sup> lane**
- **Reduction of speed to 15 MPH on 150<sup>th</sup> lane**

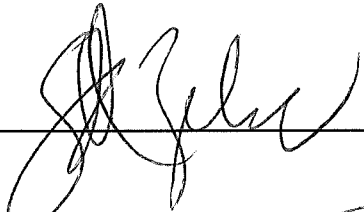
**Petition for Traffic and Speed study as well as a Informal Crosswalk for:**

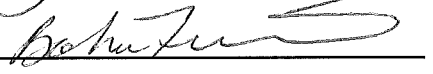
**150<sup>th</sup> lane Ramsey Mn,55303**

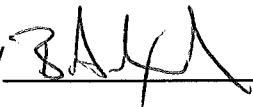
**PRINT NAME**

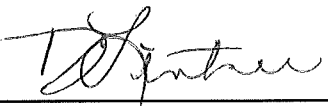
**ADDRESS**

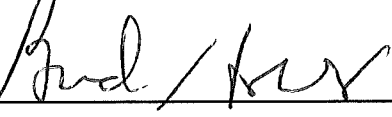
**SIGNATURE**

✓ 1. Scott Zehner / 15110 JRESTMW / 

✓ 2. Baha Faran / 1516 Tonto St / 

✓ 3. Bill Alexandre / 15111 Tonto / 

✓ 4. Diane Lentner / 15119 Tonto / 

✓ 5. BRAD HOLMBO / 15110 Tonto St / 

6. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

7. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

8. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

9. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

10. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**CC Regular Session**

4. 2.

**Meeting Date:** 04/10/2012

**By:** Jo Thieling, Administrative Services

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**Information**

**Title:**

Approve Licenses

**Background:**

Attached is a request for license approval.

**Council Action:**

Motion to approve the license applications submitted.

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**Attachments**

License for approval

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Jo Thieling

**Reviewed By**

Kurt Ulrich

**Date**

04/05/2012 10:03 AM

Started On: 04/04/2012 11:55 AM

Final Approval Date: 04/05/2012

**License Applications**  
**04/10/12**

*Temporary On-Sale Liquor License	Church of St. Katharine Drexel	7101 – 143 <sup>rd</sup> Avenue NW – Suite G	Ramsey, MN 55303
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\*Church of St. Katharine Drexel is requesting approval of a Temporary On-Sale Liquor License for two dates – Saturday, April 21 and Saturday May 19. Of note, with the adoption of the 2012 Rates and Fees Schedule, the \$50 Temporary On-Sale Liquor License fee was removed from the schedule. The reason being due to the fact that the only allowable temporary on-sale liquor licenses are for non-profit/charitable/ and or religious organizations and Council's practice was to waive the fee.

**CC Regular Session**

**4.3.**

**Meeting Date:** 04/10/2012

**By:** Jo Thieling, Administrative Services

**Information**

**Title:**

Approve One-Year Extension for Legal Contract with Randall and Goodrich, P.L.C .

**Background:**

City professional services contracts are reviewed every three years per City policy established in 2007. In 2009, the City solicited proposals for attorney services for civil legal services and criminal prosecution legal services. The Council selected the law firm of Randall and Goodrich, P.L.C. to serve as city attorney to provide the legal services and authorized a contract between the City and the attorney. The agreement was valid through June 30, 2011, inclusive.

In 2011, the City Council voted to extend the current contract with Randall and Goodrich for one year, making the contract valid through June 30, 2012, inclusive.

A staff report was brought to the April 3, 2012 City Council Work Session requesting Council direction on whether to go out for RFP's for legal services or to extend the contract another year with Randall and Goodrich. Mr. Goodrich committed to the current fee schedule in the present contract for an additional one year term. He also offered to provide the Council with a comparison of their civil and prosecution fees relative to similar municipalities if they desired that information.

Council discussed the contract and consensus was to continue the legal contract with Randall and Goodrich P.L.C. for another year.

**Council Action:**

Motion to extend the legal services contract with Randall and Goodrich P.L.C. for one year making the contract valid through June 30, 2013, inclusive.

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
04/05/2012 04:26 PM  
Started On: 04/05/2012 02:41 PM

Form Started By: Jo Thieling

Final Approval Date: 04/05/2012

**CC Regular Session**

4. 4.

**Meeting Date:** 04/10/2012

**Submitted For:** Jim Way

**By:** Jim Way, Police

**Information**

**Title:**

Approval of Contractor for Abatement Mowing Services

**Background:**

The City of Ramsey currently contracts out for abatement mowing services. In 2011 the City had a contract with Complete Grounds Maintenance, Inc to provide mowing services. The contract for services expired last fall and the City needs to enter into a new agreement for abatement mowing for 2012. The City released a Request for Proposal (RFP) for abatement mowing services on February 20, 2012. The RFP was sent to approximately 37 contractors in and around the metro area. The proposal due date was March 19, 2012. The City received six responses for a two year contract.

Attached for your information is a list of the 37 contractors the RFP was sent out too. Also attached is a summary of the bids received.

**Notification:**

The RFP was published in the Anoka County paper one a week for two weeks beginning February 24, 2012. The RFP was placed on the City web site from February 20, 2012 until March 19, 2012. The RFP was mailed to to approximately 37 contractors from a list of contractors that the City maintains.

**Observations:**

The City received six qualified bids for the abatement mowing service. Bids ranged from a low of \$25 an hour to high of \$75 an hour.

**Recommendation:**

Staff reviewed the six proposal that were received. Staff is recommending that Complete Grounds Maintenance, Inc. be awarded the two year abatement mowing contract. They were the low bid of \$25 an hour and also had the contract in 2011. In 2011 Complete Grounds Maintenance provided excellent service to the City. They also indicated that they would provide before and after pictures of each abatement with the invoice.

**Funding Source:**

None required

**Council Action:**

Motion to approve Complete Grounds Maintenance, Inc. as contractor for abatement mowing services based on staff recommendation.

**Attachments**

Contractors

Proposal Summary

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
04/05/2012 09:53 AM  
Started On: 03/27/2012 02:16 PM

Form Started By: Jim Way

Final Approval Date: 04/05/2012

CONTRACTORS LIST FOR MOWING SERVICES  
(updated March 2012)

NAME	COMPANY	ADDRESS	CITY STATE ZIP	TELEPHONE	EMAIL
	Best Lawn Care LLC	14400 Wolfram Street	Anoka MN 55303		<a href="mailto:mail@bestlawncare.com">mail@bestlawncare.com</a>
Brandon Rossmeisl	Best Outdoor Services	1899 Rice Street	Roseville MN 55113	763-913-0685	<a href="mailto:info@bestoutdoorservices.com">info@bestoutdoorservices.com</a>
Greg Schroeder	Best Yard Services Inc.	13324 Ranch Road	Elk River MN 55330	612-812-8576	<a href="mailto:gschroeder@bestyardservices.com">gschroeder@bestyardservices.com</a>
	Chambers Lawn Care	25188 117th St NW	Zimmerman MN 55398		
Cory Comstock	Comstock and Sons Inc.	1177 Birch Lake Blvd N	White Bear Lake MN	651-426-4436	<a href="mailto:info@comstockandsonsmn.com">info@comstockandsonsmn.com</a>
	Core Lawn Services	12304 Swallow St NW	Coon Rapids MN 55448		
Robert Teigen	Cut Rite Lawn Care	7833 159th Lane NW	Ramsey MN 55303	763-323-1676	<a href="mailto:Alma_Rob@msn.com">Alma_Rob@msn.com</a>
	Greener Alternative Lawn Care	6451 McKinley St NW,	Ramsey MN 55303		
	Greens Forever Lawn Care	1751 131st Avenue NW	Coon Rapids MN 55448		
	Image Lawncare Service	2161 Viking Blvd NW	Cedar MN 55011		<a href="mailto:faanesjon@yahoo.com">faanesjon@yahoo.com</a>
	Inventive Lawn Care	17170 113th Avenue N	Maple Grove MN 55369		
	Isaacsons Lawn Care	10515 County Road 11	Rogers MN 55398		<a href="mailto:jsodbuster@gmail.com">jsodbuster@gmail.com</a>
Jeremy Lee	Jeremy's Lawn Service	14767 - 268th Avenue	Zimmerman MN 553	612-685-0392	<a href="mailto:jeremyslawn@mywdo.com">jeremyslawn@mywdo.com</a>
	Johnson's Lawn Care & Snow	5011 179th Lane NW	Ramsey MN 55303		
William Krammer Jr	Krammer's Lawn Care & Snow Remov	2141 E Jessamine Ave	Saint Paul MN 55119	651-675-7651	<a href="mailto:wkrammerjr@wkinvesting.org">wkrammerjr@wkinvesting.org</a>
Justin Dahl	Lawn Monster	14200 Tungsten St NW	Ramsey MN 55303		<a href="mailto:lawnmonstermn@yahoo.com">lawnmonstermn@yahoo.com</a>
Jeff Kissel	Lynn Building Maintenance	1899 Rice Street	Roseville MN 55113		<a href="mailto:jeffk@lbn-janitorial.com">jeffk@lbn-janitorial.com</a>
Dainen Herman	Natural Green Landscape Maintenan	8605 Jefferson Highway	Osseo MN 55369	612-366-3984	<a href="mailto:dainen@naturallygreen.us">dainen@naturallygreen.us</a>
Paul Moriarty	Performance Lawn Care Inc.	28335 124th Street	Zimmerman MN 553	763-757-1555	<a href="mailto:performancelawncare@gmail.com">performancelawncare@gmail.com</a>
	Plymouth Lawn Care	12714 Walter Drive	Rogers MN 55374		<a href="mailto:plymouthlawn@comcast.net">plymouthlawn@comcast.net</a>
Mike Teichert	Prescription Landscape	3231 Nevada Avenue N	Crystal MN 55427	612-276-3084	<a href="mailto:miketeichert@rxlandscape.com">miketeichert@rxlandscape.com</a>
	Primo Lawn	6014 Swallow St NW	Coon Rapids MN 55448		
Ken Hockert	Professional Maintenance Services	5712 Aspen Road	Princeton MN 55371	612-245-8430	763-389-1971
	RBS Lawn Care	PO Box 1146	Maple Grove MN 55369		<a href="mailto:jmjohn9@msn.com">jmjohn9@msn.com</a>
	Red Pine Lawn Care	316 Rice Street	Anoka MN 55303		
	SpeedCutters Outdoor Maint. Inc	18523 Olson St. NW	Elk River, MN 55330	612 310 6213	<a href="mailto:tom@speedcutters.com">tom@speedcutters.com</a>
	Spring-Green Lawn Care	16941 Sodium Street N	Ramsey MN 55303		
	Timberline Lawn Care	9488 Tyler St NW	Minneapolis MN 55434		
	Tom's Lawncare	5261 167th Avenue NW			
Keith Keoraj	Turf Enterprises Inc.	PO Box 516	Champlin MN 55316	612-290-6842	<a href="mailto:keith@turfenterpriseinc.com">keith@turfenterpriseinc.com</a>
Craig Seaberg	Village Green Landscapes			612-366-5183	<a href="mailto:cseaberg@villagegreenlandscapes.com">cseaberg@villagegreenlandscapes.com</a>
Jim Green	Well Groomed Lawn Inc.	25436 Xeon Street NW	Isanti MN 55040	612-750-0609	<a href="mailto:wellgroomedlawns@aol.com">wellgroomedlawns@aol.com</a>
Todd Weller	Wellers Lawn and Snow Plowing	5020 143rd Lane NW	Ramsey MN 55303	612-232-1701	<a href="mailto:tw1965@comcast.net">tw1965@comcast.net</a>

CONTRACTORS LIST FOR MOWING SERVICES  
(updated March 2012)

[kellywalker@comcast.net](mailto:kellywalker@comcast.net)  
[sw.statewideservices@ymail.com](mailto:sw.statewideservices@ymail.com)

Scott Woskie				952-486-9360
Juan	Outside Services	1350 Budd Avenue	Maple Plain MN 55357	612-991-6732
Ron Youngdahl	Complete Grounds Maintenance Inc.	7310 Old Viking Rd	Anoka MN 55303	612-747-3230
	Andy's Lawn Services	10667 Stutz St NE	Circle Pines MN 55013	612-710-9010
	Keepin it Clean Lawn and Snow	PO Box 731	Anoka MN 55303	763-486-6652

CONTRACTORS LIST FOR MOWING SERVICES  
(updated March 2012)



Vendor

Andy's Lawn Services  
10667 Stutz St NE  
Circle Pines MN 55014  
612-710-9010

Services

Labor:	Houly Rate	Daily Rate	Other
Man Hour	\$20.00	\$160.00	

Equipment

60" John Deere 920	\$45.00	\$360.00	
48" Stand on John Deere 647	\$45.00	\$360.00	
Echo Trimmer	0	0	
Backpack blower	0	0	

Transportation Cost

2010 Chevy 2500	.48 per mile	
2002 Chevy 2500	.48 per mile	
2011 4 x 7 trailer	included with	truck

Other

Herbicide	\$7.20 per Thousand	
Fertilizer	\$7.20 per Thousand	
Spot Spray Herbicide	\$15.00	

Vendor

Complete Grounds Maintenance, INC  
7310 Old Viking Rd. Anoka MN 55303  
Ron Youngdahl  
612-747-3230

<u>Services</u>	<u>Hourly Rate</u>	<u>Daily Rate</u>	<u>Other</u>
Labor :	\$25.00	\$150.00	

\*Price per hour includes necessary  
equipment to complete job on time

Equipment

21" Mowers up to	Included	included
60" Commerical Mowers		
All mowers equiped with baggers		

Other

Treatment of noxious weeds	\$25.00
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3 employees licensed applicators on  
staff to treat noxious weeds.

Transportation Costs

We do not charge for travel  
from abatement to abatement

Vendor

Cut Rite Lawn Car L.L.C.  
7833 159 LN NW  
Ramsey MN 55303  
Rob Tiegan 612-414-1056

Services

Labor :

	<u>Hourly Rate</u>	<u>Daily Rate</u>	<u>Other</u>
Crew of 1	\$75	n/a	n/a
Crew of 2	\$125	n/a	n/a
Crew of 3	\$150	n/a	n/a

Equipment

60" Exmark Zero Turn 27 HP  
60" Exmark Zero Turn 27 HP  
60" Exmark Zero Turn 27 HP  
60" Toro Zero Turn 27 HP  
21" Push Mower  
Stihl Trimmer (6)  
Stihl Back Pack Blowers (3)

Other

Most Yards 1/2 acre and less  
can be cut in less than 1 hour.  
\*Yards with Fences must have  
a opening over 60" to  
complete unless area is less  
than 1000 Sq Feet

Transportation Costs

Included

Vendor

Keepin it Clean Lawn and Snow  
PO BOX 731  
ANOKA MN 55303  
763-486-6652

<u>Services</u>	<u>Hourly Rate</u>	<u>Daily Rate</u>	<u>Other</u>
Labor :			
Crew of 1	\$65.00	n/a	n/a
Crew of 2	\$130.00	n/a	n/a
(Average 2 employees at site)			

Equipment

52" Toro Zmaster  
52" Toro Grandstand  
48" Toro Walk Behind  
48" Toro Walk Behind  
21" Toro Push Mower  
Echo SRM 210's Weed Whips  
Echo SRM 210's Weed Whips  
Echo SRM 210's Weed Whips  
Echo B6 310 Backpack Blower  
Echo B6 310 Backpack Blower  
Echo Pruner  
Shovels  
Echo Chainsaw

Other

Hired Subcontractor :	\$45.00	n/a	n/a
Greener Alternatives Fertilization and weed control company out of Ramsey MN. Price depends on lot size.			

Transportation costs

Included

Vendor

Krammer's Lawn Care & Snow Removal  
2118 E Jessamine Ave  
St. Paul MN 55119  
William Krammer Jr.  
651-675-7651

Services

Labor :

	<u>Hourly Rate</u>	<u>Daily Rate</u>	<u>Other</u>
2 Labor's and 1 Owner	n/a	n/a	\$40.00 per location

Equipment

Zereturn Curb Cadet	Included	Included	Included
Walk Behind Curb Cadet	Included	Included	Included

Transportation Cost

1 Truck			\$40.00 per location
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Other

Treatment of Noxious Weeds			\$65.00 per location
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Vendor

Performance Lawn Care, Inc.

28335 124 St

Zimmerman MN 55398

Paul Moriary

(763) 439-9178

Services

Labor:

(Includes Machine and Labor)

Hourly Rate

\$60.00

Daily Rate

n/a

Other

Equipment

n/a

Transportation Costs

Trip Fee

\$30.00

Other

Treatment of Nox weeds per gallon

\$4.00

Disposal Fee for Brush per yard

\$10.00

**CC Regular Session**

**4. 5.**

**Meeting Date:** 04/10/2012

**By:** Jackie Lipski, Finance

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**Information**

**Title:**

Adopt Resolution # 12-04-XXX Approving Cash Disbursements Made and Authorizing Payment of Account Payable Invoicing Received During the Period of March 23, 2012 through April 5, 2012

**Council Action:**

Motion to Adopt Resolution # 12-04-XXX Approving Cash Disbursements Made and Authorizing Payment of Account Payable Invoicing Received During the Period of March 23, 2012 through April 5, 2012.

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**Attachments**

Bills List 4-10-2012

Resolution 4-10-12

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	04/05/2012 06:47 AM
Kurt Ulrich	Kurt Ulrich	04/05/2012 10:04 AM
Form Started By: Jackie Lipski		Started On: 04/04/2012 03:37 PM

Final Approval Date: 04/05/2012

<b>RAMSEY CITY COUNCIL MEETING</b>
<b>4/10/2012</b>
<b>BILLS LIST</b>

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 3/23/2012-4/5/12	107,357.28
Accounts Payable 3/23/12-4/5/12	362,136.47
Payroll 3/29/12	128,879.12
Debt Service	143,840.00

**TOTAL SUBMITTED FOR APPROVAL THIS MEETING**

**\$ 742,212.87**

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2012 Y.T.D.</u>
NET PAYROLL TOTAL	\$ 122,586.08	\$ 660,727.89
- CORRECTION TO PAYROLL		
PREPAIDS	148,440.30	1,670,630.17
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		302,173.75
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	257,219.82	1,362,270.16
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)	104,500.00	1,196,346.00
- CHECKS VOIDED	0.00	0.00

**TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED**

**\$ 632,746.20      \$ 5,192,147.97**

CITY OF RAMSEY  
Council Check Register

3/22/2012 - 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
88036	3/22/2012		111364 ASSURANT EMPLOYEE BENEFITS						
		1,209.12	APRIL 2012 BILLING		62072	5413144 APR12	9101.2170		DENTAL/DISABILITY/LIFE
		<u>1,209.12</u>							
88037	3/22/2012		101028 CHAMPLIN TOWING, INC						
		228.18	REF 12-016477 & 12-016128		62073	030912	0211.6389		TOWING SERVICES
		<u>228.18</u>							
88038	3/22/2012		110734 CITY OF RAMSEY						
		21.45	494013046		62074	032212	9601.4651		WATER REVENUE
		100.00	720529		62074	032212	9601.4651		WATER REVENUE
		<u>121.45</u>							
88039	3/22/2012		106583 DELTA DENTAL PLAN OF MINNESOTA						
		2,329.50	APRIL 2012 DENTAL BILLING		62075	4816385	9101.2170		DENTAL/DISABILITY/LIFE
		<u>2,329.50</u>							
88040	3/22/2012		100259 LEAGUE OF MN CITIES INS TRUST						
		1,448.00	RENEWAL ANNUAL PAY PLAN		62076	39403	9295.6361		GENERAL LIABILITY/PROPERT
		<u>1,448.00</u>							
88041	3/22/2012		107244 NORTHLAND TRUST SERVICES INC						
		18,840.00	STATE-AID ROAD BONDS 2009A		62077	013112	9344.6611		BOND INTEREST
		125,000.00	STATE-AID ROAD BONDS 2009A		62077	013112	9344.6602		BOND PRINCIPAL
		<u>143,840.00</u>							
88042	3/27/2012		112670 ANDERSON EXTERIORS						
		2,475.00	RE: 6701 HWY 10-SNOW GUARDS		62078	032212A	9410.6315	00041021	MISCELLANEOUS PROFESSIO
		545.00	RE:6745 HWY 10 GUTTERS		62079	032212B	9410.6315	00041001	MISCELLANEOUS PROFESSIO
		<u>3,020.00</u>							
88043	3/27/2012		100283 MENARDS COON RAPIDS						
		161.26	MISC SUPPLIES		62080	911	0220.6249		MISCELLANEOUS OPERATING
		<u>161.26</u>							
88044	3/27/2012		100291 MET COUNCIL SAC						
		47.30	FEB 2012 SAC CHARGES		62081	032712	9602.4356		SEWER AVAILABILITY CHARGI
		4,730.00	FEB 2012 SAC CHARGES		62081	032712	9602.2083		SAC CHARGES
		<u>4,682.70</u>							
88126	3/29/2012		113076 BRAMA, PATRICK						
		63.42	REIMB- RAIL EVENT		62092	032912	0130.6249		MISCELLANEOUS OPERATING
		<u>63.42</u>							
88127	3/29/2012		100284 MENARDS ELK RIVER						
		44.75	MISC SUPPLIES		62094	45094-A	0452.6281		SMALL TOOLS & MINOR EQUIP
		<u>44.75</u>							
88128	3/29/2012		101103 NEXTEL COMMUNICATIONS						
		29.78	FEB 15-MAR 14, 2012 BILLING		62093	570683319-124	0240.6323		CELLULAR PHONES
		54.99	FEB 15-MAR 14, 2012 BILLING		62093	570683319-124	0191.6323		CELLULAR PHONES
		68.33	FEB 15-MAR 14, 2012 BILLING		62093	570683319-124	9230.6323		CELLULAR PHONES
		88.94	FEB 15-MAR 14, 2012 BILLING		62093	570683319-124	0194.6323		CELLULAR PHONES
		100.08	FEB 15-MAR 14, 2012 BILLING		62093	570683319-124	0111.6249		MISCELLANEOUS OPERATING
		152.72	FEB 15-MAR 14, 2012 BILLING		62093	570683319-124	0130.6323		CELLULAR PHONES
		198.41	FEB 15-MAR 14, 2012 BILLING		62093	570683319-124	9601.6323		CELLULAR PHONES
		202.78	FEB 15-MAR 14, 2012 BILLING		62093	570683319-124	0220.6323		CELLULAR PHONES

3/22/2012 - 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		207.66	FEB 15-MAR 14, 2012 BILLING		62093	570683319-124	0311.6323		CELLULAR PHONES
		212.36	FEB 15-MAR 14, 2012 BILLING		62093	570683319-124	0452.6323		CELLULAR PHONES
		266.74	FEB 15-MAR 14, 2012 BILLING		62093	570683319-124	0301.6323		CELLULAR PHONES
		621.90	FEB 15-MAR 14, 2012 BILLING		62093	570683319-124	0211.6323		CELLULAR PHONES
		2,204.69							
88129	3/29/2012		100678 PETTY CASH						
		1.90	SCREWS/BOLTS		62095	032912	0311.6257		OTHER VEHICLE PARTS
		5.67	LOCK & KEY		62095	032912	0194.6381		BUILDING & STRUCTURE REP,
		9.11	WING NUTS		62095	032912	0211.6229		SHOP MATERIALS
		10.48	FIRE FIGHTER PICTURE		62095	032912	0220.6249		MISCELLANEOUS OPERATING
		13.23	NO SUB HOME SHOW-LUNCH MTG		62095	032912	9604.6249		MISCELLANEOUS OPERATING
		18.36	MAYOR MTG & CC MTG		62095	032912	0111.6249		MISCELLANEOUS OPERATING
		58.75							
88130	3/29/2012		107564 SPRING LAKE PARK FIRE DEPARTME						
		510.00	SIMULATOR USE JULY 2011		62096	SIM-0031	0220.6335		TRAINING
		510.00							
88131	3/29/2012		108662 UPS						
		66.78	RE: F AND C PROJECT		62097	00003529RW112	9202.6315		MISCELLANEOUS PROFESSIO
		66.78							
88132	3/29/2012		100610 VERIZON WIRELESS						
		26.02	FEB 10-MAR 9, 2012 BILLING		62098	2712808376	0301.6323		CELLULAR PHONES
		26.02	FEB 10-MAR 9, 2012 BILLING		62098	2712808376	0111.6249		MISCELLANEOUS OPERATING
		52.04	FEB 10-MAR 9, 2012 BILLING		62098	2712808376	0130.6323		CELLULAR PHONES
		104.08							
88133	4/3/2012		113027 BLUE CROSS BLUE SHIELD- EAP						
		123.00	EAP MARCH 2012		62148	2443071	0130.6315		MISCELLANEOUS PROFESSIO
		123.00							
88134	4/3/2012		100297 CENTERPOINT ENERGY						
		487.04	6745 HIGHWAY 10 FEB BILLING		62149	9315643-8FEB 2012	9410.6373	00041001	GAS
		219.95	GAS		62150	8000014064-2 MAR 12	9601.6373		GAS
		219.95	GAS		62150	8000014064-2 MAR 12	9602.6373		GAS
		219.95	GAS		62150	8000014064-2 MAR 12	9605.6373		GAS
		339.52	GAS		62150	8000014064-2 MAR 12	0452.6373		GAS
		659.86	GAS		62150	8000014064-2 MAR 12	0311.6373		GAS
		1,566.17	GAS		62150	8000014064-2 MAR 12	0220.6373		GAS
		3,712.44							
88135	4/3/2012		107099 FASTENAL						
		55.95	MISC GLOVES		62151	MNTC877593	9601.6231		UNIFORMS & TURN-OUT GEAF
		55.95							
88136	4/3/2012		100316 MN STATE FIRE CHIEFS' ASSN						
		40.00	BAL DUE - DUES 2012		62152	033012	0220.6451		MEMBERSHIP DUES
		40.00							

CITY OF RAMSEY

Council Check Register

3/22/2012 - 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
88137	4/3/2012		100351 NCPERS MINNESOTA						
		352.00	APRIL 2012 BILLING		62153	7048412	9101.2170		DENTAL/DISABILITY/LIFE
		<u>352.00</u>							
88138	4/3/2012		100391 POSTMASTER						
		190.00	PERMIT PI-131		62155	4159287	0130.6322		POSTAGE
		<u>190.00</u>							
88139	4/3/2012		100413 RANDALL AND GOODRICH, P L .C						
		2,959.00	MARCH 2012 PROSECUTION		62154	040212	0161.6304		LEGAL FEES
		<u>2,959.00</u>							
88140	4/3/2012		111137 WRIGHT HENNEPIN COOPERATIVE EL						
		53.34	FEB 2012 BILLING		62156	150-1681-6340	0211.6489		OTHER CONTRACTED SERVIC
						FEB2012			
		29.87	FEB 12 BILL-7550 SUNWOOD PD		62157	150-1682-6501	0211.6489		OTHER CONTRACTED SERVIC
						FEB 2012			
		26.67	FEB 12 BILL-7650 SUNWOOD RAMP		62158	150-1681-4280	9240.6315		MISCELLANEOUS PROFESSIO
						FEB 2012			
		<u>109.88</u>							
90206338	3/29/2012		100398 PUBLIC EMPLOYEES RETIREMENT AS						
		13,763.74			62085	0328121026323	9101.2174		PERA-EMPLOYEE
		18,315.14			62086	0328121026324	9101.2183		PERA-EMPLOYER
		<u>32,078.88</u>							
91641191	3/29/2012		107784 VILLAGE BANK						
		19,907.85			62088	0328121026326	9101.2171		FEDERAL WITHHOLDING
		7,146.51			62089	0328121026327	9101.2173		FICA & MEDICARE-EMPLOYEE
		9,342.78			62090	0328121026328	9101.2182		FICA & MEDICARE-EMPLOYER
		<u>36,397.14</u>							
96841344	3/29/2012		100601 MN DEPT OF REV WH						
		8,290.98			62087	0328121026325	9101.2172		STATE WITHHOLDING
		<u>8,290.98</u>							
99032912	3/29/2012		100223 ICMA RETIREMENT TRUST 457						
		2,769.18			62082	0328121026321	9101.2175		DEFERRED COMPENSATION
		<u>2,769.18</u>							
99032951	3/29/2012		111465 STATE STREET BANK						
		2,779.00			62091	0328121026329	9101.2175		DEFERRED COMPENSATION
		<u>2,779.00</u>							
99032954	3/29/2012		111465 STATE STREET BANK						
		382.73			62083	03281210263210	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>382.73</u>							
99120132	3/29/2012		100301 MN CHILD SUPPORT PAYMENT CNTR						
		864.42			62084	0328121026322	9101.2185		GARNISHMENTS/SUPPORT
		<u>864.42</u>							
		<u>251,197.28</u>	Grand Total						

Payment Instrument Totals

Check Total 167,634.95  
 Transfer Total 83,562.33

CITY OF RAMSEY

Council Check Register

3/22/2012 - 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>
							Total Payments		251,197.28

R04570

CITY OF RAMSEY  
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK  
Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2012

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount	
100012	ACE SOLID WASTE INC	FIRE DEPT- TRASH CART	PV	62159	001	09101	4/1/2012	0009289713	26.72	
	ACE SOLID WASTE INC			Summary Total						26.72
	6601 MCKINLEY STREET NW	CITY RECYCLE CONTRACT APR 2012	PV	62160	001	09604	4/1/2012	0009289096	23,617.70	
	RAMSEY MN 55303			Summary Total						23,617.70
		CITY TRASH/RECYCLE APR 2012	PV	62176	001	09101	4/1/2012	0009289643	30.74	
		CITY TRASH/RECYCLE APR 2012	PV	62176	002	09101	4/1/2012	0009289643	141.00	
		CITY TRASH/RECYCLE APR 2012	PV	62176	003	09101	4/1/2012	0009289643	86.85	
		CITY TRASH/RECYCLE APR 2012	PV	62176	004	09101	4/1/2012	0009289643	27.17	
		CITY TRASH/RECYCLE APR 2012	PV	62176	005	09101	4/1/2012	0009289643	27.17	
		CITY TRASH/RECYCLE APR 2012	PV	62176	006	09101	4/1/2012	0009289643	27.16	
		CITY TRASH/RECYCLE APR 2012	PV	62176	007	09101	4/1/2012	0009289643	81.50	
				Summary Total						421.59
				Payment Amount						24,066.01

R04570

CITY OF RAMSEY  
Create Payment Control Groups

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Payment Instrument Check Payment  
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Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Item	Co	Due Date	Invoice Number	Payment Amount
100017	AIRGAS NORTH CENTRAL	FD OXYGEN	PV	62161	001	09101	3/21/2012	105484056	56.82
	AIRGAS NORTH CENTRAL PO BOX 802588 CHICAGO IL 60680-2588	GASES PW	PV	62201	001	09101	3/29/2012	105510502	75.20
				Summary Total					56.82
				Summary Total					75.20
				Payment Amount					132.02
113077	ALL EVENT PARTY RENTAL AND SUPPLIES	RE: BUSINESS EXPO-TABLES	PV	62162	001	09290	3/20/2012	3574	285.89
	ALL EVENT PARTY RENTAL AND SUPPLIES 17818 HIGHWAY 65 NE SUITE 400 HAM LAKE MN 55304			Summary Total					285.89
				Payment Amount					285.89
100021	AMERICAN PUBLIC WORKS ASSN	MEMBERSHIP B. OLSON 2012-2013	PV	62099	001	09601	3/22/2012	032212	186.25
	AMERICAN PUBLIC WORKS ASSN PO BOX 802296 KANSAS CITY MO 64108-2296			Summary Total					186.25
				Payment Amount					186.25
100063	ASPEN MILLS	NAME TAG- K. SKALSKY	PV	62100	001	09101	3/20/2012	119342	14.64
	ASPEN MILLS			Summary Total					14.64

R04570

CITY OF RAMSEY  
Create Payment Control Groups

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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
	8201 C CENTRAL AVE NE SPRING LAKE PARK MN 55432	NAME TAG- J. LEIGH	PV	62101	001	09101	3/20/2012	119341	14.64
								Summary Total	14.64
		NAME TAG- S. RENTZ	PV	62102	001	09101	3/20/2012	119339	14.64
								Summary Total	14.64
		NAME TAG- W. THOMAS	PV	62103	001	09101	3/20/2012	119340	14.64
								Summary Total	14.64
		NAME TAG- M. NADEAU	PV	62104	001	09101	3/20/2012	119338	14.64
								Summary Total	14.64
		MISC FOR PD RESERVES	PV	62105	001	09101	3/20/2012	119337	113.40
								Summary Total	113.40
		STOLP- UNIFORM PANTS	PV	62106	001	09101	3/20/2012	119334	159.90
								Summary Total	159.90
		BLUML- MISC UNIFORM	PV	62107	001	09101	3/20/2012	119335	104.35
								Summary Total	104.35
		FRANKFURTH- UNIFORM PANTS	PV	62108	001	09101	3/20/2012	119336	177.90
								Summary Total	177.90
		BROMEN- PATCHES	PV	62109	001	09101	3/26/2012	119540	8.55
								Summary Total	8.55
								Summary Total	8.55

R04570

CITY OF RAMSEY  
Create Payment Control Groups

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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
		SWEDEEN- BOOTS FD	PV	62110	001	09101	3/20/2012	119333	109.95
				Summary Total					109.95
		MISC FIRE NAME TAGS	PV	62111	001	09101	3/9/2012	118932	59.21
				Summary Total					59.21
				Payment Amount					806.46
100647	BOLTON AND MENK, INC	RAM /COMP SAN. SEWER	PV	62202	001	09602	2/29/2012	0145728	2,210.00
				Summary Total					2,210.00
	BOLTON AND MENK, INC 1960 PREMIER DRIVE MANKATO MN 56001-5900	RAM/COMP WATER STUDY	PV	62203	001	09601	2/29/2012	0145730	2,250.00
				Summary Total					2,250.00
				Payment Amount					4,460.00
100100	BURY AND CARLSON	LIMESTONE	PV	62177	001	09101	3/26/2012	20125260	849.24
				Summary Total					849.24
	BURY AND CARLSON 201 WEST 121ST STREET BURNSVILLE MN 55337			Payment Amount					849.24
104474	CARQUEST AUTO PARTS	GASKETS	PV	62112	001	09605	3/21/2012	6975-127553	5.59
				Summary Total					5.59
	CARQUEST AUTO PARTS P O BOX	SOAPSTONE	PV	62113	001	09101	3/21/2012	6975-127531	1.81

R04570

CITY OF RAMSEY  
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Pay Through Date 12/31/2012

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
503589	ST LOUIS MO 63150-3589	REFILL				
					Summary Total	1.81
		WIPERS/CAR WASH/BRAKE FLUID	PV 62163 001 09101	3/27/2012	6975-127819	23.92
		WIPERS/CAR WASH/BRAKE FLUID	PV 62163 002 09101	3/27/2012	6975-127819	15.51
					Summary Total	39.43
		MISC PLOW PARTS 353	PV 62178 001 09101	3/23/2012	6975-127642	16.44
					Summary Total	16.44
		ADHESIVE	PV 62179 001 09101	3/27/2012	6975-127760	18.19
					Summary Total	18.19
		MISC PLOW PARTS	PV 62180 001 09101	3/26/2012	6975-127709	16.44
					Summary Total	16.44
					Payment Amount	97.90
107662	CEAM CO LEAGUE OF MN CITIES	MEMBERSHIP 4 RENEWALS	PV 62114 001 09601	3/29/2012	032912	180.00
					Summary Total	180.00
					Payment Amount	180.00

R04570

CITY OF RAMSEY  
Create Payment Control Groups

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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2012

Payee		Stub	Document			Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Number	Amount
111496	CENTRAL IRRIGATION SUPPLY INC	RE ALPINE PARK FIELDS	PV	62181	001	09101	3/30/2012 6020094-00	448.18
	CENTRAL IRRIGATION SUPPLY INC			Summary Total				448.18
	8 WILLIAMS STREET	GRASS SEED-OFF LEASH AREA	PV	62182	001	09101	3/26/2012 6021508-00	608.00
	ELMSFORD NY 10523			Summary Total				608.00
				Payment Amount				1,056.18
106670	CENTRAL POWER DISTRIBUTORS INC	REBUILD KIT	PV	62115	001	09101	3/22/2012 913505	7.97
	CENTRAL POWER DISTRIBUTORS INC			Summary Total				7.97
	3801 THURSTON AVENUE			Payment Amount				7.97
100116	CONNEXUS ENERGY	STREET LIGHTS	PV	62164	001	09603	3/21/2012 759126-303101	9,995.94
	CONNEXUS ENERGY			Summary Total				9,995.94
	PO BOX 1808	TRAFFIC SIGNALS MAR 12	PV	62183	001	09101	3/21/2012 759126-303100 MAR 12	378.95
	MINNEAPOLIS MN 55480-1808			Summary Total				378.95
		MISC PUBLIC WORKS MAR 12	PV	62184	001	09101	3/21/2012 759126-303106 MAR12	1,011.46



R04570

CITY OF RAMSEY  
Create Payment Control Groups

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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2012

Payee		Stub	Document			Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Number	Amount
	MISC CITY		PV	62204	006	09230	759126-303107	4,808.35
	ACCTS. MAR						MAR12	
	2012							
	MISC CITY		PV	62204	007	09230	759126-303107	3,470.12
	ACCTS. MAR						MAR12	
	2012							
	MISC CITY		PV	62204	008	09230	759126-303107	79.34
	ACCTS. MAR						MAR12	
	2012							
	MISC CITY		PV	62204	009	09230	759126-303107	119.02
	ACCTS. MAR						MAR12	
	2012							
							Summary Total	10,773.70
							Payment Amount	28,361.70
100120	CONTINENTAL RESEARCH CORP	MISC SUPPLIES	PV	62186	001	09101	3/26/2012 367071-CRC-1	289.92
	CONTINENTAL RESEARCH CORP						Summary Total	289.92
	PO BOX 15204							
	ST LOUIS MO 63110						Payment Amount	289.92
100125	COUNTRYSIDE PRINTING INC	PD FORMS	PV	62116	001	09101	3/12/2012 30912	104.74
	COUNTRYSIDE PRINTING						Summary Total	104.74
	6250 BUNKER	WINDOW	PV	62200	001	09101	3/28/2012 30937	149.63
	LAKE BLVD NW	ENVELOPES						
	SUITE 113						Summary Total	149.63
	RAMSEY MN 55303							



R04570

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

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
113074	DING AWAY	REMOVED DENTS	PV	62119	001	09101	3/7/2012	2384	100.00
	DING AWAY	REMOVED DENTS	PV	62119	002	09101	3/7/2012	2384	125.00
	11702	REMOVED DENTS	PV	62119	003	09101	3/7/2012	2384	125.00
	BRUNSWICK AVE. N CHAMPLIN MN 55316	REMOVED DENTS	PV	62119	004	09101	3/7/2012	2384	100.00
Summary Total									450.00
Payment Amount									450.00
100158	ECM PUBLISHERS INC	ORD- THE COR DISTS.	PV	62120	001	09101	3/16/2012	01795942	71.75
	ECM PUBLISHERS INC 4095 COON RAPIDS BLVD COON RAPIDS MN 55433	PUBLIC HEAR- WARD ORD	PV	62166	001	09101	3/16/2012	01795941	87.13
Summary Total									71.75
Summary Total									87.13
		ORD SALE OF LAND	PV	62189	001	09101	3/30/2012	01796503	215.00
Summary Total									215.00
		ORD- REDISTRICTING	PV	62190	001	09101	3/30/2012	01796605	71.75
Summary Total									71.75
Payment Amount									445.63
113047	ELDREDGE TRADING INC	SAFETY VESTS	PV	62191	001	09101	3/23/2012	00008171	177.94





R04570

CITY OF RAMSEY  
Create Payment Control Groups

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Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2012

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Item Itm	Company Co	Due Date	Invoice Number	Payment Amount
Payment Amount								125.00
100650	GRAINGER	HARD HATS	PV	62124	001 09101	3/16/2012	9780317039	79.84
	GRAINGER INC DEPT. 806511127 PALATINE IL 60038-0001							Summary Total 79.84
Payment Amount								79.84
100211	HAWKINS INC	CHEMICALS	PV	62125	001 09601	3/19/2012	3319723	6,113.95
	HAWKINS INC P O BOX 9171 MINNEAPOLIS MN 55480-9171							Summary Total 6,113.95
Payment Amount								6,113.95
104029	INT'L SECURITY PRODUCTS	TIES ALUM	PV	62126	001 09101	3/22/2012	3038654	16.03
	INT'L SECURITY PRODUCTS 8511 XYLON AVE NO BROOKLYN PARK MN 55445-1820							Summary Total 16.03
		AUTO LATCH/DOME TOPS	PV	62127	001 09101	3/22/2012	3038652	199.35
Summary Total								199.35
Payment Amount								215.38
100243	KENNEDY AND GRAVEN CHARTERED	AUDIT LETTER	PV	62128	001 09101	2/29/2012	107295	46.50

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

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Amount
	KENNEDY AND GRAVEN CHARTERED 200 SOUTH 6TH STREET SUITE 470 MINNEAPOLIS MN 55402				46.50
				Summary Total	46.50
				Payment Amount	46.50
113085	KOEHLER, GEORGE AND ROXY	REFUND/CLOSE ESCROW 112828	PV	62205 001 09804 4/3/2012 112828	88.34
	GEORGE AND ROXY KOEHLER 8612 168TH AVENUE NW RAMSEY MN 55303			Summary Total	88.34
				Payment Amount	88.34
113081	KROLL, DAVID AND ARLENE	REIMBURSE MAILBOX DAMAGE	PV	62129 001 09101 3/29/2012 032912	75.00
	DAVID AND ARLENE KROLL 8321 154TH LANE NW RAMSEY MN 55303			Summary Total	75.00
				Payment Amount	75.00
111501	LANDFORM PROFESSIONAL SERVICES	SERVICE- UTILITY PLANNING	PV	62130 001 09601 3/14/2012 20625	1,000.00
	LANDFORM PROFESSIONAL SERVICES 105 5TH AVENUE SOUTH SUITE 513 MINNEAPOLIS MN 55401			Summary Total	1,000.00
				Payment Amount	1,000.00

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

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
100259	LEAGUE OF MN CITIES INS TRUST	ANNUAL PAY PLAN 2012	PV	62131	001	09101	3/22/2012	39555	179,691.00
	LEAGUE OF MN CITIES INS TRUST C/O BERKLEY RISK SERVICES INC P O BOX 581517 MINNEAPOLIS MN 55458-1517								Summary Total 179,691.00
									Payment Amount 179,691.00
113083	LEROY SIGNS INC	REFUND/CLOSE ESCROW 112544	PV	62207	001	09804	4/3/2012	112544	348.02
	LEROY SIGNS INC 6325 WELCOME AVENUE BROOKLYN PARK MN 55429								Summary Total 348.02
									Payment Amount 348.02
102954	LITTLE FALLS MACHINE INC	MISC REPAIR/PARTS	PV	62206	001	09101	3/30/2012	00049050	1,389.85
	LITTLE FALLS MACHINE INC	MISC REPAIR/PARTS	PV	62206	002	09101	3/30/2012	00049050	1,474.83
	300 LINDBERGH DRIVE SOUTH LITTLE FALLS MN 56345-1598								Summary Total 2,864.68
									Payment Amount 2,864.68
106741	LSA DESIGN INC	RAMSEY DECK BID	PV	62208	001	09468	4/2/2012	12034	6,172.15
	LSA DESIGN	RAMSEY DECK	PV	62208	002	09468	4/2/2012	12034	49.00



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	Item	Co	Date	Number	Amount
100285	MET COUNCIL ENVIRONMENTAL SRV	WASTE WATER MAY 2012	PV	62175	001	09602	4/3/2012	0000986173	45,089.42
	MET COUNCIL ENVIRONMENTAL SRV							Summary Total	45,089.42
	SDS-12-1064								
	P O BOX 86								
	MINNEAPOLIS MN 55486-1064							Payment Amount	45,089.42
100287	METRO FIRE INC	FLOW TESTS PERFORMED	PV	62134	001	09101	3/15/2012	43684	2,295.00
	METRO FIRE INC							Summary Total	2,295.00
	13915 LINCOLN ST NE SUITE D								
	HAM LAKE MN 55304							Payment Amount	2,295.00
100303	MINNESOTA CONWAY INC	MISC REPAIR/CHEMICAL	PV	62169	001	09101	3/29/2012	37106	556.52
	MINNESOTA CONWAY							Summary Total	556.52
	575 MINNEHAHA AVE WEST	MISC REPAIRS/CHARGES	PV	62198	001	09101	3/29/2012	37107	412.79
	ST PAUL MN	MISC REPAIRS/CHARGES	PV	62198	002	09101	3/29/2012	37107	412.79
	55103-1573	MISC REPAIRS/CHARGES	PV	62198	003	09101	3/29/2012	37107	206.40

R04570

CITY OF RAMSEY  
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK  
Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2012

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
	ES				
		Summary Total			1,031.98
		Payment Amount			1,588.50
100330 MN FIRE SRV CERTIFICATION BRD	2 FF1 CERT EXAMS	PV 62135 001 09101	3/19/2012	1259	150.00
MN FIRE SRV CERTIFICATION BRD 2650 FOX RIDGE NE BLAINE MN 55449		Summary Total			150.00
		Payment Amount			150.00
107150 NORTH AMERICAN SALT CO	ROAD SALT	PV 62199 001 09101	3/23/2012	70815658	3,356.27
NORTH AMERICAN SALT CO P O BOX 277043 ATLANTA GA 30384-7043		Summary Total			3,356.27
		Payment Amount			3,356.27
100363 NORTHERN SANITARY SUPPLY CO	MISC SUPPLIES	PV 62136 001 09101	3/14/2012	153904	414.20
NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433	RETURN CUPS- CREDIT MEMO	Summary Total			414.20
		PD 62137 001 09101	3/19/2012	106061	58.44-
		Summary Total			58.44-

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
		MISC SUPPLIES	PV	62138	001	09101	3/21/2012	154021	59.80
				Summary Total					59.80
		MISC SUPPLIES	PV	62139	001	09101	3/21/2012	154018	106.96
				Summary Total					106.96
				Payment Amount					522.52
110547	NORTHWEST LIGHTING SYSTEMS CO.	MISC BULBS	PV	62140	001	09240	3/22/2012	67845	396.45
	NORTHWEST LIGHTING SYSTEMS CO. 9405 HOLLY STREET NW COON RAPIDS MN 55433			Summary Total					396.45
				Payment Amount					396.45
100368	OFFICE DEPOT	MISC OFFICE SUPPLIES	PV	62170	001	09101	3/14/2012	601875997001	165.07
	OFFICE DEPOT	MISC OFFICE SUPPLIES	PV	62170	002	09101	3/14/2012	601875997001	16.80
	P O BOX 70049 LOS ANGELES CA 90074-0049			Summary Total					181.87
				Payment Amount					181.87
113046	QDP TECHNOLOGIES	REFUND/CLOSE ESCROW 111479	PV	62209	001	09804	4/3/2012	111479	8,630.73
	QDP TECHNOLOGIES 6459 144TH AVENUE NW RAMSEY MN 55303			Summary Total					8,630.73

R04570

CITY OF RAMSEY  
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK  
Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2012

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount	
Payment Amount									8,630.73	
107229	RADCO	BEDSLIDE FOR 654	PV	62141	001	09101	3/26/2012	BLN-23059-01	2,601.34	
	RADCO 6650 HWY 10 NE RAMSEY MN 55303		Summary Total							2,601.34
Payment Amount									2,601.34	
100409	RAMSEY BICYCLE	POLAR FT/TRANSMITTE R STRAP	PV	62142	001	09101	3/6/2012	30612140756	279.98	
	RAMSEY BICYCLE 6825 HIGHWAY 10 NW RAMSEY MN 55303		Summary Total							279.98
Payment Amount									279.98	
111366	RAMSEY, ROBERT	DATA PLAN REIMB	PV	62171	001	09101	4/2/2012	040212	25.00	
	ROBERT RAMSEY 9495 164TH LANE NW RAMSEY MN 55303		Summary Total							25.00
Payment Amount									25.00	
106617	ROTARY CLUB OF RAMSEY	3RD/4TH QTR 2011- H.NELSON	PV	62172	001	09101	10/4/2011	1-3RD/4TH QTR 2011	300.00	

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
	ROTARY CLUB OF RAMSEY			Summary Total					300.00
	ATTEN: CHRIS RANDALL								
	THE BANK OF THE WEST,								
	14125 ST FRANCIS BLVD								
	RAMSEY MN 55303								
									300.00
105633	SCOTT	REFUND	PV	62210	001	09101	4/3/2012	040312	600.00
	OLMSTEAD	ESCROWS							
	BUILDERS	156TH/KRYPTON							
	SCOTT	REFUND	PV	62210	002	09101	4/3/2012	040312	600.00
	OLMSTEAD	ESCROWS							
	BUILDERS	156TH/KRYPTON							
	1881 STATION	REFUND	PV	62210	003	09101	4/3/2012	040312	600.00
	PARKWAY	ESCROWS							
		156TH/KRYPTON							
	ANDOVER MN	REFUND	PV	62210	004	09101	4/3/2012	040312	600.00
	55304	ESCROWS							
		156TH/KRYPTON							
		REFUND	PV	62210	005	09101	4/3/2012	040312	600.00
		ESCROWS							
		156TH/KRYPTON							
		REFUND	PV	62210	006	09101	4/3/2012	040312	600.00
		ESCROWS							
		156TH/KRYPTON							
									3,600.00
									3,600.00
100613	SHAW, JOANN	REIMB-TRAININ	PV	62143	001	09101	3/30/2012	033012	48.84
		G							

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
	JOANN SHAW	REIMB-TRAININ G	PV	62143	002	09101	3/30/2012	033012	13.65
	8120 154TH AVENUE NW RAMSEY MN 55303								Summary Total 62.49
									Payment Amount 62.49
107247	SHERBURNE COUNTY GOVERNMENT CENTER	RANGE USE 3-20-2012	PV	62173	001	09101	3/26/2012	02012003	60.00
	SHERBURNE COUNTY GOVERNMENT CENTER 13880 BUSINESS CENTER DRIVE ELK RIVER MN 55330								Summary Total 60.00
									Payment Amount 60.00
113075	SOLDO CONSULTING, PA	LEGAL SERVICES	PV	62174	001	09101	3/27/2012	032712	16,579.86
	SOLDO CONSULTING, PA 8163 GALWAY CIRCLE WOODBURY MN 55125								Summary Total 16,579.86
									Payment Amount 16,579.86
112996	STANTEC CONSULTING SERVICES INC	ORD DEVELOPMENT	PV	62144	001	09101	3/19/2012	572371	627.75
	STANTEC CONSULTING SERVICES INC 13980 COLLECTIONS CENTER DRIVE								Summary Total 627.75

R04570

CITY OF RAMSEY  
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK  
Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2012

Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
CHICAGO IL 60693					627.75
				Payment Amount	627.75
100469 STREICHER'S POLICE EQUIPMENT	IRRITANT/STRE ET DEFENDER	PV 62145 001 09101	3/14/2012	I913817	261.69
STREICHER'S POLICE EQUIPMENT LB# 7873 P O BOX 9438 MINNEAPOLIS MN 55440-9438				Summary Total	261.69
				Payment Amount	261.69
101292 THIELING, JOANN	REIMBURSE- MCFOA CONF	PV 62212 001 09101	4/2/2012	040212	298.30
JOANN THIELING 16010 POTASSIUM STREET NW RAMSEY MN 55303				Summary Total	298.30
				Payment Amount	298.30
100485 TIMESAVER OFF SITE SECRETARIAL INC	MAR 2012 MTG	PV 62211 001 09101	3/29/2012	M18979	1,043.03
TIMESAVER OFF SITE SECRETARIAL INC 28601 HUB DRIVE MADISON LAKE MN 56063-4179				Summary Total	1,043.03
				Payment Amount	1,043.03

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	Amount
106990	USA BLUE BOOK	PRESSURE REGULATOR	PV	62146 001 09601 3/14/2012 620771	137.46
	USA BLUE BOOK PO BOX 9004 GURNEE IL 60031-9004			Summary Total	137.46
				Payment Amount	137.46
101257	YOUTH FIRST	MAYORS PRAYER BREAKFAST 2012	PV	62147 001. 09101 3/12/2012 031212	290.00
	YOUTH FIRST 6701 HWY 10 NW RAMSEY MN 55303			Summary Total	290.00
				Payment Amount	290.00
				Total Amount to be Processed	362,136.47
				Total Number of Payments to be Processed	62

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

REC'D FEB 18 2012

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

01/31/12  
RAMS09A

*Prep  
3/22/12*

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

*9344 .0803      125,000  
9344 .664      18,840  
-----  
143,840*

Re:  
CITY OF RAMSEY, MINNESOTA  
\$1,340,000 GENERAL OBLIGATION TAXABLE  
STATE-AID ROAD BONDS, SERIES 2009A

Debt Service

Principal paydown due 04/01/12      \$      125,000.00  
Interest due 04/01/12      \$      18,840.00  
-----

Paying Agent Annual Fee      0.00

=====  
Amount Due by Check 3-23-12      \$      143,840.00

\*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 #12-04-XXX**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF MARCH 23, 2012 THROUGH APRIL 5, 2012.**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of March 23, 2012, through April 5, 2012, in the amount of \$742,212.87; 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 March 23, 2012, through April 5, 2012, in the amount of \$742,212.87.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 10<sup>th</sup> day of April 2012.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**CC Regular Session**

**4. 6.**

**Meeting Date:** 04/10/2012

**By:** Chris Anderson, Community  
Development

**Information**

**Title:**

Resolution Proclaiming April 27, 2012 as "Arbor Day" and the Month of May as "Arbor Month"

**Background:**

**Notification:**

**Observations:**

**Recommendation:**

Staff recommends adopting the resolution proclaiming April 27, 2012 as "Arbor Day" and the month of May as "Arbor Month".

**Funding Source:**

**Council Action:**

Motion to adopt Resolution #12-04-\_\_\_ proclaiming April 27, 2012 as Arbor Day and the month of May as Arbor Month.

**Attachments**

Arbor Day Resolution

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill	Tim Gladhill	04/04/2012 09:12 AM
Kurt Ulrich	Kurt Ulrich	04/05/2012 10:01 AM
Form Started By: Chris Anderson		Started On: 04/04/2012 08:59 AM
Final Approval Date: 04/05/2012		

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

**RESOLUTION #12-04-\_\_\_\_\_**

**RESOLUTION PROCLAIMING APRIL 27, 2012 AS “ARBOR DAY” AND THE MONTH OF MAY 2012 AS “ARBOR MONTH”**

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

**WHEREAS**, trees help conserve and protect soil from erosive forces, moderate temperatures, reduce stormwater runoff, and provide habitat for life of all kinds; and

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

**WHEREAS**, trees increase property values, enhance the economic vitality of business areas, create jobs through forest products and are a renewable resource; and

**WHEREAS**, activities such as construction damage, regional and distant source pollution, as well as certain diseases and pests, threaten our trees, creating the need for concerted adaptive and collaborative action by locally planting, nurturing and protecting trees for benefit of citizenry, economy and ecology; and

**WHEREAS**, the City continues to promote both the planting of trees in the community and the associated benefits of trees by coordinating and sponsoring the Environmental Expo & Tree Sale annually.

**WHEREAS**, the City of Ramsey has been recognized for the twentieth (20<sup>th</sup>) consecutive year (2011), as a Tree City USA.

**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 proclaims April 27, 2012 as “Arbor Day”.
- 2) That the Ramsey City Council hereby proclaims the month of May as “Arbor Month”.
- 3) That the Ramsey City Council urges all citizens to plant trees as part of Ramsey’s living history, to participate in disease and pest control programs that will ensure an enduring tree canopy, and collaborate with partners and volunteers to develop and implement policies to plant, nurture, protect, and steward our natural diversity.

- 4) That the Ramsey City Council encourages efforts to maintain our historic sites with significant tree species, enhance species diversity to buffer against disease and/or pest outbreaks, promote replanting of native species and strategically locate plantings for energy savings.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 10<sup>th</sup> day of April, 2012.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**CC Regular Session**

4. 7.

**Meeting Date:** 04/10/2012

**By:** Jo Thieling, Administrative Services

**Information**

**Title:**

Adopt Resolution #12-04-XXX Appointing City Administrator to Executive Change Control Board - Northstar Ramsey Rail Station

**Background:**

As Council is aware, the City of Ramsey entered into a Master Cooperation, Funding and Delegation Agreement in January 2012, with the Metropolitan Council and the Anoka County Regional Railroad Authority (ACRRA) for the Northstar Ramsey Station Project. as with any project, it is anticipated from time to time there will be change orders. A representative must be appointed to the executive Change Control Board to approve change orders above \$50,000. By appointing a representative to sign the change orders, each one will not have to be brought forward to a regular Council meeting for approval, thereby expediting the process. Staff is recommending City Administrator Ulrich be appointed to the Executive Change Board for the Northstar Ramsey Rail Station. Please note that any expenditure will not exceed the already previously authorized program budget. A resolution making such appointment is attached for Council consideration.

**Council Action:**

Motion to adopt Resolution #12-04-XXX Appointing City Administrator to Executive Change Control Board - Northstar Ramsey Rail Station.

**Attachments**

Res Appointing Rep to Exec Change Control Board - Rail Station

**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

04/05/2012 02:31 PM

Form Started By: Jo Thieling

Started On: 04/05/2012 11:00 AM

Final Approval Date: 04/05/2012

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #12-04-XXX**

**RESOLUTION APPOINTING CITY ADMINISTRATOR TO EXECUTIVE CHANGE CONTROL BOARD – NORTHSTAR RAMSEY RAIL STATION**

**WHEREAS**, the City of Ramsey entered into a Master Cooperation, Funding and Delegation Agreement in January 2012, by and between the Metropolitan Council, Anoka County Regional Railroad Authority (ACRRA) and the City of Ramsey for the Northstar Ramsey Station Project; and

**WHEREAS**, an Executive Change Control Board has been established for the purpose of approving funding change orders above \$50,000; and

**WHEREAS**, each member of the agreement has appointed a representative to serve on the Executive Change Control Board; and

**WHEREAS**, the representative for the Metropolitan Council is the General Manager of Metro Transit Brian Lamb and the representative for the ACRRA is Anoka County Commission Matt Look; and

**WHEREAS**, it is suggested City Administrator Kurt Ulrich be appointed to represent the City of Ramsey on the Executive Change Control Board; and

**WHEREAS**, by appointing a representative to the Executive Control Board, each change will not have to be brought forward for approved at a regular Council meeting, thereby expediting the process versus causing delay; and

**WHEREAS**, any change order expenditures will not exceed the already previously authorized program budget.

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

- 1) That the City of Ramsey hereby appoints City Administrator Ulrich to the Executive Change Control Board for the Northstar Ramsey Rail Station to approve funding change orders above \$50,000.
- 2) That the change order expenditures will not exceed the already previously authorized program budget.

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 this the 10<sup>th</sup> day of April 2012.

---

Mayor Bob Ramsey

**ATTEST:**

---

City Clerk Jo Ann M. Thieling

**CC Regular Session**

**4. 8.**

**Meeting Date:** 04/10/2012

**By:** Colleen Lasher, Administrative Services

**Information**

**Title:**

Consider a Resolution to Revise the City's Vacation Donation Policy

**Background:**

The City has a vacation donation policy which sets forth the conditions and procedures under which employees will be allowed to voluntarily donate accrued vacation leave to fellow employees.

Vacation leave may voluntarily be donated to employees who have a serious medical condition as defined by the Family and Medical Leave Act and who have no accrued and banked vacation, sick, or paid holiday leave or compensatory time off available.

With the approval of the City Administrator, City employees who have accrued and unused vacation leave will be allowed to donate a portion of such leave to fellow employees who have serious medical conditions that prohibit them from working.

Donations are capped and regulated as per the guidelines within the policy.

However, the current policy excludes the use of vacation donation once an employee exhausts their available days under the Family Medical Leave Act; which is just when an employee may have used all of their available paid leave.

**Recommendation:**

Approve a revision to the Vacation Donation Policy to exclude the requirement of being actively covered under the Family Medical Leave Act.

**Funding Source:**

No funding is required.

**Council Action:**

Motion to approve resolution 12-04-XXX approving a revised Vacation Donation Policy within the City's Personnel Policy.

**Attachments**

Draft Revised Vacation Donation Policy Resolution

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
04/05/2012 02:39 PM  
Started On: 04/05/2012 12:57 PM

Form Started By: Colleen Lasher

Final Approval Date: 04/05/2012

## **7.2 Vacation Donation Policy**

### *Policy Purpose*

The purpose of this policy is to set forth the conditions and procedures under which employees will be allowed to voluntarily donate accrued vacation leave to fellow employees. Vacation leave may voluntarily be donated to employees who have a serious medical condition under the Family and Medical Leave Act and who have no accrued and banked vacation, sick, or paid holiday leave or compensatory time off available.

### *Applicability*

The provisions of this policy are applicable to all City personnel who are eligible to accrue vacation leave. Specifically, both the donor and the recipient must be regular employees who have worked a minimum of one calendar year and who have successfully completed probation.

### *General*

With the approval of the City Administrator, City employees who have accrued and unused vacation leave will be allowed to donate a portion of such leave to fellow employees who have serious medical conditions that prohibit them from working.

### *Conditions Governing Donation*

The donation of vacation leave from one employee to another is governed by the following:

- An employee is only eligible to receive donated vacation leave for time lost from work due to their serious medical condition as defined in the Family Medical Leave Act.
- An employee will only be eligible to receive donated vacation leave after all accrued sick leave, paid holidays (if available), compensatory time off, and vacation leave have been exhausted.
- No employee will be allowed to receive more than 360 hours of donated vacation leave for any single serious medical condition without the written approval of the City Administrator.
- An employee may donate no more than sixteen (16) hours per calendar year to a single fellow employee.
- Donation of vacation leave will not be allowed once an employee is determined to be unable to return to work and/or has exhausted all leave options; including, FMLA as outlined in the City's Family and Medical Leave Policy, an Extended Medical Leave as authorized by the City Administrator as defined within of the Personnel Policy, and a Leave of Absence as authorized by the City Council as defined within the Personnel Policy.

- ~~Donation of vacation leave will not be allowed once an employee is determined to be unable to return to work and has exhausted their FMLA leave, as outlined in the City's Family and Medical Leave Policy.~~
- ~~Vacation donation may be used during a period of extended medical leave for the employee's serious medical condition.~~
- An employee may only receive vacation donations equal to the number of hours necessary to bring the employee to 80 hours of compensation per pay period.
- Donation of vacation leave by City employees will be completely voluntary. No City employee shall pressure or otherwise attempt to influence a City employee to donate vacation leave.
- Donated vacation time may be used for illness or injury of the employee only. A vacation donation request is not extended to an employee to take care of members of the employee's family.
- An employee is not eligible for vacation donations if the employee is eligible for workers' compensation.
- Vacation donation requests must be made in writing to the Human Resources Manager on forms designated for that purpose. Requests must be accompanied by a medical certification completed by the employee's treating physician. The results will then be reviewed by the City Administrator and will become effective upon approval.
- The City Administrator shall have the right to deny use of donated vacation leave or limit its use, as shall be determined necessary and in the best interests of the City of Ramsey.
- Donations must be made in increments of one hour. The time donated by an employee will be converted to the receiving employee's rate of pay to determine the number of hours that will be received. The dollar amount will be determined at the time the donation is used as compensation by the receiving employee.
- The recipient of donated vacation time shall not accrue sick or vacation leave, or holiday pay while using donated vacation leave.
- If the recipient separates from City employment before using all of the donated vacation time, the remaining donated time may not be converted to cash severance pay

*Procedure for Requesting/Donating Vacation Leave in the Event of Major Medical Illness*

- In the event that an employee is close to exhausting their paid leave and is facing the need for an extended leave for a serious medical condition, the employee may complete a "Vacation Leave Donation Request" form which can be obtained from the Human Resources Manager. Completed forms shall be returned to the Human Resources Manager.

- Once the request has been reviewed and approved by the City Administrator, specific information will be sent out by the Human Resources Manager to employees informing them of the situation and offering them the opportunity to donate vacation leave to a particular employee.
- Donations will be received by the Human Resources Manager and the names of donors will be put on a list and then forwarded to Payroll, as the hours are needed. Hours given to payroll will be in the order received unless the donor is at the maximum accrual allowed.
- Completed donation forms will be submitted to the Human Resources Manager who will track hours donated and hours needed. Donated hours not used will be forfeited by the donor. All donations will be kept confidential, even to the recipient.

Councilmember     introduced the following resolution and moved for its adoption:

**RESOLUTION #**

**A RESOLUTION TO REVISE THE VACATION DONATION  
POLICY WITHIN THE PERSONNEL POLICY**

**WHEREAS**, the City of Ramsey has a Vacation Donation Policy; and

**WHEREAS**; it has been determined that the policy can be improved by removing the requirement that employees be actively covered by the Family Medical Leave Act, and

**WHEREAS**, the City Administrator must approve each vacation donation request and; and

**WHEREAS**, the updated policy will better serve employees during times of a serious medical condition; and

**WHEREAS**, the updated policy does not require additional funding on behalf of the City.

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

Revise the Vacation Donation 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 10<sup>th</sup> day of April 2012.

Meeting Date: 04/10/2012

Submitted For: MaryJo Warner

By: MaryJo Warner, Engineering/Public Works

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**Information**

**Title:**

Report from Public Works meeting dated March 20, 2012.

**Background:**

The Public Works Committee held its regular meeting on March 20, 2012 and discussed the following four cases:

Case #1: Consider Storm Sewer Improvements on Sodium Street – A Continuation of Discussions Related to 2011 Flooding Concerns

Staff described the proposed solution to address drainage concerns in the neighborhood, and on the property located at 16756 Sodium Street.

Motion to recommend that the City Council include the proposed drainage enhancement near 16756 Sodium Street (installing a culvert under Sodium Street, regrading the west ditch of Sodium Street, constructing a berm to keep the water in the ditch, and replacing the existing driveway culvert. The ditch would be graded to drain to the south and a culvert would be installed near the south property line to drain the water to the west.) in the 2012 construction season, and perform the work before implementing the street maintenance program (sealcoating).

Case #2: Consider Storm Sewer Improvements on 163rd Lane – A Continuation of Discussions Related to 2011 Flooding Concerns

Staff reviewed the report and described the proposed project to address drainage on 163rd Lane. Staff indicated the City has no easement for the outlet pipe for the property of impact and the estimated project cost is \$80,000. Staff is requesting input, noting only \$75,000 had been budgeted. If supported, the project may be instituted in the fall and staff would contact the property owner to explain this project and address the crushed culvert.

Motion by Council member Elvig, seconded by Council member McGlone, to recommend that the City Council direct staff to implement the proposed drainage enhancement, and to include this work with the previously approved storm sewer projects for completion in 2012.

Case #3: Consider Revisions to the City's Minnesota State Aid (MSA) Street System

Staff is recommending to adjust and reconfigure some Minnesota State Aid (MSA) street designations to better align with stated transportation goals and planned development activities.

Motion to recommend that the City Council approve the staff proposed MSA street system revisions, and adopt the required (attached) Resolution #12-04-XXX that formally requests the revision from the State Commissioner of Transportation.

Case #4: Consider Project Scope for Phase 2 of the Alpine Drive Overlay Project

Staff requested input on the trail and alternate treatments. Each of the three trail segments, existing conditions, potential impacts, and estimated costs, were discussed, noting there are also grant opportunities.

Motion to recommend that the City Council eliminate the alternative road base technologies on this project, but rather include that investigation and analysis with the future Riverdale Drive/MRT project, and to include Segment 1 as an add alternate within the scope of the 2012 Alpine Drive overlay.

## Staff Input

Public Works Director Olson indicated staff is evaluating the Sunwood Drive realignment project and working with the Police and Fire Departments to decide whether it should be constructed under traffic or closed during construction.

City Engineer Himmer explained if closed, three to four weeks could be removed from the schedule and there would be a savings of approximately \$100,000 in material costs since temporary bypass lanes would not be necessary. Other benefits of a road closure would include liability reduction, traffic staging, and mobilization, totaling approximately another \$50,000 in savings. City Engineer Himmer advised the Committee that Anoka County said they will entertain this option if there is no objection by the City relating to public safety and the business community. Staff recommends permanently closing Armstrong Boulevard, between existing Sunwood Drive and Bunker Lake Boulevard, for a portion of the construction project since it involves a limited area, there are not many businesses that would be impacted, and a detour could be used to access those properties. If approved, staff will draft a letter to Anoka County and the business community, then develop a project staging plan that includes a closure.

## Notification:

## Observations:

## Recommendation:

Staff recommends ratifying the recommendation of the Public Works Committee.

## Funding Source:

## Council Action:

Motion to ratify the recommendation of the Public Works Committee.

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## Attachments

Agenda 03.20.12

Resolution 04.10.12

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## Form Review

Inbox	Reviewed By	Date
Tim Himmer	Tim Himmer	04/04/2012 12:25 PM
Brian Olson	MaryJo Warner	04/04/2012 03:13 PM
Mary Jo Warner	MaryJo Warner	04/04/2012 03:59 PM
Tim Himmer	Tim Himmer	04/04/2012 04:33 PM
Brian Olson	Brian Olson	04/04/2012 04:38 PM
Kurt Ulrich	Kurt Ulrich	04/05/2012 09:58 AM

Form Started By: MaryJo Warner      Started On: 04/02/2012 10:16 AM

Final Approval Date: 04/05/2012

**City of Ramsey**  
**Agenda**  
**Public Works Committee**  
**Tuesday March 20, 2012**  
**5:00 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
  1. Approve Public Works Committee meeting minutes dated February 21, 2012
- 5. Committee Business**
  1. Consider Storm Sewer Improvements on Sodium Street - A Continuation of Discussions Related to 2011 Flooding Concerns
  2. Consider Storm Sewer Improvements on 163rd Lane - A Continuation of Discussions Related to 2011 Flooding Concerns
  3. Consider Revisions to the City's Minnesota State Aid (MSA) Street System
  4. Consider Project Scope for Phase 2 of the Alpine Drive Overlay Project
- 6. Committee/Staff Input**
- 7. Adjournment**

**Public Works Committee**

**4. 1.**

**Meeting Date:** 03/20/2012

Submitted For: MaryJo Warner

By: MaryJo Warner, Engineering/Public Works

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**Title:**

Approve Public Works Committee meeting minutes dated February 21, 2012

**Background:**

The Public Works Committee held its regular meeting on February 21, 2012

**Notification:**

**Observations:**

**Funding Source:**

N/A

**Staff Recommendation:**

Staff recommends approving Public Works Committee meeting minutes dated February 21, 2012

**Committee Action:**

Motion to approve Public Works Committee meeting minutes dated February 21, 2012

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**Attachments**

Minutes 02.21.12

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	MaryJo Warner	03/15/2012 03:00 PM
Kurt Ulrich	Kurt Ulrich	03/15/2012 03:23 PM
Form Started By: MaryJo Warner		Started On: 03/12/2012 03:00 PM
Final Approval Date: 03/15/2012		

**PUBLIC WORKS COMMITTEE  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Public Works Committee conducted a regular meeting on Tuesday, February 21, 2012 at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:                   Chairperson Randy Backous  
  Councilmember David Elvig  
  Councilmember Colin McGlone

Also Present:                       City Administrator Kurtis G. Ulrich  
  Deputy City Administrator Heidi Nelson  
  Public Works Director Brian Olson  
  City Engineer Tim Himmer  
  Street Supervisor Grant Reimer  
  Civil Engineer Leonard Linton  
  Development Manager Darren Lazan

**CALL TO ORDER**

Chairperson Backous called the regular meeting of the Public Works Committee to order at 6:06 p.m.

**CITIZEN INPUT**

There was none.

**APPROVE AGENDA**

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

Motion carried. Voting Yes: Chairperson Backous and Councilmembers Elvig and McGlone.  
Voting No: None.

**APPROVE MINUTES**

Motion by Councilmember McGlone, seconded by Councilmember Elvig, to approve the minutes from the January 17, 2012 Public Works Meeting.

Motion carried. Voting Yes: Chairperson Backous and Councilmembers McGlone and Elvig.  
Voting No: None.

**COMMITTEE BUSINESS**

**Case #1: Discuss Trail Easement at 15620 Krypton Street NW**

City Engineer Himmer reviewed the staff report that an individual is considering purchasing the property at 15620 Krypton Street NW. The main topic of conversation is an existing bituminous trail that extends down the east property line and into the property's backyard. After reviewing property files, it was discovered the trail has an intended dual purpose of maintenance access to the City's sanitary sewer system and a pedestrian connection. The prospective buyer is asking the Public Works Committee for a trail easement to move the trail to the property line.

Josh Dvorak, prospective property buyer of 15620 Krypton Street NW, stated he and his wife are looking into purchasing the property at 15620 Krypton Street NW. He asked if the trail could be moved out of the center of the property's backyard. He stated if the trail could not be moved to the property line it could be a deal breaker. He stated they have kids and a dog and would like to put up a fence in the future.

Councilmember McGlone asked where the pipe ends.

City Engineer Himmer replied the sewer does run through the back yard.

Councilmember McGlone asked if the City is within the easement.

City Engineer Himmer replied the sewer line is within the easement and have the right to access the utility.

Public Works Director Olson replied a manhole could be put in to create an access at the property line. If the pipe is extended, a manhole could be put at the end. A manhole does not need to be placed in the middle of the yard. He stated Mr. Dvorak has a reasonable request. He stated staff recommends removing a portion of the trail in the middle of the back yard and relocating the trail to the property line.

Councilmember McGlone stated the current property owner has lived with this situation.

City Engineer Himmer replied the sewer was built before the house was built. He did not know if the current owner is the original property owner.

Councilmember McGlone stated he is inclined to not do anything because the request is not coming from the current home owner.

Chairperson Backous stated he agreed with Councilmember McGlone and commented what happens when Mr. Dvorak sells the property.

Public Works Director Olson asked would the Public Works Committee allow the property owner at his own expense to remove the trail in the backyard except the portion that is on the property line. He stated there would be no cost to the City. He stated if the trail is built in the future it would alleviate some concern of going back to the property owner to obtain the rights.

Councilmember McGlone asked where is the current property owner.

City Engineer Himmer replied the current property owner is absent. He is in the military and located in Hawaii. Mr. Dvorak stated the home is in short sale and vacant.

City Engineer Himmer stated the City could continue to use the easement and place a manhole on the property line. He stated it will be a long time before all of the land behind the property is developed. He stated what is important is preserve the trail for pedestrian.

Councilmember Elvig confirmed that the sewer is on a utility easement.

Public Works Director Olson replied the City has the right to be there for utility purposes that is why the trail was built.

Councilmember Elvig stated the trail is an asphalt surface over the utilities.

Public Works Director Olson replied the City does pave over utilities. He stated this trail was not intended for pedestrian use.

Councilmember Elvig stated this will be a recreational trail, but the City cannot build a recreation trail over utilities.

Public Works Director Olson replied the City can build the trail but not list it as a recreational trail because there is not a trail easement. His concern is that the trail has to go somewhere and if the home owner puts in a fence. He recommended the trail be straightened out and put on the lot lines.

City Engineer Himmer stated Mr. Dvorak is looking for an agreement tonight and he believes Mr. Dvorak has made a reasonable request.

Councilmember McGlone stated the corner of the lot is wetland. He asked if the City would have to replace the wetland at a rate of two to one.

City Engineer Himmer stated the City can pave a trail into a wetland for maintenance access to a utility.

Public Works Director Olson stated the trail easement is to the corner of the property, not constructing the trail to the corner of the property. He stated the proposal is contingent upon the easement. The City would help Mr. Dvorak with the easement documents and the City would retain the rights for drainage and utilities.

Councilmember Elvig proposed the following contingencies:

1. The City has trail easements for both properties.
2. The City retains and reemphasizes the utility across the properties in the deed.
3. The City has access granted at any time for any reason to the trail and utility.

Councilmember McGlone asked if the neighboring property is willing to have the trail on the property line.

Chairperson Backous replied the City needs to have a contingency.

Public Works Director Olson stated if the contingency is not obtained the trail will remain where it is.

Councilmember Elvig stated the trail should be listed as a recreation trail.

City Engineer Himmer replied once the recreation trail is recorded the City has the right to be there.

Mr. Dvorak stated he has not talked to the neighboring property owner about an easement. He stated he could not guarantee the owner would sign the easement.

Councilmember McGlone commented that Mr. Dvorak is getting a deal on the house because of the situation.

Public Works Director Olson stated he believed the neighboring property owner was in favor of the trail.

Mr. Dvorak stated the neighbor uses the trail to back his trailer into the backyard.

Chairperson Backus stated he agreed with Councilmember Elvig's contingencies.

Councilmember Elvig recommended that Mr. Dvorak talk to the neighbor.

Shawna Dvorak, prospective property buyer of 15620 Krypton Street NW, asked why they would have to get permission from the neighboring property owner if the trail is put in.

Councilmember Elvig replied the City would have to purchase the rights to put in a recreational trail from both property owners.

Public Works Director Olson stated the City would benefit by not having to purchase easements for a recreational trail.

City Administrator Ulrich stated the property is private property and the owners can post a sign as such. He stated there is no guarantee the City would purchase trail easements.

Councilmember Elvig asked if the landowner could take out the trail themselves.

Public Works Director Olson stated the property owner could take it out, but the City could put it back in and charge the property owner.

Councilmember McGlone stated the City could put up a gate to block off the trail.

Ms. Dvorak stated she is okay with residents walking back to the wetlands.

Councilmember McGlone stated the City cannot make a deal with the prospective property owner. He stated if Mr. Dvorak obtains the property, he could come back to the City and make his request. He stated he is inclined to table the matter.

Mr. Dvorak stated he is looking for a solution tonight.

Ms. Dvorak asked why they should buy the property with something that is not wanted in the yard.

Chairperson Backous stated if the Dvoraks were the property owners, the City could give them an easement for the back of the property.

Councilmember Elvig stated the Dvoraks could come back when they have purchased the property.

Chairperson Backous asked if the neighbor's consent is needed if the trail is kept on the proposed property.

Public Works Director Olson replied no if a trail easement is over the existing section and take out the section of trail that curves into the property. He stated it would be okay as long as there is no cost to the City.

City Engineer Himmer stated currently there are a 15 foot drainage utility easement and an 8-10 foot trail easement over the utilities.

Councilmember McGlone stated the City has the same issue with the current owner and the potential owner.

Motion by Councilmember McGlone, seconded by Councilmember Elvig, to table the issue until a formal request is made.

Public Works Director Olson pointed out that tabling the issue will not help the Dvoraks and the Dvoraks will withdraw their purchase agreement if a decision is not made tonight.

Councilmembers McGlone and Elvig withdrew their motion and second to table the issue.

Motion by Councilmember McGlone, seconded by Councilmember Elvig, to recommend the City Council leave the trail as it is until a trail easement is signed along the lot line to create a recreational trail which is either shared with the neighboring property or singular on the property.

Motion by Councilmember McGlone, seconded by Councilmember Elvig, to amend the motion to include that the trail easement would be dedicated and acceptable to the City Engineer for recreational trail purposes.

Motion to amend carried. Voting Yes: Chairperson Backous and Councilmembers McGlone and Elvig. Voting No: None.

Motion as amended carried. Voting Yes: Chairperson Backous and Councilmembers McGlone and Elvig. Voting No: None.

Chairperson Backous indicated the action still has to be approved by the City Council.

City Administrator Ulrich stated staff would write a letter of intent for the Dvoraks to take to closing.

Councilmember Elvig requested the Public Works Committee receive a copy of the letter of intent.

**Case #2: Discuss Investigations Related to 2011 Flooding Concerns**

City Engineer Himmer reviewed the staff report that significant rainfall in 2011 lead to elevated groundwater levels which caused localized flooding and resident complaints. He stated some of the issues have been resolved, but there are some issues that still need resolution. He stated a claim was filed by the Rum River Golf Course with the League of Minnesota Cities and a petition from the residents in the neighborhood near 149<sup>th</sup> Lane NW was received and accepted by the City. He stated that during the planning of the CIP, flooding corrections were anticipated and additional funding was added to the Storm Water Utility Fund. Staff is looking for feedback from the Public Works Committee and the City Council comments to develop a program for 2012-2013.

Mathew Maul, 5590 148<sup>th</sup> Lane NW, stated his concern is with the standing water, the smell and the bugs in his backyard. He stated he was unable to use his backyard because of the flooding and asked if there is a way for the water to be drained.

City Engineer Himmer replied there is an outlet on the west property line and by lowering the outlet and installing larger piping, the water would drop in inches. He stated the water outlet could be placed to the southeast corner or the east corner, although easements would need to be secured.

Councilmember Elvig asked about the water line and the outlet's easement.

City Engineer Himmer replied the water line is contained within the easement. He stated the water sits and then infiltrates into the outlet and the pipe that goes down the lot line to take the water out.

Mr. Maul stated when he digs in his yard it fills up with water.

City Engineer Himmer replied that is ground water. He stated the area was a wetland mitigation area that was filled.

Councilmember Elvig commented as each property is worked on, the next property may have a new flooding issue.

Mr. Maul stated his neighbor has filled in their backyard with compost and debris. He stated the neighbors should be required to clean up their yards.

Councilmember Elvig clarified the neighbors have back filled their own properties.

City Engineer Himmer stated if the neighbors have back filled their yards, this may be causing Mr. Maul's yard to flood.

Mr. Maul confirmed his neighbors are filling their yards with grass clippings, etc.

Councilmember Elvig replied the City needs to follow up with the neighboring properties.

Chairperson Backous asked Mr. Maul how long he has lived on the property.

Mr. Maul replied six years and the standing water has gotten very high.

Chairperson Backous stated he would prefer to discuss only the cases that relate to the residents that are present tonight and not go through all of the flooding cases at this time.

Public Works Director Olson replied the cases that are the highest priority will be brought to the Public Works Committee, two at a time, and staff will follow-up with the abatement coordinator about debris and brush in backyards.

City Engineer Himmer stated there is a City ordinance on the building of retaining walls in wetlands which creates a dam.

Public Works Director Olson stated there are funds in the Storm Water Utility Fund to be used to correct the high priority flooding issues. He gave an example of 163<sup>rd</sup> Lane and the drainage pond that is not contained within the drainage and utilities easements. He stated now that the drain is clean; the City could put a pipe in the ground to correct the situation. He commented there is not good drainage on the north or south side of the road.

City Engineer Himmer stated the Rum River Golf Course's claim has amounted to \$60,000. The League of Minnesota Cities responded to the claim with an offer of \$8,500. He stated there are several areas within the golf course that need fixing.

Public Works Director Olson stated this is a legal matter so he cautioned the Public Works Committee against addressing this issue in the absence of the City's attorneys.

Bob Gorr, Rum River Golf Course Trustee, stated he is one of three trustees for the golf course. He stated the trustees feel they should receive more than \$8,500. He stated Tom Anderson is spear heading the claim for the corporation. He stated the project is big and there is a lot to talk about. He asked for a date when the issue could be resolved.

Councilmember Elvig asked if the City has any obligations on the infrastructure within the golf course to the river.

Public Works Director Olson replied there is water runoff from the public roads that runs through the golf course and a few years ago the City partnered with the golf course on drainage to the river. He stated a pipe was installed that was not cleaned quickly enough upon notice due to the water soaked land and the weight of the equipment used to clean the pipe would have caused turf damage. He stated the golf course hired a private contractor to clean the pipe which was blocked due to debris and dead animals. He stated the City does have rights to drain through the golf course and have some maintenance responsibility.

City Engineer Himmer stated the City has a 15-20 foot linear easement within the golf course. He stated the City has installed piping through the golf course and during the construction there were areas that experienced flooding so a larger pipe was installed by the City. The golf course wanted the drainage as an amenity.

Public Works Director Olson stated the League has responded to the claim on behalf of the City with a dollar amount. He stated the golf course needs to write a letter rebutting the Leagues response.

Councilmember Elvig questioned what the Public Works Committee is being asked to do tonight.

Chairperson Backous replied the Public Works Committee cannot do anything tonight because the League has responded on behalf of the City.

Councilmember Elvig asked if the City should meet about the issue. City Administrator Ulrich replied the issue is in the hands of the insurance adjuster.

City Administrator Ulrich asked about future engineering improvements for the golf course.

City Engineer Himmer replied there are six areas where improvements have been identified by the City for the golf course. He stated a meeting could be held to discuss these future improvements.

Mr. Gorr commented a neighbor has built a pond in their yard which may have altered the golf course's wetland.

Public Works Director Olson stated this issue should be resolved shortly. He stated the basis for the claim is the City has to be deficient. He stated staff will keep the Public Works Committee up to date on the claim.

Councilmember McGlone stated the Public Works Committee has to deal with each of the flooding cases.

Councilmember Elvig stated it will depend on who shows up at each meeting.

Jason Obermaier, 5220 156<sup>th</sup> Lane, stated he received an email from the City and wanted to hear what will happen in the future with the pond behind his house. He stated there are some trees down and there is debris in the pond's outlet. He stated the City resolved the flooding on his property last year.

City Engineer Himmer suggested Mr. Obermaier use the link in the email that was sent to him to review Section 5.

**Case #3: Consider Entrance into a Statewide Mutual Aid Agreement - MnWARN**

Public Works Director Olson reviewed the staff report on Minnesota Water/Wastewater Agency Response Network (MnWARN) a statewide mutual aid system comprised of cities and municipalities prepared to supply response to utility emergencies. He stated participation is voluntary and membership is free. MnWARN does not cost the City unless the City is called upon and then staff time and equipment would be paid at standard FEMA rates. He stated there is a clause that the City will not sue if there is damaged to equipment or staff gets hurt.

Councilmember McGlone asked if the City is at risk if an employee gets hurt.

Public Works Director Olson stated the staff would make a claim through their own City as normal.

Chairperson Backous stated he read through the material and did not have a problem with the MnWARN program.

Councilmember Elvig stated he did not see a down side to the program.

Chairperson Backous stated the City would receive extra help.

Motion by Councilmember Elvig, seconded by Chairperson Backous, to recommend that the City Council approve the Statewide Mutual Aid Agreement/MnWARN naming the City Administrator as the Authorizing Official.

Motion carried. Voting Yes: Chairperson Backous and Councilmembers Elvig and McGlone. Voting No: None.

**Case #4: Review City of Ramsey Snowplowing Policy and Possible Cost Reductions**

Street Supervisor Reimer reviewed the staff report stating the current policy is to plow when the snow is over two inches and makes a judgment call for snow falls under two inches. He stated a

full plowing operation requires 18 staff members. Mr. Reimer has developed three options for the Public Works Committee to review.

Councilmember McGlone stated he received a complaint from a resident that does snow plowing for a living. He stated there needs to be a judgment call when it snows under two inches and the temperature is above freezing.

Chairperson Backous stated he agreed with Councilmember McGlone with judgment calls and favored Option 3. He stated he receives about one complaint per year. He noted there is a plowing hotline listed on the City's website and staff has done a great job.

Councilmember Elvig agreed with Chairperson Backous and Councilmember McGlone. He stated the hotline needs more publicity and Mr. Reimer looks at the road conditions before sending the plows out.

Chairperson Backous asked how many miles are plowed.

Street Supervisor Reimer replied 180 center line miles that need 4 to 6 passes.

Chairperson Backous stated with that many miles there is bound to be complaints.

Councilmember Elvig played a voicemail for the Public Works Committee.

Chairperson Backous and Councilmember McGlone replied they received the same voicemail message.

Public Works Director Olson stated last year was the third snowiest winter in Minnesota. He stated he tries to keep complaints down to two per inch of snow. He stated it is a sensitive subject for the residents. He stated last year it snowed every holiday and weekend, which equaled a lot of overtime, but there is no overtime on the weekdays.

Councilmember Elvig commented cul-de-sacs are plowed in a certain way which leaves a lip that is frozen to the road and remains there until warmer temperatures melts it away.

Motion by Councilmember Elvig, seconded by Chairperson Backous, to recommend that the City Council approve Option 3, to continue to allow the Public Works Department to use its best judgment on deciding what course of action is best to improve safety and winter driving conditions for the traveling public based on snow type, amount, time of year, current temperature, and expected weather conditions after the snow ends, and past experience.

Motion carried. Voting Yes: Chairperson Backous and Councilmembers Elvig and McGlone. Voting No: None.

**Case #5: Consider 2012 Street Maintenance Program**

City Engineer Himmer reviewed the staff report on the 2012 Street Maintenance Program. He stated the program has \$495,000, 74 miles of roadway need work and staff recommends seal coating 47 miles. He stated neighborhood meetings and a public hearing will be scheduled in March.

Chairperson Backous clarified the roads to be seal coated compared to the map's legend.

Public Works Director Olson stated the seal coats could be reduced by 15 percent.

Councilmember Elvig asked if street repairs will be done as needed. He questioned if seal coats should be considered as maintenance and asked City Administrator Ulrich about the 2012 budget.

City Administrator Ulrich replied the biggest impact to the 2012 budget is the refinancing of the municipal center.

Public Works Director Olson stated the program would be tailored to use the funds available.

Chairperson Backous asked how much is in the budget.

City Engineer Himmer stated \$495,000 is budgeted and seal coat assessments range from \$95-\$175 for a cost of \$30,000 per mile. He indicated an alternative would be the City respond to neighborhoods who petition.

Councilmember Elvig asked what precedence would be set if the 15% assessment is dropped.

Chairperson Backous stated he is not a fan of the assessment process due to cost and effort.

Motion by Councilmember Elvig, seconded by Councilmember McGlone, to only do seal coats this year and to reduce the budget so the cost would be contained within the budget without assessments.

Amendment motion by Councilmember Elvig, seconded by Councilmember McGlone, that the Public Works Committee recommends to the City Council to only do seal coats this year and to reduce the budget so the cost would be contained within the budget without assessments.

Motion to amend carried. Voting Yes: Chairperson Backous and Councilmembers Elvig and Backous. Voting No: None.

Motion as amended carried. Voting Yes: Chairperson Backous and Councilmembers Elvig and Backous. Voting No: None.

#### **COMMITTEE INPUT**

None.

## **ADJOURNMENT**

Motion by Councilmember Elvig, seconded by Chairperson Backous, to adjourn the Public Works meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 8:03 p.m.

Respectfully submitted,

---

Brian Olson  
Public Works Director

Drafted by Linda Dahlquist  
*TimeSaver Off Site Secretarial, Inc.*

**Public Works Committee**

**5. 1.**

**Meeting Date:** 03/20/2012

Submitted For: Tim Himmer

By: Tim Himmer, Engineering/Public Works

---

**Title:**

Consider Storm Sewer Improvements on Sodium Street - A Continuation of Discussions Related to 2011 Flooding Concerns

**Background:**

Last summer the City experienced several significant rainfall events that lead to many localized flooding concerns, and resident complaints. The large volumes of precipitation that occurred over a short period of time appears to have elevated the groundwater within areas of the City, and prohibited the generous rate of infiltration that typically takes place in the Anoka sandplain. Throughout the summer and fall staff worked hard at registering and responding to the calls, and evaluating the situations on an individual basis to determine whether quick fixes could be implemented (culvert obstructions, re-ditching, etc.) to alleviate the immediate concerns.

This item was discussed at the Public Works Committee on August 15, 2011, and at that time staff summarized the areas of concern that were being investigated based upon citizen complaints received. The attached summary was presented at the meeting; which outlines the concern identified, actions steps to evaluate the concern, additional investigations that would be necessary to fully understand the situation, and recommendations for specific projects that could be implemented rather quickly and inexpensively. At that time we classified the issues into 3 categories:

1. Those that required no further action. They were evaluated and corrected, or did not need correcting because the water was fully contained within a dedicated drainage & utility easement (functioning as designed).
2. Those that required additional investigation and evaluation before deciding on a long term solution, and implementing corrective actions.
3. Those that had an identified recommendation for immediate action.

At that meeting the Committee briefly discussed the areas of concern, and directed staff to prepare plans and specifications for the items identified in category 3. Once this direction was ratified by the City Council on September 13, 2011, and the plans completed, it was too late in the season to secure bids and complete the improvements in 2011. It was then decided to delay construction until 2012, where some of the improvements could be completed by inclusion in the street maintenance program. Staff is in the process of finalizing plans for these items and intends to solicit quotes for the improvements this spring/summer. Depending on the direction staff receives for potential improvements to alleviate some of the outstanding concerns identified over the next couple of months, additional plans can be incorporated into one plan set for bidding.

**Notification:**

The resident has been provided with a copy of the agenda and invited to attend the meeting.

**Observations:**

Staff prepared a brief RFP in the fall of 2011, to investigate the areas of concern, and distributed it to members of the City's consultant pool in the fall of 2011. The goal of this project was to have an independent third party evaluate the areas, provide options for corrective actions, and associated estimates to implement the work. Hakanson Anderson was awarded the project to undertake these investigations, and they have since completed their analysis and compiled a report that references potential solutions for each area identified. Attached to this case is the final report.

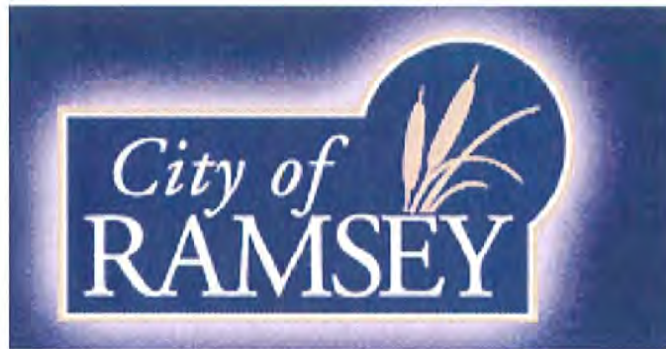
This item was introduced in general terms at the February Public Works Committee meeting, with the direction being that staff would come back before the committee over the next several months to discuss the merits of each potential improvement in more detail. Staff received information this March 13 that Rum River Hills Golf Course submitted information to the League of Minnesota Cities regarding their claim, and that the League will be issuing a response around March 16.



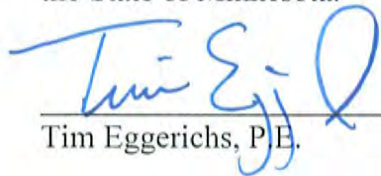
# INVESTIGATION OF 2011 FLOODING CONCERNS

FOR THE

**City of Ramsey**  
**Anoka County, Minnesota**

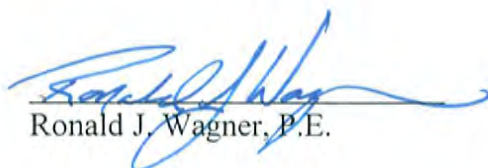


I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

  
\_\_\_\_\_  
Tim Eggerichs, P.E.

43362  
License No.

February 14, 2012  
Date

  
\_\_\_\_\_  
Ronald J. Wagner, P.E.

26052  
License No.

February 14, 2012  
Date

## TABLE OF CONTENTS

### SUMMARIES AND RECOMMENDATIONS

SECTION 1 .....	148 <sup>th</sup> Lane
SECTION 2 .....	149 <sup>th</sup> Lane
SECTION 3 .....	Rum River Hills Golf Club
SECTION 4 .....	163 <sup>rd</sup> Lane
SECTION 5 .....	156 <sup>th</sup> Lane
SECTION 6 .....	Sodium Street

## **SUMMARIES AND RECOMMENDATIONS**

### **148<sup>th</sup> Lane**

There is an existing low area on the south side of 148<sup>th</sup> Lane. During the wet spring of 2011, stormwater would pond for extended periods in this low area. A 15" outlet exists approximately 2.5 feet above the bottom of the low area that drains the area to the east. The stormwater below the outlet pipe infiltrates into the soil. A drainage easement exists over this low area.

Different sized outlet pipes at different elevations were analyzed. These different sized outlets did not have a significant impact on the high water level in the area. Since the low area is within an existing drainage easement, it is our recommendation that nothing be changed in the area.

### **149<sup>th</sup> Lane**

There is an existing low area on the east side of Lot 3, Block 1 of Ramsey Meadows 4<sup>th</sup> Addition (5410 149<sup>th</sup> Lane NW). This low area is connected to the large DNR Wetland to the east with a drain tile. During the wet spring of 2011, stormwater would back up through this drain tile and flooded the low area. It appears that this low area may have been constructed as part of a wetland mitigation plan and may be controlled by Wetland Conservation Act rules. A drainage easement exists over this low area.

The outlet from the DNR Wetland, which drains east under Trunk Highway 47 (TH 47), was analyzed. The current outlet has a weir structure that is approximately 0.8 feet above the invert of the 15" pipe that crosses TH 47. Additional culverts under TH 47 were analyzed, but the additional outlets did not have a significant impact on the high water levels in the DNR Wetland. Removing the weir structure was also analyzed.

It is our recommendation that the weir structure be removed from the outlet. This will not have a significant impact on the high water level of the wetland; however, the wetland will drain down to an elevation near the elevation of the bottom of the low area at 5410 149<sup>th</sup> Lane. The estimated cost to remove the weir structure is \$1,265.

### **Rum River Hills Golf Club**

Rum River Hills Golf Club has been experiencing flooding issues throughout the golf course. The large ponds near the clubhouse drain to the east through an existing outlet structure and 12" pipe. This stormwater then drains over an existing steel weir structure and over a rock dam prior to discharging to the Rum River.

#### **Area 1**

The ponds near the clubhouse have been flooding and the outlet does not seem to drain the ponds effectively. The existing 12" outlet from the large ponds near the clubhouse has several sags in it and several joints have been compromised.

It is our recommendation to replace this pipe and install a new outlet structure with removable planks that will give the golf course more flexibility in controlling the water

elevation in the ponds. This includes an 18" HDPE outlet and precast concrete outlet structure with a removable grate for access to the planks. It is proposed to leave the overflow at the same elevation as existing, which will have minimal impacts on the elevation of the standing water and the high water levels of the ponds. The estimated cost to install this new outlet is \$29,853.

#### Area 2

Based on the high water levels in the ponds near the clubhouse, it appears flooding of the cart paths near Hole #1 may be an issue during large storm events. The existing culverts consist of a 12" CMP and 15" HDPE.

To reduce the frequency of the flooding, we recommend installing 24" diameter culverts under the two existing cart paths. The paths would continue to be inundated during storm events greater than 3.5", but would not be inundated during storm events less than 3.5". The estimated cost to replace the culverts is \$6,642. If the golf course does not feel that the cart path flooding is a concern, replacing the culverts is not a necessity.

#### Area 3

The soil in the fairway of Hole #15 has become saturated. There is an existing rock dam southeast of this fairway and it appears that water being contained by the rock dam may be infiltrating into the soil and saturating the fairway.

We recommend lining the creek upstream of the rock dam with an impermeable liner and replacing and/or installing new drain tile in the fairway of Hole #15. Lining the creek will eliminate the infiltration into the soil and the drain tile will keep the soil from becoming saturated. The estimated cost for these improvements is \$13,530.

#### Area 4

Holes #3 and #17 have had flooding issues. The ponds and swales near the two holes are drained through three 15" CMP culverts.

Different sized culverts at different elevations were analyzed. These different sized culverts did not have a significant impact on the high water levels in the area. Without lowering the entire swale and creating more storage, it does not appear that replacing the culverts would have a significant impact. It is our recommendation that the three culverts not be replaced.

#### **163<sup>rd</sup> Lane**

There is an existing, landlocked low area south of 163<sup>rd</sup> Lane and east of Wolfram Street. During a majority of the year, stormwater runoff infiltrates into the soil. However, during early spring when the ground is frozen and during periods of heavy rainfall, water levels have risen to levels that cause flooding of adjacent properties.

Different sized outlet pipes were analyzed to drain the low area. Installing an outlet will have a significant impact on the high water levels in the area and, most importantly, the length of inundation will be greatly reduced. We recommend directionally drilling an

18" HDPE pipe south to County Ditch #3 with an invert elevation of 872.0. Installing the pipe at an elevation of 872.0 will continue to allow 3" storm events to infiltrate into the soil. The estimated cost to install this outlet is \$80,795.

### **156<sup>th</sup> Lane**

During large storm events, the wetland in Woodland Green Park ponds water in the backyard of 5220 156<sup>th</sup> Lane. The area where water ponds was platted with a 75-foot drainage and utility easement, however, this easement has been vacated. The wetland discharges east through an existing storm sewer system to a low area and then north through another storm sewer system to the Rum River.

Different sized ponds and outlet configurations were analyzed. One alternative to reduce the high water level of the wetland in Woodland Green Park included constructing a new outlet pipe from the wetland to the low area to the east. This alternative would also require constructing a new outlet at a lower elevation from the low area directly to the Rum River. This would require the approval of the Minnesota Department of Natural Resources and does not appear viable at this time.

We recommend filling the backyard of 5220 156<sup>th</sup> Lane to an elevation equal to the 100-year high water level. Stormwater would then be contained within Woodland Green Park and would not impact this homeowner. Filling the backyard would require grading in the Woodland Green Park site to create storage to compensate for the lost volume. The estimated cost to complete the grading is \$21,175.

### **Sodium Street**

The house at 16756 Sodium Street has been experiencing water in the basement. One reason for having water in the basement could be caused by the road ditch in front of the house filling and then overflowing toward the house. The water then seeps along the basement wall and eventually into the basement. Another reason for water in the basement could be caused by a high groundwater elevation in the area.

We recommend installing a culvert under Sodium Street, regrading the west ditch of Sodium Street, constructing a berm to keep the water in the ditch, and replacing the existing driveway culvert. The ditch would be graded to drain south and a culvert would be installed near the south property line to drain the water to the west. The estimated cost to complete this project is \$12,225.

Section 1  
148<sup>th</sup> Lane

## 148<sup>th</sup> Lane

### Description

As shown on Exhibit 1, a low area exists south of 148<sup>th</sup> Lane. A 15" outlet pipe drains the low area north and then east to DNR Wetland 658W. The invert of the outlet pipe is at elevation 862.3 and the bottom of the low area is at elevation 859.8. Water in the low area has to rise 2.5 feet prior to discharging. The water below the outlet infiltrates into the soil, which may take days depending on the condition of the soil.

The existing 100-year high water level (HWL) for the low area is 865.5. As shown on Exhibit 2, a drainage easement exists in the rear of Lots 2 through 5, Block 2 of Ramsey Commons 2<sup>nd</sup> Addition.

### Alternatives

The following alternatives address the water elevation in the existing low area.

#### **Alternative 1**

In this alternative, a new outlet pipe would be installed between Lot 1 of Ramsey Commons 2<sup>nd</sup> Addition and Lot 2 of Sunny Ponds, as shown on Exhibit 3. It was assumed that the existing outlet pipe to the north would be removed. By installing an outlet pipe in this location, the invert of the outlet pipe can be lowered from 862.3 to 861.6. The following table summarizes the 100-year HWL's and estimated costs for each outlet pipe:

Outlet Pipe Size	100-Year HWL	Estimated Cost
Existing	865.5	N/A
15"	865.4	\$16,264
18"	865.1	\$31,566 *
24"	864.3	\$45,381 *

\* The existing pipe being connected to in Germanium Street is a 15" diameter. Installing the 18" and 24" outlets will require the removal and replacement of this pipe to match the size of the pipe being installed.

Tables 1 through 3 include the individual costs for this alternative.

#### **Alternative 2**

In this alternative, a new outlet pipe would be installed between Lots 2 and 3 of Sunny Ponds, as shown on Exhibit 4. It was assumed that the existing outlet pipe to the north would be removed. By installing an outlet pipe in this location, the invert of the outlet pipe can be lowered from 862.3 to 861.4. This alternative would require additional grading and the acquisition of a permanent easement on the property south of Ramsey Commons 2<sup>nd</sup> Addition and west of Sunny Ponds. The following table summarizes the 100-year HWL's and estimated costs for each outlet pipe:

Outlet Pipe Size	100-Year HWL	Estimated Cost
Existing	865.5	N/A
15"	865.3	\$13,098
18"	865.0	\$18,846 *
24"	864.3	\$32,543 *

\* The existing pipe being connected to in Germanium Street is a 15" diameter. Installing the 18" and 24" outlets will require the removal and replacement of this pipe to match the size of the pipe being installed.

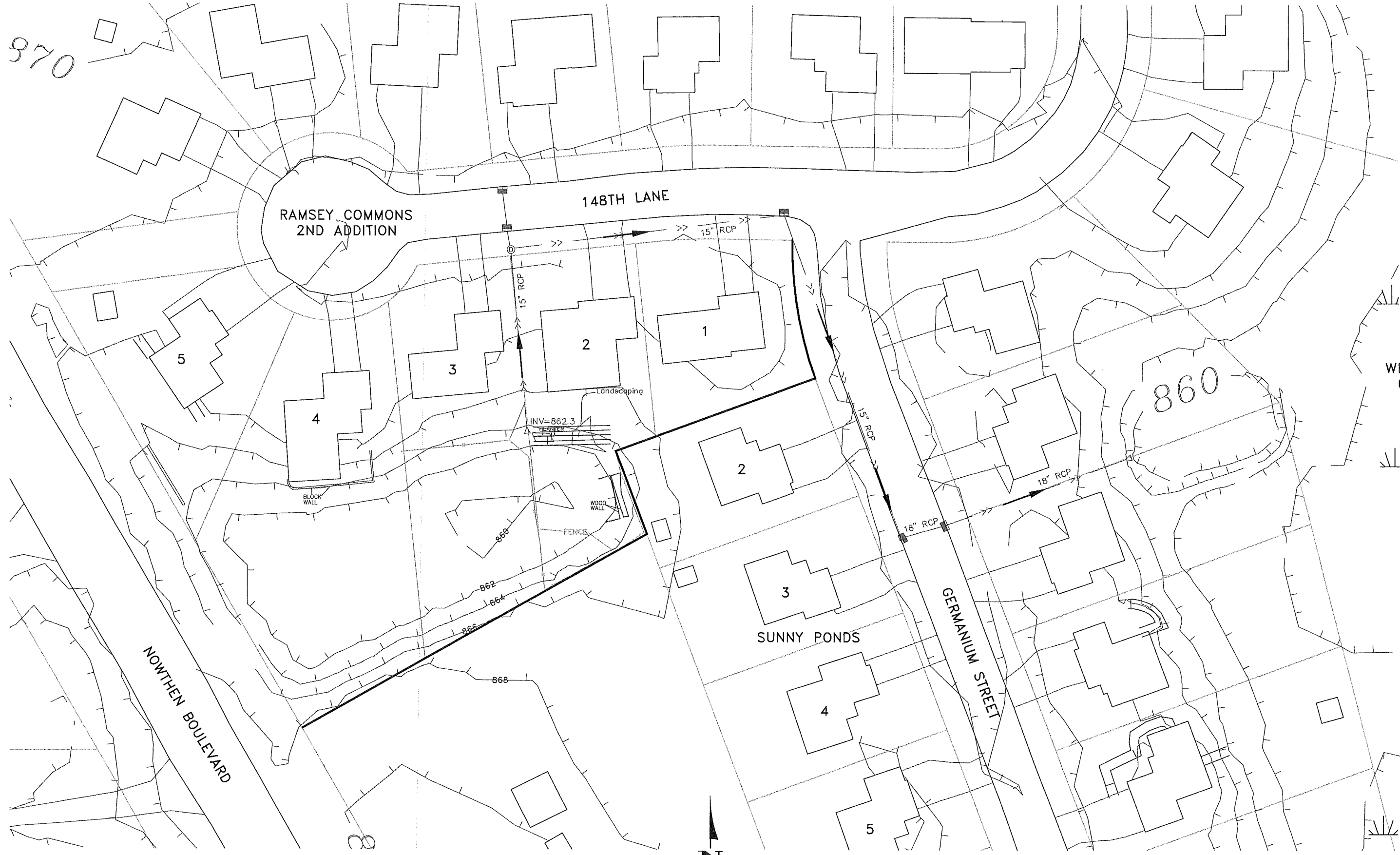
Tables 4 through 6 include the individual costs for this alternative.

### **Alternative 3**

In this alternative, the bottom of the low area would be filled to the same elevation as the outlet pipe invert. The pond would then drain dry and would not be sitting with water until it infiltrated. By filling the bottom of the low area, the resultant 100-year HWL will be 866.2, 0.7 feet higher than the existing HWL. This higher HWL would end up outside the existing drainage and utility easement, creating the need for additional drainage easement.

The estimated cost to fill the low area is \$15,321. Table 7 includes the individual costs for this alternative.

Further research is required to determine if this low area was designed to treat a water quality volume. The volume required would dictate if Alternatives 1 and 2 are viable options. Alternative 3 would not be viable, because the water quality volume is being eliminated in this alternative.



870

RAMSEY COMMONS  
2ND ADDITION

148TH LANE

DNR  
WETLAND  
658W

860

SUNNY PONDS

GERMANIUM STREET

NORTHEN BOULEVARD

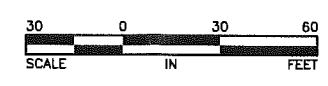
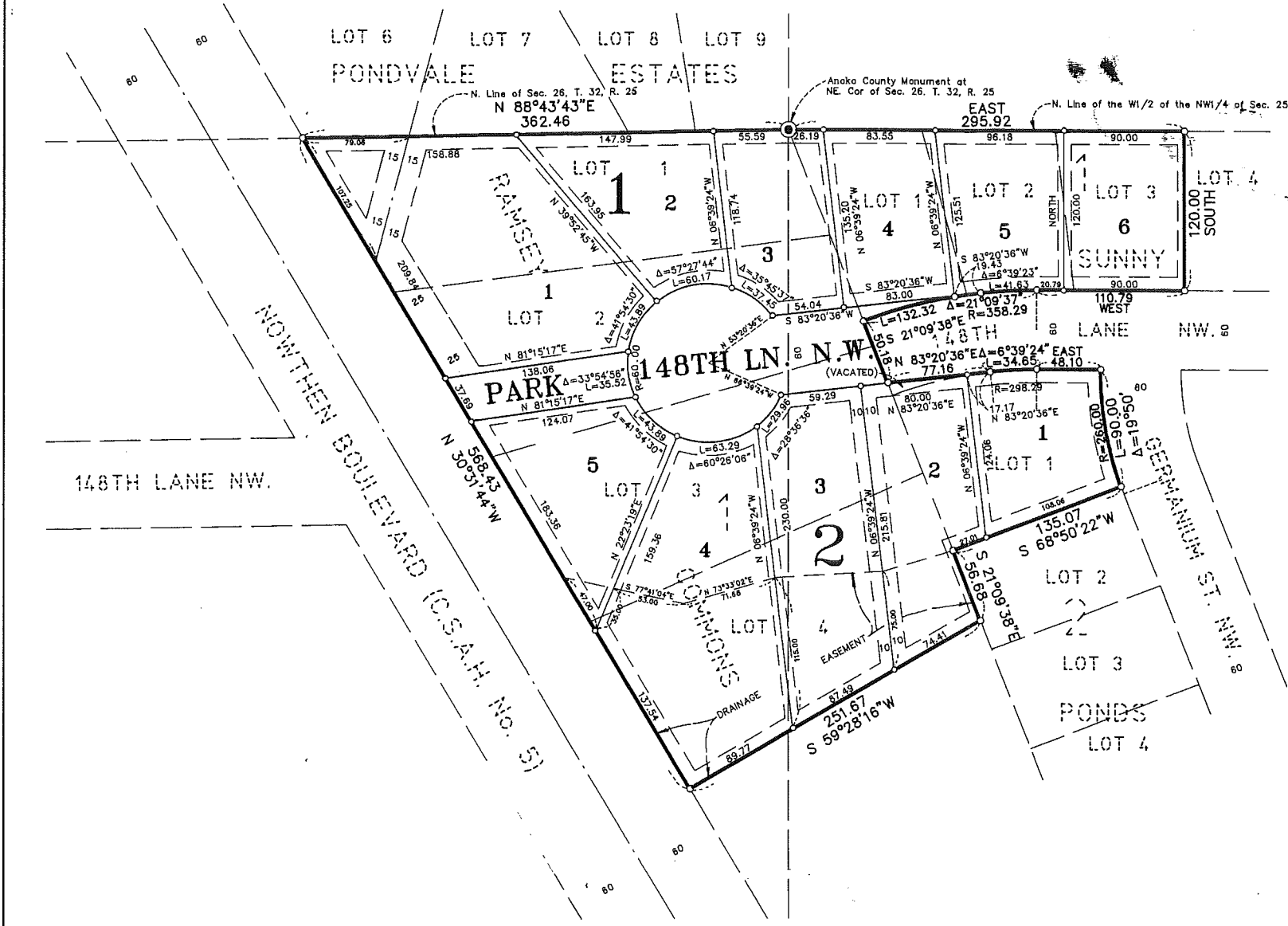


EXHIBIT 1  
148TH LANE EXISTING CONDITIONS  
CITY OF RAMSEY, MINNESOTA

# RAMSEY COMMONS 2ND ADDITION

CITY OF RAMSEY COUNTY OF ANOKA



KNOW ALL PERSONS BY THESE PRESENTS: That North Suburban Development, Inc., a Minnesota Corporation, owner and proprietor, and Dolores S. Fleischer, single, mortgagee of the following described property situated in the County of Anoka, State of Minnesota, to-wit:

Lots 1, 2 and 3, Block 1, and Lot 1, Block 2, all in SUNNY PONDS, according to the recorded plat thereof, Anoka County, Minnesota,

And that part of vacated 148th Lane N.W., as dedicated in the plat of SUNNY PONDS, according to the recorded plat thereof, Anoka County, Minnesota, lying north of the north line of Lot 1, Block 2, in said SUNNY PONDS and lying south of the following described line:

Commencing at the northeast corner of said Lot 1, Block 2; thence on an assumed bearing of West, along the north line of said Lot 1, Block 2, a distance of 48.10 feet; thence westerly continuing along said north line and along a tangential curve, concave to the south having a radius of 298.29 feet and a central angle of 6 degrees 39 minutes 24 seconds, a distance of 34.65 feet to the point of beginning of the line to be described; thence South 83 degrees 20 minutes 36 seconds West, a distance of 77.16 feet to the intersection with the northerly extension of the west line of said Lot 1, Block 2, and said line there terminating.

AND that North Suburban Development, Inc., a Minnesota Corporation, owner and proprietor, and Delano Skeim, single, mortgagee of the following described property situated in the County of Anoka, State of Minnesota, to-wit:

Lots 1, 2, 3 and 4, Block 1, RAMSEY COMMONS, according to the recorded plat thereof, Anoka County, Minnesota.

Have caused the same to be surveyed and platted as RAMSEY COMMONS 2ND ADDITION and do hereby donate and dedicate to the public for public use forever the lane/as shown on the plat. Also dedicating the drainage and/or utility easements as shown on the plat. Also dedicating to the County of Anoka the right of access onto County State Aid Highway No. 5 from Lot 1, Block 1 and from Lots 4 and 5, Block 2. In witness whereof said North Suburban Development, Inc. has caused these presents to be signed by its proper officer this 26th day of MAY, 1993. Also in witness whereof said Dolores S. Fleischer has hereunto set her hand this 26th day of MAY, 1993. Also in witness whereof said Delano Skeim has hereunto set his hand this 26th day of MAY, 1993.

NORTH SUBURBAN DEVELOPMENT, INC.

*[Signature]*  
A. Henkveld, as President

SIGNED:  
*[Signature]*  
Dolores S. Fleischer

SIGNED:  
*[Signature]*  
Delano Skeim

STATE OF MINNESOTA) The foregoing instrument was acknowledged before me this 26th day of MAY, 1993, by J. A. COUNTY OF ANOKA) Henkveld, President of North Suburban Development, Inc., a Minnesota corporation, on behalf of the corporation.

SHIRLEY D. CHENOWETH  
NOTARY PUBLIC-MINNESOTA  
ANOKA COUNTY  
My Commission Expires 6-24-96

*[Signature]*  
Notary Public, ANOKA County, Minnesota  
My Commission expires 6-24-96

STATE OF MINNESOTA) The foregoing instrument was acknowledged before me this 26th day of MAY, 1993, by Dolores COUNTY OF ANOKA) S. Fleischer, single.

SHIRLEY D. CHENOWETH  
NOTARY PUBLIC-MINNESOTA  
ANOKA COUNTY  
My Commission Expires 6-24-96

*[Signature]*  
Notary Public, ANOKA County, Minnesota  
My Commission expires 6-24-96

STATE OF MINNESOTA) The foregoing instrument was acknowledged before me this 21st day of May, 1993, by Delano COUNTY OF ANOKA) Skeim, single.

MARGARET A. McINERNEY  
NOTARY PUBLIC-MINNESOTA  
ANOKA COUNTY  
My Commission Expires FEB. 22, 1998

*[Signature]*  
Notary Public, Anoka County, Minnesota  
My Commission expires 2/22/96

I hereby certify that I have surveyed and platted the land described in the dedication on this plat as RAMSEY COMMONS 2ND ADDITION; that the plat is a correct representation of said survey; that all distances are correctly shown on said plat in feet and hundredths of a foot; that the monuments have been correctly placed in the ground as shown; that the outside boundaries are correctly designated on said plat; and that there are no wet lands or public highways to be designated on said plat other than as shown thereon.

*[Signature]*  
Jeffrey N. Caine, Registered Land Surveyor  
Minnesota Registration No. 12251

STATE OF MINNESOTA) The surveyors certificate was acknowledged before me a Notary Public, this 19th day of May, 1993, COUNTY OF ANOKA) by Jeffrey N. Caine, Land Surveyor.

MOLLY W. CAINE  
Notary Public-Minnesota  
Anoka County  
My Commission Expires 6-13-96

*[Signature]*  
Notary Public, Anoka County, Minnesota  
My Commission expires 6-13-96

CITY OF RAMSEY

We hereby certify that the City Council of the City of Ramsey, Anoka County, Minnesota, duly accepted and approved the plat of RAMSEY COMMONS 2ND ADDITION at a regular meeting held this 11th day of May, 1993. If applicable, the written comments and recommendations of the Commissioner of Transportation and the County Highway Engineer have been received by the city or the prescribed 30 day period has elapsed without receipt of such comments and recommendations, as provided by Minn. Statutes, Section 509.03, Subd. 2.

By *[Signature]* Mayor By *[Signature]* Clerk

Checked and approved this 29th day of June, 1993

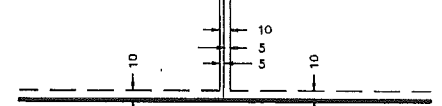
By *[Signature]*  
Anoka County Surveyor

I HEREBY CERTIFY THAT THE CURRENT AND DELINQUENT TAXES ON THE LANDS DESCRIBED WITHIN:

ENTERED  
BY  
DEPU

EXHIBIT 2.  
FINAL PLAT-RAMSEY COMMONS 2ND ADD.  
CITY OF RAMSEY, MINNESOTA

DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



BEING 10 FEET WIDE AND ADJOINING ALL STREET RIGHT-OF-WAY LINES AND REAR LOT LINES AND 5 FEET WIDE AND ADJOINING ALL SIDE LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

SCALE IN FEET

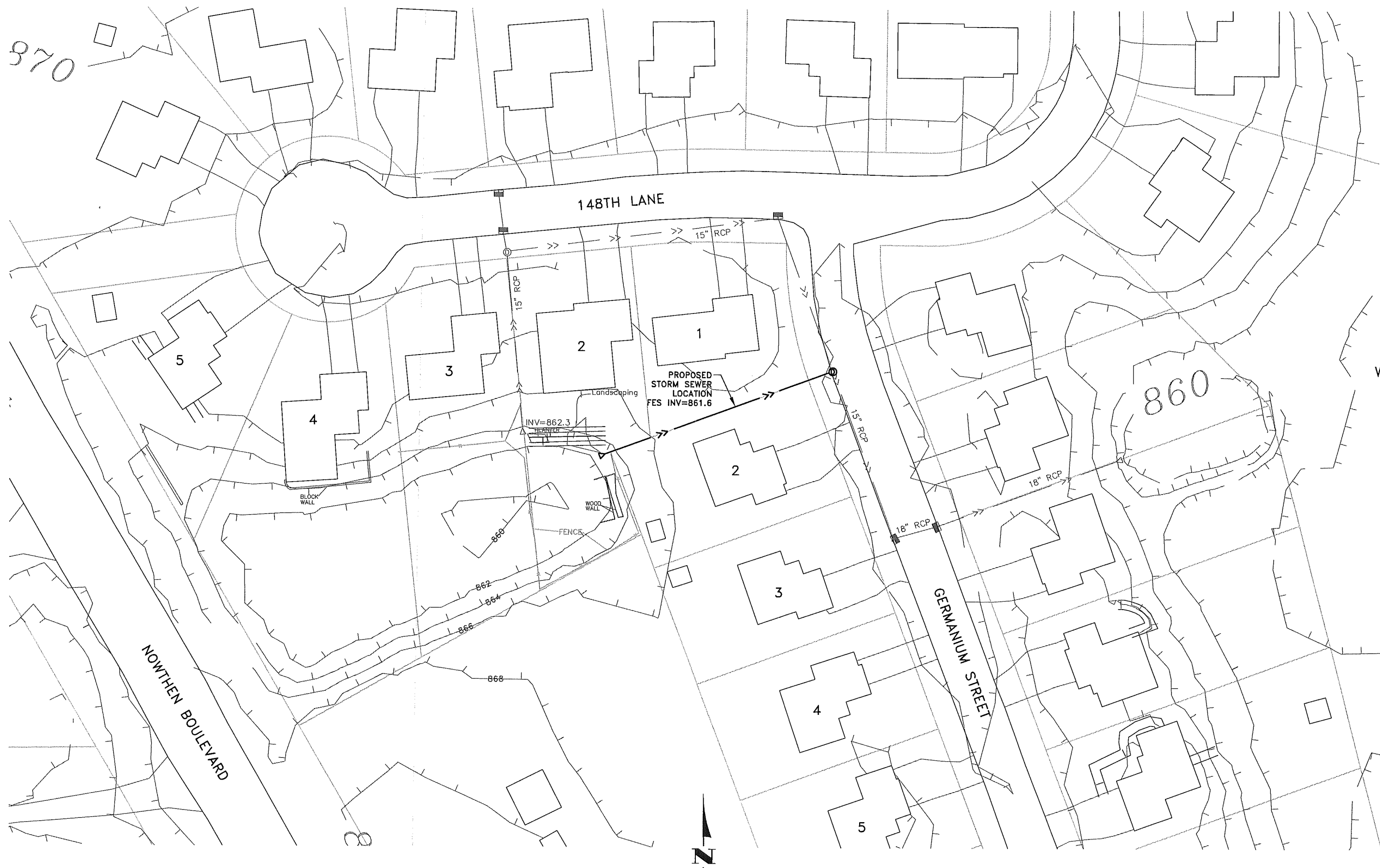


SCALE: 1 INCH = 60 FEET

○ DENOTES 1/2 INCH IRON PIPE SET.  
● DENOTES ANOKA COUNTY MONUMENT.  
NOTE: FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF THE W1/2 OF THE NW1/4 OF SEC. 25, T. 32, R. 25 IS ASSUMED TO HAVE A BEARING OF EAST.

1049281  
OFFICE OF COUNTY RECORDER  
STATE OF MINNESOTA, COUNTY OF ANOKA  
I hereby certify that the within instrument was filed in this office for record on the JUNE 29 A.D., 1993  
4:15 o'clock P.M., and was duly recorded in book 4109 Page 41  
*[Signature]*  
Deputy

CAINE & ASSOCIATES  
LAND SURVEYORS, INC.



870

860

DNR  
WETLAND  
658W

NORTHEN BOULEVARD

GERMANIUM STREET

148TH LANE

PROPOSED  
STORM SEWER  
LOCATION  
FES INV=861.6

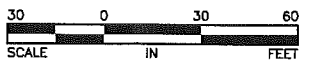
INV=862.3

Landscaping

FENCES

WOOD WALL

BLOCK WALL



**EXHIBIT 3**  
**148TH LANE ALTERNATIVE 1 STORM SEWER**  
**CITY OF RAMSEY, MINNESOTA**



870

148TH LANE

NORTHEN BOULEVARD

GERMANIUM STREET

DNR  
WETLAND  
658W

860

PROPOSED  
PERMANENT  
DRAINAGE  
EASEMENT

PROPOSED  
STORM SEWER  
LOCATION  
FES INV=861.4

INV=862.3



EXHIBIT 4  
148TH LANE ALTERNATIVE 2 STORM SEWER  
CITY OF RAMSEY, MINNESOTA

**TABLE 1  
148TH LANE  
ALTERNATIVE 1A - 15" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$500.00	1	\$500
2	CLEARING	TREE	\$100.00	12	\$1,200
3	GRUBBING	TREE	\$100.00	12	\$1,200
4	REMOVE STORM SEWER	LIN FT	\$5.00	118	\$590
5	REMOVE CONCRETE CURB	LIN FT	\$10.00	20	\$200
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	23	\$115
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	40	\$120
8	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	23	\$173
9	4" BITUMINOUS PATCH	SQ YD	\$28.00	23	\$644
10	BULKHEAD MANHOLE	EACH	\$500.00	1	\$500
11	15" RC PIPE APRON	EACH	\$300.00	1	\$300
12	TRASH GUARD FOR 15" PIPE APRON	EACH	\$150.00	1	\$150
13	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	1	\$1,000
14	15" RC PIPE SEWER DESIGN 3006, CL V	LIN FT	\$22.00	152	\$3,344
15	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$1,500.00	1	\$1,500
16	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$20.00	20	\$400
17	TRAFFIC CONTROL	LUMP SUM	\$300.00	1	\$300
18	CONIFEROUS TREE 4' HT B&B	TREE	\$200.00	12	\$2,400
19	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.1	\$150

Estimated Construction Cost	\$14,786
Contingency (10%)	\$1,479
Total Estimated Construction Cost	<u>\$16,264</u>

**TABLE 2**  
**148TH LANE**  
**ALTERNATIVE 1B - 18" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$800.00	1	\$800
2	CLEARING	TREE	\$100.00	12	\$1,200
3	GRUBBING	TREE	\$100.00	12	\$1,200
4	REMOVE STORM SEWER	LIN FT	\$5.00	233	\$1,165
5	REMOVE CONCRETE CURB	LIN FT	\$10.00	135	\$1,350
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	150	\$750
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	155	\$465
8	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	150	\$1,125
9	4" BITUMINOUS PATCH	SQ YD	\$28.00	150	\$4,200
10	BULKHEAD MANHOLE	EACH	\$500.00	1	\$500
11	18" RC PIPE APRON	EACH	\$350.00	1	\$350
12	TRASH GUARD FOR 18" PIPE APRON	EACH	\$200.00	1	\$200
13	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	2	\$2,000
14	18" RC PIPE SEWER DESIGN 3006, CL III	LIN FT	\$23.00	267	\$6,141
15	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$1,500.00	1	\$1,500
16	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$20.00	135	\$2,700
17	TRAFFIC CONTROL	LUMP SUM	\$500.00	1	\$500
18	CONIFEROUS TREE 4' HT B&B	TREE	\$200.00	12	\$2,400
19	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.1	\$150

Estimated Construction Cost	\$28,696
Contingency (10%)	\$2,870
Total Estimated Construction Cost	<u>\$31,566</u>

**TABLE 3**  
**148TH LANE**  
**ALTERNATIVE 1C - 24" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$1,300.00	1	\$1,300
2	CLEARING	TREE	\$100.00	12	\$1,200
3	GRUBBING	TREE	\$100.00	12	\$1,200
4	REMOVE STORM SEWER	LIN FT	\$4.00	388	\$1,552
5	REMOVE CONCRETE CURB	LIN FT	\$5.00	155	\$775
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	195	\$975
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	175	\$525
8	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	195	\$1,463
9	4" BITUMINOUS PATCH	SQ YD	\$28.00	195	\$5,460
10	BULKHEAD MANHOLE	EACH	\$500.00	1	\$500
11	24" RC PIPE APRON	EACH	\$450.00	2	\$900
12	TRASH GUARD FOR 24" PIPE APRON	EACH	\$300.00	2	\$600
13	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	1	\$1,000
14	24" RC PIPE SEWER DESIGN 3006, CL III	LIN FT	\$29.00	414	\$12,006
15	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$1,500.00	1	\$1,500
16	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60 - 4020	LIN FT	\$2,000.00	2	\$4,000
17	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$20.00	155	\$3,100
18	TRAFFIC CONTROL	LUMP SUM	\$500.00	1	\$500
19	CONIFEROUS TREE 4' HT B&B	TREE	\$200.00	12	\$2,400
20	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.2	\$300

Estimated Construction Cost	\$41,256
Contingency (10%)	\$4,126
Total Estimated Construction Cost	<u>\$45,381</u>

**TABLE 4  
148TH LANE  
ALTERNATIVE 2A - 15" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$400.00	1	\$400
2	CLEARING	TREE	\$100.00	2	\$200
3	GRUBBING	TREE	\$100.00	2	\$200
4	REMOVE STORM SEWER	LIN FT	\$5.00	118	\$590
5	REMOVE CONCRETE CURB	LIN FT	\$10.00	20	\$200
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	23	\$115
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	40	\$120
8	COMMON EXCAVATION	CU YD	\$5.00	100	\$500
9	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	23	\$173
10	4" BITUMINOUS PATCH	SQ YD	\$28.00	23	\$644
11	BULKHEAD MANHOLE	EACH	\$500.00	1	\$500
12	15" RC PIPE APRON	EACH	\$300.00	1	\$300
13	TRASH GUARD FOR 15" PIPE APRON	EACH	\$150.00	1	\$150
14	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	1	\$1,000
15	15" RC PIPE SEWER DESIGN 3006, CL V	LIN FT	\$22.00	152	\$3,344
16	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$1,500.00	1	\$1,500
17	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$20.00	20	\$400
18	TRAFFIC CONTROL	LUMP SUM	\$300.00	1	\$300
19	CONIFEROUS TREE 4' HT B&B	TREE	\$200.00	2	\$400
20	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.1	\$150

Estimated Construction Cost	\$11,186
Contingency (10%)	\$1,119
Permanent Easement (\$1.15/ sq ft)	\$794
<b>Total Estimated Construction Cost</b>	<b><u>\$13,098</u></b>

**TABLE 5**  
**148TH LANE**  
**ALTERNATIVE 2B - 18" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$500.00	1	\$500
2	CLEARING	TREE	\$100.00	2	\$200
3	GRUBBING	TREE	\$100.00	2	\$200
4	REMOVE STORM SEWER	LIN FT	\$5.00	153	\$765
5	REMOVE CONCRETE CURB	LIN FT	\$10.00	55	\$550
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	61	\$305
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	75	\$225
8	COMMON EXCAVATION	CU YD	\$5.00	100	\$500
9	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	61	\$458
10	4" BITUMINOUS PATCH	SQ YD	\$28.00	61	\$1,708
11	BULKHEAD MANHOLE	EACH	\$500.00	1	\$500
12	18" RC PIPE APRON	EACH	\$350.00	1	\$350
13	TRASH GUARD FOR 18" PIPE APRON	EACH	\$200.00	1	\$200
14	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	2	\$2,000
15	18" RC PIPE SEWER DESIGN 3006, CL III	LIN FT	\$23.00	187	\$4,301
16	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$1,500.00	1	\$1,500
17	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$20.00	55	\$1,100
18	TRAFFIC CONTROL	LUMP SUM	\$500.00	1	\$500
19	CONIFEROUS TREE 4' HT B&B	TREE	\$200.00	2	\$400
20	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.1	\$150

Estimated Construction Cost	\$16,412
Contingency (10%)	\$1,641
Permanent Easement (\$1.15/ sq ft)	\$794
<b>Total Estimated Construction Cost</b>	<b><u>\$18,846</u></b>

**TABLE 6  
148TH LANE  
ALTERNATIVE 2C - 24" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$900.00	1	\$900
2	CLEARING	TREE	\$100.00	2	\$200
3	GRUBBING	TREE	\$100.00	2	\$200
4	REMOVE STORM SEWER	LIN FT	\$4.00	306	\$1,224
5	REMOVE CONCRETE CURB	LIN FT	\$5.00	75	\$375
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	106	\$530
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	95	\$285
8	COMMON EXCAVATION	CU YD	\$5.00	100	\$500
9	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	106	\$795
10	4" BITUMINOUS PATCH	SQ YD	\$28.00	106	\$2,968
11	BULKHEAD MANHOLE	EACH	\$500.00	1	\$500
12	24" RC PIPE APRON	EACH	\$450.00	2	\$900
13	TRASH GUARD FOR 24" PIPE APRON	EACH	\$300.00	2	\$600
14	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	1	\$1,000
15	24" RC PIPE SEWER DESIGN 3006, CL III	LIN FT	\$29.00	334	\$9,686
16	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$1,500.00	1	\$1,500
17	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60 - 4020	LIN FT	\$2,000.00	2	\$4,000
18	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$20.00	75	\$1,500
19	TRAFFIC CONTROL	LUMP SUM	\$500.00	1	\$500
20	CONIFEROUS TREE 4' HT B&B	TREE	\$200.00	2	\$400
21	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.2	\$300

Estimated Construction Cost	\$28,863
Contingency (10%)	\$2,886
Permanent Easement (\$1.15/ sq ft)	\$794
<b>Total Estimated Construction Cost</b>	<b><u>\$32,543</u></b>

**TABLE 7  
148TH LANE  
ALTERNATIVE 3**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$500.00	1	\$500
2	CLEARING	TREE	\$100.00	10	\$1,000
3	GRUBBING	TREE	\$100.00	10	\$1,000
4	COMMON EXCAVATION	CU YD	\$5.00	270	\$1,350
5	GRANULAR BORROW	CU YD	\$8.00	1166	\$9,328
6	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.5	\$750

Estimated Construction Cost	\$13,928
Contingency (10%)	\$1,393
Total Estimated Construction Cost	<u>\$15,321</u>

Section 2  
149<sup>th</sup> Lane

## **149<sup>th</sup> Lane**

### **Description**

As shown on Exhibit 5, a low area exists on Lot 3, Block 1 of Ramsey Meadows 4<sup>th</sup> Addition. There is a drain tile that drains the low area to DNR Wetland 658W. During large storm events, DNR Wetland 658W backs up through the drain tile and into the low area. DNR Wetland 658W drains east under Trunk Highway 47 (TH 47) through a small weir structure and 15" pipe to DNR Wetland 659W. The weir structure is at an elevation of 860.9 and drains to the 15" pipe at an elevation of 860.0.

The current outlet elevation is approximately two feet above the bottom of Wetland 658W. The existing 100-year high water level (HWL) for DNR Wetland 658W is 862.1 and for DNR Wetland 659W is 860.4. As shown on Exhibit 6, there is an existing drainage and utility easement over a majority of Block 1 of Ramsey Meadows 4<sup>th</sup> Addition including the low area in question.

### **Alternatives**

The following alternatives address the water elevation in DNR Wetland 658W.

#### **Alternative 1**

Alternative 1 will include removing the existing weir structure and leaving only the 15" culvert as the outlet from DNR Wetland 658W. By removing the weir structure, the wetland will begin to discharge at an elevation of 860.0 as opposed to 860.8.

Removing the weir structure, resulting in a lower normal water level in the wetland, will result in a 100-year HWL for DNR Wetland 658W of 862.0. The 100-year HWL for DNR Wetland 659W did not change. The estimated cost to remove the weir structure is \$1,265. Table 8 includes the individual costs for this alternative.

It is our understanding that any work proposed below an elevation of 860 will need the approval of the Minnesota Department of Natural Resources (DNR). This alternative will not have any effect below an elevation of 860 and is not anticipated to need the approval of the DNR. It appears the weir structure is part of the TH 47 storm sewer system. Removing the weir structure may require Mn/DOT's approval.

#### **Alternative 2**

Alternative 2 will include removing the existing weir structure and constructing an additional outlet from DNR Wetland 658W under TH 47. The proposed additional outlet would be at the same elevation as the existing outlet, 860.0. It was assumed the additional pipe would have to be jacked under TH 47.

Three different sized additional outlet pipes were analyzed. The following table summarizes the 100-year HWL's for DNR Wetlands 658W and 659W and the estimated costs to construct each outlet pipe:

Outlet Pipe Size	100-Year HWL (658W)	100-Year HWL (659W)	Estimated Cost
Existing	862.1	860.4	N/A
Existing + 15"	861.8	861.2	\$15,290
Existing + 18"	861.7	861.3	\$18,755
Existing + 24"	861.6	861.4	\$29,040

Tables 9 through 11 include the individual costs for this alternative.

As mentioned above, it is our understanding that any work proposed below an elevation of 860 will need the approval of the DNR. This alternative will not have any effect below an elevation of 860 and is not anticipated to need the approval of the DNR. Removing the weir structure and constructing a culvert under TH 47 will require Mn/DOT's approval.

### Alternative 3

Alternative 3 will include removing the existing weir structure and constructing an additional outlet from DNR Wetland 658W under TH 47. The proposed additional outlet would be at an elevation of 859.0, one foot lower than the existing outlet. It was assumed the additional pipe would have to be jacked under TH 47.

Two different sized additional outlet pipes were analyzed. The following table summarizes the 100-year HWL's for DNR Wetlands 658W and 659W and the estimated costs to construct each outlet pipe:

Outlet Pipe Size	100-Year HWL (658W)	100-Year HWL (659W)	Estimated Cost
Existing	862.1	860.4	N/A
Existing + lower 18"	861.6	861.3	\$18,755
Existing + lower 24"	861.6	861.5	\$29,040

Tables 12 and 13 include the individual costs for this alternative.

As mentioned above, it is our understanding that any work proposed below an elevation of 860 will need the approval of the DNR. This alternative has work proposed below an elevation of 860 and will need the approval of the DNR. Removing the weir structure and constructing a culvert under Trunk Highway 47 will require Mn/DOT's approval.

**Alternative 4**

Alternative 4 will include filling the low area on Lot 3, Block 1 of Ramsey Meadows 4<sup>th</sup> Addition. Filling the low area will reduce the frequency of the backyard flooding. During large storm events, the area may be inundated by water, but will likely be less frequently and for a shorter duration than under existing conditions.

The estimated cost to fill the low area is \$4,681. Table 14 includes the individual costs for this alternative.

As shown on Exhibits 7 and 8, this low area appears to have been designed as wetland mitigation area. Further research may be necessary to determine if this area is protected by the Wetland Conservation Act (WCA). If the area is protected by the WCA, filling this low area will not be a viable alternative.

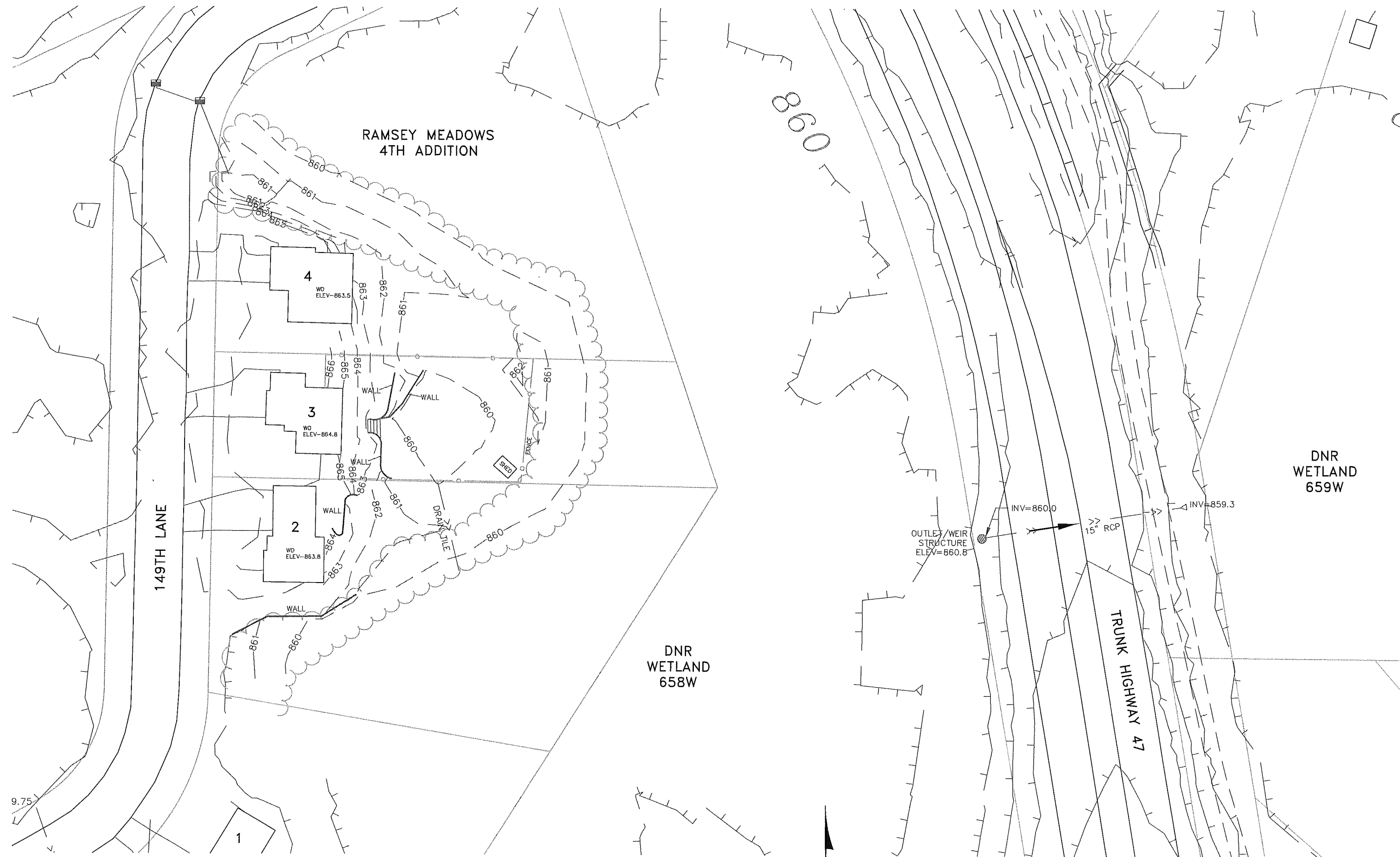


EXHIBIT 5  
149TH LANE EXISTING CONDITIONS  
CITY OF RAMSEY, MINNESOTA

# RAMSEY MEADOWS 4TH ADDITION

CITY OF RAMSEY COUNTY OF ANOKA

pg 25

KNOW ALL PERSONS BY THESE PRESENTS: That J. A. Menkveld & Associates, Inc., a Minnesota corporation, owner and proprietor and Builders Mortgage Corporation, a Minnesota corporation, mortgagee of the following described property situated in the County of Anoka, State of Minnesota, to-wit:

That part of the Southwest Quarter of Section 24, Township 32, Range 25, Anoka County, Minnesota, described as follows:

Beginning at the northeast corner of Outlot A, RAMSEY MEADOWS 3RD ADDITION, according to the recorded plat thereof, Anoka County, Minnesota; thence South 89 degrees 07 minutes 51 seconds East, assumed bearing, parallel with the south line of said Southwest Quarter, a distance of 208.50 feet to the center line of State Trunk Highway No. 47, per the plat of AMBER RIDGE, according to the recorded plat thereof, Anoka County, Minnesota; thence northerly along said center line and along the center line of said State Trunk Highway No. 47, per the plat of WILLOW RIDGE, according to the recorded plat thereof, Anoka County, Minnesota, a distance of 789.96 feet to the intersection with the northeasterly extension of the following described line:

Beginning at a point on the center line of State Trunk Highway No. 47, per the plat of GORHAM'S ADDITION, according to the recorded plat thereof, Anoka County, Minnesota, said point being distant 93.00 feet southeasterly of the northeasterly extension of the southeasterly line of Block 3, said GORHAM'S ADDITION, as measured along said center line; thence South 64 degrees 18 minutes West, parallel with the southeasterly line of Block 3, said GORHAM'S ADDITION, a distance of 376.78 feet, and said line there terminating;

thence South 64 degrees 18 minutes 00 seconds West, along said last described line, a distance of 376.83 feet to the point of termination of said line; thence southwesterly along a tangential curve concave to the southeast, having a radius of 103.25 feet and a central angle of 63 degrees 14 minutes 20 seconds, a distance of 113.96 feet; thence South 1 degree 03 minutes 40 seconds West, tangent to said curve, a distance of 345.42 feet; thence southwesterly along a tangential curve concave to northwest, having a radius of 115.75 feet and a central angle of 60 degrees 08 minutes 15 seconds, a distance of 121.49 feet; thence South 61 degrees 11 minutes 55 seconds West, tangent to said curve, a distance of 53.09 feet to the intersection with the westerly extension of the north line of said Outlot A, RAMSEY MEADOWS 3RD ADDITION; thence South 87 degrees 06 minutes 09 seconds East, along said north line and its westerly extension, a distance of 517.62 feet to the point of beginning.

AND

Outlot A, RAMSEY MEADOWS 3RD ADDITION, according to the recorded plat thereof, Anoka County, Minnesota.

Have caused the same to be surveyed and platted as RAMSEY MEADOWS 4TH ADDITION and do hereby dedicate to the public for public use forever the boulevard, lane and drainage and utility easements as shown on the plat. In witness whereof said J. A. Menkveld & Associates, Inc., a Minnesota corporation, has caused these presents to be signed by its proper officer this 7th day of Oct, 1996. Also in witness whereof said Builders Mortgage Corporation has caused these presents to be signed by its proper officer this 7th day of Oct, 1996.

SIGNED:

J. A. MENKVELD & ASSOCIATES, INC.:

*J. A. Menkveld*  
J. A. Menkveld, President

1275655

OFFICE OF COUNTY RECORDS  
STATE OF MINNESOTA, COUNTY OF ANOKA  
I hereby certify that the within instrument was filed in this office for record on the 7th day of MAY, 1997.  
Book AM, and was duly recorded in book 54, page 25.

*Edward M. Truka*  
Edward M. Truka  
Deputy



CAINE & ASSOCIATES  
LAND SURVEYORS, INC.

BUILDERS MORTGAGE CORPORATION:

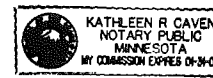
*Ronald Stratton*  
Ronald Stratton, as President

STATE OF MINNESOTA) The foregoing instrument was acknowledged before me this COUNTY OF ANOKA) 7th day of October, 1996, by J. A. Menkveld, President of J. A. Menkveld & Associates, Inc., a Minnesota Corporation, on behalf of the Corporation.



*Teresa Vinje*  
Teresa Vinje  
Notary Public, Anoka County, Minnesota  
My Commission expires 1-31-00

STATE OF MINNESOTA) The foregoing instrument was acknowledged before me this COUNTY OF ANOKA) 7th day of October, 1996, by Ronald Stratton, President of Builders Mortgage Corporation, a Minnesota corporation, on behalf of the corporation.

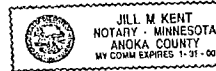


*Kathleen R. Caven*  
Kathleen R. Caven  
Notary Public, Ramsey County, Minnesota  
My Commission expires 1-31-2000

I hereby certify that I have surveyed and platted the land described in the dedication on this plat as RAMSEY MEADOWS 4TH ADDITION; that the plat is a correct representation of said survey; that all distances are correctly shown on said plat in feet and hundredths of a foot; that the monuments have been correctly placed in the ground as shown; that the outside boundaries are correctly designated on said plat; and that there are no wetlands or public highways to be designated on said plat other than as shown thereon.

*Jeffrey N. Caine*  
Jeffrey N. Caine, Registered Land Surveyor  
Minnesota Registration No. 12251

STATE OF MINNESOTA) The surveyors certificate was acknowledged before me a Notary COUNTY OF ANOKA) Public, this 1st day of October, 1996, by Jeffrey N. Caine, Land Surveyor.



*Jill M. Kent*  
Jill M. Kent  
Notary Public, Anoka County, Minnesota  
My Commission expires 01-31-00

CITY OF RAMSEY

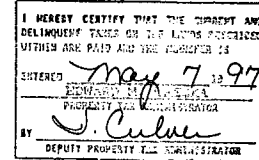
We hereby certify that the City Council of the City of Ramsey, Anoka County, Minnesota, duly accepted and approved the plat of RAMSEY MEADOWS 4TH ADDITION at a regular meeting held this 24th day of September, 1996. If applicable, the written comments and recommendations of the Commissioner of Transportation and the County Highway Engineer have been received by the city or the prescribed 30 day period has elapsed without receipt of such comments and recommendations, as provided by Minn. Statutes, Section 505.03, Subd. 2.

By *Ryan R. Schneider* Mayor By *Ryan R. Schneider* Clerk

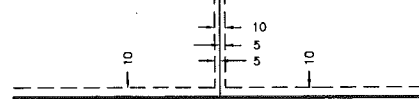
Checked and approved this 7th day of MAY, 1997.

By *Merlyn D. Anderson*  
Merlyn D. Anderson  
Anoka County Surveyor

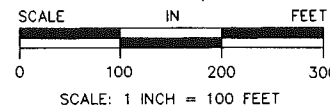
*Larry S. Ham*  
Larry S. Ham  
deputy



DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



BEING 10 FEET WIDE AND ADJOINING ALL STREET RIGHT-OF-WAY LINES AND REAR LOT LINES AND 5 FEET WIDE AND ADJOINING ALL SIDE LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.



- DENOTES IRON MONUMENT FOUND.
  - DENOTES 1/2 INCH IRON PIPE SET.
  - ◎ DENOTES ANOKA COUNTY MONUMENT.
- NOTE: FOR THE PURPOSES OF THIS PLAT, THE SOUTH LINE OF THE SW1/4 OF SEC. 24, T. 32, R. 25 IS ASSUMED TO BEAR S 89°07'51"E

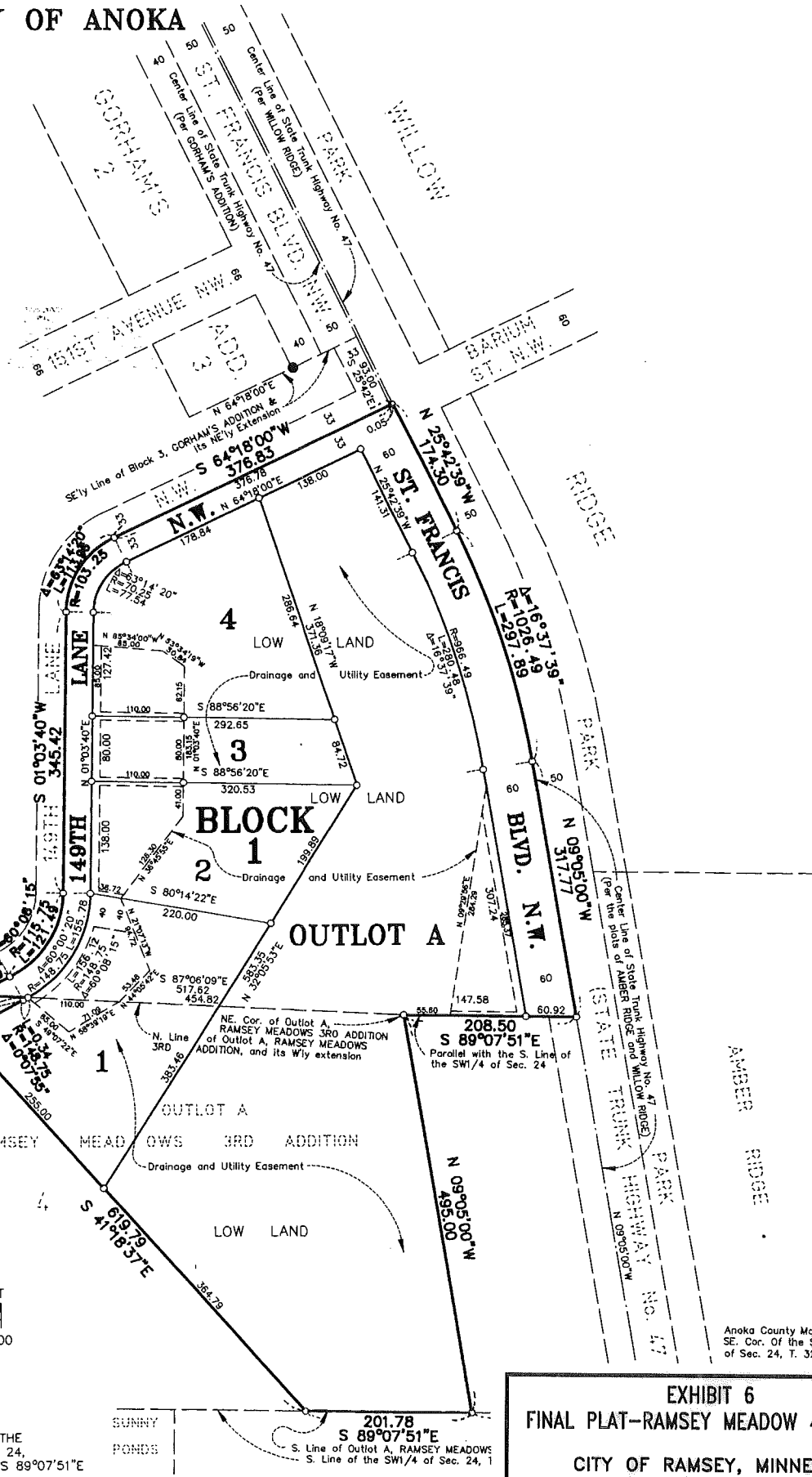
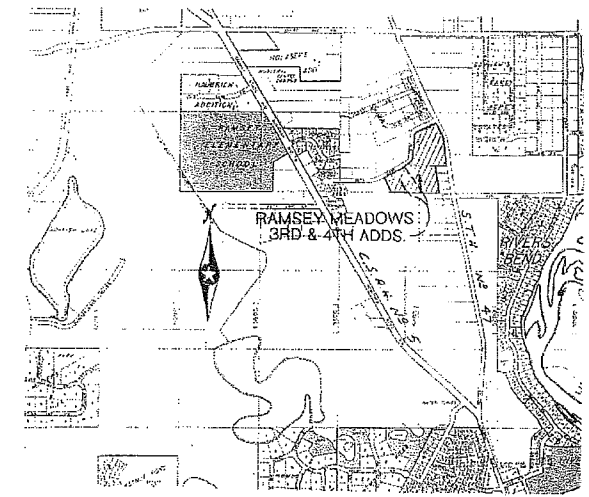
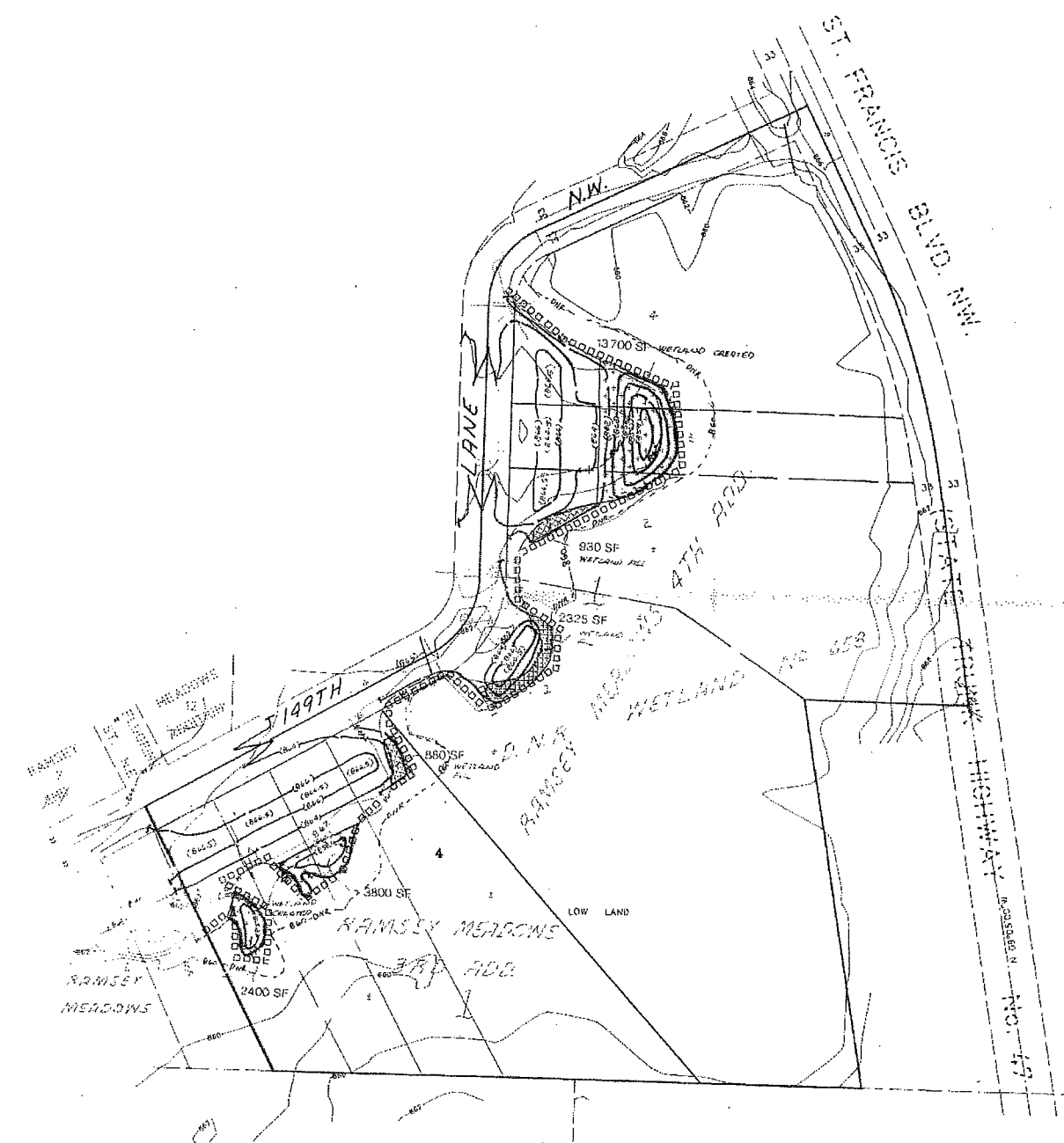


EXHIBIT 6  
FINAL PLAT-RAMSEY MEADOW 4TH ADD.  
CITY OF RAMSEY, MINNESOTA

Anoka County Monument at SE. Cor. Of the SW1/4 of Sec. 24, T. 32, R. 25

30997/824500

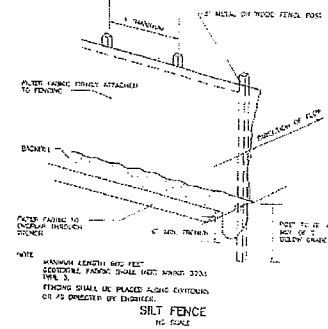
PRELIMINARY GRADING, DRAINAGE & EROSION CONTROL PLAN FOR: **RAMSEY MEADOWS 3RD & 4TH ADDITIONS**



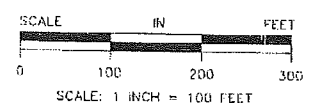
**EROSION CONTROL DURING CONSTRUCTION**

**NOTES:**

- All disturbed soils within 100 lineal feet from wetlands shall be covered with four inches (4") of topsoil and seeded with a minimum of seventy-five (75) pounds per acre of MNDOT Specification Section 3876, Mixture No. 12, with fertilizer 12-12-12 mixture applied at 600 pounds per acre with Mulch-Type 1. This work shall be constructed in accordance with MNDOT Specification Section 2575, within the following timeframe:  
 Slopes steeper than 3:1 - 7 days  
 Slopes 10:1 to 3:1 - 14 days  
 Flatter than 10:1 - 21 days
- Excavate ponding areas before upland grading.
- The bottom of all drainage ditches shall be stabilized within 100 feet of all wetlands. Stabilization must be initiated within 24 hours of connection to wetlands and be completed within five days. All pipes connecting to drainage swales must be provided with energy dissipation structures prior to connecting to wetland.
- Sediment control structures must be in place prior to starting of grading and must be maintained until final stabilization has been established.
- Inspect and maintain after rainfall (as required). The inspector is to be
- Vehicle tracking onto unpaved surfaces must be minimized.
- All silt fence shall be removed after the site has undergone final stabilization.



	PROPOSED NON-DNR WETLAND DISTURBED	PROPOSED WETLAND CREATED
Ramsey Meadows 3rd Addition	880 S.F. ±	6,200 S.F. ±
Ramsey Meadows 4th Addition	4,135 S.F. ±	19,900 S.F. ±
<b>TOTALS</b>	<b>5,015 S.F. ±</b>	<b>26,100 S.F. ±</b>



● DENOTES IRON MONUMENT FOUND  
 ○ DENOTES 1/2 INCH IRON PIPE SET.  
 BEARINGS SHOWN ARE BASED ON ASSUMED DATUM.

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Jeffrey M. Caine*  
 DATE: Jan. 23, 2015 REG. NO. 12251

○ 000.0 DENOTES EXISTING SPOT ELEVATION  
 (0000) " PROPOSED " "  
 — 000 — " EXISTING CONTOUR  
 — (000) — " PROPOSED CONTOUR

--- DNR --- DENOTES EDGE OF D.N.R. WETLAND N.R. 658.  
 --- W --- W --- DENOTES EDGE OF WETLAND AS LOCATED BY JOHN C. ANDERSON OF WETLANDS DATA, INC. & SURVEYED BY CAINE & ASSOCIATES, INC.  
 □□□□□□□□□□ DENOTES PROPOSED SILT FENCE

**CAINE & ASSOCIATES**  
**LAND SURVEYORS, INC.**  
 17720 Highway 85 N.E. - Ham, Ia.  
 634-7846

**EXHIBIT 7**  
**RAMSEY MEADOWS GRADING PLAN**  
 CITY OF RAMSEY, MINNESOTA



**TABLE 8  
149TH LANE  
ALTERNATIVE 1**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$100.00	1	\$100
2	REMOVE STORM STRUCTURE	EACH	\$400.00	1	\$400
3	15" RC PIPE APRON	EACH	\$300.00	1	\$300
4	CONNECT TO EXISTING STORM SEWER	EACH	\$300.00	1	\$300
5	TURF ESTABLISHMENT	LUMP SUM	\$50.00	1	\$50

Estimated Construction Cost	\$1,150
Contingency (10%)	\$115
Total Estimated Construction Cost	<u>\$1,265</u>

**TABLE 9**  
**149TH LANE**  
**ALTERNATIVE 2A - 15" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$400.00	1	\$400
2	REMOVE STORM STRUCTURE	EACH	\$400.00	1	\$400
3	15" RC PIPE APRON	EACH	\$300.00	3	\$900
4	15" RC PIPE SEWER DESIGN 3006, CL V - JACKED	LIN FT	\$100.00	118	\$11,800
5	CONNECT TO EXISTING STORM SEWER	EACH	\$300.00	1	\$300
6	TURF ESTABLISHMENT	LUMP SUM	\$100.00	1	\$100

Estimated Construction Cost	\$13,900
Contingency (10%)	\$1,390
Total Estimated Construction Cost	<u>\$15,290</u>

**TABLE 10  
149TH LANE  
ALTERNATIVE 2B - 18" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$500.00	1	\$500
2	REMOVE STORM STRUCTURE	EACH	\$400.00	1	\$400
3	15" RC PIPE APRON	EACH	\$300.00	1	\$300
4	18" RC PIPE APRON	EACH	\$350.00	2	\$700
5	18" RC PIPE SEWER DESIGN 3006, CL V - JACKED	LIN FT	\$125.00	118	\$14,750
6	CONNECT TO EXISTING STORM SEWER	EACH	\$300.00	1	\$300
7	TURF ESTABLISHMENT	LUMP SUM	\$100.00	1	\$100

Estimated Construction Cost	\$17,050
Contingency (10%)	\$1,705
Total Estimated Construction Cost	<u>\$18,755</u>

**TABLE 11  
149TH LANE  
ALTERNATIVE 2C - 24" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$800.00	1	\$800
2	REMOVE STORM STRUCTURE	EACH	\$400.00	1	\$400
3	15" RC PIPE APRON	EACH	\$300.00	1	\$300
4	24" RC PIPE APRON	EACH	\$450.00	2	\$900
5	24" RC PIPE SEWER DESIGN 3006, CL V - JACKED	LIN FT	\$200.00	118	\$23,600
6	CONNECT TO EXISTING STORM SEWER	EACH	\$300.00	1	\$300
7	TURF ESTABLISHMENT	LUMP SUM	\$100.00	1	\$100

Estimated Construction Cost	\$26,400
Contingency (10%)	\$2,640
Total Estimated Construction Cost	<u>\$29,040</u>

**TABLE 12  
149TH LANE  
ALTERNATIVE 3A - 18" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$500.00	1	\$500
2	REMOVE STORM STRUCTURE	EACH	\$400.00	1	\$400
3	15" RC PIPE APRON	EACH	\$300.00	1	\$300
4	18" RC PIPE APRON	EACH	\$350.00	2	\$700
5	18" RC PIPE SEWER DESIGN 3006, CL V - JACKED	LIN FT	\$125.00	118	\$14,750
6	CONNECT TO EXISTING STORM SEWER	EACH	\$300.00	1	\$300
7	TURF ESTABLISHMENT	LUMP SUM	\$100.00	1	\$100

Estimated Construction Cost	\$17,050
Contingency (10%)	\$1,705
Total Estimated Construction Cost	<u>\$18,755</u>

**TABLE 13  
149TH LANE  
ALTERNATIVE 3B - 24" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$800.00	1	\$800
2	REMOVE STORM STRUCTURE	EACH	\$400.00	1	\$400
3	15" RC PIPE APRON	EACH	\$300.00	1	\$300
4	24" RC PIPE APRON	EACH	\$450.00	2	\$900
5	24" RC PIPE SEWER DESIGN 3006, CL V - JACKED	LIN FT	\$200.00	118	\$23,600
6	CONNECT TO EXISTING STORM SEWER	EACH	\$300.00	1	\$300
7	TURF ESTABLISHMENT	LUMP SUM	\$100.00	1	\$100

Estimated Construction Cost	\$26,400
Contingency (10%)	\$2,640
Total Estimated Construction Cost	<u>\$29,040</u>

**TABLE 14  
149TH LANE  
ALTERNATIVE 4**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$100.00	1	\$100
2	COMMON EXCAVATION	CU YD	\$5.00	133	\$665
3	GRANULAR BORROW	CU YD	\$8.00	380	\$3,040
4	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.3	\$450

Estimated Construction Cost	\$4,255
Contingency (10%)	\$426
Total Estimated Construction Cost	<u>\$4,681</u>

Section 3  
Rum River Hills Golf Club

## **Rum River Hills Golf Club**

### **Summary**

Rum River Hills Golf Club has recently experienced flooding on some fairways and cart paths. Exhibit 9 shows the discharge points and problem areas throughout the golf course. The following will address the problem areas throughout the golf course.

#### **Flooding along Hole #1**

The first area of concern includes flooding of the large pond along Hole #1. This pond discharges through an existing concrete outlet structure and a 12" plastic pipe to the east. The outlet is labeled as Area 1 on Exhibit 9. It is our understanding that after large storm events, the pond remains elevated for long periods of time. The 100-year high water level (HWL) is 870.3.

After reviewing video recordings of the outlet pipe, it appears that the pipe has several sags in it and several joints have been compromised. The outlet pipe is relatively shallow and may have been affected by frost heave. This outlet pipe is likely causing the pond to operate inefficiently.

We believe that the best alternative for this outlet is to remove the existing outlet structure and the 12" outlet pipe and replace them with a new 4-foot diameter concrete outlet structure and 18" high density polyethylene pipe outlet in the same location as the existing pipe. Exhibit 10 shows the proposed outlet structure. The new pipe would be installed at a lower elevation than it exists now, reducing the impact of frost heave on the pipe. The polyethylene pipe is also more rigid and is solid (no air voids) and therefore more resistant to frost heave or buoyancy when soils are saturated. A removable, weir wall would be installed in the new outlet structure. We would propose to leave the weir height at the same elevation as existing. By installing the weir wall, it will allow for greater flexibility in controlling the water elevations of the pond. Installing this outlet structure would result in a 100-year HWL of 870.0.

The estimated cost to construct the new outlet pipe and structure is \$29,853. Table 15 includes the individual costs for this alternative.

#### **Cart path flooding near the clubhouse**

Based on the HWL of the pond along Hole #1, it appears that there could be an issue with the cart paths flooding near the clubhouse, Areas 2A and 2B on Exhibit 9. The existing culverts under the cart paths are a 15" diameter and 12" diameter. If flooding the cart paths is an issue, the best alternative would be to install larger diameter culverts under the cart paths.

Installing 24" diameter culverts will reduce the flooding during small storm events. However, since the HWL elevation for the area is controlled by the downstream outlet structure discussed above, the paths will still flood during large storm events. To reduce the flooding during the large storm events, the cart paths would have to be raised

approximately 1.5 feet. This would, however, increase the HWL in the pond near the clubhouse, which would appear to adversely affect the fairway for Hole #18.

The estimated cost to replace the two culverts under the carts paths is \$6,642. Table 16 includes the individual costs this alternative.

**Saturated soil along Hole #15**

Another issue is occurring along Hole #15 near the Rum River. The soil in the area is saturated. There is an existing rock dam, Area 3 on Exhibit 19, southeast of the most saturated area of the fairway. Part of the fairway was excavated to help to determine the problem and drain the area.

Based on our review, it appears that the water being contained by the rock dam may be infiltrating into the soil and causing the saturation. There is a dropped of approximately seven feet from the rock dam to the bottom of the downstream channel. We also noticed that the existing drain tile that was excavated along Hole #15 was plugged with roots and soil.

We recommend two alternatives to address the soil saturation along Hole #15. First, the drain tile should be replaced to improve the drainage in the area. Second, the area of the creek that is being contained by the rock dam should be lined with an impermeable material to eliminate the water infiltrating through the soil. Lining the creek will eliminate the infiltration into the soil and the new drain tile will help to keep the existing soil dry.

The estimated cost to replace the drain tile and line the creek bed is \$13,530. Table 17 includes individual costs for this alternative.

**Flooding of Hole #3 and #17**

Flooding of Hole #3 and #17 is also an issue at the golf course. The stormwater drains south through three 15” culverts, labeled Area 4A, Area 4B and Area 4C on Exhibit 9, and then to the Rum River.

One alternative to lower the HWL’s in the area would be to install bigger culverts. A 21” culvert was modeled to replace the culverts at Area 4A and 4B and a 24” culvert was modeled to replace the culvert at 4C. The following table summarizes the 100-year HWL’s for the three areas:

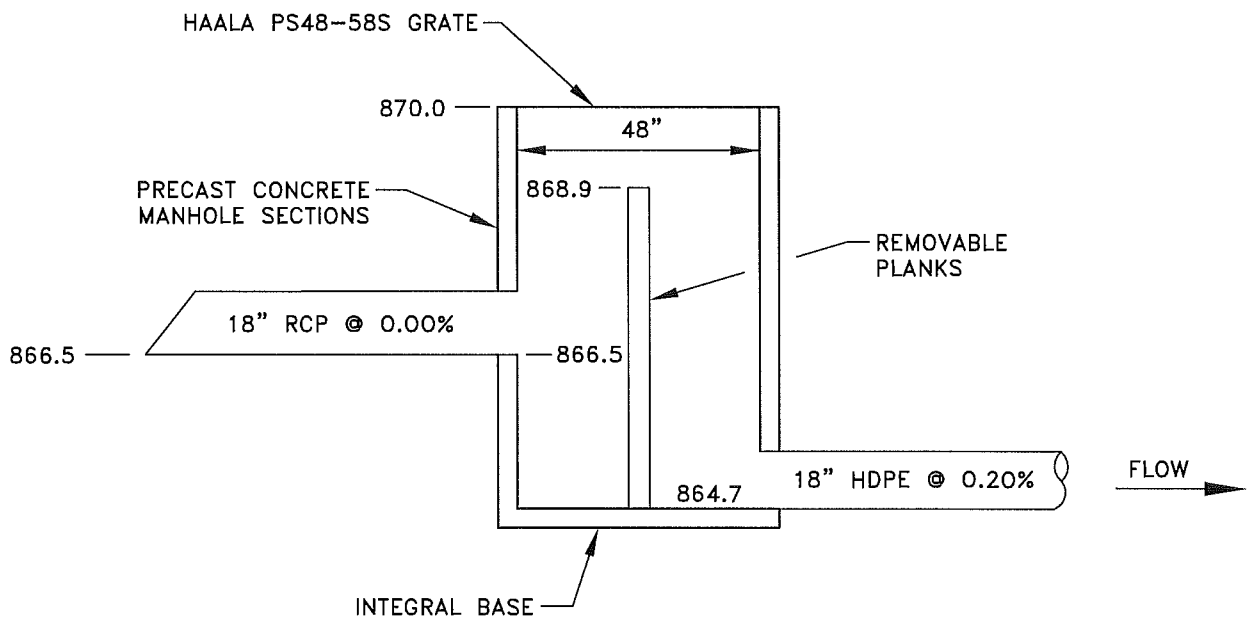
Existing 100-Year HWL			Proposed 100-Year HWL		
Area 4A	Area 4B	Area 4C	Area 4A	Area 4B	Area 4C
859.3	859.3	858.5	859.1	858.7	858.3

The estimated cost to replace the three culverts is \$4,990. Table 18 includes individual costs for this alternative.

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EXHIBIT 9  
RUM RIVER HILLS GOLF CLUB  
EXISTING CONDITIONS  
CITY OF RAMSEY, MINNESOTA



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**EXHIBIT 10**  
**RUM RIVER HILLS GOLF CLUB**  
**PROPOSED OUTLET STRUCTURE**  
**CITY OF RAMSEY, MINNESOTA**

**TABLE 15**  
**RUM RIVER HILLS GOLF CLUB**  
**FLOODING AROUND HOLE #1 - NEW OUTLET STRUCTURE**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$800.00	1	\$800
2	CLEARING	ACRE	\$1,500.00	0.2	\$300
3	GRUBBING	ACRE	\$1,500.00	0.2	\$300
4	REMOVE STORM SEWER	LIN FT	\$1.50	856	\$1,284
5	18" METAL APRON	EACH	\$275.00	1	\$275
6	18" RC PIPE APRON	EACH	\$350.00	1	\$350
7	18" HDPE PIPE SEWER	LIN FT	\$22.00	850	\$18,700
8	18" RC PIPE SEWER DESIGN 3006, CL III	LIN FT	\$23.00	10	\$230
9	OUTLET CONTROL STRUCTURE	EACH	\$4,000.00	1	\$4,000
10	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.6	\$900

Estimated Construction Cost	\$27,139
Contingency (10%)	\$2,714
Total Estimated Construction Cost	<u>\$29,853</u>

**TABLE 16**  
**RUM RIVER HILLS GOLF CLUB**  
**CART PATH FLOODING NEAR CLUBHOUSE - NEW CULVERTS**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$200.00	1	\$200
2	REMOVE STORM SEWER	LIN FT	\$4.00	96	\$384
3	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	30	\$150
4	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	48	\$144
5	4" AGGREGATE BASE CLASS 5	SQ YD	\$8.00	30	\$240
6	4" BITUMINOUS PAVEMENT	SQ YD	\$34.00	30	\$1,020
7	24" METAL APRON	EACH	\$325.00	4	\$1,300
8	24" CP PIPE CULVERT	LIN FT	\$25.00	96	\$2,400
9	TURF ESTABLISHMENT	LUMP SUM	\$200.00	1	\$200

Estimated Construction Cost	\$6,038
Contingency (10%)	\$604
Total Estimated Construction Cost	<u>\$6,642</u>

**TABLE 17**  
**RUM RIVER HILLS GOLF CLUB**  
**HOLE #15 SATURATION - CREEK LINING AND DRAIN TILE**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$350.00	1	\$350
2	4" PERF PIPE DRAIN	LIN FT	\$15.00	450	\$6,750
3	CREEK LINING	LUMP SUM	\$5,000.00	1	\$5,000
4	TURF ESTABLISHMENT	LUMP SUM	\$200.00	1	\$200

Estimated Construction Cost	\$12,300
Contingency (10%)	\$1,230
Total Estimated Construction Cost	<u>\$13,530</u>

**TABLE 18**  
**RUM RIVER HILLS GOLF CLUB**  
**FLOODING AROUND HOLE #3 AND #17 - NEW CULVERTS**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$200.00	1	\$200
2	REMOVE STORM SEWER	LIN FT	\$4.00	72	\$288
3	21" METAL APRON	EACH	\$300.00	4	\$1,200
4	24" METAL APRON	EACH	\$325.00	2	\$650
5	24" CP PIPE CULVERT	LIN FT	\$26.00	46	\$1,196
6	24" CP PIPE CULVERT	LIN FT	\$27.00	26	\$702
7	TURF ESTABLISHMENT	LUMP SUM	\$300.00	1	\$300

Estimated Construction Cost	\$4,536
Contingency (10%)	\$454
Total Estimated Construction Cost	<u>\$4,990</u>

Section 4  
163<sup>rd</sup> Lane

## 163<sup>rd</sup> Lane

### Description

As shown on Exhibit 11, a low area exists south of 163<sup>rd</sup> Lane and east of Wolfram Street. The low area does not have a piped outlet to County Ditch #3. During a majority of the year, stormwater runoff infiltrates into the soil. However, during early spring when the ground is frozen and during periods of heavy rainfall, water levels have risen to levels that cause flooding of adjacent properties.

### Alternatives

The following alternatives address the water elevation in the low area.

#### **Alternative 1**

In this alternative, an outlet pipe would be installed from the low area to County Ditch #3, as shown on Exhibit 12. The outlet pipe will not be installed at the bottom of the low area, rather, it will be installed at an elevation that would allow smaller storm events to continue to infiltrate into the soil. The outlet pipe invert is proposed at an elevation of 872.0, which is the approximate elevation of a 3-inch rainfall event. The following table summarizes the 100-year HWL's, the detention time above an elevation of 873.0 and estimated costs to construct each outlet pipe:

Outlet Pipe Size	100-Year HWL	Detention Time Above Elevation 873 During a 100-Year Storm Event (hours)	Estimated Cost
Existing	874.8	23.4	N/A
12"	874.3	6.2	\$68,640
15"	874.0	2.9	\$74,305
18"	873.8	1.5	\$80,795

As shown, the area may continue to flood during large storm events; however, the duration of flooding will be much shorter.

Tables 19 through 21 include the individual costs for this alternative. It is proposed to directionally drill the pipe as shown on Exhibit 12 as opposed to open cutting a trench. A trench would require excessive cuts in the surrounding area. The outlet pipe will be approximately 700 feet long. Cleaning the pipe will require access on both ends of the pipe.

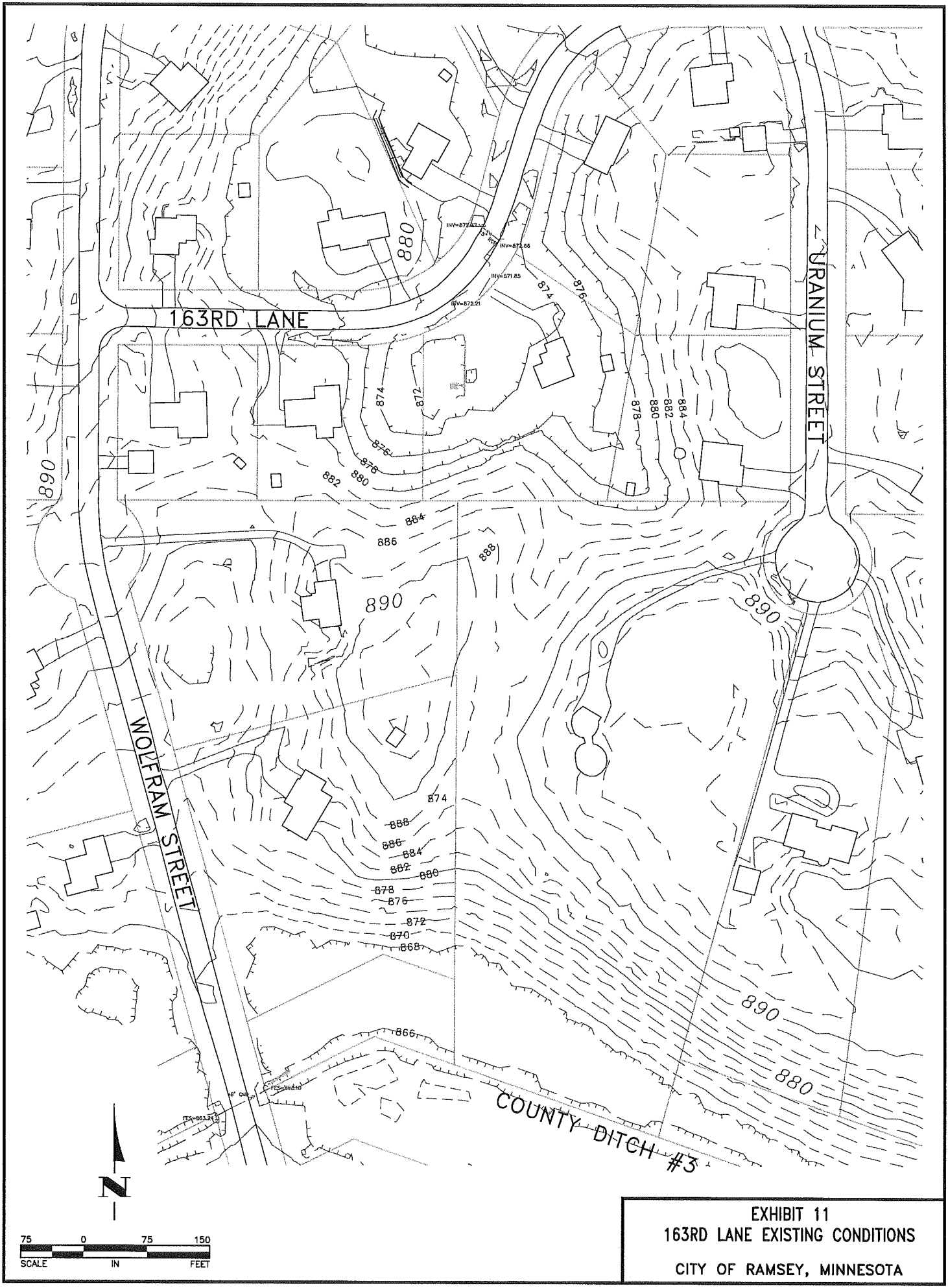
#### **Alternative 2**

Alternative 2 included draining the low area east to a ditch system in Elmcrest Park. This alternative was reviewed and deemed not feasible. There is not enough difference in elevation from the low area to the ditch in Elmcrest Park.

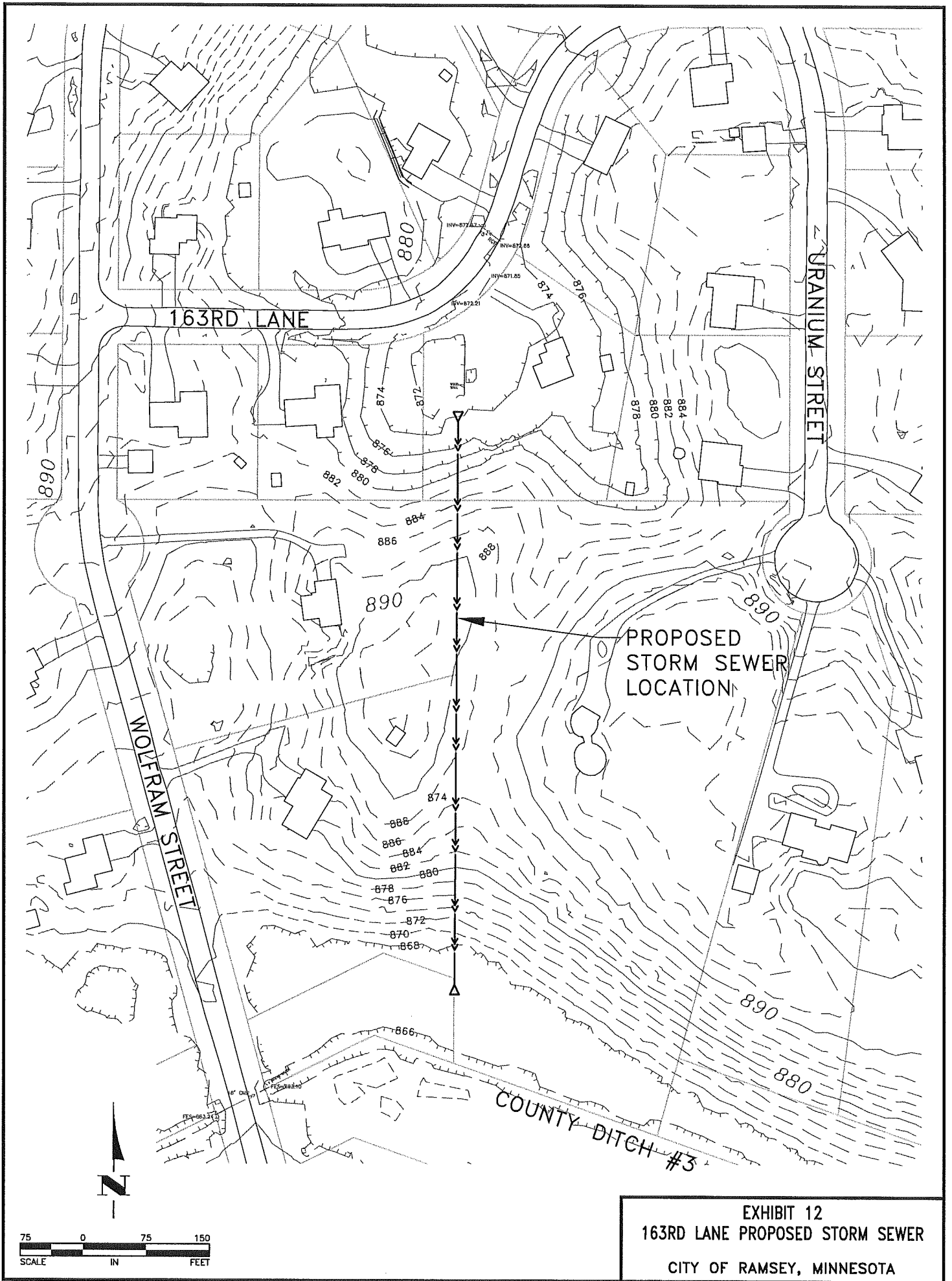
**Alternative 3**

Alternative 3 included constructing a pipe west and then south along 163<sup>rd</sup> Lane and Wolfram Street to County Ditch #3. The length of this alternative is approximately 500 feet longer than Alternative 1, therefore decreasing the pipe slope and increasing the costs. The impact of constructing the pipe along the existing streets would also add to the costs of this alternative. For these reasons, this alternative was deemed not feasible.

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**EXHIBIT 11**  
**163RD LANE EXISTING CONDITIONS**  
**CITY OF RAMSEY, MINNESOTA**



**TABLE 19**  
**163RD LANE**  
**ALTERNATIVE 1A - 12" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$1,800.00	1	\$1,800
2	COMMON EXCAVATION	CU YD	\$5.00	100	\$500
3	12" METAL APRON	EACH	\$200.00	2	\$400
4	12" HDPE PIPE SEWER (DIRECTIONALLY DRILLED)	LIN FT	\$85.00	700	\$59,500
5	TURF ESTABLISHMENT	LUMP SUM	\$200.00	1	\$200

Estimated Construction Cost	\$62,400
Contingency (10%)	\$6,240
Total Estimated Construction Cost	<u>\$68,640</u>

**TABLE 20**  
**163RD LANE**  
**ALTERNATIVE 1B - 15" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$2,000.00	1	\$2,000
2	COMMON EXCAVATION	CU YD	\$5.00	100	\$500
3	15" METAL APRON	EACH	\$225.00	2	\$450
4	15" HDPE PIPE SEWER (DIRECTIONALLY DRILLED)	LIN FT	\$92.00	700	\$64,400
5	TURF ESTABLISHMENT	LUMP SUM	\$200.00	1	\$200

Estimated Construction Cost	\$67,550
Contingency (10%)	\$6,755
Total Estimated Construction Cost	<u>\$74,305</u>

**TABLE 21**  
**163RD LANE**  
**ALTERNATIVE 1C - 18" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$2,200.00	1	\$2,200
2	COMMON EXCAVATION	CU YD	\$5.00	100	\$500
3	18" METAL APRON	EACH	\$275.00	2	\$550
4	18" HDPE PIPE SEWER (DIRECTIONALLY DRILLED)	LIN FT	\$100.00	700	\$70,000
5	TURF ESTABLISHMENT	LUMP SUM	\$200.00	1	\$200

Estimated Construction Cost	\$73,450
Contingency (10%)	\$7,345
Total Estimated Construction Cost	<u>\$80,795</u>

Section 5  
156<sup>th</sup> Lane

## **156<sup>th</sup> Lane**

### **Description**

As shown on Exhibit 13, a low area exists south of 156<sup>th</sup> Lane and west of Yakima Street, referred to as Depression 1 on Exhibit 13. Depression 1 drains south and east through an existing storm sewer system to another low area west of Juniper Ridge Drive, referred to as Depression 2 on Exhibit 13. From Depression 2 the stormwater drains north through an existing storm sewer system to the Rum River. The outlet elevations for both Depression 1 and Depression 2 are 859.8.

During storm events, water ponds in the backyard of 5220 156<sup>th</sup> Lane. The area where water ponds was platted with a 75-foot drainage and utility easement, however, this easement has been vacated. The existing 100-year high water level (HWL) for Depression 1 is 864.7.

### **Alternatives**

The following alternatives address the stormwater in the area.

#### **Alternative 1**

Alternative 1 includes filling the backyard of 5220 156<sup>th</sup> Lane. Excavation would be required in Woodland Green Park to the south to compensate for the storage being lost by filling the backyard. The proposed grading is shown on Exhibit 14. In this alternative the proposed 100-year HWL would remain 864.7, but it would not encroach into the backyard to the extent it does under existing conditions.

The estimated cost for this alternative is \$21,175. Table 22 includes the individual costs for this alternative.

#### **Alternative 2**

Alternative 2 also includes filling the backyard of 5220 156<sup>th</sup> Lane and excavating Woodland Green Park to the south to compensate for the storage being lost by filling the backyard. As opposed to Alternative 1, this alternative proposes to over-excavate the area in Woodland Green Park, which will lower the 100-year HWL by adding storage. The proposed grading is shown on Exhibit 15. In this alternative the proposed 100-year HWL would drop to 864.1.

The estimated cost for this alternative is \$76,274. Table 23 includes the individual costs for this alternative.

#### **Alternative 3**

Alternative 3 includes constructing an additional 12" outlet pipe from Depression 2. As shown on Exhibit 16, the new outlet pipe would run east along 156<sup>th</sup> Lane and then north along Juniper Ridge Drive to an existing catch basin that drains to the Rum River. The

new outlet would be constructed at an elevation of 857.8, two feet lower than the existing outlet.

The following table summarizes the 100-year HWL's for Depression 1, assuming the pond construction shown on Exhibit 14, and Depression 2:

Location	100-year HWL
Depression 1 – Existing	864.7
Depression 1 – Proposed	864.6
Depression 2 – Existing	866.0
Depression 2 – Proposed	865.9

The following table summarizes the 100-year HWL's for Depression 1, assuming the pond construction shown on Exhibit 15, and Depression 2:

Location	100-year HWL
Depression 1 – Existing	864.7
Depression 1 – Proposed	864.0
Depression 2 – Existing	866.0
Depression 2 – Proposed	865.8

As shown, adding this additional outlet pipe has very little effect on the high water levels of the two depressions. One reason for this is that the storm sewer system downstream of Depression 2 is at or above capacity and is flowing back into Depression 2 prior to draining downstream.

The estimated cost to construct this additional outlet pipe is \$158,609. Table 24 includes the individual costs for this alternative.

#### **Alternative 4**

Alternative 4 includes constructing an additional 18" outlet pipe from Depression 1. As shown on Exhibit 16, the new outlet pipe would run east from Depression 1 to Depression 2. The new outlet would be constructed at an elevation of 858.2; 1.6-feet lower than the existing outlet. This alternative assumes that the new outlet from Depression 2, as discussed in Alternative 3, would also be constructed.

The following table summarizes the 100-year HWL's for Depression 1, assuming the pond construction shown on Exhibit 14, and Depression 2:

Location	100-year HWL
Depression 1 – Existing	864.7
Depression 1 – Proposed	864.6
Depression 2 – Existing	866.0
Depression 2 – Proposed	865.5

The following table summarizes the 100-year HWL's for Depression 1, assuming the pond construction shown on Exhibit 15, and Depression 2:

Location	100-year HWL
Depression 1 – Existing	864.7
Depression 1 – Proposed	863.8
Depression 2 – Existing	866.0
Depression 2 – Proposed	865.3

As shown, adding this additional outlet pipe has very little effect on the high water levels of the two depressions. After adding the pipe, stormwater actually flows from Depression 2 back to Depression 1 prior to flowing downstream, lowering the HWL in Depression 2.

The estimated cost to construct this additional outlet pipe is \$37,697. Table 25 includes the individual costs for this alternative.

#### Alternative 5

Alternative 5 includes constructing a 36" outlet pipe from Depression 2. As shown on Exhibit 16, the new outlet pipe would run east from Depression 2 to the Rum River. The new outlet would be constructed at an elevation of 857.8. As part of this alternative, the existing outlet pipe from Depression 2 will be eliminated. This alternative also assumes that the new outlet from Depression 1, as discussed in Alternative 4, would also be constructed.

The following table summarizes the 100-year HWL's for Depression 1, assuming the pond construction shown on Exhibit 14, and Depression 2:

Location	100-year HWL
Depression 1 – Existing	864.7
Depression 1 – Proposed	863.8
Depression 2 – Existing	866.0
Depression 2 – Proposed	859.9

The following table summarizes the 100-year HWL's for Depression 1, assuming the pond construction shown on Exhibit 15, and Depression 2:

Location	100-year HWL
Depression 1 – Existing	864.7
Depression 1 – Proposed	862.7
Depression 2 – Existing	866.0
Depression 2 – Proposed	859.8

As shown, adding this outlet pipe has a significant effect on the high water levels of the two depressions. This alternative would have to be approved by the Minnesota Department of Natural Resources.

The estimated cost to construct this additional outlet pipe is \$142,772. Table 26 includes the individual costs for this alternative.



EXHIBIT 13  
156TH LANE EXISTING CONDITIONS  
CITY OF RAMSEY, MINNESOTA

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156TH LANE

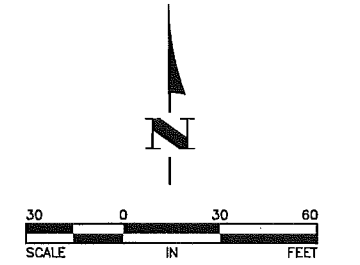
5220

5200

DEPRESSION 1

WOODLAND GREEN PARK

870



STORM MH  
RIM=872.02  
INV=859.52

SKIMMER  
HIGH=863.48  
LOW=862.74  
BTM=858.89

INV=859.76

INV=859.23

FES=857.47

FES=858.77

FES=859.89

18" PVC

21" RCP

15" RCP

15" RCP

EXHIBIT 14  
156TH LANE ALTERNATIVE 1 GRADING PLAN  
CITY OF RAMSEY, MINNESOTA

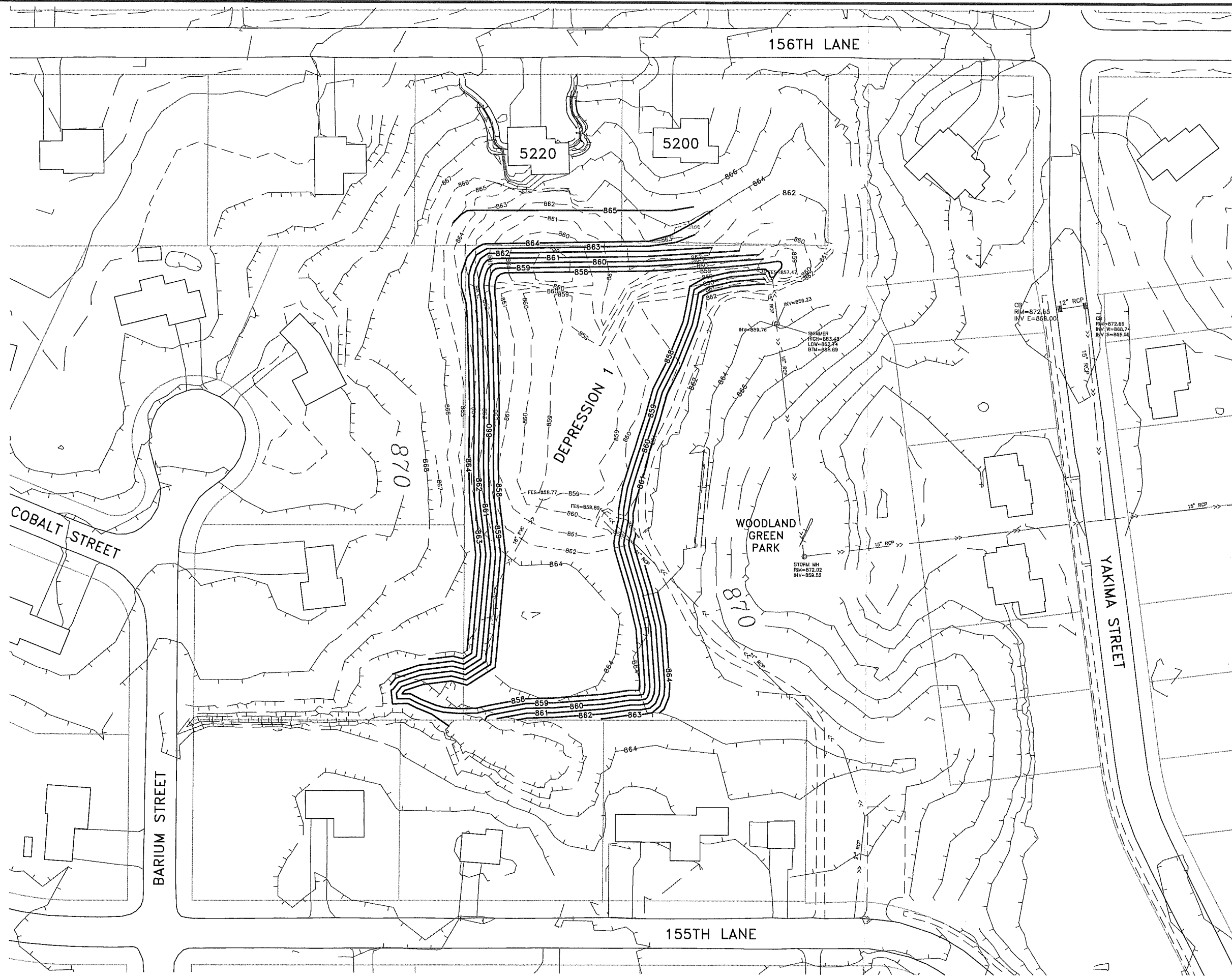


EXHIBIT 15  
156TH LANE ALTERNATIVE 2 GRADING PLAN  
CITY OF RAMSEY, MINNESOTA

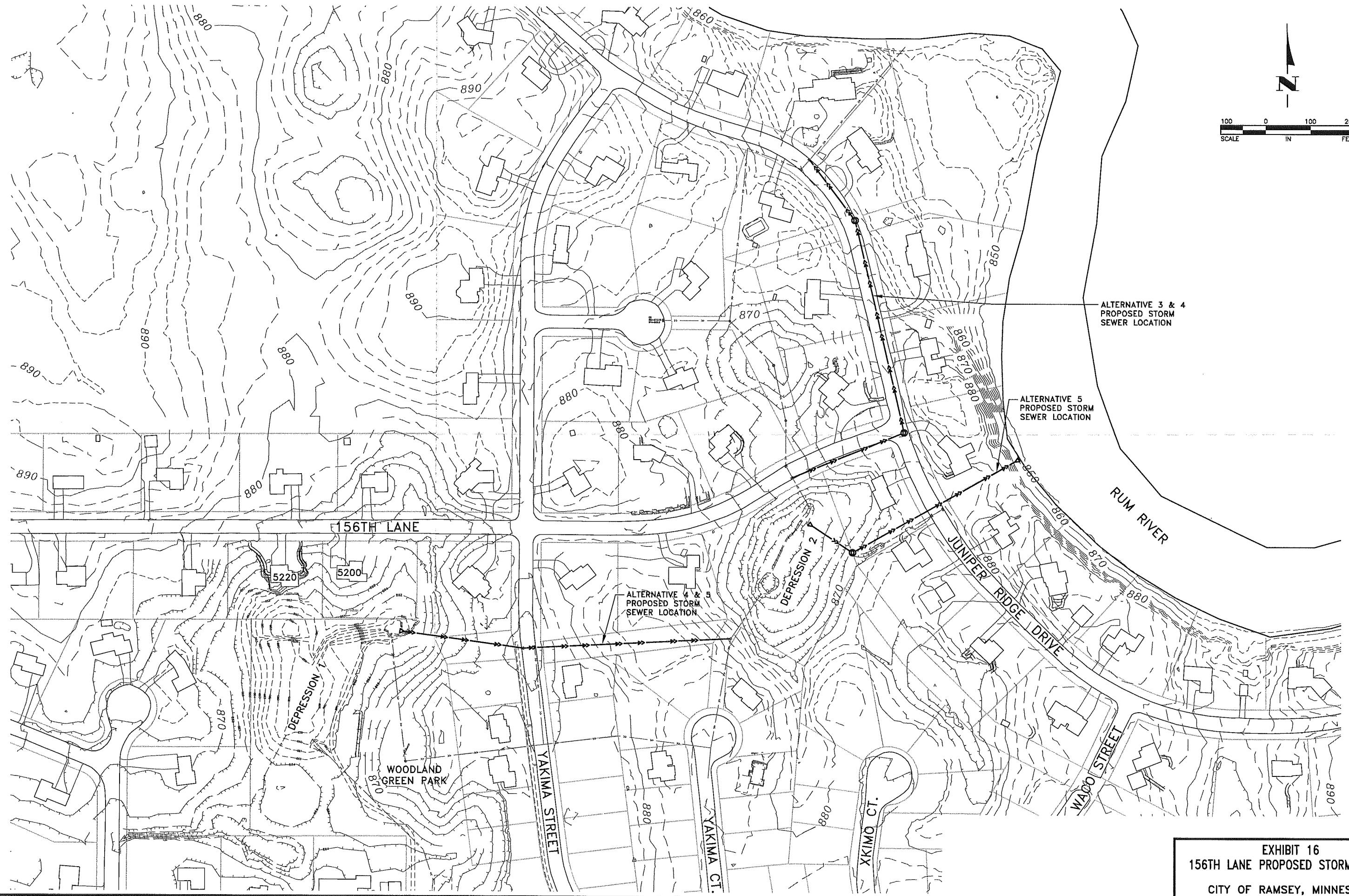


EXHIBIT 16  
156TH LANE PROPOSED STORM SEWER  
CITY OF RAMSEY, MINNESOTA

**TABLE 22**  
**156TH LANE**  
**ALTERNATIVE 1**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$600.00	1	\$600
2	CLEARING	ACRE	\$1,500.00	0.75	\$1,125
3	GRUBBING	ACRE	\$1,500.00	0.75	\$1,125
4	COMMON EXCAVATION	CU YD	\$5.00	1820	\$9,100
5	ADJUST SEWER MANHOLES	LUMP SUM	\$4,000.00	1	\$4,000
6	ADJUST SEWER CLEANOUTS	LUMP SUM	\$500.00	1	\$500
7	REINSTALL SPRINKLER SYSTEM	LUMP SUM	\$1,000.00	1	\$1,000
8	TURF ESTABLISHMENT	ACRE	\$1,500.00	1.2	\$1,800

Estimated Construction Cost	\$19,250
Contingency (10%)	\$1,925
Total Estimated Construction Cost	<u>\$21,175</u>

**TABLE 23  
156TH LANE  
ALTERNATIVE 2**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$1,900.00	1	\$1,900
2	CLEARING	ACRE	\$1,500.00	2.35	\$3,525
3	GRUBBING	ACRE	\$1,500.00	2.35	\$3,525
4	COMMON EXCAVATION	CU YD	\$5.00	10123	\$50,615
5	ADJUST SEWER MANHOLES	LUMP SUM	\$4,000.00	1	\$4,000
6	ADJUST SEWER CLEANOUTS	LUMP SUM	\$500.00	1	\$500
7	REINSTALL SPRINKLER SYSTEM	LUMP SUM	\$1,000.00	1	\$1,000
8	TURF ESTABLISHMENT	ACRE	\$1,500.00	2.9	\$4,275

Estimated Construction Cost	\$69,340
Contingency (10%)	\$6,934
Total Estimated Construction Cost	<u>\$76,274</u>

**TABLE 24**  
**156TH LANE**  
**ALTERNATIVE 3**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$4,200.00	1	\$4,200
2	SALVAGE STORM SEWER	LIN FT	\$20.00	72	\$1,440
3	REMOVE MANHOLE	EACH	\$500.00	1	\$500
4	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$2.00	3,290	\$6,580
5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	100	\$300
6	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.00	3,290	\$23,030
7	4" BITUMINOUS PAVEMENT	SQ YD	\$21.00	3,290	\$69,090
8	BITUMINOUS CURB	LIN FT	\$3.00	1,850	\$5,550
9	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	2	\$2,000
10	12" RC PIPE SEWER DESIGN 3006, CL V	LIN FT	\$22.00	925	\$20,350
11	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$2,000.00	3	\$6,000
12	TRAFFIC CONTROL	LUMP SUM	\$5,000.00	1	\$5,000
13	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.1	\$150

Estimated Construction Cost	\$144,190
Contingency (10%)	\$14,419
Total Estimated Construction Cost	<u>\$158,609</u>

**TABLE 25**  
**156TH LANE**  
**ALTERNATIVE 4**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$1,000.00	1	\$1,000
2	SALVAGE STORM SEWER	LIN FT	\$20.00	120	\$2,400
3	REMOVE CONCRETE CURB	LIN FT	\$10.00	60	\$600
4	REMOVE MANHOLE	EACH	\$500.00	1	\$500
5	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	110	\$550
6	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	70	\$210
7	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	110	\$825
8	4" BITUMINOUS PAVEMENT	SQ YD	\$28.00	110	\$3,080
9	18" RC PIPE APRON	EACH	\$350.00	1	\$350
10	TRASH GUARD FOR 18" PIPE APRON	EACH	\$200.00	1	\$200
11	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	1	\$1,000
12	18" RC PIPE SEWER DESIGN 3006, CL III	LIN FT	\$23.00	735	\$16,905
13	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$1,500.00	2	\$3,000
14	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	\$20.00	60	\$1,200
15	TRAFFIC CONTROL	LUMP SUM	\$2,000.00	1	\$2,000
16	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.3	\$450

Estimated Construction Cost	\$34,270
Contingency (10%)	\$3,427
Total Estimated Construction Cost	<u>\$37,697</u>

**TABLE 26  
156TH LANE  
ALTERNATIVE 5**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$3,750.00	1	\$3,750
2	REMOVE STORM SEWER	LIN FT	\$4.00	72	\$288
3	BULKHEAD MANHOLE	EACH	\$500.00	1	\$500
4	36" METAL APRON	EACH	\$325.00	1	\$325
5	36" RC PIPE APRON	EACH	\$450.00	1	\$450
6	TRASH GUARD FOR 36" PIPE APRON	EACH	\$400.00	1	\$400
7	36" RC PIPE SEWER DESIGN 3006, CL III	LIN FT	\$38.00	110	\$4,180
8	36" HDPE PIPE SEWER (DIRECTIONALLY DRILLED)	LIN FT	\$280.00	420	\$117,600
9	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60 - 4020	LIN FT	\$2,000.00	1	\$2,000
10	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.2	\$300

Estimated Construction Cost	\$129,793
Contingency (10%)	\$12,979
<b>Total Estimated Construction Cost</b>	<b><u>\$142,772</u></b>

# Section 6

## Sodium Street

## **Sodium Street**

### **Description**

The house at 16756 Sodium Street has been experiencing water in the basement. Exhibit 17 shows the existing area. One reason for water in the basement could be that stormwater fills the ditch on the east side of Sodium Street, overtops the road and if the driveway culvert is blocked, the water fills up the ditch on the west side of Sodium Street and drains toward the house. The water then seeps along the basement wall and eventually into the basement. Another reason for water in the basement may be due to a high groundwater elevation in the area.

### **Alternatives**

The following alternatives address the issue of water entering the basement from the road ditch.

#### **Alternative 1**

Alternative 1 will include installing a culvert under Sodium Street, regrading the west ditch of Sodium Street, constructing a berm to keep the water in the ditch, and replacing the existing driveway culvert. The ditch would be graded to drain to the south property line of 16756 Sodium Street and a culvert would be installed to drain the stormwater to the swale on the west side of the lot. Exhibit 18 shows the proposed construction. The culvert along the south property line is needed since a ditch cannot be graded without impacting the existing septic drainfield.

To be able to install the pipe along the south property line to the swale on the west side of the lot, a utility pole and a utility pedestal will have to be relocated from the southeast corner of 16756 Sodium Street. Moving the utilities will allow the area to be graded as needed to construct the ditch and the culvert. Regrading the ditch will prevent the stormwater from draining toward the house and reducing the chances of having water in the basement.

The estimated cost for this alternative is \$12,225. Table 27 includes the individual costs for this alternative.

#### **Alternative 2**

Alternative 2 is similar to Alternative 1, but instead of installing a culvert along the south property line to the swale, a retaining wall would be constructed. This alternative would only be required if the utilities in the southeast corner of the lot were unable to be relocated.

The estimated cost for this alternative is \$18,847. Table 28 includes the individual costs for this alternative.

Both alternatives would require that the property owner give an easement along the south property line. Also, temporary easements will likely be required to grade the ditch and construct the berm on the west side of Sodium Street.



**EXHIBIT 17**  
**SODIUM STREET EXISTING CONDITIONS**  
**CITY OF RAMSEY, MINNESOTA**

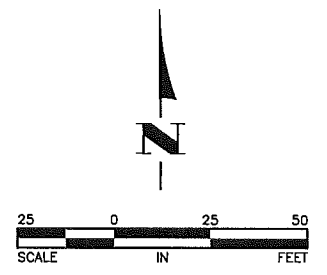
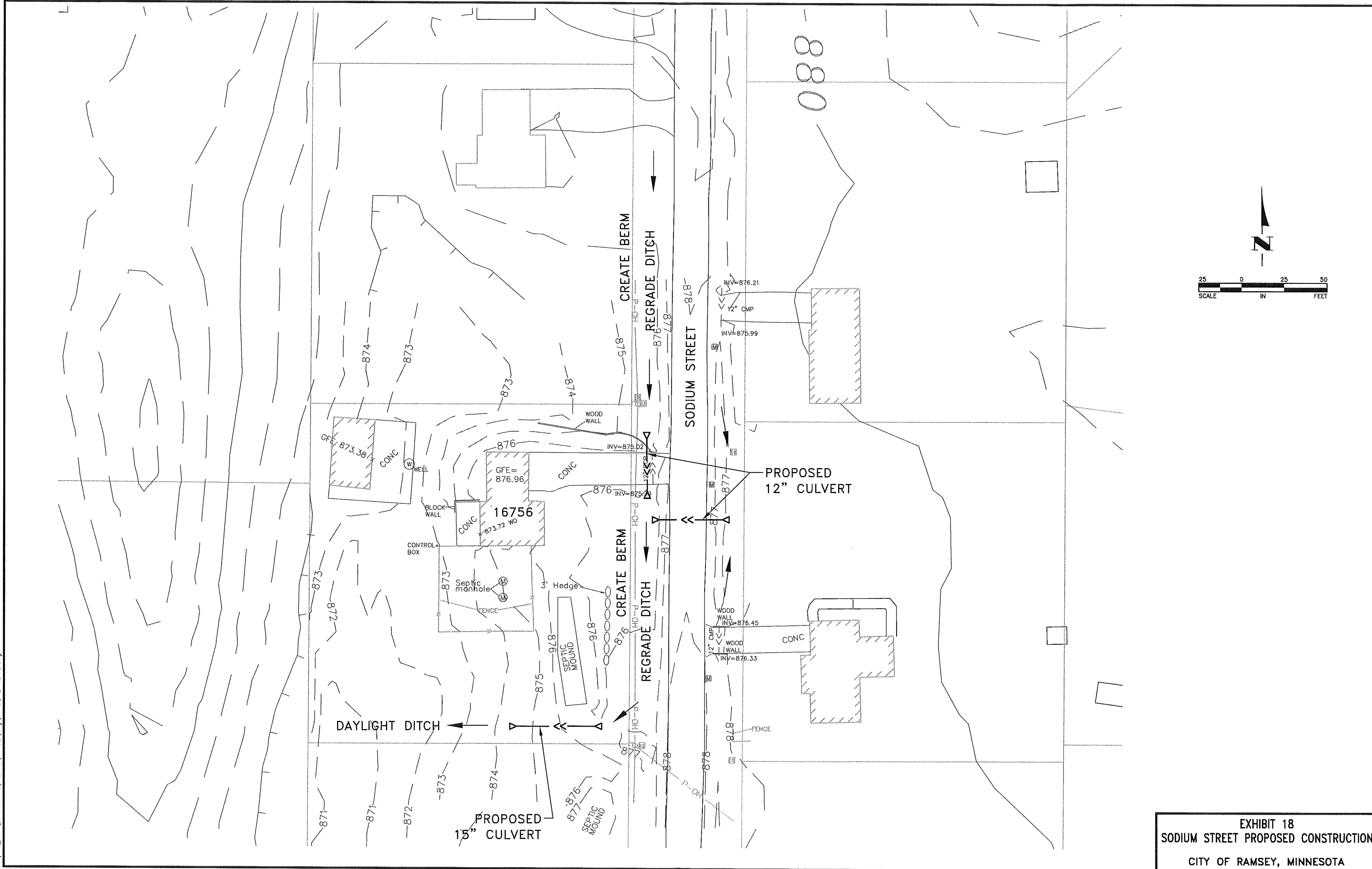


EXHIBIT 18  
SODIUM STREET PROPOSED CONSTRUCTION  
CITY OF RAMSEY, MINNESOTA

**TABLE 27  
SODIUM STREET  
ALTERNATIVE 1**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$300.00	1	\$300
2	REMMOVE STORM SEWER	LIN FT	\$5.00	25	\$125
3	REMOVE CONCRETE PAVEMENT	SQ YD	\$6.00	45	\$270
4	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	49	\$245
5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	44	\$132
6	COMMON EXCAVATION	CU YD	\$6.00	400	\$2,400
7	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	94	\$705
8	4" BITUMINOUS PAVEMENT	SQ YD	\$28.00	49	\$1,372
9	4" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$13.00	45	\$585
10	15" METAL APRON	EACH	\$225.00	2	\$450
11	12" RC PIPE APRON	EACH	\$275.00	4	\$1,100
12	15" CP PIPE SEWER	LIN FT	\$20.00	44	\$880
13	12" RC PIPE SEWER DESIGN 3006, CL V	LIN FT	\$20.00	40	\$800
14	TRAFFIC CONTROL	LUMP SUM	\$1,000.00	1	\$1,000
15	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.5	\$750

Estimated Construction Cost	\$11,114
Contingency (10%)	\$1,111
Total Estimated Construction Cost	<u>\$12,225</u>

**TABLE 28  
SODIUM STREET  
ALTERNATIVE 2**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$300.00	1	\$300
2	REMMOVE STORM SEWER	LIN FT	\$5.00	25	\$125
3	REMOVE CONCRETE PAVEMENT	SQ YD	\$6.00	45	\$270
4	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	49	\$245
5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	44	\$132
6	COMMON EXCAVATION	CU YD	\$6.00	475	\$2,850
7	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	94	\$705
8	4" BITUMINOUS PAVEMENT	SQ YD	\$28.00	49	\$1,372
9	4" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$13.00	45	\$585
10	12" RC PIPE APRON	EACH	\$275.00	4	\$1,100
11	12" RC PIPE SEWER DESIGN 3006, CL V	LIN FT	\$20.00	40	\$800
12	MODULAR BLOCK RETAINING WALL	SQ FT	\$23.00	300	\$6,900
13	TRAFFIC CONTROL	LUMP SUM	\$1,000.00	1	\$1,000
14	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.5	\$750

Estimated Construction Cost	\$17,134
Contingency (10%)	\$1,713
Total Estimated Construction Cost	<u>\$18,847</u>

DRAWING NUMBER

DRAWING NUMBER

DRAWING NUMBER

NUMBER

*Klemish Addition*

CITY COPY

# KLEMISH ADDITION

SEPTEMBER, 1973

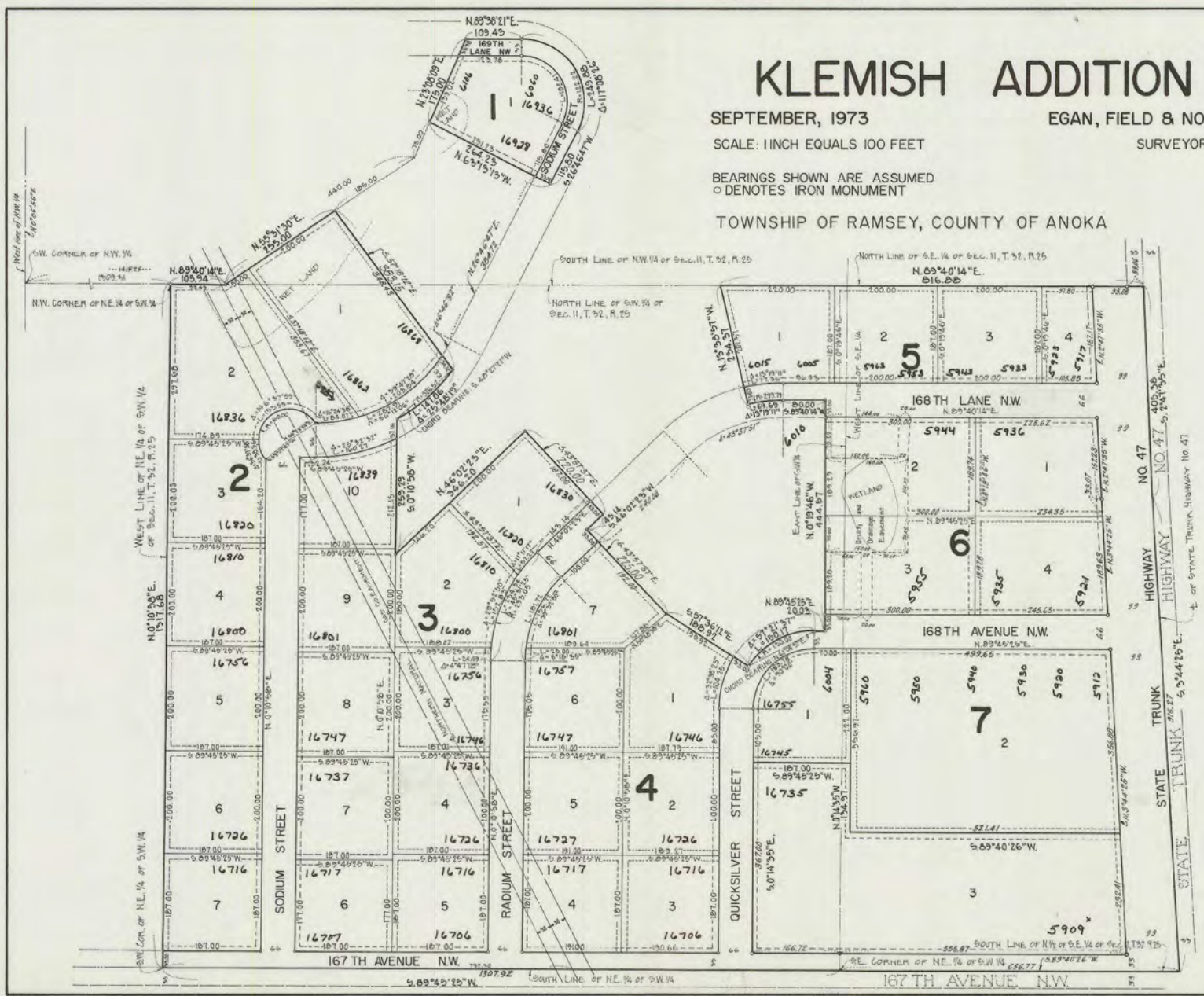
EGAN, FIELD & NOWAK, INC.

SCALE: 1 INCH EQUALS 100 FEET

SURVEYORS

BEARINGS SHOWN ARE ASSUMED  
O DENOTES IRON MONUMENT

TOWNSHIP OF RAMSEY, COUNTY OF ANOKA



Utility and Drainage Easements shown here being 10 feet in width and parallel with side and rear lot lines unless otherwise shown. Also being 10 feet in width and parallel with front lot lines unless otherwise shown.

Address Map

*Klemish Addition* 2 OF 2 SHEETS

## Public Works Committee

5. 2.

**Meeting Date:** 03/20/2012

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

---

### Title:

Consider Storm Sewer Improvements on 163rd Lane - A Continuation of Discussions Related to 2011 Flooding Concerns

### Background:

Last summer the City experienced several significant rainfall events that lead to many localized flooding concerns, and resident complaints. The large volumes of precipitation that occurred over a short period of time appears to have elevated the groundwater within areas of the City, and prohibited the generous rate of infiltration that typically takes place in the Anoka sandplain. Throughout the summer and fall staff worked hard at registering and responding to the calls, and evaluating the situations on an individual basis to determine whether quick fixes could be implemented (culvert obstructions, re-ditching, etc.) to alleviate the immediate concerns.

This item was discussed at the Public Works Committee on August 15, 2011, and at that time staff summarized the areas of concern that were being investigated based upon citizen complaints received. The attached summary was presented at the meeting; which outlines the concern identified, actions steps to evaluate the concern, additional investigations that would be necessary to fully understand the situation, and recommendations for specific projects that could be implemented rather quickly and inexpensively. At that time we classified the issues into 3 categories:

1. Those that required no further action. They were evaluated and corrected, or did not need correcting because the water was fully contained within a dedicated drainage & utility easement (functioning as designed).
2. Those that required additional investigation and evaluation before deciding on a long term solution, and implementing corrective actions.
3. Those that had an identified recommendation for immediate action.

At that meeting the Committee briefly discussed the areas of concern, and directed staff to prepare plans and specifications for the items identified in category 3. Once this direction was ratified by the City Council on September 13, 2011, and the plans completed, it was too late in the season to secure bids and complete the improvements in 2011. It was then decided to delay construction until 2012, where some of the improvements could be completed by inclusion in the street maintenance program. Staff is in the process of finalizing plans for these items and intends to solicit quotes for the improvements this spring/summer. Depending on the direction staff receives for potential improvements to alleviate some of the outstanding concerns identified over the next couple of months, additional plans can be incorporated into one plan set for bidding.

### Notification:

The residents have been provided with a copy of the agenda and notified of the meeting time.

### Observations:

Staff prepared a brief RFP in the fall of 2011, to investigate the areas of concern, and distributed it to members of the City's consultant pool in the fall of 2011. The goal of this project was to have an independent third party evaluate the areas, provide options for corrective actions, and associated estimates to implement the work. Hakanson Anderson was awarded the project to undertake these investigations, and they have since completed their analysis and compiled a report that references potential solutions for each area identified. Attached to this case is the final report.

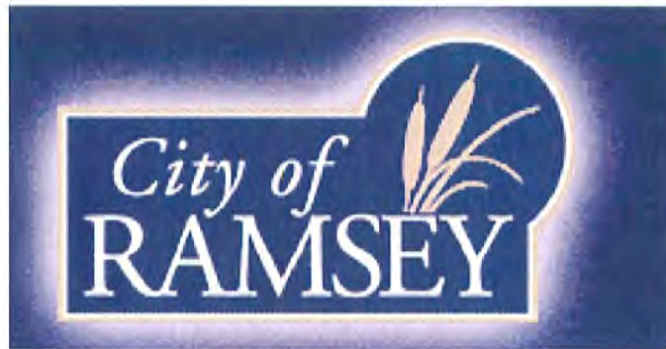
This item was introduced in general terms at the February Public Works Committee meeting, with the direction being that staff would come back before the committee over the next several months to discuss the merits of each potential improvement in more detail.



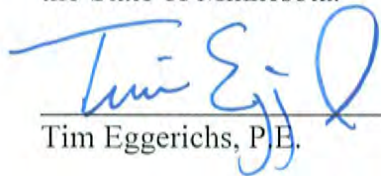
# INVESTIGATION OF 2011 FLOODING CONCERNS

FOR THE

**City of Ramsey**  
**Anoka County, Minnesota**

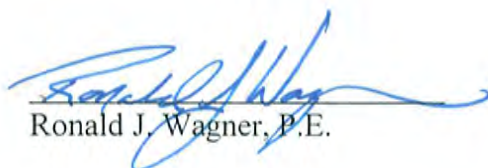


I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

  
\_\_\_\_\_  
Tim Eggerichs, P.E.

43362  
License No.

February 14, 2012  
Date

  
\_\_\_\_\_  
Ronald J. Wagner, P.E.

26052  
License No.

February 14, 2012  
Date

## TABLE OF CONTENTS

### SUMMARIES AND RECOMMENDATIONS

SECTION 1 .....	148 <sup>th</sup> Lane
SECTION 2 .....	149 <sup>th</sup> Lane
SECTION 3 .....	Rum River Hills Golf Club
SECTION 4 .....	163 <sup>rd</sup> Lane
SECTION 5 .....	156 <sup>th</sup> Lane
SECTION 6 .....	Sodium Street

## **SUMMARIES AND RECOMMENDATIONS**

### **148<sup>th</sup> Lane**

There is an existing low area on the south side of 148<sup>th</sup> Lane. During the wet spring of 2011, stormwater would pond for extended periods in this low area. A 15" outlet exists approximately 2.5 feet above the bottom of the low area that drains the area to the east. The stormwater below the outlet pipe infiltrates into the soil. A drainage easement exists over this low area.

Different sized outlet pipes at different elevations were analyzed. These different sized outlets did not have a significant impact on the high water level in the area. Since the low area is within an existing drainage easement, it is our recommendation that nothing be changed in the area.

### **149<sup>th</sup> Lane**

There is an existing low area on the east side of Lot 3, Block 1 of Ramsey Meadows 4<sup>th</sup> Addition (5410 149<sup>th</sup> Lane NW). This low area is connected to the large DNR Wetland to the east with a drain tile. During the wet spring of 2011, stormwater would back up through this drain tile and flooded the low area. It appears that this low area may have been constructed as part of a wetland mitigation plan and may be controlled by Wetland Conservation Act rules. A drainage easement exists over this low area.

The outlet from the DNR Wetland, which drains east under Trunk Highway 47 (TH 47), was analyzed. The current outlet has a weir structure that is approximately 0.8 feet above the invert of the 15" pipe that crosses TH 47. Additional culverts under TH 47 were analyzed, but the additional outlets did not have a significant impact on the high water levels in the DNR Wetland. Removing the weir structure was also analyzed.

It is our recommendation that the weir structure be removed from the outlet. This will not have a significant impact on the high water level of the wetland; however, the wetland will drain down to an elevation near the elevation of the bottom of the low area at 5410 149<sup>th</sup> Lane. The estimated cost to remove the weir structure is \$1,265.

### **Rum River Hills Golf Club**

Rum River Hills Golf Club has been experiencing flooding issues throughout the golf course. The large ponds near the clubhouse drain to the east through an existing outlet structure and 12" pipe. This stormwater then drains over an existing steel weir structure and over a rock dam prior to discharging to the Rum River.

#### **Area 1**

The ponds near the clubhouse have been flooding and the outlet does not seem to drain the ponds effectively. The existing 12" outlet from the large ponds near the clubhouse has several sags in it and several joints have been compromised.

It is our recommendation to replace this pipe and install a new outlet structure with removable planks that will give the golf course more flexibility in controlling the water

elevation in the ponds. This includes an 18" HDPE outlet and precast concrete outlet structure with a removable grate for access to the planks. It is proposed to leave the overflow at the same elevation as existing, which will have minimal impacts on the elevation of the standing water and the high water levels of the ponds. The estimated cost to install this new outlet is \$29,853.

#### Area 2

Based on the high water levels in the ponds near the clubhouse, it appears flooding of the cart paths near Hole #1 may be an issue during large storm events. The existing culverts consist of a 12" CMP and 15" HDPE.

To reduce the frequency of the flooding, we recommend installing 24" diameter culverts under the two existing cart paths. The paths would continue to be inundated during storm events greater than 3.5", but would not be inundated during storm events less than 3.5". The estimated cost to replace the culverts is \$6,642. If the golf course does not feel that the cart path flooding is a concern, replacing the culverts is not a necessity.

#### Area 3

The soil in the fairway of Hole #15 has become saturated. There is an existing rock dam southeast of this fairway and it appears that water being contained by the rock dam may be infiltrating into the soil and saturating the fairway.

We recommend lining the creek upstream of the rock dam with an impermeable liner and replacing and/or installing new drain tile in the fairway of Hole #15. Lining the creek will eliminate the infiltration into the soil and the drain tile will keep the soil from becoming saturated. The estimated cost for these improvements is \$13,530.

#### Area 4

Holes #3 and #17 have had flooding issues. The ponds and swales near the two holes are drained through three 15" CMP culverts.

Different sized culverts at different elevations were analyzed. These different sized culverts did not have a significant impact on the high water levels in the area. Without lowering the entire swale and creating more storage, it does not appear that replacing the culverts would have a significant impact. It is our recommendation that the three culverts not be replaced.

#### **163<sup>rd</sup> Lane**

There is an existing, landlocked low area south of 163<sup>rd</sup> Lane and east of Wolfram Street. During a majority of the year, stormwater runoff infiltrates into the soil. However, during early spring when the ground is frozen and during periods of heavy rainfall, water levels have risen to levels that cause flooding of adjacent properties.

Different sized outlet pipes were analyzed to drain the low area. Installing an outlet will have a significant impact on the high water levels in the area and, most importantly, the length of inundation will be greatly reduced. We recommend directionally drilling an

18" HDPE pipe south to County Ditch #3 with an invert elevation of 872.0. Installing the pipe at an elevation of 872.0 will continue to allow 3" storm events to infiltrate into the soil. The estimated cost to install this outlet is \$80,795.

### **156<sup>th</sup> Lane**

During large storm events, the wetland in Woodland Green Park ponds water in the backyard of 5220 156<sup>th</sup> Lane. The area where water ponds was platted with a 75-foot drainage and utility easement, however, this easement has been vacated. The wetland discharges east through an existing storm sewer system to a low area and then north through another storm sewer system to the Rum River.

Different sized ponds and outlet configurations were analyzed. One alternative to reduce the high water level of the wetland in Woodland Green Park included constructing a new outlet pipe from the wetland to the low area to the east. This alternative would also require constructing a new outlet at a lower elevation from the low area directly to the Rum River. This would require the approval of the Minnesota Department of Natural Resources and does not appear viable at this time.

We recommend filling the backyard of 5220 156<sup>th</sup> Lane to an elevation equal to the 100-year high water level. Stormwater would then be contained within Woodland Green Park and would not impact this homeowner. Filling the backyard would require grading in the Woodland Green Park site to create storage to compensate for the lost volume. The estimated cost to complete the grading is \$21,175.

### **Sodium Street**

The house at 16756 Sodium Street has been experiencing water in the basement. One reason for having water in the basement could be caused by the road ditch in front of the house filling and then overflowing toward the house. The water then seeps along the basement wall and eventually into the basement. Another reason for water in the basement could be caused by a high groundwater elevation in the area.

We recommend installing a culvert under Sodium Street, regrading the west ditch of Sodium Street, constructing a berm to keep the water in the ditch, and replacing the existing driveway culvert. The ditch would be graded to drain south and a culvert would be installed near the south property line to drain the water to the west. The estimated cost to complete this project is \$12,225.

Section 1  
148<sup>th</sup> Lane

## 148<sup>th</sup> Lane

### Description

As shown on Exhibit 1, a low area exists south of 148<sup>th</sup> Lane. A 15" outlet pipe drains the low area north and then east to DNR Wetland 658W. The invert of the outlet pipe is at elevation 862.3 and the bottom of the low area is at elevation 859.8. Water in the low area has to rise 2.5 feet prior to discharging. The water below the outlet infiltrates into the soil, which may take days depending on the condition of the soil.

The existing 100-year high water level (HWL) for the low area is 865.5. As shown on Exhibit 2, a drainage easement exists in the rear of Lots 2 through 5, Block 2 of Ramsey Commons 2<sup>nd</sup> Addition.

### Alternatives

The following alternatives address the water elevation in the existing low area.

#### **Alternative 1**

In this alternative, a new outlet pipe would be installed between Lot 1 of Ramsey Commons 2<sup>nd</sup> Addition and Lot 2 of Sunny Ponds, as shown on Exhibit 3. It was assumed that the existing outlet pipe to the north would be removed. By installing an outlet pipe in this location, the invert of the outlet pipe can be lowered from 862.3 to 861.6. The following table summarizes the 100-year HWL's and estimated costs for each outlet pipe:

Outlet Pipe Size	100-Year HWL	Estimated Cost
Existing	865.5	N/A
15"	865.4	\$16,264
18"	865.1	\$31,566 *
24"	864.3	\$45,381 *

\* The existing pipe being connected to in Germanium Street is a 15" diameter. Installing the 18" and 24" outlets will require the removal and replacement of this pipe to match the size of the pipe being installed.

Tables 1 through 3 include the individual costs for this alternative.

#### **Alternative 2**

In this alternative, a new outlet pipe would be installed between Lots 2 and 3 of Sunny Ponds, as shown on Exhibit 4. It was assumed that the existing outlet pipe to the north would be removed. By installing an outlet pipe in this location, the invert of the outlet pipe can be lowered from 862.3 to 861.4. This alternative would require additional grading and the acquisition of a permanent easement on the property south of Ramsey Commons 2<sup>nd</sup> Addition and west of Sunny Ponds. The following table summarizes the 100-year HWL's and estimated costs for each outlet pipe:

Outlet Pipe Size	100-Year HWL	Estimated Cost
Existing	865.5	N/A
15"	865.3	\$13,098
18"	865.0	\$18,846 *
24"	864.3	\$32,543 *

\* The existing pipe being connected to in Germanium Street is a 15" diameter. Installing the 18" and 24" outlets will require the removal and replacement of this pipe to match the size of the pipe being installed.

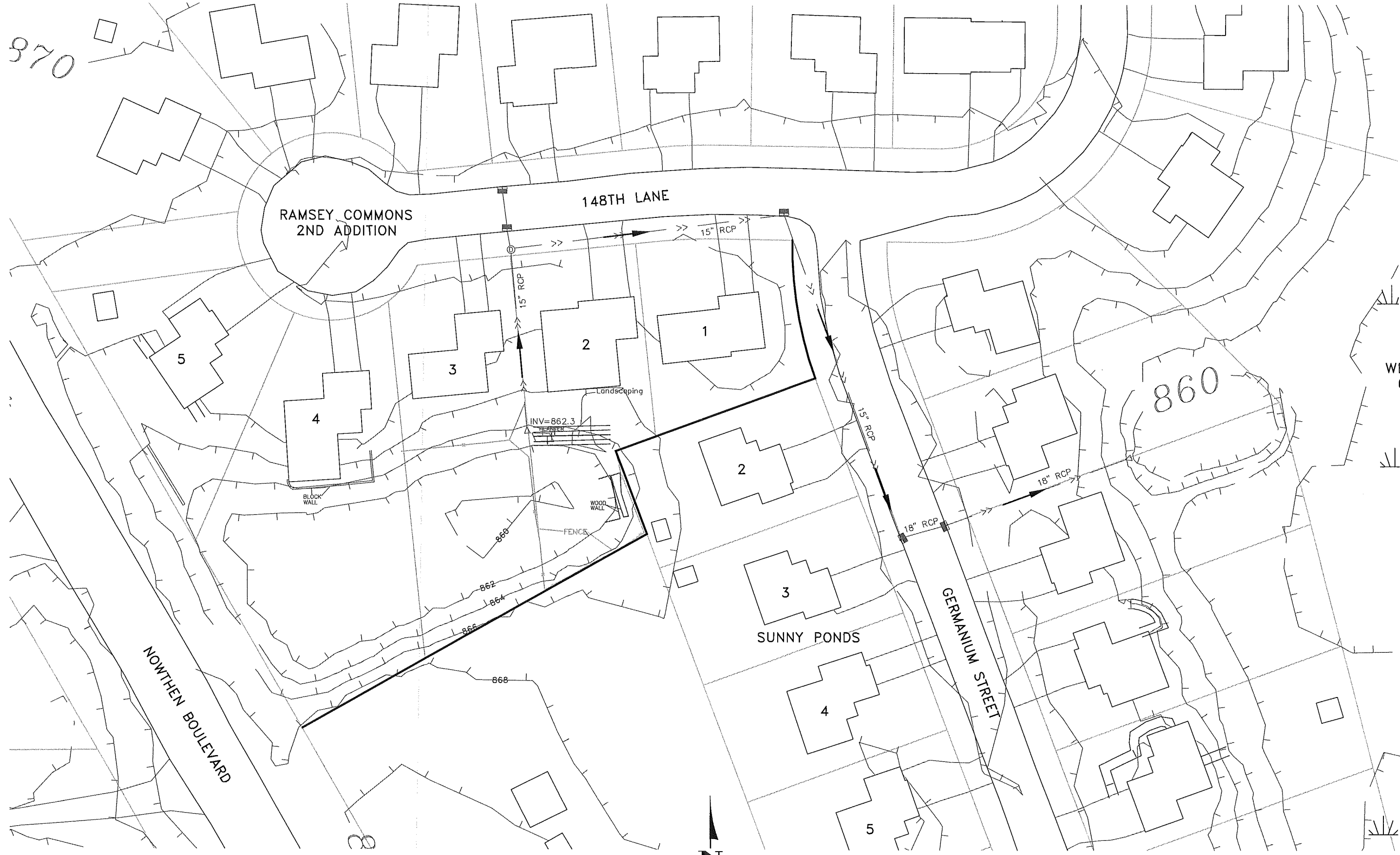
Tables 4 through 6 include the individual costs for this alternative.

### **Alternative 3**

In this alternative, the bottom of the low area would be filled to the same elevation as the outlet pipe invert. The pond would then drain dry and would not be sitting with water until it infiltrated. By filling the bottom of the low area, the resultant 100-year HWL will be 866.2, 0.7 feet higher than the existing HWL. This higher HWL would end up outside the existing drainage and utility easement, creating the need for additional drainage easement.

The estimated cost to fill the low area is \$15,321. Table 7 includes the individual costs for this alternative.

Further research is required to determine if this low area was designed to treat a water quality volume. The volume required would dictate if Alternatives 1 and 2 are viable options. Alternative 3 would not be viable, because the water quality volume is being eliminated in this alternative.



870

RAMSEY COMMONS  
2ND ADDITION

148TH LANE

DNR  
WETLAND  
658W

860

SUNNY PONDS

GERMANIUM STREET

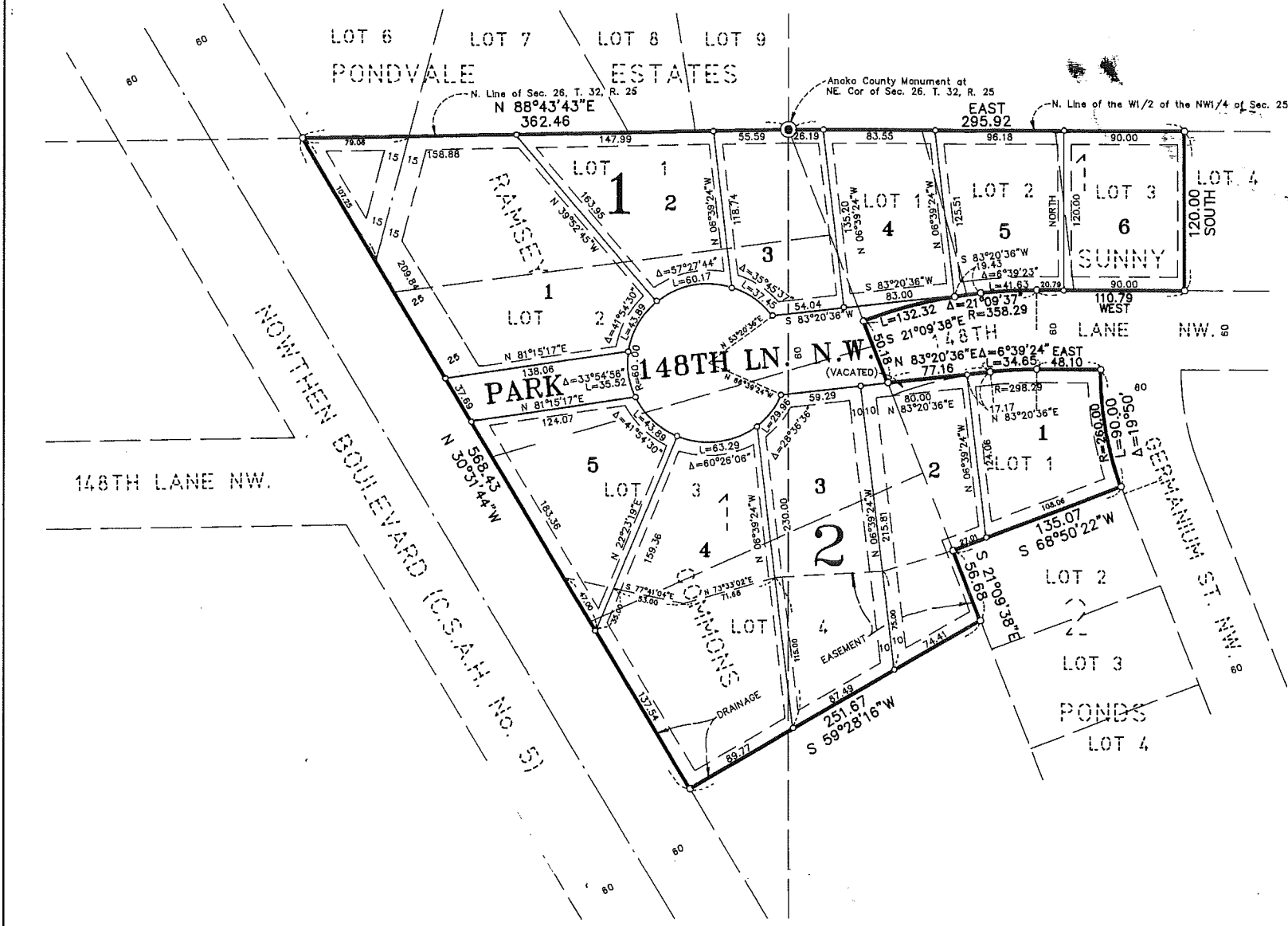
NORTHEN BOULEVARD



EXHIBIT 1  
148TH LANE EXISTING CONDITIONS  
CITY OF RAMSEY, MINNESOTA

# RAMSEY COMMONS 2ND ADDITION

CITY OF RAMSEY  
COUNTY OF ANOKA



KNOW ALL PERSONS BY THESE PRESENTS: That North Suburban Development, Inc., a Minnesota Corporation, owner and proprietor, and Dolores S. Fleischer, single, mortgagee of the following described property situated in the County of Anoka, State of Minnesota, to-wit:

Lots 1, 2 and 3, Block 1, and Lot 1, Block 2, all in SUNNY PONDS, according to the recorded plat thereof, Anoka County, Minnesota,  
And that part of vacated 148th Lane N.W., as dedicated in the plat of SUNNY PONDS, according to the recorded plat thereof, Anoka County, Minnesota, lying north of the north line of Lot 1, Block 2, in said SUNNY PONDS and lying south of the following described line:

Commencing at the northeast corner of said Lot 1, Block 2; thence on an assumed bearing of West, along the north line of said Lot 1, Block 2, a distance of 48.10 feet; thence westerly continuing along said north line and along a tangential curve, concave to the south having a radius of 298.29 feet and a central angle of 6 degrees 39 minutes 24 seconds, a distance of 34.65 feet to the point of beginning of the line to be described; thence South 83 degrees 20 minutes 36 seconds West, a distance of 77.16 feet to the intersection with the northerly extension of the west line of said Lot 1, Block 2, and said line there terminating.

AND that North Suburban Development, Inc., a Minnesota Corporation, owner and proprietor, and Delano Skeim, single, mortgagee of the following described property situated in the County of Anoka, State of Minnesota, to-wit:

Lots 1, 2, 3 and 4, Block 1, RAMSEY COMMONS, according to the recorded plat thereof, Anoka County, Minnesota.  
Have caused the same to be surveyed and platted as RAMSEY COMMONS 2ND ADDITION and do hereby donate and dedicate to the public for public use forever the lane/as shown on the plat. Also dedicating the drainage and/or utility easements as shown on the plat. Also dedicating to the County of Anoka the right of access onto County State Aid Highway No. 5 from Lot 1, Block 1 and from Lots 4 and 5, Block 2. In witness whereof said North Suburban Development, Inc. has caused these presents to be signed by its proper officer this 26th day of MAY, 1993. Also in witness whereof said Dolores S. Fleischer has hereunto set her hand this 26th day of MAY, 1993. Also in witness whereof said Delano Skeim has hereunto set his hand this 26th day of MAY, 1993.

NORTH SUBURBAN DEVELOPMENT, INC.  
*[Signature]*  
A. Henkveld, as President

SIGNED:  
*[Signature]*  
Dolores S. Fleischer

SIGNED:  
*[Signature]*  
Delano Skeim

STATE OF MINNESOTA) The foregoing instrument was acknowledged before me this 26th day of MAY, 1993, by J. A. COUNTY OF ANOKA) Henkveld, President of North Suburban Development, Inc., a Minnesota corporation, on behalf of the corporation.

SHIRLEY D. CHENOWETH  
NOTARY PUBLIC-MINNESOTA  
ANOKA COUNTY  
My Commission Expires 6-24-96

*[Signature]*  
Notary Public, ANOKA County, Minnesota  
My Commission expires 6-24-96

STATE OF MINNESOTA) The foregoing instrument was acknowledged before me this 26th day of MAY, 1993, by Dolores COUNTY OF ANOKA) S. Fleischer, single.

SHIRLEY D. CHENOWETH  
NOTARY PUBLIC-MINNESOTA  
ANOKA COUNTY  
My Commission Expires 6-24-96

*[Signature]*  
Notary Public, ANOKA County, Minnesota  
My Commission expires 6-24-96

STATE OF MINNESOTA) The foregoing instrument was acknowledged before me this 21st day of May, 1993, by Delano COUNTY OF ANOKA) Skeim, single.

MARGARET A. McINERNEY  
NOTARY PUBLIC-MINNESOTA  
ANOKA COUNTY  
My Commission Expires FEB. 22, 1998

*[Signature]*  
Notary Public, Anoka County, Minnesota  
My Commission expires 2/22/96

I hereby certify that I have surveyed and platted the land described in the dedication on this plat as RAMSEY COMMONS 2ND ADDITION; that the plat is a correct representation of said survey; that all distances are correctly shown on said plat in feet and hundredths of a foot; that the monuments have been correctly placed in the ground as shown; that the outside boundaries are correctly designated on said plat; and that there are no wet lands or public highways to be designated on said plat other than as shown thereon.

*[Signature]*  
Jeffrey N. Caine, Registered Land Surveyor  
Minnesota Registration No. 12251

STATE OF MINNESOTA) The surveyors certificate was acknowledged before me a Notary Public, this 19th day of May, 1993, COUNTY OF ANOKA) by Jeffrey N. Caine, Land Surveyor.

MOLLY W. CAINE  
Notary Public-Minnesota  
Anoka County  
My Commission Expires 6-13-96

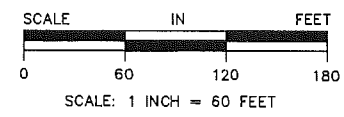
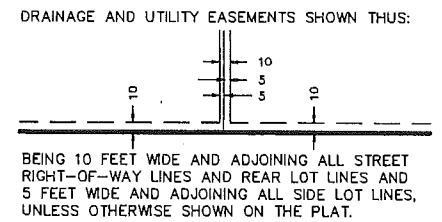
*[Signature]*  
Notary Public, Anoka County, Minnesota  
My Commission expires 6-13-96

CITY OF RAMSEY  
We hereby certify that the City Council of the City of Ramsey, Anoka County, Minnesota, duly accepted and approved the plat of RAMSEY COMMONS 2ND ADDITION at a regular meeting held this 11th day of May, 1993. If applicable, the written comments and recommendations of the Commissioner of Transportation and the County Highway Engineer have been received by the city or the prescribed 30 day period has elapsed without receipt of such comments and recommendations, as provided by Minn. Statutes, Section 509.03, Subd. 2.  
By *[Signature]* Mayor By *[Signature]* Clerk

Checked and approved this 29th day of June, 1993

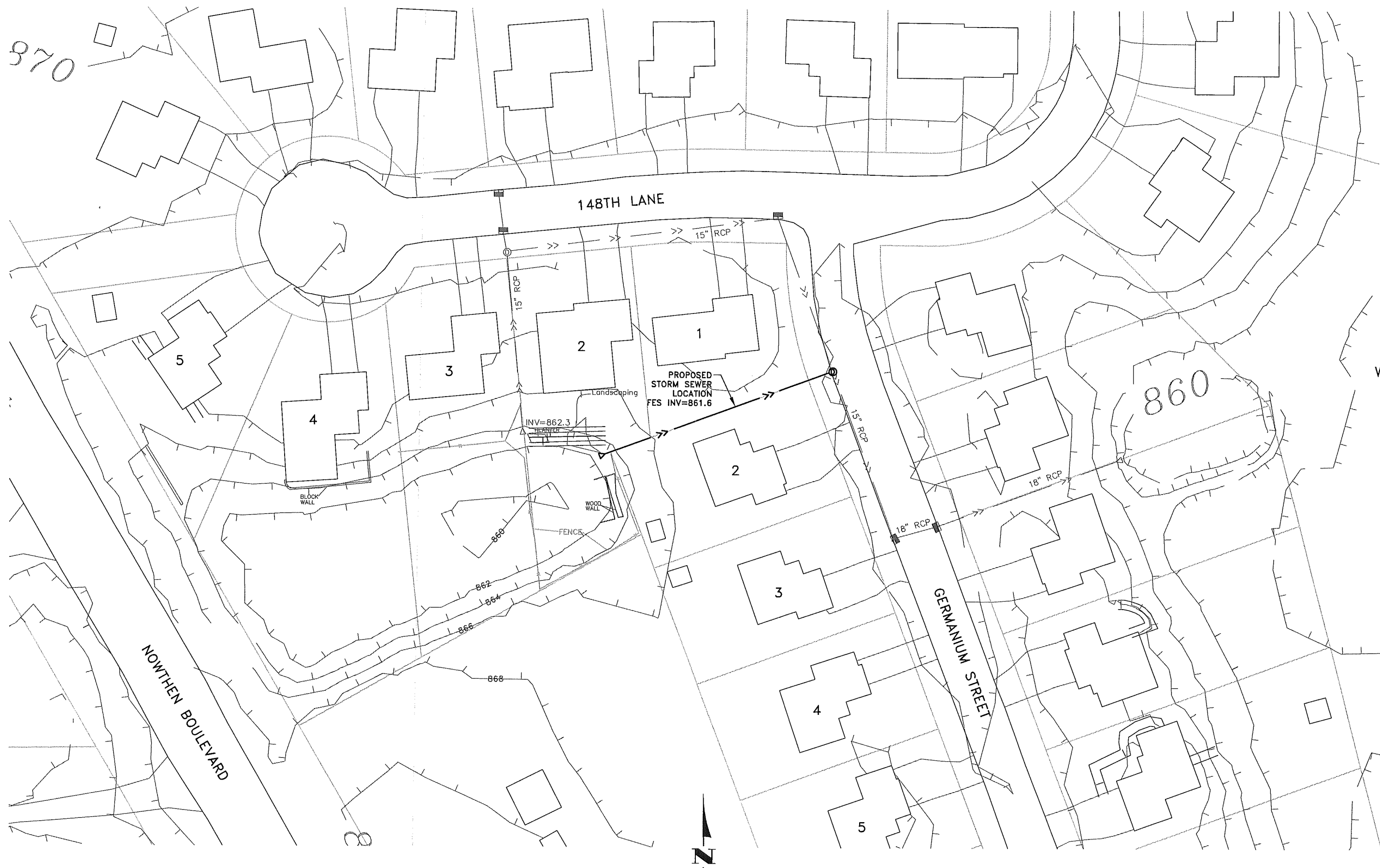
By *[Signature]*  
Anoka County Surveyor

EXHIBIT 2.  
FINAL PLAT-RAMSEY COMMONS 2ND ADD.  
CITY OF RAMSEY, MINNESOTA



NOTE: DENOTES 1/2 INCH IRON PIPE SET.  
DENOTES ANOKA COUNTY MONUMENT.  
FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF THE W1/2 OF THE NW1/4 OF SEC. 25, T. 32, R. 25 IS ASSUMED TO HAVE A BEARING OF EAST.

CAINE & ASSOCIATES  
LAND SURVEYORS, INC.



870

860

DNR  
WETLAND  
658W

NORTHEN BOULEVARD

GERMANIUM STREET

148TH LANE

PROPOSED  
STORM SEWER  
LOCATION  
FES INV=861.6

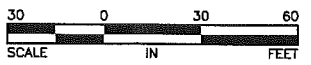
INV=862.3

Landscaping

FENCES

WOOD WALL

BLOCK WALL



**EXHIBIT 3**  
**148TH LANE ALTERNATIVE 1 STORM SEWER**  
**CITY OF RAMSEY, MINNESOTA**



DNR  
WETLAND  
658W

NORTHEN BOULEVARD

GERMANIUM STREET

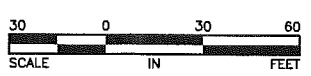
148TH LANE

860

PROPOSED  
PERMANENT  
DRAINAGE  
EASEMENT

PROPOSED  
STORM SEWER  
LOCATION  
FES INV=861.4

INV=862.3



**EXHIBIT 4**  
**148TH LANE ALTERNATIVE 2 STORM SEWER**  
**CITY OF RAMSEY, MINNESOTA**

**TABLE 1**  
**148TH LANE**  
**ALTERNATIVE 1A - 15" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$500.00	1	\$500
2	CLEARING	TREE	\$100.00	12	\$1,200
3	GRUBBING	TREE	\$100.00	12	\$1,200
4	REMOVE STORM SEWER	LIN FT	\$5.00	118	\$590
5	REMOVE CONCRETE CURB	LIN FT	\$10.00	20	\$200
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	23	\$115
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	40	\$120
8	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	23	\$173
9	4" BITUMINOUS PATCH	SQ YD	\$28.00	23	\$644
10	BULKHEAD MANHOLE	EACH	\$500.00	1	\$500
11	15" RC PIPE APRON	EACH	\$300.00	1	\$300
12	TRASH GUARD FOR 15" PIPE APRON	EACH	\$150.00	1	\$150
13	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	1	\$1,000
14	15" RC PIPE SEWER DESIGN 3006, CL V	LIN FT	\$22.00	152	\$3,344
15	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$1,500.00	1	\$1,500
16	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$20.00	20	\$400
17	TRAFFIC CONTROL	LUMP SUM	\$300.00	1	\$300
18	CONIFEROUS TREE 4' HT B&B	TREE	\$200.00	12	\$2,400
19	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.1	\$150

Estimated Construction Cost	\$14,786
Contingency (10%)	\$1,479
Total Estimated Construction Cost	<u>\$16,264</u>

**TABLE 2**  
**148TH LANE**  
**ALTERNATIVE 1B - 18" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$800.00	1	\$800
2	CLEARING	TREE	\$100.00	12	\$1,200
3	GRUBBING	TREE	\$100.00	12	\$1,200
4	REMOVE STORM SEWER	LIN FT	\$5.00	233	\$1,165
5	REMOVE CONCRETE CURB	LIN FT	\$10.00	135	\$1,350
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	150	\$750
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	155	\$465
8	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	150	\$1,125
9	4" BITUMINOUS PATCH	SQ YD	\$28.00	150	\$4,200
10	BULKHEAD MANHOLE	EACH	\$500.00	1	\$500
11	18" RC PIPE APRON	EACH	\$350.00	1	\$350
12	TRASH GUARD FOR 18" PIPE APRON	EACH	\$200.00	1	\$200
13	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	2	\$2,000
14	18" RC PIPE SEWER DESIGN 3006, CL III	LIN FT	\$23.00	267	\$6,141
15	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$1,500.00	1	\$1,500
16	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$20.00	135	\$2,700
17	TRAFFIC CONTROL	LUMP SUM	\$500.00	1	\$500
18	CONIFEROUS TREE 4' HT B&B	TREE	\$200.00	12	\$2,400
19	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.1	\$150

Estimated Construction Cost	\$28,696
Contingency (10%)	\$2,870
Total Estimated Construction Cost	<u>\$31,566</u>

**TABLE 3**  
**148TH LANE**  
**ALTERNATIVE 1C - 24" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$1,300.00	1	\$1,300
2	CLEARING	TREE	\$100.00	12	\$1,200
3	GRUBBING	TREE	\$100.00	12	\$1,200
4	REMOVE STORM SEWER	LIN FT	\$4.00	388	\$1,552
5	REMOVE CONCRETE CURB	LIN FT	\$5.00	155	\$775
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	195	\$975
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	175	\$525
8	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	195	\$1,463
9	4" BITUMINOUS PATCH	SQ YD	\$28.00	195	\$5,460
10	BULKHEAD MANHOLE	EACH	\$500.00	1	\$500
11	24" RC PIPE APRON	EACH	\$450.00	2	\$900
12	TRASH GUARD FOR 24" PIPE APRON	EACH	\$300.00	2	\$600
13	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	1	\$1,000
14	24" RC PIPE SEWER DESIGN 3006, CL III	LIN FT	\$29.00	414	\$12,006
15	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$1,500.00	1	\$1,500
16	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60 - 4020	LIN FT	\$2,000.00	2	\$4,000
17	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$20.00	155	\$3,100
18	TRAFFIC CONTROL	LUMP SUM	\$500.00	1	\$500
19	CONIFEROUS TREE 4' HT B&B	TREE	\$200.00	12	\$2,400
20	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.2	\$300

Estimated Construction Cost	\$41,256
Contingency (10%)	\$4,126
Total Estimated Construction Cost	<u>\$45,381</u>

**TABLE 4**  
**148TH LANE**  
**ALTERNATIVE 2A - 15" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$400.00	1	\$400
2	CLEARING	TREE	\$100.00	2	\$200
3	GRUBBING	TREE	\$100.00	2	\$200
4	REMOVE STORM SEWER	LIN FT	\$5.00	118	\$590
5	REMOVE CONCRETE CURB	LIN FT	\$10.00	20	\$200
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	23	\$115
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	40	\$120
8	COMMON EXCAVATION	CU YD	\$5.00	100	\$500
9	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	23	\$173
10	4" BITUMINOUS PATCH	SQ YD	\$28.00	23	\$644
11	BULKHEAD MANHOLE	EACH	\$500.00	1	\$500
12	15" RC PIPE APRON	EACH	\$300.00	1	\$300
13	TRASH GUARD FOR 15" PIPE APRON	EACH	\$150.00	1	\$150
14	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	1	\$1,000
15	15" RC PIPE SEWER DESIGN 3006, CL V	LIN FT	\$22.00	152	\$3,344
16	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$1,500.00	1	\$1,500
17	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$20.00	20	\$400
18	TRAFFIC CONTROL	LUMP SUM	\$300.00	1	\$300
19	CONIFEROUS TREE 4' HT B&B	TREE	\$200.00	2	\$400
20	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.1	\$150

Estimated Construction Cost	\$11,186
Contingency (10%)	\$1,119
Permanent Easement (\$1.15/ sq ft)	\$794
<b>Total Estimated Construction Cost</b>	<b><u>\$13,098</u></b>

**TABLE 5**  
**148TH LANE**  
**ALTERNATIVE 2B - 18" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$500.00	1	\$500
2	CLEARING	TREE	\$100.00	2	\$200
3	GRUBBING	TREE	\$100.00	2	\$200
4	REMOVE STORM SEWER	LIN FT	\$5.00	153	\$765
5	REMOVE CONCRETE CURB	LIN FT	\$10.00	55	\$550
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	61	\$305
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	75	\$225
8	COMMON EXCAVATION	CU YD	\$5.00	100	\$500
9	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	61	\$458
10	4" BITUMINOUS PATCH	SQ YD	\$28.00	61	\$1,708
11	BULKHEAD MANHOLE	EACH	\$500.00	1	\$500
12	18" RC PIPE APRON	EACH	\$350.00	1	\$350
13	TRASH GUARD FOR 18" PIPE APRON	EACH	\$200.00	1	\$200
14	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	2	\$2,000
15	18" RC PIPE SEWER DESIGN 3006, CL III	LIN FT	\$23.00	187	\$4,301
16	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$1,500.00	1	\$1,500
17	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$20.00	55	\$1,100
18	TRAFFIC CONTROL	LUMP SUM	\$500.00	1	\$500
19	CONIFEROUS TREE 4' HT B&B	TREE	\$200.00	2	\$400
20	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.1	\$150

Estimated Construction Cost	\$16,412
Contingency (10%)	\$1,641
Permanent Easement (\$1.15/ sq ft)	\$794
Total Estimated Construction Cost	<u>\$18,846</u>

**TABLE 6  
148TH LANE  
ALTERNATIVE 2C - 24" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$900.00	1	\$900
2	CLEARING	TREE	\$100.00	2	\$200
3	GRUBBING	TREE	\$100.00	2	\$200
4	REMOVE STORM SEWER	LIN FT	\$4.00	306	\$1,224
5	REMOVE CONCRETE CURB	LIN FT	\$5.00	75	\$375
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	106	\$530
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	95	\$285
8	COMMON EXCAVATION	CU YD	\$5.00	100	\$500
9	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	106	\$795
10	4" BITUMINOUS PATCH	SQ YD	\$28.00	106	\$2,968
11	BULKHEAD MANHOLE	EACH	\$500.00	1	\$500
12	24" RC PIPE APRON	EACH	\$450.00	2	\$900
13	TRASH GUARD FOR 24" PIPE APRON	EACH	\$300.00	2	\$600
14	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	1	\$1,000
15	24" RC PIPE SEWER DESIGN 3006, CL III	LIN FT	\$29.00	334	\$9,686
16	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$1,500.00	1	\$1,500
17	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60 - 4020	LIN FT	\$2,000.00	2	\$4,000
18	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$20.00	75	\$1,500
19	TRAFFIC CONTROL	LUMP SUM	\$500.00	1	\$500
20	CONIFEROUS TREE 4' HT B&B	TREE	\$200.00	2	\$400
21	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.2	\$300

Estimated Construction Cost	\$28,863
Contingency (10%)	\$2,886
Permanent Easement (\$1.15/ sq ft)	\$794
<b>Total Estimated Construction Cost</b>	<b><u>\$32,543</u></b>

**TABLE 7  
148TH LANE  
ALTERNATIVE 3**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$500.00	1	\$500
2	CLEARING	TREE	\$100.00	10	\$1,000
3	GRUBBING	TREE	\$100.00	10	\$1,000
4	COMMON EXCAVATION	CU YD	\$5.00	270	\$1,350
5	GRANULAR BORROW	CU YD	\$8.00	1166	\$9,328
6	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.5	\$750

Estimated Construction Cost	\$13,928
Contingency (10%)	\$1,393
Total Estimated Construction Cost	<u>\$15,321</u>

Section 2  
149<sup>th</sup> Lane

## **149<sup>th</sup> Lane**

### **Description**

As shown on Exhibit 5, a low area exists on Lot 3, Block 1 of Ramsey Meadows 4<sup>th</sup> Addition. There is a drain tile that drains the low area to DNR Wetland 658W. During large storm events, DNR Wetland 658W backs up through the drain tile and into the low area. DNR Wetland 658W drains east under Trunk Highway 47 (TH 47) through a small weir structure and 15” pipe to DNR Wetland 659W. The weir structure is at an elevation of 860.9 and drains to the 15” pipe at an elevation of 860.0.

The current outlet elevation is approximately two feet above the bottom of Wetland 658W. The existing 100-year high water level (HWL) for DNR Wetland 658W is 862.1 and for DNR Wetland 659W is 860.4. As shown on Exhibit 6, there is an existing drainage and utility easement over a majority of Block 1 of Ramsey Meadows 4<sup>th</sup> Addition including the low area in question.

### **Alternatives**

The following alternatives address the water elevation in DNR Wetland 658W.

#### **Alternative 1**

Alternative 1 will include removing the existing weir structure and leaving only the 15” culvert as the outlet from DNR Wetland 658W. By removing the weir structure, the wetland will begin to discharge at an elevation of 860.0 as opposed to 860.8.

Removing the weir structure, resulting in a lower normal water level in the wetland, will result in a 100-year HWL for DNR Wetland 658W of 862.0. The 100-year HWL for DNR Wetland 659W did not change. The estimated cost to remove the weir structure is \$1,265. Table 8 includes the individual costs for this alternative.

It is our understanding that any work proposed below an elevation of 860 will need the approval of the Minnesota Department of Natural Resources (DNR). This alternative will not have any effect below an elevation of 860 and is not anticipated to need the approval of the DNR. It appears the weir structure is part of the TH 47 storm sewer system. Removing the weir structure may require Mn/DOT’s approval.

#### **Alternative 2**

Alternative 2 will include removing the existing weir structure and constructing an additional outlet from DNR Wetland 658W under TH 47. The proposed additional outlet would be at the same elevation as the existing outlet, 860.0. It was assumed the additional pipe would have to be jacked under TH 47.

Three different sized additional outlet pipes were analyzed. The following table summarizes the 100-year HWL’s for DNR Wetlands 658W and 659W and the estimated costs to construct each outlet pipe:

Outlet Pipe Size	100-Year HWL (658W)	100-Year HWL (659W)	Estimated Cost
Existing	862.1	860.4	N/A
Existing + 15"	861.8	861.2	\$15,290
Existing + 18"	861.7	861.3	\$18,755
Existing + 24"	861.6	861.4	\$29,040

Tables 9 through 11 include the individual costs for this alternative.

As mentioned above, it is our understanding that any work proposed below an elevation of 860 will need the approval of the DNR. This alternative will not have any effect below an elevation of 860 and is not anticipated to need the approval of the DNR. Removing the weir structure and constructing a culvert under TH 47 will require Mn/DOT's approval.

### Alternative 3

Alternative 3 will include removing the existing weir structure and constructing an additional outlet from DNR Wetland 658W under TH 47. The proposed additional outlet would be at an elevation of 859.0, one foot lower than the existing outlet. It was assumed the additional pipe would have to be jacked under TH 47.

Two different sized additional outlet pipes were analyzed. The following table summarizes the 100-year HWL's for DNR Wetlands 658W and 659W and the estimated costs to construct each outlet pipe:

Outlet Pipe Size	100-Year HWL (658W)	100-Year HWL (659W)	Estimated Cost
Existing	862.1	860.4	N/A
Existing + lower 18"	861.6	861.3	\$18,755
Existing + lower 24"	861.6	861.5	\$29,040

Tables 12 and 13 include the individual costs for this alternative.

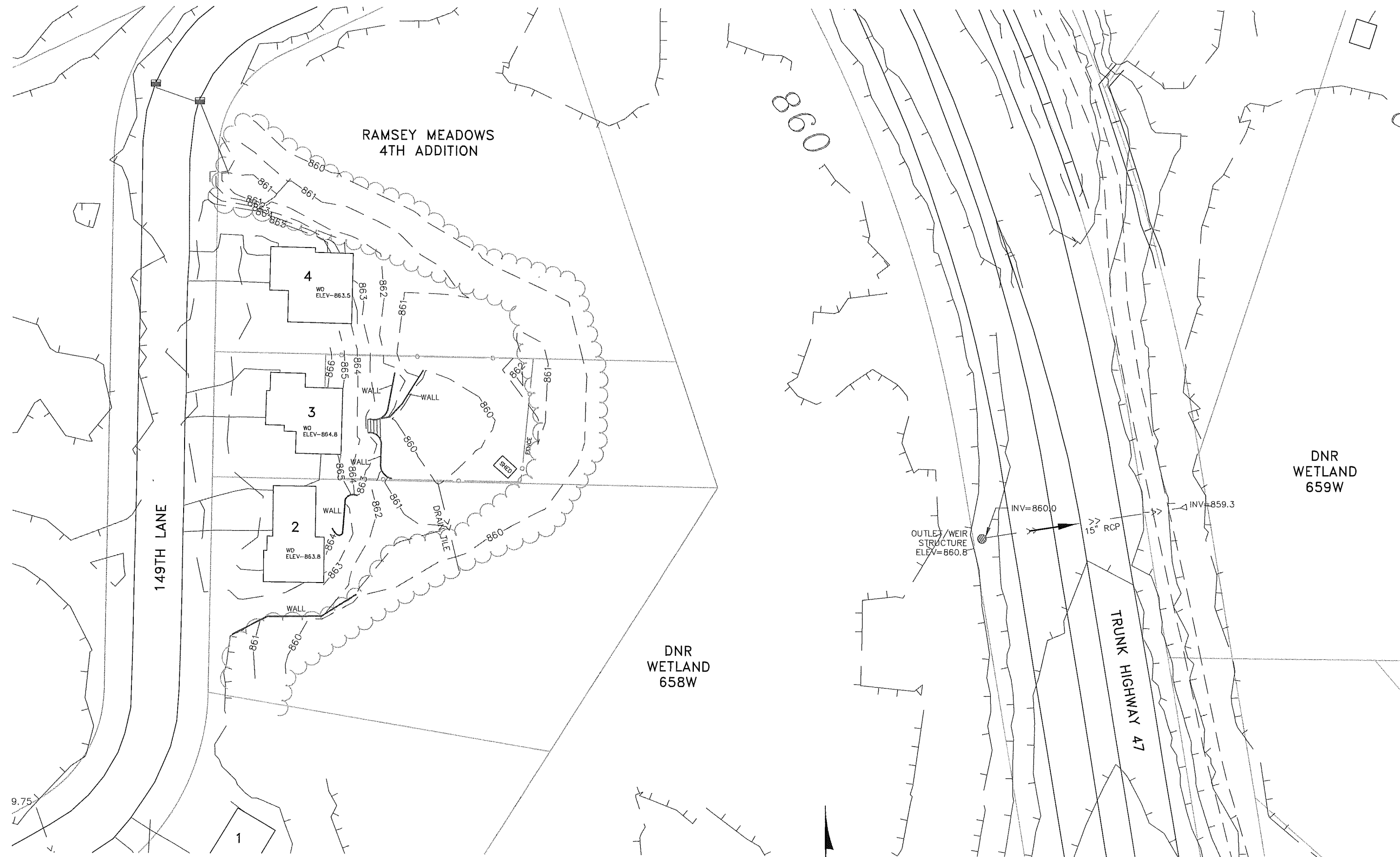
As mentioned above, it is our understanding that any work proposed below an elevation of 860 will need the approval of the DNR. This alternative has work proposed below an elevation of 860 and will need the approval of the DNR. Removing the weir structure and constructing a culvert under Trunk Highway 47 will require Mn/DOT's approval.

**Alternative 4**

Alternative 4 will include filling the low area on Lot 3, Block 1 of Ramsey Meadows 4<sup>th</sup> Addition. Filling the low area will reduce the frequency of the backyard flooding. During large storm events, the area may be inundated by water, but will likely be less frequently and for a shorter duration than under existing conditions.

The estimated cost to fill the low area is \$4,681. Table 14 includes the individual costs for this alternative.

As shown on Exhibits 7 and 8, this low area appears to have been designed as wetland mitigation area. Further research may be necessary to determine if this area is protected by the Wetland Conservation Act (WCA). If the area is protected by the WCA, filling this low area will not be a viable alternative.



**EXHIBIT 5**  
**149TH LANE EXISTING CONDITIONS**  
**CITY OF RAMSEY, MINNESOTA**

# RAMSEY MEADOWS 4TH ADDITION

CITY OF RAMSEY COUNTY OF ANOKA

pg 25

KNOW ALL PERSONS BY THESE PRESENTS: That J. A. Menkveld & Associates, Inc., a Minnesota corporation, owner and proprietor and Builders Mortgage Corporation, a Minnesota corporation, mortgagee of the following described property situated in the County of Anoka, State of Minnesota, to-wit:

That part of the Southwest Quarter of Section 24, Township 32, Range 25, Anoka County, Minnesota, described as follows:

Beginning at the northeast corner of Outlot A, RAMSEY MEADOWS 3RD ADDITION, according to the recorded plat thereof, Anoka County, Minnesota; thence South 89 degrees 07 minutes 51 seconds East, assumed bearing, parallel with the south line of said Southwest Quarter, a distance of 208.50 feet to the center line of State Trunk Highway No. 47, per the plat of AMBER RIDGE, according to the recorded plat thereof, Anoka County, Minnesota; thence northerly along said center line and along the center line of said State Trunk Highway No. 47, per the plat of WILLOW RIDGE, according to the recorded plat thereof, Anoka County, Minnesota, a distance of 789.96 feet to the intersection with the northeasterly extension of the following described line:

Beginning at a point on the center line of State Trunk Highway No. 47, per the plat of GORHAM'S ADDITION, according to the recorded plat thereof, Anoka County, Minnesota, said point being distant 93.00 feet southeasterly of the northeasterly extension of the southeasterly line of Block 3, said GORHAM'S ADDITION, as measured along said center line; thence South 64 degrees 18 minutes West, parallel with the southeasterly line of Block 3, said GORHAM'S ADDITION, a distance of 376.78 feet, and said line there terminating;

thence South 64 degrees 18 minutes 00 seconds West, along said last described line, a distance of 376.83 feet to the point of termination of said line; thence southwesterly along a tangential curve concave to the southeast, having a radius of 103.25 feet and a central angle of 63 degrees 14 minutes 20 seconds, a distance of 113.96 feet; thence South 1 degree 03 minutes 40 seconds West, tangent to said curve, a distance of 345.42 feet; thence southwesterly along a tangential curve concave to northwest, having a radius of 115.75 feet and a central angle of 60 degrees 08 minutes 15 seconds, a distance of 121.49 feet; thence South 61 degrees 11 minutes 55 seconds West, tangent to said curve, a distance of 53.09 feet to the intersection with the westerly extension of the north line of said Outlot A, RAMSEY MEADOWS 3RD ADDITION; thence South 87 degrees 06 minutes 09 seconds East, along said north line and its westerly extension, a distance of 517.62 feet to the point of beginning.

AND

Outlot A, RAMSEY MEADOWS 3RD ADDITION, according to the recorded plat thereof, Anoka County, Minnesota.

Have caused the same to be surveyed and platted as RAMSEY MEADOWS 4TH ADDITION and do hereby dedicate to the public for public use forever the boulevard, lane and drainage and utility easements as shown on the plat. In witness whereof said J. A. Menkveld & Associates, Inc., a Minnesota corporation, has caused these presents to be signed by its proper officer this 7th day of OCT, 1996. Also in witness whereof said Builders Mortgage Corporation has caused these presents to be signed by its proper officer this 7th day of OCT, 1996.

SIGNED:

J. A. MENKVELD & ASSOCIATES, INC.:

*J. A. Menkveld*  
J. A. Menkveld, President

1275655

OFFICE OF COUNTY RECORDS  
STATE OF MINNESOTA, COUNTY OF ANOKA  
I hereby certify that the within instrument was filed in this office for record on the 7th day of MAY, 1997.  
Book AM, and was duly recorded in book 54, page 65.

*Edward M. Truka*  
Edward M. Truka, Deputy



CAINE & ASSOCIATES  
LAND SURVEYORS, INC.

BUILDERS MORTGAGE CORPORATION:

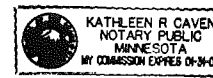
*Ronald Stratton*  
Ronald Stratton, as President

STATE OF MINNESOTA) The foregoing instrument was acknowledged before me this COUNTY OF ANOKA) 7th day of October, 1996, by J. A. Menkveld, President of J. A. Menkveld & Associates, Inc., a Minnesota Corporation, on behalf of the Corporation.



*Teresa Vinje*  
Teresa Vinje  
Notary Public, Anoka County, Minnesota  
My Commission expires 1-31-00

STATE OF MINNESOTA) The foregoing instrument was acknowledged before me this COUNTY OF ANOKA) 7th day of October, 1996, by Ronald Stratton, President of Builders Mortgage Corporation, a Minnesota corporation, on behalf of the corporation.

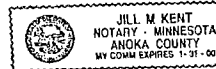


*Kathleen R. Caven*  
Kathleen R. Caven  
Notary Public, Ramsey County, Minnesota  
My Commission expires 1-31-2000

I hereby certify that I have surveyed and platted the land described in the dedication on this plat as RAMSEY MEADOWS 4TH ADDITION; that the plat is a correct representation of said survey; that all distances are correctly shown on said plat in feet and hundredths of a foot; that the monuments have been correctly placed in the ground as shown; that the outside boundaries are correctly designated on said plat; and that there are no wetlands or public highways to be designated on said plat other than as shown thereon.

*Jeffrey N. Caine*  
Jeffrey N. Caine, Registered Land Surveyor  
Minnesota Registration No. 12251

STATE OF MINNESOTA) The surveyors certificate was acknowledged before me a Notary COUNTY OF ANOKA) Public, this 1st day of October, 1996, by Jeffrey N. Caine, Land Surveyor.



*Jill M. Kent*  
Jill M. Kent  
Notary Public, Anoka County, Minnesota  
My Commission expires 01-31-00

CITY OF RAMSEY

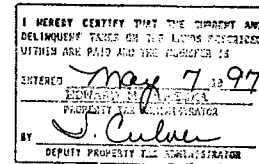
We hereby certify that the City Council of the City of Ramsey, Anoka County, Minnesota, duly accepted and approved the plat of RAMSEY MEADOWS 4TH ADDITION at a regular meeting held this 24th day of September, 1996. If applicable, the written comments and recommendations of the Commissioner of Transportation and the County Highway Engineer have been received by the city or the prescribed 30 day period has elapsed without receipt of such comments and recommendations, as provided by Minn. Statutes, Section 505.03, Subd. 2.

By *Ryan R. Schneider* Mayor By *Ryan R. Schneider* Clerk

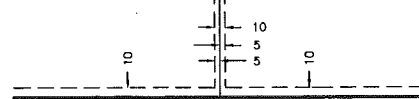
Checked and approved this 7th day of MAY, 1997.

By *Merlyn D. Anderson*  
Merlyn D. Anderson  
Anoka County Surveyor

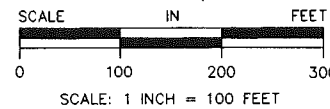
By *Larry S. Ham*  
Larry S. Ham  
deputy



DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



BEING 10 FEET WIDE AND ADJOINING ALL STREET RIGHT-OF-WAY LINES AND REAR LOT LINES AND 5 FEET WIDE AND ADJOINING ALL SIDE LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.



- DENOTES IRON MONUMENT FOUND.
- DENOTES 1/2 INCH IRON PIPE SET.
- ⊙ DENOTES ANOKA COUNTY MONUMENT.
- NOTE: FOR THE PURPOSES OF THIS PLAT, THE SOUTH LINE OF THE SW1/4 OF SEC. 24, T. 32, R. 25 IS ASSUMED TO BEAR S 89°07'51"E

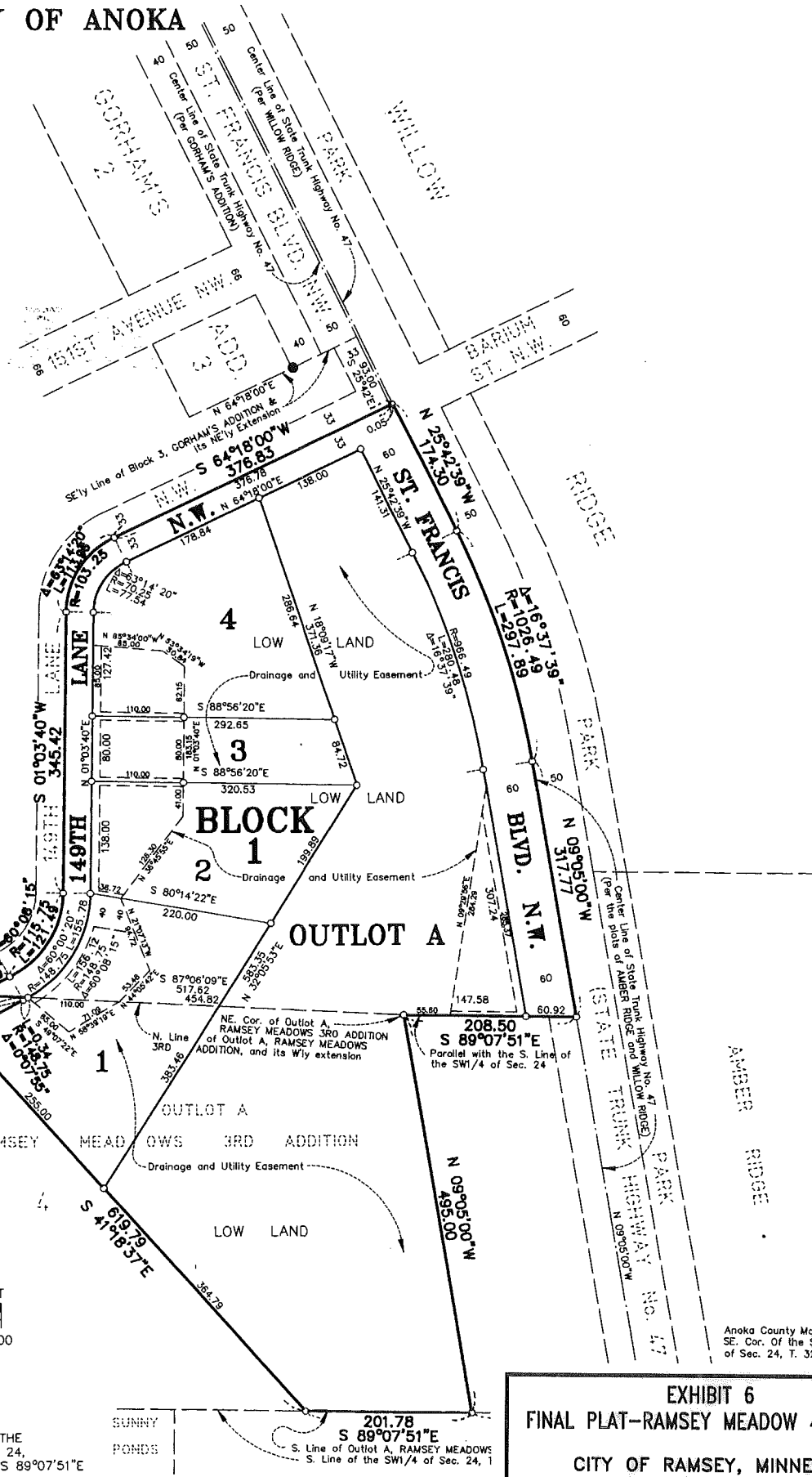
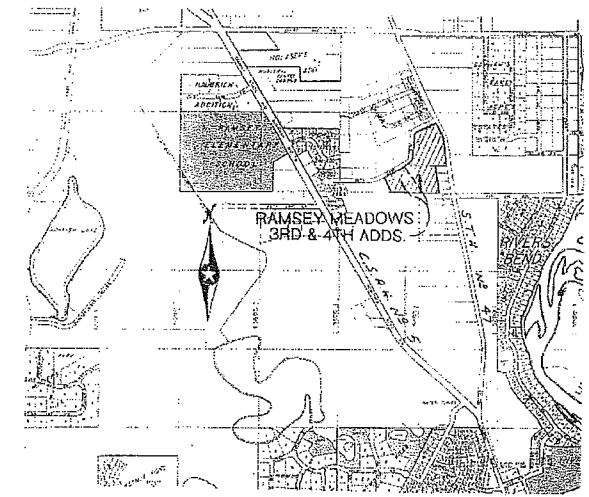
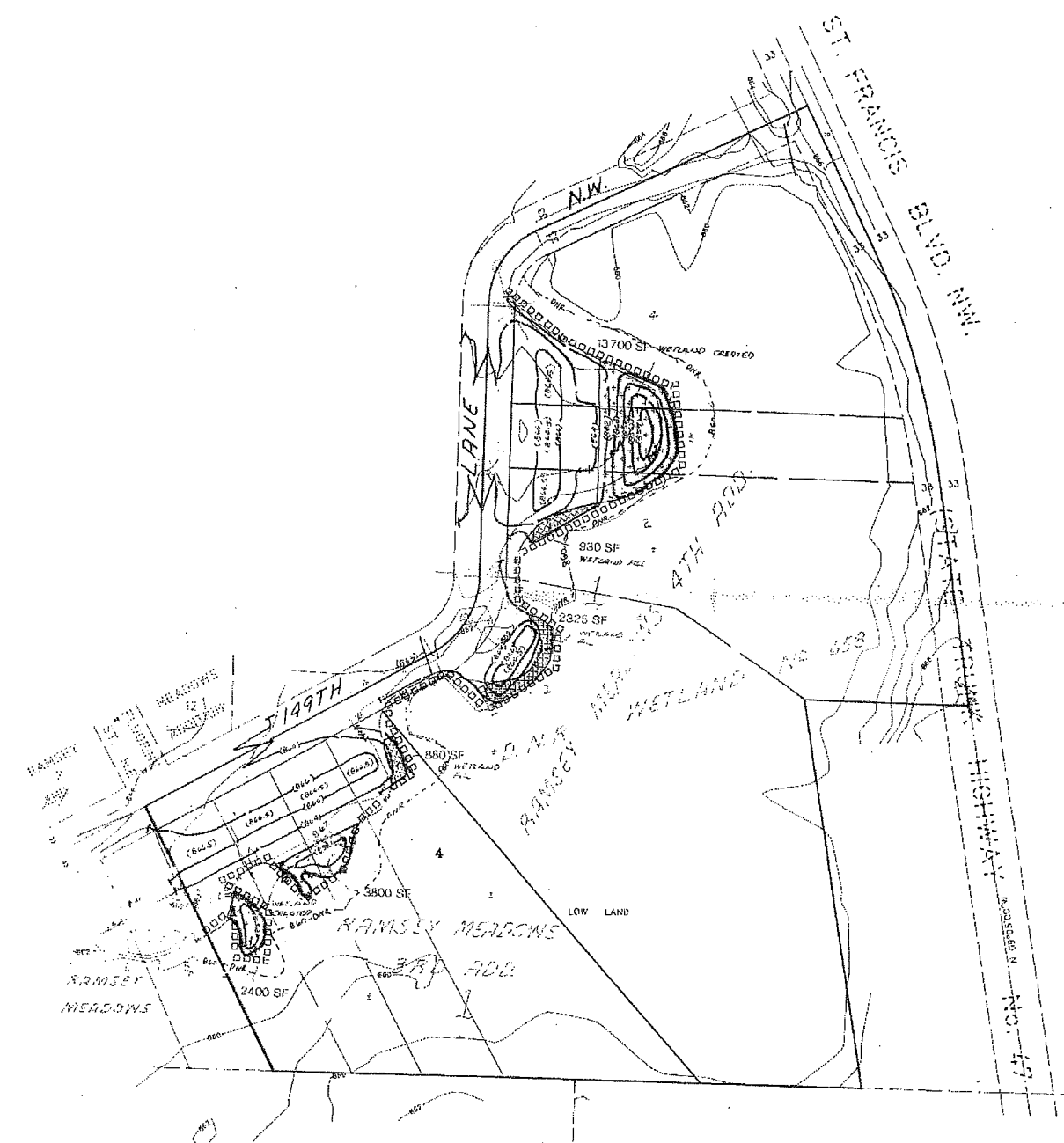


EXHIBIT 6  
FINAL PLAT-RAMSEY MEADOW 4TH ADD.  
CITY OF RAMSEY, MINNESOTA

30997/824500

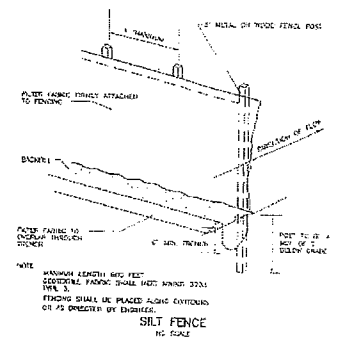
PRELIMINARY GRADING, DRAINAGE & EROSION CONTROL PLAN FOR: **RAMSEY MEADOWS 3RD & 4TH ADDITIONS**



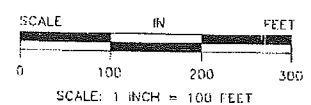
**EROSION CONTROL DURING CONSTRUCTION**

**NOTES:**

- All disturbed soils within 100 lineal feet from wetlands shall be covered with four inches (4") of topsoil and seeded with a minimum of seventy-five (75) pounds per acre of MNDOT Specification Section 3876, Mixture No. 12, with fertilizer 12-12-12 mixture applied at 600 pounds per acre with Mulch-Type 1. This work shall be constructed in accordance with MNDOT Specification Section 2575, within the following timeframe:  
 Slopes steeper than 3:1 - 7 days  
 Slopes 10:1 to 3:1 - 14 days  
 Flatter than 10:1 - 21 days
- Excavate ponding areas before upland grading.
- The bottom of all drainage ditches shall be stabilized within 100 feet of all wetlands. Stabilization must be initiated within 24 hours of connection to wetlands and be completed within five days. All pipes connecting to drainage swales must be provided with energy dissipation structures prior to connecting to wetland.
- Sediment control structures must be in place prior to starting of grading and must be maintained until final stabilization has been established.
- Inspect and maintain after rainfall (as required). The inspector is to be
- Vehicle tracking onto unpaved surfaces must be minimized.
- All silt fence shall be removed after the site has undergone final stabilization.



	PROPOSED NON-DNR WETLAND DISTURBED	PROPOSED WETLAND CREATED
Ramsey Meadows 3rd Addition	880 S.F. ±	6,200 S.F. ±
Ramsey Meadows 4th Addition	4,135 S.F. ±	19,900 S.F. ±
<b>TOTALS</b>	<b>5,015 S.F. ±</b>	<b>26,100 S.F. ±</b>



● DENOTES IRON MONUMENT FOUND  
 ○ DENOTES 1/2 INCH IRON PIPE SET.  
 BEARINGS SHOWN ARE BASED ON ASSUMED DATUM.

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Jeffrey M. Caine*  
 DATE: Jan. 23, 2015 REG. NO. 12251

--- 000.0 --- DENOTES EXISTING SPOT ELEVATION  
 (0000) " " PROPOSED " "  
 --- 000 --- " " EXISTING CONTOUR  
 --- (000) --- " " PROPOSED CONTOUR

--- DNR --- DENOTES EDGE OF D.N.R. WETLAND N.R. 658.  
 --- W --- W --- DENOTES EDGE OF WETLAND AS LOCATED BY JOHN C. ANDERSON OF WETLANDS DATA, INC. & SURVEYED BY CAINE & ASSOCIATES, INC.  
 □□□□□□□□□□ DENOTES PROPOSED SILT FENCE

**CAINE & ASSOCIATES**  
**LAND SURVEYORS, INC.**  
 17720 Highway 85 N.E. - Ham, Ia.  
 634-7846

**EXHIBIT 7**  
**RAMSEY MEADOWS GRADING PLAN**  
 CITY OF RAMSEY, MINNESOTA



**TABLE 8  
149TH LANE  
ALTERNATIVE 1**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$100.00	1	\$100
2	REMOVE STORM STRUCTURE	EACH	\$400.00	1	\$400
3	15" RC PIPE APRON	EACH	\$300.00	1	\$300
4	CONNECT TO EXISTING STORM SEWER	EACH	\$300.00	1	\$300
5	TURF ESTABLISHMENT	LUMP SUM	\$50.00	1	\$50

Estimated Construction Cost	\$1,150
Contingency (10%)	\$115
Total Estimated Construction Cost	<u>\$1,265</u>

**TABLE 9  
149TH LANE  
ALTERNATIVE 2A - 15" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$400.00	1	\$400
2	REMOVE STORM STRUCTURE	EACH	\$400.00	1	\$400
3	15" RC PIPE APRON	EACH	\$300.00	3	\$900
4	15" RC PIPE SEWER DESIGN 3006, CL V - JACKED	LIN FT	\$100.00	118	\$11,800
5	CONNECT TO EXISTING STORM SEWER	EACH	\$300.00	1	\$300
6	TURF ESTABLISHMENT	LUMP SUM	\$100.00	1	\$100

Estimated Construction Cost	\$13,900
Contingency (10%)	\$1,390
Total Estimated Construction Cost	<u>\$15,290</u>

**TABLE 10  
149TH LANE  
ALTERNATIVE 2B - 18" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$500.00	1	\$500
2	REMOVE STORM STRUCTURE	EACH	\$400.00	1	\$400
3	15" RC PIPE APRON	EACH	\$300.00	1	\$300
4	18" RC PIPE APRON	EACH	\$350.00	2	\$700
5	18" RC PIPE SEWER DESIGN 3006, CL V - JACKED	LIN FT	\$125.00	118	\$14,750
6	CONNECT TO EXISTING STORM SEWER	EACH	\$300.00	1	\$300
7	TURF ESTABLISHMENT	LUMP SUM	\$100.00	1	\$100

Estimated Construction Cost	\$17,050
Contingency (10%)	\$1,705
Total Estimated Construction Cost	<u>\$18,755</u>

**TABLE 11  
149TH LANE  
ALTERNATIVE 2C - 24" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$800.00	1	\$800
2	REMOVE STORM STRUCTURE	EACH	\$400.00	1	\$400
3	15" RC PIPE APRON	EACH	\$300.00	1	\$300
4	24" RC PIPE APRON	EACH	\$450.00	2	\$900
5	24" RC PIPE SEWER DESIGN 3006, CL V - JACKED	LIN FT	\$200.00	118	\$23,600
6	CONNECT TO EXISTING STORM SEWER	EACH	\$300.00	1	\$300
7	TURF ESTABLISHMENT	LUMP SUM	\$100.00	1	\$100

Estimated Construction Cost	\$26,400
Contingency (10%)	\$2,640
Total Estimated Construction Cost	<u>\$29,040</u>

**TABLE 12**  
**149TH LANE**  
**ALTERNATIVE 3A - 18" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$500.00	1	\$500
2	REMOVE STORM STRUCTURE	EACH	\$400.00	1	\$400
3	15" RC PIPE APRON	EACH	\$300.00	1	\$300
4	18" RC PIPE APRON	EACH	\$350.00	2	\$700
5	18" RC PIPE SEWER DESIGN 3006, CL V - JACKED	LIN FT	\$125.00	118	\$14,750
6	CONNECT TO EXISTING STORM SEWER	EACH	\$300.00	1	\$300
7	TURF ESTABLISHMENT	LUMP SUM	\$100.00	1	\$100

Estimated Construction Cost	\$17,050
Contingency (10%)	\$1,705
Total Estimated Construction Cost	<u>\$18,755</u>

**TABLE 13**  
**149TH LANE**  
**ALTERNATIVE 3B - 24" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$800.00	1	\$800
2	REMOVE STORM STRUCTURE	EACH	\$400.00	1	\$400
3	15" RC PIPE APRON	EACH	\$300.00	1	\$300
4	24" RC PIPE APRON	EACH	\$450.00	2	\$900
5	24" RC PIPE SEWER DESIGN 3006, CL V - JACKED	LIN FT	\$200.00	118	\$23,600
6	CONNECT TO EXISTING STORM SEWER	EACH	\$300.00	1	\$300
7	TURF ESTABLISHMENT	LUMP SUM	\$100.00	1	\$100

Estimated Construction Cost	\$26,400
Contingency (10%)	\$2,640
Total Estimated Construction Cost	<u>\$29,040</u>

**TABLE 14  
149TH LANE  
ALTERNATIVE 4**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$100.00	1	\$100
2	COMMON EXCAVATION	CU YD	\$5.00	133	\$665
3	GRANULAR BORROW	CU YD	\$8.00	380	\$3,040
4	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.3	\$450

Estimated Construction Cost	\$4,255
Contingency (10%)	\$426
Total Estimated Construction Cost	<u>\$4,681</u>

# Section 3

## Rum River Hills Golf Club

## **Rum River Hills Golf Club**

### **Summary**

Rum River Hills Golf Club has recently experienced flooding on some fairways and cart paths. Exhibit 9 shows the discharge points and problem areas throughout the golf course. The following will address the problem areas throughout the golf course.

#### **Flooding along Hole #1**

The first area of concern includes flooding of the large pond along Hole #1. This pond discharges through an existing concrete outlet structure and a 12" plastic pipe to the east. The outlet is labeled as Area 1 on Exhibit 9. It is our understanding that after large storm events, the pond remains elevated for long periods of time. The 100-year high water level (HWL) is 870.3.

After reviewing video recordings of the outlet pipe, it appears that the pipe has several sags in it and several joints have been compromised. The outlet pipe is relatively shallow and may have been affected by frost heave. This outlet pipe is likely causing the pond to operate inefficiently.

We believe that the best alternative for this outlet is to remove the existing outlet structure and the 12" outlet pipe and replace them with a new 4-foot diameter concrete outlet structure and 18" high density polyethylene pipe outlet in the same location as the existing pipe. Exhibit 10 shows the proposed outlet structure. The new pipe would be installed at a lower elevation than it exists now, reducing the impact of frost heave on the pipe. The polyethylene pipe is also more rigid and is solid (no air voids) and therefore more resistant to frost heave or buoyancy when soils are saturated. A removable, weir wall would be installed in the new outlet structure. We would propose to leave the weir height at the same elevation as existing. By installing the weir wall, it will allow for greater flexibility in controlling the water elevations of the pond. Installing this outlet structure would result in a 100-year HWL of 870.0.

The estimated cost to construct the new outlet pipe and structure is \$29,853. Table 15 includes the individual costs for this alternative.

#### **Cart path flooding near the clubhouse**

Based on the HWL of the pond along Hole #1, it appears that there could be an issue with the cart paths flooding near the clubhouse, Areas 2A and 2B on Exhibit 9. The existing culverts under the cart paths are a 15" diameter and 12" diameter. If flooding the cart paths is an issue, the best alternative would be to install larger diameter culverts under the cart paths.

Installing 24" diameter culverts will reduce the flooding during small storm events. However, since the HWL elevation for the area is controlled by the downstream outlet structure discussed above, the paths will still flood during large storm events. To reduce the flooding during the large storm events, the cart paths would have to be raised

approximately 1.5 feet. This would, however, increase the HWL in the pond near the clubhouse, which would appear to adversely affect the fairway for Hole #18.

The estimated cost to replace the two culverts under the carts paths is \$6,642. Table 16 includes the individual costs this alternative.

**Saturated soil along Hole #15**

Another issue is occurring along Hole #15 near the Rum River. The soil in the area is saturated. There is an existing rock dam, Area 3 on Exhibit 19, southeast of the most saturated area of the fairway. Part of the fairway was excavated to help to determine the problem and drain the area.

Based on our review, it appears that the water being contained by the rock dam may be infiltrating into the soil and causing the saturation. There is a dropped of approximately seven feet from the rock dam to the bottom of the downstream channel. We also noticed that the existing drain tile that was excavated along Hole #15 was plugged with roots and soil.

We recommend two alternatives to address the soil saturation along Hole #15. First, the drain tile should be replaced to improve the drainage in the area. Second, the area of the creek that is being contained by the rock dam should be lined with an impermeable material to eliminate the water infiltrating through the soil. Lining the creek will eliminate the infiltration into the soil and the new drain tile will help to keep the existing soil dry.

The estimated cost to replace the drain tile and line the creek bed is \$13,530. Table 17 includes individual costs for this alternative.

**Flooding of Hole #3 and #17**

Flooding of Hole #3 and #17 is also an issue at the golf course. The stormwater drains south through three 15” culverts, labeled Area 4A, Area 4B and Area 4C on Exhibit 9, and then to the Rum River.

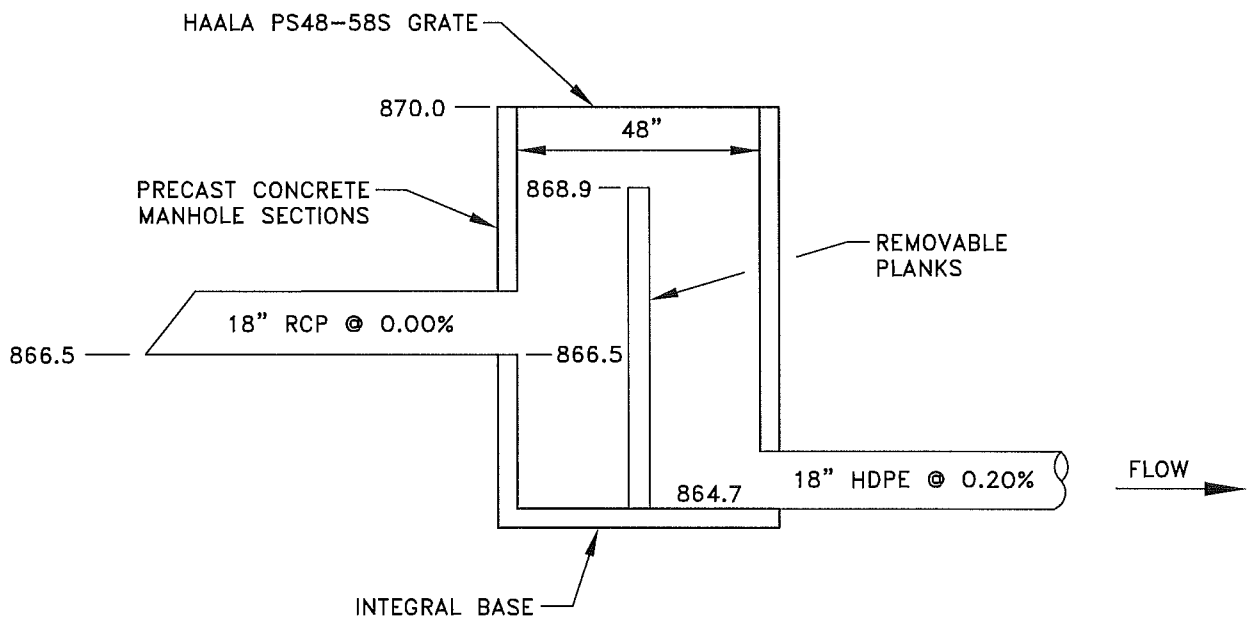
One alternative to lower the HWL’s in the area would be to install bigger culverts. A 21” culvert was modeled to replace the culverts at Area 4A and 4B and a 24” culvert was modeled to replace the culvert at 4C. The following table summarizes the 100-year HWL’s for the three areas:

Existing 100-Year HWL			Proposed 100-Year HWL		
Area 4A	Area 4B	Area 4C	Area 4A	Area 4B	Area 4C
859.3	859.3	858.5	859.1	858.7	858.3

The estimated cost to replace the three culverts is \$4,990. Table 18 includes individual costs for this alternative.



EXHIBIT 9  
RUM RIVER HILLS GOLF CLUB  
EXISTING CONDITIONS  
CITY OF RAMSEY, MINNESOTA



Feb 14, 2012 - 11:42am  
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**EXHIBIT 10**  
**RUM RIVER HILLS GOLF CLUB**  
**PROPOSED OUTLET STRUCTURE**  
**CITY OF RAMSEY, MINNESOTA**

**TABLE 15**  
**RUM RIVER HILLS GOLF CLUB**  
**FLOODING AROUND HOLE #1 - NEW OUTLET STRUCTURE**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$800.00	1	\$800
2	CLEARING	ACRE	\$1,500.00	0.2	\$300
3	GRUBBING	ACRE	\$1,500.00	0.2	\$300
4	REMOVE STORM SEWER	LIN FT	\$1.50	856	\$1,284
5	18" METAL APRON	EACH	\$275.00	1	\$275
6	18" RC PIPE APRON	EACH	\$350.00	1	\$350
7	18" HDPE PIPE SEWER	LIN FT	\$22.00	850	\$18,700
8	18" RC PIPE SEWER DESIGN 3006, CL III	LIN FT	\$23.00	10	\$230
9	OUTLET CONTROL STRUCTURE	EACH	\$4,000.00	1	\$4,000
10	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.6	\$900

Estimated Construction Cost	\$27,139
Contingency (10%)	\$2,714
Total Estimated Construction Cost	<u>\$29,853</u>

**TABLE 16**  
**RUM RIVER HILLS GOLF CLUB**  
**CART PATH FLOODING NEAR CLUBHOUSE - NEW CULVERTS**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$200.00	1	\$200
2	REMOVE STORM SEWER	LIN FT	\$4.00	96	\$384
3	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	30	\$150
4	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	48	\$144
5	4" AGGREGATE BASE CLASS 5	SQ YD	\$8.00	30	\$240
6	4" BITUMINOUS PAVEMENT	SQ YD	\$34.00	30	\$1,020
7	24" METAL APRON	EACH	\$325.00	4	\$1,300
8	24" CP PIPE CULVERT	LIN FT	\$25.00	96	\$2,400
9	TURF ESTABLISHMENT	LUMP SUM	\$200.00	1	\$200

Estimated Construction Cost	\$6,038
Contingency (10%)	\$604
Total Estimated Construction Cost	<u>\$6,642</u>

**TABLE 17**  
**RUM RIVER HILLS GOLF CLUB**  
**HOLE #15 SATURATION - CREEK LINING AND DRAIN TILE**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$350.00	1	\$350
2	4" PERF PIPE DRAIN	LIN FT	\$15.00	450	\$6,750
3	CREEK LINING	LUMP SUM	\$5,000.00	1	\$5,000
4	TURF ESTABLISHMENT	LUMP SUM	\$200.00	1	\$200

Estimated Construction Cost	\$12,300
Contingency (10%)	\$1,230
Total Estimated Construction Cost	<u>\$13,530</u>

**TABLE 18**  
**RUM RIVER HILLS GOLF CLUB**  
**FLOODING AROUND HOLE #3 AND #17 - NEW CULVERTS**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$200.00	1	\$200
2	REMOVE STORM SEWER	LIN FT	\$4.00	72	\$288
3	21" METAL APRON	EACH	\$300.00	4	\$1,200
4	24" METAL APRON	EACH	\$325.00	2	\$650
5	24" CP PIPE CULVERT	LIN FT	\$26.00	46	\$1,196
6	24" CP PIPE CULVERT	LIN FT	\$27.00	26	\$702
7	TURF ESTABLISHMENT	LUMP SUM	\$300.00	1	\$300

Estimated Construction Cost	\$4,536
Contingency (10%)	\$454
Total Estimated Construction Cost	<u>\$4,990</u>

Section 4  
163<sup>rd</sup> Lane

## 163<sup>rd</sup> Lane

### Description

As shown on Exhibit 11, a low area exists south of 163<sup>rd</sup> Lane and east of Wolfram Street. The low area does not have a piped outlet to County Ditch #3. During a majority of the year, stormwater runoff infiltrates into the soil. However, during early spring when the ground is frozen and during periods of heavy rainfall, water levels have risen to levels that cause flooding of adjacent properties.

### Alternatives

The following alternatives address the water elevation in the low area.

#### **Alternative 1**

In this alternative, an outlet pipe would be installed from the low area to County Ditch #3, as shown on Exhibit 12. The outlet pipe will not be installed at the bottom of the low area, rather, it will be installed at an elevation that would allow smaller storm events to continue to infiltrate into the soil. The outlet pipe invert is proposed at an elevation of 872.0, which is the approximate elevation of a 3-inch rainfall event. The following table summarizes the 100-year HWL's, the detention time above an elevation of 873.0 and estimated costs to construct each outlet pipe:

Outlet Pipe Size	100-Year HWL	Detention Time Above Elevation 873 During a 100-Year Storm Event (hours)	Estimated Cost
Existing	874.8	23.4	N/A
12"	874.3	6.2	\$68,640
15"	874.0	2.9	\$74,305
18"	873.8	1.5	\$80,795

As shown, the area may continue to flood during large storm events; however, the duration of flooding will be much shorter.

Tables 19 through 21 include the individual costs for this alternative. It is proposed to directionally drill the pipe as shown on Exhibit 12 as opposed to open cutting a trench. A trench would require excessive cuts in the surrounding area. The outlet pipe will be approximately 700 feet long. Cleaning the pipe will require access on both ends of the pipe.

#### **Alternative 2**

Alternative 2 included draining the low area east to a ditch system in Elmcrest Park. This alternative was reviewed and deemed not feasible. There is not enough difference in elevation from the low area to the ditch in Elmcrest Park.

**Alternative 3**

Alternative 3 included constructing a pipe west and then south along 163<sup>rd</sup> Lane and Wolfram Street to County Ditch #3. The length of this alternative is approximately 500 feet longer than Alternative 1, therefore decreasing the pipe slope and increasing the costs. The impact of constructing the pipe along the existing streets would also add to the costs of this alternative. For these reasons, this alternative was deemed not feasible.

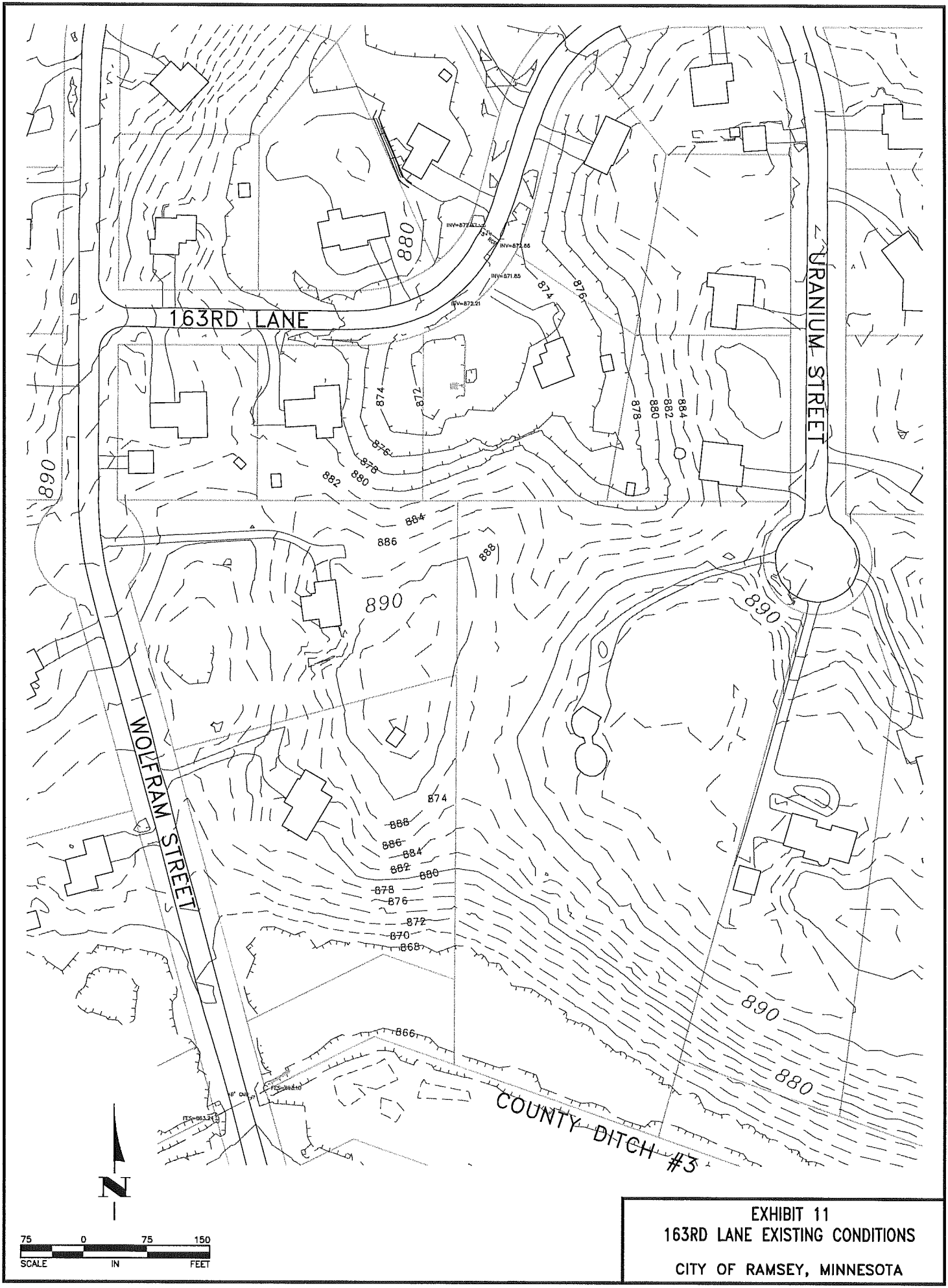
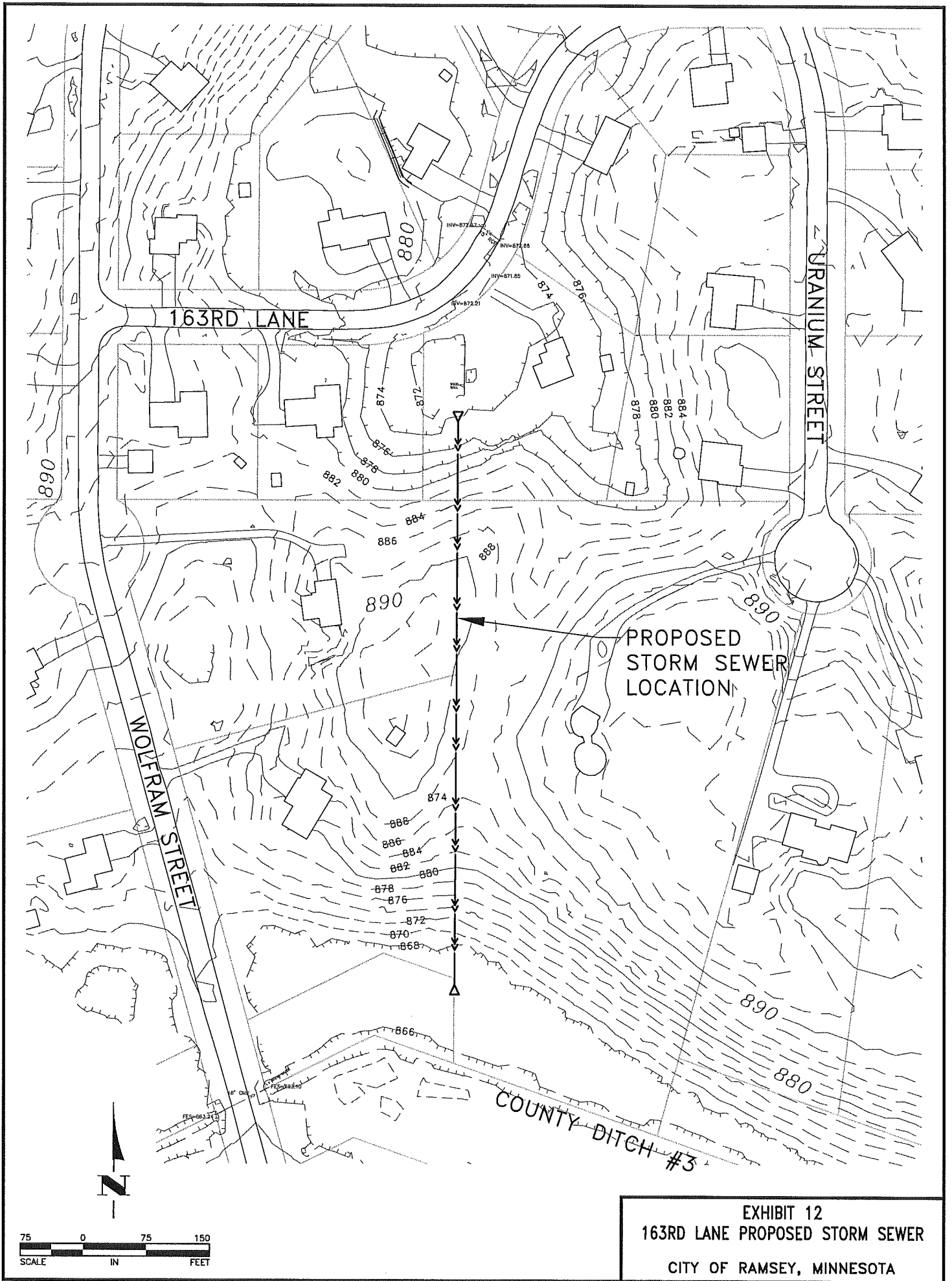


EXHIBIT 11  
163RD LANE EXISTING CONDITIONS  
CITY OF RAMSEY, MINNESOTA



**EXHIBIT 12**  
**163RD LANE PROPOSED STORM SEWER**  
**CITY OF RAMSEY, MINNESOTA**

**TABLE 19**  
**163RD LANE**  
**ALTERNATIVE 1A - 12" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$1,800.00	1	\$1,800
2	COMMON EXCAVATION	CU YD	\$5.00	100	\$500
3	12" METAL APRON	EACH	\$200.00	2	\$400
4	12" HDPE PIPE SEWER (DIRECTIONALLY DRILLED)	LIN FT	\$85.00	700	\$59,500
5	TURF ESTABLISHMENT	LUMP SUM	\$200.00	1	\$200

Estimated Construction Cost	\$62,400
Contingency (10%)	\$6,240
Total Estimated Construction Cost	<u>\$68,640</u>

**TABLE 20**  
**163RD LANE**  
**ALTERNATIVE 1B - 15" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$2,000.00	1	\$2,000
2	COMMON EXCAVATION	CU YD	\$5.00	100	\$500
3	15" METAL APRON	EACH	\$225.00	2	\$450
4	15" HDPE PIPE SEWER (DIRECTIONALLY DRILLED)	LIN FT	\$92.00	700	\$64,400
5	TURF ESTABLISHMENT	LUMP SUM	\$200.00	1	\$200

Estimated Construction Cost	\$67,550
Contingency (10%)	\$6,755
Total Estimated Construction Cost	<u>\$74,305</u>

**TABLE 21**  
**163RD LANE**  
**ALTERNATIVE 1C - 18" OUTLET**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$2,200.00	1	\$2,200
2	COMMON EXCAVATION	CU YD	\$5.00	100	\$500
3	18" METAL APRON	EACH	\$275.00	2	\$550
4	18" HDPE PIPE SEWER (DIRECTIONALLY DRILLED)	LIN FT	\$100.00	700	\$70,000
5	TURF ESTABLISHMENT	LUMP SUM	\$200.00	1	\$200

Estimated Construction Cost	\$73,450
Contingency (10%)	\$7,345
Total Estimated Construction Cost	<u>\$80,795</u>

Section 5  
156<sup>th</sup> Lane

## **156<sup>th</sup> Lane**

### **Description**

As shown on Exhibit 13, a low area exists south of 156<sup>th</sup> Lane and west of Yakima Street, referred to as Depression 1 on Exhibit 13. Depression 1 drains south and east through an existing storm sewer system to another low area west of Juniper Ridge Drive, referred to as Depression 2 on Exhibit 13. From Depression 2 the stormwater drains north through an existing storm sewer system to the Rum River. The outlet elevations for both Depression 1 and Depression 2 are 859.8.

During storm events, water ponds in the backyard of 5220 156<sup>th</sup> Lane. The area where water ponds was platted with a 75-foot drainage and utility easement, however, this easement has been vacated. The existing 100-year high water level (HWL) for Depression 1 is 864.7.

### **Alternatives**

The following alternatives address the stormwater in the area.

#### **Alternative 1**

Alternative 1 includes filling the backyard of 5220 156<sup>th</sup> Lane. Excavation would be required in Woodland Green Park to the south to compensate for the storage being lost by filling the backyard. The proposed grading is shown on Exhibit 14. In this alternative the proposed 100-year HWL would remain 864.7, but it would not encroach into the backyard to the extent it does under existing conditions.

The estimated cost for this alternative is \$21,175. Table 22 includes the individual costs for this alternative.

#### **Alternative 2**

Alternative 2 also includes filling the backyard of 5220 156<sup>th</sup> Lane and excavating Woodland Green Park to the south to compensate for the storage being lost by filling the backyard. As opposed to Alternative 1, this alternative proposes to over-excavate the area in Woodland Green Park, which will lower the 100-year HWL by adding storage. The proposed grading is shown on Exhibit 15. In this alternative the proposed 100-year HWL would drop to 864.1.

The estimated cost for this alternative is \$76,274. Table 23 includes the individual costs for this alternative.

#### **Alternative 3**

Alternative 3 includes constructing an additional 12" outlet pipe from Depression 2. As shown on Exhibit 16, the new outlet pipe would run east along 156<sup>th</sup> Lane and then north along Juniper Ridge Drive to an existing catch basin that drains to the Rum River. The

new outlet would be constructed at an elevation of 857.8, two feet lower than the existing outlet.

The following table summarizes the 100-year HWL's for Depression 1, assuming the pond construction shown on Exhibit 14, and Depression 2:

Location	100-year HWL
Depression 1 – Existing	864.7
Depression 1 – Proposed	864.6
Depression 2 – Existing	866.0
Depression 2 – Proposed	865.9

The following table summarizes the 100-year HWL's for Depression 1, assuming the pond construction shown on Exhibit 15, and Depression 2:

Location	100-year HWL
Depression 1 – Existing	864.7
Depression 1 – Proposed	864.0
Depression 2 – Existing	866.0
Depression 2 – Proposed	865.8

As shown, adding this additional outlet pipe has very little effect on the high water levels of the two depressions. One reason for this is that the storm sewer system downstream of Depression 2 is at or above capacity and is flowing back into Depression 2 prior to draining downstream.

The estimated cost to construct this additional outlet pipe is \$158,609. Table 24 includes the individual costs for this alternative.

#### **Alternative 4**

Alternative 4 includes constructing an additional 18" outlet pipe from Depression 1. As shown on Exhibit 16, the new outlet pipe would run east from Depression 1 to Depression 2. The new outlet would be constructed at an elevation of 858.2; 1.6-feet lower than the existing outlet. This alternative assumes that the new outlet from Depression 2, as discussed in Alternative 3, would also be constructed.

The following table summarizes the 100-year HWL's for Depression 1, assuming the pond construction shown on Exhibit 14, and Depression 2:

Location	100-year HWL
Depression 1 – Existing	864.7
Depression 1 – Proposed	864.6
Depression 2 – Existing	866.0
Depression 2 – Proposed	865.5

The following table summarizes the 100-year HWL's for Depression 1, assuming the pond construction shown on Exhibit 15, and Depression 2:

Location	100-year HWL
Depression 1 – Existing	864.7
Depression 1 – Proposed	863.8
Depression 2 – Existing	866.0
Depression 2 – Proposed	865.3

As shown, adding this additional outlet pipe has very little effect on the high water levels of the two depressions. After adding the pipe, stormwater actually flows from Depression 2 back to Depression 1 prior to flowing downstream, lowering the HWL in Depression 2.

The estimated cost to construct this additional outlet pipe is \$37,697. Table 25 includes the individual costs for this alternative.

#### **Alternative 5**

Alternative 5 includes constructing a 36" outlet pipe from Depression 2. As shown on Exhibit 16, the new outlet pipe would run east from Depression 2 to the Rum River. The new outlet would be constructed at an elevation of 857.8. As part of this alternative, the existing outlet pipe from Depression 2 will be eliminated. This alternative also assumes that the new outlet from Depression 1, as discussed in Alternative 4, would also be constructed.

The following table summarizes the 100-year HWL's for Depression 1, assuming the pond construction shown on Exhibit 14, and Depression 2:

Location	100-year HWL
Depression 1 – Existing	864.7
Depression 1 – Proposed	863.8
Depression 2 – Existing	866.0
Depression 2 – Proposed	859.9

The following table summarizes the 100-year HWL's for Depression 1, assuming the pond construction shown on Exhibit 15, and Depression 2:

Location	100-year HWL
Depression 1 – Existing	864.7
Depression 1 – Proposed	862.7
Depression 2 – Existing	866.0
Depression 2 – Proposed	859.8

As shown, adding this outlet pipe has a significant effect on the high water levels of the two depressions. This alternative would have to be approved by the Minnesota Department of Natural Resources.

The estimated cost to construct this additional outlet pipe is \$142,772. Table 26 includes the individual costs for this alternative.



EXHIBIT 13  
156TH LANE EXISTING CONDITIONS  
CITY OF RAMSEY, MINNESOTA

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156TH LANE

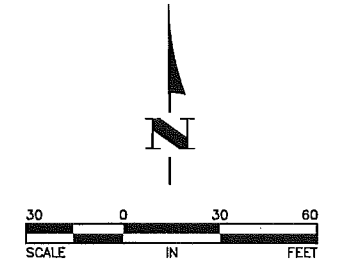
5220

5200

DEPRESSION 1

WOODLAND GREEN PARK

870



STORM MH  
RIM=872.02  
INV=859.52

SKIMMER  
HIGH=863.48  
LOW=862.74  
BTM=858.89

INV=859.76

INV=859.23

FES=857.47

FES=858.77

FES=859.89

18" PVC

21" RCP

15" RCP

15" RCP

EXHIBIT 14  
156TH LANE ALTERNATIVE 1 GRADING PLAN  
CITY OF RAMSEY, MINNESOTA

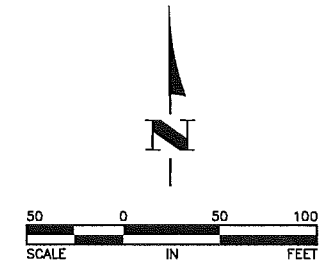
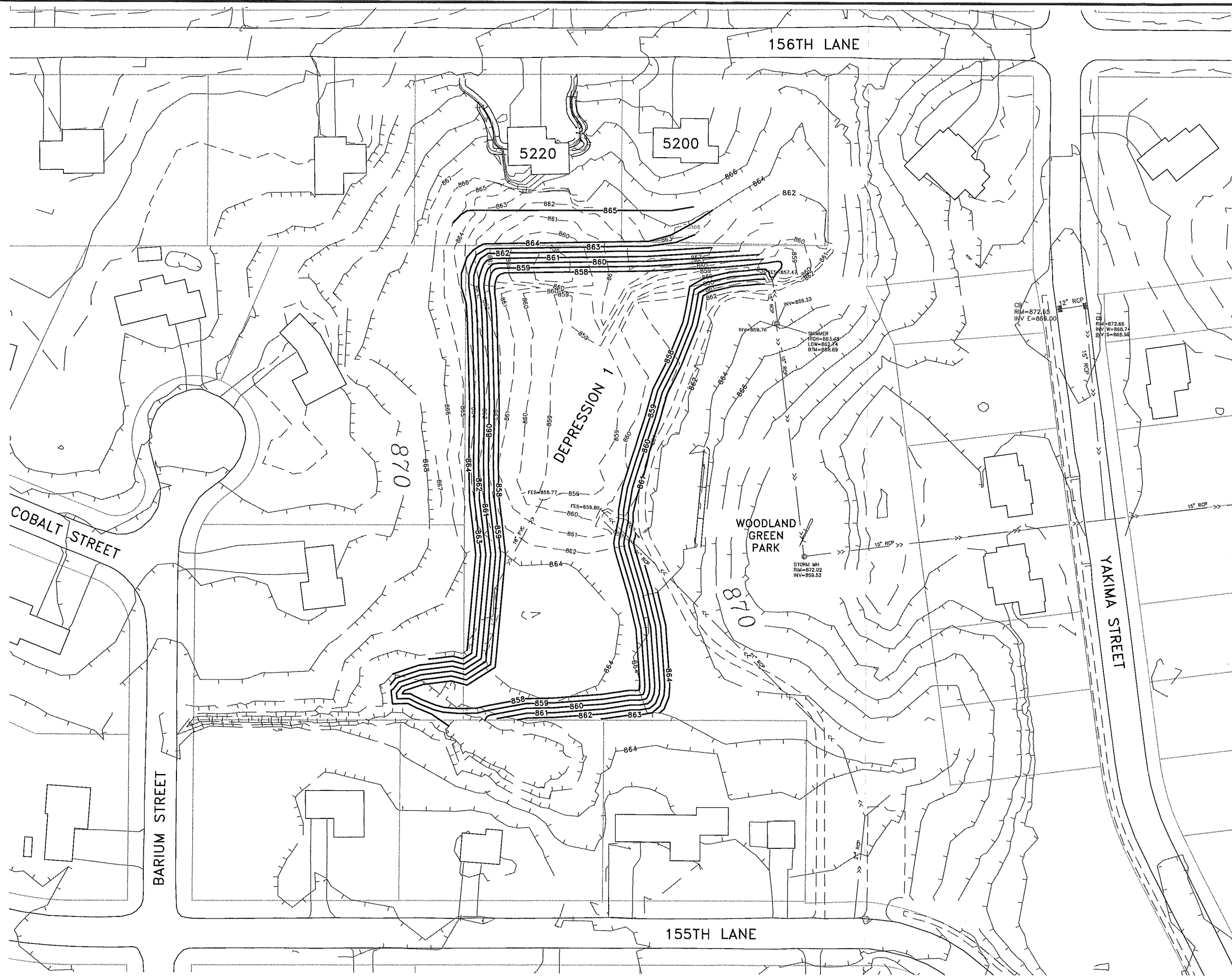


EXHIBIT 15  
156TH LANE ALTERNATIVE 2 GRADING PLAN  
CITY OF RAMSEY, MINNESOTA

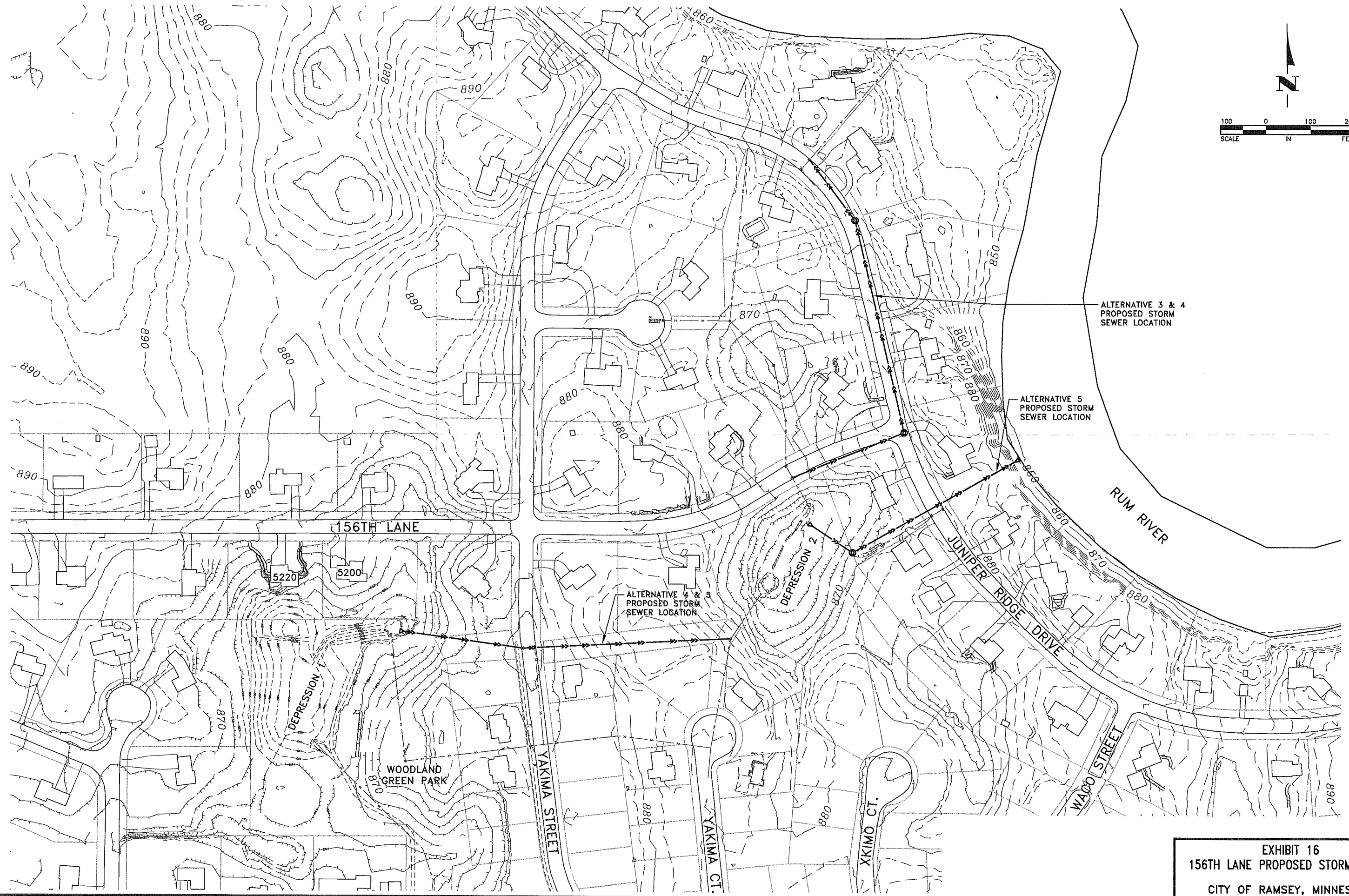


EXHIBIT 16  
156TH LANE PROPOSED STORM SEWER  
CITY OF RAMSEY, MINNESOTA

**TABLE 22**  
**156TH LANE**  
**ALTERNATIVE 1**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$600.00	1	\$600
2	CLEARING	ACRE	\$1,500.00	0.75	\$1,125
3	GRUBBING	ACRE	\$1,500.00	0.75	\$1,125
4	COMMON EXCAVATION	CU YD	\$5.00	1820	\$9,100
5	ADJUST SEWER MANHOLES	LUMP SUM	\$4,000.00	1	\$4,000
6	ADJUST SEWER CLEANOUTS	LUMP SUM	\$500.00	1	\$500
7	REINSTALL SPRINKLER SYSTEM	LUMP SUM	\$1,000.00	1	\$1,000
8	TURF ESTABLISHMENT	ACRE	\$1,500.00	1.2	\$1,800

Estimated Construction Cost	\$19,250
Contingency (10%)	\$1,925
Total Estimated Construction Cost	<u>\$21,175</u>

**TABLE 23  
156TH LANE  
ALTERNATIVE 2**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$1,900.00	1	\$1,900
2	CLEARING	ACRE	\$1,500.00	2.35	\$3,525
3	GRUBBING	ACRE	\$1,500.00	2.35	\$3,525
4	COMMON EXCAVATION	CU YD	\$5.00	10123	\$50,615
5	ADJUST SEWER MANHOLES	LUMP SUM	\$4,000.00	1	\$4,000
6	ADJUST SEWER CLEANOUTS	LUMP SUM	\$500.00	1	\$500
7	REINSTALL SPRINKLER SYSTEM	LUMP SUM	\$1,000.00	1	\$1,000
8	TURF ESTABLISHMENT	ACRE	\$1,500.00	2.9	\$4,275

Estimated Construction Cost	\$69,340
Contingency (10%)	\$6,934
Total Estimated Construction Cost	<u>\$76,274</u>

**TABLE 24**  
**156TH LANE**  
**ALTERNATIVE 3**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$4,200.00	1	\$4,200
2	SALVAGE STORM SEWER	LIN FT	\$20.00	72	\$1,440
3	REMOVE MANHOLE	EACH	\$500.00	1	\$500
4	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$2.00	3,290	\$6,580
5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	100	\$300
6	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.00	3,290	\$23,030
7	4" BITUMINOUS PAVEMENT	SQ YD	\$21.00	3,290	\$69,090
8	BITUMINOUS CURB	LIN FT	\$3.00	1,850	\$5,550
9	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	2	\$2,000
10	12" RC PIPE SEWER DESIGN 3006, CL V	LIN FT	\$22.00	925	\$20,350
11	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$2,000.00	3	\$6,000
12	TRAFFIC CONTROL	LUMP SUM	\$5,000.00	1	\$5,000
13	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.1	\$150

Estimated Construction Cost	\$144,190
Contingency (10%)	\$14,419
Total Estimated Construction Cost	<u>\$158,609</u>

**TABLE 25  
156TH LANE  
ALTERNATIVE 4**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$1,000.00	1	\$1,000
2	SALVAGE STORM SEWER	LIN FT	\$20.00	120	\$2,400
3	REMOVE CONCRETE CURB	LIN FT	\$10.00	60	\$600
4	REMOVE MANHOLE	EACH	\$500.00	1	\$500
5	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	110	\$550
6	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	70	\$210
7	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	110	\$825
8	4" BITUMINOUS PAVEMENT	SQ YD	\$28.00	110	\$3,080
9	18" RC PIPE APRON	EACH	\$350.00	1	\$350
10	TRASH GUARD FOR 18" PIPE APRON	EACH	\$200.00	1	\$200
11	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	1	\$1,000
12	18" RC PIPE SEWER DESIGN 3006, CL III	LIN FT	\$23.00	735	\$16,905
13	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48 - 4020	EACH	\$1,500.00	2	\$3,000
14	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	\$20.00	60	\$1,200
15	TRAFFIC CONTROL	LUMP SUM	\$2,000.00	1	\$2,000
16	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.3	\$450

Estimated Construction Cost	\$34,270
Contingency (10%)	\$3,427
Total Estimated Construction Cost	<u>\$37,697</u>

**TABLE 26  
156TH LANE  
ALTERNATIVE 5**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$3,750.00	1	\$3,750
2	REMOVE STORM SEWER	LIN FT	\$4.00	72	\$288
3	BULKHEAD MANHOLE	EACH	\$500.00	1	\$500
4	36" METAL APRON	EACH	\$325.00	1	\$325
5	36" RC PIPE APRON	EACH	\$450.00	1	\$450
6	TRASH GUARD FOR 36" PIPE APRON	EACH	\$400.00	1	\$400
7	36" RC PIPE SEWER DESIGN 3006, CL III	LIN FT	\$38.00	110	\$4,180
8	36" HDPE PIPE SEWER (DIRECTIONALLY DRILLED)	LIN FT	\$280.00	420	\$117,600
9	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60 - 4020	LIN FT	\$2,000.00	1	\$2,000
10	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.2	\$300

Estimated Construction Cost	\$129,793
Contingency (10%)	\$12,979
<b>Total Estimated Construction Cost</b>	<b><u>\$142,772</u></b>

# Section 6

## Sodium Street

## **Sodium Street**

### **Description**

The house at 16756 Sodium Street has been experiencing water in the basement. Exhibit 17 shows the existing area. One reason for water in the basement could be that stormwater fills the ditch on the east side of Sodium Street, overtops the road and if the driveway culvert is blocked, the water fills up the ditch on the west side of Sodium Street and drains toward the house. The water then seeps along the basement wall and eventually into the basement. Another reason for water in the basement may be due to a high groundwater elevation in the area.

### **Alternatives**

The following alternatives address the issue of water entering the basement from the road ditch.

#### **Alternative 1**

Alternative 1 will include installing a culvert under Sodium Street, regrading the west ditch of Sodium Street, constructing a berm to keep the water in the ditch, and replacing the existing driveway culvert. The ditch would be graded to drain to the south property line of 16756 Sodium Street and a culvert would be installed to drain the stormwater to the swale on the west side of the lot. Exhibit 18 shows the proposed construction. The culvert along the south property line is needed since a ditch cannot be graded without impacting the existing septic drainfield.

To be able to install the pipe along the south property line to the swale on the west side of the lot, a utility pole and a utility pedestal will have to be relocated from the southeast corner of 16756 Sodium Street. Moving the utilities will allow the area to be graded as needed to construct the ditch and the culvert. Regrading the ditch will prevent the stormwater from draining toward the house and reducing the chances of having water in the basement.

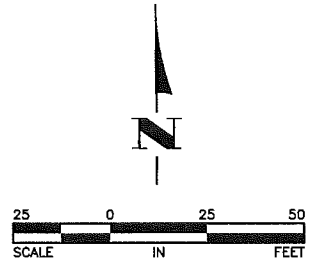
The estimated cost for this alternative is \$12,225. Table 27 includes the individual costs for this alternative.

#### **Alternative 2**

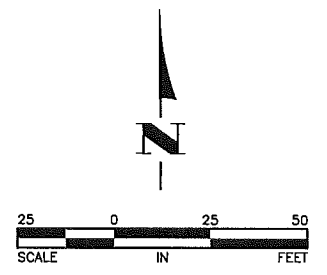
Alternative 2 is similar to Alternative 1, but instead of installing a culvert along the south property line to the swale, a retaining wall would be constructed. This alternative would only be required if the utilities in the southeast corner of the lot were unable to be relocated.

The estimated cost for this alternative is \$18,847. Table 28 includes the individual costs for this alternative.

Both alternatives would require that the property owner give an easement along the south property line. Also, temporary easements will likely be required to grade the ditch and construct the berm on the west side of Sodium Street.



**EXHIBIT 17**  
**SODIUM STREET EXISTING CONDITIONS**  
**CITY OF RAMSEY, MINNESOTA**



**EXHIBIT 18**  
**SODIUM STREET PROPOSED CONSTRUCTION**  
**CITY OF RAMSEY, MINNESOTA**

**TABLE 27  
SODIUM STREET  
ALTERNATIVE 1**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$300.00	1	\$300
2	REMMOVE STORM SEWER	LIN FT	\$5.00	25	\$125
3	REMOVE CONCRETE PAVEMENT	SQ YD	\$6.00	45	\$270
4	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	49	\$245
5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	44	\$132
6	COMMON EXCAVATION	CU YD	\$6.00	400	\$2,400
7	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	94	\$705
8	4" BITUMINOUS PAVEMENT	SQ YD	\$28.00	49	\$1,372
9	4" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$13.00	45	\$585
10	15" METAL APRON	EACH	\$225.00	2	\$450
11	12" RC PIPE APRON	EACH	\$275.00	4	\$1,100
12	15" CP PIPE SEWER	LIN FT	\$20.00	44	\$880
13	12" RC PIPE SEWER DESIGN 3006, CL V	LIN FT	\$20.00	40	\$800
14	TRAFFIC CONTROL	LUMP SUM	\$1,000.00	1	\$1,000
15	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.5	\$750

Estimated Construction Cost	\$11,114
Contingency (10%)	\$1,111
Total Estimated Construction Cost	<u>\$12,225</u>

**TABLE 28  
SODIUM STREET  
ALTERNATIVE 2**

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$300.00	1	\$300
2	REMMOVE STORM SEWER	LIN FT	\$5.00	25	\$125
3	REMOVE CONCRETE PAVEMENT	SQ YD	\$6.00	45	\$270
4	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$5.00	49	\$245
5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	44	\$132
6	COMMON EXCAVATION	CU YD	\$6.00	475	\$2,850
7	4" AGGREGATE BASE CLASS 5	SQ YD	\$7.50	94	\$705
8	4" BITUMINOUS PAVEMENT	SQ YD	\$28.00	49	\$1,372
9	4" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$13.00	45	\$585
10	12" RC PIPE APRON	EACH	\$275.00	4	\$1,100
11	12" RC PIPE SEWER DESIGN 3006, CL V	LIN FT	\$20.00	40	\$800
12	MODULAR BLOCK RETAINING WALL	SQ FT	\$23.00	300	\$6,900
13	TRAFFIC CONTROL	LUMP SUM	\$1,000.00	1	\$1,000
14	TURF ESTABLISHMENT	ACRE	\$1,500.00	0.5	\$750

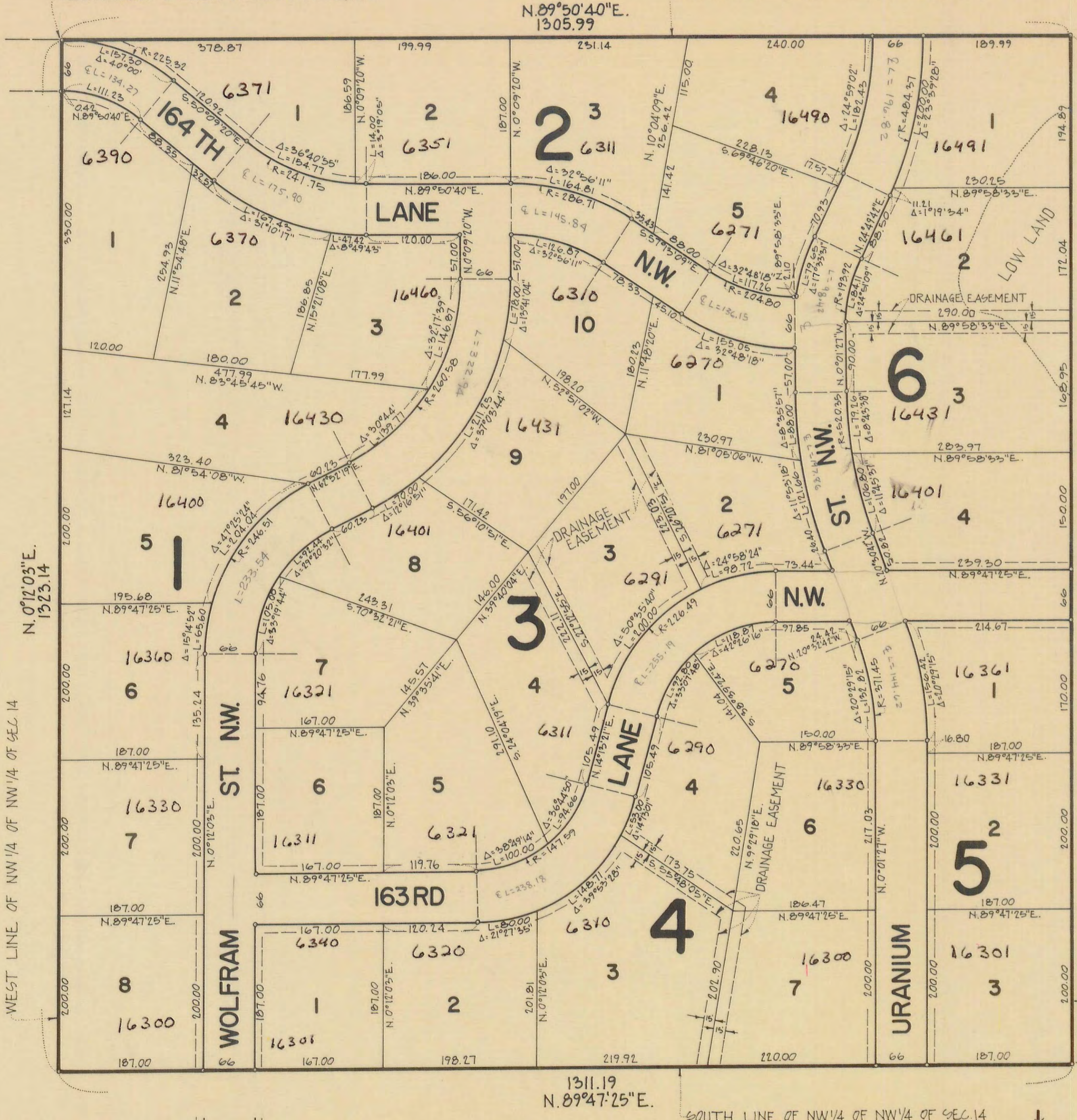
Estimated Construction Cost	\$17,134
Contingency (10%)	\$1,713
Total Estimated Construction Cost	<u>\$18,847</u>

# MENKVELD'S COUNTRY PARK

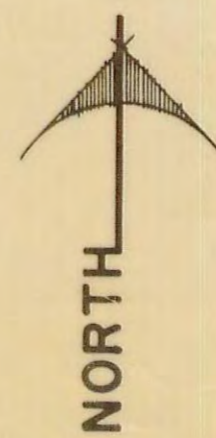
BEARINGS SHOWN ARE ASSUMED NOVEMBER, 1972 EGAN, FIELD & NOWAK

○ DENOTES IRON MONUMENT SCALE: 1 INCH EQUALS 100 FEET SURVEYORS

NORTHWEST CORNER OF SEC. 14, T. 32, R. 25 NORTH LINE OF NW 1/4 OF NW 1/4 OF SEC. 14



Utility Easements shown thus, being 10 feet wide, are continuous along all road right-of-ways for all lots in all blocks.



Know all men by these presents that G. M. Investment Co., a Minnesota Corporation, owner and proprietor of the following described property situated in the State of Minnesota and County of Anoka, to wit: The Northwest Quarter of the Northwest Quarter of Section 14, Township 32, Range 25, Anoka County, Minnesota, has caused the same to be surveyed and platted as MENKVELD'S COUNTRY PARK and does hereby donate and dedicate to the public for public use forever the lanes, streets and easements for drainage and utility purposes as shown on the plat. In witness whereof said G. M. Investment Co., has caused these presents to be signed by its proper officer and its corporate seal to be hereunto affixed this 7th day of JANUARY A. D. 1973.

In presence of:  
*Joyce Siffman*  
 \_\_\_\_\_  
 by *G.A. Menkveld* president  
 Gilbert A. Menkveld

STATE OF MINNESOTA)  
 COUNTY OF ANOKA) S. S. On this 7th day of JANUARY A. D. 1973, before me a Notary Public, personally appeared Gilbert A. Menkveld, to me personally known who by me duly sworn did say that he is president of G. M. Investment Co., the corporation named in the foregoing instrument, that the corporate seal affixed to said instrument is the corporate seal of said corporation and that said instrument was signed and sealed in behalf of said corporation by authority of its Board of Directors and said Gilbert A. Menkveld acknowledged said instrument to be the free act and deed of said corporation.

*[Signature]*  
 Notary Public, Anoka County, Minnesota  
 My commission expires July 17, 1976

I hereby certify that I have surveyed and platted the property described on this plat as MENKVELD'S COUNTRY PARK; that this plat is a correct representation of said survey; that all distances are correctly shown on the plat in feet and decimals of a foot; that monuments have been correctly placed in the ground as shown; and that the outside boundary lines are correctly designated on the plat, and that there are no wet lands or public highways to be designated on the plat other than as shown thereon.

*Vernon A. Nickola*  
 Surveyor - Minnesota Registration No. 9053

STATE OF MINNESOTA)  
 COUNTY OF HENNEPIN) S. S. The surveyor's certificate was subscribed and sworn to before me, a Notary Public, this 7th day of JANUARY A. D. 1973.

*[Signature]*  
 CHRIS KUNTZ, Notary Public, Hennepin County, Minnesota  
 My commission expires March 4, 1975.

The plat of MENKVELD'S COUNTRY PARK was approved by the Planning and Zoning Commission and by the Town Board of the Township of Ramsey, Minnesota at a regular meeting thereof held this 8th day of JANUARY A. D. 1973.

*Nebert Murphy* Chairman of the Town Board  
*James M. Peterson* Clerk of the Town Board  
*Joy R. Reimann* Chairman of the Planning and Zoning Commission

This plat was approved this 16th day of JANUARY, 1973, A. D.

by *G.J. Lundheim*  
 County Engineer, Anoka County, Minnesota

This plat was approved as to form and execution this 23rd day of JANUARY, 1973, A. D.

by *Stephen A. Whittaker*  
 Asst County Attorney, Anoka County, Minnesota

This plat was approved and accepted by the Honorable Board of County Commissioners of the County of Anoka, State of Minnesota, at a regular meeting thereof held this 23rd day of JANUARY, 1973, A. D.

by *Charles R. Johnson* Chairman of the Board  
 by *Charles R. Johnson* County Auditor, Anoka County, Minnesota

Checked and approved this 23rd day of JANUARY A. D. 1973.

by *Blond W. Anderson*  
 Anoka County Surveyor

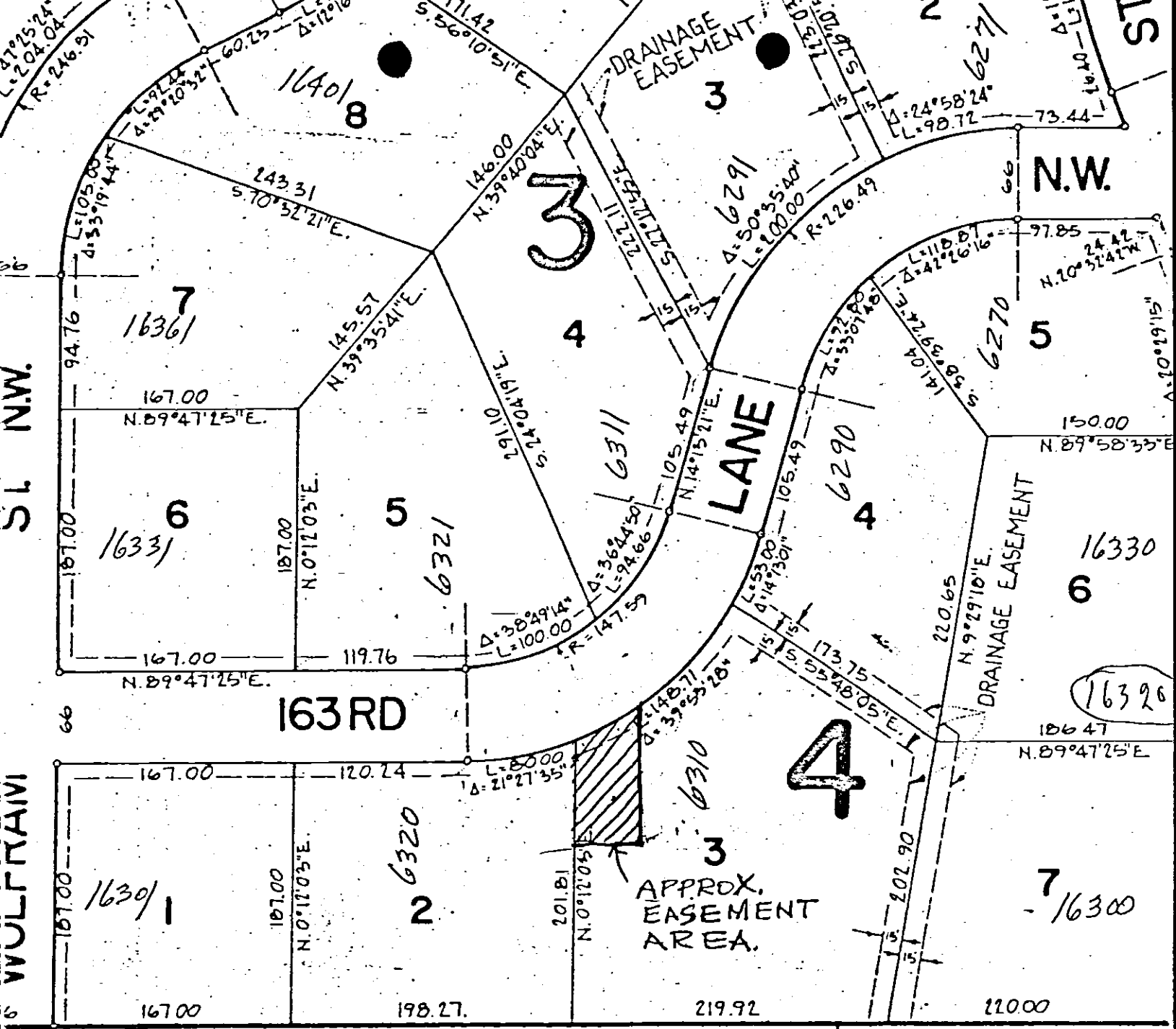
"NO DELINQUENT TAXES AND TRANSFER ENTRIES"  
 Jan. 9 1973  
*Charles R. Johnson*  
 Auditor, Anoka County  
 BY *Ronny C. Ompa*  
 Deputy

385094  
 OFFICE OF REGISTER OF DEEDS  
 STATE OF MINNESOTA, COUNTY OF ANOKA } ss  
 I hereby certify that the within instrument was filed in this office for record on the 9th day of MAR A. D. 1973 at 11:00 o'clock P.M., and was duly recorded in book U.O.F. P. 2, page 1.

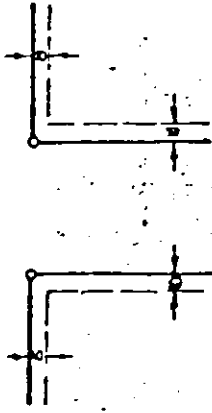
*LOT 2 (1641) OPERATED BY Mrs Giff - KERRON MORNING PREPARED VIKING COPY.*

DRAWING NUMBER  
 PLAN HOLD CORPORATION  
 IRVINE, CALIFORNIA  
 REPRODUCED BY NUMBER 10548  
 DRAWING NUMBER  
 PLAN HOLD CORPORATION  
 IRVINE, CALIFORNIA  
 REPRODUCED BY NUMBER 10548  
 DRAWING NUMBER  
 PLAN HOLD CORPORATION  
 IRVINE, CALIFORNIA  
 REPRODUCED BY NUMBER 10548  
 DRAWING NUMBER  
 PLAN HOLD CORPORATION  
 IRVINE, CALIFORNIA  
 REPRODUCED BY NUMBER 10548

Menkveld's Country Park



Utility Easements shown thus, being 10 feet wide, are continuous along all road right-of-ways for all lots in all blocks.





# RAMBOSEK RED OAK ESTATES

KNOW ALL PERSONS BY THESE PRESENTS: That Jonathon M. Rambosek, a single person, owner and proprietor, of the following described property situated in the County of Anoka and State of Minnesota to wit:

Lots 1, 2, and 4, Block 1, VOLTIN'S OAK HILL ESTATES, Anoka County, Minnesota except that part of said Lot 4, lying South of a line described as beginning at the Southeast corner of Lot 3, Block 1, VOLTIN'S OAK HILL ESTATES; thence South 70 degrees 39 minutes 00 seconds East, assumed bearing, along the Southeasterly extension of the Southerly line of said Lot 3, Block 1 a distance of 433.94 feet to its intersection with the East line of said Lot 4, Block 1 and there terminating.

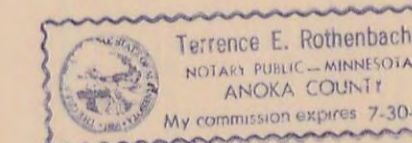
Has caused the same to be surveyed and platted as RAMBOSEK RED OAK ESTATES and does hereby donate and dedicate to the public for the public use forever the street, parks and easements for drainage and utility purposes as shown on the plat. In witness whereof said Jonathon M. Rambosek has set his hand this 6<sup>th</sup> day of July, 1988.

SIGNED:

Jonathon M. Rambosek  
Jonathon M. Rambosek

STATE OF MINNESOTA  
COUNTY OF Ramsey

The foregoing instrument was acknowledged before me this 6<sup>th</sup> day of July, 1988, Jonathon M. Rambosek, a single person.



Terrence E. Rothenbacher  
Notary Public Anoka County, Minnesota  
My Commission Expires: 7-30-93

I hereby certify that I have surveyed and platted the property described on this plat a RAMBOSEK RED OAK ESTATES; that this plat is a true and correct representation of said survey; that all distances are correctly shown on the plat in feet and hundredths of a foot; that all monuments have been correctly placed in the ground as shown; that the outside boundary lines are correctly designated on the plat and that there are no public highways to be designated on said plat.

Rodney H. Halvorson  
Rodney H. Halvorson, Land Surveyor  
Minnesota License No. 10947

STATE OF MINNESOTA  
COUNTY OF Ramsey

The foregoing instrument was acknowledged before me this 27<sup>th</sup> day of June, 1988, by Rodney H. Halvorson, Land Surveyor.



Diane S. Halvorson  
Notary Public Ramsey County, Minnesota  
My Commission Expires: 7-30-91

The foregoing plat of RAMBOSEK RED OAK ESTATES was approved and accepted by the City Council of Ramsey, Minnesota at a regular meeting thereof held this 14<sup>th</sup> day of June, 1988. If applicable, the written comments and recommendations of the Commissioner of Transportation and the County Highway Engineer have been received by the City or the prescribed 30 day period has elapsed without receipt of such comments and recommendations, as provided by Minnesota Statutes, Section 505.03, Subd. 2.

CITY COUNCIL OF RAMSEY, MINNESOTA

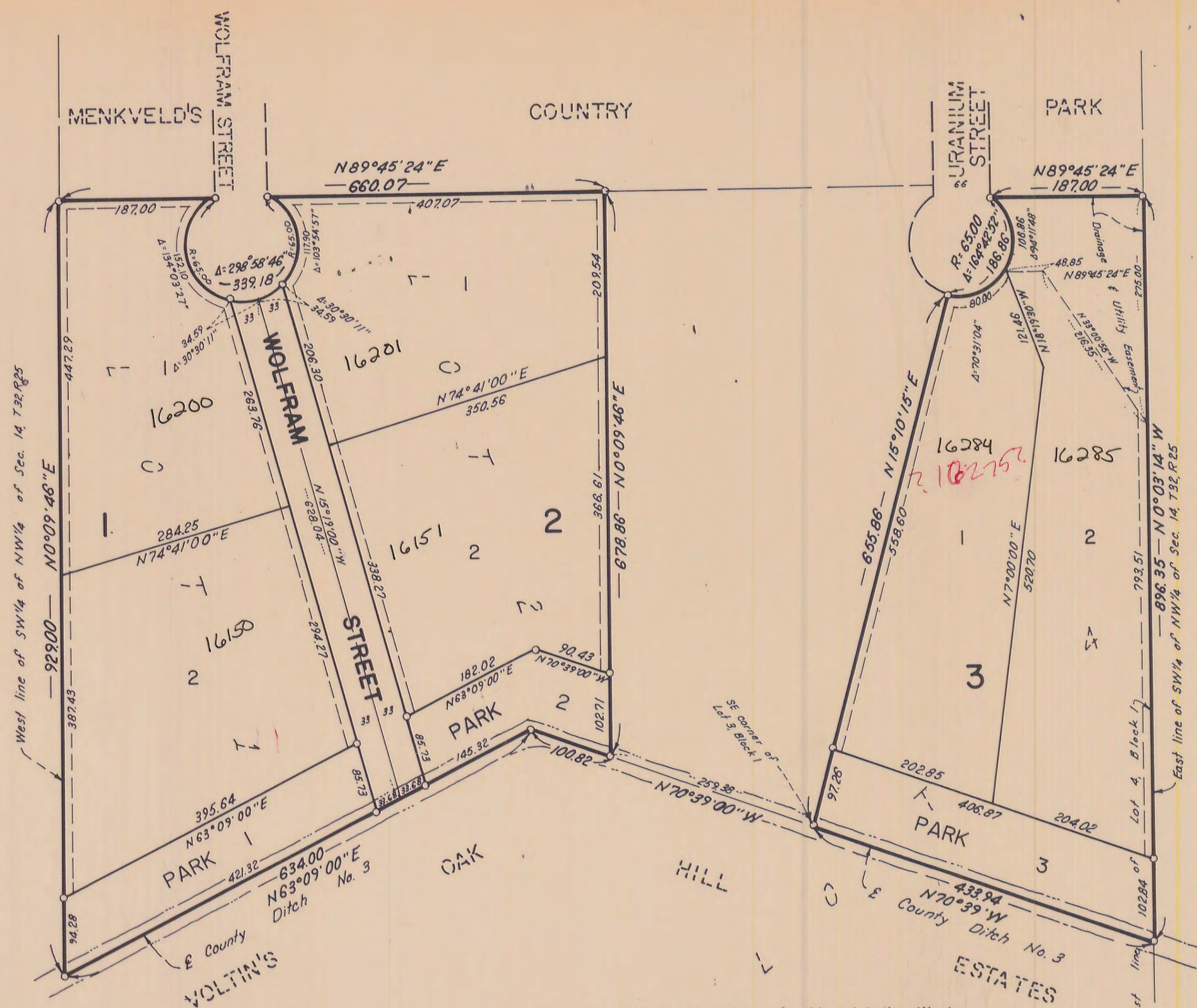
By Larry R. Reimann, Mayor  
By Paul R. Heath, Clerk

Checked and approved this 14<sup>th</sup> day of SEPT., 1988.

MERLYN D. ANDERSON  
Anoka County Surveyor  
by Larry D. Abin  
deputy

Doc. # 823070  
FILED SEPT. 14, 1988  
BOOK OF PLATS 39  
PAGE 42

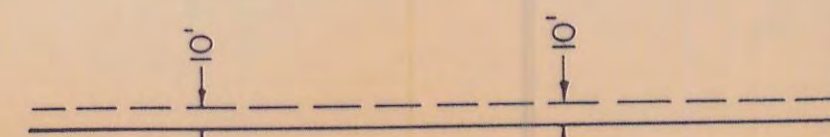
MIDWEST LAND SURVEYORS, INC.



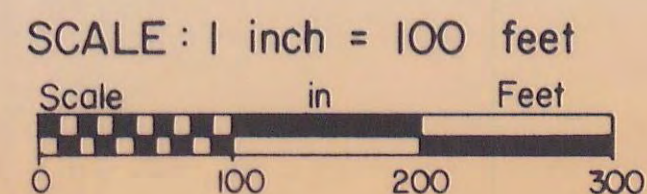
For the purposes of this plat the West line of Rambosek Red Oak Estates is assumed to bear N0°09'46"E.

o Denotes Iron Monument

Drainage and Utility Easements are shown thus:



Being 10 feet in width and adjoining lot lines, unless otherwise indicated.



DRAWING NUMBER  
**Rambosek Red Oak**  
DRAWING NUMBER  
DRAWING NUMBER

**Public Works Committee**

**5.3.**

**Meeting Date:** 03/20/2012

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

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**Title:**

Consider Revisions to the City's Minnesota State Aid (MSA) Street System

**Background:**

The municipal state aid (MSA) street system consists of collector roadways which are designated by the City, and reviewed and approved by MnDOT. These roadways become eligible for funding from state gas tax revenues for both construction and maintenance. In 2012 the City will receive \$1,070,753 as its total apportionment. We currently elect to receive \$374,764 (35%) of this allocation for general maintenance purposes, \$117,500 for bond interest on previous projects, and \$578,489 for construction.

The total allocation the City receives each year is dependent upon two factors; population and the estimated amount of dollars needed to bring the designated MSA system up to the required standards. In 2012 participating cities will receive \$19.76 per person and \$13.72 per \$1,000 of documented need, which is based upon a MnDOT formula for computing needs. The needs for each city participating in the program are updated annually and submitted to MnDOT for review and approval. The purpose of this case is to discuss potential modifications to the system that fit the planned transportation system and development scenarios of the City, and maximize the amount of funding that could be captured.

**Notification:**

**Observations:**

The City is allowed to designate up to 20% of its total road system mileage onto the MSA system. Since the allocation is proportional to the dollars needed to bring the system up to standards, it is advantageous to designate the total allotment available. At the end of 2011 the City of Ramsey was .01 miles over our allowable allotment, therefore a minor revision is necessary to correct this over designation.

Staff is proposing to adjust and reconfigure some of the MSA street designations within the City to better align with the stated transportation goals and planned development activities. The attached figure shows in general terms what is being proposed; it ultimately ends up being a net loss to our MSA system in the short term, with future revisions to occur as the COR development and Armstrong interchange advance.

Any system revisions proposed will need to be submitted to MnDOT for review and approval. Once approved it will be necessary for the City Council to pass a formal resolution requesting these system revisions prior to May 1, 2012 in order for them to be included in the 2012 needs determination.

**Funding Source:**

There is no funding request as part of this agenda item, revisions and MnDOT correspondence are being conducted with staff time.

**Staff Recommendation:**

Staff recommends that the Public Works Committee recommend to the City Council approval of the staff requested revisions to the City's MSA street system.

**Committee Action:**

Motion to recommend to the City Council approval of the staff requested revisions to the City's MSA street system.

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Attachments

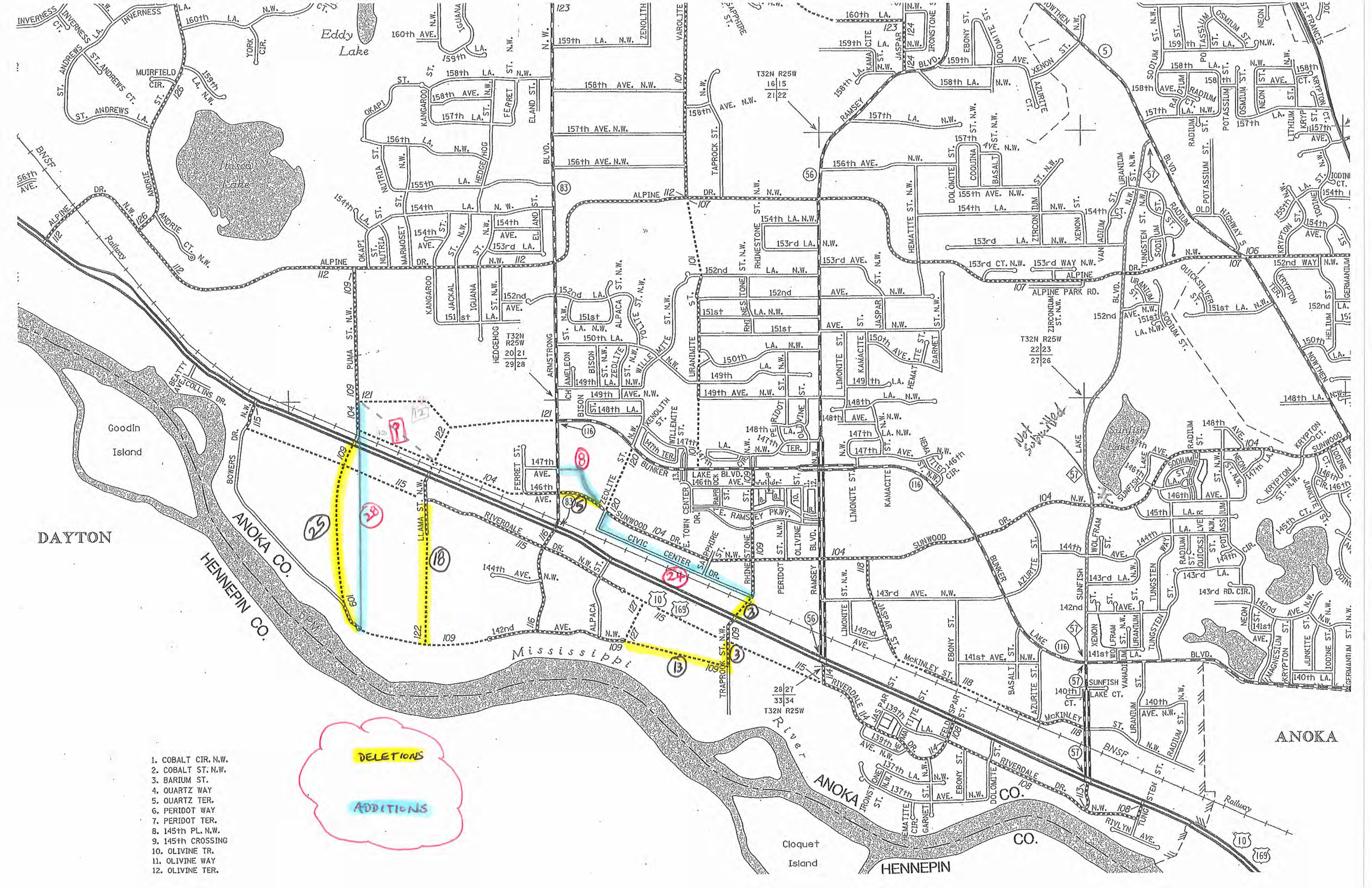
Proposed MSA System Revisions

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Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	MaryJo Warner	03/15/2012 03:01 PM
Kurt Ulrich	Kurt Ulrich	03/15/2012 03:23 PM

Form Started By: Tim Himmer  
Started On: 03/13/2012 11:38 AM  
Final Approval Date: 03/15/2012



1. COBALT CIR. N.W.
2. COBALT ST. N.W.
3. BARIUM ST.
4. QUARTZ WAY
5. QUARTZ TER.
6. PERIDOT WAY
7. PERIDOT TER.
8. 145th PL. N.W.
9. 145th CROSSING
10. OLIVINE TR.
11. OLIVINE WAY
12. OLIVINE TER.

DELETIONS  

ADDITIONS

*Not Submitted*

## Public Works Committee

5. 4.

**Meeting Date:** 03/20/2012

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

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**Title:**

Consider Project Scope for Phase 2 of the Alpine Drive Overlay Project

**Background:**

In the fall of 2009 staff brought a case forward to the Public Works Committee to discuss options for the installation of a crosswalk near Alpine Park. The request was advanced from a property owner living along 153rd Court who wanted more convenient access to the park from the neighborhoods to the north. The thought at the time was that maybe something could be done as part of the skate park installation and/or the watermain loop and parking lot construction. The consensus of the Committee at that time was to install a crosswalk at the location of the new parking lot to the skate park, and to look for opportunities to construct a trail or sidewalk with subsequent projects in the area.

In March of 2011 staff outlined the Alpine Drive overlay project, from Sunfish Lake Boulevard to Ramsey Boulevard, as a planned maintenance improvement to address the deteriorating pavement condition. At that time we were beginning to prepare project plans, and were looking for direction on the ultimate scope of improvements. Due to funding constraints, pavement condition along the extents of the roadway, and the pending Anoka County signalization project it was decided to break the project into two. The first phase of construction was to improve the failing pavement section from Ramsey Boulevard to the skate park entrance at 153rd Court; this project was completed in 2011 and included additional storm sewer upgrades. Phase two (153rd Court to Sunfish Lake Boulevard) was delayed until 2012 and was to include consideration of a trail from Alpine Park to the SWEETBAY RIDGE boardwalk (and ultimately Central Park), and alternative technologies that may assist in extending pavement life.

**Notification:**

**Observations:**

Staff is looking for direction on inclusion of a trail with the phase two overlay of Alpine Drive, to be completed this summer/fall. A funding package for this trail has been difficult to determine, as the only available sources would be MSA or the City trail fund. Currently the MSA fund has been tapped for many of the regional roadway improvements around the COR and other priority CIP projects, but there may be a possibility to utilize some funding from this source if directed by the Council. The current balance in the trail fund is approximately \$200,000 but those funds are also earmarked for other needed trail projects, including the City's local match to recently submitted DNR grant applications that were approved by the City Council on March 13, 2012. If directed staff could submit a third grant application to the DNR Local Trail Connections Program but we would just be competing with ourselves, which may cause confusion and uncertainty with the reviewers and result in us potentially missing out on those opportunities (attached to this case are location maps for the applications already submitted for this program).

Another option to consider is breaking the overall trail into three separate segments, and constructing them over time. Staff has prepared a map and rough estimates for each of the potential segments for your consideration. The cost to construct a 10' wide bituminous trail is approximately \$24 per lineal foot, and is the basis for the estimates to follow.

- Segment 1: south side of Alpine Drive, from 153rd Court to Hematite Street. This segment is estimated at \$33,000 for construction and is a fairly straight forward project. There would be some private utility coordination issues and/or relocations necessary, and approximately 16' of boulevard space.
- Segment 2: north side of Alpine Drive, from Hematite Street to Ramsey Boulevard. This segment is

estimated at \$66,000 for construction, but includes some wetland impacts and right-of-way (ROW) issues to resolve as the properties adjacent to the roadway are unplatted and contain prescriptive roadway easements. Additional research would be required to determine ROW location, and may include the need to acquire trail easements. We would also have to perform wetland delineations and receive a permit from the local watershed for potential impacts and mitigation.

- Segment 3: west side of Ramsey Boulevard, from Alpine Drive to the SWEETBAY RIDGE boardwalk. This segment is estimated at \$44,000 for construction, but includes significant grade considerations, some wetland impacts, and Anoka County ROW issues. Additional research would be required to determine ROW location. We would also have to perform wetland delineations and receive a permit from the local watershed for potential impacts and mitigation, as well as an Anoka County ROW permit and associated review.

In evaluating the total trail installation costs (approximately \$143,000 in construction costs), and current available funds, it appears that constructing the entire trail connection with available funds would deplete the trail fund and/or continue to place a strain on the MSA account. If it is the desire to seek a DNR trail connection grant the City could apply for up to \$100,000, of which a 25% local match is required; the deadline for applications under this program is March 31st. It should be noted that staff will be bringing forward a prioritization of community trail connections to a future Council meeting, consistent with a stated 2012 strategic goal.

Staff is also looking for feedback on the inclusion of alternate technologies with this proposed overlay project. We have been researching alternative products/applications for road base treatments (additives, interlayment, etc.) that could potentially extend the pavement life for this segment of Alpine Drive, but based upon the existing pavement conditions it does not appear to warrant the additional costs to evaluate potential benefits. It would be difficult to compare the recently completed Alpine Drive overlay segment with what is being proposed for this section, as the two areas are somewhat different in nature. The 2012 proposed segment was constructed on native soils in a cut condition, whereas the completed 2011 segment is located on fill placed in and around a large wetland complex. Staff is recommending that the alternative treatment analysis would be better suited for evaluation on the reconstruction of Riverdale Drive, planned for later this year and coordinated with the Mississippi River Trail (MRT) project. The geotechnical report for that project shows a more consistent roadway section, with silty and/or clay fill over native sands.

#### Funding Source:

The City's MSA account shows a 2012 beginning balance of approximately \$390,000; incorporating the planned activities for this year results in an end of the year balance of approximately \$200,000. Looking at the same account for end of year 2013, incorporating the planned projects for that year, results in a negative balance of approximately \$1,000,000. Included in these totals is a \$459,000 annual contribution to the MSA account, beginning in 2012, from COR land sales to repay the regional roadway improvements that were initially funded from this account. As stated previously, trail construction along Alpine Drive can certainly be funded by MSA dollars but it does create a strain on that account. If desired staff can include trail segment one in the project plans and potentially bid it as an alternate. Doing this would allow the Council to review the costs associated with the trail before determining whether or not to fund the improvement with MSA dollars, another funding source, or delay construction.

#### Staff Recommendation:

Staff recommends that the Public Works Committee recommend to the City Council the inclusion of trail segment one within the scope of the 2012 Alpine Drive overlay project.

It is further recommended to forego the inclusion of alternative road base technologies on this project, but rather include that investigation and analysis with the future Riverdale Drive/MRT project.

#### Committee Action:

Motion to recommend to the City Council the inclusion of trail segment one within the scope of the 2012 Alpine Drive overlay project.

-and-

Motion to recommended the elimination of alternative road base technologies on this project, but rather include that investigation and analysis with the future Riverdale Drive/MRT project.

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Attachments

Existing Trails Near Alpine Park

Existing DNR Trail Grant Requests

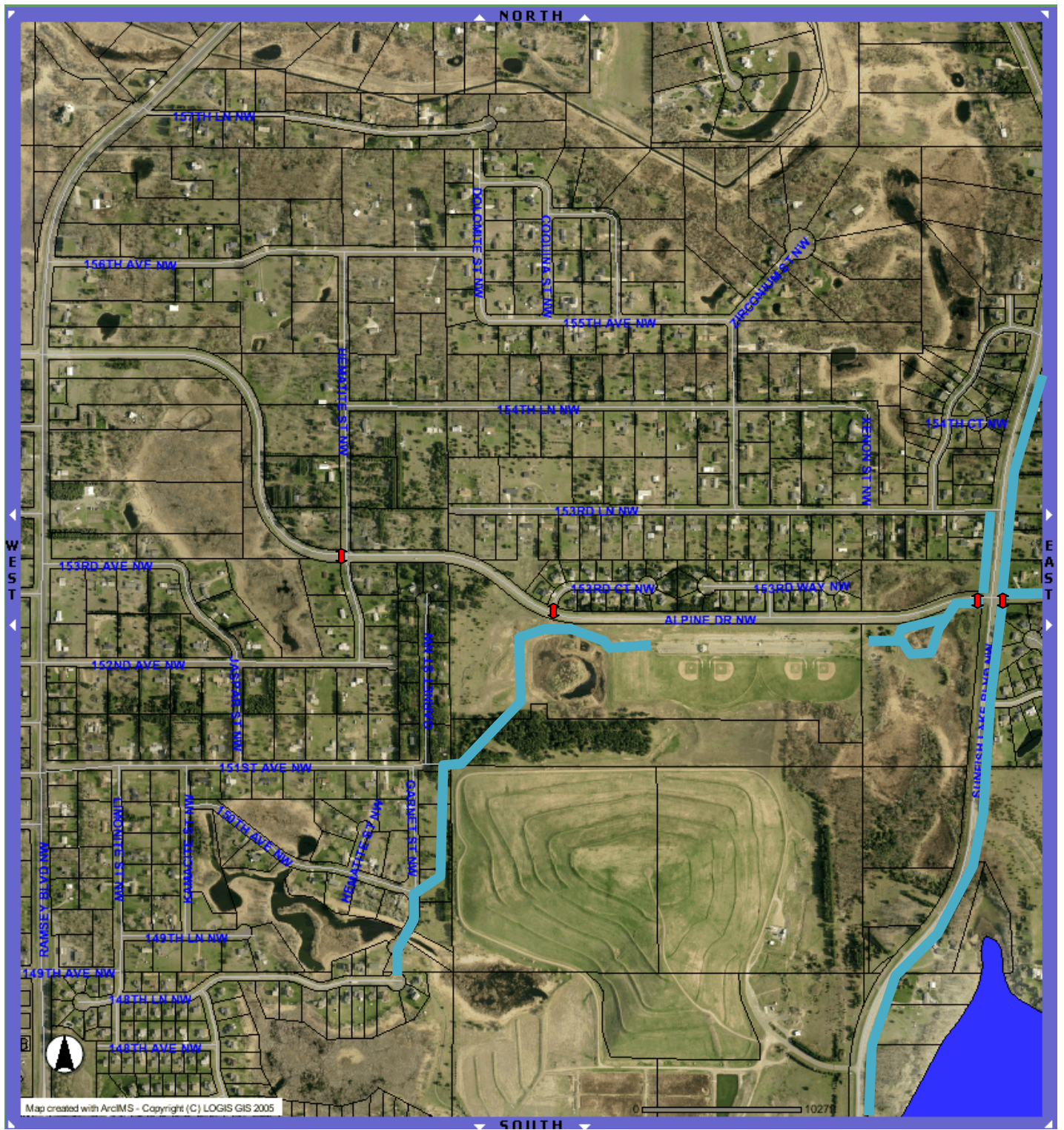
Potential Trail Segments

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Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	MaryJo Warner	03/15/2012 03:01 PM
Kurt Ulrich	Kurt Ulrich	03/15/2012 03:23 PM
Form Started By: Tim Himmer		Started On: 03/13/2012 11:41 AM
	Final Approval Date: 03/15/2012	

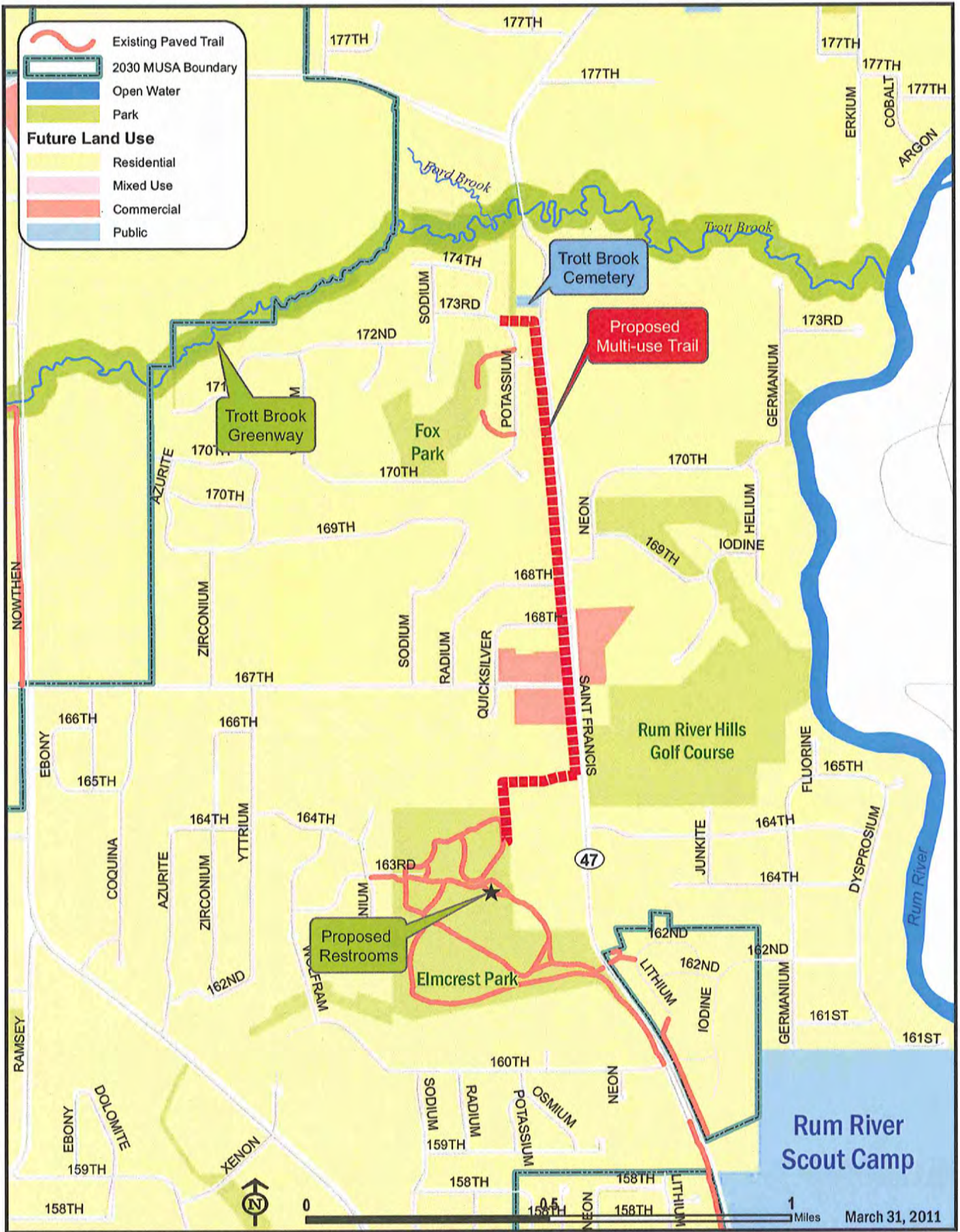


**EXISTING CROSSWALKS**



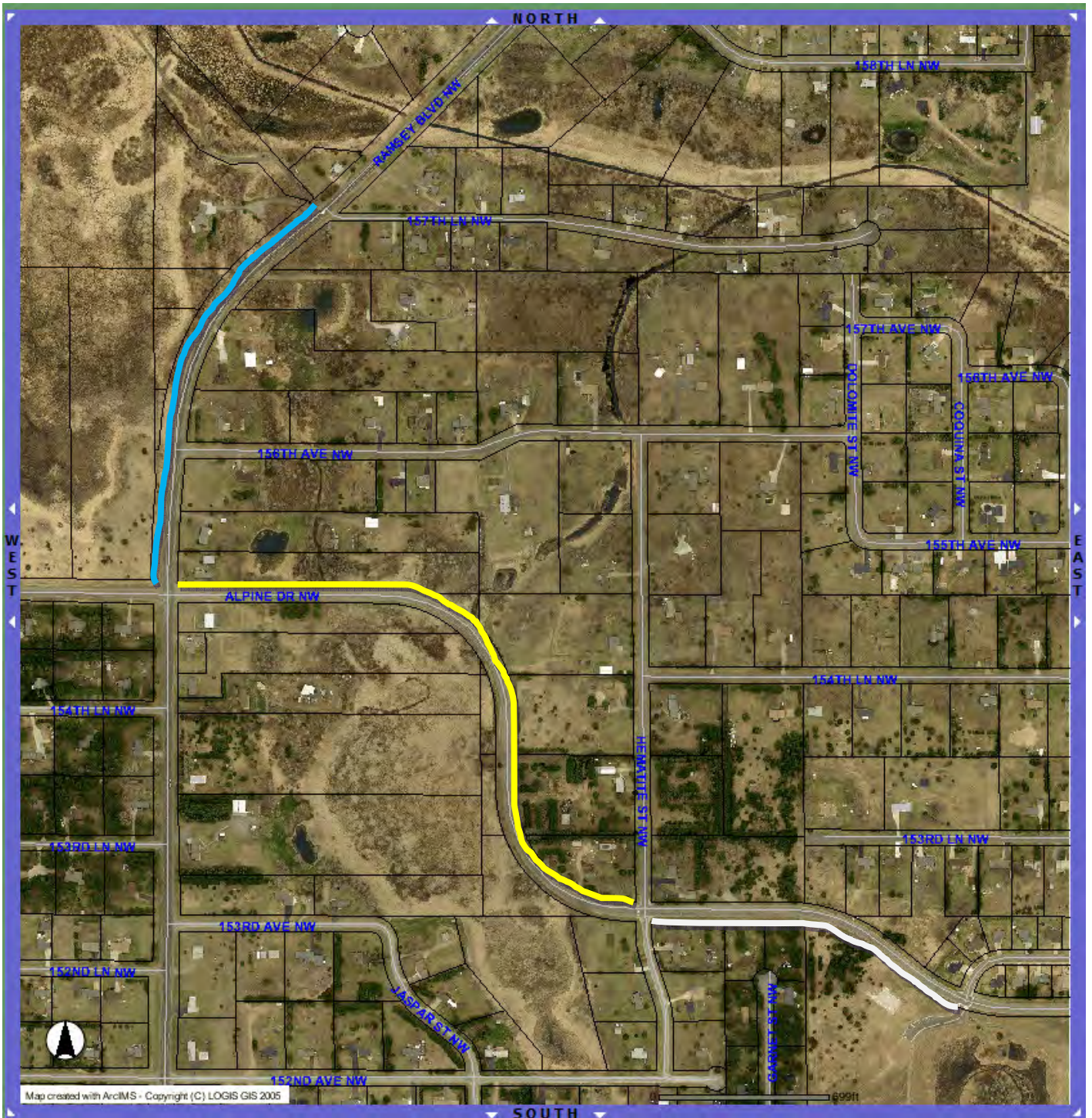
**EXISTING TRAILS**





Trott Brook to Elmcrest Park Trail

Site Map



- Segment 1 (white): 1350' approximately \$33,000 (private utility coordination/relocation, portion platted)
- Segment 2 (yellow): 2750' approximately \$66,000 (wetland impacts, private utilities, unplatted ROW)
- Segment 3 (blue): 1800' approximately \$44,000 (wetland impacts, unplatted County ROW)

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

**RESOLUTION #12-04-XXX**

**RESOLUTION AMENDING THE MUNICIPAL STATE AID STREET SYSTEM**

**WHEREAS**, the City of Ramsey has adopted a Comprehensive Plan which provides for a system of arterial and collector roadways; and

**WHEREAS**, the State of Minnesota has established a Municipal State Aid System (MSAS) under Chapter 162 of the State Statutes which promotes the construction and maintenance of such an arterial and collector roadway system; and

**WHEREAS**, it is in the best interest of the City of Ramsey to amend the designated MSAS to conform to its changing transportation needs; and

**WHEREAS**, a City Council resolution followed by an order from the Commissioner of Transportation is required when revising the MSAS street system.

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

1. That the following described streets be revoked from the MSAS:
  - Non-existing 142<sup>nd</sup> Avenue, from non-existing Zeolite St. to Traprock St.
  - Traprock Street, from non-existing 142<sup>nd</sup> Ave. to Riverdale Dr.
  - Non-existing Traprock Street, from US 10/169 to Veterans Dr. (formerly Civic Center Dr.).
  - Non-existing Llama Street, from Riverdale Dr. to non-existing 142<sup>nd</sup> Ave.
2. That the following described streets be added to the MSAS:
  - Veterans Drive (formerly Civic Center Dr.), from Sunwood Dr. to Rhinestone St.
3. That the following described streets be amended on the MSAS:
  - Non-existing Puma Street, from Bunker Lake Blvd to Bowers Dr.
  - Non-existing Llama Street, from Bunker Lake Blvd to non-existing Sunwood Dr.
4. That the City Administrator is hereby authorized and directed to forward two certified copies of this resolution to the Commission of Transportation for consideration and, that upon approval of the revisions of said road or portion thereof, that same be constructed, improved and maintained as a part of the MSAS of the City of Ramsey.

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 10th day of April, 2012.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**Meeting Date:** 04/10/2012

**By:** Colleen Lasher, Administrative Services

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**Information**

**Title:**

Report from the Personnel Committee - Meeting Date: April 3, 2012

**Background:**

The Personnel Committee considered the following two cases:

Case 1: Consider a Resolution to Accept the Resignation of a Part-time Police Technician

The City received a letter of resignation dated March 5, 2012 from Ms. Stacy Mickelson. Ms. Mickelson has worked in the Police Department as a part-time Police Technician since October 24, 2007. Her last day with the City was March 19, 2012.

Although this position is essential to the functionality of the Police Department and is key to achieving the strategic goals identified by the City Council, staff has determined that replacement of this position will not be addressed until completion of the early voluntary separation program/2013 budget process. In the meantime, the current part-time Police Technician will increase her hours to accommodate workload needs.

Case 2: Consider a Resolution to Authorize a Recruitment for a Management Analyst\*

\*Note, this case is on the regular agenda for consideration this evening.

The City recently accepted the resignation of two full-time employees; the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager. The City Administrator, in consultation with the the City Council, has determined that the two positions mentioned above will not be filled in the near future. However, the City currently employs a Planning/Management Intern and through adjustments to that position the City has options to help alleviate some of the duties left vacant by the resignations.

After extensive analysis, the City Administrator has determined that the elimination of the Planning/Management Intern and the creation of a full-time regular Management Analyst position is a means to help absorb some of the administrative and planning division work; thereby creating a position that will have more time and will perform some of the duties left vacant by the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager.

Attached, please find a draft Management Analyst job description which provides a listing of the job duties; as well as the Needs Analysis for Vacant and New Positions.

**Notification:**

Regarding case #2, the Personnel Committee motioned as follows:

Motion by Chairperson Tossey, seconded by Councilmember McGlone, to recommend that the City Council authorize staff to eliminate the Planning/Management Intern and to conduct a recruitment process for a full-time regular Management Analyst position.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers McGlone. Voting No: Councilmember Sarah Strommen.

It was the recommendation of City Administrator Ulrich that this case be placed on the April 10th regular agenda.

**Recommendation:**

Case 1:

The Personnel Committee recommended approval of resolution #12-04-XXX to accept the resignation of Ms. Stacy Mickelson, a part-time police technician.

Case 2:

The Personnel Committee recommended approval of resolution # 12-04-XXX to eliminate the Planning/Management Intern and to conduct a recruitment process for a full-time regular Management Analyst position.

**Funding Source:**

Case 1:

There is no funding required accept the resignation.

Case 2:

The net 2012 funding required for the Management Analyst position is approximately \$19,299. This amount takes into account the savings realized by eliminating the already budgeted for Planning/Management Intern position and an hourly starting wage of \$20.50 per hour. The total 2013 funding for this position is expected to be approximately \$59,803, including salary and benefits.

**Council Action:**

Case 1: Motion to approve resolution # 12-04-XXX to accept Ms. Mickelson's resignation.

Case 2: Not Applicable to this report. The motion will take place during the regular meeting this evening.

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**Attachments**

Personnel Committee Packet

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**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
04/05/2012 02:29 PM  
Started On: 04/05/2012

Form Started By: Colleen Lasher

Final Approval Date: 04/05/2012

**City of Ramsey**  
**Agenda**  
**Personnel Committee**  
**Tuesday April 3, 2012**  
**6:00 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 Accept the Resignation of a Part-time Police Technician
  2. Consider a Resolution to Authorize a Recruitment for a Management Analyst
- 5. Adjournment**

**Personnel Committee**

**4. 1.**

**Meeting Date:** 04/03/2012

**By:** Colleen Lasher, Administrative Services

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**Title:**

Consider a Resolution to Accept the Resignation of a Part-time Police Technician

**Background:**

The City received a letter of resignation dated March 5, 2012 from Ms. Stacy Mickelson. Ms. Mickelson has worked in the Police Department as a part-time Police Technician since October 24, 2007. Her last day with the City was March 19, 2012.

This position is essential to the functionality of the Police Department and is key to achieving the strategic goals identified by the City Council; however, staff has determined that replacement of this position will not be addressed until completion of the early voluntary separation program/2013 budget process. In the meantime, the current part-time Police Technician will increase her hours to accommodate workload needs.

**Recommendation:**

To accept Ms. Mickelson's resignation.

**Funding Source:**

N/A

**Council Action:**

Motion to approve resolution # 12-04-XXX confirming the recommendation of the Personnel Committee to accept Ms. Mickelson's resignation.

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**Attachments**

Resolution Police Tech Resig

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**Form Review**

Form Started By: Colleen Lasher

Started On: 03/29/2012

Final Approval Date: 03/29/2012

Council Member introduced the following resolution and moved for its adoption:

**RESOLUTION #**

**CONSIDER RESOLUTION TO ACCEPT THE RESIGNATION OF  
A PART-TIME POLICE TECHNICIAN**

**WHEREAS**, Ms. Stacy Mickelson, a part-time Police Technician, has submitted a letter of resignation effective March 19, 2012; and

**WHEREAS**, the Police Chief has determined the position to be an essential position and key to the City's operations; however, staff has determined that replacement of this position will not be addressed until completion of the voluntary early separation program/2013 budget process; and

**WHEREAS**, in the meantime, the current part-time Police Technician will increase her hours to accommodate workload needs.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,**

Confirms the recommendation of the Personnel Committee to do the following:

- Accept the resignation Ms. Stacy Mickelson, a part-time Police Technician

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 10<sup>th</sup> day of April 2012.

**Personnel Committee**

4. 2.

**Meeting Date:** 04/03/2012

**By:** Colleen Lasher, Administrative Services

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**Title:**

Consider a Resolution to Authorize a Recruitment for a Management Analyst

**Background:**

The City recently accepted the resignation of two full-time employees; the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager. The City Administrator, in consultation with the the City Council, has determined that the two positions mentioned above will not be filled in the foreseeable future. However, the City currently employs a Planning/Management Intern and through adjustments to that position the City has options to help alleviate some of the duties left vacant by the resignations.

After extensive analysis, the City Administrator has determined that the elimination of the Planning/Management Intern and the creation of a full-time regular Management Analyst position is a means to help absorb some of the administrative and planning division work; thereby creating a position that will have more time and will perform some of the higher level duties left vacant by the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager.

Attached, please find a draft Management Analyst job description which provides a listing of the job duties; as well as the Needs Analysis for Vacant and New Positions.

**Notification:**

**Observations:**

**Recommendation:**

To authorize staff to eliminate the Planning/Management Intern and to conduct a recruitment process for a full-time regular Management Analyst position.

**Funding Source:**

The net 2012 funding required for the Management Analyst position is approximately \$19,299. This amount takes into account the savings realized by eliminating the already budgeted for Planning/Management Intern position. The 2013 funding for this position is expected to be approximately \$59,803.

**Council Action:**

Motion to approve resolution # 12-04-XXX confirming the recommendation of the Personnel Committee to eliminate the Planning/Management Intern and to conduct a recruitment process for a full-time regular Management Analyst position.

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**Attachments**

Power Point Org Chart/Duties

Needs Analysis for Vacant and New Positions

Draft Job Description

Resolution

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## **Form Review**

Form Started By: Colleen Lasher

Started On: 03/29/2012

Final Approval Date: 03/29/2012

# City of Ramsey

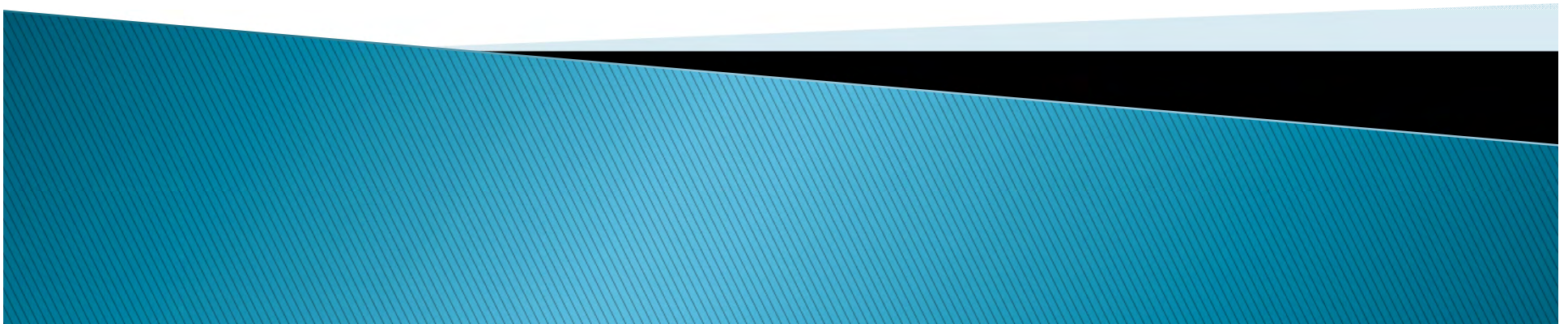
## Plan for Addressing Job Duties Left Vacant

2012

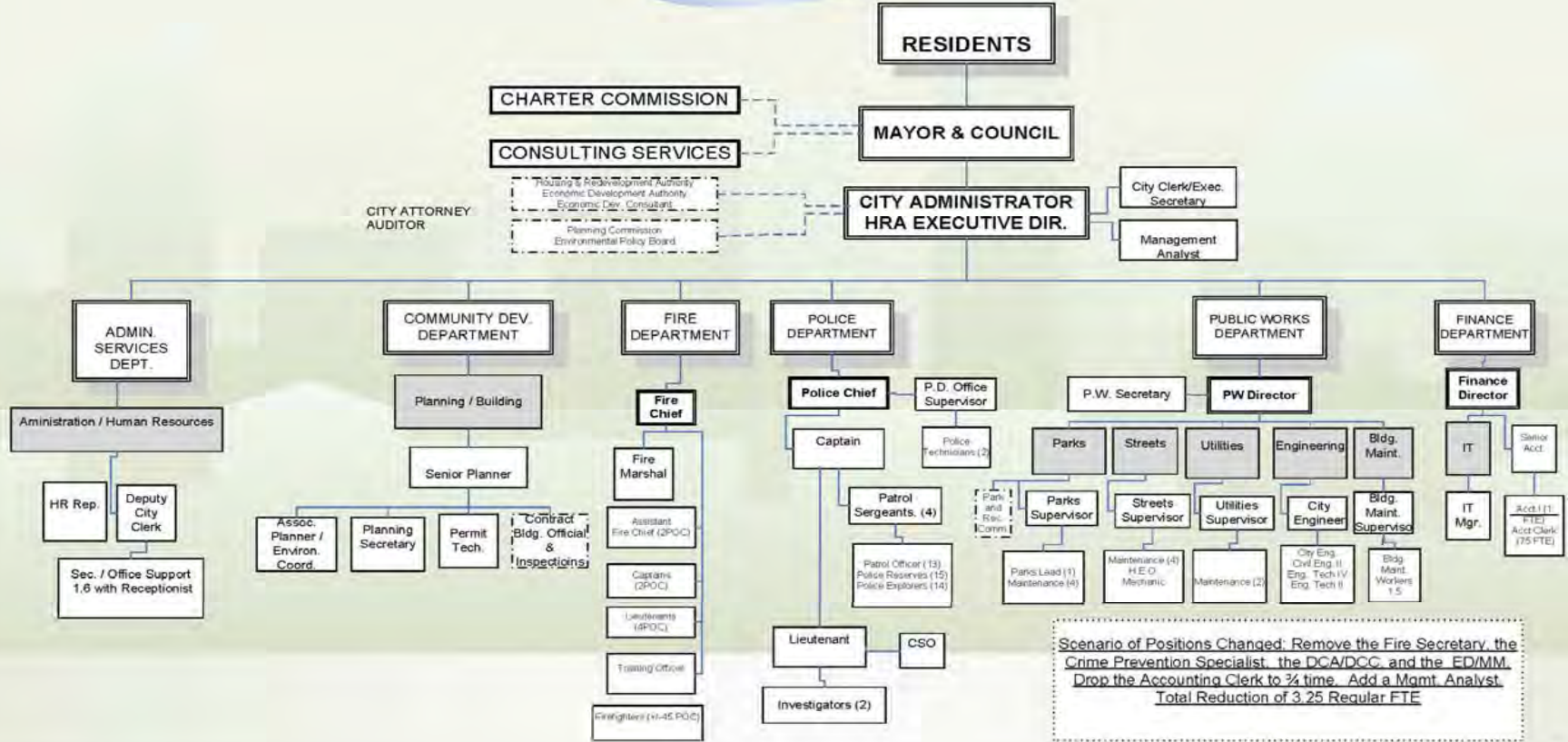


**Draft Organizational Chart**

**Proposal for Addressing Job  
Duties**



# CITY OF RAMSEY ORGANIZATIONAL CHART



**Scenario of Positions Changed: Remove the Fire Secretary, the Crime Prevention Specialist, the DCA/DCG, and the FD/MM. Drop the Accounting Clerk to ¾ time. Add a Mgmt. Analyst. Total Reduction of 3.25 Regular FTE**

Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	Consider Stopping Service?
Heidi	HRA Executive Director	x										
Heidi	A) Assist the City Administrator in overseeing operations including organizational and facilities planning.	↓										
Heidi	A1 <i>Monitor daily, routine operations of the City and intervene to solve problems when necessary.</i>	x										
Heidi	A2 <i>Act as City Administrator in the City Administrator's absence.</i>	As Assigned									D.H.	
Heidi	A3 <i>Handle inquiries related to City operation as needed.</i>	x										
Heidi	B) Supervise Administrative Services and Community Development staff.	↓										
Heidi	B1 <i>Supervise, advise and coordinate interdepartmental activities and relations.</i>	x										
Heidi	B2 <i>Supervise and oversee the functions of the Human Resources Representative, the IT Manager, the Deputy City Clerk, the Permit Technician, and the Senior Planner.</i>	Sup. Sen. Planner & HR Rep. & Dep. City Clerk				Sup IT Manager		Sup Permit Tech				
Heidi	B3 <i>Oversee the Building Division's contracted Building Official/Inspector(s) and functions.</i>	x						x				
Heidi	B4 <i>Ensure timely completion of both routine and special projects. Define and assign responsibilities, allocate resources and coordinate the activities of department staff to meet objectives efficiently and effectively and to ensure maximum utilization of all assigned staff.</i>	x										
Heidi	B5 <i>Oversee the Building Division's contracted Building Official/Inspector(s) and functions.</i>	x										



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	Consider Stopping Service?
Heidi	B6 <i>Direct the activities of individuals and groups toward the accomplishment of meaningful objectives using leadership and employee development strategies while adapting approaches to different situations.</i>	x		x								
Heidi	B7 <i>Define and communicate performance standards and evaluate employee performance.</i>	x		x								
Heidi	B8 <i>Evaluate work procedures, processes and schedules for efficiency and effectiveness and initiate redesign as needed.</i>	x		x						x		
Heidi	B9 <i>Assist managers in the development and implementation of major initiatives.</i>	x										
Heidi	Cj <b>Develop, market, and oversee current and future economic and community development programs and services pursuant to policy direction from the City Administrator and City Council.</b>	↓										
Heidi	C1 <i>Direct and manage all operations and functions related to community and economic development.</i>	x										
Heidi	C2 <i>Supervise the development review process.</i>	x						x				
Heidi	C3 <i>Assist staff in interpreting and applying City code requirements to cases which do not fit the norm.</i>	x						x				
Heidi	C4 <i>Oversee enforcement activities related to zoning and building.</i>	x						x				
Heidi	C5 <i>Coordinate and oversee development and maintenance of up-to-date information for development prospect, e.g. land availability, area demographics, markets, taxes and financing options.</i>	x						x	x			



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con- sultant	Man. Analyst	Other Person	Consider Stopping Service?
Heidi	C6 <i>Negotiate with developers regarding desired development and available assistance.</i>	x							x			
Heidi	C7 <i>Assist in design of effective assistance packages for expanding and new businesses.</i>	x							x	x		
Heidi	C8 <i>Administer contract for Economic Development consulting services.</i>	x								x		
Heidi	C9 <i>Ensure that all development is in accordance with the City's Comprehensive Plan and land use ordinances.</i>	x						x				
Heidi	C10 <i>Ensure that reporting and records related to development are done accurately, thoroughly, on-time and retained in an orderly, accessible manner.</i>	x	x					x		x		
Heidi	C11 <i>Network, meet, follow-up and maintain contact with prospective-developers/business prospects.</i>	x						x	x			x / EDA?
Heidi	C12 <i>Review development agreements.</i>	x							x			
Heidi	C13 <i>Coordinate with Public Works on transportation enhancements.</i>	x						x		x		
Heidi	D) <b>Represent the City at meetings and in working with various governmental and community agencies, boards and task forces, and other organizations.</b>	↓										
Heidi	D1 <i>Serve as point of contact and liaison for a variety of organizations including, but not limited to, LOGIS/SAC, League of MN Cities, Anoka County, school districts, surrounding communities, Happy Days Committee, QCTV, the Crisis Response Plan, and the Chamber of Commerce.</i>	x			x		x	x		x		
Heidi	D2 <i>Attend meetings, handle telephone calls, or other logistics related to involvement in these organizations.</i>	x			x		x	x		x		



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con- sultant	Man. Analyst	Other Person	Consider Stopping Service?
Heidi	D3 <i>Represent City on various boards, commissions, task forces, intergovernmental and joint powers groups.</i>	x				x	x	x		x		x
Heidi	D4 <i>Maintain extensive contact with existing City businesses and prospective commercial and industrial developers, and other agencies concerned with economic and community development.</i>	x							x			x
Heidi	D5 <i>Develop and maintain effective working relationships with representatives of other jurisdictions, agencies and organizations.</i>	x										
Heidi	E) <b>Prepare, implement and monitor annual department budgets and work plans pursuant to policy direction from the City Administrator and City Council.</b>	↓										
Heidi	E1 <i>Assist divisions with development of short and long range budget goals related to growth management, land use, housing, transportation, parks, trails and open spaces, public facilities, solid waste and recycling, and economic development.</i>	x				x						
Heidi	E2 <i>Review, revise, approve, and monitor division work plans and budgets.</i>	x				x						
Heidi	E3 <i>Monitor and evaluate performance of economic development consultant and effectiveness of economic development strategies.</i>	x								x		
Heidi	E4 <i>Monitor expenditures in all divisions to ensure activities are performed within budget.</i>	x				x						
Heidi	E5 <i>Oversee grant writing activities that supplement City funds.</i>	x								x		



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	Consider Stopping Service?
Heidi	E6 <i>Review and make recommendations in the areas of elections, equipment, personnel, and administration.</i>	x		x			x					
Heidi	E7 <i>Review and update capital improvements budget annually.</i>	x				x				x		
Heidi	E8 <i>Monitor department budgets on an ongoing basis.</i>	x				x						
Heidi	F) <b>Direct, coordinate, receive and respond to public inquiries/relations concerning areas of responsibility and those not related to specific City departments.</b>	↓										
Heidi	F1 <i>Oversee the City's "Responsible Authority" for Data Practices requests and provide appropriate information to staff, Council, and residents.</i>	x										
Heidi	F2 <i>Prepare news releases.</i>	x					x			x		
Heidi	F3 <i>Prepare Ramsey Resident newsletter.</i>	x	x									
Heidi	F4 <i>Serve as staff liaison for community festival.</i>	x								x		
Heidi	G) <b>Oversee the Community Festival.</b>	↓										
Heidi	G1 <i>Supervise staff responsible for coordinating the event.</i>	x								x		
Heidi	G2 <i>Provide direction with regard to use of resources and community involvement.</i>	x										
Heidi	G3 <i>Review and oversee budget for event(s)</i>	x				x				x		
Aaron	H) <b>Economic Development Authority (EDA) Manager</b>	↓										
Aaron	H1 <i>Manage all business of the EDA to include the following: ↓</i>	↓										



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con- sultant	Man. Analyst	Other Person	Consider Stopping Service?
Aaron	H2 <i>Provide professional and technical advice and support the work of the EDA.</i>	x						x	x	x		
Aaron	H3 <i>Prepare monthly EDA agendas &amp; cases, and follow-up on direction given.</i>	x	x				x					
Aaron	H4 <i>Administer EDA Website and update listings as brokers provide new information, verify listings periodically, update MNPRO site and listing information as needed.</i>	x			x					x		
Aaron	H5 <i>Develop annual work plan and goals.</i>	x										
Aaron	H6 <i>Work with Economic Development Consultant on business contracts and prepare business relocation proposals for businesses including use of financial assistance and other incentives.</i>	x							x	x		
Aaron	H7 <i>Plan and coordinate various annual community EDA events and act on initiatives established.</i>	x								x		x
Aaron	H8 <i>Review of blighted properties for possible purchase from willing sellers for redevelopment.</i>	x						x		x		
Aaron	H9 <i>Develop strategies for working with other appropriate commissions and task forces.</i>	x								x		
Aaron	I) <b>Economic Development &amp; Marketing Events</b>	↓										
Aaron	I1 <i>Coordinate ongoing COR (downtown development) Marketing and meetings with potential developers, retailers, and office users for sites in the COR as a part of the Development Management Team.</i>	x							x			
Aaron	I2 <i>Coordinate economic development marketing and promotional activities aimed at attracting new development and investments.</i>	x	x						x	x		



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con- sultant	Man. Analyst	Other Person	Consider Stopping Service?
Aaron	13 Prepare business update article for the Chamber (twice annually).	x	x									x
Aaron	14 Write Business Spotlight articles by selecting a business, interviewing the business owners and promoting the business in the Ramsey Resident newsletter.	x	x						x			x
Aaron	15 Coordinate Business Spotlight for QCTV airing with video visits to a selected Ramsey business.	x								x		x
Aaron	16 Provide business knowledge of available public and private business financing resources including local bank financing, small business administration loan programs, state assistance, and other funding sources.	x				x			x	x		
Aaron	17 Develop short and long range economic development and redevelopment plans.	x							x			
Aaron	18 Coordinate Business Expo (Annually in the Spring).	x								x		x
Aaron	19 Coordinate Business Appreciation Day (Annually the third Tuesday in August).	x								x		x
Aaron	110 Coordinate Business Networking Meeting (Annually in the Fall).	x								x		x
Aaron	111 Coordinate activities with other departments, agencies, local groups and others as needed.	x								x		x
Aaron	J) Business Retention and Relationship Management	↓										



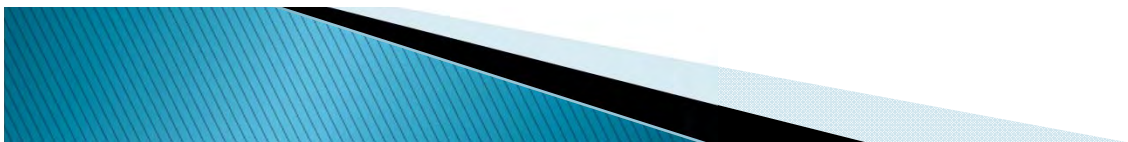
Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con- sultant	Man. Analyst	Other Person	Consider Stopping Service?
Aaron	J1 <i>Develop and maintain Business Expansion and Retention Program via regular contact with business owners while possessing the background knowledge and understanding of each business in order to demonstrate a sincere appreciation for the business.</i>	x							x		EDA Members	x
Aaron	J2 <i>Develop and/or revise and manage economic development incentive programs for recruitment, expansion, and retention of industry and commerce projects.</i>	x							x			
Aaron	J3 <i>Manage established and emerging projects.</i>	x							x	x		
Aaron	J4 <i>Coordinate infrastructure needs for economic development projects and manage financing of improvement phase of project.</i>	x				x				x		
Aaron	J5 <i>Identify methods to assistance local businesses remain solvent, identify opportunities to partner or collaborate and provide analysis for business expansion.</i>	x							x	x		
Aaron	J6 <i>Develop retention tools, programs, strategies, and financing to retain and expand current businesses and develop, grow, and attract new businesses to the City.</i>	x							x	x		
Aaron	J7 <i>Attend local business networking meetings to provide updates on development and opportunities in the city.</i>	x							x	x		
Aaron	J8 <i>Negotiate and implement development agreements for new and redevelopment projects including coordination of business subsidy requirements, property acquisition, relocation efforts, site preparation, and related actions.</i>	x							x	x		
Aaron	J9 <i>Negotiate and secure property purchases for the purposes of economic development and redevelopment, including coordinating and representing the City at real estate closings.</i>	x							x			



Task Assigned to:

Original Resp. Person	Duty/Task	Task Assigned to:										Consider Stopping Service?	
		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person		
Aaron	<b>KJ) TIF and Job Creation Reporting/Tracking</b>	↓											
Aaron	<i>K1 Prepare annual TIF reporting of expenditures for previous year and complete compliance requirements for all TIF districts.</i>	x				x			x				
Aaron	<i>K2 Coordinate and complete annual business subsidy reports to the State of Minnesota.</i>	x				x			x				
Aaron	<i>K3 Create and implement new COR TIF District and manage resources for districts set to decertify in next five years.</i>	x				x			x				
Aaron	<i>K4 Manage escrow accounts for past industrial projects.</i>	x				x			x				
Aaron	<i>K5 Prepare MBAF reporting (due annually April 1) on job creation from subsidies awarded.</i>	x				x			x				
Aaron	<b>L) Right of Way Acquisition Program Management (Met Council RALF Program)</b>	↓											
Aaron	<i>L1 Coordinate appraisal process on RALF projects.</i>	x							x	x			x
Aaron	<i>L2 Oversee Property Management of RALF properties</i>	x							x	x			
Aaron	<i>L3 Manage lease agreements and marketing activities, as well as maintain property files</i>	x							x	x			



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	Consider Stopping Service?
Aaron	L4 <i>Develop and maintain a comprehensive inventory database of available buildings, land, and sites in the community for economic development purposes</i>	x						x	x	x		
Aaron	M) <b>Communications and General Information</b>	↓										
Aaron	M1 <i>Respond to requests for information for economic development or redevelopment purposes by preparing data sheets, coordinates site plans, GIS maps.</i>	x							x	x		
Aaron	M2 <i>Respond to citizen inquiries about local economic development activities and opportunities.</i>	x						x	x	x		
Aaron	M3 <i>Respond to general inquiries such as answering property tax related questions and running tax and TIF estimates for industrial projects.</i>	x				x			x	x		
Aaron	M4 <i>Prepare and maintain information on utilities, taxes, zoning, transportation, community services, financing tools, etc.</i>	x	x			x		x		x		
Aaron	M5 <i>Monitor local, state and federal legislation and regulations relating to economic development.</i>	x							x			
Aaron	M6 <i>Utilize Starlite System through Anoka County to obtain property information.</i>	x				x		x		x		
Aaron	M7 <i>Update and verify Current Business List to serve as a contact list for the Business Expo and the Business Appreciation day event.</i>	x	x							x		
Aaron	M8 <i>Develop and research economic development trends and present recommendations to the City Administrator, EDA, and the City Council.</i>	x							x			



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	Consider Stopping Service?
Aaron	M9 <i>Prepare and present cases for projects to City Council as needed.</i>	x	x	x	x	x	x	x	x	x		
Aaron	<i>Gather, interpret, and prepare data for studies, reports and M10 recommendations.</i>	x				x			x	x		
Aaron	<i>Assist in the application and submission of grants and other outside funding opportunities to further the economic development goals M11 of the City.</i>	x	x			x	x		x	x		



## **Needs Analysis for Vacant and New Positions Management Analyst / Administrative Services**

### **1. Is the position essential?**

Essential positions are those that provide core public health and safety services; emergency and disaster assistance; and preservation of the essential elements of the City's financial activities.

*In this case, due to the departure of the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager position, this position becomes not only an essential position, but a stop gap for the highest priority services as described on the attached draft job description, and a means to accomplishing the following lower priority general responsibilities:*

- 1. Happy Days*
- 2. Ramsey Foundation*
- 3. Policy Research and Development*
- 4. Ordinance Amendments*
- 5. Project Coordination (coming from the Council and staff)*
- 6. Event Coordination*
- 7. Marketing Coordination*
- 8. Development of spreadsheets, powerpoints and flyers*
- 9. General Assistance to Planning Division*
- 10. General Assistance for Economic Development*

*Any additional reduction in staff will have a direct impact on services and on the response/turnaround time.*

### **1. Is the position critical?**

*Yes*

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is "critical" to providing high-quality services to residents, business owners and/or employees:

- **Explain how this position is key to achieving the strategic goals identified by the City Council.**

The Management Analyst, based on the City Administrator's recommendations, will likely be involved with a number of the following tasks which have been identified as strategic goals.

- Review ED efforts for business recruitment, expansion, retention-assess value of efforts
- Review city facilitation efforts to help businesses grow
- Facilitate review of costs of operating a business
- Continue to review Rate and Fee Schedule to consider reductions
- Sustainability of programs and services
- Increase effort to garner positive media/positive public relations efforts
- City-wide marketing plan
- Identify stakeholders in the image and success of Ramsey
- Explore business subsidy prgm. for development/investment (CMDC –new markets type prgm.)
- Comprehensive management review of services & cost of providing services to determine budget
- Consider options for contracting services/functions
- Explore opportunities for additional revenue by renting out equipment, contracting staff
- Continuous improvement to look for efficiencies, ways to reduce costs

Already Assigned 2011 Strategic Tasks:

- Review Development Costs/Fees/Rates (2011)
- Develop an inventory of City owned lands and create plan for disposition (2011)

• **Can the duties be re-engineered or automated?**

*No*

**Please explain.**

*This position is largely communication driven, i.e. Working inter-departmentally, making phone calls, etc. Moreover, many of the project assignments associated with this position are to research, recommend, and then develop, more efficient means for work outputs, including re-engineering and automating duties.*

• **Can the duties be reassigned temporarily or permanently?**

*No*

Please explain.

*The City's staffing levels are at an all-time low, the current Management/Planning Intern position is slated for elimination and this Management Analyst position will be expected to assume many of those duties along with many of the duties left unassigned due to the departure of the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager position. Additionally, as the City Administrator assumes more of the higher level responsibilities of the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager positions, his lower level responsibilities will fall to this position.*

- **Can the position remain unfilled temporarily or permanently?**

*No*

*Please explain. See above*

- **Can the position be filled internally?**

*Yes, the current Management/Planning Intern meets the qualifications for this position. Also, upon completion of the internal recruitment process there may be additional candidates that express an interest in the position and meet the qualifications.*

- **What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?**

*Services will have to be cut or reduced, additional strain will be put on current employees causing burn-out and possible additional loss of talent (resignations), things will begin to fall through the cracks, and mistakes are likely to be made causing upset residents, business owners, employees, as well as possible financial loss.*

- **Can the service provided be reduced, eliminated, or contracted out?**

*Depending on the Council's direction, some services may be reduced, eliminated, or contracted out. However, there may be hidden costs associated with reducing or limiting services and the cost to contract out the services that this position is slated to do would be costly, ineffective, or simply not possible.*

- **What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)?**

*Depending on the Council's direction regarding service levels, there are likely to be budgetary impacts if this position is not filled, including overtime and/or compensatory time off for current staff. It should be noted, due to the already low staffing levels, the accrual of compensatory time off becomes a burden to the City resulting in staffing shortages.*

**2. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?**

*2012: Approximately \$19,299 (includes savings from the Management Analyst*

*2013: Approximately \$59,803*

## **CITY OF RAMSEY POSITION ANALYSIS**

**POSITION TITLE:** Draft - Management Analyst

**DEPARTMENT:** Administrative Services

**POSITION TITLE OF IMMEDIATE SUPERIOR:** City Administrator

**FLSA STATUS:** Exempt

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**PRIMARY OBJECTIVE OF POSITION:**

This position supports the operations of the Administrative Services and Community Development Departments. Under the general supervision of the City Administrator, this position is responsible for assisting city staff with various Administrative, Economic Development, or Planning Division work, as well as research/analysis and special projects related to city functions or events.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with the administration of planning division activities.
- Assist with the administration of economic development activities.
- Assist with communication between existing and prospective property owners/developers regarding economic development opportunities.
- Assist in attracting new commercial, industrial and office projects.
- Coordinate with special projects that includes research, analysis, presentation, and recommendations.
- Create spreadsheets, presentations, graphs and written documents on behalf of the City Administrator.
- Assist with the City's Citizen Request Management (C.R.M.) System.
- Research and prepare award and grant applications, proposals and presentations.
- Participate in City Council meetings and work-sessions
- Participate in the development of operations policies, practices, procedures and recommendations.
- Maintain and foster an environment that helps facilitate excellent customer service.
- Serve as liaison with state, county, and local officials to exchange information and coordinate activities associated with this position.
- Perform other duties and assume responsibilities as apparent or assigned.

**ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:**

- Working knowledge of federal and state statutes, city codes, and other requirements affecting municipal government operations.
- Ability to interpret policy decisions and guidelines and to develop practical solutions and programs.
- Ability to resolve conflicts and negotiate solutions.

- Considerable ability to maintain confidential or proprietary information within the bounds of the law.
- Skill in analyzing facts, organizational procedures, and operational considerations.
- Ability to work independently, determine priorities, work collaboratively, and make appropriate decisions.
- Computer knowledge and the ability to work with various software programs. Knowledge and ability to operate typical office equipment.
- Knowledge of data privacy as it relates to City release of information.
- Ability to exhibit tact, courtesy, good judgment and communicate effectively both verbally and in writing and maintain effective working relationships with state and federal agencies, private businesses, elected officials, committee members, vendors, consultants, co-workers and the general public.
- Ability to work normal working hours: Monday – Friday, 8:00 a.m. – 4:30 p.m., as well as the ability to work extended hours and attend evening meetings.
- Ability to attend work punctually and regularly.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s Degree in public administration, political science, or related field.
- One (1) year related municipal experience.
- Must successfully complete a criminal background check.
- Ability to socially, physically and mentally perform the essential functions under working conditions as described herein.
- Ability to speak, read, write and comprehend the English language.

**DESIRED QUALIFICATIONS:**

- Academic and/or 2 years’ practical experience in local government.
- Master’s degree in public administration or related field.

**REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:**

- Must possess and maintain a valid Minnesota Class D Driver’s License.

## JOB ACTIVITY REQUIREMENTS

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
<b>Physical Activities:</b>				
1. Standing	X			
2. Sitting	X			
3. Walking	X			
4. Lifting	X			
5. Pushing/Pulling	X			
6. Carrying	X			
7. Climbing			X	
8. Kneeling (bending leg at knee and resting on knee)		X		
9. Crawling (moving about on hands and knees)			X	
10. Crouching (bending at knees)	X			
11. Bending at waist	X			
12. Reaching (extending hands and arms in any direction)	X			
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion			X	
15. Use of arm muscles over extended periods			X	
16. Use of leg muscles over extended periods		X		
17. Overhead work (over shoulder height)			X	
18. Stationary desk or bench work with neck bent forward		X		

**Are the following weights lifted? If yes, describe.**

- 0 - 10 pounds   X
- 11 - 24 pounds   X
- 25 - 34 pounds   X
- 35 - 50 pounds   X
- 51 - 74 pounds
- 75 - 100 pounds

**What object(s) are lifted:**

Manuals, books, files.

**From what height to what height?**

1 to 3 feet.

**Are the following weights carried? If yes, describe.**

0 - 10 pounds   X    
11 - 24 pounds   X    
25 - 34 pounds   X    
35 - 50 pounds   X    
51 - 74 pounds         
75 - 100 pounds       

**How far are these weights carried?**

1 foot to 100 feet.

**Job requires:**

Working outdoors?	<u>  X  </u> Yes	<u>   </u> No
Working indoors?	<u>  X  </u> Yes	<u>   </u> No
Operating forklifts, dangerous machinery or vehicles?	<u>   </u> Yes	<u>  X  </u> No
Supervising other employees?	<u>   </u> Yes	<u>  X  </u> No
Working with chemicals?	<u>   </u> Yes	<u>  X  </u> No
Working near fumes/vapors?	<u>  X  </u> Yes	<u>   </u> No

Created March 2012

*These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change. The City of Ramsey reserves the right to change and/or eliminate any and all job duties if needed. )*

Council Member introduced the following resolution and moved for its adoption:

**RESOLUTION #**

**CONSIDER A RESOLUTION TO AUTHORIZE A  
RECRUITMENT FOR A MANAGEMENT ANALYST**

**WHEREAS**, the City recently accepted the resignation of two full-time employees; the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager; and

**WHEREAS**, the City Administrator, in consultation with members of the City Council, has determined that the two positions mentioned above will not be filled in the foreseeable future ; and

**WHEREAS**, the City currently employs a Planning/Management Intern, and through adjustments to that position, has options to help alleviate some of the duties left vacant by the resignations; and

**WHEREAS**, staff has requested authorization to eliminate the Planning/Management Intern and to begin a recruitment process for a full-time regular Management Analyst; and

**WHEREAS**, the Management Analyst position will free the City Administrator to perform more of the higher level duties left vacant by the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY  
OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,**

Confirms the recommendation of the Personnel Committee to do the following:

- Eliminate the Planning/Management Intern position
- Direct staff to begin a recruitment process for a full-time Management Analyst Position

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 10<sup>th</sup> day of April 2012.

Meeting Date: 04/10/2012

By: Colleen Lasher, Administrative Services

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**Information**

**Title:**

Consider a Resolution to Authorize a Recruitment for a Management Analyst

**Background:**

The City recently accepted the resignation of two full-time employees; the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager. The City Administrator, in consultation with the the City Council, has determined that the two positions mentioned above will not be filled in the foreseeable future. However, the City currently employs a Planning/Management Intern and through adjustments to that position the City has options to help alleviate some of the duties left vacant by the resignations.

After extensive analysis, the City Administrator has determined that the elimination of the Planning/Management Intern and the creation of a full-time regular Management Analyst position is a means to help absorb some of the administrative and planning division work; thereby creating a position that will have more time and will perform some of the duties left vacant by the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager.

Attached, please find a draft Management Analyst job description which provides a listing of the job duties; as well as the Needs Analysis for Vacant and New Positions.

**Notification:**

**Observations:**

**Recommendation:**

To authorize staff to eliminate the Planning/Management Intern and to conduct a recruitment process for a full-time regular Management Analyst position.

**Funding Source:**

The net 2012 funding required for the Management Analyst position is approximately \$19,299. This amount takes into account the savings realized by eliminating the already budgeted for Planning/Management Intern position and is based on a starting hourly wage of \$20.50 per hour. The 2013 funding for this position is expected to be approximately \$59,803, including salary and benefits.

**Council Action:**

Motion to approve resolution # 12-04-XXX confirming the recommendation of the Personnel Committee to eliminate the Planning/Management Intern and to conduct a recruitment process for a full-time regular Management Analyst position.

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**Attachments**

Org Chart and Duties

Needs Analysis for Vacant and New Positions

Draft Job Description

Resolution

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Colleen Lasher	04/05/2012 02:36 PM
Colleen Lasher (Originator)	Colleen Lasher	04/05/2012 02:52 PM
Kurt Ulrich	Kurt Ulrich	04/05/2012 04:25 PM
Form Started By: Colleen Lasher		Started On: 04/05/2012
Final Approval Date: 04/05/2012		

# City of Ramsey

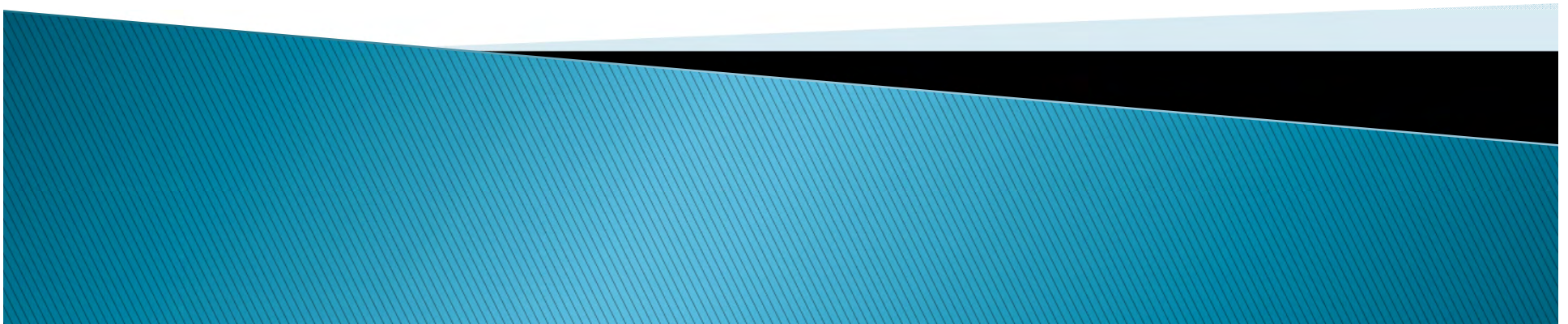
## Plan for Addressing Job Duties Left Vacant

2012

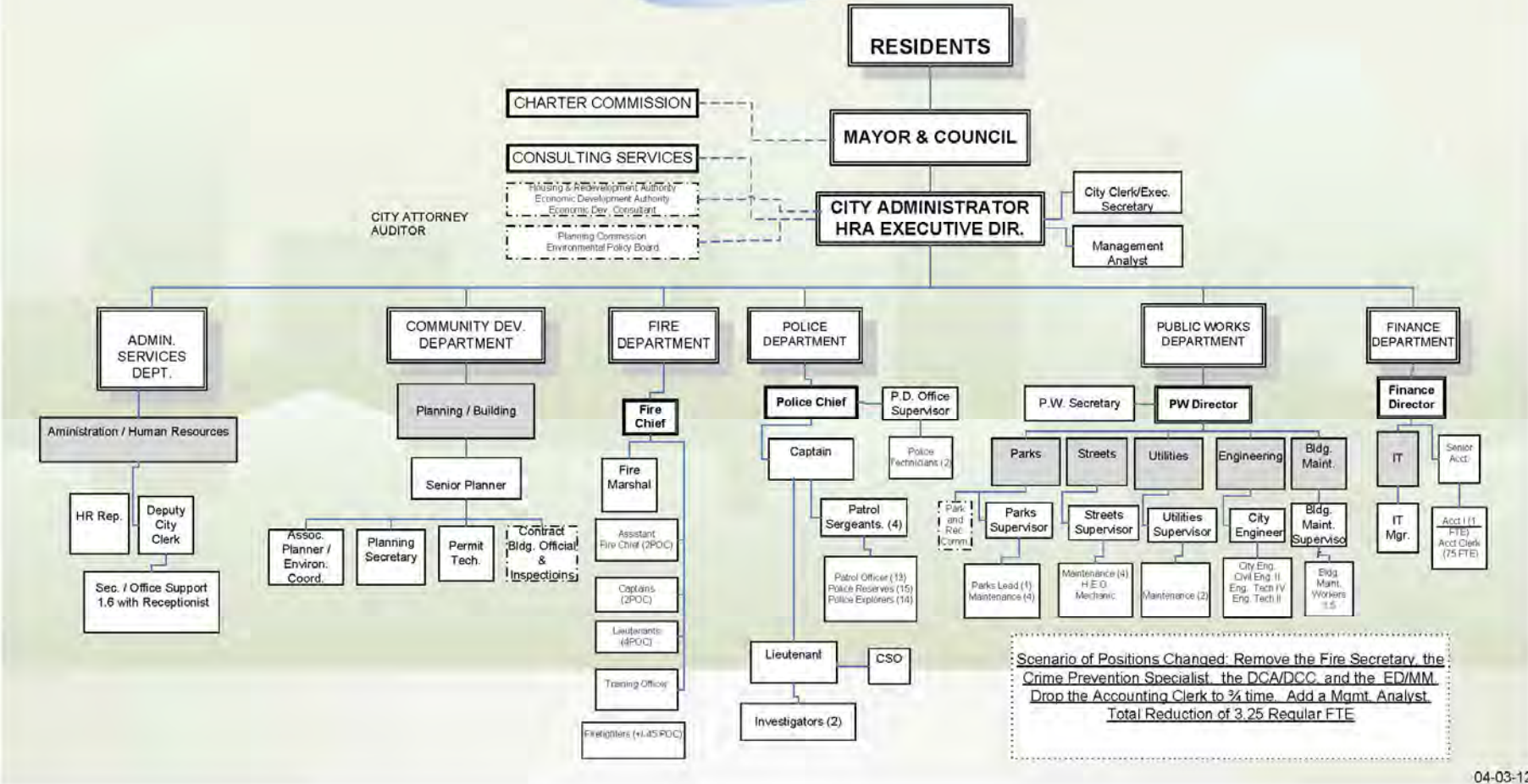


**Draft Organizational Chart**

**Proposal for Addressing Job  
Duties**



# CITY OF RAMSEY ORGANIZATIONAL CHART



Scenario of Positions Changed: Remove the Fire Secretary, the Crime Prevention Specialist, the DCA/DCC, and the ED/MM. Drop the Accounting Clerk to ¾ time. Add a Mgmt. Analyst. Total Reduction of 3.25 Regular FTE

Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	Consider Stopping Service?
Heidi	HRA Executive Director	x										
Heidi	A) Assist the City Administrator in overseeing operations including organizational and facilities planning.	↓										
Heidi	A1 <i>Monitor daily, routine operations of the City and intervene to solve problems when necessary.</i>	x										
Heidi	A2 <i>Act as City Administrator in the City Administrator's absence.</i>	As Assigned									D.H.	
Heidi	A3 <i>Handle inquiries related to City operation as needed.</i>	x										
Heidi	B) Supervise Administrative Services and Community Development staff.	↓										
Heidi	B1 <i>Supervise, advise and coordinate interdepartmental activities and relations.</i>	x										
Heidi	B2 <i>Supervise and oversee the functions of the Human Resources Representative, the IT Manager, the Deputy City Clerk, the Permit Technician, and the Senior Planner.</i>	Sup. Sen. Planner & HR Rep. & Dep. City Clerk				Sup IT Manager		Sup Permit Tech				
Heidi	B3 <i>Oversee the Building Division's contracted Building Official/Inspector(s) and functions.</i>	x						x				
Heidi	B4 <i>Ensure timely completion of both routine and special projects. Define and assign responsibilities, allocate resources and coordinate the activities of department staff to meet objectives efficiently and effectively and to ensure maximum utilization of all assigned staff.</i>	x										
Heidi	B5 <i>Oversee the Building Division's contracted Building Official/Inspector(s) and functions.</i>	x										



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	Consider Stopping Service?
Heidi	B6 <i>Direct the activities of individuals and groups toward the accomplishment of meaningful objectives using leadership and employee development strategies while adapting approaches to different situations.</i>	x		x								
Heidi	B7 <i>Define and communicate performance standards and evaluate employee performance.</i>	x		x								
Heidi	B8 <i>Evaluate work procedures, processes and schedules for efficiency and effectiveness and initiate redesign as needed.</i>	x		x						x		
Heidi	B9 <i>Assist managers in the development and implementation of major initiatives.</i>	x										
Heidi	Cj <b>Develop, market, and oversee current and future economic and community development programs and services pursuant to policy direction from the City Administrator and City Council.</b>	↓										
Heidi	C1 <i>Direct and manage all operations and functions related to community and economic development.</i>	x										
Heidi	C2 <i>Supervise the development review process.</i>	x						x				
Heidi	C3 <i>Assist staff in interpreting and applying City code requirements to cases which do not fit the norm.</i>	x						x				
Heidi	C4 <i>Oversee enforcement activities related to zoning and building.</i>	x						x				
Heidi	C5 <i>Coordinate and oversee development and maintenance of up-to-date information for development prospect, e.g. land availability, area demographics, markets, taxes and financing options.</i>	x						x	x			



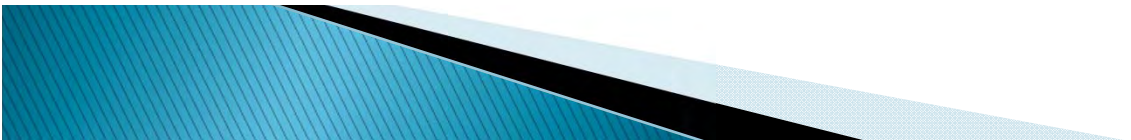
Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	Consider Stopping Service?
Heidi	C6 <i>Negotiate with developers regarding desired development and available assistance.</i>	x							x			
Heidi	C7 <i>Assist in design of effective assistance packages for expanding and new businesses.</i>	x							x	x		
Heidi	C8 <i>Administer contract for Economic Development consulting services.</i>	x								x		
Heidi	C9 <i>Ensure that all development is in accordance with the City's Comprehensive Plan and land use ordinances.</i>	x						x				
Heidi	C10 <i>Ensure that reporting and records related to development are done accurately, thoroughly, on-time and retained in an orderly, accessible manner.</i>	x	x					x		x		
Heidi	C11 <i>Network, meet, follow-up and maintain contact with prospective-developers/business prospects.</i>	x						x	x			x / EDA?
Heidi	C12 <i>Review development agreements.</i>	x							x			
Heidi	C13 <i>Coordinate with Public Works on transportation enhancements.</i>	x						x		x		
Heidi	D) <b>Represent the City at meetings and in working with various governmental and community agencies, boards and task forces, and other organizations.</b>	↓										
Heidi	D1 <i>Serve as point of contact and liaison for a variety of organizations including, but not limited to, LOGIS/SAC, League of MN Cities, Anoka County, school districts, surrounding communities, Happy Days Committee, QCTV, the Crisis Response Plan, and the Chamber of Commerce.</i>	x			x		x	x		x		
Heidi	D2 <i>Attend meetings, handle telephone calls, or other logistics related to involvement in these organizations.</i>	x			x		x	x		x		



Task Assigned to:

Original Resp. Person	Duty/Task	Task Assigned to:										Consider Stopping Service?
		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	
Heidi	D3 <i>Represent City on various boards, commissions, task forces, intergovernmental and joint powers groups.</i>	x				x	x	x		x		x
Heidi	D4 <i>Maintain extensive contact with existing City businesses and prospective commercial and industrial developers, and other agencies concerned with economic and community development.</i>	x							x			x
Heidi	D5 <i>Develop and maintain effective working relationships with representatives of other jurisdictions, agencies and organizations.</i>	x										
Heidi	E) <b>Prepare, implement and monitor annual department budgets and work plans pursuant to policy direction from the City Administrator and City Council.</b>	↓										
Heidi	E1 <i>Assist divisions with development of short and long range budget goals related to growth management, land use, housing, transportation, parks, trails and open spaces, public facilities, solid waste and recycling, and economic development.</i>	x				x						
Heidi	E2 <i>Review, revise, approve, and monitor division work plans and budgets.</i>	x				x						
Heidi	E3 <i>Monitor and evaluate performance of economic development consultant and effectiveness of economic development strategies.</i>	x								x		
Heidi	E4 <i>Monitor expenditures in all divisions to ensure activities are performed within budget.</i>	x				x						
Heidi	E5 <i>Oversee grant writing activities that supplement City funds.</i>	x								x		



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	Consider Stopping Service?
Heidi	E6 <i>Review and make recommendations in the areas of elections, equipment, personnel, and administration.</i>	x		x			x					
Heidi	E7 <i>Review and update capital improvements budget annually.</i>	x				x				x		
Heidi	E8 <i>Monitor department budgets on an ongoing basis.</i>	x				x						
Heidi	F) <b>Direct, coordinate, receive and respond to public inquiries/relations concerning areas of responsibility and those not related to specific City departments.</b>	↓										
Heidi	F1 <i>Oversee the City's "Responsible Authority" for Data Practices requests and provide appropriate information to staff, Council, and residents.</i>	x										
Heidi	F2 <i>Prepare news releases.</i>	x					x			x		
Heidi	F3 <i>Prepare Ramsey Resident newsletter.</i>	x	x									
Heidi	F4 <i>Serve as staff liaison for community festival.</i>	x								x		
Heidi	G) <b>Oversee the Community Festival.</b>	↓										
Heidi	G1 <i>Supervise staff responsible for coordinating the event.</i>	x								x		
Heidi	G2 <i>Provide direction with regard to use of resources and community involvement.</i>	x										
Heidi	G3 <i>Review and oversee budget for event(s)</i>	x				x				x		
Aaron	H) <b>Economic Development Authority (EDA) Manager</b>	↓										
Aaron	H1 <i>Manage all business of the EDA to include the following: ↓</i>	↓										



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	Consider Stopping Service?
Aaron	H2 <i>Provide professional and technical advice and support the work of the EDA.</i>	x						x	x	x		
Aaron	H3 <i>Prepare monthly EDA agendas &amp; cases, and follow-up on direction given.</i>	x	x				x					
Aaron	H4 <i>Administer EDA Website and update listings as brokers provide new information, verify listings periodically, update MNPRO site and listing information as needed.</i>	x			x					x		
Aaron	H5 <i>Develop annual work plan and goals.</i>	x										
Aaron	H6 <i>Work with Economic Development Consultant on business contracts and prepare business relocation proposals for businesses including use of financial assistance and other incentives.</i>	x							x	x		
Aaron	H7 <i>Plan and coordinate various annual community EDA events and act on initiatives established.</i>	x								x		x
Aaron	H8 <i>Review of blighted properties for possible purchase from willing sellers for redevelopment.</i>	x						x		x		
Aaron	H9 <i>Develop strategies for working with other appropriate commissions and task forces.</i>	x								x		
Aaron	I) <b>Economic Development &amp; Marketing Events</b>	↓										
Aaron	I1 <i>Coordinate ongoing COR (downtown development) Marketing and meetings with potential developers, retailers, and office users for sites in the COR as a part of the Development Management Team.</i>	x							x			
Aaron	I2 <i>Coordinate economic development marketing and promotional activities aimed at attracting new development and investments.</i>	x	x						x	x		



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con- sultant	Man. Analyst	Other Person	Consider Stopping Service?
Aaron	13 Prepare business update article for the Chamber (twice annually).	x	x									x
Aaron	14 Write Business Spotlight articles by selecting a business, interviewing the business owners and promoting the business in the Ramsey Resident newsletter.	x	x						x			x
Aaron	15 Coordinate Business Spotlight for QCTV airing with video visits to a selected Ramsey business.	x								x		x
Aaron	16 Provide business knowledge of available public and private business financing resources including local bank financing, small business administration loan programs, state assistance, and other funding sources.	x				x			x	x		
Aaron	17 Develop short and long range economic development and redevelopment plans.	x							x			
Aaron	18 Coordinate Business Expo (Annually in the Spring).	x								x		x
Aaron	19 Coordinate Business Appreciation Day (Annually the third Tuesday in August).	x								x		x
Aaron	110 Coordinate Business Networking Meeting (Annually in the Fall).	x								x		x
Aaron	111 Coordinate activities with other departments, agencies, local groups and others as needed.	x								x		x
Aaron	J) Business Retention and Relationship Management	↓										



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con- sultant	Man. Analyst	Other Person	Consider Stopping Service?
Aaron	J1 <i>Develop and maintain Business Expansion and Retention Program via regular contact with business owners while possessing the background knowledge and understanding of each business in order to demonstrate a sincere appreciation for the business.</i>	x							x		EDA Members	x
Aaron	J2 <i>Develop and/or revise and manage economic development incentive programs for recruitment, expansion, and retention of industry and commerce projects.</i>	x							x			
Aaron	J3 <i>Manage established and emerging projects.</i>	x							x	x		
Aaron	J4 <i>Coordinate infrastructure needs for economic development projects and manage financing of improvement phase of project.</i>	x				x				x		
Aaron	J5 <i>Identify methods to assistance local businesses remain solvent, identify opportunities to partner or collaborate and provide analysis for business expansion.</i>	x							x	x		
Aaron	J6 <i>Develop retention tools, programs, strategies, and financing to retain and expand current businesses and develop, grow, and attract new businesses to the City.</i>	x							x	x		
Aaron	J7 <i>Attend local business networking meetings to provide updates on development and opportunities in the city.</i>	x							x	x		
Aaron	J8 <i>Negotiate and implement development agreements for new and redevelopment projects including coordination of business subsidy requirements, property acquisition, relocation efforts, site preparation, and related actions.</i>	x							x	x		
Aaron	J9 <i>Negotiate and secure property purchases for the purposes of economic development and redevelopment, including coordinating and representing the City at real estate closings.</i>	x							x			



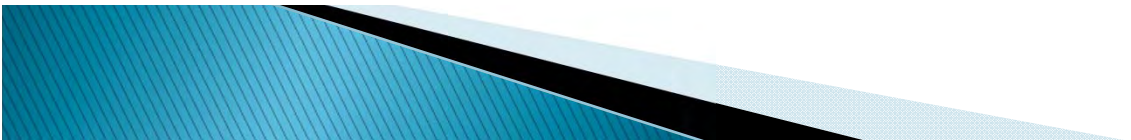
Task Assigned to:

Original Resp. Person	Duty/Task	Task Assigned to:										Consider Stopping Service?	
		Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person		
Aaron	<b>KJ) TIF and Job Creation Reporting/Tracking</b>	↓											
Aaron	<i>K1 Prepare annual TIF reporting of expenditures for previous year and complete compliance requirements for all TIF districts.</i>	x				x			x				
Aaron	<i>K2 Coordinate and complete annual business subsidy reports to the State of Minnesota.</i>	x				x			x				
Aaron	<i>K3 Create and implement new COR TIF District and manage resources for districts set to decertify in next five years.</i>	x				x			x				
Aaron	<i>K4 Manage escrow accounts for past industrial projects.</i>	x				x			x				
Aaron	<i>K5 Prepare MBAF reporting (due annually April 1) on job creation from subsidies awarded.</i>	x				x			x				
Aaron	<b>L) Right of Way Acquisition Program Management (Met Council RALF Program)</b>	↓											
Aaron	<i>L1 Coordinate appraisal process on RALF projects.</i>	x							x	x			x
Aaron	<i>L2 Oversee Property Management of RALF properties</i>	x							x	x			
Aaron	<i>L3 Manage lease agreements and marketing activities, as well as maintain property files</i>	x							x	x			



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	Consider Stopping Service?
Aaron	L4 <i>Develop and maintain a comprehensive inventory database of available buildings, land, and sites in the community for economic development purposes</i>	x						x	x	x		
Aaron	M) <b>Communications and General Information</b>	↓										
Aaron	M1 <i>Respond to requests for information for economic development or redevelopment purposes by preparing data sheets, coordinates site plans, GIS maps.</i>	x							x	x		
Aaron	M2 <i>Respond to citizen inquiries about local economic development activities and opportunities.</i>	x						x	x	x		
Aaron	M3 <i>Respond to general inquiries such as answering property tax related questions and running tax and TIF estimates for industrial projects.</i>	x				x			x	x		
Aaron	M4 <i>Prepare and maintain information on utilities, taxes, zoning, transportation, community services, financing tools, etc.</i>	x	x			x		x		x		
Aaron	M5 <i>Monitor local, state and federal legislation and regulations relating to economic development.</i>	x							x			
Aaron	M6 <i>Utilize Starlite System through Anoka County to obtain property information.</i>	x				x		x		x		
Aaron	M7 <i>Update and verify Current Business List to serve as a contact list for the Business Expo and the Business Appreciation day event.</i>	x	x							x		
Aaron	M8 <i>Develop and research economic development trends and present recommendations to the City Administrator, EDA, and the City Council.</i>	x							x			



Task Assigned to:

Original Resp. Person	Duty/Task	Kurt (Perform or Oversee)	Amy	Colleen	Dean B.	Diana	Jo	Tim G.	Con-sultant	Man. Analyst	Other Person	Consider Stopping Service?
Aaron	M9 <i>Prepare and present cases for projects to City Council as needed.</i>	x	x	x	x	x	x	x	x	x		
Aaron	<i>Gather, interpret, and prepare data for studies, reports and M10 recommendations.</i>	x				x			x	x		
Aaron	<i>Assist in the application and submission of grants and other outside funding opportunities to further the economic development goals M11 of the City.</i>	x	x			x	x		x	x		



## **Needs Analysis for Vacant and New Positions Management Analyst / Administrative Services**

### **1. Is the position essential?**

Essential positions are those that provide core public health and safety services; emergency and disaster assistance; and preservation of the essential elements of the City's financial activities.

*In this case, due to the departure of the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager position, this position becomes not only an essential position, but a stop gap for the highest priority services as described on the attached draft job description, and a means to accomplishing the following lower priority general responsibilities:*

- 1. Happy Days*
- 2. Ramsey Foundation*
- 3. Policy Research and Development*
- 4. Ordinance Amendments*
- 5. Project Coordination (coming from the Council and staff)*
- 6. Event Coordination*
- 7. Marketing Coordination*
- 8. Development of spreadsheets, powerpoints and flyers*
- 9. General Assistance to Planning Division*
- 10. General Assistance for Economic Development*

*Any additional reduction in staff will have a direct impact on services and on the response/turnaround time.*

### **1. Is the position critical?**

*Yes*

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is "critical" to providing high-quality services to residents, business owners and/or employees:

- **Explain how this position is key to achieving the strategic goals identified by the City Council.**

The Management Analyst, based on the City Administrator's recommendations, will likely be involved with a number of the following tasks which have been identified as strategic goals.

- Review ED efforts for business recruitment, expansion, retention-assess value of efforts
- Review city facilitation efforts to help businesses grow
- Facilitate review of costs of operating a business
- Continue to review Rate and Fee Schedule to consider reductions
- Sustainability of programs and services
- Increase effort to garner positive media/positive public relations efforts
- City-wide marketing plan
- Identify stakeholders in the image and success of Ramsey
- Explore business subsidy prgm. for development/investment (CMDC –new markets type prgm.)
- Comprehensive management review of services & cost of providing services to determine budget
- Consider options for contracting services/functions
- Explore opportunities for additional revenue by renting out equipment, contracting staff
- Continuous improvement to look for efficiencies, ways to reduce costs

Already Assigned 2011 Strategic Tasks:

- Review Development Costs/Fees/Rates (2011)
- Develop an inventory of City owned lands and create plan for disposition (2011)

• **Can the duties be re-engineered or automated?**

*No*

**Please explain.**

*This position is largely communication driven, i.e. Working inter-departmentally, making phone calls, etc. Moreover, many of the project assignments associated with this position are to research, recommend, and then develop, more efficient means for work outputs, including re-engineering and automating duties.*

• **Can the duties be reassigned temporarily or permanently?**

*No*

Please explain.

*The City's staffing levels are at an all-time low, the current Management/Planning Intern position is slated for elimination and this Management Analyst position will be expected to assume many of those duties along with many of the duties left unassigned due to the departure of the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager position. Additionally, as the City Administrator assumes more of the higher level responsibilities of the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager positions, his lower level responsibilities will fall to this position.*

- **Can the position remain unfilled temporarily or permanently?**

*No*

*Please explain. See above*

- **Can the position be filled internally?**

*Yes, the current Management/Planning Intern meets the qualifications for this position. Also, upon completion of the internal recruitment process there may be additional candidates that express an interest in the position and meet the qualifications.*

- **What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?**

*Services will have to be cut or reduced, additional strain will be put on current employees causing burn-out and possible additional loss of talent (resignations), things will begin to fall through the cracks, and mistakes are likely to be made causing upset residents, business owners, employees, as well as possible financial loss.*

- **Can the service provided be reduced, eliminated, or contracted out?**

*Depending on the Council's direction, some services may be reduced, eliminated, or contracted out. However, there may be hidden costs associated with reducing or limiting services and the cost to contract out the services that this position is slated to do would be costly, ineffective, or simply not possible.*

- **What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)?**

*Depending on the Council's direction regarding service levels, there are likely to be budgetary impacts if this position is not filled, including overtime and/or compensatory time off for current staff. It should be noted, due to the already low staffing levels, the accrual of compensatory time off becomes a burden to the City resulting in staffing shortages.*

**2. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?**

*2012: Approximately \$19,299 (includes savings from the Management Analyst*

*2013: Approximately \$59,803*

## **CITY OF RAMSEY POSITION ANALYSIS**

**POSITION TITLE:** Draft - Management Analyst

**DEPARTMENT:** Administrative Services

**POSITION TITLE OF IMMEDIATE SUPERIOR:** City Administrator

**FLSA STATUS:** Exempt

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**PRIMARY OBJECTIVE OF POSITION:**

This position supports the operations of the Administrative Services and Community Development Departments. Under the general supervision of the City Administrator, this position is responsible for assisting city staff with various Administrative, Economic Development, or Planning Division work, as well as research/analysis and special projects related to city functions or events.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with the administration of planning division activities.
- Assist with the administration of economic development activities.
- Assist with communication between existing and prospective property owners/developers regarding economic development opportunities.
- Assist in attracting new commercial, industrial and office projects.
- Coordinate with special projects that includes research, analysis, presentation, and recommendations.
- Create spreadsheets, presentations, graphs and written documents on behalf of the City Administrator.
- Assist with the City's Citizen Request Management (C.R.M.) System.
- Research and prepare award and grant applications, proposals and presentations.
- Participate in City Council meetings and work-sessions
- Participate in the development of operations policies, practices, procedures and recommendations.
- Maintain and foster an environment that helps facilitate excellent customer service.
- Serve as liaison with state, county, and local officials to exchange information and coordinate activities associated with this position.
- Perform other duties and assume responsibilities as apparent or assigned.

**ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:**

- Working knowledge of federal and state statutes, city codes, and other requirements affecting municipal government operations.
- Ability to interpret policy decisions and guidelines and to develop practical solutions and programs.
- Ability to resolve conflicts and negotiate solutions.

- Considerable ability to maintain confidential or proprietary information within the bounds of the law.
- Skill in analyzing facts, organizational procedures, and operational considerations.
- Ability to work independently, determine priorities, work collaboratively, and make appropriate decisions.
- Computer knowledge and the ability to work with various software programs. Knowledge and ability to operate typical office equipment.
- Knowledge of data privacy as it relates to City release of information.
- Ability to exhibit tact, courtesy, good judgment and communicate effectively both verbally and in writing and maintain effective working relationships with state and federal agencies, private businesses, elected officials, committee members, vendors, consultants, co-workers and the general public.
- Ability to work normal working hours: Monday – Friday, 8:00 a.m. – 4:30 p.m., as well as the ability to work extended hours and attend evening meetings.
- Ability to attend work punctually and regularly.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s Degree in public administration, political science, or related field.
- One (1) year related municipal experience.
- Must successfully complete a criminal background check.
- Ability to socially, physically and mentally perform the essential functions under working conditions as described herein.
- Ability to speak, read, write and comprehend the English language.

**DESIRED QUALIFICATIONS:**

- Academic and/or 2 years’ practical experience in local government.
- Master’s degree in public administration or related field.

**REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:**

- Must possess and maintain a valid Minnesota Class D Driver’s License.

## JOB ACTIVITY REQUIREMENTS

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
<b>Physical Activities:</b>				
1. Standing	X			
2. Sitting	X			
3. Walking	X			
4. Lifting	X			
5. Pushing/Pulling	X			
6. Carrying	X			
7. Climbing			X	
8. Kneeling (bending leg at knee and resting on knee)		X		
9. Crawling (moving about on hands and knees)			X	
10. Crouching (bending at knees)	X			
11. Bending at waist	X			
12. Reaching (extending hands and arms in any direction)	X			
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion			X	
15. Use of arm muscles over extended periods			X	
16. Use of leg muscles over extended periods		X		
17. Overhead work (over shoulder height)			X	
18. Stationary desk or bench work with neck bent forward		X		

**Are the following weights lifted? If yes, describe.**

- 0 - 10 pounds   X
- 11 - 24 pounds   X
- 25 - 34 pounds   X
- 35 - 50 pounds   X
- 51 - 74 pounds
- 75 - 100 pounds

**What object(s) are lifted:**

Manuals, books, files.

**From what height to what height?**

1 to 3 feet.

**Are the following weights carried? If yes, describe.**

0 - 10 pounds   X    
11 - 24 pounds   X    
25 - 34 pounds   X    
35 - 50 pounds   X    
51 - 74 pounds         
75 - 100 pounds       

**How far are these weights carried?**

1 foot to 100 feet.

**Job requires:**

Working outdoors?	<u>  X  </u>	Yes	<u>   </u>	No
Working indoors?	<u>  X  </u>	Yes	<u>   </u>	No
Operating forklifts, dangerous machinery or vehicles?	<u>   </u>	Yes	<u>  X  </u>	No
Supervising other employees?	<u>   </u>	Yes	<u>  X  </u>	No
Working with chemicals?	<u>   </u>	Yes	<u>  X  </u>	No
Working near fumes/vapors?	<u>  X  </u>	Yes	<u>   </u>	No

Created March 2012

*These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change. The City of Ramsey reserves the right to change and/or eliminate any and all job duties if needed. )*

Council Member introduced the following resolution and moved for its adoption:

**RESOLUTION #**

**CONSIDER A RESOLUTION TO AUTHORIZE A  
RECRUITMENT FOR A MANAGEMENT ANALYST**

**WHEREAS**, the City recently accepted the resignation of two full-time employees; the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager; and

**WHEREAS**, the City Administrator, in consultation with members of the City Council, has determined that the two positions mentioned above will not be filled in the foreseeable future ; and

**WHEREAS**, the City currently employs a Planning/Management Intern, and through adjustments to that position, has options to help alleviate some of the duties left vacant by the resignations; and

**WHEREAS**, staff has requested authorization to eliminate the Planning/Management Intern and to begin a recruitment process for a full-time regular Management Analyst; and

**WHEREAS**, the Management Analyst position will free the City Administrator to perform more of the higher level duties left vacant by the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY  
OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,**

Confirms the recommendation of the Personnel Committee to do the following:

- Eliminate the Planning/Management Intern position
- Direct staff to begin a recruitment process for a full-time Management Analyst Position

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 10<sup>th</sup> day of April 2012.

Meeting Date: 04/10/2012

By: Bill Goodrich, Administrative Services

**Information**

**Title:**

Introduce Ordinance Amending the City Code Relating to Noise Nuisance/Sound Levels

**Background:**

In review and enforcement of the City Code relating to noise creating a nuisance, the police department staff has noted an error in the City Code text which defines the standards for sound levels. The intention is that our City Code adopt the Minnesota Pollution Control Agency (MPCA) noise standards as identified in Minn. Administrative Rule 7030.0040. The following is the corrected provision of City Code which does adopt the correct MPCA Noise Standards.

TABLE 1

Land Use	7:00 a.m. – 10:00 p.m.		10:00 p.m. – 7:00 A.M.	
	L50	L10	L50	L10
Residential	60	65	50	55
Commercial	65	70	65	70
Industrial	75	80	75	80

**Notification:**

NA

**Observations:**

Staff has drafted the attached Ordinance which provides for the correct noise standard.

**Recommendation:**

Staff recommends Council introduce the attached ordinance amending Table 1 of City Code § 30-3 (32) a. Sound Levels.

**Funding Source:**

NA

**Council Action:**

Motion to introduce an Ordinance amending § 30-3 Property Conditions constituting a public nuisance by amending paragraph (32) a. relating to sound levels.

**Attachments**

Ordinance Amending City Code § 30-3 -Sound Levels

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
04/05/2012 02:40 PM

Form Started By: Bill Goodrich

Started On: 04/05/2012 11:13 AM

Final Approval Date: 04/05/2012

**ORDINANCE #12-XX**

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

**AN ORDINANCE AMENDING CITY CODE § 30-3 PROPERTY CONDITIONS  
CONSTITUTING A PUBLIC NUISANCE (32) a. SOUND LEVELS**

The City of Ramsey Ordains:

**SECTION 1. PURPOSE**

The purpose of this Ordinance is to correct drafting errors in the City Code so as to reflect the proper decibel level in identifying sound levels which create a nuisance.

**SECTION 2. AMENDMENT**

City Code Section 30-3 Property Conditions Constituting a Public Nuisance, paragraph (32) a. Sound Levels, is amended to provide as follows:

- a. *Sound Levels.* No person shall operate or cause or permit to be operated any source of noise in such a manner as to create a noise level exceeding the limit set in Table 1.

TABLE 1

Land Use	7:00 a.m. – 10:00 p.m.		10:00 p.m. – 7:00 A.M.	
	L50	L10	L50	L10
Residential	60	65	50	55
Commercial	65	70	65	70
Industrial	75	80	75	80

**SECTION 3. EFFECTIVE DATE**

The effective date of this Ordinance is thirty (30) days after its passage and publication, subject to City Charter Section 5.07.

**PASSED** by the Ramsey City Council the \_\_\_\_\_ day of April, 2012.

\_\_\_\_\_  
Mayor Bob Ramsey

**ATTEST:**

\_\_\_\_\_  
City Administrator

Introduction date: April 10, 2012

Posting dates: \_\_\_\_\_

Adoption date: \_\_\_\_\_

Publication date: \_\_\_\_\_

Effective date: \_\_\_\_\_