

**City of Ramsey**  
**Agenda**  
**Regular City Council**  
**Tuesday December 11, 2012**  
**7:00 pm**  
**Council Chambers, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Presentation**
- 3. Citizen Input**
- 4. Consent Agenda**
  1. Approve the Following Meeting Minutes:
    1. City Council Work Session - November 20, 2012
    2. City Council Work Session - November 27, 2012
    3. City Council Regular - November 27, 2012
  2. Review Proposed Amendments to SAC Credit Policy and Consider Policy for Credit Distribution
  3. Review Requested Action on Tax Forfeit Land Lying Within the City of Ramsey
  4. Consider Request for Extension to Site Plan Approval of Legacy Christian Academy
  5. Adopt Resolution #12-12-XXX Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 21, 2012 through December 5, 2012
  6. Adopt Resolution #12-12-XXX Accepting Cash Donation of Earnings from J. Todd Embury, Election Worker, to be Applied to the Park Improvement Trust Fund as Prescribed by Donor
  7. Adopt Resolution Granting Request for Extension to Site Plan Approval of Stoney River
  8. Report from Public Works Committee meeting dated November 20, 2012.
  9. Report from the Personnel Committee - Meeting Date 11-27-12
- 5. Approve Agenda**
- 6. Public Hearing**
  1. Public Hearing on 2013 Tax Levy and General Fund Budget & Adoption of Final levies and budget
- 7. Council Business**
  1. Request by TK Entertainment (DBA Ramsey Raceway) to Amend Lease Agreement
  2. Consider Authorization for Staff to Prepare Applications for Community Development Block Grants

3. Consider Approval of Resolution for Agreement to State Transportation Fund Local Road Improvement Program, Account 262, SAP 199-104-010 Grant Terms and Conditions
4. Consider Approval of Resolution Ordering Plans and Specifications for Riverdale Drive Reconstruction and Extension
5. Attorney-Client Privileged Discussion regarding the pending Isanti County District Court lawsuit titled "County of Isanti, Plaintiff, vs. Keith Kiefer, Defendant, vs. City of Ramsey and City Administrator, Kurtis Ulrich, in his official capacity and individually, Third Party Defendants."
6. Consider entering into a purchase agreement for the property located at 8019 - 146th Avenue NW, Minnesota owned by USCO Corp. -**PORTIONS OF THIS DISCUSSION MAY BE CLOSED TO THE PUBLIC** .
8. **Mayor/Council/Staff Input**
9. **Adjournment**

**CC Regular Session**

**4. 1.**

**Meeting Date:** 12/11/2012

**Submitted For:** Jo Thieling

**By:** Jo Thieling, Administrative Services

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**Information**

**Title:**

Approve the Following Meeting Minutes:

1. City Council Work Session - November 20, 2012
  2. City Council Work Session - November 27, 2012
  3. City Council Regular - November 27, 2012
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**Attachments**

CCWS 112012

CCWS 112712

CC Reg 112712

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**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

12/05/2012 03:18 PM

Form Started By: Jo Thieling

Started On: 11/30/2012 03:25 PM

Final Approval Date: 12/05/2012

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, November 20, 2012, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Bob Ramsey  
Councilmember Randy Backous  
Councilmember David Elvig  
Councilmember Colin McGlone  
Councilmember Sarah Strommen  
Councilmember Jason Tossey (arrived at 6:50 p.m.)  
Councilmember Jeffrey Wise

Also Present: City Administrator Kurtis Ulrich  
Parks and Assistant Public Works Superintendent Mark Riverblood  
Public Works Superintendent Grant Riemer  
Development Services Manager Timothy Gladhill  
Development Manager Darren Lazan  
Interim Engineer Ron Wagner  
Interim Engineer Shane Nelson  
Councilmember-Elect Mark Kuzma  
Councilmember-Elect Chris Riley

**1. CALL TO ORDER**

Mayor Ramsey called the City Council Work Session to order at 6:37 p.m.

**2. TOPICS FOR DISCUSSION**

**2.01: Review Request for Alternative Mechanical Screening at 7333 Drive NW; Case of NAU Country Insurance Company**

Development Services Manager Gladhill reviewed the staff report and recommendation for a combination of fencing and architectural wall as a solution to the mechanical equipment needs of NAU Country Insurance and the screening requirements of City Code.

Councilmember McGlone stated he preferred the second rendering that provides a screening wall and better screening.

Development Services Manager Gladhill explained the Code talks about using material that matches the building but it was intended for the framework to be flexible. He indicated that NAU Country Insurance is willing to include fabric mesh in the fencing and plant landscaping to address the concern with screening.

Councilmember McGlone noted the cost for a chain link fence with mesh and a few trees is cheaper than installing a footing and brick wall. He stated since this location is downtown and a data center, it needs to be something more appropriate that is similar in building material, such as the brick.

Mayor Ramsey stated he preferred the brick wall in the front but could support metal screening in the back. He indicated he likes the treatment Allina used to include a bench or a planter.

Councilmember Strommen agreed that softened the aesthetic.

Development Services Manager Gladhill stated staff did point out the Allina and Midwest Medical Examiner buildings as examples. He asked if the wall height could be reduced from the diagram showing a wall that is close to six feet tall.

Councilmember Elvig stated the appearance and need to abate noise are his concerns. He noted there is no residential programmed near this location but if the use runs a generator ten hours every week as a test run, he would prefer it exhausts up to the roof so it does not blow diesel exhaust into that area.

Mayor Ramsey stated he did not support a full chain link fence.

Councilmember Wise stated he finds the flat wall is not attractive and agrees that a chain link fence is definitely not acceptable in this location.

Councilmember Elvig noted a chain link fence also does not address sound mitigation.

City Administrator Ulrich offered the alternative of using wrought iron fence, which is more decorative than chain link and not that much more expensive.

Mayor Ramsey stated he would not support chain link on the street side and felt some landscaping was also needed.

Councilmember Strommen pointed out that when driving down Sunwood, the first side you will see is the chain link. She stated architectural standards are in place, the building looks great, and chain link is not the aesthetic desired.

Councilmember McGlone noted the Code says "like building materials" and since this is a data center, there is a security element as well. He asked why they would not want a wall with a door that locks. Councilmember McGlone asked which angle is to be screened according to the Code.

Development Services Manager Gladhill answered screening is about the view from the street and sidewalk with the intent to screen it from public view. He stated staff did suggest the screening wall turn the corner.

Councilmember Strommen pointed out that the proposed one-sided wall would not comply.

Councilmember Elvig suggested the City Council consider whether to require rooftop screening. He indicated the data center in Anoka added to its building and constructed a 20-foot screening wall to address sound control and security. Councilmember Elvig stated he is not suggesting that in this location but agrees that a six-foot wall is not asking too much.

Development Services Manager Gladhill stated there was some analysis about use of the rooftop, but the business wanted to keep it operational with existing equipment.

Councilmember Tossey arrived at 6:50 p.m.

The consensus of the Council was to support the use of a brick or block (matching the building) and to construct a screening wall on the building front and side with vegetative screening along Sunwood Drive.

### **3. FUTURE TOPICS FOR DISCUSSION**

#### **3.01: Review Future Work Session Topics / Calendar**

City Administrator Ulrich asked if the Council would like to schedule a Legislative Meet and Greet event on December 11, 2012.

The Council indicated it would be interested since a Work Session, Regular Meeting and HRA are scheduled for that same night.

### **4. MAYOR / COUNCIL / STAFF INPUT**

None

### **5. ADJOURNMENT**

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

The Work Session of the City Council was adjourned at 6:52 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Carla Wirth  
*TimeSaver Off Site Secretarial, Inc.*

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, November 27, 2012, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Administrator Kurtis Ulrich  
Finance Director Diana Lund  
Fire Chief Dean Kapler  
Police Chief James Way  
Human Resources Manager Colleen Lasher  
Public Works Superintendent Grant Riemer  
Development Services Manager Timothy Gladhill  
Councilmember-Elect Mark Kuzma  
Councilmember-Elect Chris Riley  
Interim Engineer Shane Nelson

**1. CALL TO ORDER**

Mayor Ramsey called the City Council Work Session to order at 5:53 p.m.

**2. TOPICS FOR DISCUSSION**

**2.01: 2013 Levy & General Fund Budget**

Finance Director Lund reviewed the staff report and presented the 2013 Levy and General Fund budget that will be presented again at the December 11, 2012, public hearing. She requested Council input on funding for 2013 capital purchases.

Mayor Ramsey noted that one of the slides shows Champlin is lower than Ramsey in taxes; however, Champlin has a franchise fee that is not factored in. He suggested the slide show the net dollars residents pay instead or that Finance Director Lund mention the cities that use franchise fees to cover some costs.

Councilmember Elvig noted there are also services (police, fire) that some cities contract for but Ramsey provides to its citizens.

Finance Director Lund continued presentation of the 2013 Levy and General Fund budget by reviewing the 2013 notable budget items.

Mayor Ramsey noted the preliminary budget had included 16 police officers.

Finance Director Lund indicated that information had been updated in the budget book.

Councilmember Backous asked about the Engineering Department budget for personnel, noting it is shown as a reduction.

Finance Director Lund explained that the consulting engineering contract is supposed to go away and one engineering position is to be filled. She stated if the Council would like to issue capital equipment certificates to fund capital items, it would be at a 1.7% interest rate and increase the levy starting in 2014 by about \$255,000. If levying, it allows the City to take advantage of the all time lowest interest rates and leaves the fund to use when interest rates go higher. She asked for direction if the Council supported issuing capital certificates in 2013 for those items and possibly becoming a levy in 2014 or the City could use the Capital Equipment Fund to pay the levy portion.

Councilmember McGlone stated when the Council discussed this previously, he had raised the option of leasing.

Finance Director Lund stated the Council had previously discussed the mower. The lease would be \$20,000 a year for four years, which equaled the total cost of the mower. The option of capital equipment certificates would spread the cost over ten years.

Public Works Superintendent Riemer stated the lease would be for five years with a one-year warranty and a one-year extended warranty. The cost for the equipment is divided into four years and the fifth year is \$1. The interest rate would be 2.5%.

Councilmember McGlone noted this results in paying off the machine in four years instead of ten and the City would have an asset at that point that may be worth 50-60%.

Public Works Superintendent Riemer estimated the City will get \$10,500 on the mower it has had for eight years so it may be able to get between \$12-15,000 after five years.

Councilmember Elvig asked if it is a lease to own or straight lease.

Public Works Superintendent Riemer answered it is a lease to own.

Finance Director Lund asked the Council if it was comfortable with using equipment certificates.

Councilmember Strommen stated she is comfortable with it, noting the worse-case scenario is to make the payments from this fund if the Council does not want to use the levy. She felt equipment certificates would provide flexibility and take advantage of low interest rates.

Councilmember Wise agreed it is cheap money.

Councilmember Elvig stated he would like to build back the fund balances and use someone else's money at a low interest rate.

Councilmember Backous concurred and stated he has concerns with matching the useful life of the equipment to the use of the money.

Councilmember McGlone asked whether the City can rebuild the fund at a faster rate than the 1.7% interest that would be paid. He felt that nothing beats cash at the dealership.

Finance Director Lund explained how the interest earnings are pooled and last year it equaled \$77,000 based on \$3 million in the account.

Mayor Ramsey stated he will not be on the Council in 2014 so the decision is with the other members.

Councilmember Wise noted the life of the equipment could be matched to the loan term by making a down payment.

Councilmember Backous stated he supports having the flexibility and agreed the City can exercise that option, if needed.

Councilmember Strommen stated she also would rather preserve flexibility with the low interest rates because the City may need it in the future.

Finance Director Lund indicated it is listed as another funding source, and is not part of the levy.

Mayor Ramsey stated residents will notice the City spent \$9 million last year and \$10 million this year. He asked if using equipment certificates will drop the \$10 million figure.

Finance Director Lund stated it will not because the total expenditures are at \$10 million. She concluded presentation of the 2013 Levy and General Fund and asked whether the Council supported taking out Riverdale East project, which reduces road projects \$1.350 million to balance the budget.

The Council expressed no objection.

## **2.02: Review Proposed Amendments to SAC Credit Policy and Consider Policy for Credit Distribution**

Development Services Manager Gladhill reviewed the staff report and asked whether the Council supported a policy to allow net SAC credits to be applied Citywide and to create a SAC Small Business Loan/Deferred Payment Program. He indicated that Finance staff is comfortable with moving forward. Development Services Manager Gladhill recommended the City monitor the

success and administrative overhead required to implement these two programs before considering a Minor Transfer Program. He indicated the EDA also supported staff's recommendation.

Mayor Ramsey stated this makes sense except for when a tenant moves out and it is re-leased because then an additional SAC/WAC would have to be paid, placing a burden on the property owner to have up front cash.

Councilmember Elvig agreed, noting the City can then get off the RALF program.

Development Services Manager Gladhill indicated staff had submitted an official comment about the RALF program that it does not allow a look back after 2013. He stated another community had submitted a similar comment that it had taken properties for public purposes and there is still reduced demand that will not come back. Development Services Manager Gladhill stated staff has not yet heard if that comment had been considered but the unofficial comment to staff was that whether the property was brought down last year or next year, it has taken down the property. The concern is how far back cities will be allowed to look.

Councilmember Elvig agreed that most times when looking at leased space (i.e., Subway) it is the landlord who covers the majority of the up front costs and this option would "steal" some of that equity from the owner. He noted if giving an EDA loan, the City does extensive background and financial checks but this seems to be a quick "rubber stamp loan" that the City would be responsible to collect. He asked who would be responsible for the payment should the tenant skip.

Development Services Manager Gladhill suggested a better title would be "deferred payment" instead of "loan." He explained if the tenant paid for four SAC and then a new user needs six SAC, the new user would be responsible for the additional two, not the City. The City could stop paying on those two SAC units and the new user would pay them. He clarified with the Small Business Program it is only deferring payments, not providing a loan.

Councilmember Strommen noted it is not being paid by the City, it is a "pay as you go."

Councilmember Backous asked whether a deferred payment mechanism can work in this scenario.

Development Services Manager Gladhill stated there is a minor transfer aspect with it and could be a combination but the main concern is that sometimes the landlord pays the SAC and sometimes the tenant pays the SAC.

Councilmember McGlone asked if Ramsey enters into a deal with the Metropolitan Council to afford a restaurant ten SACs on a deferred payment of ten years, is Ramsey then bound should the business (i.e., restaurant) go out of business in three years.

Development Services Manager Gladhill explained that the next tenant would be responsible for the gap, not the City. If the old use got to four SACs and the new use needed six SACs, then the new use would be responsible for the additional SACs. The City would not be obligated.

Councilmember McGlone stated his concern is the legal aspect in the City not giving a permit or occupancy because of the SACs.

Development Services Manager Gladhill explained there would have to be a loan agreement between the City, Metropolitan Council, and the building owner. That agreement could be recorded against the property so it becomes part of the title. Then, if whole payment is not made, the building owner would be responsible.

Mayor Ramsey asked what happens if the property owner says “no” or the tenant says “no.”

Development Services Manager Gladhill stated the property owner would have to be in agreement and staff would have to look into the scenario should the tenant not be in agreement.

Councilmember Wise pointed out this is no different than a utility where the customer is assigned a number.

Development Services Manager Gladhill noted the difference is that tenant spaces can move around and be reconfigured.

Councilmember Elvig stated it seems to be a loan from the Metropolitan Council to a Ramsey business and the City is the conduit.

Development Services Manager Gladhill explained that SAC involves a contract between the City and Metropolitan Council and many pass onto the end user. He indicated if there is Council support, this will be on the next City Council Consent Agenda.

The consensus of the Council was to support adoption of a policy to allow Net SAC Credits to be applied Citywide and to create a SAC Small Business Loan/Deferred Payment Program with staff to monitor the success and administrative overhead required to implement these two programs before considering a Minor Transfer Program.

### **2.03: Review Participation in North Suburban Home Show**

Development Services Manager Gladhill reviewed the staff report and asked whether there was appetite to participate in the 2013 North Suburban Home Show and reevaluate after the event.

Councilmember McGlone advocated for the City to remove itself from the North Suburban Home Show since it has become involved in the Game Fair event, which is hosted in Ramsey and draws more people from Ramsey’s market area. He noted the North Suburban Home Show is hosted in Andover.

Councilmember Wise agreed that the Game Fair is a better use of the City's time and money and asked if there had been formal feedback from past North Suburban Home Shows.

City Administrator Ulrich stated staff talked about feedback and know that people from Ramsey do stop by the booths and have building construction questions.

Development Services Manager Gladhill stated the Committee was asked to gauge how many Ramsey residents participate but that can only be determined by the number of returned surveys. He estimated 300-400 out of the 1,300 to 1,500 attending the event, but attendance depends on the weather so it fluctuates from year to year.

Councilmember McGlone stated City Hall now has the Department of Motor Vehicles so anyone who needs to talk to a building inspector can do so without attending an event outside the borders of Ramsey. He noted the North Suburban Home Show only attracts several hundred Ramsey residents and he preferred an event held in Ramsey such as the Game Fair, Business Expo, and/or Happy Days.

Councilmember Elvig stated he thinks there is benefit to Home Shows but maybe not a direct benefit to Ramsey. He stated he would like an event where Ramsey could boast about its SAC/WAC programs and EDA programs.

Councilmember McGlone noted that recently Sam Leon, Acapulco Mexican Restaurants, hosted a restaurant mixer and maybe Mr. Leon would put on another event where all restaurateurs can be told about Ramsey's new SAC/WAC program.

Councilmember Strommen stated she has not attended the North Suburban Home Show but if the Council wants more opportunities to market the City, perhaps the Council should step back and discuss what to market and how to do it most effectively. She indicated she has no strong feelings about it but would like discussion on the focus of the message and how to communicate more generally, not which show is better than the other.

Councilmember McGlone stated he was talking about this type of marketing and advocated to do it at an event within Ramsey where more of its own residents attend.

Councilmember Strommen suggested the Council consider if there is another or better way to do that and to take the conversation a step further in how to market the SAC/WAC program as mentioned by Councilmember Elvig.

City Administrator Ulrich agreed there is need for a policy decision on how many events Ramsey can afford and commit staff resources. He stated it currently participates in six to eight events and should determine how to best manage those events, and what the City is trying to accomplish as mentioned by Councilmember Strommen. The North Suburban Home Show attracts 1,500 people but the audience reaches residential people to educate in how to go about the building process. It is not an audience of restaurateurs, business people, or CEOs. City Administrator Ulrich agreed with the need to look at getting the best value for the dollar and staff effort.

Mayor Ramsey noted it seems like a lot of staff time for this event considering the number of residents reached.

The consensus of the Council was to authorize staff to withdraw from participation in the 2013 North Suburban Home Show.

Councilmember McGlone left the meeting at 6:35 p.m.

### **3. FUTURE TOPICS FOR DISCUSSION**

#### **3:01 Review Future Work Session Topics / Calendar**

City Administrator Ulrich reported that Representatives Abeler and Scott will attend on December 11, 2012.

Councilmember Tossey stated during Council Reports, he will be raising his conversation with Anoka Councilmember Weaver about holding a joint meeting specific to Highway 10, at which Representative Jim Abeler and Senator Branden Petersen will also to attend. He reported that last night there had been another tragic loss of life on Highway 10 and he has found all are now willing to help. Councilmember Tossey advocated for directing City Administrator Ulrich to coordinate that meeting.

The Council supported that suggestion.

Mayor Ramsey reported that Anoka Commissioner Look has indicated that Highway 10 is now the number one priority for Anoka County.

Councilmember Elvig reported on his attendance at a meeting of the Metropolitan Council's Land Use Advisory Committee that included updates on transportation and RALF.

Councilmember Tossey stated he learned that Anoka has similar issues with the RALF program and its purchase of The Vineyard property.

Councilmember Elvig stated it would be good for the Council to determine the best strategy for Ramsey and then pitch it to Anoka.

Development Services Manager Gladhill reported on activity with the North Commons plat that will start grading this fall and remove a tree line.

### **4. MAYOR / COUNCIL / STAFF INPUT**

None

### **5. ADJOURNMENT**

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

The Work Session of the City Council was adjourned at 6:47 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Carla Wirth  
*TimeSaver Off Site Secretarial, Inc.*

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    7.01: Adopt Ordinance #12-XX Adopting 2013 Schedule of Rates, Fees, and Charges..... 4

    7.02: Adopt Ordinance #12-XX to Amend City Code Section 117 – 118 (The COR)  
    Approving Amendment to The COR Design Framework Related to Off-Street Parking, Signs,  
    Parks and Trails, and Sub-District Boundaries ..... 4

    7.03: Adopt Ordinance #12-XX to Amend City Code Chapter 117, Article II, Division 8  
    (Signs) Related to Temporary, Construction Real Estate, and Off-Premise Signs..... 5

    7.04: Adopt Ordinance #12-XX Vacating Portions of Drainage and Utility Easement at  
    6012 146<sup>th</sup> Avenue NW; Case of Jesse and Dana VerBeek ..... 6

    7.06: Attorney – Client Privileged Discussion Regarding the Pending Isanti County  
    District Court Lawsuit Titled “County of Isanti, Plaintiff, vs. Keith Kiefer, Defendant, vs.  
    City of Ramsey and City Administrator, Kurtis Ulrich, in his official capacity and  
    individually, Third Party Defendants” ..... 6

    7.05: Consider Entering into a Purchase Agreement for the Property Located at 8901 –  
    146<sup>th</sup> Avenue NW, Minnesota, owned by USCO Corp. (Portions may be closed to the public) 7

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

The Ramsey City Council conducted a regular meeting on Tuesday, November 27, 2012 at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: None

Also Present: City Administrator Kurtis Ulrich  
Finance Director Diana Lund  
Fire Chief Dean Kapler  
Police Chief James Way  
Human Resources Manager Colleen Lasher  
City Clerk Jo Ann Thieling  
Development Services Manager Timothy Gladhill  
City Attorney William Goodrich  
Interim Engineer Shane Nelson  
Councilmember-Elect Mark Kuzma  
Councilmember-Elect Chris Riley

**1. CALL TO ORDER**

Mayor Ramsey called the regular meeting of the Ramsey City Council to order at 7:00 p.m., followed by the Pledge of Allegiance led by Mayor Ramsey.

**2. PRESENTATION**

**2.01: Presentation and Swearing in of New Police Officer**

Police Chief Nelson introduced Officer Shannon Schlender and described her ten years of law enforcement experience.

City Attorney Goodrich swore in Officer Shannon Schlender to the position of Ramsey Police Officer.

### **3. CITIZEN INPUT**

None.

### **4. CONSENT AGENDA**

Motion by Councilmember Tossey, seconded by Councilmember Elvig, to approve the following items on the Consent Agenda:

- 4.01: Receive October 2012 Financial Reports – General Fund and Enterprise Funds
- 4.02: Note the following Board Meeting Minutes:
  - 1) Environmental Policy Board Meeting Minutes Dated September 10, 2012
  - 2) Economic Development Authority Meeting Minutes Dated October 11, 2012
- 4.03: Approve License Applications:
  - Transient Merchant  
Abundant Life Ministries, Box 1061, Anoka, MN 55303
  - Temporary Intoxicating  
St. Katharine Drexel, 7101 – 143<sup>rd</sup> Avenue NW, Ramsey, MN 55303
- 4.04: Approve the Following Meeting Minutes:
  - 1) Special City Council – October 16, 2012
  - 2) City Council Work Session – October 23, 2012
  - 3) City Council Regular – October 23, 2012
  - 4) Canvassing Board – November 13, 2012
  - 5) City Council Work Session – November 13, 2012
  - 6) City Council Regular – November 13, 2012
- 4.05: Approval for Exemption for a Gambling License for Simply Outdoor Experiences to Conduct a Raffle at 8019 Armstrong Boulevard – Holte Contracting Office
- 4.06: Approve Highway 10 Access Easement to benefit property located at 6781 Highway 10 NW
- 4.07: Approve Joint Powers Agreement between the City of Ramsey and County of Anoka for Assessment of Property
- 4.08: Authorize Entering into a Joint Powers Agreement for Conduct of Elections between Anoka County and the Municipalities, Townships and School Districts in Anoka County to Allocate Costs for Election Expenses
- 4.09: Adopt Resolution #12-11-176 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 8, 2012, through November 20, 2012
- 4.10: Adopt Resolution #12-11-177 Authorizing Partial Payment to North Pine Aggregate for IP 12-20 Armstrong / Sunwood Drive
- 4.11: Adopt Resolution #12-11-178 Authorizing Partial Payment to North Valley, Inc. for IP 12-23 Alpine Drive Resolution

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

**5. APPROVE AGENDA**

Motion by Councilmember Backous, seconded by Mayor Ramsey, to approve the agenda as revised to consider Case 7:06 prior to Case 7.05.

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

**6. PUBLIC HEARING**

- None.

Councilmember Wise left the Council Chambers at 7:03 p.m.

**7. COUNCIL BUSINESS**

**7.01: Adopt Ordinance #12-XX Adopting 2013 Schedule of Rates, Fees, and Charges**

Finance Director Lund reviewed the staff report.

Motion by Councilmember Tossey, seconded by Mayor Ramsey, to waive the requirement of the City Charter to read the Ordinance aloud and adopt Ordinance #12-18 Adopting the 2013 Schedule of Rates, Fees, and Charges.

A roll call vote was performed by the Recording Secretary:

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

Motion carried.

Councilmember Wise returned to the Council Chambers at 7:05 p.m.

**7.02: Adopt Ordinance #12-XX to Amend City Code Section 117 – 118 (The COR) Approving Amendment to The COR Design Framework Related to Off-Street Parking, Signs, Parks and Trails, and Sub-District Boundaries**

Development Services Manager Gladhill reviewed the staff report.

Motion by Mayor Ramsey, seconded by Councilmember Elvig, to waive the requirement of the City Charter to read the Ordinance aloud and adopt Ordinance #12-19 Amending Section 117-

118 “The COR Districts” of Chapter 117 of the City Code of Ramsey, Minnesota, to Amend Sub-District Boundaries, Parking Regulations, Parks Section, and Master Sign Plan.

Further discussion: Development Services Manager Gladhill answered the Council’s questions related to the Planning Commission’s discussion about the sizing of signs, illumination, and cost of construction. With regard to the brightly lit car dealership signs along Highway 10, Development Services Manager Gladhill advised the Code allows only enough brightness (lumens) to read the message, which provides flexibility.

A roll call vote was performed by the Recording Secretary:

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

Motion carried.

**7.03: Adopt Ordinance #12-XX to Amend City Code Chapter 117, Article II, Division 8 (Signs) Related to Temporary, Construction Real Estate, and Off-Premise Signs**

Development Services Manager Gladhill reviewed the staff report and answered questions of the Council related to exemptions for real estate signs that identify location and size of leasable space. He indicated this type of signage is considered temporary in nature and would be removed upon leasing the space. It was noted that dynamic display signs are regulated by frequency of display and level of lumens.

The Council acknowledged the need for the City to follow Code requirements when placing temporary signage for The Draw events.

With regard to the Northfork sign being located within the right-of-way and intersecting the path, Development Services Manager Gladhill advised that it had been approved and the City obtains a Mn/DOT permit each year. It was suggested that Northfork be encouraged to better maintain its sign and possibly shift its location. Development Services Manager Gladhill indicated staff would further explore this issue.

The Council asked about the temporary trailer with a “Now Hiring” sign that had been placed alongside the intersection of Highway 10 and Alpine Drive for several weeks. Development Services Manager Gladhill indicated he was not aware of the trailer.

Motion by Councilmember Elvig, seconded by Councilmember Wise, to waive the requirement of the City Charter to read the Ordinance aloud and adopt Ordinance #12-20 Amending Article II, Division 8 (“Signs”) of Chapter 117 of the City Code of Ramsey, Minnesota.

A roll call vote was performed by the Recording Secretary:

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

Motion carried.

**7.04: Adopt Ordinance #12-XX Vacating Portions of Drainage and Utility Easement at 6012 146<sup>th</sup> Avenue NW; Case of Jesse and Dana VerBeek**

Development Services Manager Gladhill reviewed the staff report.

Motion by Mayor Ramsey, seconded by Councilmember Wise, to waive the requirement of the City Charter to read the Ordinance aloud and adopt Ordinance #12-21 Vacating a Portion of an Easement for Drainage and Utility Purposes in the City of Ramsey, Anoka County, Minnesota.

A roll call vote was performed by the Recording Secretary:

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

Motion carried.

**7.06: Attorney – Client Privileged Discussion Regarding the Pending Isanti County District Court Lawsuit Titled “County of Isanti, Plaintiff, vs. Keith Kiefer, Defendant, vs. City of Ramsey and City Administrator, Kurtis Ulrich, in his official capacity and individually, Third Party Defendants”**

City Attorney Goodrich advised that under Minnesota Statutes, Section 13D.015, Subd.3(b), the meeting can move into closed session to discuss litigation strategy regarding this pending lawsuit entitled “County of Isanti, Plaintiff, vs. Keith Kiefer, Defendant, vs. City of Ramsey and City Administrator, Kurtis Ulrich, in his official capacity and individually, Third Party Defendants.” The litigation deals with cleanup of property at 6203 Rivlyn Avenue NW. He indicated that Kennedy & Graven Attorney Mary Tietjen, Minnesota Legal Trust, is representing the City in

this litigation and is in attendance. The closed session will be tape recorded and that tape will be maintained for a period of eight years.

Motion by Councilmember Wise, seconded by Councilmember Backous, to move to closed session to discuss acquisition negotiations.

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

The City Council meeting moved into a closed session at 7:24 p.m.

The City Council reconvened in open session at 7:52 p.m.

City Attorney Goodrich stated the Council held discussion on the described litigation. No specific conclusion was reached and it is expected that in the future the Council will be holding additional closed meetings on this matter.

**7.05: Consider Entering into a Purchase Agreement for the Property Located at 8901 – 146<sup>th</sup> Avenue NW, Minnesota, owned by USCO Corp. (Portions may be closed to the public)**

City Attorney Goodrich explained that the City negotiated a purchase price for 8901 – 146<sup>th</sup> Avenue NW and has now received a counter offer. He advised that under Minnesota Statutes, Section 13D.05, Subd.3(c), the meeting can move into closed session to discuss confidential or non-public appraisal data and acquisition negotiations. He indicated closed session discussion will relate to property acquisitions of the USCO Corp. site, 8901 – 146<sup>th</sup> Avenue NW, for the Sunwood Drive/Realignment Project. The closed session will be tape recorded and that tape will be maintained for a period of eight years.

Councilmember Wise recused himself due to a potential conflict of interest and left the Council Chambers at 7:54 p.m.

Motion by Councilmember Tossey, seconded by Councilmember Backous, to move to closed session to discuss acquisition negotiations.

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

The City Council meeting moved into a closed session at 7:54 p.m. The City Council reconvened in open session at 8:23 p.m.

City Attorney Goodrich stated the Council held discussion and no final decision was reached except to direct staff to negotiate a final offer to purchase the real property located at 8901 – 146<sup>th</sup> Avenue NW and lease back terms.

**7.06: Attorney – Client Privileged Discussion Regarding the Pending Isanti County District Court Lawsuit Titled “County of Isanti, Plaintiff, vs. Keith Kiefer, Defendant, vs. City of Ramsey and City Administrator, Kurtis Ulrich, in his official capacity and individually, Third Party Defendants”**

This item was considered prior to Case 7:05.

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

**8.01: There will be no Council Work Session on Tuesday, December 4, 2012**

City Administrator Ulrich announced upcoming events and that Ramsey has been designated a Transit Improvement Area by the Minnesota Department of Trade and Economic Development so it will be able to apply for State and Federal grants. He also announced that the Anoka County Library received a grant to sponsor kiosk libraries in Andover and Ramsey and labor negotiations have begun.

Councilmember Tossey reported on the tragic loss of life that occurred yesterday on Highway 10 in Anoka. He indicated the Ramsey City Council will be holding joint meetings with the Anoka City Council to discuss Highway 10 and the need for improvement.

Mayor Ramsey advised that Highway 10 is also Anoka County’s number one priority

**9. ADJOURNMENT**

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

Motion carried.

The regular meeting of the City Council adjourned at 8:27 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Carla Wirth, *TimeSaver Off Site Secretarial, Inc.*

Meeting Date: 12/11/2012

By: Tim Gladhill, Community Development

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### Information

**Title:**

Review Proposed Amendments to SAC Credit Policy and Consider Policy for Credit Distribution

**Background:**

In the summer of 2012, the Metropolitan Council Environmental Services (MCES) Division began reviewing potential amendments to the Sewer Availability Charge (SAC). SAC is a fee collected by MCES from the City that ensures future capacity in the Metropolitan Disposal System. SAC is collected by the City, typically at time of Building Permit, and paid to MCES.

In October 2012, a working group formed to review the SAC credit and transfer policies completed several recommendations. Broadly speaking, there are three (3) categories that the City could consider in administering the SAC program (if adopted by the Metropolitan Council):

1. Net Credits
2. Minor Transfer
3. Short-Term 'Loan' Program

**Observations:**

As a result of changes to the SAC Program in 2010 by the Metropolitan Council, SAC Credits created by permanent reduction in demand can only be used on the same site in which the permanent reduction occurred. Currently, SAC Credits cannot be taken city-wide.

Net Credits

A proposed amendment to the SAC policy is to allow for the provision of Net Credits. Net Credits are created when a permanent reduction in demand is created by removal of a structure or permanent change in use to a lower demand. Actual payment will serve as proof of SAC paid. Net Credits are proposed to be allowed to be applied city-wide. The City can choose to develop a policy that either leaves Net Credits site-specific or allows Net Credits to be applied city-wide. Net Credits are proposed to be created for future, permanent demand. Net Credits are not proposed to be retroactive (for structures already removed or use reduced), and the Metropolitan Council's financial analysis did not include a study of looking retroactively.

The result of Net Credits would be a bank of credits that could be applied. There would be a small amount of increased administrative time to track the status of the Net Credit Account and coordinate with the Metropolitan Council. Attached is a draft policy for consideration on the City's goals in distributing Net Credits.

Minor Transfer

A Minor Transfer is similar to Net Credit, except that a permanent reduction in demand *is not* experienced. A Minor Transfer would allow a user move SAC units from one site to another upon relocation, and would be limited to ten (10) SAC Units or less. A potential downside of a Minor Transfer is the fact that a finished space of one site is now removed of its previous SAC payment.

Staff does have concern with allowing the Minor Transfer as part of the City's SAC Transfer Policy due to the liability exposed to the City. Since no actual reduction in demand is experienced, it would be the City's responsibility to ensure that SAC for the existing space was re-paid and made whole. Typically, a Building Permit is the trigger for SAC review. In the case of a Minor Transfer, there may not be a need for any City review if no

structural alterations are necessary to occupy the existing space. In addition, Staff does not want to put the City in the position of making a determination of what party actually paid the SAC fee (landlord or tenant). There would be an increase in the amount of administrative time required to track Minor Transfers. Staff would recommend that if it is the City's desire to permit Minor Transfers that this only be used upon approval of the Property Owner (not the tenant) and a lien or recordable document be placed on the Property to ensure proper tracking and survival of sale of property.

### Small Business Loan Program

The Metropolitan Council is also recommending implementation of a Short Term Loan Program that allows the City and Developer to pay SAC obligations over time, with interest. The program would be limited to smaller users of ten (10) SAC Units or less. The entire SAC amount *would not* be required to be paid up front. The City would be responsible to ensure annual payments and be required to enter into a Loan Agreement with the Metropolitan Council. Again, some additional administrative time would be required to administer the program.

It is the Metropolitan Council's intent to have the new policies effective 1/1/13. Staff is placing this item for consideration at this time to attempt to match this date and have any revised policies effective coinciding with the effective date of the 2013 Rates and Fees.

This case was reviewed at the November 27, 2012 City Council Work Session. At that meeting, Staff was directed to implement the policy and place on a future consent agenda. At this time, the policy is eligible for adoption.

### **Recommendation:**

The EDA met on Thursday, November 8th and recommended approval of the policy to allow Net SAC Credits to be applied Citywide and to create a SAC Small Business Loan/Deferred Payment Program and to recommend that the City Council monitor the success and administrative overhead required to implement these two programs before considering a Minor Transfer Program.

### **Funding Source:**

Implementation of the program is being handled as part of regular Staff duties.

### **Council Action:**

Motion to adopt the policy to allow Net SAC Credits to be applied Citywide and to create a SAC Small Business Loan/Deferred Payment Program and to monitor the success and administrative overhead required to implement these two programs before considering a Minor Transfer Program.

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## **Attachments**

Background

Presentation

Proposed Policy

DRAFT EDA Minutes dated November 8, 2012

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## **Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich  
Form Started By: Tim Gladhill

**Date**  
12/05/2012 03:41 PM  
Started On: 12/04/2012

Final Approval Date: 12/05/2012

## **Introduction**

Metropolitan Sewer Availability Charge (SAC) is required by state statute MS 473.517 subd. 3. This charge to communities (cities and other building authorities) is determined on a site by site basis and the revenue is used to pay for the "reserve capacity" built into the metropolitan wastewater system for future users (typically about 1/3 of the capital project costs of the system). This helps keep regular, volume-based, sewer fees among the lowest for metropolitan areas in the country. It also provides for the costs of wastewater demand to be borne by those communities where the service is growing and only as needed (pay-as-you-build). The SAC fee system was implemented metro-wide in 1973 and largely eliminated the market risk for communities in the building of reserve capacity into the metropolitan wastewater system. The collected metropolitan SAC fees, by law, are used only to fund the construction or betterment of the metropolitan wastewater system, an award winning system worth over a billion dollars.

SAC "credits" are a tally of regional wastewater capacity that has been 'freed up' within a community and which are used to offset metropolitan SAC for wastewater demand that otherwise would be charged to the community. Policies around SAC credits have changed over time. Current policy restricts metropolitan SAC credits to the site on which they are generated, and the primary request of the 2012 SAC Work Group was to determine whether to allow the re-implementation of SAC credits, where the freed up capacity is not needed on a site, for use elsewhere in a community.

## **2012 SAC Work Group**

In early 2012 Metro Cities requested that Metropolitan Council Environmental Services (MCES), as well as various stakeholders, to revisit SAC rules regarding "net credits" for the Sewer Availability Charge (SAC) program. Metro Cities and MCES staff solicited volunteers from diverse communities to review the rules and determine if a consensus could be achieved for improvements to the rules. Additionally, the Council and Mayor of the City of St. Paul independently asked that the Council consider loans for small businesses needing to pay SAC and the City of Minneapolis asked for a review of those issues and all other MCES services and outreach related to SAC. The work group addressed all these areas.

The 2012 SAC work group met 5 times from July through October 2012 (minutes are attached). Work Group Members include:

- Gary Van Eyll, Metropolitan Council Member & Co-chair
- Patricia Nauman, Metro Cities & Co-chair
- Wendy Wulff, Metropolitan Council Member
- James Dickinson, Andover
- Robert Cockriel, Bloomington
- Amy Baldwin, Brooklyn Park
- Jon Watson, Brooklyn Park
- Brent Mareck, Carver (resigned)
- Gene Abbott, Lakeville
- Lisa Cerney, Minneapolis
- Pierre Willette, Minneapolis
- Patrick Trudgeon, Roseville
- Brian Hoffman, St. Louis Park
- Ellen Muller, St. Paul
- Jim Bloom, St. Paul

- Lorrie Louder, St. Paul Port Authority
- Jay Scherer, Savage
- Bruce Loney, Shakopee

Various meetings were also attended by:

- Mary Ubl, Minneapolis

### **Brief History on Current SAC Policy**

After a stakeholder group discussion in 2005 and 2006, changes to the then current SAC credit policy were adopted and the SAC program went to a 'no net credit' system effective at the beginning of 2010. Prior to that time, a community could use SAC credits on a community-wide (net credit) basis. The calculation of SAC credits were based either on: i) the payment history of SAC for a property and ii) properties built before 1973 were "grand-parented" into the system, and both types were allowed to generate credits on site or net credits for use off site. Property use/demand was not taken into account in the determination of credits. In 2010, community-wide credits were disallowed and credits became limited to the amount needed on a specific site for a new use. The calculation of SAC credits are determined based on prior use over the last seven or eight years (the 'Look-Back Period').

The impetus for the 2010 changes centered on difficulties in accessing 1973 data, perceived inequity in long vacant or underused properties not paying regular sewer fees to help maintain sewer capacity, and fewer net credits taken community-wide mean more SAC paid to reduce SAC rate pressure. The changes were also proposed with the intent of making the program simpler to administer. The Council did not want to incent a de-intensification of development where infrastructure was already in place. Metro Cities convened a work group of city officials in 2006 to make recommendations and the final product had wide agreement.

Nevertheless, the SAC changes that were implemented effective January 1, 2010 have since generated numerous concerns, some stemming from impacts of the recession on businesses and restrictions on SAC credits, particularly the challenges associated with redeveloping properties and the inability to use net (community-wide) SAC credits in those efforts.

### **Recommendation: SAC Credits**

The current work group finalized a set of recommendations which, *when SAC has been paid for a site*, in large measure represents a reversal of current policy on SAC credits to again allow for the use of credits community-wide. These changes are intended to both make the program more flexible for communities and to simplify the administrative aspects of the program for all parties (as SAC payment records are in good order and usually not controversial).

The changes proposed, which received unanimous support by the group, are as follows:

SAC paid at any time (1973-present) is sufficient evidence in generating potential SAC credits. In such cases, net credits can occur that can be used community-wide or left site-specific at the community's option (a one-time election with monthly reporting). The Look-Back Period and vacancy rules would no longer apply.

Also, non-conforming use credits (where SAC was not paid) would be available but limited. If a community shows either *grand-parented* (between 1968-1978) or *continuous demand* (property built post-1973 but did not pay SAC and has been in existence 10 years prior to the current determination)

on a site, those credits will be available to offset SAC charges, but only on that site. No community-wide (net) credits would be available.

Allowance for a *minor* SAC credit transfer (where determination is 10 SAC or less and upon request by the community) for use on a new site within a community. This would allow communities to move up to 10 credits from the former site of a business to its new site, before a new use occurs on the former site (credits generally are not available until a new use is determined on a site, and the availability of any credits is known).

The new rules would go into effect January 1, 2013 (existing rules would be enforced through December 31, 2012).

### **Additional Recommendation: MCES Services and Outreach**

1. The group recommendations include a proposal that the MCES develop a SAC loan program, specifically to assist communities in helping small businesses where a SAC determination is 10 SAC or less. Such loans are authorized now under M.S. 473.517 subd. 6. After two years of availability, MCES will review the effectiveness and demand for the loan program and make the data and review findings available to Metro Cities and others upon request.

Under the recommendation, a community could make a request to MCES to participate in the SAC deferral loan program and execute an agreement with the Council. MCES would provide loans to the community on a case by case basis (community option) contingent on the community agreeing to pass through the loan terms to the property owner or responsible SAC party.

Under the tentative loan agreement, 20% of SAC would be due upfront and 80% deferred. Interest for the loans would be based on the Council's average rate on its wastewater bonds and new loans would be fixed at that rate. The terms of loans would be 5-10 years (at the community's option) with payments required annually. If there is a default on the loan, the site would not be credited for any SAC unpaid, but would be credited for the portion paid. No payments would be refunded. The community would have the option to complete the payments regardless of default by a property owner (and thus the full SAC credit would then be available for that property).

2. Community reviews are recommended to be limited to review of SAC activity no more than three years prior to the date of the review initiation. This would not relieve communities from paying SAC for demand where it becomes known to the community that SAC should have been paid but was not.
3. MCES is requested to provide regular training opportunities for community staff, and in the near term particularly around these new rules.
4. MCES is also requested to provide alternate language versions of the SAC brochure to help outreach to non-English speaking business owners and developers.





# MCES AWARDS FACT SHEET

Metropolitan Council Environmental Services (MCES) manages the regional wastewater collection and treatment system for 106 communities in the seven-county Twin Cities area. A division of the Metropolitan Council, MCES also develops plans to preserve and manage the region's water resources to support regional growth, and protect public health and the environment.

MCES is renowned for excellence in many disciplines, as reflected in the national and state awards it receives. All of the awards listed here have been presented in the past 10 years.

## YEAR AFTER YEAR, 99.9% COMPLIANCE OR BETTER

### National Association of Clean Water Agencies (NACWA)

Among MCES's many awards, perhaps none are more respected than those given for operational excellence by NACWA. In 2012, MCES received platinum awards for several plants that have achieved 100% compliance with their clean water discharge permits for five years or more.

- The Hastings Plant has achieved 100% compliance for 21 consecutive years.
- The St. Croix Valley Plant (in Oak Park Heights) has achieved 100% compliance for 20 consecutive years.
- The Seneca Plant (Eagan) has achieved 100% compliance for 11 consecutive years.
- The Blue Lake (Shakopee) and Eagles Point (Cottage Grove) Plants have achieved 100% compliance for 6 consecutive years.

All 7 treatment plants regularly receive NACWA's peak performance award.

### Minnesota Pollution Control Agency (MPCA)

At the state level, MCES treatment plants routinely collect the MPCA's top award – the Certificate of Commendation – for perfect compliance over a 12-month reporting period. In fact, MCES treatment plants regularly achieve 99.9% compliance with their operating permits (against more than 20,000 reporting points per year, including daily, weekly and annual limits).

- In March 2012, all seven MCES treatment plants (Blue Lake, Empire, Eagles Point, Hastings, Metro, St. Croix Valley and Seneca) received MPCA's Certificate of Commendation for perfect compliance with their operating permits.
- In 2011, six MCES treatment plants received the Certificate of Commendation for performance: Blue Lake, Eagles Point, Hastings, Metro, St. Croix Valley and Seneca.
- In every year from 2003-2010, at least six of MCES's seven treatment plants earned the award for perfect compliance.

## COMMITTED TO ENERGY CONSERVATION

To ward off increasing energy costs, MCES launched a systemwide energy-savings campaign in 2006. By 2011, purchased-energy consumption was down 15% or more than in 2006. The reduction saved rate-payers \$2.5 million per year in energy-related costs.

In 2011, MCES set new energy conservation goals. By 2015, the division hopes to achieve an annual purchased energy reduction of 25%, and by 2020 a reduction of 50% (compared to base year 2006).

- **2011 Gold Award:** Awarded by Xcel Energy for the most electrical conservation in an 18-month period.
- **2009 & 2010 Efficiency Partner Award:** Xcel presented MCES with consecutive awards for ongoing energy savings.



The Council's wastewater collection and treatment system has an outstanding record of compliance with its federal clean water discharge permits.

At the same time, the Council charges its customers among the lowest rates in the nation for similar-sized systems.



The Council provides water quality monitoring and analysis of the region's lakes and rivers. It also partners with public, private and non-profit groups to improve water quality, and assists with watershed planning and management.

The Council is a key player in water supply planning and research in the seven-county region.

## ADDITIONAL AWARDS REVEAL DIVERSITY OF MCES EXPERTISE

MCES receives national and state awards for aspects of its work beyond wastewater collection and treatment.

- **2010 National Environmental Achievement Award from NACWA.** For MCES's public education video, "Protecting Water Resources for the Region."
- **2009 National Environmental Achievement Award from NACWA.** For operations and environmental performance for MCES's Inflow & Infiltration Program.
- **2006 National Environmental Achievement Award from NACWA.** Presented to MCES for design, construction and operation of the Metro Plant's Solids Management Building.
- **2006 Project of the Year from the Minnesota Chapter of the American Public Works Association.** For the Solids Management Building Project.
- **2006 MnGREAT Governor's Award from the Minnesota Office of Environmental Assistance.** For the Solids Management Building Project.
- **2006 Public Education Award from the Water Environment Federation (WEF).** For the Children's Water Festival, an environmental fair for area students.
- **2005 Best Large Advanced Facility, from the U.S. EPA Region 5.** Awarded to the Blue Lake Plant for excellence in operation and maintenance.
- **2004 MnGREAT Award, from the Minnesota Office of Environmental Assistance.** Presented for MCES's partnership with the Minnesota Dental Association to develop and implement a Voluntary Dental Office Amalgam Separator Program, which has reduced effluent mercury by 50%.
- **2004 MnGREAT Award, from the Minnesota Office of Environmental Assistance.** For energy efficient, sustainable design in expanding the MCES Eagles Point Plant in Cottage Grove.
- **2004 Excellence in Management Recognition from the Association of Metropolitan Sewerage Agencies.** For successfully implementing progressive management initiatives that address the wide range of management challenges facing the clean water community.
- **2003 Technical Innovation Award from the American Public Works Association.** To MCES and the Minnesota Dental Association for its Voluntary Dental Office Amalgam Separator Program.
- **2003 Clean Water Partners for the 21st Century Award from the U.S. EPA.** For effectively collecting and treating approximately 300 million gallons of wastewater every day. EPA noted MCES's work in on-site water quality enhancement demonstration.

For more on MCES, visit MCES online.

<http://www.metrocouncil.org/water/index.htm>



October 18, 2012

Ms. Kelly Barnebey  
Metropolitan Council  
390 North Robert Street  
Saint Paul, MN 55101

Dear Ms. Barnebey:

Thank you for the opportunity to comment on the recommendations of the SAC work group regarding the use of SAC credits.

Metro Cities approached MCES this summer to request a discussion of SAC policy to determine whether there might be some allowance to use SAC credits city wide. MCES agreed, and a work group was established to review the policy and make recommendations. I participated as a co-chair of this group, and several city officials from across the metro region served on the group. Metro Cities would like to thank MCES staff and Met Council members Wendy Wulff and Gary Van Eyll for their work with us and for promoting an informative and thorough process around the various policy considerations associated with recommending changes for SAC credits.

Metro Cities' policies support flexibility to allow SAC credits to be used on a city wide basis. Although we worked with MCES on the no-net-credit policy adopted in 2010, this policy has since raised numerous concerns by city officials with respect to redevelopment challenges and lack of credit flexibility, and the impacts of SAC credit restrictions on business growth and expansion, particularly in a recessive economy.

While our policies support additional flexibility around credits, Metro Cities does want to ensure that any policy changes will not compromise equity for users, will not make the program more complex and will not significantly increase SAC rates.

Metro Cities support s the recommendations outlined in the Final Report of the work group, which had unanimous consent by group participants. These changes would allow for SAC credits to be used city wide, at the city's option, with SAC paid as sufficient evidence to generate credits (with exceptions for non-conforming uses and grand-parented properties). Metro Cities further supports the recommendation that allows for minor SAC credit transfers and limiting community reviews to three years.

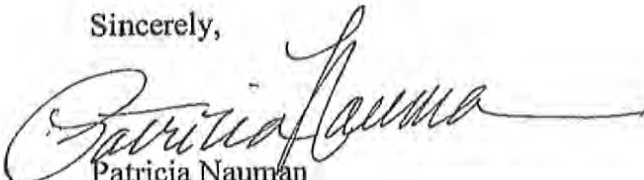
(OVER)

We also support the recommendation for an MCES SAC loan program to assist small businesses, with a review of this program after a two year period to assure the program is workable from an administrative standpoint and will not create financial challenges or risks for the SAC program. Finally, we support a review of MCES' customer service policies and additional outreach efforts around the SAC program.

Under the recommendation, it is possible that SAC rates could increase, depending on growth in SAC receipts, capital expenditures, and other factors. Metro Cities will continue to closely monitor the SAC program and the impacts of any policy changes on SAC rates going forward.

Thank you again for the opportunity to comment on the recommendations put forth by the work group for the SAC program. Please contact me if you have any questions or would like additional information.

Sincerely,



Patricia Nauman  
Executive Director

## Barnebey, Kelly

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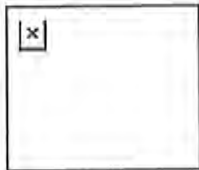
**From:** O'Connell, Pat on behalf of PublicInfo  
**Sent:** Wednesday, October 17, 2012 7:36 AM  
**To:** Barnebey, Kelly  
**Subject:** FW: Public Comment re: 2012 SAC Work Group

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**From:** Dusty Finke [<mailto:Dusty.Finke@ci.medina.mn.us>]  
**Sent:** Tuesday, October 16, 2012 4:30 PM  
**To:** PublicInfo  
**Subject:** Public Comment re: 2012 SAC Work Group

Please accept the following comments related to the recommendations made by the 2012 SAC Work Group (hearing to be held Tuesday, October 23 at 2:00 p.m.):

I strongly support the Met Council increasing the flexibility in administering credits. I also support flexibility in paying fees for business expansions as has been suggested by the Work Group. The City of Medina has a three-year no-interest payment plan for City infrastructure fees for business expansions and would support the Met Council offering a similar program.



**Dusty Finke**  
**City Planner**  
**Ph: (763) 473-4643**  
**Fax: (763) 473-9359**





**CSM**  
PROPERTIES

October 22, 2012

Jason Willett  
Director, MCES Finance & Energy Management  
Metropolitan Council  
390 N. Robert Street  
St. Paul, MN 55101

Dear Jason,

The purpose of this letter is to support the proposed changes to the Met Council's SAC credit rules. Specifically, the SAC paid at any time on a property should be sufficient evidence for continuing credit.

The current requirement of having to prove existing use, especially if the original SAC payment was before the seven year look-back period, is an unfair and an undue burden on business and redevelopment. When a property is purchased, the information needed to "prove" past use for SAC determination, like a room-by room use map, was likely never completed, nor would it be available for future users because the past user would never have had a reason to prove something they already have. That culminates in a "guilty until proven innocent" scenario while ignoring the logic of working from past known SAC credits.

The importance of being able to carry these credits forward is a key economic factor because redevelopments always struggle with cost, and SAC costs frequently make their presence known at the end of deals, and when each side is usually towards their negotiating breaking point.

In conclusion, as representing a private real estate owner and developer, the proposed SAC credit changes have support from our company, and I would conclude by and large from the greater commercial real estate industry.

Sincerely,

Drew Johnson  
CSM Corporation

Cc: Russ Mathis –City of Eagan Director of Public Works



# **Business Item 2012-314: Direction to Hold Public Meeting on Changes to Sewer Availability Charge (SAC) Credit Rules**

Jason Willett, Director, MCES Finance & Energy Management

Environment Committee, October 9, 2012



# Background

- MCES applies credits against SAC for permanent reduction in wastewater capacity needs of individual properties
- In 2006, Council approved changes to SAC credit system that became effective 1/1/10; most significant changes:
  - SAC credits to cities are limited to amount needed on site for new use; “Net Credits” usable by cities off that site were eliminated
  - Credits for site are based on prior demand, in SAC units, over previous 7-8 years (Look-Back Period), not based on SAC payments or grandparenting
- Metro Cities requested MCES revisit rules

# 2012 SAC Work Group

- Meetings

- July 16, Aug. 13, Aug. 27, Sept. 17, Oct. 1

- Members

- Gary Van Eyll, Met Council Member & Co-chair
- Patricia Nauman, Metro Cities & Co-chair
- Wendy Wulff, Met Council Member
- James Dickinson, Andover
- Robert Cockriel, Bloomington
- Amy Baldwin, Brooklyn Park
- Jon Watson, Brooklyn Park
- *Brent Mareck, Carver (resigned)*
- Gene Abbott, Lakeville
- Lisa Cerney, Minneapolis
- Pierre Willette, Minneapolis
- Patrick Trudgeon, Roseville
- Brian Hoffman, St. Louis Park
- Ellen Muller, St. Paul
- Jim Bloom, St. Paul
- Lorrie Louder, St. Paul Port Authority
- Jay Scherer, Savage
- Bruce Loney, Shakopee

# Net Credit Recommendation

- SAC paid at any time is sufficient evidence by itself for potential credit
  - In redevelopment, where determination requires less SAC than prior demand, Net Credits occur
  - Net Credits from actual SAC payment may be taken city-wide or left site-specific at city's option
- Also, if city records show either grandparented or continuous demand from site, there is potential non-conforming use credit
  - In redevelopment, there are no Net Credits
- Look-Back Period and vacancy rules would no longer apply

# Net Credit Example: Where SAC Was Paid

- Property built in 1980 paid 10 SAC
- In 2013, 15-SAC demand replaces existing
  - $15 - 10 = 5$  SAC due
- Property built in 1980 paid 20 SAC
- In 2013, 15-SAC demand replaces existing
  - $15 - 20 = 5$  Net Credits to take city-wide or leave site-specific

# Net Credit Example: Non-conforming Use—Continuous Demand

- Property built in 1980 did not pay SAC
  - Prior demand was 10-SAC of continuous demand through 2012
- In 2013, 15-SAC demand replaces existing
  - $15 - 10 = 5$  SAC due
- If prior continuous demand was 20-SAC
  - $15 - 20 = 0$  SAC due, but no Net Credits

# Net Credit Example: Non-conforming Use Grandparented

- Property built in 1960; shown that it was 15-SAC demand around 1973
- In 2013, 10-SAC demand replaces existing
  - $10 - 15 = 0$  SAC due, but no Net Credits
  - Non-conforming demand reduced to 10 units
- If in above, in 2015, 2-SAC demand was added
  - $12 - 10 = 2$  SAC due

# Net Credit Example: Combo of Paid and Non-conforming

- Property built in 1960; shown that it was 2-SAC demand around 1973
- Paid 10 SAC for addition in 1985
- In 2013, 15-SAC demand replaces existing
  - $15 - 12 = 3$  SAC due
- If in above, 2013 demand was only 8 SAC
  - $8 - 10$  paid SAC = 2 Net Credits (0 from unpaid demand)

# Minor Transfer Recommendation

- Limited to small businesses (10 SAC or less)
- Minor transfers upon request by city:
  - Amount of credit to be transferred
  - Address where credit taken from and applied to
  - Signature of city official
- City may need to deal with different interests of business owners vs. property owners

# Small Business Loans

- SAC charges often not well-known nor included in business loan package for small businesses
- Loan recommendation:
  - Met Council would enter standing loan agreement with cities that wanted to participate (*per M.S. 473.517 subd. 6*)
  - Case by case, but limited to small businesses of 10 SAC or less
  - Cities would make loan or assessment arrangements with businesses or property owners
  - If business defaults, cities not required to make remaining payments to MCES (but also would not receive full SAC credit)
- Finance to bill all loan payments to city in lump
  - Some cities concerned about administrative effort

# Small Business Loans

- Offer SAC brochure in 4 languages
- Future training sessions with city staff regarding new rules and determinations
- Limit community reviews to 3 years (currently entire 7-8 year Look-Back Period)

# Schedule

- Public Meeting October 23
- Public input period ends November 2
- Environment Committee reviews public input & recommendation November 13
- Potential Council approval November 28
- Implementation of new rules Jan. 1, 2013

# Questions?





City of Ramsey  
Sewer Availability Charge (SAC) and  
Water Availability Charge (WAC)  
Transfer and Loan Policy

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*Net Credit Policy  
Small Business Loan Program  
Approved November 13, 2012*

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DRAFT

## Program Background

The Sewer Availability Charge (SAC) is a one-time fee imposed by the Metropolitan Council Environmental Services (MCES) Division to local governments for each new connection or increase in capacity demanded of the Metropolitan Disposal System. Ramsey passes this fee to the user that creates the increased demand at time of Building Permit or at change of use (increase in demand). The SAC Transfer and Loan Policy has been developed in order to outline the circumstances in which the City will allow Net Credits and previous payments to be transferred from one site to another (transferred city-wide). The program also provides a deferred payment mechanism for small business (10 SAC or less).

The purpose of the program is to allow flexibility in SAC transfers, promote economic development, and assist small business owners with the costs of initial construction by allowing SAC to be paid over a period of time as opposed to a one-time, up-front cost. The program applies to all commercial and industrial development within the City limits.

### 1. Net Credits

Net Credits are created when a permanent reduction to the Metropolitan Disposal System is created. A permanent reduction in demand is created when a structure is physically removed or a space physically altered to create a permanent reduction in demand as indicated by a revised SAC Determination. Approved Net Credits will be placed in an account and available for use city-wide as available. Eligible Applicants will be able to apply for use of Net Credits if available.

Eligible applicants must demonstrate creation of jobs not already located within the City limits. Net Credits are available on a first-come, first-serve basis and only available if Net Credits exist in the City's account. In the event of a tie in initial scoring, the corresponding applications will be scored using the supplemental scoring sheet.

#### Net Credit Mandatory Criteria

All projects must comply with the following criteria:

1. But For Test. There is a substantial likelihood that the project would not go forward without the use of Net Credits.
2. Wage Policy. If the project results in the creation of any jobs, the wage for each part-time and full-time job created must be, within two years of the date assistance is received, at least equal to 70% of the most recent median wage figure for the Twin City 7 County Metro Area as published by the Minnesota Department of Employment and Economic Development or such greater amount as the City may require for a specific project.

3. Economic Feasibility. The recipient must demonstrate to the satisfaction of the City that it has adequate financing for the project and that the project will be completed in a timely fashion.

## Net Credit Policy

1. The City recognizes that the creation of good paying jobs is a desirable goal which benefits the community. Nonetheless, not all projects assisted with subsidies drive their public purpose and importance solely by virtue of job creation. In addition, the imposition of high job creation and high wage level requirements may be unrealistic and counter-productive in the face of larger economic forces and influence and the financial and competitive circumstances of an individual business. In determining the requirements for a project under consideration for a business subsidy, the determination of the number of jobs to be created and the wage levels therefore will be guided by the following principles and criteria:
  - a. The evaluation of projects will take into consideration the project's importance in and benefit to the community from all perspectives, including created or retained jobs.
  - b. If a particular project does not involve the creation of jobs, but is nonetheless found to be worth of support and subsidy, assistance may be approved without any specific job or wage goals if permitted by applicable law.
  - c. In cases where the objective is the retention of existing jobs, the recipient of the subsidy will be required to provide evidence which demonstrates that the loss of jobs is specific and demonstrable.
  - d. The setting of wage and job goals will be informed by (i) prevailing wage rates; (ii) local economic conditions, (iii) external economic forces over which neither the City nor the recipient of the subsidy has control, (iv) the financial resources of the recipient and (v) the competitive environment in which the recipient's business exists.
2. Because it is not possible to anticipate all the needs and requirements of every type of project and the ever-changing needs of the community and in order to retain the flexibility necessary to respond to all proposed projects, the City retains the right to approve projects and subsidies which may vary from the principles and criteria set forth herein.

## Net Credit Evaluation Criteria

The project review and evaluation criteria are the following:

1. Jobs and Wages
  - a. New Jobs. The minimum net number of direct full time equivalent jobs to be created or retained by the proposed project for a period of at least two years from the estimated benefit date.

- b. Payroll. The minimum annual net payroll (including employer contributions for health benefits) to be generated at the end of the second anniversary date of the estimated benefit date.
- 2. Tax Base
  - a. Increase in Tax Base. The net increase in property taxes estimated to be generated by the project in the second full year of operation.
- 3. Land Use
  - a. Compliance with Comprehensive or Other Plans. Whether, **apart from any needed services to the community described in Section 5 below**, the project is compatible with the comprehensive plan and permitted uses for the property.
  - b. Marginal Property. Whether the project is located on property which needs but is not likely to be developed or redeveloped because of blight or other adverse conditions of the property. For example, property may be so blighted that the cost of making land ready for development exceeds the property's fair market value.
  - c. Design and/or Other Amenities. Whether, as a result of the business subsidy, the project will include design and/or amenity features not otherwise required by law. For example, the project may, at the request of the City, include landscaping, open space, public trails, employee work out facilities or day care facilities which serve a public purpose but are not required by law.
- 4. Impact on Existing and Future Public Investment
  - a. Utilization of Existing Infrastructure Investment. Whether and to what extent (a) the project will utilize existing public infrastructure capacity and (b) the project will require additional publicly funded infrastructure investments.
  - b. **Direct Monetary Return on Public Investment**. **Arrangements made or to be made for the City to receive direct monetary return on its investment in the project. For example, the business subsidy may be in the form of an interest bearing loan or may involve a project sharing arrangement.**
- 5. Economic Development
  - a. Leveraged Funds. For every dollar of business subsidy to be provided to the project, the minimum amount of private funds which will be applied towards the capital cost of the project.
  - b. Spin Off Development. The dollar amount of non-subsidized development the project is expected to generate in the surrounding area and the need for and likelihood of such spin off development.
  - c. Growth Potential. Based on recipient's market studies on plans for expansion, whether and to what extent the project is expected within five years of its completion, be expanded to produce a net increase of full time equivalent jobs and of payroll, over and above the minimum net increase in jobs and payroll described in section 1 above.
- 6. Quality of Life
  - a. Community Services. Whether the project will provide services in the community and the need for such services. For example, the project

may provide health services, retail convenience services such as a nearby grocery store, or social services needed in the community.

7. Other
- a. Other Factors. Depending on the nature of the project, such other factors as the City may deem relevant in evaluating the project and the business subsidy proposed for it.

## Additional Considerations

The City will give consideration to one or more of the issues listed below in determining whether to provide financial or other assistance to a project as a business subsidy:

1. The City may consider the requirements of any other business subsidy received, or to be received, from a grantor other than the City.
2. If the business subsidy is received over time, the City may value the subsidy at its present value using a discount rate equal to an interest rate which the City determines is fair and reasonable under the circumstances.

As used herein “benefit date” means the date the business subsidy is received.

Adopted by: Ramsey EDA/City Council  
Date of Adoption:

## Net Credit Eligibility

Eligible applicants are all commercial and industrial users within the City limits. All applicants must be a permitted use in compliance with all laws, zoning ordinances, rules and regulations applicable to the business. All Applicants must be current on all City taxes, assessments, and utility bill payments. The Ramsey EDA will review each applications for Net Credits on a case-by-case basis and reserves the right to exclude activities not consistent with the City’s Comprehensive Plan, or if the concept does not benefit the health, safety and welfare of the community. The Ramsey City Council will make the final approval/denial of any Net Credit Application.

## 2. Small Business Loans

Small Businesses of ten (10) SAC Units or less may request SAC to be paid over a period of time with annual payments rather than up front (at time of building permit issuance). Eligible Applicants will be required to enter into a Standing Loan Agreement with the City and the Metropolitan Council. In the event of default, the remaining balance will be assessed to the benefitted Property.

### Small Business Loan Mandatory Criteria

1. But For Test. There is a substantial likelihood that the project would not go forward without the use of Net Credits.
2. Economic Feasibility. The recipient must demonstrate to the satisfaction of the City that it has adequate financing for the project and that the project will be completed in a timely fashion.

## **Small Business Loan Eligibility**

Eligible applicants are all commercial and industrial users with a SAC Determination of ten (10) SAC Units or less and within the City limits. All applicants must be a permitted use in compliance with all laws, zoning ordinances, rules and regulations applicable to the business. All Applicants must be current on all City taxes, assessments, and utility bill payments. The Ramsey City Council will review each applications for Small Business Loans on a case-by-case basis and reserves the right to exclude activities not consistent with the City's Comprehensive Plan, or if the concept does not benefit the health, safety and welfare of the community. Applicants do not need to fill out the following application, but do need to request the deferred payment plan in writing.

## **Application Process**

*Applicants for Net Credits* must submit a completed SAC Transfer and Loan Application and all required attachments to the City's Community Development Department. City staff will make every effort to review completed applications within a three-week period of time. The Ramsey Economic Development Authority will make a recommendation on the SAC Transfer Application to the Ramsey City Council. Applicants will be notified of EDA and City Council meetings and may be asked to attend to present their request for assistance. Any financial assistance to economic development programs as part of this program is subject to City Council approval. Moreover, such financial assistance is limited by the availability of Net SAC Credits.

*Applicants for the Small Business Loan* must submit their request in writing and specify the amount being requested as well as the proposed length of repayment. Payments must be made on entire SAC Units; payments for partial SAC Units will not be accepted. As the program is administered by the Metropolitan Council with the City, the process defers to Metropolitan Council policies and procedures.

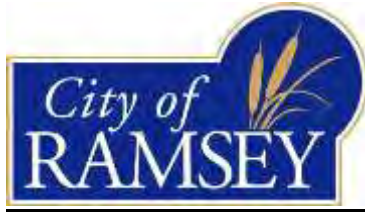
## **Implementation Procedures**

The program does require the applicant pay upfront permit fees. To be in good standing with the City, applicant and/or landlords must be current on all municipal taxes, special assessments, City utility bills, or EDA loans. Outstanding balances will be assessed against the Property if the applicant and/or landlords fail to be current on these obligations. Outstanding balances will be assessed against the Property if the applicant discontinues the business, moves the business, or fails to comply with any and all building, fire, health, or zoning codes or regulations. As SAC is paid at time of Building Permit, assistance will be provided to the Project in the form of a reduction on the SAC Fee collected with the Building Permit.

## **Sunset Date**

There is no sunset date on the SAC Credit, Transfer, and Loan Policy. The Policy will be updated as Metropolitan Council Program Guidelines are updated.

EXHIBIT A



**SEWER AVAILABILITY**  
**CHARGE NET CREDIT**  
**APPLICATION**

**A: Type of SAC Assistance Requested (select one)**

<input type="checkbox"/> Net Credit	<input type="checkbox"/> Small Business Loan
-------------------------------------	--

**B: Applicant Contact Information**

*Please note: All official communication will be routed through this contact.*

Name of Corporation/Business:			
Street Address:			
City, State, ZIP:			
Phone:		Fax:	
Name of Primary Contact:			
Address:			
City, State, ZIP			
Phone:		Fax:	
Email			

**C: Property Owner Information**

*(If different than Applicant)*

Name:			
Street Address:			
City, State, ZIP:			
Home Phone:		Work Phone:	
Email:		Fax Number:	

## D. Mandatory Criteria

Have you ever been, or are you currently, involved in any bankruptcy proceedings or lawsuits related to other development projects with which you have been involved? If yes, please provide an explanation on a separate sheet.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

On a separate sheet, please provide the following:

1. Brief description of the corporation/partnership’s business, including history, principal product or service, etc. **Attach as Part 1.**
2. List names of officers and shareholders/partners with more than five percent (5%) interest in the corporation/partnership. **Attach as Part 2.**
3. Brief description of the proposed project. **Attach as Part 3.**
4. A ‘but for’ analysis and narrative. **Attach as Part 4.**

## E. Project Information

### Project Type

<input type="checkbox"/> Industrial (new)	<input type="checkbox"/> Industrial (redevelopment)	<input type="checkbox"/> Industrial (expansion)
<input type="checkbox"/> Office/Research (new)	<input type="checkbox"/> Office/Research (redevelopment))	<input type="checkbox"/> Office/Research (expansion)
<input type="checkbox"/> Commercial (new)	<input type="checkbox"/> Commercial (redevelopment)	<input type="checkbox"/> Commercial (expansion)
<input type="checkbox"/> Housing (new)	<input type="checkbox"/> Housing (redevelopment)	<input type="checkbox"/> Housing (redevelopment)
<input type="checkbox"/> Other (explain):		

### Ownership Status

<input type="checkbox"/> Owner Occupied	<input type="checkbox"/> Leased Space
If leased space, please attach a list of names and addresses of future tenants and indicate the status of commitments or lease agreements. <b>Attach as Part 5.</b>	

### Real Estate Information

Current Real Estate Taxes on Project Site	
Estimated Real Estate Taxes Upon Completion (Phase I)	
Estimated Real Estate Taxes Upon Completion (Phase II)	
Estimated Real Estate Taxes Upon Completion (Total)	

### Construction Phasing

% complete	In      years
% complete	In      years
% complete	In      years

## F: Public Purpose Objectives

It is the purpose of the City and EDA of Ramsey that the business assistance should result in a public benefit as identified in items 1-10 below. Please indicate how the proposed project will accomplish this by checking the appropriate boxes. **Attach additional narrative as Part 7.**

<input type="checkbox"/>	1. To encourage redevelopment.
<input type="checkbox"/>	2. To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
<input type="checkbox"/>	3. To enhance and/or diversify the City's economic base.
<input type="checkbox"/>	4. To encourage additional unsubsidized private (re)development.
<input type="checkbox"/>	5. To remove blight and/or encourage (re)development of commercial and industrial areas.
<input type="checkbox"/>	6. To create housing opportunities.
<input type="checkbox"/>	7. To provide a diversity of housing.
<input type="checkbox"/>	8. To provide a variety of family housing ownership alternatives and housing choices.
<input type="checkbox"/>	9. To promote neighborhood stabilization and revitalization by the removal of blight and the upgrading of existing housing stock in residential areas.
<input type="checkbox"/>	10. To accomplish other public policies which may be adopted such as the promotion of quality urban or architectural design, energy conservation, and decreasing capital and/or operating costs of local government such as (i) utilization of architectural and landscaping techniques that will enable the components of the project to blend with the natural environment and (ii) mitigation of project impact on the natural environment.

## G: Sources and Uses

**Please attach a Sources and Uses Spreadsheet as Part 8.**

## H: Additional Documentation and Checklist

Applicants will also be required to provide the following documentation. All personal financial information will be kept private and confidential.

<input type="checkbox"/>	1. Written business plan or description of the business, ownership/management, date established, products and services, and future plans.
<input type="checkbox"/>	2. Financial statements for past two years, including profit and loss statements and balance sheets.
<input type="checkbox"/>	3. Two year financial projections.
<input type="checkbox"/>	4. Personal financial statements of all major shareholders (principals) including the most recent two years of tax returns (if requested).
<input type="checkbox"/>	5. Letter of commitment from other sources of financing, stating terms and conditions of their participation in the project.
<input type="checkbox"/>	6. <b>Administration fee.</b>

### **Required Attachments**

<input type="checkbox"/>	1. Part 1 – Corporation/Partnership Description.
<input type="checkbox"/>	2. Part 2 – List of Shareholders/Partners
<input type="checkbox"/>	3. Part 3 – Description of Project
<input type="checkbox"/>	4. Part 4 – ‘But For’ Analysis
<input type="checkbox"/>	5. Part 5 – List of Prospective Lessees (if requested)
<input type="checkbox"/>	6. Part 6 – <i>not required</i>
<input type="checkbox"/>	7. Part 7 – Public Purpose Narrative
<input type="checkbox"/>	8. Part 8 – Sources and Uses Table

## I: Authorization

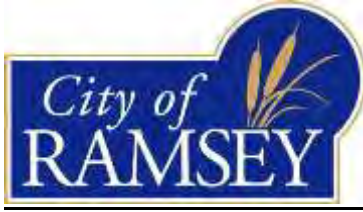
The undersigned certifies that all information provided in this application is true and correct to the best of the undersigned's knowledge. The undersigned authorizes the City and EDA of Ramsey to check credit references, verify financial and other information, and to share this information with other political subdivisions as needed. The undersigned also agrees to provide any additional information as may be requested by the City after filing of this application.

Applicant Signature		Co-Applicant Signature	
Printed Name		Printed Name	
Title		Title	
Date		Date	

The undersigned certifies that all information provided in this application is true and correct to the best of the undersigned's knowledge. The undersigned authorizes the City and EDA of Ramsey to check credit references, verify financial and other information, and to share this information with other political subdivisions as needed. The undersigned also agrees to provide any additional information as may be requested by the City after filing of this application.

Property Owner Signature		Property Owner Signature	
Printed Name		Printed Name	
Title		Title	
Date		Date	

**EXHIBIT B**  
**TO BE COMPLETED BY APPLICANT AND CITY STAFF**



**SEWER AVAILABILITY**  
**CHARGE NET CREDIT REVIEW**  
**WORKSHEET**

**A: The project meets which of the following as set forth in Section F of the Sewer Availability Transfer and Loan Policy:**

<input type="checkbox"/>	1. To encourage redevelopment.
<input type="checkbox"/>	2. To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
<input type="checkbox"/>	3. To enhance and/or diversify the City's economic base.
<input type="checkbox"/>	4. To encourage additional unsubsidized private (re)development.
<input type="checkbox"/>	5. To remove blight and/or encourage (re)development of commercial and industrial areas.
<input type="checkbox"/>	6. To create housing opportunities.
<input type="checkbox"/>	7. To provide a diversity of housing.
<input type="checkbox"/>	8. To provide a variety of family housing ownership alternatives and housing choices.
<input type="checkbox"/>	9. To promote neighborhood stabilization and revitalization by the removal of blight and the upgrading of existing housing stock in residential areas.
<input type="checkbox"/>	10. To accomplish other public policies which may be adopted such as the promotion of quality urban or architectural design, energy conservation, and decreasing capital and/or operating costs of local government such as (i) utilization of architectural and landscaping techniques that will enable the components of the project to blend with the natural environment and (ii) mitigation of project impact on the natural environment.

**B: Ratio of Private to Public Investment in Project**

Private Investment	Public Investment	Ratio Private:Public Financing

Points

5:1	4:1	3:1	2:1	< 2:1
5	4	3	2	1

**C: Job Creation**

\_\_\_\_ = Net new jobs (minimum 40 hours per week) or full time equivalents

50+	20-49	10-19	5-9	< 2
5	4	3	2	1

## D: Wage Level of Jobs Created

\_\_\_\_\_ = Average hourly wage of new jobs

Over \$21/hour	\$18-\$21/hour	\$14-\$17/hour	\$10-\$13/hour	< \$10/hour
5	4	3	2	1

## E: Ratio of Business Assistance to New Jobs Created

Assistance Requested	# of net new jobs created	\$ of assistance per net new job

Points

< \$5,000	\$5,00-\$14,999	\$15,000-\$24,999	\$25,000-\$49,000	> \$50,000
5	4	3	2	1

## F: Project Size

\_\_\_\_\_ = Square feet of construction created by the Project.

> \$75,000	\$50,000-\$74,999	\$25,000-\$49,999	\$10,000-\$24,999	> \$10,000
5	4	3	2	1

## G: Type of Project

100% Owner Occupied	Mixed Owner Occupied & Investment	Investment Property

Points

100% Owner Occupied	Mixed Owner Occupied & Investment	Investment Property
5	3	1

Bonus Points?

100% pay as you go financing?

The project is a redevelopment project.

Total Points \_\_\_\_\_

35 = High

25 = Moderate

15 = Low

5 = Not Eligible

## Excerpt

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

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, November 8, 2012, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley  
Member Wayne Skaff  
Member Jim Steffen  
Member Kristine Williams

Members Absent: Member John LeTourneau  
Member Colin McGlone  
Member Jeffrey Wise

Also Present: Patrick Brama, Management Analyst  
Tim Gladhill, Development Services Manager  
Kurt Ulrich, City Administrator

Guest: Councilmember David Elvig

#### **4.08: Review Proposed Sewer Availability Charge (SAC) Credit Policy and Recommend Policy for Credit Distribution**

Development Services Manager Gladhill explained that the City has an opportunity to create a SAC credit bank that can be applied to other parcels under three categories, including net credits, minor transfers, or small business loans. He noted that staff recommends deferring implementation of a minor transfer program and moving forward with the net credits and small business loans at this time. He explained how net credits would be applied to a new land use based on reduced demand and how net credits can be converted to a new use. He stated this program allows the City to apply net credits anywhere the City chooses adding that a prime example is Highway 10 where the City could take those credits and use them elsewhere as an economic development tool. He indicated that credits can only be used if the City has credits available and might only represent a portion of a particular parcel's SAC payment. He stated that the minor transfer program will continue to be reviewed by staff and further information provided at a later date. He stated that the short-term loan is a deferred payment and the City would work out a loan arrangement with the Met Council adding that the short-term loan program does not cost the City anything and a short-term loan has to be ten SAC units or less.

Chairperson Riley stated this seems like a great tool and would be fairer to all users.

Development Services Manager Gladhill stated that the Finance Department would take care of the program and staff feels the program fits within the City's goals.

Member Williams asked if use of the bank of credits would require the consent of an existing land owner or building owner.

Development Services Manager Gladhill advised the City would ask for that consent to make the process more transparent and the City would want consent from the property owner and the tenant of that space.

Motion by Member Skaff, seconded by Member Steffen, to recommend that the City Council adopt a policy to allow Net SAC Credits to be applied Citywide and to create a SAC Small Business Loan/Deferred Payment Program and to recommend that the City Council monitor the success and administrative overhead required to implement these two programs before considering a Minor Transfer Program.

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

**CC Regular Session**

4.3.

**Meeting Date:** 12/11/2012

**By:** Tim Gladhill, Community Development

**Information**

**Title:**

Review Requested Action on Tax Forfeit Land Lying Within the City of Ramsey

**Background:**

The City has received notification from Anoka County Property Records and Taxation of four (4) parcels in tax forfeit. One parcel is a sliver/remnant parcel in the RIVENWICK subdivision and three (3) are single-family lots within the VILLAGE OF SUNFISH LAKE subdivision. The City could choose to acquire these parcels for public purpose if desired.

Upon initial Staff review, it appears that these parcels are not needed for public purpose, and therefore it is not recommended that the City acquire these parcels. In regard to the three (3) parcels in VILLAGE OF SUNFISH LAKE, these are vacant, developable single-family lots. The City could choose to acquire these for purposes of development, but as no funding source is currently identified for this purpose, it is not recommended that the City acquire these parcels for future development purposes.

Staff will complete the additional responses requested by Anoka County administratively as part of the regular tax-forfeit parcel review process.

**Recommendation:**

Staff recommends that the City not acquire the tax-forfeit parcels identified by Anoka County.

**Funding Source:**

This case is being handled as part of regular staff duties.

**Council Action:**

Motion to confirm that the City will not submit a request to Anoka County for the City to acquire tax forfeit parcels listed in the letter prepared by Anoka County dated November 1, 2012, as these parcels are not necessary for a public purpose at this time.

**Attachments**

Anoka County Letter  
Response to Zoning Questions

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	12/05/2012 12:05 PM
Kurt Ulrich	Kurt Ulrich	12/05/2012 03:07 PM
Form Started By: Tim Gladhill		Started On: 11/28/2012 01:56 PM

Final Approval Date: 12/05/2012



# C O U N T Y O F A N O K A

## DIVISION OF PROPERTY RECORDS AND TAXATION

GOVERNMENT CENTER • 2100 3RD AVENUE • ANOKA, MN 55303  
FAX (763) 323-5421

[www.AnokaCounty.us/prop-records-tax](http://www.AnokaCounty.us/prop-records-tax)

- *Property Assessment*
- *Property Records and Public Service*
- *Property Tax Accounting and Research*

November 1, 2012

Jo Ann Thieling, City Clerk  
City of Ramsey  
7550 Sunwood Dr NW  
Ramsey, MN 55303

Dear Ms. Thieling:

Enclosed you should find the following:

- Resolution #2012-154 dated October 23, 2012, classifying certain forfeit lands in Anoka County.
- A classification and sale approval form listing the lands classified in Resolution #2012-154 that lie within your jurisdiction, which is to be signed, sealed and returned to the county along with a copy of the motion or resolution of your governing body approving the classification and sale.
- A form for the forfeit parcels shown on the list of forfeit lands in your jurisdiction to help us analyze and appraise the parcel. We ask that you complete and return these forms to us.
- A verification of special assessments form that is to be completed, signed, sealed and returned to the county.

Chapter 282.01, Subdivision 1, of the Minnesota Statutes requires that the town board or governing body of a municipality must approve the classification and sale of forfeit parcels that lie within their jurisdiction. If disapproval of any parcel is not made within 60 days from the date of this letter, it is deemed that the town board or governing body has approved the classification and sale.

If the town board or governing body desires to acquire any parcel lying within the boundaries of the municipality, it shall, within 60 days of the request for classification and sale approval, file a written application with the county board to withhold the parcel from sale. The county board will then withhold the parcel from sale for six months.

If the town board or governing body fails to acquire the property within the withholding period, the county may offer it for sale upon expiration of the withholding period.

A municipality or township will have to pay maintenance costs incurred by the county (if any) during the six months the property is withheld from public sale, and if the parcel is not offered for public sale after the six month period.

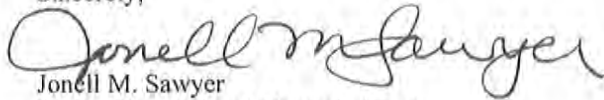
All parcels on the list are still within the repurchase period. If you desire to acquire any parcels still within the repurchase period, you can file an application which can be acted upon at the appropriate time, assuming the county board does not allow repurchase of the parcel.

If you have any parcels in your packet that are shown as withdrawn under Chapter 282.018, you can apply to acquire them or approve their sale, but a special bill will first have to be passed by the legislature before they could be sold to anyone. That is assuming the Department of Natural Resources (DNR) will support the sale and not require them to remain in public ownership as forfeit land.

We would like to have all the forms and paperwork returned to me by January 2, 2013.

Your help and understanding in getting this project put together is appreciated. If you have any questions, please do not hesitate to call me at 763-323-5445.

Sincerely,

A handwritten signature in black ink that reads "Jonell M. Sawyer". The signature is written in a cursive style with a large initial "J".

Jonell M. Sawyer  
Anoka County Land Commissioner

JS/rm  
Enclosures

**CLASSIFICATION**  
**Property Forfeited on 07/16/2012**  
**CITY OF RAMSEY**

---

**RIVENWICK THRID ADDITION**

**34-32-25-22-0017**

**OUTLOT B RIVENWICK 3RD ADD**

---

**State of Minnesota**

**County of Anoka**  
**State of Minnesota**

**The Foregoing classification of lands above described lying within the boundaries of the**  
**CITY OF RAMSEY** **in said County and State is hereby approved.**

**Dated** \_\_\_\_\_, \_\_\_\_\_

**Attest:** \_\_\_\_\_

\_\_\_\_\_

**(CLERK)**

**The CITY COUNCIL of the**  
**CITY OF RAMSEY**

\_\_\_\_\_

**BY** \_\_\_\_\_  
**(MAYOR)**

VERIFICATION OF SPECIAL ASSESSMENTS

CITY OF RAMSEY

PIN# 34-32-25-22-0017

DATE OF FORFEITURE: 07/16/2012

Before Forfeiture Amount \_\_\_\_\_

After Forfeiture Amount \_\_\_\_\_

Special Assessments Not Previously Certified \_\_\_\_\_

Watershed District \_\_\_\_\_

We ask that you enter the amount of special assessments by category on the captioned parcel. If there are none, please enter a zero.

If you need to verify the amounts, please contact Jodi @ 763-323-5401 or Eaman @ 763-323-5507 in the Property Records and Taxation Division.

If your municipality or township has not previously certified special assessments on a forfeit property, you should now certify them to the PROPERTY RECORDS AND TAXATION DIVISION, and enter them on the line, 'Special Assessments Not Previously Certified'.

Improvements before forfeiture should include principal and interest up to the date of forfeiture and all deferred installments of principal.

Improvements after forfeiture should include ONLY THE TOTAL PRINCIPAL AMOUNT. MS 282.01, Subd. 3 requires improvements made after forfeiture to be considered by the County Board in setting the appraised value for sale purposes. The apportionment of proceeds after sale is done in accordance with MS 282.08.

(Seal)

\_\_\_\_\_  
Clerk of Township, Municipality or  
Watershed District

\_\_\_\_\_  
Date

PIN# 34-32-25-22-0017

Please complete the following information by answering all applicable questions.

1. Is this parcel buildable?
  - a) Has your city/township adopted a local ordinance governing minimum area, shape, frontage or access? (If yes, answer 1b; if no, proceed to question 5.)
  - b) Does this parcel comply with your local ordinances regarding minimum area, shape, frontage or access and, because of this, can be improved? If it does not comply, please list reason(s) for non-compliance
2. Do you recommend combining this parcel with an abutting forfeit parcel, if there is one?
3. If your answer to #2 is yes, indicate which parcel on the list.
4. Do you recommend selling this parcel to the abutting landowner?
5. What is the current zoning of the forfeit parcel?
6. Are there any buildings on the parcel?
7. Does the city/township want an easement over the parcel?

Any other information you feel would be useful:

Name of person completing this questionnaire: \_\_\_\_\_

Title of person completing this questionnaire: \_\_\_\_\_

Thank you for providing this information. Please return to:

Jonell M. Sawyer  
Land Commissioner  
2100 3RD Avenue  
Anoka, MN 55303

**CLASSIFICATION**  
**Property Forfeited on 07/16/2012**  
**CITY OF RAMSEY**

---

**THE VILLAGE OF SUNFISH LAKE**

**26-32-25-24-0044**

**LOT 2 BLOCK 1 THE VILL OF SUNFISH LAKE**

---

**State of Minnesota**

**County of Anoka**  
**State of Minnesota**

**The Foregoing classification of lands above described lying within the boundaries of the**  
**CITY OF RAMSEY** **in said County and State is hereby approved.**

**Dated** \_\_\_\_\_, \_\_\_\_\_

**Attest:** \_\_\_\_\_

\_\_\_\_\_

**(CLERK)**

**The CITY COUNCIL of the**  
**CITY OF RAMSEY**

\_\_\_\_\_

**BY** \_\_\_\_\_  
**(MAYOR)**

VERIFICATION OF SPECIAL ASSESSMENTS

CITY OF RAMSEY

PIN# 26-32-25-24-0044

DATE OF FORFEITURE: 07/16/2012

Before Forfeiture Amount \_\_\_\_\_

After Forfeiture Amount \_\_\_\_\_

Special Assessments Not Previously Certified \_\_\_\_\_

Watershed District \_\_\_\_\_

We ask that you enter the amount of special assessments by category on the captioned parcel. If there are none, please enter a zero.

If you need to verify the amounts, please contact Jodi @ 763-323-5401 or Eaman @ 763-323-5507 in the Property Records and Taxation Division.

If your municipality or township has not previously certified special assessments on a forfeit property, you should now certify them to the PROPERTY RECORDS AND TAXATION DIVISION, and enter them on the line, 'Special Assessments Not Previously Certified'.

Improvements before forfeiture should include principal and interest up to the date of forfeiture and all deferred installments of principal.

Improvements after forfeiture should include ONLY THE TOTAL PRINCIPAL AMOUNT. MS 282.01, Subd. 3 requires improvements made after forfeiture to be considered by the County Board in setting the appraised value for sale purposes. The apportionment of proceeds after sale is done in accordance with MS 282.08.

(Seal)

\_\_\_\_\_  
Clerk of Township, Municipality or  
Watershed District

\_\_\_\_\_  
Date

PIN# 26-32-25-24-0044

Please complete the following information by answering all applicable questions.

1. Is this parcel buildable?
  - a) Has your city/township adopted a local ordinance governing minimum area, shape, frontage or access? (If yes, answer 1b; if no, proceed to question 5.)
  - b) Does this parcel comply with your local ordinances regarding minimum area, shape, frontage or access and, because of this, can be improved? If it does not comply, please list reason(s) for non-compliance
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3. If your answer to #2 is yes, indicate which parcel on the list.
4. Do you recommend selling this parcel to the abutting landowner?
5. What is the current zoning of the forfeit parcel?
6. Are there any buildings on the parcel?
7. Does the city/township want an easement over the parcel?

Any other information you feel would be useful:

Name of person completing this questionnaire: \_\_\_\_\_

Title of person completing this questionnaire: \_\_\_\_\_

Thank you for providing this information. Please return to:

Jonell M. Sawyer  
Land Commissioner  
2100 3RD Avenue  
Anoka, MN 55303

**CLASSIFICATION**  
**Property Forfeited on 07/16/2012**  
**CITY OF RAMSEY**

---

26-32-25-24-0046  
LOT 4 BLOCK 1 THE VILL OF SUNFISH LAKE

---

State of Minnesota

County of Anoka  
State of Minnesota

The Foregoing classification of lands above described lying within the boundaries of the  
CITY OF RAMSEY in said County and State is hereby approved.

Dated \_\_\_\_\_, \_\_\_\_\_

Attest: \_\_\_\_\_

\_\_\_\_\_

(CLERK)

The CITY COUNCIL of the  
CITY OF RAMSEY

\_\_\_\_\_

BY \_\_\_\_\_  
(MAYOR)

VERIFICATION OF SPECIAL ASSESSMENTS

CITY OF RAMSEY

PIN# 26-32-25-24-0046

DATE OF FORFEITURE: 07/16/2012

Before Forfeiture Amount \_\_\_\_\_

After Forfeiture Amount \_\_\_\_\_

Special Assessments Not Previously Certified \_\_\_\_\_

Watershed District \_\_\_\_\_

We ask that you enter the amount of special assessments by category on the captioned parcel. If there are none, please enter a zero.

If you need to verify the amounts, please contact Jodi @ 763-323-5401 or Eaman @ 763-323-5507 in the Property Records and Taxation Division.

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(Seal)

\_\_\_\_\_  
Clerk of Township, Municipality or  
Watershed District

\_\_\_\_\_  
Date

PIN# 26-32-25-24-0046

Please complete the following information by answering all applicable questions.

1. Is this parcel buildable?
  - a) Has your city/township adopted a local ordinance governing minimum area, shape, frontage or access? (If yes, answer 1b; if no, proceed to question 5.)
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4. Do you recommend selling this parcel to the abutting landowner?
5. What is the current zoning of the forfeit parcel?
6. Are there any buildings on the parcel?
7. Does the city/township want an easement over the parcel?

Any other information you feel would be useful:

Name of person completing this questionnaire: \_\_\_\_\_

Title of person completing this questionnaire: \_\_\_\_\_

Thank you for providing this information. Please return to:

Jonell M. Sawyer  
Land Commissioner  
2100 3RD Avenue  
Anoka, MN 55303

**CLASSIFICATION**  
**Property Forfeited on 07/16/2012**  
**CITY OF RAMSEY**

---

26-32-25-24-0047

LOT 5 BLOCK 1 THE VILL OF SUNFISH LAKE

---

State of Minnesota

County of Anoka  
State of Minnesota

The Foregoing classification of lands above described lying within the boundaries of the  
CITY OF RAMSEY in said County and State is hereby approved.

Dated \_\_\_\_\_, \_\_\_\_\_

Attest: \_\_\_\_\_

\_\_\_\_\_

(CLERK)

The CITY COUNCIL of the  
CITY OF RAMSEY

\_\_\_\_\_

BY \_\_\_\_\_

(MAYOR)

VERIFICATION OF SPECIAL ASSESSMENTS

CITY OF RAMSEY

PIN# 26-32-25-24-0047

DATE OF FORFEITURE: 07/16/2012

Before Forfeiture Amount \_\_\_\_\_

After Forfeiture Amount \_\_\_\_\_

Special Assessments Not Previously Certified \_\_\_\_\_

Watershed District \_\_\_\_\_

We ask that you enter the amount of special assessments by category on the captioned parcel. If there are none, please enter a zero.

If you need to verify the amounts, please contact Jodi @ 763-323-5401 or Eaman @ 763-323-5507 in the Property Records and Taxation Division.

If your municipality or township has not previously certified special assessments on a forfeit property, you should now certify them to the PROPERTY RECORDS AND TAXATION DIVISION, and enter them on the line, 'Special Assessments Not Previously Certified'.

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(Seal)

\_\_\_\_\_  
Clerk of Township, Municipality or  
Watershed District

\_\_\_\_\_  
Date

**PIN# 26-32-25-24-0047**

**Please complete the following information by answering all applicable questions.**

- 1. Is this parcel buildable?**
  - a) Has your city/township adopted a local ordinance governing minimum area, shape, frontage or access? (If yes, answer 1b; if no, proceed to question 5.)**
  - b) Does this parcel comply with your local ordinances regarding minimum area, shape, frontage or access and, because of this, can be improved? If it does not comply, please list reason(s) for non-compliance**
- 2. Do you recommend combining this parcel with an abutting forfeit parcel, if there is one?**
- 3. If your answer to #2 is yes, indicate which parcel on the list.**
- 4. Do you recommend selling this parcel to the abutting landowner?**
- 5. What is the current zoning of the forfeit parcel?**
- 6. Are there any buildings on the parcel?**
- 7. Does the city/township want an easement over the parcel?**

**Any other information you feel would be useful:**

**Name of person completing this questionnaire:** \_\_\_\_\_

**Title of person completing this questionnaire:** \_\_\_\_\_

**Thank you for providing this information. Please return to:**

**Jonell M. Sawyer  
Land Commissioner  
2100 3RD Avenue  
Anoka, MN 55303**





# 26-32-25-24-0044, 0046, 0047 Forfeit 7/16/12



Aerial Photo: Flown Spring 2011



Prepared by Anoka  
County GIS Department

This is a compilation of records as they appear in the Anoka County Office affecting the area shown. This drawing is to be used only for reference purposes and the County is not responsible for any inaccuracies herein contained.

PIN# 34-32-25-22-0017

Please complete the following information by answering all applicable questions.

1. Is this parcel buildable? **NO.**
  - a. Has your city/township adopted a local ordinance governing minimum area, shape, frontage, or access? (If yes, answer 1b; if no, proceed to question 5.). **YES.**
  - b. Does this parcel comply with your local ordinances regarding minimum area, shape, frontage or access and, because of this, can be improved? If it does not comply, please list reason(s) for non-compliance. **NO.**
2. Do you recommend combining this parcel with an abutting forfeit parcel, if there is one? **N/A.**
3. If your answer to #2 is yes, indicate which parcel on the list. **N/A.**
4. Do you recommend selling this parcel to the abutting landowner? **YES.**
5. What is the current zoning of the forfeit parcel? **R-2 RESIDENTIAL (MEDIUM DENSITY).**
6. Are there any buildings on the parcel? **NO.**
7. Does the city/township want an easement over the parcel? **NO.**

Any other information you feel would be useful:

Name of person completing this questionnaire: Tim Gladhill

Title of person completing this questionnaire: Development Services Manager

Jonell M. Sawyer  
Land Commissioner  
2100 3<sup>rd</sup> Ave  
Anoka, MN 55303

PIN# 26-32-25-24-0044

Please complete the following information by answering all applicable questions.

1. Is this parcel buildable? **YES.**
  - a. Has your city/township adopted a local ordinance governing minimum area, shape, frontage, or access? (If yes, answer 1b; if no, proceed to question 5.). **YES.**
  - b. Does this parcel comply with your local ordinances regarding minimum area, shape, frontage or access and, because of this, can be improved? If it does not comply, please list reason(s) for non-compliance. **YES.**
2. Do you recommend combining this parcel with an abutting forfeit parcel, if there is one? **N/A.**
3. If your answer to #2 is yes, indicate which parcel on the list. **N/A.**
4. Do you recommend selling this parcel to the abutting landowner? **NO.**
5. What is the current zoning of the forfeit parcel? **PUD-PLANNED UNIT DEVELOPMENT**
6. Are there any buildings on the parcel? **NO.**
7. Does the city/township want an easement over the parcel? **NO.**

Any other information you feel would be useful:

Name of person completing this questionnaire: Tim Gladhill

Title of person completing this questionnaire: Development Services Manager

Jonell M. Sawyer  
Land Commissioner  
2100 3<sup>rd</sup> Ave  
Anoka, MN 55303

PIN# 26-32-25-24-0046

Please complete the following information by answering all applicable questions.

1. Is this parcel buildable? **YES.**
  - a. Has your city/township adopted a local ordinance governing minimum area, shape, frontage, or access? (If yes, answer 1b; if no, proceed to question 5.). **YES.**
  - b. Does this parcel comply with your local ordinances regarding minimum area, shape, frontage or access and, because of this, can be improved? If it does not comply, please list reason(s) for non-compliance. **YES.**
2. Do you recommend combining this parcel with an abutting forfeit parcel, if there is one? **N/A.**
3. If your answer to #2 is yes, indicate which parcel on the list. **N/A.**
4. Do you recommend selling this parcel to the abutting landowner? **NO.**
5. What is the current zoning of the forfeit parcel? **PUD-PLANNED UNIT DEVELOPMENT**
6. Are there any buildings on the parcel? **NO.**
7. Does the city/township want an easement over the parcel? **NO.**

Any other information you feel would be useful:

Name of person completing this questionnaire: Tim Gladhill

Title of person completing this questionnaire: Development Services Manager

Jonell M. Sawyer  
Land Commissioner  
2100 3<sup>rd</sup> Ave  
Anoka, MN 55303

PIN# 26-32-25-24-0047

Please complete the following information by answering all applicable questions.

1. Is this parcel buildable? **YES.**
  - a. Has your city/township adopted a local ordinance governing minimum area, shape, frontage, or access? (If yes, answer 1b; if no, proceed to question 5.). **YES.**
  - b. Does this parcel comply with your local ordinances regarding minimum area, shape, frontage or access and, because of this, can be improved? If it does not comply, please list reason(s) for non-compliance. **YES.**
2. Do you recommend combining this parcel with an abutting forfeit parcel, if there is one? **N/A.**
3. If your answer to #2 is yes, indicate which parcel on the list. **N/A.**
4. Do you recommend selling this parcel to the abutting landowner? **NO.**
5. What is the current zoning of the forfeit parcel? **PUD-PLANNED UNIT DEVELOPMENT**
6. Are there any buildings on the parcel? **NO.**
7. Does the city/township want an easement over the parcel? **NO.**

Any other information you feel would be useful:

Name of person completing this questionnaire: Tim Gladhill

Title of person completing this questionnaire: Development Services Manager

Jonell M. Sawyer  
Land Commissioner  
2100 3<sup>rd</sup> Ave  
Anoka, MN 55303

**Meeting Date:** 12/11/2012

**By:** Tim Gladhill, Community Development

---

### Information

**Title:**

Consider Request for Extension to Site Plan Approval of Legacy Christian Academy

**Background:**

On November 23, 2010, the City Council approved the Plat entitled ALPHA DEVELOPMENT and the site plan of Legacy Christian Academy. On May 10, 2011, the City Council approved a revision to the Development Contract for the previous approvals, which among other items, extended the timeframe to complete Stage I and Stage II Improvements as required by the Subdivision Code. At that time, it was anticipated that the Stage I Improvement would be completed in 2011, and that the required improvements as part of the site plan approval of Legacy Christian Academy would begin parallel or soon after completion of the Stage I Improvements, with completion of work in the spring/summer of 2012. At that time, it was anticipated that the facility would open in the fall of 2012. After initial discussions, Legacy Christian Academy then stated they had hoped to complete the project in anticipation for a fall 2013 opening.

**Observations:**

To date, although a Building Permit has been submitted for review, a Building Permit has not been issued to commence work. However, the City did issue a Grading Permit, and the preliminary grading on the site to support the Legacy Christian Academy has been completed (parallel to the the construction of the extension of Bunker Lake Boulevard). However, since a Building Permit has not yet been issued and it is evident that the project will not be completed as originally scheduled for mid-2013, the Developer is requesting an extension to site plan approval through December 31, 2013. At that time, the City can re-evaluate the status of the project or consider another extension to site plan approval.

As the City Council may recall, the City Council approved a Comprehensive Plan and Zoning Amendment to guide this parcel as Public/Quasi-Public. Under this district, Permitted Uses include Government buildings and facilities, Public recreational facilities, Private recreational facilities (including golf courses), Schools (public and private), Private utility substations, and Municipal utility substations. Any other use (such as residential or commercial) would require approval of the City Council.

Staff has reviewed the Account Status for the Property, and it appears that the Owner is current on all taxes and assessments at this time.

**Recommendation:**

Staff recommends that the City Council adopt the resolution granting an extension to site plan approval of Legacy Christian Academy located at 8200 Bunker Lake Boulevard until December 31, 2013.

**Funding Source:**

The Developer is responsible for all costs associated with review of the Application.

**Council Action:**

Motion to adopt the resolution granting an extension to site plan approval of Legacy Christian Academy located at 8200 Bunker Lake Boulevard until December 31, 2013.

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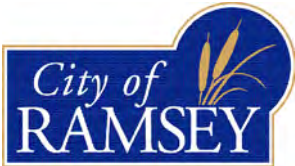
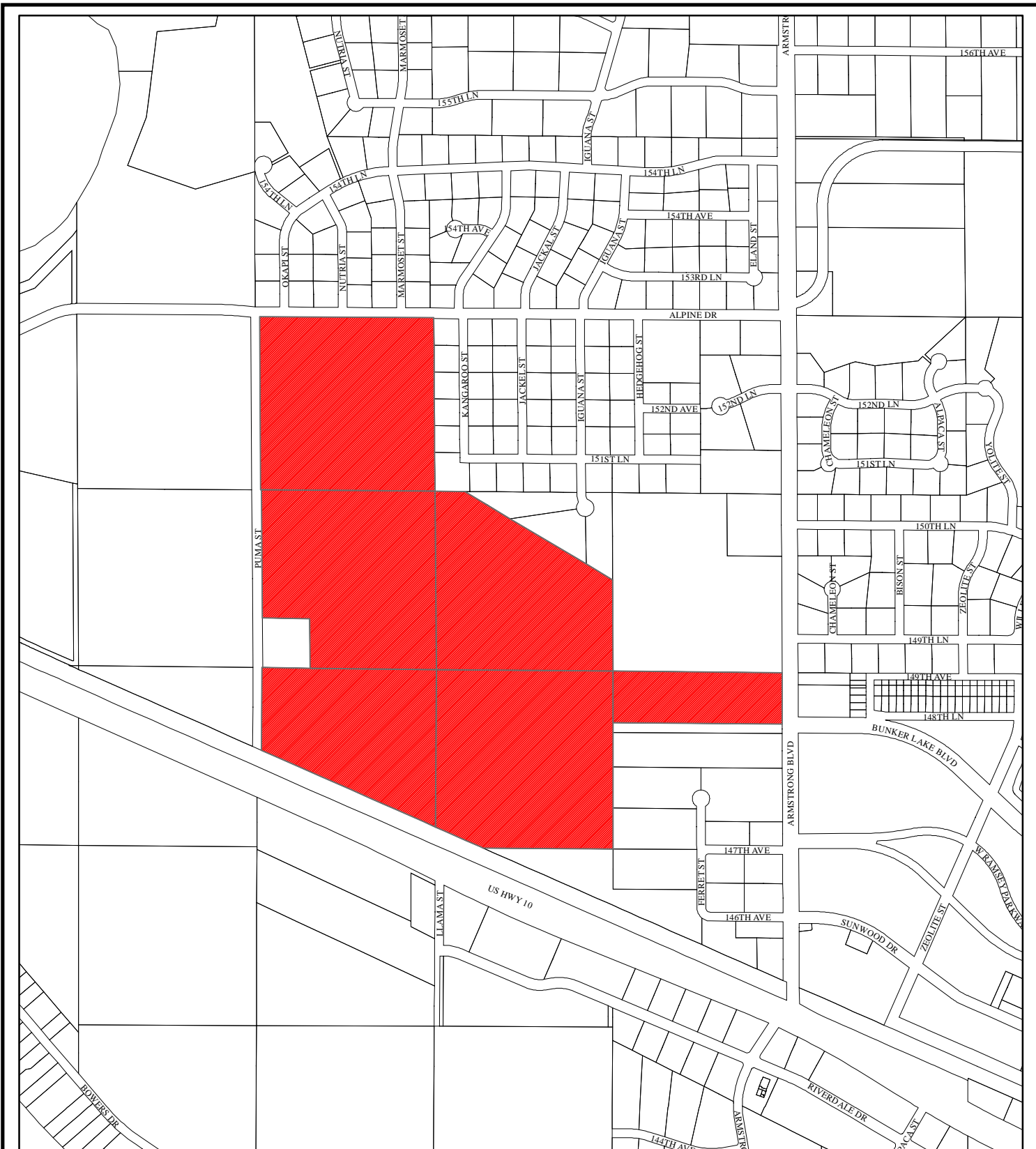
### Attachments

Site Location Map  
Approved Site Plan  
Proposed Resolution

---

**Form Review**

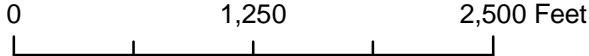
<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	12/05/2012 10:01 AM
Kurt Ulrich	Kurt Ulrich	12/05/2012 03:26 PM
Form Started By: Tim Gladhill		Started On: 12/03/2012 09:55 AM
	Final Approval Date: 12/05/2012	

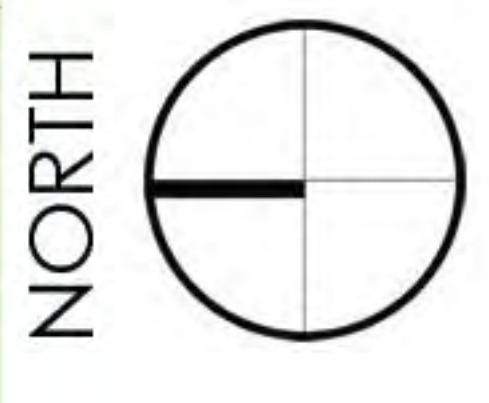
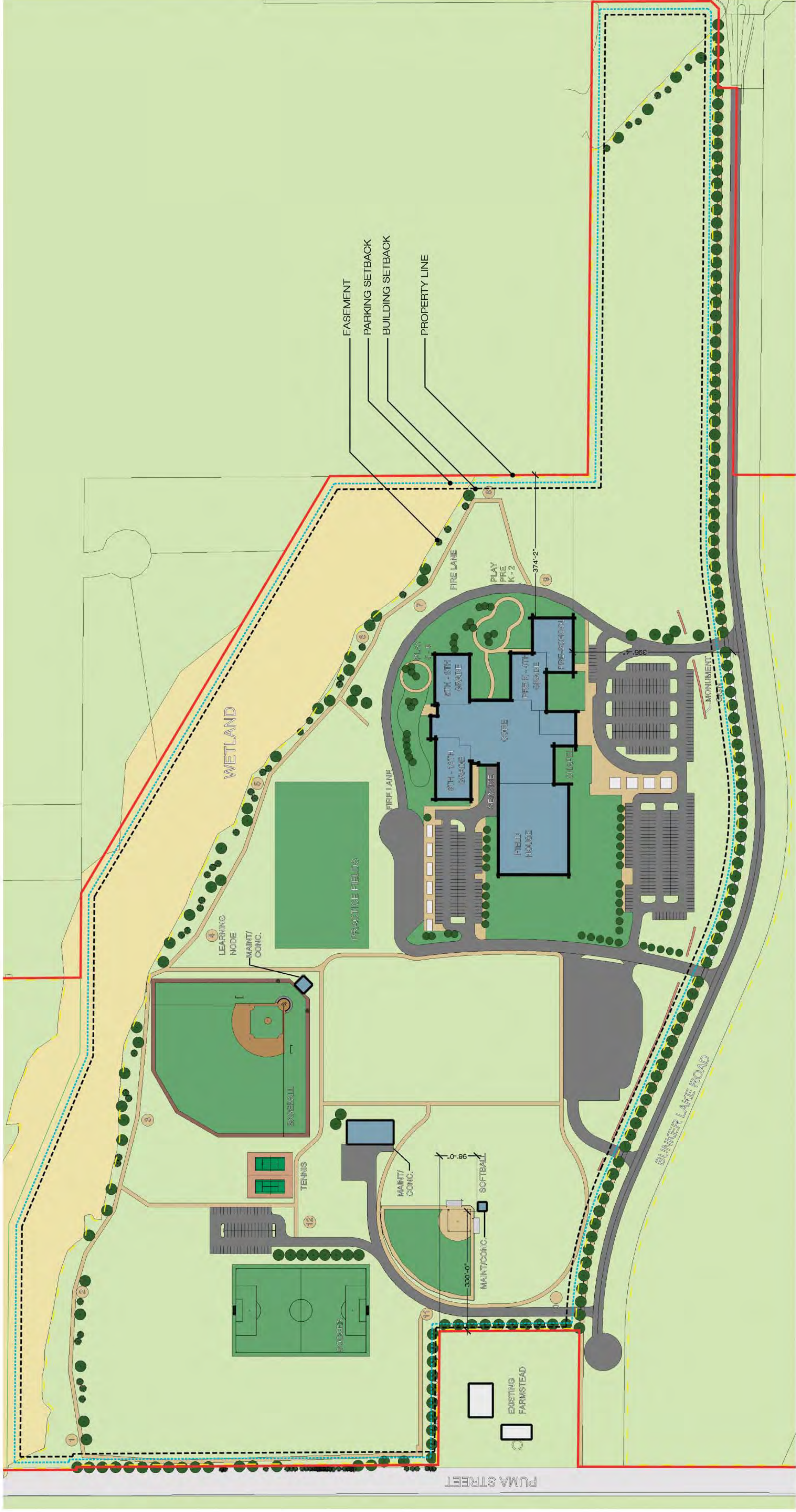


Legacy Christian Academy

Legend

-  Site
-  Parcels





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

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

**RESOLUTION APPROVING AN EXTENSION TO SITE PLAN APPROVAL FOR LEGACY CHRISTIAN ACADEMY**

**WHEREAS**, Hageman Holdings, LLC, hereinafter referred to as “Developer”, is requesting an extension to site plan approval for Legacy Christian Academy on the following described property located in the City of Ramsey:

Lot 1, Block 1, ALPHA DEVELOPMENT

(the “Subject Property”)

**WHEREAS**, on November 23, 2010, the Ramsey City Council approved the site plan Legacy Christian Academy; and

**WHEREAS**, on May 5, 2011 the City Council approved a revision to the Development Contract for ALPHA DEVELOPMENT extending the time to complete Stage I and Stage II Improvements and anticipated the site plan to be completed in 2012; and

**WHEREAS**, in June, 2011, the Developer submitted a building permit for review, but at the request of the Developer, said building permit was not issued; and

**WHEREAS**, the Developer has requested an extension to site plan approval of Legacy Christian Academy; and

**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 grants an extension to site plan approval of Legacy Christian Academy until December 31, 2013.

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 9<sup>th</sup> day of June, 2009.

---

Mayor

**ATTEST:**

---

City Clerk

**CC Regular Session**

**4. 5.**

**Meeting Date:** 12/11/2012

**By:** Jackie Lipski, Finance

---

**Information**

**Title:**

Adopt Resolution #12-12-XXX Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 21, 2012 through December 5, 2012

**Funding Source:**

N/A

**Council Action:**

Motion to Adopt Resolution #12-12-XXX Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 21, 2012 through December 5, 2012.

---

**Attachments**

Bills list 12/11/2012

Resolution 12/11/2012

---

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	12/06/2012 10:11 AM
Kurt Ulrich	Kurt Ulrich	12/06/2012 11:23 AM
Form Started By: Jackie Lipski		Started On: 12/06/2012 08:36 AM
	Final Approval Date: 12/06/2012	

<b>RAMSEY CITY COUNCIL MEETING</b>
<b>12/11/2012</b>
<b>BILLS LIST</b>

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 11/21/12-12/5/12	1,854,822.01
Accounts Payable 11/21/12-12/5/12	743,921.18
Payroll 11/21/12	126,358.96
Debt Service	1,465,052.98

**TOTAL SUBMITTED FOR APPROVAL THIS MEETING**

**\$ 4,190,155.13**

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2012 Y.T.D.</u>
NET PAYROLL TOTAL	\$ 124,292.05	\$ 2,727,184.36
- CORRECTION TO PAYROLL		
PREPAIDS	2,008,571.12	9,529,296.01
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		665,030.83
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	229,969.41	5,484,832.84
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)	746,472.27	4,773,705.28
- CHECKS VOIDED	0.00	0.00

**TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED**

**\$ 3,109,304.85      \$ 23,180,049.32**

CITY OF RAMSEY  
Council Check Register

11/21/2012 -- 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
89849	11/21/2012	3,883.50 3,883.50	107962 GENESIS EMPLOYEE BENEFITS		65124	11201214190110	9101.2176		LIFE/HEALTH-EMPLOYEE
89850	11/21/2012	382.50 382.50 765.00	100257 LAW ENFORCEMENT LABOR SRV INC		64960 65128	1107121600252 1120121419012	9101.2177 9101.2177		UNION DUES UNION DUES
89851	11/21/2012	462.67 462.67 925.34	100298 MN AFSCME COUNCIL 5		64961 65129	1107121600253 1120121419013	9101.2177 9101.2177		UNION DUES UNION DUES
89852	11/27/2012	100.00 100.00	110374 BJORNHUD, LON DAMAGE DEP REFUND RC 31831		65136	112712	9804.1160		KEY & DAMAGE DEPOSIT
89853	11/27/2012	25.00 25.00 100.00 150.00	113364 HARVEST GRILL LOCAL GOVT. MTG ( 6) LOCAL GOVT. MTG ( 6) LOCAL GOVT. MTG ( 6)		65137 65137 65137	112112 112112 112112	0130.6335 0191.6335 0111.6335		TRAINING TRAINING TRAINING
89854	11/27/2012	100.00 100.00	113365 JOHNSON, JARED DAMAGE REFUND RC 31294		65138	112712	9804.1160		KEY & DAMAGE DEPOSIT
89855	11/27/2012	100.00 100.00	113363 LEWIS, JON DAMAGE DEP REFUND FIELD/LIGHTS		65139	112112	9804.1160		KEY & DAMAGE DEPOSIT
89856	11/27/2012	980.00 980.00	106557 LYNN AND ASSOCIATES LOGG PEER GROUP		65140	PG2:1:2012	0130.6335		TRAINING
89857	11/27/2012	55.00 100.00 155.00	113179 MERRY, ROE DAM/KEY DEP REFUND CC 11/20/12 DAM/KEY DEP REFUND CC 11/20/12		65142 65142	112712 112712	9804.1160 9804.1160		KEY & DAMAGE DEPOSIT KEY & DAMAGE DEPOSIT
89858	11/27/2012	90.00 90.00	100389 MN POST BOARD RE: SHANNON SCHLENDER		65141	112712	0211.6451		MEMBERSHIP DUES
89859	11/27/2012	470.93 470.93	106628 WELLS CATERING SERVICE EDA FALL NETWORKING EVENT-BAL		65143	26944A	9230.6249		MISCELLANEOUS OPERATING
89940	11/29/2012	45.96 45.96	100297 CENTERPOINT ENERGY 7550 SUNWOOD DR		65224	6702493-5OCT 2012	0194.6373		GAS
89941	11/29/2012	200.00 300.00	113369 LANO, BRADLEY REFUND ESCROW 113358 REFUND ESCROW 113358		65225 65225	113358 113358	9101.4209 9804.1155.1	00113358 00113358	CONDITIONAL USE PERMIT MANUAL-ACCOUNTS RECEIVA

CITY OF RAMSEY  
Council Check Register

11/21/2012 -- 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		500.00							
89942	11/29/2012		100413 RANDALL AND GOODRICH, P L .C						
		55.00	OCT 2012 CIVIL BILLING		65232	112912	9410.6304	00041001	LEGAL FEES
		88.00	OCT 2012 CIVIL BILLING		65232	112912	9468.6304	00201202	LEGAL FEES
		154.00	OCT 2012 CIVIL BILLING		65232	112912	0295.6304		LEGAL FEES
		671.25	OCT 2012 CIVIL BILLING		65232	112912	9496.6304		LEGAL FEES
		3,433.75	OCT 2012 CIVIL BILLING		65232	112912	0161.6304		LEGAL FEES
		4,402.00							
89943	11/29/2012		112475 S AND T OFFICE PRODUCTS INC						
		17.19	OFFICE SUPPLIES		65226	01PJ2041	0191.6208		MISCELLANEOUS OFFICE SUP
		17.20	OFFICE SUPPLIES		65226	01PJ2041	0240.6208		MISCELLANEOUS OFFICE SUP
		59.38	OFFICE SUPPLIES		65227	01PL6881	0211.6208		MISCELLANEOUS OFFICE SUP
		62.46	OFFICE SUPPLIES		65228	01PK9604	0211.6208		MISCELLANEOUS OFFICE SUP
		127.57	OFFICE SUPPLIES		65229	01PK7064	0211.6208		MISCELLANEOUS OFFICE SUP
		283.80							
89944	11/29/2012		100499 US POSTAL SERVICE						
		2,000.00	POSTAGE METER		65231	112812	9101.1551		POSTAGE METER DEPOSIT
		2,000.00							
89945	11/29/2012		100510 VERIZON WIRELESS						
		26.02	OCT/NOV 2012 BILLING		65230	2826897646	0301.6323		CELLULAR PHONES
		26.02	OCT/NOV 2012 BILLING		65230	2826897646	0111.6249		MISCELLANEOUS OPERATING
		52.04	OCT/NOV 2012 BILLING		65230	2826897646	0130.6323		CELLULAR PHONES
		104.08							
89946	12/4/2012		101054 ARM						
		200.00	RECERT 2012-- M. MCDOWALL		65477	120312	9101.1550		PREPAID EXPENSE
		200.00							
89947	12/4/2012		106346 BAUER BUILT INCORPORATED						
		90.00	SERVICE CALL/SHOP SUPPLIES		65478	940012352	0220.6388		OTHER VEHICLE REPAIR
		90.00							
89948	12/4/2012		107244 NORTHLAND TRUST SERVICES INC						
		75,406.25	BONDS		65479	100312	9340.6611		BOND INTEREST
		190,000.00	BONDS		65479	100312	9340.6602		BOND PRINCIPAL
		300,221.73	BONDS		65480	100312A	9339.6611		BOND INTEREST
		685,000.00	BONDS		65480	100312A	9339.6602		BOND PRINCIPAL
		425.00	AGENT FEE		65481	100312B	9330.6310		FISCAL AGENT FEES
		14,000.00	BONDS		65481	100312B	9330.6611		BOND INTEREST
		200,000.00	BONDS		65481	100312B	9330.6602		BOND PRINCIPAL
		1,465,052.98							
89949	12/4/2012		113445 PERSHING, LLC						
		505,000.00	PURCHASE MATURITIES IOWA W CC		65482	112912	9701.1038		JURAN & MOODY - INVESTMEI
		505,000.00							
89950	12/4/2012		113191 UBS FINANCIAL SERVICES INC						
		750,000.00	PURCHASE CUSIP 313381FP5		65483	112912	9701.1035		PRUDENTIAL - INVESTMENTS
		500,000.00	PURCHASE CUSIP 64971QH55		65484	120412	9701.1035		PRUDENTIAL - INVESTMENTS
		1,250,000.00							
90230712	11/21/2012		100398 PUBLIC EMPLOYEES RETIREMENT AS						
		50.00			65084	1116121622491	9101.2174		PERA-EMPLOYEE

CITY OF RAMSEY  
Council Check Register

11/21/2012 -- 12/31/2012

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		50.00			65085	1116121622492	9101.2183		PERA-EMPLOYER
		14,432.45			65130	1120121419014	9101.2174		PERA-EMPLOYEE
		19,592.37			65131	1120121419015	9101.2183		PERA-EMPLOYER
		<u>34,124.82</u>							
<b>90292499</b>	<b>11/21/2012</b>		<b>107784 VILLAGE BANK</b>						
		247.88			65087	1116121622494	9101.2173		FICA & MEDICARE-EMPLOYEE
		335.61			65088	1116121622495	9101.2182		FICA & MEDICARE-EMPLOYER
		21,600.11			65133	1120121419017	9101.2171		FEDERAL WITHHOLDING
		6,249.83			65134	1120121419018	9101.2173		FICA & MEDICARE-EMPLOYEE
		8,020.06			65135	1120121419019	9101.2182		FICA & MEDICARE-EMPLOYER
		<u>36,453.49</u>							
<b>93639552</b>	<b>11/21/2012</b>		<b>100601 MN DEPT OF REV WH</b>						
		2.23			65086	1116121622493	9101.2172		STATE WITHHOLDING
		8,188.85			65132	1120121419016	9101.2172		STATE WITHHOLDING
		<u>8,191.08</u>							
<b>96070729</b>	<b>11/21/2012</b>		<b>110305 HARTFORD LIFE INSURANCE COMPAN</b>						
		437.28			64957	11071216002511	9101.2176		LIFE/HEALTH-EMPLOYEE
		514.57			65125	11201214190111	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>951.85</u>							
<b>99112151</b>	<b>11/21/2012</b>		<b>111465 STATE STREET BANK</b>						
		411.98			65127	11201214190113	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>411.98</u>							
<b>99112154</b>	<b>11/21/2012</b>		<b>111465 STATE STREET BANK</b>						
		2,579.00			65126	11201214190112	9101.2175		DEFERRED COMPENSATION
		<u>2,579.00</u>							
<b>99688003</b>	<b>11/21/2012</b>		<b>100223 ICMA RETIREMENT TRUST 467</b>						
		1,764.18			65123	1120121419011	9101.2175		DEFERRED COMPENSATION
		<u>1,764.18</u>							
		<u><u>3,319,874.99</u></u>	<b>Grand Total</b>						

Payment Instrument Totals	
Check Total	3,235,398.59
Transfer Total	<u>84,476.40</u>
Total Payments	3,319,874.99

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Create Payment Control Groups

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

Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Item	Co	Due Date	Invoice Number	Payment Amount
113375	A J MORGAN HOMES	T&S REFUND 15746 ST ANDREWS	PV	65357	001	09252	11/30/2012	RA007128	600.00
	A J MORGAN HOMES 4370 PINTAIL STREET	T&S REFUND 15786 ST ANDREWS LN	PV	65358	001	09252	11/30/2012	RA006000	600.00
	BIG LAKE MN 55309	T&S REFUND 15860 ST ANDREWS	PV	65359	001	09252	11/30/2012	RA003568	600.00
								Summary Total	600.00
								Payment Amount	1,800.00
100012	ACE SOLID WASTE INC	FD TRASH	PV	65297	001	09101	12/1/2012	0009986290	26.25
	ACE SOLID WASTE INC 6601 MCKINLEY STREET NW	CITY CONTRACT RECYCLE DEC 12	PV	65442	001	09604	12/1/2012	0009985694	23,617.70
	RAMSEY MN 55303	MISC CITY DEC 2012 BILLING	PV	65497	001	09101	12/1/2012	0009986220	154.47
		MISC CITY DEC 2012 BILLING	PV	65497	002	09101	12/1/2012	0009986220	30.20
		MISC CITY DEC 2012 BILLING	PV	65497	003	09101	12/1/2012	0009986220	56.43
		MISC CITY DEC 2012 BILLING	PV	65497	004	09101	12/1/2012	0009986220	80.08
		MISC CITY DEC 2012 BILLING	PV	65497	005	09101	12/1/2012	0009986220	26.69
		MISC CITY DEC 2012 BILLING	PV	65497	006	09101	12/1/2012	0009986220	26.69
		MISC CITY DEC 2012 BILLING	PV	65497	007	09101	12/1/2012	0009986220	26.69
								Summary Total	288.39
								Payment Amount	23,932.34
100013	ADVANCE CONSULTING GROUP INC	NOV 2012 BILLING	PV	65498	001	09230	12/2/2012	120212	847.00
	ADVANCE CONSULTING GROUP INC 13868 CRANE STREET NW SUITE 100 ANDOVER MN 55304							Summary Total	847.00
								Payment Amount	847.00
109467	ADVANCED PUBLIC SAFETY	ANNUAL MAINT. DEC	PV	65499	001	09101	11/28/2012	11909	202.50



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

Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Item	Co	Due Date	Invoice Number	Payment Amount
100036	ANOKA COUNTY CHIEFS OF POLICE ASSN ATTN: KELLY HAIGH (ACSO) ANOKA COUNTY SHERIFF OFFICE 13301 HANSON BLVD NW ANDOVER MN 55304	EMPLAPP LUNCH AASEBY/MIEMANN	PV	65302	001	09101	11/27/2012	112712	33.00
								Summary Total	33.00
								Payment Amount	33.00
100039	ANOKA COUNTY ELECTIONS OFFICE OF ELECTIONS & VOTER REG 325 EAST MAIN STREET ANOKA MN 55303	ELECTIONS BALLOTS 2012	PV	65443	001	09101	11/30/2012	113012	348.94
								Summary Total	348.94
								Payment Amount	348.94
100041	ANOKA COUNTY HIGHWAY DEPARTMENT 1440 BUNKER LAKE BLVD NW ANDOVER MN 55304	ARMSTRONG/BUNKER ROW PROPERTY	PV	65485	001	09494	11/1/2012	110112	343,678.01
								Summary Total	343,678.01
								Payment Amount	343,678.01
100046	ANOKA COUNTY SHERIFF'S OFFICE 13301 HANSON BLVD NW ANDOVER MN 55304	RANGE USE OCT 22-23 AND 25	PV	65303	001	09101	11/13/2012	111312	400.78
								Summary Total	400.78
								Payment Amount	400.78
107587	ANOKA COUNTY TREASURY DEPARTMENT 2100 THIRD AVENUE ANOKA MN 55303	JUL-DEC 12 SIGNAL SUNWOOD/#83	PV	65304	001	09101	11/13/2012	222671	4,215.56
								Summary Total	4,215.56
								Payment Amount	4,215.56
113368	ANOKA WOMEN OF TODAY	BINGO PROCEEDS-HAPPY DAYS 2012	PV	65305	001	09297	11/20/2012	112012	596.50



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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	
Payment Amount									1,900.00	
113377	BREIDENBACH, ALLAN	T&S REFUND 15501 XKIMO ST	PV	65361	001	09252	11/30/2012	RA004920	600.00	
ALLAN BREIDENBACH 731 CUMBERWELL DRIVE EAGAN MN 55121									Summary Total	600.00
Payment Amount									600.00	
100100	BURY AND CARLSON	RIVER ROCK	PV	65308	001	09601	11/19/2012	20127352	13.47	
BURY AND CARLSON 201 WEST 121ST STREET BURNSVILLE MN 55337									Summary Total	13.47
		LOADING CHARGE	PV	65309	001	09101	11/19/2012	20127351	75.00	
									Summary Total	75.00
Payment Amount									88.47	
113381	BUTALA, CHRIS	T&S REFUND 5639 157TH AVE	PV	65366	001	09252	11/30/2012	RA007301	600.00	
CHRIS BUTALA 5639 157TH AVE NW RAMSEY MN 55303									Summary Total	600.00
Payment Amount									600.00	
107086	C AND M CUSTOM HOMES	T & S REFUND 15921 ST ANDREWS	PV	65144	001	09252	11/28/2012	RA007772	600.00	
C AND M CUSTOM HOMES 6840 137TH AVENUE NW RAMSEY MN 55303									Summary Total	600.00
Payment Amount									600.00	
112663	CAPSTONE HOMES INC	ERO REFUND 7474 163RD AVE NW	PV	65445	001	09804	11/30/2012	113312	1,500.00	
CAPSTONE HOMES INC 14015 SUNFISH LAKE BLVD SUITE 400 RAMSEY MN 55303									Summary Total	1,500.00
Payment Amount									1,500.00	
113379	CEDAR RIDGE HOMES	T&S REFUND 4930 155TH LN	PV	65363	001	09252	11/30/2012	RA006168	600.00	
CEDAR RIDGE HOMES									Summary Total	600.00



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

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
107152	CHARLES LYNN CUSTOM HOMES	T&S REFUND 15360 WACO ST NW	PV	65154	001	09252	11/28/2012	RA003024	600.00
	CHARLES LYNN CUSTOM HOMES							Summary Total	600.00
	P O BOX 400	T&S REFUND 15310 XKIMO ST NW	PV	65155	001	09252	11/28/2012	RA005980	600.00
	3780 MARCH							Summary Total	600.00
	INDEPENDENCE MN 55359	T&S REFUND 15460 XKIMO ST NW	PV	65156	001	09252	11/28/2012	RA003657	600.00
								Summary Total	600.00
		T&S REFUND 15550 YAKIMA CT NW	PV	65157	001	09252	11/28/2012	RA004467	600.00
								Summary Total	600.00
		T&S REFUND 15560 YAKIMA CT NW	PV	65158	001	09252	11/28/2012	RA004457	600.00
								Summary Total	600.00
		T&S REFUND 5045 155TH LANE NW	PV	65159	001	09252	11/28/2012	RA005964	600.00
								Summary Total	600.00
		T&S REFUND 5080 155TH LANE NW	PV	65160	001	09252	11/28/2012	RA006217	600.00
								Summary Total	600.00
		T&S REFUND 5131 155TH LANE NW	PV	65161	001	09252	11/28/2012	RA006932	600.00
								Summary Total	600.00
								Payment Amount	4,800.00
113380	CHICILO HOMES INC	T&S REFUND 15554 WACO ST	PV	65364	001	09252	11/30/2012	RA005585	600.00
	CHICILO HOMES INC							Summary Total	600.00
	2025 GATEWAY CIRCLE SUITE 1	T&S REFUND 15584 WACO ST	PV	65365	001	09252	11/30/2012	RA005467	600.00
	CENTERVILLE MN 55038							Summary Total	600.00
								Payment Amount	1,200.00
113382	CHRISTIAN BUILDERS INC	T&S REFUND 15757 ST ANDREWS	PV	65367	001	09252	11/30/2012	RA005899	600.00
	CHRISTIAN BUILDERS INC							Summary Total	600.00
	21025 COMMERCE BLVD SUITE 1000 ROGERS MN 55374							Payment Amount	600.00

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
108054	CLASSIC AND CAREFREE HOMES INC	T&S REFUND 5580 144TH AVE NW	PV	65162	001	09252	11/28/2012	RA013210	600.00
	CLASSIC AND CAREFREE HOMES INC 2727 92ND CRESCENT BROOKLYN PARK MN 55443							Summary Total	600.00
								Payment Amount	600.00
108503	COBORN'S GROCERY	TRAIN EVENT NOV 2012	PV	65311	001	09295	11/8/2012	592017	63.11
	COBORN'S GROCERY	TRAIN EVENT NOV 2012	PV	65311	002	09295	11/8/2012	592017	63.10
	7900 SUNWOOD DRIVE RAMSEY MN 55303							Summary Total	126.21
								Payment Amount	126.21
113406	COLLINS, KEVIN AND JULDY MOLDEN	T&S REFUND 5090 155TH LANE NW	PV	65399	001	09252	11/30/2012	RA006268	600.00
	KEVIN COLLINS AND JUDY MOLDEN 6000 145TH LN NW RAMSEY MN 55303							Summary Total	600.00
								Payment Amount	600.00
100111	COMMERCIAL ASPHALT COMPANY	DURA DRIVE- ASPHALT	PV	65312	001	09101	11/15/2012	111512	66.00
	COMMERCIAL ASPHALT COMPANY P O BOX 1480 MAPLE GROVE MN 55311-6480							Summary Total	66.00
								Payment Amount	66.00
112665	COMPLETE GROUNDS MAINTENANCE INC	CONTRACT FOR NOV-SNOW	PV	65506	001	09101	11/9/2012	9085	3,370.00
	COMPLETE GROUNDS MAINTENANCE INC 7310 OLD VIKING BLVD	CONTRACT FOR DEC 2012	PV	65507	001	09101	11/23/2012	9099	1,130.00
	ANOKA MN 55303-9723	CONTRACT FOR DEC 2012	PV	65507	002	09101	11/23/2012	9099	2,240.00
								Summary Total	3,370.00
								Payment Amount	6,740.00
100116	CONNEXUS ENERGY	TRAFFIC SIGNALS	PV	65486	001	09101	11/20/2012	759126-303100NOV12	438.34



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

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
100129	CRYSTEEL TRUCK EQUIPMENT	PLOW FOR 678	PV	65510	001	09101	11/14/2012	F31709	6,879.19
	CRYSTEEL MANUFACTURING P O BOX 76154 CLEVELAND OH 44101-4755			Summary Total					6,879.19
				Payment Amount					6,879.19
113446	DAKOTA COUNTY FINANCIAL SERVICES	E-BRIEFING NOV 20	PV	65489	001	09101	11/20/2012	00004347	812.00
	DAKOTA COUNTY FINANCIAL SERVICES 1590 HIGHWAY 55 HASTINGS MN 55033			Summary Total					812.00
				Payment Amount					812.00
111818	DEANO'S COLLISION SPECIALISTS INC	REPAIR ON 323	PV	65313	001	09101	11/6/2012	34650	463.76
	DEANO'S COLLISION SPECIALISTS INC	REPAIR ON 323	PV	65313	002	09101	11/6/2012	34650	189.50
	11063 173RD AVENUE ELK RIVER MN 55330			Summary Total					653.26
				Payment Amount					653.26
100144	DEHN OIL COMPANY	HYDRO FLUID- RETURN	PD	65314	001	09101	11/16/2012	25019551	105.61-
	DEHN OIL COMPANY 6735 141ST AVENUE NW RAMSEY MN 55303	FLUIDS	PV	65315	001	09101	11/16/2012	25019550	705.58
				Summary Total					705.58
				Payment Amount					599.97
113385	DELSERVE INC	T&S REFUND 6498 RIVERDALE DR	PV	65370	001	09252	11/30/2012	RA005735	600.00
	DELSERVE INC 2393 COON RAPIDS BLVD COON RAPIDS MN 55433			Summary Total					600.00
				Payment Amount					600.00
113386	DIAMOND COMPANY INC	T&S REFUND 4905 155TH LN	PV	65371	001	09252	11/30/2012	RA006328	600.00
	DIAMOND COMPANY INC 18959 LITHIUM STREET NW ANOKA MN 55303			Summary Total					600.00

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Payee	Stub	Document	Due	Invoice	Payment			
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount
							Payment Amount	600.00
113387	DIMENSION BUILDERS INC	T&S REFUND 16876	PV	65372	001 09252	11/30/2012	RA006648	600.00
		SODIUM ST						
	DIMENSION BUILDERS INC						Summary Total	600.00
	6461 RIVERVIEW TERRACE							
	FRIDLEY MN 55432							
							Payment Amount	600.00
113306	DOCUMENT TECHNOLOGY SOLUTIONS	COPIER CONTRACT NOV 2012	PV	65490	001 09101	11/22/2012	INV66824	349.63
	DOCUMENT TECHNOLOGY SOLUTIONS						Summary Total	349.63
	9401 JAMES AVENUE SOUTH SUITE 120							
	BLOOMINGTON MN 55431							
							Payment Amount	349.63
107557	DYNAMIC CUSTOM HOMES	T&S REFUND 4900	PV	65163	001 09252	11/28/2012	RA007427	600.00
		155TH LANE NW						
	DYNAMIC CUSTOM HOMES						Summary Total	600.00
	16230 54TH STREET NE							
	ST MICHAEL MN 55376							
							Payment Amount	600.00
113388	E AND S MECHANICAL INC	T&S REFUND 15330	PV	65373	001 09252	11/30/2012	RA003549	600.00
		WACO ST						
	E AND S MECHANICAL INC						Summary Total	600.00
	4954 170TH LANE NW							
	ANDOVER MN 55304							
							Payment Amount	600.00
100158	ECM PUBLISHERS INC	LEGAL-RATES AND CHARGES 2013	PV	65511	001 09101	11/30/2012	01807855	51.25
	ECM PUBLISHERS INC						Summary Total	51.25
	4095 COON RAPIDS BLVD	ORD-AMEND THE COR 117-118	PV	65512	001 09101	11/30/2012	01807856	66.63
	COON RAPIDS MN 55433						Summary Total	66.63
		LEGAL-AMEND-SIGNS	PV	65513	001 09101	11/30/2012	01807857	56.38
							Summary Total	56.38
		ORD-EASEMENT VACATION VERBEER	PV	65514	001 09101	11/30/2012	01807858	51.25

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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
Summary Total									51.25
Payment Amount									225.51
100163	ELECTRIC SIGN AND LIGHTING INC	REPAIRED LIGHTS	PV	65316	001	09101	11/2/2012	16702	527.92
Summary Total									527.92
Payment Amount									527.92
100167	ELK RIVER FORD INC	PROGRAM NEW KEY/PATSKEY 376	PV	65515	001	09290	11/20/2012	16036631/1	125.81
Summary Total									125.81
17219	HIGHWAY 10 NW	DETAIL- CLEAN UP INSIDE 376	PV	65516	001	09101	11/7/2012	16035642/1	160.31
Summary Total									160.31
Payment Amount									286.12
100733	ELK RIVER WINLECTRIC CO	LIGHTS- RINKS	PV	65517	001	09101	11/16/2012	185403 00	125.29
Summary Total									125.29
Payment Amount									125.29
100169	EMERGENCY APPARATUS MAINTENANCE INC	REPAIR 556	PV	65317	001	09101	11/13/2012	64843	741.86
Summary Total									741.86
7512	4TH AVENUE	REPAIR 560	PV	65318	001	09101	11/13/2012	64844	825.19
Summary Total									825.19
825.19	LINO LAKES MN 55014	REPAIR 565	PV	65319	001	09101	11/13/2012	64845	650.16
Summary Total									650.16
Payment Amount									2,217.21
103295	EWALD ENTERTAINMENT SRV INC	HOLIDAY PARTY-FAMILY FEUD	PV	65518	001	09101	12/1/2012	120112	350.00
Summary Total									350.00



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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
		BRAKE PADS 353	PV	65325	001	09101	11/13/2012	6-1305029	49.14
					Summary Total				49.14
		BATTERY 566	PV	65326	001	09101	11/26/2012	6-1306244	126.92
					Summary Total				126.92
		BULBS/ CLEANER 312	PV	65327	001	09101	11/20/2012	6-1305878	5.33
		BULBS/ CLEANER 312	PV	65327	002	09101	11/20/2012	6-1305878	9.22
					Summary Total				14.55
		SPLASHWASH	PV	65328	001	09101	11/20/2012	6-1305812	20.39
					Summary Total				20.39
		BRAKES FOR 675	PV	65329	001	09101	11/16/2012	6-1305583	61.53
					Summary Total				61.53
		BATTERY CORE RETURN	PD	65330	001	09101	12/11/2012	6-1306295	19.24-
					Summary Total				19.24-
		MISC PARTS	PV	65519	001	09101	11/27/2012	6-1306374	268.31
					Summary Total				268.31
		MISC PARTS FOR 564	PV	65520	001	09101	12/3/2012	6-1307008	107.69
					Summary Total				107.69
					Payment Amount				1,300.35
107099	FASTENAL	MISC PARTS	PV	65331	001	09101	11/14/2012	MNTC892471	7.38
	FASTENAL COMPANY				Summary Total				7.38
	P O BOX 978	MISC SUPPLIES	PV	65332	001	09101	11/13/2012	MNTC892427	3.96
	WINONA MN 55987				Summary Total				3.96
		STRAPS FOR PD ATV TRAILER	PV	65452	001	09101	11/15/2012	MNTC892503	30.64
					Summary Total				30.64
		MISC PARTS	PV	65521	001	09601	11/28/2012	MNTC892845	132.91
					Summary Total				132.91
		MISC PARTS	PV	65522	001	09101	11/29/2012	MNTC892922	43.93
					Summary Total				43.93
		MISC PARTS	PV	65523	001	09101	11/28/2012	MNTC892840	22.05
					Summary Total				22.05
		MISC PARTS	PV	65524	001	09101	11/28/2012	MNTC892876	39.09
					Summary Total				39.09
					Payment Amount				279.96
100143	FERGUSON WATERWORKS #	MISC SUPPLIES	PV	65333	001	09601	11/9/2012	0002391	2,718.78

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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	FERGUSON WATERWORKS 2516			Summary Total					2,718.78
	PO BOX 802817	MISC PIPE	PV	65525	001	09605	11/1/2012	0001039	64.34
	CHICAGO IL 60680-2817			Summary Total					64.34
				Payment Amount					2,783.12
111709	FIRST TRANSIT INC	NOV 12 RAMSEY STAR EXPRESS	PV	65491	001	09803	12/1/2012	558091112R	23,600.47
	FIRST TRANSIT INC			Summary Total					23,600.47
	22192 NETWORK PLACE			Payment Amount					23,600.47
	CHICAGO IL 60673-1221			Summary Total					23,600.47
113390	FRANCIS PROPERTIES INC	T&S REFUND 15431 YAKIMA ST	PV	65375	001	09252	11/30/2012	RA003190	600.00
	FRANCIS PROPERTIES INC			Summary Total					600.00
	7825 HAMPSHIRE CIRCLE	T&S REFUND 15441 YAKIMA ST	PV	65376	001	09252	11/30/2012	RA004634	600.00
	BROOKLYN PARK MN 55445			Summary Total					600.00
		T&S REFUND 15500 XKIMO ST	PV	65377	001	09252	11/30/2012	RA007318	600.00
				Summary Total					600.00
		T&S REFUND 5035 155TH LN	PV	65378	001	09252	11/30/2012	RA005471	600.00
				Summary Total					600.00
				Payment Amount					2,400.00
100189	G AND K SERVICES INC	UNIFORM CLEANING	PV	65335	001	09101	11/21/2012	1006237983	74.00
	G AND K SERVICES INC	UNIFORM CLEANING	PV	65335	002	09101	11/21/2012	1006237983	10.00
	PO BOX 1450-NW 7536	UNIFORM CLEANING	PV	65335	003	09101	11/21/2012	1006237983	68.68
	MINNEAPOLIS MN	UNIFORM CLEANING	PV	65335	004	09101	11/21/2012	1006237983	68.68
	55485-7536			Summary Total					221.36
		CLEANING UNIFORMS	PV	65526	001	09101	11/28/2012	1006249050	74.00
		CLEANING UNIFORMS	PV	65526	002	09101	11/28/2012	1006249050	10.00
		CLEANING UNIFORMS	PV	65526	003	09101	11/28/2012	1006249050	118.81
		CLEANING UNIFORMS	PV	65526	004	09101	11/28/2012	1006249050	118.81
				Summary Total					321.62
				Payment Amount					542.98
107405	GENERATION HOMES LLC	T&S REFUND 15600	PV	65164	001	09252	11/28/2012	RA003108	600.00

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		YAKIMA CT NW							
	GENERATION HOMES LLC								Summary Total 600.00
	14601 KRYPTON STREET NW	T&S REFUND 15320	PV	65165	001	09252	11/28/2012	RA006229	600.00
		WACO CT NW							
	ANOKA MN 55303								Summary Total 600.00
									Payment Amount 1,200.00
109848	GILMORE CONSTRUCTION	T&S REFUND 15421	PV	65166	001	09252	11/28/2012	RA005089	600.00
		XKIMO ST NW							
	GILMORE CONSTRUCTION								Summary Total 600.00
	2553 154TH LANE NW	T&S REFUND 15571	PV	65167	001	09252	11/28/2012	RA007320	600.00
		YAKIMA ST NW							
	ANDOVER MN 55304								Summary Total 600.00
		T&S REFUND 4940	PV	65168	001	09252	11/28/2012	RA006789	600.00
		155TH LANE NW							
									Summary Total 600.00
		T&S REFUND 5020	PV	65169	001	09252	11/28/2012	RA005639	600.00
		155TH LANE NW							
									Summary Total 600.00
		T&S REFUND 7662	PV	65170	001	09252	11/28/2012	RA008858	600.00
		147TH LANE NW							
									Summary Total 600.00
		T&S REFUND 7731	PV	65171	001	09252	11/28/2012	RA009446	600.00
		147TH TERRACE							
									Summary Total 600.00
		T&S REFUND 7772	PV	65292	001	09252	11/30/2012	RA010157	600.00
		149TH LN							
									Summary Total 600.00
									Payment Amount 4,200.00
100190	GM HOMES	T&S REFUND 5689	PV	65172	001	09252	11/28/2012	RA013616	600.00
		152ND WAY NW							
	GM HOMES								Summary Total 600.00
	7721 145TH STREET WEST								
	APPLE VALLEY MN 55124								
									Payment Amount 600.00
113393	GOLDEN OAKS CONSTRUCTION	T&S REFUND 17390	PV	65381	001	09252	11/30/2012	RA009605	600.00
		BAUGH ST NW							

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
	GOLDEN OAKS CONSTRUCTION 14775 293RD AVE NW ZIMMERMAN MN 55398								600.00
								Summary Total	600.00
								Payment Amount	600.00
100198	GOPHER ELECTRIC CONTRACTORS INC GOPHER ELECTRIC CONTRACTORS INC 9346 FOLEY BLVD COON RAPIDS MN 55433	LIGHT REPAIR	PV	65336	001	09101	11/14/2012	1823	523.66
		LIGHT REPAIR	PV	65336	002	09101	11/14/2012	1823	1,970.00
								Summary Total	2,493.66
								Payment Amount	2,493.66
111991	GORHAM BUILDERS INC 1877 STATION PARKWAY NW ANDOVER MN 55304	T&S REFUND 6528 RIVERDALE DR	PV	65181	001	09252	11/28/2012	RA007946	600.00
								Summary Total	600.00
								Payment Amount	600.00
113394	GRANDVIEW BUILDERS 5411 LACHMAN ALBERTVILLE MN 55301	T&S REFUND 15481 YAKIMA CT	PV	65382	001	09252	11/30/2012	RA004663	600.00
		T&S REFUND 15500 YAKIMA CT	PV	65383	001	09252	11/30/2012	RA004662	600.00
								Summary Total	600.00
								Payment Amount	1,200.00
100209	HAKANSON ANDERSON ASSOC INC HAKANSON ANDERSON ASSOC INC 3601 THURSTON AVENUE ANOKA MN 55303-1063	OCT 12 ENGINEERING SERVICES	PV	65453	001	09101	11/26/2012	31014	8,600.00
								Summary Total	8,600.00
								Payment Amount	8,600.00
113396	HEALTHY HOME BUILDERS LLC HEALTHY HOME BUILDERS LLC 2994 RICE STREET ST PAUL MN 55113	T&S REFUND 4965 155TH LANE NW	PV	65385	001	09252	11/30/2012	RA005560	600.00
								Summary Total	600.00

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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
Payment Amount								600.00	
107046	HEARTHSTONE BUILDERS INC	T&S REFUND 5601 157TH AVE NW	PV	65174	001	09252	11/28/2012	RA008392	600.00
Summary Total								600.00	
Payment Amount								600.00	
113397	HEARTWOOD IMPERIAL HOMES INC	T&S REFUND 6066 146TH AVE	PV	65386	001	09252	11/30/2012	RA010690	600.00
Summary Total								600.00	
Payment Amount								600.00	
113397	HEARTWOOD IMPERIAL HOMES INC 8019 146TH AVENUE NW RAMSEY MN 55303	T& REFUND 6106 146TH LN	PV	65387	001	09252	11/30/2012	RA009182	600.00
Summary Total								600.00	
Payment Amount								1,200.00	
106654	HERMANSON HOMES	T&S REFUND 15543 IODINE CT NW	PV	65175	001	09252	11/28/2012	RA005399	600.00
Summary Total								600.00	
Payment Amount								600.00	
106654	HERMANSON HOMES 23847 JOHNSON STREET NE EAST BETHEL MN 55055	T&S REFUND 17025 RABBIT ST NW	PV	65176	001	09252	11/28/2012	RA005938	600.00
Summary Total								600.00	
Payment Amount								600.00	
106654	HERMANSON HOMES	T&S REFUND 17035 RABBIT ST NW	PV	65177	001	09252	11/28/2012	RA005134	600.00
Summary Total								600.00	
Payment Amount								600.00	
106654	HERMANSON HOMES	T&S REFUND 5600 156TH LN NW	PV	65178	001	09252	11/28/2012	RA007754	600.00
Summary Total								600.00	
Payment Amount								600.00	
106654	HERMANSON HOMES	T&S REFUND 5649 157TH AVE NW	PV	65179	001	09252	11/28/2012	RA004606	600.00
Summary Total								600.00	
Payment Amount								600.00	
106654	HERMANSON HOMES	T&S REFUND 7113 170TH TRAIL	PV	65180	001	09252	11/28/2012	RA015290	600.00
Summary Total								600.00	
Payment Amount								3,600.00	
113399	HILTNER CONSTRUCTION INC	T&S REFUND 9001 159TH LANE	PV	65389	001	09252	11/30/2012	RA013157	600.00

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
	HILTNER CONSTRUCTION INC 42543 248TH AVENUE FREEPORT MN 56331							Summary Total	600.00
								Payment Amount	600.00
113400	HOMES BY IMPRESSION LLC 22796 ZION PARKWAY NW BETHEL MN 55005	T&S REFUND 16501 MARMOSET ST	PV	65390	001	09252	11/30/2012	RA010981	600.00
								Summary Total	600.00
								Payment Amount	600.00
112154	HOPE HAVEN INC P O BOX 70 ROCK VALLEY IA 51247	PAINTED LATHS	PV	65337	001	09101	11/15/2012	13012	1,819.55
								Summary Total	1,819.55
								Payment Amount	1,819.55
113023	HOSCH APPRAISAL AND CONSULTING INC 11172 ZEALAND AVENUE NORTH MINNEAPOLIS MN 55316	RE: 8019 146TH AVE NW RAMSEY	PV	65492	001	09496	10/16/2012	HAC11101-00-04	1,258.75
								Summary Total	1,258.75
								Payment Amount	1,258.75
113398	IACARELLA, HEATH AND NATALIE HEATH AND NATALIE IACARELLA 16549 FLUORINE ST NW RAMSEY MN 55303	T&S REFUND 16549 FLUORINE ST	PV	65388	001	09252	11/30/2012	RA003697	600.00
								Summary Total	600.00
								Payment Amount	600.00
106214	IDENTISYS INC IDENTISYS PO BOX 1086 MINNETONKA MN 55345-0086	PROX CARDS	PV	65454	001	09101	11/5/2012	149494	463.12
								Summary Total	463.12
								Payment Amount	463.12
113401	INDEPENDENT LUXURY HOMES	T&S REFUND 16921 FELDSPAR	PV	65391	001	09252	11/30/2012	RA013406	600.00

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	INDEPENDENT LUXURY HOMES							Summary Total	600.00
	20410 QUAPAW STREET NW	T&S REFUND 16983	PV	65392	001	09252	11/30/2012	RA013522	600.00
		GARNET ST							
	OAK GROVE MN 55303							Summary Total	600.00
		T&S REFUND 6956	PV	65393	001	09252	11/30/2012	RA014597	600.00
		170TH TRAIL							
								Summary Total	600.00
								Payment Amount	1,800.00
113402	INNOVATIVE EDGE CONSTRUCTION	T&S REFUND 15490	PV	65394	001	09252	11/30/2012	RA003891	600.00
		XKIMO ST							
	INNOVATIVE EDGE CONSTRUCTION							Summary Total	600.00
	3336 IRVING AVE SO								
	MINNEAPOLIS MN 55408							Payment Amount	600.00
107464	INTEGRA TELECOM	REMOTE HELP- KATHY	PV	65493	001	09101	11/20/2012	120332638	75.00
	INTEGRA TELECOM							Summary Total	75.00
	NW 5814								
	P O BOX 1450								
	MINNEAPOLIS MN 55485-5814							Payment Amount	75.00
107478	INTELLIGENT PRODUCTS INCORPORATED	MUTT MITTS	PV	65530	001	09101	11/26/2012	150958A	754.07
	INTELLIGENT PRODUCTS INCORPORATED							Summary Total	754.07
	10,000 LOWER RIVER ROAD								
	P O BOX 626								
	BURLINGTON KY 41005							Payment Amount	754.07
106719	INTEREUM INC	MISC PIECES	PV	65527	001	09101	11/20/2012	375971	6,494.79
	INTEREUM INC							Summary Total	6,494.79
	845 BERKSHIRE LANE	WALL STRIP	PV	65528	001	09101	11/28/2012	376198	120.64
	NORTH								
	PLYMOUTH MN 55441							Summary Total	120.64
								Payment Amount	6,615.43
100441	J M SMELER BUILDING CORPORATION	T&S REFUND 15580	PV	65182	001	09252	11/28/2012	RA006570	600.00
		YAKIMA ST							



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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
Payment Amount									600.00
113391	KALK, FRED AND ROSE	T&S REFUND 7018 156TH AVE NW	PV	65379	001	09252	11/30/2012	RA006697	600.00
	FRED AND ROSE KALK 7018 156TH AVE NW RAMSEY MN 55303			Summary Total					600.00
Payment Amount									600.00
113376	KARTAER, ALAN	T&S REFUND 15420 YAKIMA ST	PV	65360	001	09252	11/30/2012	RA003038	600.00
	ALAN KARTAER 22858 QUAY STREET NW ST FRANCIS MN 55070			Summary Total					600.00
Payment Amount									600.00
113408	KODIAK HOMES INC	T&S REFUND 15320 XKIMO ST	PV	65401	001	09252	11/30/2012	RA003906	600.00
	KODIAK HOMES INC 8512 124TH LANE CHAMPLIN MN 55316			Summary Total					600.00
Payment Amount									600.00
109240	KRJ HOMES	T&S REFUND 15381 YAKIMA ST	PV	65183	001	09252	11/28/2012	RA008788	600.00
	KRJ HOMES 16890 80TH PLACE NORTH			Summary Total					600.00
	MAPLE GROVE MN 55311	T&S REFUND 15411 YAKIMA ST	PV	65184	001	09252	11/28/2012	RA004509	600.00
				Summary Total					600.00
		T&S REFUND 15421 YAKIMA ST	PV	65185	001	09252	11/28/2012	RA007887	600.00
				Summary Total					600.00
		T&S REFUND 15461 YAKIMA ST NW	PV	65186	001	09252	11/28/2012	RA004537	600.00
				Summary Total					600.00
Payment Amount									2,400.00
111501	LANDFORM PROFESSIONAL SERVICES	RETAIL INCENTIVE	PV	65455	001	09468	11/20/2012	21107	4,000.00



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113410	LITE CONSTRUCTION INC	T&S REFUND 15605 XKIMO CT NW	PV	65403	001	09252	11/30/2012	RA005616	600.00
	LITE CONSTRUCTION INC 69145 233RD STREET DASSEL MN 55325								Summary Total 600.00
									Payment Amount 600.00
100268	LRRWMO CITY OF ANOKA	PERMIT 11-03	PV	65494	001	09494	11/7/2012	284	24.00
	LRRWMO CITY OF ANOKA 2015 - 1ST AVENUE NORTH ANOKA MN 55303								Summary Total 24.00
									Payment Amount 24.00
112512	MADDEN,GALANTER,HANSEN LLP	SERVICES THROUGH SEPT 2012	PV	65338	001	09101	10/1/2012	100112	369.00
	MADDEN,GALANTER,HANSEN LLP 505 NORTH HIGHWAY 169 SUITE 295 PLYMOUTH MN 55441-6444								Summary Total 369.00
									Payment Amount 369.00
100271	MAIN MOTORS	REPAIR ON 375	PV	65339	001	09101	11/15/2012	379226	57.42
	MAIN MOTORS	REPAIR ON 375	PV	65339	002	09101	11/15/2012	379226	218.00
	435 WEST MAIN STREET	REPAIR ON 375	PV	65339	003	09101	11/15/2012	379226	21.67
	ANOKA MN 55303								Summary Total 297.09
									Payment Amount 297.09
113447	MAJESTIC CUSTOM CONSTRUCTION INC	REPAIRS AT 6745 HWY 10	PV	65539	001	09410	12/3/2012	637C	4,585.00
	MAJESTIC CUSTOM CONSTRUCTION INC 8800 ROYAL COURT NW RAMSEY MN 55303								Summary Total 4,585.00
									Payment Amount 4,585.00
107017	MAPLE LEAF HOMES	T&S REFUND 15329 ZUNI CT NW	PV	65187	001	09252	11/28/2012	RA007709	600.00
	MAPLE LEAF HOMES								Summary Total 600.00
	15375 ZUNI COURT NW	T&S REFUND 15359 ZUNI CT	PV	65188	001	09252	11/28/2012	RA011748	600.00
	ANOKA MN 55303								Summary Total 600.00

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		T&S REFUND 4910 155TH LANE NW	PV	65189	001	09252	11/28/2012	RA009588	600.00
				Summary Total					600.00
		T&S REFUND 4975 155TH LN NW	PV	65190	001	09252	11/28/2012	RA005890	600.00
				Summary Total					600.00
		T&S REFUND 6928 169TH LN NW	PV	65191	001	09252	11/28/2012	RA013959	600.00
				Summary Total					600.00
				Payment Amount					3,000.00
113411	MARK V CONSTRUCTION INC  MARK V CONSTRUCTION INC 19432 RUSH STREET ELK RIVER MN 55330	T&S REFUND 16110 TURNBERRY CT	PV	65404	001	09252	11/30/2012	RA003346	600.00
				Summary Total					600.00
				Payment Amount					600.00
113412	MARKER DESIGN BUILD LLC  MARKER DESIGN BUILD LLC 8394 LAKE JANE TRAIL NORTH LAKE ELMO MN 55042	T&S REFUND 6380 178TH LN	PV	65405	001	09252	11/30/2012	RA008512	600.00
				Summary Total					600.00
				Payment Amount					600.00
106616	MARTIN MCALLISTER, INC  MARTIN MCALLISTER, INC 3900 IDS CENTER MINNEAPOLIS MN 55402	OCT 2012 BILLING	PV	65340	001	09101	10/31/2012	8150	1,550.00
				Summary Total					1,550.00
				Payment Amount					1,550.00
100961	MCDOWALL, MICHAEL  MICHAEL MCDOWALL 14730 120TH STREET BECKER MN 55308	CLOTHING 12 REIMB M MCDOWALL	PV	65461	001	09101	11/28/2012	112812	80.00
				Summary Total					80.00
				Payment Amount					80.00
111999	MEADOW CREEK BUILDERS	ERO REFUND 5739	PV	65293	001	09804	11/30/2012	113204	1,500.00

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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	INC	152ND WAY							
	MEADOW CREEK BUILDERS INC			Summary Total					1,500.00
	6382 BALSAM LANE	ERO REFUND 5722	PV	65294	001	09804	11/30/2012	113203	1,500.00
		152ND WAY							
	MAPLE GROVE MN 55369			Summary Total					1,500.00
				Payment Amount					3,000.00
100278	MEADOW VIEW HOMES	T&S REFUND 6105	PV	65199	001	09252	11/28/2012	RA010811	600.00
		146TH LN NW							
	MEADOW VIEW HOMES			Summary Total					600.00
	14621 ABERDEEN STREET	T&S REFUND 14693	PV	65200	001	09252	11/28/2012	RA005906	600.00
	NE	SODIUM ST NW							
	HAM LAKE MN 55304			Summary Total					600.00
		T&S REFUND 14626	PV	65201	001	09252	11/28/2012	RA007290	600.00
		SODIUM ST NW							
				Summary Total					600.00
		T&S REFUND 14667	PV	65202	001	09252	11/28/2012	RA005917	600.00
		QUICKSILVER							
				Summary Total					600.00
		T&S REFUND 14678	PV	65203	001	09252	11/28/2012	RA007031	600.00
		SODIUM ST							
				Summary Total					600.00
		T&S REFUND 14685	PV	65204	001	09252	11/28/2012	RA005905	600.00
		SODIUM ST							
				Summary Total					600.00
		T&S REFUND 14701	PV	65205	001	09252	11/28/2012	RA005960	600.00
		QUICKSILVER							
				Summary Total					600.00
		T&S REFUND 14707	PV	65206	001	09252	11/28/2012	RA005959	600.00
		QUICKSILVER							
				Summary Total					600.00
		T&S 6062 146TH AVE	PV	65207	001	09252	11/28/2012	RA009184	600.00
		NW							
				Summary Total					600.00
		T&S REFUND 6092	PV	65208	001	09252	11/28/2012	RA007481	600.00
		146TH LN NW							
				Summary Total					600.00
		T&S REFUND 6127	PV	65209	001	09252	11/28/2012	RA007445	600.00
		146TH AVE NW							
				Summary Total					600.00

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		T&S REFUND 6174 146TH AVE	PV	65210	001	09252	11/28/2012	RA008306	600.00
Summary Total									600.00
Payment Amount									7,200.00
107613	MERIT CUSTOM HOMES	T&S REFUND 15360 KRYPTON ST	PV	65192	001	09252	11/28/2012	RA005713	600.00
Summary Total									600.00
	MERIT CUSTOM HOMES 21471 ULYSSES STREET NE SUITE 200	T&S REFUND 15376 KRYPTON ST	PV	65193	001	09252	11/28/2012	RA005410	600.00
Summary Total									600.00
	EAST BETHEL MN 55011	T&S REFUND 15526 IODINE ST	PV	65194	001	09252	11/28/2012	RA005587	600.00
Summary Total									600.00
		T&S REFUND 15535 IODINE CT	PV	65195	001	09252	11/28/2012	RA003677	600.00
Summary Total									600.00
		T&S REFUND 15537 IODINE CT	PV	65196	001	09252	11/28/2012	RA003678	600.00
Summary Total									600.00
		T&S REFUND 5604 157TH AVE NW	PV	65197	001	09252	11/28/2012	RA007182	600.00
Summary Total									600.00
		T&S REFUND 5637 155TH LN NW	PV	65198	001	09252	11/28/2012	RA007030	600.00
Summary Total									600.00
Payment Amount									4,200.00
100291	MET COUNCIL SAC	WASTE WATER JAN 2013	PV	65496	001	09602	12/5/2012	0001004591	48,695.99
Summary Total									48,695.99
Payment Amount									48,695.99
108201	METRO TENT RENTAL	EDA NETWORK EVENT	PV	65459	001	09230	10/10/2012	3460	103.67
Summary Total									103.67
Payment Amount									103.67

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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
109247	MIDWEST TESTING	TEST AND REBUILD WILKINS	PV	65460	001	09101	11/19/2012	2655	659.90
	MIDWEST TESTING 6401 CAMBRIDGE STREET SAINT LOUIS PARK MN 55426			Summary Total					659.90
				Payment Amount					659.90
100324	MJB CUSTOM HOMES	T&S REFUND 14625 QUICKSILVER	PV	65211	001	09252	11/28/2012	RA010688	600.00
	MJB CUSTOM HOMES 6621 214TH AVENUE NW			Summary Total					600.00
		T&S REFUND 14635 SODIUM ST	PV	65212	001	09252	11/28/2012	RA007971	600.00
	ELK RIVER MN 55330-4651			Summary Total					600.00
		T&S REFUND 14657 QUICKSILVER	PV	65213	001	09252	11/28/2012	RA007456	600.00
				Summary Total					600.00
		T&S REFUND 14663 QUICKSILVER	PV	65214	001	09252	11/28/2012	RA006327	600.00
				Summary Total					600.00
		T&S REFUND 14671 SODIUM	PV	65215	001	09252	11/28/2012	RA006503	600.00
				Summary Total					600.00
		T&S REFUND 14672 SODIUM ST	PV	65216	001	09252	11/28/2012	RA009391	600.00
				Summary Total					600.00
		T&S REFUND 14683 SODIUM ST	PV	65217	001	09252	11/28/2012	RA005742	600.00
				Summary Total					600.00
		T&S REFUND 14688 SODIUM	PV	65218	001	09252	11/28/2012	RA014156	600.00
				Summary Total					600.00
		T&S REFUND 14690 SODIUM ST	PV	65219	001	09252	11/28/2012	RA006954	600.00
				Summary Total					600.00
		T&S REFUND 14705 QUICKSILVER	PV	65220	001	09252	11/28/2012	RA008090	600.00
				Summary Total					600.00
		T&S REFUND 14711 QUICKSILVER	PV	65221	001	09252	11/28/2012	RA006899	600.00

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount	
Summary Total									600.00	
	T&S REFUND 6078		PV	65222	001	09252	11/28/2012	RA007324	600.00	
	146TH LN NW									
Summary Total									600.00	
	T&S REFUND 6168		PV	65223	001	09252	11/28/2012	RA007970	600.00	
	146TH AVE NW									
Summary Total									600.00	
Payment Amount									7,800.00	
100328	MN DEPT OF HEALTH WATER	BILLING	PV	65462	001	09601	11/14/2012	111412	6,099.00	
		10/01/2012-12/31/201								
		2								
	MN DEPT OF HEALTH		Summary Total						6,099.00	
	DRINKING WATER PROTECTION SECTION									
	P O BOX 64494									
	ST PAUL MN 55164-0494		Payment Amount						6,099.00	
102216	MN DEPT OF	INSPECTIONS OCT 2012	PV	65495	001	09496	11/13/2012	P00001163	323.75	
	TRANSPORTATION									
	MINNESOTA DEPT OF	INSPECTIONS OCT 2012	PV	65495	002	09496	11/13/2012	P00001163	354.39	
	TRANSPORTATION									
	COMMISSIONER OF TRANSPORTATION		Summary Total						678.14	
	CASH ACCOUNTING -MS 215									
	395 JOHN IRELAND BLVD									
	ST PAUL MN 55155-1899		Payment Amount						678.14	
100335	MONARCH HOMES INC	T&S REFUND 16965	PV	65233	001	09252	11/29/2012	RA005218	600.00	
		RABBIT ST NW								
	MONARCH HOMES INC		Summary Total						600.00	
	7820 RIVERDALE DRIVE NW	T&S REFUND 16980	PV	65234	001	09252	11/29/2012	RA006011	600.00	
		RABBIT ST NW								
	RAMSEY MN 55303		Summary Total						600.00	
		T&S REFUND 17030	PV	65235	001	09252	11/29/2012	RA005821	600.00	
		RABBIT ST NW								
			Summary Total						600.00	
		T&S REFUND 17040	PV	65236	001	09252	11/29/2012	RA004951	600.00	
		RABBIT ST NW								
			Summary Total						600.00	
		T&S REFUND 17043	PV	65237	001	09252	11/29/2012	RA004843	600.00	

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Payee		Stub	Document			Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Number	Amount
	RABBIT ST NW							
				Summary Total				600.00
	T&S REFUND 8640		PV	65238	001	09252	11/29/2012 RA006123	600.00
	170TH AVE NW							
				Summary Total				600.00
	T&S REFUND 8660		PV	65239	001	09252	11/29/2012 RA005962	600.00
	170TH AVE							
				Summary Total				600.00
	T&S REFUND 8730		PV	65240	001	09252	11/29/2012 RA005950	600.00
	170TH AVE NW							
				Summary Total				600.00
	T&S REFUND 8735		PV	65241	001	09252	11/29/2012 RA005044	600.00
	171ST AVE NW							
				Summary Total				600.00
				Payment Amount				5,400.00
100337	MORGAN CHASE HOMES	T&S REFUND 5661	PV	65243	001	09252	11/29/2012 RA003141	600.00
	156TH LANE							
				Summary Total				600.00
	MORGAN CHASE HOMES	T&S REFUND 5690	PV	65244	001	09252	11/29/2012 RA004505	600.00
	1611 HIGHWAY 10 NE	156TH LN NW						
				Summary Total				600.00
	SPRING LAKE PARK MN 55432	T&S REFUND 5693	PV	65245	001	09252	11/29/2012 RA004504	600.00
		157TH AVE NW						
				Summary Total				600.00
	T&S REFUND 5632		PV	65290	001	09252	11/30/2012 RA003140	600.00
	157TH AVE NW							
				Summary Total				600.00
				Payment Amount				2,400.00
107806	MORLOCK HOMES	T&S REFUND 15756 ST	PV	65246	001	09252	11/29/2012 RA008331	600.00
		ANDREWS LN						
				Summary Total				600.00
	MORLOCK HOMES							
	5020 PAGE AVENUE							
	ST MICHAEL MN 55376							
				Payment Amount				600.00
108091	MUNICIPAL CODE CORPORATION	ORDINANCE BOOK	PV	65463	001	09101	11/20/2012 00223934	6,926.46

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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	MUNICIPAL CODE CORPORATION P O BOX 2235 TALLAHASSEE FL 32316			Summary Total					6,926.46
				Payment Amount					6,926.46
107593	NAGELL CONSTRUCTION	T&S REFUND 15911 ST ANDREWS	PV	65247	001	09252	11/29/2012	RA007880	600.00
	NAGELL CONSTRUCTION 11825 45TH AVENUE NORTH PLYMOUTH MN 55442	T&S REFUND 9470 INVERNESS CT	PV	65248	001	09252	11/29/2012	RA008477	600.00
				Summary Total					600.00
				Payment Amount					1,200.00
113436	NALLICK, VICTOR	T&S REFUND 14424 IODINE ST	PV	65438	001	09252	12/3/2012	RA006874	600.00
	VICTOR NALLICK 14424 IODINE ST NW RAMSEY MN 55303			Summary Total					600.00
				Payment Amount					600.00
100345	NAPA AUTO PARTS ELK RIVER	MISC RETURN	PD	65341	001	09101	12/11/2012	654671	23.18-
	NAPA AUTO PARTS ELK RIVER 17137 YALE STREET NW P O BOX 1041 ELK RIVER MN 55330	STEERING FLUID	PV	65342	001	09101	11/12/2012	653280	27.08
				Summary Total					27.08
		MISC FD	PV	65343	001	09101	11/26/2012	655291	51.24
				Summary Total					51.24
		BODY FILL/HARDENER	PV	65344	001	09101	11/15/2012	653733	23.18
				Summary Total					23.18
		BELT FOR 409	PV	65345	001	09101	11/9/2012	652801	13.35
				Summary Total					13.35
		MISC SUPPLIES	PV	65346	001	09101	11/13/2012	653379	9.19
				Summary Total					9.19
				Payment Amount					100.86
113414	NBL FINANCIAL CORPORATION	T&S REFUND 15491 YAKIMA CT	PV	65406	001	09252	11/30/2012	RA003097	600.00
	NBL FINANCIAL CORPORATION 201 5TH AVENUE SW	T&S REFUND 15480	PV	65407	001	09252	12/3/2012	RA004856	600.00
				Summary Total					600.00
				Payment Amount					600.00

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		YAKIMA							
	NEW BRIGHTON MN 55112								Summary Total 600.00
		T&S REFUND 5425	PV	65408	001	09252	12/3/2012	1RA004736	600.00
		152ND AVE NW							
									Summary Total 600.00
									Payment Amount 1,800.00
107209	NEW DIMENSION HOMES	T&S REFUND 7668	PV	65249	001	09252	11/29/2012	RA008773	600.00
		147TH LN NW							
	NEW DIMENSION HOMES								Summary Total 600.00
	7801 148TH LANE NW								
	RAMSEY MN 55303								Payment Amount 600.00
113415	NIH HOMES LLC	T&S REFUND 5829	PV	65409	001	09252	12/3/2012	RA007092	600.00
		177TH AVE NW							
	NIH HOMES LLC								Summary Total 600.00
	6840 213TH AVENUE								
	ELK RIVER MN 55350								Payment Amount 600.00
113416	NORTHCO BUILDERS INC	T&S REFUND15401 WACO	PV	65410	001	09252	12/3/2012	RA004188	600.00
		ST							
	NORTHCO BUILDERS INC								Summary Total 600.00
	4115 147TH LANE NW								
	ANDOVER MN 55304								Payment Amount 600.00
109819	NORTHERN LAKES	T&S REFUND 6178	PV	65242	001	09252	11/29/2012	RA013262	600.00
	CONSTRUCTION	146TH AVE NW							
	NORTHERN LAKES CONSTRUCTION								Summary Total 600.00
	16172 CENTRAL AVENUE	T&S REFUND 6102	PV	65250	001	09252	11/29/2012	RA013257	600.00
		146TH CIRCLE							
	MILACA MN 55353								Summary Total 600.00
		T&S REFUND 6112	PV	65251	001	09252	11/29/2012	RA013256	600.00
		146TH AVE							
									Summary Total 600.00
		T&S REFUND 6118	PV	65252	001	09252	11/29/2012	RA013255	600.00
		146TH AVE NW							
									Summary Total 600.00

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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
		T&S REFUND 6132 146TH AVENUE	PV	65253	001	09252	11/29/2012	RA013259	600.00
				Summary Total					600.00
		T&S REFUND 6143 146TH AVE	PV	65254	001	09252	11/29/2012	RA013258	600.00
				Summary Total					600.00
		T&S REFUND 6152 146TH AVE	PV	65255	001	09252	11/29/2012	RA013261	600.00
				Summary Total					600.00
		T&S REFUND 6162 146TH AVE	PV	65256	001	09252	11/29/2012	RA013264	600.00
				Summary Total					600.00
		T&S REFUND 6167 146TH AVE	PV	65257	001	09252	11/29/2012	RA013260	600.00
				Summary Total					600.00
		T&S REFUND 6175 146TH AVE NW	PV	65258	001	09252	11/29/2012	RA013263	600.00
				Summary Total					600.00
				Payment Amount					6,000.00
100363	NORTHERN SANITARY SUPPLY CO  NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433	MISC SUPPLIES	PV	65529	001	09101	11/29/2012	158630	398.19
				Summary Total					398.19
				Payment Amount					398.19
110547	NORTHWEST LIGHTING SYSTEMS CO.  NORTHWEST LIGHTING SYSTEMS CO. 9405 HOLLY STREET NW COON RAPIDS MN 55433	MISC BULBS	PV	65464	001	09101	11/15/2012	72192	170.11
				Summary Total					170.11
				Payment Amount					170.11
113417	NORTHWOODS CUSTOM HOMES  NORTHWOODS CUSTOM HOMES 406 MAIN STREET  ELK RIVER MN 55330	T&S REFUND 15321 XKIMO ST	PV	65411	001	09252	12/3/2012	RA004730	600.00
				Summary Total					600.00
		T&S REFUND 15351 WACO CT NW	PV	65412	001	09252	12/3/2012	RA005579	600.00
				Summary Total					600.00

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
Payment Amount									1,200.00
113418	NORTHWOODS SERVICES INC	T&S REFUND 15341 YAKIMA ST	PV	65413	001	09252	12/3/2012	RA003004	600.00
	NORTHWOODS SERVICES INC P O BOX 395 ELK RIVER MN 55330			Summary Total					600.00
Payment Amount									600.00
113419	NOSTALGIA HOMES INC	T&S REFUND 4895 155TH LN	PV	65414	001	09252	12/3/2012	RA005623	600.00
	NOSTALGIA HOMES INC 308 SW 15TH STREET SUITE 213 FOREST LAKE MN 55025			Summary Total					600.00
Payment Amount									600.00
113420	PALMER HOMES NORTH INC	T&S REFUND 15340 WACO ST	PV	65415	001	09252	12/3/2012	RA003225	600.00
	PALMER HOMES NORTH INC 15340 WACO COURT NW RAMSEY MN 55303			Summary Total					600.00
		T&S REFUND 15461 XKIMO ST	PV	65416	001	09252	12/3/2012	RA005227	600.00
				Summary Total					600.00
		T&S REFUND 4990 155TH LN	PV	65417	001	09252	12/3/2012	RA008182	600.00
				Summary Total					600.00
Payment Amount									1,800.00
110775	PARENT BUILDERS, INC	T&S REFUND 15931 ST ANDREWS	PV	65259	001	09252	11/29/2012	RA007708	600.00
	PARENT BUILDERS INC 9040 159TH LANE NW RAMSEY MN 55303			Summary Total					600.00
		T&S REFUND 15960 ST ANDREWS LN	PV	65260	001	09252	11/29/2012	RA011944	600.00
				Summary Total					600.00
		T&S REFUND 15980 ST ANDREWS LN	PV	65261	001	09252	11/29/2012	RA009958	600.00
				Summary Total					600.00
		T&S REFUND 16261 ROYAL RD	PV	65262	001	09252	11/29/2012	RA007151	600.00
				Summary Total					600.00
		T&S REFUND 9450	PV	65263	001	09252	11/29/2012	RA003925	600.00

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CITY OF RAMSEY  
Create Payment Control Groups

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

Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
INVERNESS CT									
Summary Total									600.00
Payment Amount									3,000.00
108182	PARENT CUSTOM HOMES LLC	T&S REFUND 15920 ST ANDREWS LN	PV	65264	001	09252	11/29/2012	RA005971	600.00
Summary Total									600.00
	PARENT CUSTOM HOMES LLC	T&S REFUND 15940 ST ANDREWS LN	PV	65265	001	09252	11/29/2012	RA007771	600.00
	3919 COON RAPIDS BLVD								
Summary Total									600.00
	COON RAPIDS MN 55433								1,200.00
Payment Amount									
113424	PAULNO, ROB	T&S REFUND 15840 ST ANDREWS	PV	65424	001	09252	12/3/2012	RA008028	600.00
Summary Total									600.00
	ROB PAULNO								
	24176 113TH STREET								
	ZIMMERMAN MN 55398								
Payment Amount									600.00
113366	PERFECT SHADE WINDOW TINTING	TINT FOR 376	PV	65347	001	09290	11/8/2012	110812	180.00
Summary Total									180.00
Payment Amount									180.00
112920	PRESCRIPTION LANDSCAPE	DRAW/FIELDS MOWING	PV	65348	001	09101	8/22/2012	181959	539.96
Summary Total									539.96
	PRESCRIPTION LANDSCAPE								
	481 FRONT AVENUE								
	ST PAUL MN 55117								
Payment Amount									539.96
113421	PRESEDCENCE HOMES	T&S REFUND 7020 158TH LN	PV	65418	001	09252	12/3/2012	RA003112	600.00
Summary Total									600.00
	PRESEDCENCE HOMES								
	2153 JANSEN AVENUE								
	BUFFALO MN 55313								
Payment Amount									600.00
113422	PRICED RIGHT	T&S REFUND 15561	PV	65419	001	09252	12/3/2012	RA005831	600.00

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CITY OF RAMSEY  
Create Payment Control Groups

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

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	CONSTRUCTION INC	YAKIMA ST							
	PRICED RIGHT CONSTRUCTION INC 2824 174TH LANE NW ANDOVER MN 55304							Summary Total	600.00
								Payment Amount	600.00
106418	PURMORT HOMES INC	T&S REFUND 15410 YAKIMA ST	PV	65266	001	09252	11/29/2012	RA003929	600.00
	PURMORT HOMES INC 7842 149TH AVE NW	T&S REFUND 15440 YAKIMA ST	PV	65267	001	09252	11/29/2012	RA005472	600.00
	RAMSEY MN 55303							Summary Total	600.00
		T&S REFUND 15480 YAKIMA ST	PV	65268	001	09252	11/29/2012	RA007256	600.00
								Summary Total	600.00
		T&S REFUND 15510 YAKIMA ST	PV	65269	001	09252	11/29/2012	RA007273	600.00
								Summary Total	600.00
		T&S REFUND 15591 YAKIMA ST	PV	65270	001	09252	11/29/2012	RA007457	600.00
								Summary Total	600.00
		T&S REFUND 5170 155TH LN NW	PV	65271	001	09252	11/29/2012	RA008889	600.00
								Summary Total	600.00
		T&S REFUND 7648 147TH LN NW	PV	65272	001	09252	11/29/2012	RA008810	600.00
								Summary Total	600.00
								Payment Amount	4,200.00
100403	QUICKSILVER EXPRESS COURIER	DELIVERY TO OPUS21	PV	65465	001	09601	11/15/2012	6466224	82.51
	QUICKSILVER EXPRESS COURIER PO BOX 64417 ST PAUL MN 55164-0417							Summary Total	82.51
								Payment Amount	82.51
100418	RDO EQUIPMENT CO	MISC SUPPLIES	PV	65349	001	09101	11/16/2012	P91249	2.52
	POWERPLAN 01B 21310 NETWORK PLACE	MISC PARTS	PV	65350	001	09101	11/19/2012	P91284	53.10
								Summary Total	2.52

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CITY OF RAMSEY  
Create Payment Control Groups

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

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
CHICAGO IL 60673-1213				Summary Total					53.10
				Payment Amount					55.62
107880	RICK JOHNSON DEER AND BEAVER INC	DEC 2012 4 DEER CALLS	PV	65533	001	09101	12/1/2012	120112	360.00
RICK JOHNSON DEER AND BEAVER INC 18595 XENOLITH STREET NW BURNS TOWNSHIP MN 55303				Summary Total					360.00
				Payment Amount					360.00
113423	RIVER RUN PROPERTIES	T&S REFUND 14651 SODIUM ST	PV	65420	001	09252	12/3/2012	RA006263	600.00
RIVER RUN PROPERTIES 971 SIBLEY MEMORIAL HIGHWAY LILYDALE MN 55118				Summary Total					600.00
		T&S REFUND 14675 SODIUM ST	PV	65421	001	09252	12/3/2012	RA006262	600.00
				Summary Total					600.00
		T&S REFUND 6067 146TH LN	PV	65422	001	09252	12/3/2012	RA006575	600.00
				Summary Total					600.00
		T&S REFUND 6093 146TH LN	PV	65423	001	09252	12/3/2012	RA006576	600.00
				Summary Total					600.00
				Payment Amount					2,400.00
110287	ROLFE BUILDERS INC	T&S REFUND 17850 URANIUM ST	PV	65273	001	09252	11/30/2012	RA007254	600.00
ROLFE BUILDERS INC 6341 172ND LANE NW RAMSEY MN 55303				Summary Total					600.00
				Payment Amount					600.00
113425	ROSS CONSTRUCTION	T&S REFUND 4980 155TH LN	PV	65425	001	09252	12/3/2012	RA006213	600.00
ROSS CONSTRUCTION 901 WEST HIGHWAY 10 ANOKA MN 55303				Summary Total					600.00
				Payment Amount					600.00
112475	S AND T OFFICE PRODUCTS INC	OFFICE SUPPLIES-RETURN	PD	65466	001	09101	11/27/2012	01PM8870	1.99-

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CITY OF RAMSEY  
Create Payment Control Groups

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

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
Summary Total									1.99-
	SAND T OFFICE PRODUCTS INC	TONER- PD	PV	65467	001	09101	11/20/2012	01PM6677	381.46
	1000 KRISTEN COURT								
	ST PAUL MN 55110								
Summary Total									381.46
		OFFICE SUPPLIES	PV	65531	001	09101	11/15/2012	01PM4857	101.76
		OFFICE SUPPLIES	PV	65531	002	09101	11/15/2012	01PM4857	30.49
		OFFICE SUPPLIES	PV	65531	003	09101	11/15/2012	01PM4857	307.35
		OFFICE SUPPLIES	PV	65531	004	09101	11/15/2012	01PM4857	37.98
		OFFICE SUPPLIES	PV	65531	005	09101	11/15/2012	01PM4857	44.57
Summary Total									522.15
		OFFICE SUPPLIES	PV	65532	001	09101	11/30/2012	01PN0853	352.50
Summary Total									352.50
Payment Amount									1,254.12
107711	SCHINDLER ELEVATOR	QTR BILL	PV	65534	001	09240	12/1/2012	8103342129	1,103.16
		DEC/2012-FEB/2013							
	SCHINDLER ELEVATOR								
	P O BOX 93050								
	CHICAGO IL 60673-3050								
Summary Total									1,103.16
Payment Amount									1,103.16
113370	SCHUSTER CONSTRUCTION LLC	ERO REFUND 7311	PV	65295	001	09804	11/28/2012	113128	1,500.00
		147TH LN							
	SCHUSTER CONSTRUCTION LLC								
	23680 HEATHER STREET NW	ERO REFUND 7315	PV	65296	001	09804	11/28/2012	113129	1,500.00
		147TH LN							
	ST FRANCIS MN 55070								
Summary Total									1,500.00
Payment Amount									3,000.00
100442	SHADE TREE CONSTRUCTION	T&S REFUND 14413	PV	65274	001	09252	11/30/2012	RA005127	600.00
		IODINE ST							
	SHADE TREE CONSTRUCTION								
	23035 ULYSSES STREET NE	T&S REFUND 14425	PV	65275	001	09252	11/30/2012	RA005095	600.00
		IODINE ST							
	EAST BETHEL MN 55005								
Summary Total									600.00
		T&S REFUND 14433	PV	65276	001	09252	11/30/2012	RA004849	600.00
		IODINE ST							
Summary Total									600.00
		T&S REFUND 14480	PV	65277	001	09252	11/30/2012	RA005993	600.00
		IODINE ST							
Summary Total									600.00
Summary Total									600.00

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CITY OF RAMSEY  
Create Payment Control Groups

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

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
	T&S REFUND 5541 145TH AVE	PV 65291 001 09252	11/30/2012	RA003063	600.00
		Summary Total			600.00
		Payment Amount			3,000.00
112235	SHARP CREATIVE SHARP CREATIVE 105 FIFTH AVE S. # 513 MINNEAPOLIS MN 55401	PV 65351 001 09295 PV 65351 002 09295	10/29/2012 10/29/2012	130 130	276.11 807.50
		Summary Total			1,083.61
		Payment Amount			1,083.61
111128	SHERBURNE COUNTY SHERIFFS OFFICE SHERBURNE COUNTY SHERIFFS OFFICE 13880 HIGHWAY 10 ELK RIVER MN 55330	PV 65535 001 09101	11/28/2012	02012011	60.00
		Summary Total			60.00
		Payment Amount			60.00
113433	SHORES, TRENT A. TRENT A. SHORES 15224 GERMANIUM CIRCLE RAMSEY MN 55303	PV 65434 001 09252	12/3/2012	RA004698	600.00
		Summary Total			600.00
		Payment Amount			600.00
113428	SILHOUETTE HOMES INC SILHOUETTE HOMES INC 6200 GREEN VALLEY ROAD RAMSEY MN 55303	PV 65428 001 09252	12/3/2012	RA007201	600.00
		Summary Total			600.00
		Payment Amount			600.00
107636	SORTEBERG HOMES INC SORTEBERG HOMES INC 15930 VARIOLITE STREET NW RAMSEY MN 55303	PV 65279 001 09252 PV 65280 001 09252	11/30/2012 11/30/2012	RA003075 RA003345	600.00 600.00
		Summary Total			600.00
		Summary Total			600.00
		Payment Amount			1,200.00

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

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
113426	SPANIER, RYAN AND TINA	T&S REFUND 9551 INVERNESS LN	PV	65426	001	09252	12/3/2012	RA003014	600.00
	RYAN AND TINA SPANIER 11208 ISANTI COURT NE BLAINE MN 55449							Summary Total	600.00
								Payment Amount	600.00
112996	STANTEC CONSULTING SERVICES INC	RE: SHORELAND	PV	65469	001	09101	11/26/2012	642335	1,001.71
	STANTEC CONSULTING SERVICES INC 13980 COLLECTIONS CENTER DRIVE CHICAGO IL 60693							Summary Total	1,001.71
								Payment Amount	1,001.71
100461	STAR TRIBUNE	ADMIN- 52 WEEKS 2013	PV	65474	001	09101	11/18/2012	3309913-2013	260.00
	STAR TRIBUNE P O BOX 790445 ST LOUIS MO 63179-0445							Summary Total	260.00
								Payment Amount	260.00
113405	STEVENSON, JEFFREY T.	T&S REFUND 15900 ST ANDREWS LN	PV	65398	001	09252	11/30/2012	RA012128	600.00
	JEFFREY T. STEVENSON 11968 VIRGINIA AVE N CHAMPLIN MN 55316							Summary Total	600.00
								Payment Amount	600.00
113430	STONEWOOD CONSTRUCTION AND CONTRACTING	T&S REFUND 15611 YAKIMA ST	PV	65430	001	09252	12/3/2012	RA006489	600.00
	STONEWOOD CONSTRUCTION AND CONTRACTING 15611 YAKIMA STREET NW RAMSEY MN 55303							Summary Total	600.00
								Payment Amount	600.00
113431	STRADTMANN BUILDERS LLC	T&S REFUND 17043 GARNET ST NW	PV	65431	001	09252	12/3/2012	RA013861	600.00
	STRADTMANN BUILDERS LLC 1947 144TH AVENUE NW							Summary Total	600.00



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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	Item	Co	Due Date	Invoice Number	Payment Amount
									600.00
									600.00
100483	TIMBER CREEK HOMES	T&S REFUND 15530 XKIMO ST	PV	65284	001	09252	11/30/2012	RA003413	600.00
	TIMBER CREEK HOMES 11862 COTTONWOOD STREET NW COON RAPIDS MN 55448							Summary Total	600.00
								Payment Amount	600.00
100485	TIMESAVER OFF SITE SECRETARIAL INC	OCT/NOV MEETINGS	PV	65353	001	09101	11/14/2012	M19445	559.60
	TIMESAVER OFF SITE SECRETARIAL INC 28601 HUB DRIVE	NOV MEETINGS	PV	65536	001	09101	11/30/2012	M19477	1,125.16
	MADISON LAKE MN 56063-4179							Summary Total	1,125.16
								Payment Amount	1,684.76
111272	TODD ALLEN HOMES	T&S REFUND 14718 RADIUM ST	PV	65285	001	09252	11/30/2012	RA003353	600.00
	TODD ALLEN HOMES 392 OMAHA COURT HUDSON MN 54016							Summary Total	600.00
								Payment Amount	600.00
113024	TOLLEFSON HOMES INC	T&S REFUND 5730 145TH CT	PV	65286	001	09252	11/30/2012	RA004725	600.00
	TOLLEFSON HOMES INC 1428 5TH AVENUE SOUTH ANOKA MN 55303							Summary Total	600.00
								Payment Amount	600.00
113432	TRADITION ENTERPRISES INC	T&S REFUND 15580 YAKIMA CT	PV	65433	001	09252	12/3/2012	RA004858	600.00
	TRADITION ENTERPRISES INC 3680 152ND LANE NW ANDOVER MN 55303							Summary Total	600.00
								Payment Amount	600.00
113367	TRAFFIC LOGIX CORPORATION	RADAR SIGN-SOLAR	PV	65354	001	09101	11/5/2012	I-14565	6,158.00

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

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	TRAFFIC LOGIX CORPORATION 3 HARRIET LANE SPRING VALLEY NY 10977			Summary Total					6,158.00
				Payment Amount					6,158.00
107087	TREND SETTER HOMES INC TREND SETTER HOMES INC 14856 WACO STREET RAMSEY MN 55303	T&S REFUND 15521 XKIMO ST	PV	65287	001	09252	11/30/2012	RA005790	600.00
				Summary Total					600.00
				Payment Amount					600.00
113434	TRI LAKE BUILDERS LLC TRI LAKE BUILDERS LLC 13414 182ND AVENUE ELK RIVER MN 55330	T&S REFUND 7000 158TH LN T&S REFUND 7021 158TH LN	PV	65435	001	09252	12/3/2012	RA003357	600.00
				Summary Total					600.00
			PV	65436	001	09252	12/3/2012	RA005011	600.00
				Summary Total					600.00
				Payment Amount					1,200.00
111156	TRILOGY CUSTOM HOMES INC TRILOGY CUSTOM HOMES INC 6575 141ST AVENUE NW SUITE 102 RAMSEY MN 55303	T&S REFUND 16210 URANIMITE ST	PV	65288	001	09252	11/30/2012	RA014565	600.00
				Summary Total					600.00
				Payment Amount					600.00
113435	TWILIGHT CUSTOM HOMES LLC TWILIGHT CUSTOM HOMES LLC 13809 8TH AVENUE SOUTH ZIMMERMAN MN 55303	T&S REFUND 4970 155TH LN	PV	65437	001	09252	12/3/2012	RA005987	600.00
				Summary Total					600.00
				Payment Amount					600.00
109912	ULRICH, KURTIS G. KURTIS G. ULRICH 11639 OAKVIEW COURT CHAMPLIN MN 55316	MISC REIMB AUG-OCT 2012	PV	65355	001	09101	11/28/2012	112812	195.29
				Summary Total					195.29
				Payment Amount					195.29

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

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
106638	UNIQUE PAVING MATERIALS CORPORATION	COLD MIX	PV	65537	001	09101	11/27/2012	223807	146.95
	UNIQUE PAVING MATERIALS CORPORATION 3993 EAST 93RD STREET CLEVELAND OH 44105-4096							Summary Total	146.95
								Payment Amount	146.95
100508	VANCE BROTHERS INC	TACK OIL	PV	65538	001	09101	11/21/2012	24067	32.06
	VANCE BROTHERS INC P O BOX 877366 KANSAS CITY MO 64187-7366							Summary Total	32.06
								Payment Amount	32.06
105628	WELLS CATERING SERVICE	CC MEETING 11/27/12	PV	65356	001	09101	11/27/2012	27182	123.85
	WELLS CATERING SERVICE 7533 SUNWOOD DRIVE SUITE 108 RAMSEY MN 55303							Summary Total	123.85
		BAL EDA NETWORK EVENT	PV	65472	001	09230	11/29/2012	26944B	414.00
								Summary Total	414.00
								Payment Amount	537.85
113437	WESTPHAL CONSTRUCTION INC	T&S REFUND 6603 153RD LN	PV	65439	001	09252	12/3/2012	RA011752	600.00
	WESTPHAL CONSTRUCTION INC 22728 JARVIS STREET NW ELK RIVER MN 55330							Summary Total	600.00
								Payment Amount	600.00
113429	WIECHMANN, SIMEON	T&S REFUND 7243 166TH AVE NW	PV	65429	001	09252	12/3/2012	RA007321	600.00
	SIMEON WIECHMANN 16351 OLIVINE ST NW RAMSEY MN 55303							Summary Total	600.00
								Payment Amount	600.00
113438	WOODCREST CONSTRUCTION INC	T&S REFUND 5629 157TH AVE	PV	65440	001	09252	12/3/2012	RA007093	600.00

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CITY OF RAMSEY  
Create Payment Control Groups

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

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	WOODCREST CONSTRUCTION INC 12350 HOLLY STREET NW COON RAPIDS MN 55448								Summary Total 600.00
									Payment Amount 600.00
100539	WRIGHT TIRE SERVICE INC	PD TIRES	PV	65473	001	09101	11/26/2012	87032	6,322.94
	WRIGHT TIRE SERVICE INC 710 WEST MAIN STREET ANOKA MN 55303								Summary Total 6,322.94
									Payment Amount 6,322.94
113439	YURICH ENTERPRISES INC	T&S REFUND 17500 ERKIUM ST	PV	65441	001	09252	12/3/2012	RA005707	600.00
	YURICH ENTERPRISES INC 5533 210 TH STREET NW ANOKA MN 55303								Summary Total 600.00
									Payment Amount 600.00
									Total Amount to be Processed 743,921.18
									Total Number of Payments to be Processed 192

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

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

10/03/12

RAMS05B

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

9340.6602  
9340.6611  
190,000  
75,406.25  
-----  
265,406.25

Re:  
CITY OF RAMSEY, MINNESOTA  
\$4,335,000 GENERAL OBLIGATION  
IMPROVEMENT BONDS, SERIES 2005B

Debt Service

Principal paydown due 12/15/12	\$	190,000.00
Interest due 12/15/12	\$	75,406.25
		-----

Paying Agent Annual Fee		0.00
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Amount Due by Check 12-10-2012	\$	265,406.25
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\*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:  
rmaqee@northlandtrust.com or 612-851-4931  
lgiampaolo@northlandtrust.com or 612-851-4932

Thank You for your business!

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

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

10/03/12

RAMS12A

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

Handwritten calculations:  
9339.6003  
9339.6011  
685,000  
300,221.73  
-----  
985,221.73  
OK

Re:  
CITY OF RAMSEY, MINNESOTA  
\$16,875,000 GENERAL OBLIGATION CAPITAL  
IMPROVEMENT PLAN BONDS, SERIES 2012A

Debt Service

Principal paydown due 12/15/12 \$ 685,000.00  
Interest due 12/15/12 \$ 300,221.73

Paying Agent Annual Fee 0.00

=====  
Amount Due by Check 12-10-2012: RECD OCT 15 2012 985,221.73

\*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:  
rmaqee@northlandtrust.com or 612-851-4931  
lgiampaolo@northlandtrust.com or 612-851-4932

Thank You for your business!

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

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

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

Re:  
CITY OF RAMSEY, MINNESOTA  
\$945,000 GENERAL OBLIGATION TAX  
INCREMENT REFUNDING BONDS, SERIES 2007B

107244

10/03/12B  
RAMS07B

Handwritten calculations:  
9330.6602  
9330.6602  
200,000  
14,000  
-----  
214,000  
425  
-----  
214,425

Debt Service

Principal paydown due 12/15/12	\$	200,000.00
Interest due 12/15/12	\$	14,000.00
		-----

Paying Agent Annual Fee		425.00
-------------------------	--	--------

=====  
Amount Due by Check 12-10-2012 \$ 214,425.00

\*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:  
rmaqee@northlandtrust.com or 612-851-4931  
lgiampaolo@northlandtrust.com or 612-851-4932

Thank You for your business!

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

**RESOLUTION #12-12-XXX**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF NOVEMBER 21, 2012 THROUGH DECEMBER 5, 2012.**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of November 21, 2012, through December 5, 2012, in the amount of \$4,190,155.13; 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 November 21, 2012, through December 5, 2012, in the amount of \$4,190,155.13.

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 11th day of December 2012.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**CC Regular Session**

**4. 6.**

**Meeting Date:** 12/11/2012

**By:** Diana Lund, Finance

---

**Information**

**Title:**

Adopt Resolution #12-12-XXX Accepting Cash Donation of Earnings from J. Todd Embury, Election Worker, to be Applied to the Park Improvement Trust Fund as Prescribed by Donor

**Background:**

Per State Statute 465.03, if an employee chooses to donate his/her earnings, the following procedures need to be followed:

1. Earnings must be paid to respective employee, in this case, Mr. J. Todd Embury, who was an election worker at the Primary Election.
2. Earnings donations receipted back into the city's account as a cash donation.
3. Council adopts, by resolution, authorizing the acceptance of the cash donation and noting where the donor would like the funds donated.

**Notification:**

Mr. J. Todd Embury as noted, per the attached Earnings Donation Policy and Contribution Form that he would like his donated earnings of \$175.75 deposited to the Park Improvement Trust Fund.

**Council Action:**

Motion to Adopt Resolution #12-12-XXX Accepting Cash Donation of Earnings from J. Todd Embury, Election Worker, in the amount of \$175.75 to be applied to the Park Improvement Trust Fund as prescribed by Donor.

---

**Attachments**

Donation - J. Todd Embury

Resolution Accepting Cash Donation

---

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

**Reviewed By**

Kurt Ulrich

**Date**

12/05/2012 03:24 PM

Started On: 12/03/2012 08:18 AM

Final Approval Date: 12/05/2012

**CITY OF RAMSEY  
EARNINGS DONATION POLICY & CONTRIBUTION FORM**

Pursuant to Minnesota Statute, Section 465.03, employees, commissioners, and/or councilmembers may elect to donate their payroll wages, in any value as determined by the employee, commissioner, and/or councilmember, to the City of Ramsey. Any such donation will be made with after tax dollars and be initiated independently from the payroll process. Form W-2 will be issued for the full amount of wages paid for the calendar year. The City of Ramsey is not defined as a qualified charitable organization as per the Internal Revenue Service; therefore, any such donations are not considered "charitable" for tax purposes.

Cash donations may be made directly to the City of Ramsey by the employee, commissioner, and/or councilmember in the form of a personal check or cash. Donations may be made at any time throughout the calendar year. This form must accompany all donations.

Upon distribution of donations, the donor may elect to restrict the purpose of the payment by designating a fund below.

---

**CITY OF RAMSEY  
EARNINGS DONATION CONTRIBUTION FORM**

I, J. Todd Embury hereby elect to donate \$ 175<sup>75</sup>, to the City of Ramsey to be applied to the Fund elected below.

Select one fund by placing a check mark on the appropriate line.

- Safety Camp
- Happy Days
- Lawful Gambling \*
- Park Improvement Fund
- General Fund
- Other, Fund: \_\_\_\_\_
- No preference, apply to the greatest need

\*Expenditures must be associated with youth recreation, community, and athletic facilities and/or expenditures recommended by the Park and Recreation Commission and authorized by the Finance Committee.

Full Name: J. Todd Embury  
Address: 904 159th Lane Ramsey  
Phone: 763 753 6094

J. Todd Embury  
Signature

30 Nov 2012  
Date

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

RESOLUTION #12-12-XXX

RESOLUTION ACCEPTING CASH DONATION OF EARNINGS FROM J. TODD EMBURY, ELECTION WORKER, TO BE APPLIED TO THE PARK IMPROVEMENT FUND AS PRESCRIBED BY DONOR.

WHEREAS, the City of Ramsey has received cash donation(s) from J. Todd Embury in the amount of \$ 175.75 ; and

WHEREAS, the donor elects to restrict the purpose of the donation to the Park Improvement Fund.

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 accepts donation made by J. Todd Embury in the amount of \$ 175.75.
- 2) The donation shall be applied to the Park Improvement Fund.

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 \_\_\_\_\_ day of \_\_\_\_\_ 2012.

\_\_\_\_\_  
Mayor

ATTEST:

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

**CC Regular Session**

4. 7.

**Meeting Date:** 12/11/2012

**By:** Tim Gladhill, Community Development

**Information**

**Title:**

Adopt Resolution Granting Request for Extension to Site Plan Approval of Stoney River

**Background:**

On August 23, 2011, the City Council approved the Plat entitled STONEY RIVER and site plan for Stoney River, a 72-unit assisted living development. The Agreements were structured to require that the Plat be recorded within one (1) year of approval, then allowing the site plan to be completed by the end of that calendar year (2012). The Plat was properly recorded earlier this year and the Developer submitted a Building Permit for review. However, said Building Permit has not been issued and the Developer has informed Staff that construction will not begin this year. As such, the Developer is requesting an extension to site plan approval until December 31, 2013.

It appears that the Owner is up to date and current on property taxes and City charges.

**Recommendation:**

Staff recommends that the City Council adopt the resolution granting an extension to site plan approval of Stoney River until December 31, 2013.

**Funding Source:**

The Developer is responsible for all costs associated with reviewing the Application.

**Council Action:**

Motion to adopt the resolution granting an extension to site plan approval of Stoney River until December 31, 2013.

**Attachments**

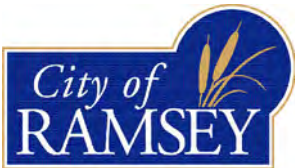
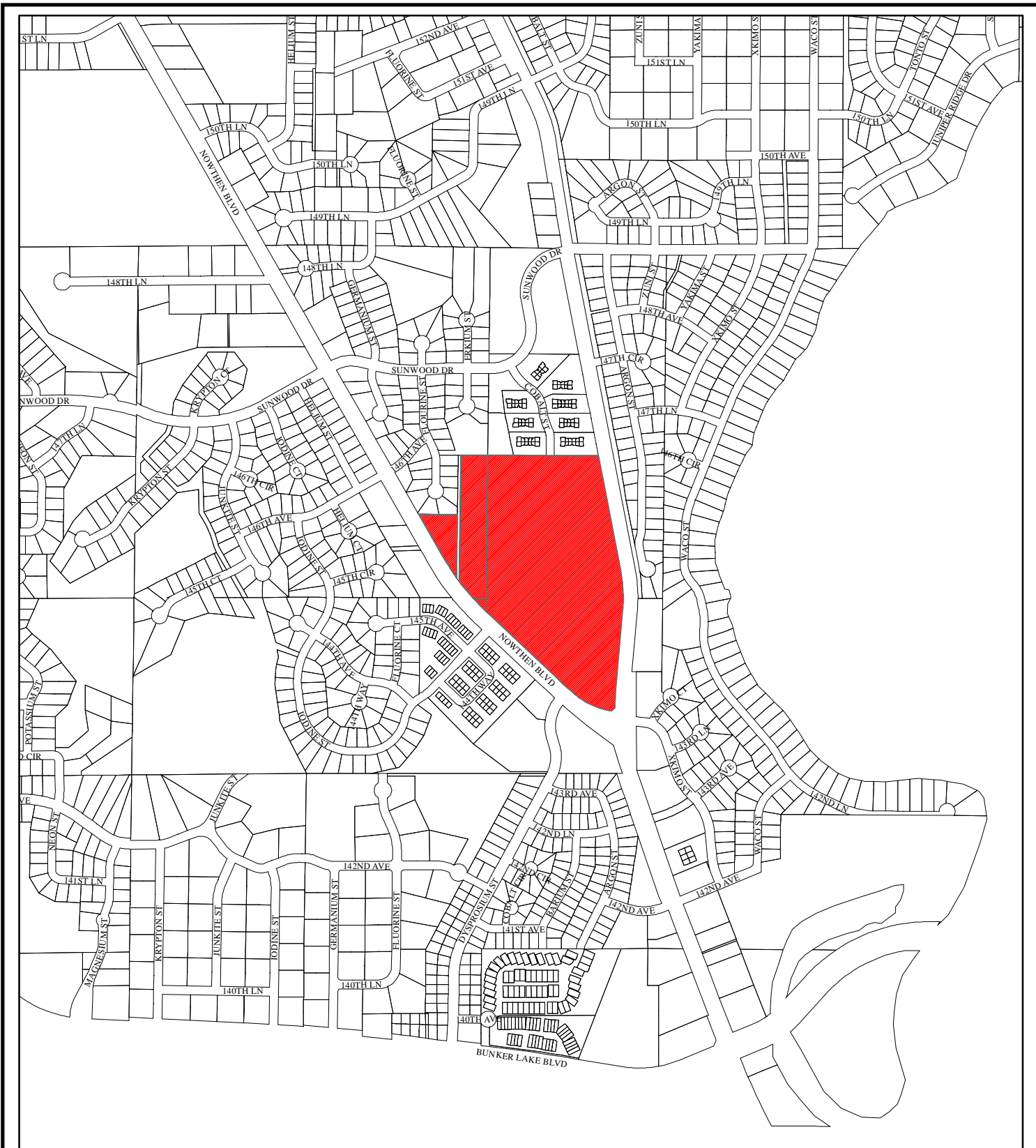
Site Location Map

Site Plan

Proposed Resolution

**Form Review**

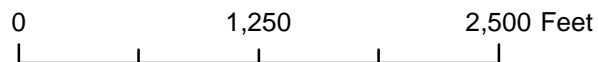
<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	12/05/2012 09:58 AM
Kurt Ulrich	Kurt Ulrich	12/05/2012 03:25 PM
Form Started By: Tim Gladhill		Started On: 12/03/2012 09:54 AM
Final Approval Date: 12/05/2012		



## Stoney River

### Legend

- Site
- Parcels



SHEET INDEX

SHEET	TITLE
C0.1	CIVIL TITLE SHEET
C1.0	OVERALL EXISTING CONDITIONS DESCRIPTION
C2.0	OVERALL SITE PLAN
C2.1	SITE PLAN-SE
C2.2	SITE PLAN-W
C2.3	SITE PLAN-NW
C3.1	GRADING, DRAINAGE, PAVING, & EROSION CONTROL-SE
C3.2	GRADING, DRAINAGE, PAVING, & EROSION CONTROL-SEN
C3.3	GRADING, DRAINAGE, PAVING, & EROSION CONTROL-NW
C4.1	UTILITIES
C4.2	UTILITIES
C7.1	CIVIL CONSTRUCTION DETAILS
C7.2	CIVIL CONSTRUCTION DETAILS
C7.3	CIVIL CONSTRUCTION DETAILS
L2.1	LANDSCAPE-SE
L2.2	LANDSCAPE-SEN
L2.3	LANDSCAPE-NW

REVISION HISTORY

DATE	REVISION	REVIEW
07 JUN 2011	CITY SUBMITTAL	SES
09 JUN 2011	WATERSEED SUBMITTAL	SES

PROJECT MANAGER REVIEW

BY/ENR	DATE
	06/07/2011

CERTIFICATION

**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

IF THE SIGNATURE, SEAL, OR FOUR LINES DIRECTLY ABOVE ARE NOT VISIBLE, THIS SHEET HAS BEEN REPRODUCED BEYOND INTENDED REPRODUCIBILITY AND IS NO LONGER A VALID DOCUMENT. PLEASE CONTACT THE ENGINEER TO REQUEST ADDITIONAL DOCUMENTS.

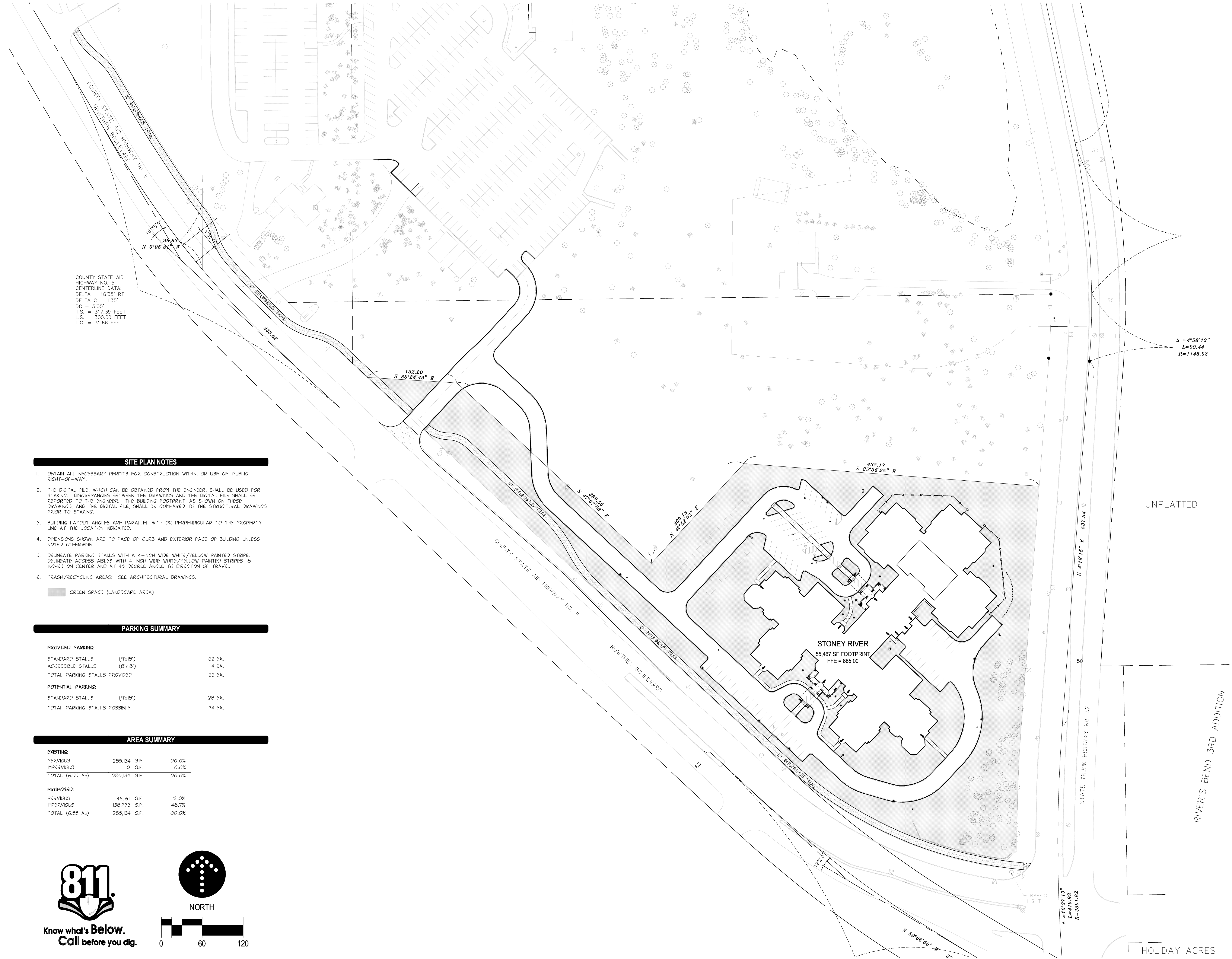
CITY SUBMITTAL  
 JUNE 7, 2011

**LANDFORM**  
 From Site to Finish

105 South Fifth Avenue Tel: 612-252-9070  
 Suite 513 Fax: 612-252-9077  
 Minneapolis, MN 55401 Web: landform.net  
 FILE NAME C201FPG01.DWG

PROJECT NO. FPG11001

OVERALL  
 SITE PLAN  
**C2.0**



COUNTY STATE AID  
 HIGHWAY NO. 5  
 CENTERLINE DATA:  
 DELTA = 16'35" RT  
 DELTA C = 1'35"  
 DC = 5'00"  
 T.S. = 317.39 FEET  
 L.S. = 300.00 FEET  
 L.C. = 31.66 FEET

**SITE PLAN NOTES**

- OBTAIN ALL NECESSARY PERMITS FOR CONSTRUCTION WITH-IN, OR USE OF, PUBLIC RIGHT-OF-WAY.
- THE DIGITAL FILE, WHICH CAN BE OBTAINED FROM THE ENGINEER, SHALL BE USED FOR STAKING. DISCREPANCIES BETWEEN THE DRAWINGS AND THE DIGITAL FILE SHALL BE REPORTED TO THE ENGINEER. THE BUILDING FOOTPRINT, AS SHOWN ON THESE DRAWINGS, AND THE DIGITAL FILE, SHALL BE COMPARED TO THE STRUCTURAL DRAWINGS PRIOR TO STAKING.
- BUILDING LAYOUT ANGLES ARE PARALLEL WITH OR PERPENDICULAR TO THE PROPERTY LINE AT THE LOCATION INDICATED.
- DIMENSIONS SHOWN ARE TO FACE OF CURB AND EXTERIOR FACE OF BUILDING UNLESS NOTED OTHERWISE.
- DELINEATE PARKING STALLS WITH A 4-INCH WIDE WHITE/YELLOW PAINTED STRIPE. DELINEATE ACCESS AISLES WITH 4-INCH WIDE WHITE/YELLOW PAINTED STRIPES 18 INCHES ON CENTER AND AT 45 DEGREE ANGLE TO DIRECTION OF TRAVEL.
- TRASH/RECYCLING AREAS: SEE ARCHITECTURAL DRAWINGS.

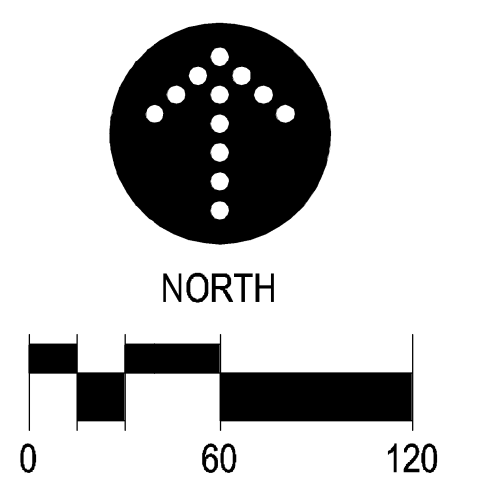
GREEN SPACE (LANDSCAPE AREA)

**PARKING SUMMARY**

PROVIDED PARKING:		
STANDARD STALLS (9'x18')	62 EA.	
ACCESSIBLE STALLS (8'x18')	4 EA.	
TOTAL PARKING STALLS PROVIDED	66 EA.	
POTENTIAL PARKING:		
STANDARD STALLS (9'x18')	28 EA.	
TOTAL PARKING STALLS POSSIBLE	94 EA.	

**AREA SUMMARY**

EXISTING:		
PERVIOUS	285,134 S.F.	100.0%
IMPERVIOUS	0 S.F.	0.0%
TOTAL (6.55 Ac)	285,134 S.F.	100.0%
PROPOSED:		
PERVIOUS	146,161 S.F.	51.3%
IMPERVIOUS	138,973 S.F.	48.7%
TOTAL (6.55 Ac)	285,134 S.F.	100.0%



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

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

**RESOLUTION APPROVING AN EXTENSION TO SITE PLAN APPROVAL FOR STONEY RIVER**

**WHEREAS**, First Phoenix Ramsey, LLC, hereinafter referred to as “Developer”, is requesting an extension to site plan approval for Stoney River on the following described property located in the City of Ramsey:

Lot 2, Block 1, STONEY RIVER

(the “Subject Property”)

**WHEREAS**, on August 23, 2011, the Ramsey City Council approved the site plan Stoney River; and

**WHEREAS**, in June, 2012, the Developer recorded the Plat entitled STONEY RIVER; and

**WHEREAS**, in June, 2012, the Developer submitted a building permit for review, but at the request of the Developer, said building permit was not issued; and

**WHEREAS**, the Developer has requested an extension to site plan approval of Stoney River; and

**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 grants an extension to site plan approval of Legacy Christian Academy until December 31, 2013.

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 11<sup>th</sup> day of December, 2012.

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Mayor

**ATTEST:**

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City Clerk

**Meeting Date:** 12/11/2012

**Submitted For:** MaryJo Warner

**By:** MaryJo Warner, Engineering/Public Works

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**Information**

**Title:**

Report from Public Works Committee meeting dated November 20, 2012.

**Background:**

The Public Works Committee held its regular meeting on November 20, 2012 and discussed the following three cases.

**5.01: Well #4 Motor and Pump Repair**

Utilities Supervisor Nelson reviewed the staff report and explained the need to rebuild the Well #4 pump and motor and replace the 130-foot drop pipe including the leaking check valve. He presented the quotes received and indicated funding would be through the #9601 Water Enterprise Fund.

Motion to recommend that the City Council award the written quote of E.H. Renner in the amount of \$18,843.00 for all parts and labor necessary to repair the pump bowls, replace all drop pipe, check valve including installation and start up assistance, and the written quote of Submersible Motor Engineering USA in the amount of \$10,983.00 for all parts and labor to make all necessary repairs to the 150 HP Hitachi 12-inch pump motor including testing and a 12-month warranty.

**5.02: Consider Proposal – Highway 47 and CSAH 116 Intersection Study**

Interim Engineer Nelson reviewed the staff report and recommendation to accept the proposal of WSB in the amount of \$24,082 for the Highway 47 and CSAH 116 intersection study plus an additional \$3,840 for traffic counts contingent upon the City of Anoka agreeing to pay one-half of the costs.

Motion to recommend that the City Council accept the proposal of WSB in the amount of \$24,082 for the Highway 47 and CSAH 116 intersection study plus an additional \$3,840 for traffic counts contingent upon the City of Anoka agreeing to pay one-half of the costs and EDA approval of funding.

**5.03: Discuss 2013 Capital Improvement Street Projects**

Interim Engineer Nelson reviewed the staff report and stated the Capital Improvement Program identifies several street projects for 2013. The schedule of 2013 street projects, and funding options are attached to this report.

No action taken, for informational purposes only.

**Committee/Staff Input**

City Administrator Ulrich reported the City has received news that the Federal Highway Administration approved the environmental document for the Armstrong Boulevard interchange. It is planned to hold an open house the second week of January for the public.

**Recommendation:**

Staff recommends ratifying the recommendation of the Public Works Committee.

**Council Action:**

Motion to ratify the recommendation of the Public Works Committee.

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**Attachments**

Agenda 11.20.12

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	12/03/2012 03:12 PM
Hakanson Anderson Engineering	Shane Nelson	12/05/2012 08:13 AM
Kurt Ulrich	Kurt Ulrich	12/05/2012 03:18 PM
Form Started By: MaryJo Warner		Started On: 11/30/2012 03:22 PM
	Final Approval Date: 12/05/2012	

**City of Ramsey**  
**Agenda**  
**Public Works Committee**  
**Tuesday November 20, 2012**

**5:30 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
  1. Approve July 17, 2012 Public Works Committee meeting minutes.  
Approve October 16, 2012 Public Works Committee meeting minutes.
- 5. Committee Business**
  1. Well # 4 Motor and Pump Repair
  2. Consider Proposal - HWY 47 and CSAH 116 Intersection Study
  3. Discuss 2013 Capital Improvement Street Projects
- 6. Committee/Staff Input**
- 7. Adjournment**

**Public Works Committee**

**4. 1.**

**Meeting Date:** 11/20/2012

Submitted For: MaryJo Warner

By: MaryJo Warner, Engineering/Public Works

**Title:**

Approve July 17, 2012 Public Works Committee meeting minutes.  
Approve October 16, 2012 Public Works Committee meeting minutes.

**Background:**

The Public Works Committee held its regular meeting on July 17, 2012.  
The Public Works Committee held its regular meeting October 16, 2012.

**Notification:**

**Observations:**

At the September 18, 2012 Public Works Committee meeting approval of the July 17, 2012 meeting minutes were tabled to the next meeting. The minutes were omitted from the the October agenda thus resulting in bringing forward for approval at the November meeting.

**Funding Source:**

n/a

**Staff Recommendation:**

**Committee Action:**

Motion to approve the Public Works Committee meeting minutes dated July 17, 2012.  
Motion to approve the Public Works Committee meeting minutes dated October 16, 2012.

**Attachments**

Minutes 07.17.12

Minutes 10.16.12

**Form Review**

**Inbox**  
Grant Riemer  
Kurt Ulrich

**Reviewed By**  
Grant Riemer  
Kurt Ulrich

**Date**  
11/13/2012 09:17 AM  
11/15/2012 03:56 PM  
Started On: 11/06/2012 10:54 AM

Form Started By: MaryJo Warner

Final Approval Date: 11/15/2012

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

The Public Works Committee conducted a regular meeting on Tuesday, July 17, 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:                       Public Works Superintendent Grant Riemer  
  Police Chief James Way  
  Interim Engineer Ron Wagner  
  Councilmember Jeff Wise  
  City Attorney William Goodrich  
  Development Manager Darren Lazan

**1.     CALL TO ORDER**

Chairperson Backous called the regular meeting of the Public Works Committee to order at 7:14 p.m.

**2.     CITIZEN INPUT**

There was none.

**3.     APPROVE AGENDA**

Motion by Councilmember McGlone, seconded by Chairperson Backous, to approve the agenda, as revised to consider Case 5.03 prior to Case 5.01 and reschedule Case 5.04 to a future meeting.

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

**4.     APPROVE MINUTES**

Motion by Councilmember McGlone, seconded by Councilmember Elvig, to approve the minutes from the May 15, 2012 Public Works Meeting.

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

**5.     COMMITTEE BUSINESS**

### **5.03: Review Overlay Project 11-05 (157<sup>th</sup> Lane East of Ramsey Boulevard)**

Public Works Superintendent Riemer reviewed the staff report. He agreed the center line is not the best but any repair options will create a project that does not look as well. He advised that the core samples taken are all within specifications and he thinks the road is structurally sound, noting it shows no signs of stress after being driven on for one year. He recommended leaving the road as is and monitoring it to see if anything happens.

Dale McKusick, 6801 157<sup>th</sup> Lane NW, stated his concern that the asphalt is inconsistent in depth, especially as it approaches the curb, an area that carries water drainage and traffic from plows and garbage trucks. He stated he put in a new driveway for his neighbor and found there was only one-half inch of asphalt at that driveway. He agreed with Public Works Superintendent Riemer that grinding down the center would not be an acceptable repair. Mr. McKusick stated the asphalt mat should be a consistent 1.5 to 2 inches thick from edge of curb to edge of curb, but it is not and he thinks the road edges will come apart within several years. He noted the original road was surfaced only once in 30 years, held up well, and is providing a great base for the sealcoat project. However, as it deteriorates, there will be no recourse against the contractor and everyone will be mad at the City. Mr. McKusick stated there has to be someone accountable and if he is paying taxes, he wants it done right.

Chairperson Backous stated he agrees with Mr. McKusick's concern, noting the City enforces its building codes with strict inspections but he does not know about the inspection process for this project.

Councilmember McGlone noted at the time of this project, the City had two engineers and used the same engineering inspection team so there was not an issue with manpower to inspect the project.

Barb McKusick, 6801 157<sup>th</sup> Lane NW, stated they were told it would be 1.5 to 2 inches thick from curb to curb and that part of the existing bituminous curb would go away. However, along most of the street the bituminous curb remained so people are asking how thin the asphalt is if the curb is still showing.

Councilmember Elvig asked what is the depth of the asphalt.

Public Works Superintendent Riemer stated he can take additional core samples of the edges and may find some at one inch and others at two inches.

Ms. McKusick stated the issue is that the asphalt mat is not consistent.

Mr. McKusick agreed that most of the bituminous curb remains after the project so it means the matting is not consistent.

Councilmember Elvig stated the struggle is that a concrete curb it is definite but with bituminous curbs, the spreader floats so the mat undulates. He asked Mr. McKusick if he thinks an entire area is substandard.

Mr. McKusick stated he cut part of the asphalt when he installed his driveway and it was 2.5 inches, and today it is still 2.5 inches and you can see four inches of bituminous curbing all along the roadway. His question is how far the contractor slanted the mat as it approached the curb. His concern is that the curb area will deteriorate faster because of the truck traffic.

Councilmember Elvig noted this is an overlay project so it resurfaces the area and the idea is not to build thickness. The old road was stable and not deteriorating and the seal coating project added onto it. He asked if the road is worse now, thinking it can only be better with more and newer bituminous. Councilmember Elvig asked if areas with only one inch of overlay should be corrected.

Public Works Superintendent Riemer stated the City removed sections of alligatored asphalt from the old roadway prior to the project. He agreed that when on the paver, you are at the mercy of the road surface because the paver follows the bed underneath. He also agreed there are probably edge areas that are not perfectly correct but he believes the road is sound.

Chairperson Backous asked about the scenario where residents are assessed for a road project, the warranty expires, and then the road falls apart.

Public Works Superintendent Riemer stated if there are problems with the road within the warranty, the contractor would be responsible. If it occurs three years from the project, the contractor would not be responsible.

Chairperson Backous asked if residents would be expected to pay again for a new road.

Councilmember McGlone stated when a contractor's warranty is over, then the City picks up the cost and patches, as needed, so residents would not be reassessed. However, it increases the City's costs and that is covered through taxes.

Public Works Superintendent Riemer pointed out that residents are not assessed for seal coating.

Interim Engineer Wagner advised the general road contract is for a one-year warranty for roads and a longer warranty results in higher project costs.

Public Works Superintendent Riemer stated there is no problem now or in the past with overlay projects and staff will continue to monitor this roadway.

Councilmember McGlone stated regardless of the outcome in this case, the City needs to consider a road policy for the future in how it is funded, project standards, and contract language. He stated he was at the McKusick property three times and watched him pick off a piece of the road with his finger so there is no arguing that fact; however, the core samples tell the story in the locations they were dug. He stated his opinion there are road areas that are substandard and the City needs to look at how contracts are written, whether thickness or tonnage requirements, to assure residents are getting what they paid for. Councilmember McGlone stated he is not sure

he is comfortable with staff's recommendation because he is sure there are areas that are substandard.

Public Works Superintendent Riemer stated North Valley was the contractor for this project and also did the Alpine project and other overlays.

Chairperson Backous asked if North Valley will be used for future projects.

Public Works Superintendent Riemer answered they will be if they bid on projects.

Mr. McKusick explained it came up because he installed two concrete driveways and had purposely left the concrete up 1.5 inches so when the overlay was done, the driveway would slant up. However, the concrete is still 1.5 inches above the asphalt. He again stated he felt the asphalt mat should be consistently at 1.5 to 2 inches from curb to curb and asked what the City is going to do differently in future projects.

Chairperson Backous asked if the variance of depth resulted in requiring tonnage instead of mat depth.

Public Works Superintendent Riemer stated this project required tonnage and was two tons over.

Interim Engineer Wagner advised the specification for this project is standard and used Mn/DOT references, which allow a one-quarter inch tolerance and is measured behind the machine to assure it is laying an adequate mat. Interim Engineer Wagner explained how the road and curb edge is tacked but sometimes the asphalt does not adhere to the curb area because it is rough or dirty. Should that occur, the asphalt could be picked off.

Mr. McKusick noted the paver cannot get directly to the curbing so someone needs to manually spread asphalt to the curbing. If that is not done correctly, the roller compresses it flat to the surface.

Ms. McKusick stated Levi Dargis, 6741 157<sup>th</sup> Lane NW, who works for Mn/DOT, had explained that the paver should have unhooked and readjusted. This did not occur and that is why there are two different road levels.

Councilmember Elvig asked what is the repercussion with the contractor at this point.

Public Works Superintendent Riemer stated there is not much because the specifications say a 1.5-inch mat and the project met tonnage.

Interim Engineer Wagner explained if none of the core samples are found one-quarter inch below specifications, then it meets the requirements.

Councilmember Elvig noted if a series of cores are taken at the curb, it may find the majority are too thin.

Mr. McKusick stated the cores were not taken where the driveways were milled.

Councilmember McGlone noted the location where Mr. McKusick picked off asphalt was not in a driveway area.

Councilmember Elvig stated if the contention is that all the bituminous is in the middle of the road, he would suggest taking borings from the edge of the road to see if it is an issue.

Mr. McKusick noted the specifications do not say “curb to curb” so he believed it was a “gray area.” He restated he is only bringing this up so specifications for future road projects require consistent matting from curb to curb. He assured the Public Works Committee that if there is cracking, he will come back to the City and say “I told you so.”

Chairperson Backous thanked the McKusicks for bringing this issue forward and noted staff has recommended the City continue to monitor the road. In addition, the Public Works Committee will discuss the contract language.

Motion by Councilmember Elvig, seconded by Chairperson Backous, to recommend that the City Council accept Overlay Project 11-05, 157<sup>th</sup> Lane east of Ramsey Boulevard and let the warranty period expire, and direct staff to review the policy and propose alternate language.

Future discussion: Councilmember McGlone stated he thinks the road is substandard; however, the core samples tell another story. He stated he has a construction background and if being assessed, would also be upset. Councilmember Elvig stated he had suggested additional cores along the curb but Mr. McKusick stated his intention was to offer suggestions for future road contracts. Councilmember McGlone stated he will use this project as an example in the road standard policy that is to be created. He asked about milling the edge and installing a 1.5-foot wide strip of tar, noting if more core samples are taken the City could go to the contractor about covering the cost. Mr. McKusick stated Public Works Superintendent Riemer is standing behind the road, which is not an attractive road but better than what they had before. Mr. McKusick stated he does not want more holes drilled or strips of asphalt laid unless it is then entirely sealcoated to create a consistent surface. He stated he is concerned for future road projects, that is why he brought forward this issue. Councilmember McGlone stated he was advocating for the resident’s position and if they support accepting the project, he will then support the motion on the floor.

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

#### **5.01: Consider Traffic Control Change for Sunwood Drive / Sapphire Street Intersection**

Public Works Superintendent Riemer reviewed the staff report and recommended Option 2, restrict on-street parking on Sunwood Drive.

Police Chief Way advised that a fair amount of speeding tickets are written in the 45-50 mph range. In addition, parking of larger vehicles in the first few spots restricts visibility. He noted

constructing a kick-out like on Dysprosium Street, would require vehicles to pull out farther to see past parked vehicles; however, it creates issues with plowing. He stated he understands the concern with removing parking spaces so he does not have a good answer but wanted to raise the issue.

Councilmember Elvig stated the City set the speed limit to keep it safe and the idea is to move buildings up to the face of the street, which is different for Ramsey and blocks some visibility. He suggested looking at a greater building setback to address driver visibility. Councilmember Elvig stated he is reluctant to remove the parking spaces on Sunwood Drive because it provides quick and convenient parking and access to the Engineering Department through non-carpeted areas. He suggested the key is speed control.

Councilmember McGlone advocated for Option #1, leave intersection as it is presently, noting a worse sight angle is the PSD building and that has been solved. He agreed that reducing parking impacts zoning and parking requirements and that bump outs are a plowing nightmare, offering no protection. Councilmember McGlone indicated when traffic warrants exist, something else can be considered at that time.

Chairperson Backous agreed that removing parking spaces will not calm traffic and he does not support adding costs or installing stop signs. He raised the option of a flashing yield or speed sign, which would be effective.

Public Works Superintendent Riemer stated they are expensive and require electric wiring but he would check on the cost. He agreed it may help with speed but not address visibility.

Chairperson Backous suggested using the Police speed trailer in that location more often.

Police Chief Way stated it has been used in that area frequently and been found to be effective to make the driver aware and slow the speed of traffic.

Interim Engineer Wagner suggested a sign that only flashes speed and operates from a solar panel.

Councilmember Elvig stated he would support looking at that option.

Public Works Superintendent Riemer stated he will get prices for that type of sign.

Police Chief Way stated he thinks the issue of speed will resolve itself as the area develops.

Motion by Councilmember McGlone, seconded by Chairperson Backous, to recommend that the City Council approve Option # 1, leave intersection as it is presently.

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

Councilmember Elvig left the meeting at 8:04 p.m.

**5.02: Tree Removal at 16490 Uranium Street**

Public Works Superintendent Riemer reviewed the staff report.

Chairperson Backous stated he looked at the tree and agrees the size justifies the cost.

Motion by Councilmember McGlone, seconded by Chairperson Backous, to recommend that the City Council approve the use of Council Contingency Fund to contract with Olson Tree Service for tree removal and clean up at 16490 Uranium Street in an amount not to exceed \$3,300.00.

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

**5.03: Review Overlay Project 11-05 (157<sup>th</sup> Lane East of Ramsey Boulevard)**

This item was considered prior to Case 5.01.

**5.04: Review Resident's Concerns with the Sunfish Lake Boulevard / CR116 Project**

This item was removed upon adoption of the agenda and will be rescheduled to a future meeting.

Councilmember Elvig returned at 8:06 p.m.

**5.05: Consider Purchase of AVL System for Public Works Fleet**

Public Works Superintendent Riemer reviewed the staff report and advised the GPS can be added for \$1,300, which would eliminate the data plan (average \$11/truck/month) for the cellular telephones.

Chairperson Backous noted the costs would be about a "wash."

Councilmember McGlone stated he does not see the value in this system or that the few complaints with snow plowing justifies the cost.

Chairperson Backous noted the Public Works Committee was in favor of this system at an earlier meeting and asked what has changed since then.

Councilmember McGlone stated he was willing to look at the information but now that he sees the cost, he does not see the value.

The Public Works Committee discussed the features offered and considered whether it would result in staff efficiencies. It was noted that staff should already be filling out a daily log and informing Public Works Superintendent Riemer of maintenance issues.

Public Works Superintendent Riemer stated he had brought forward this information at the Public Works Committee's request and another option is to test the equipment for a period of 30 days at a cost of \$30/month.

Motion by Councilmember McGlone, seconded by Councilmember Elvig, to test the AVL system from Precise MRM for 30 days on the sweeper, starting in October. Staff will then provide a report on what did and did not work, and whether its use resulted in staff efficiencies.

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

## **6. COMMITTEE / STAFF INPUT**

Chairperson Backous advised of complaints he received from the neighborhood on 149<sup>th</sup> Avenue about a deep murky retaining pond next to a front yard and concern with safety.

Interim Engineer Wagner described the reverse grade outlet pipe that provides some skimming.

Public Works Superintendent Riemer stated this retention pond takes drainage from the road and provides settling prior to discharge.

Chairperson Backous asked staff to conduct additional research and schedule the topic for a future meeting so those residents can be heard.

Councilmember McGlone read an e-mail complaint from a resident on Tonto Street relating to the "horrible job the City did when cutting ditches along the road" and damage to trees.

Public Works Superintendent Riemer stated he received a call about this matter but the caller did not leave a telephone number. He advised this area has been cleaned up and problem resolved but he will contact the resident.

Chairperson Backous asked about the broken the concrete in front of City Hall.

Public Works Superintendent Riemer explained it is due to the hot weather and that area will be ground down and repaired prior to winter.

Development Manager Lazan suggested cutting expansion joints to avoid this type of damage during hot weather.

The Public Works Committee agreed with the suggestion of Councilmember Elvig to direct staff look into that option and draft specifications/policy to assure it is handled correctly.

## **7. ADJOURNMENT**

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 8:23 p.m.

Respectfully submitted,

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Grant Riemer  
Public Works Superintendent

Drafted by Carla Wirth  
*TimeSaver Off Site Secretarial, Inc.*

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

The Public Works Committee conducted a regular meeting on Tuesday, October 16, 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 Ulrich  
                              Public Works Superintendent Grant Riemer  
                              Human Resources Manager Colleen Lasher  
                              City Clerk Jo Ann Thieling  
                              Interim Engineer Shane Nelson  
                              Mayor Bob Ramsey  
                              Councilmember Jeff Wise  
                              Development Manager Darren Lazan

**1.     CALL TO ORDER**

Chairperson Backous called the regular meeting of the Public Works Committee to order at 5:30 p.m.

**2.     CITIZEN INPUT**

There was none.

**3.     APPROVE AGENDA**

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

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

**4.     APPROVE MINUTES**

Motion by Councilmember Elvig, seconded by Councilmember McGlone, to approve the minutes from the September 18, 2012 Public Works Meeting.

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

## **5. COMMITTEE BUSINESS**

### **5.01: Review Bids for Snow Removal at Parking Ramp and Municipal Center**

Public Works Superintendent Riemer reviewed the staff report. He reported that in September 2012, staff sent out a request for quotes for contracted snow removal services for the parking ramp and the municipal campus. Staff contacted 33 contractors on our bidder list to make them aware of the bid. Of those 33 contractors, seven picked up bid information; however, only two actually submitted quotes. The successful bidder would be responsible for all snow removal for the ramp, the municipal campus surface lots, and all sidewalks in the adjacent areas. The sidewalks included the segments leading into the rail station as well. The contractor would be responsible for application of de-icing materials for those areas. Mr. Riemer continued that the contract required a yearly lump sum for these services, with separate bids for the ramp and municipal center. The contract would run from November 2 through April 15, with a one-half inch snowfall to be the trigger point for service. He noted that if the snow event happened during business hours, staff would provide minimal service until the close of business. Mr. Riemer informed the Committee that the quotes received were as follows: On Call Sweeping Inc. bid \$29,000 for the parking ramp and \$20,000 for the Municipal Center for a total of \$49,000. Complete Grounds Maintenance bid \$32,700 for the parking ramp plus \$16,850 for the Municipal Center for a total of \$49,500. He presented some statistics regarding snowfall/snow removal beginning with 1998. From 1998 through the 2011-2012 seasons, there were 93 full-scale plowing events. The lowest snowfall was the 2002 – 2003 season with three events. The highest snowfall was 2010 – 2011 – with 16 events. Using 1998 to present, the yearly average was eight events. Mr. Riemer also presented statistics related to minor plowing events (sanding, minor snow falls, etc.). The lowest was six events in 2011-2012 and the highest was 29 for the 2001 – 2002 season. The average was 17 minor plowing events. Mr. Riemer estimated that the staff costs for snow removal at \$3,696.07 per event. The case cover sheet and attachments detailed how Mr. Riemer arrived at that amount. He suggested that with the building of the apartment complex, snow drifting into the parking structure should be minimal. He expressed concern that with the contract quotes coming in at \$49,000 and \$49,500, that's more than the City's snow removal budget would allow. However, if the two could be split - we could use the most help for the Municipal Campus versus the ramp.

City Administrator Ulrich stated he would like to “throw in a pitch” for taking the low bid. It would help significantly to have staff relieved of that snow removal duty and he was in support of what Mr. Riemer is saying.

Councilmember McGlone stated he has always been most critical of any snow removal that City staff does. He feels it is never up to standard and added he feels he is an expert on snow removal as he has done it every year since he was 17 years old. He recommended trying out a contractor, at least for the municipal piece. He continued that some issues came up last week about perception – and he feels that Ramsey has perception issues. This case “screams” it to us. We contact 33 contractors ourselves and put it in the newspaper twice and we only have two contractors bid on it. He reported that his contractors tell him they do not like bidding a project in Ramsey because it seems only certain contractors get the bid or staff really doesn't have any intention of awarding the bid anyway. Councilmember McGlone stated that he contacted the

low bidder for this case and talked with him about how he came up with his numbers. He (McGlone) suggested that with the numbers received from the contractor, it would appear that we could have snow removal done for about half the cost of staff. He added that when we bid these things out, we need to make it easier for the bidder to understand exactly what we are looking for.

Jeff Miller, On Call Sweeping, talked about the snow removal at the Municipal Center being mostly sidewalks. He stated that he was told to include the apartment sidewalks as well which may explain why his bid for that portion was a little higher than the other bid. He suggested that one of the reasons the City may not have received many bids is because the first thing it stated in the request for quote was the need for an articulated loader. He suggested that was an unnecessary piece of equipment and he felt that would discourage a lot of bidders.

Public Works Superintendent Riemer explained that was put in there because if a contractor wanted to use it in the bid – they could. It was not stated that it was mandatory for the bid.

Chairperson Backous asked for clarification on the bid for ½ inch of snowfall and the 2-inch snowfall on the road, which Public Works Superintendent Riemer provided. The ½ inch is for sidewalks – to keep ice clear and safe for walking. The policy for snow removal on the roads has been when there is two-inch accumulation.

Mr. Miller agreed you are always trying to get ice off the sidewalks.

Chairperson Backous stated he would remove the parking ramp contract because it is not an issue and thinks the decision would be based on the municipal center bids. He noted the parking ramp will be heavily used by Flaherty & Collins and asked what is its fair share of the cost.

Development Manager Lazan explained the snowplowing costs are allocated through the Parking Use Maintenance Agreement (PUMA) so Flaherty & Collins will absorb 3/8ths of that cost beginning this year even if they are not open. He indicated staff will follow up on that issue.

Councilmember McGlone asked if the other contract bid 500 feet of sidewalk.

Public Works Superintendent Riemer answered in the affirmative.

Chairperson Backous agreed the bid process can be flawed but without a solid argument why it is not accurate, he would have to support the low bid of \$16,850 from Complete Grounds Maintenance versus the \$20,000 bid from On Call Sweeping, Inc.

Councilmember Elvig asked if the City has history with either bidder.

Public Works Superintendent Riemer stated On Call Maintenance has done abatement work (mowing) for the City.

Councilmember Elvig asked whether Complete Grounds Maintenance had provided an insurance bond.

Public Works Superintendent Riemer answered in the affirmative.

Councilmember Elvig noted the staff recommendation had been changed to contract plowing for the Municipal Center and in-house plowing for the parking ramp.

Public Works Superintendent Riemer stated that is correct and indicated staff could use help around the Municipal Center since staffing was down one-half of a position. He stated he did not think the parking ramp would be a big issue, noting the first floor will have the most snow and last year they did not plow the top floor.

Councilmember Elvig agreed and pointed out the City does not know what to ask for with the parking ramp because there is not much history. He stated some contractors may not bid because it is for a city and a low-bid situation. In addition, an articulated loader is in the bid and that may have been an issue.

Motion by Councilmember Elvig, seconded by Chairperson Backous, to recommend that the City Council approve the \$16,850 bid for snow removal service with Complete Grounds Maintenance for the Municipal Center and use City staff and equipment for snow removal service at the parking ramp for the 2012-2013 snow season.

Further discussion: Councilmember McGlone asked for an estimate for one full-time equivalent (FTE). City Administrator Ulrich estimated \$65-70,000. Councilmember McGlone noted the subcontractor would provide labor, materials, vehicles, fuel, and insurance for \$16,850, which is far less than the City's cost for one employee. He felt in this particular case, it is clear that an employee is not cheaper than going with a subcontractor. Chairperson Backous concurred.

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

#### **5.02: Resident Concern – 167<sup>th</sup> Avenue (IP 08-27)**

Interim Engineer Nelson reviewed the staff report and resident complaint that the top soil brought in by the City contained rocks, glass, and other debris. He stated the edge between the resident's lawn and the City's project was noticeable and while walking the site he did see a piece of glass and broken pieces of asphalt. Interim Engineer Nelson noted the City has previously attempted to resolve this issue but the residents feel they have not received what had been promised with this project. Interim Engineer Nelson stated he does not have all of the history on this issue and it is a policy decision of the Council to make. He presented the quotes submitted by Mack and Shayle Domiguez, noting the low quote for removal of top soil and installing black dirt totaled \$10,540.

Councilmember Elvig stated his road project had similar problems this past year so he "feels the pain" of the Dominquez family. He explained the City had poor policy and has taken action to remedy these issues. He asked about the private contractor that had been sent out to correct the issues.

Interim Engineer Nelson stated that was done after the fact.

Public Works Superintendent Riemer stated the City supplied the dirt the first time and brought it on site but did not grade the dirt to restore the properties.

Councilmember Elvig asked if another contractor was hired to do landscape work, indicating he does not remember approving that work to be done.

Councilmember McGlone stated he is also not aware of giving that direction.

Councilmember Elvig stated he is not in favor of hiring an outside contractor and wants the City's staff or the project contractor to remedy the issue.

Chairperson Backous stated the problem was the dirt supplied to the project, not the contractor.

Public Works Superintendent Riemer stated that is correct.

Chairperson Backous asked if the quotes appear to be high.

Interim Engineer Nelson stated the quotes are higher unit prices than the City pays on a road project. He presented the costs and indicated that given the small size of the project, he found the quotes are probably not too far off.

Shayle Dominquez, 7046 – 166<sup>th</sup> Avenue, stated this has been a four-year-long process. She explained the first dirt they put down contained a mesh, that gets stuck in their tractor, and planted clover. Ms. Dominquez stated they had purchased a lot of black dirt that the contractor dug up and brought back poor fill. She stated she had been in contact with former City Engineer Himmer during the entire process and Mr. Himmer had sent someone out who found a bucket full of glass. There are also large slates of rock, pieces of wood and asphalt, and green mesh. Ms. Dominquez stated when the new soil was brought in, it created a yard full of sand burrs. They had watered the grass and trees but the City was supposed to be watering the front yard once or twice a week. That did not occur.

Chairperson Backous asked how often the City watered the front yard.

Public Works Superintendent Riemer stated he has no knowledge of the watering schedule.

Councilmember Elvig asked who handles this issue.

Interim Engineer Nelson stated it is under Engineering since it is related to a project.

Public Works Superintendent Riemer stated Public Works brought the dirt to the site.

Councilmember Elvig noted there is no recourse with the contractor and advocated for the City to clean up its mess since it had not properly managed the project or supervised the contractor.

He suggested the Public Works Department clean the soil and develop a watering schedule for next spring.

City Administrator Ulrich asked about the extent of this issue in this neighborhood.

Public Works Superintendent Riemer stated it is confined to this property because most people used sod. He noted sod was also offered to Dominquez.

Ms. Dominquez stated they opted for seed because they do not have an irrigation system and have the biggest yard in the neighborhood. They also wanted the new yard area to better blend into their existing yard.

Mack Dominquez, 7046 – 166<sup>th</sup> Avenue, stated the area is 300 feet in width and 65 feet in depth so it is a large yard to water if sodded. He stated his neighbors had received \$400 watering bills for their City-sized lots to maintain the sod. Mr. Dominquez indicated they have been told by the two contractors that the soil was bad so the sod would not root well and rain would wash away the sand and expose the underlying Class V.

Public Works Superintendent Riemer asked when watering the grass would be considered no longer a City responsibility.

Mr. Dominquez clarified they did water the grass and had asked for grass seed because it is easier to establish and takes less watering than to establish sod.

Chairperson Backous noted the City's policy is sod to avoid this same situation.

Mr. Dominquez stated they are offering a compromise to get it cleaned up and better than the current situation.

Councilmember McGlone noted the area disturbed, 300 feet by 80 feet, seems like a large area.

Councilmember Elvig stated it used to be the road area.

Councilmember McGlone raised the option of leaving the soil and putting down a base of better soil, noting it will keep costs down. He stated if a depth of new base is put down, it should prevent the debris items from coming to the top and would also not disturb tree roots.

Ms. Dominquez stated the trees were planted on the boulevard to appease them and make it look better.

Public Works Superintendent Riemer pointed out that six inches of top soil could not be placed at an even depth and would have to be tapered toward the curb.

Chairperson Backous suggested the City install sod because it is now a cooler season and if well watered it will not dry out.

Public Works Superintendent Riemer agreed that it would be faster to establish with sod but asked at that point would the residents take over responsibility.

Ms. Dominquez stated they had planned to put in an irrigation system after the project.

Councilmember Elvig suggested an agreement be drafted to outline when the City starts and stops watering so all know the expectations. He stated if more top soil is put down, it would have to be cut down (tapered) back to the curb.

Chairperson Backous asked if it should be tilled prior to laying sod.

Public Works Superintendent Riemer answered in the affirmative.

Chairperson Backous stated if using sod it could be done in several weeks and would eventually blend with the rest of their lawn.

Mr. Dominquez stated with the last soil, the rain revealed large-sized boulders and when the City tried to till it, the green fiber got entangled in the tiller after one pass and they had to quit.

Chairperson Backous stated he could not support an expenditure of \$12,000 on this item.

Councilmember McGlone stated that is why he was suggesting to place additional top soil, taper the edges at the curb, and install sod on top. He stated it will look great from day one and the issue will be over.

Councilmember Elvig stated the term “easiest and cheapest” sounds like a poor use of words, noting the cost of sod will not be the cheapest but would bind the soils and be the best alternative.

Councilmember McGlone concurred and noted this is the best time of year to lay sod. He pointed out the City has expended money over and over on this issue and he thinks his suggestion will remedy the situation.

Mr. Dominquez stated he would like the City to remove an inch or two of existing soil to get out the weeds and then come in with new top soil and sod.

Councilmember McGlone stated a bucket can be used on the skid to pick up rocks and top soil in the same pass. He stated he would support taking that extra step in the procedure to remove the weeds and some of the rocks.

Public Works Superintendent Riemer stated it is already mid-October and needs to go before the City Council for approval.

City Administrator Ulrich stated this case can be placed on the Council agenda for next Tuesday.

Councilmember McGlone stated some planning will be needed and suggested approval contingent upon Council approval.

Public Works Superintendent Riemer agreed that staff will need time to order locates.

Motion by Councilmember Elvig, seconded by Councilmember McGlone, to recommend that the City Council direct Public Works to develop a plan to remove some rock and top coat, add sufficient top soil, and supply and install sod this fall, and to draft an agreement for a watering plan into the frost with the property owner then taking over responsibility.

Further discussion: Chairperson Backous asked if staff is available to complete this work during the fall season. Public Works Superintendent Riemer stated staff time will be tight because of tree planting that is already underway. City Administrator Ulrich stated the City does not have adequate staff available and suggested two quotes be obtained for this work. Mr. Dominquez stated that was tried twice with the original contractor but they ended the contract. With the second contractor, they were given the option of sod or seed and indicated if the seed did not take the contractor would remove the seed and put down sod, which was part of their \$6,000 contingency. Councilmember McGlone stated that is a problem the City will have to resolve on a different tract. He stated the City can “police” the contractor to assure it is done right. Chairperson Backous agreed and noted the City does not have enough staff to complete the work this fall. He asked Mr. or Ms. Dominquez to call if they don’t think the project is going right. Mr. Dominquez asked if the project can be cleaned this fall and the sod laid in the spring. Councilmember McGlone stated he would then recommend nothing be done until the spring because that will be more cost effective. He stated he worked on another project where Sauter & Sons provided the dirt and that city tested the soil and demanded Sauter & Sons remove it. City Administrator Ulrich noted one of the quotes is \$10,540 and suggested staff obtain quotes to Harley-rig out the rocks and put down several inches of top soil with the cost not to exceed \$10,540. Interim Engineer Nelson clarified that \$10,540 bid is only for earth work and does not include sod or seed. He felt it may cost closer to \$15,000.

Councilmember Elvig withdrew his motion and Councilmember McGlone withdrew his second to the motion.

Councilmember McGlone noted if bid this fall for spring work it may result in a better price.

The consensus of the Public Works Committee was to direct staff to explore options and obtain two bids for raking out soil, adding top soil, and installing sod with the work to be completed by May 1, 2013.

Mr. Dominquez stated that would be acceptable.

Ms. Dominquez explained that people on work release were used to clean their yard, which was of concern to them because they both work in the law enforcement field.

Chairperson Backous stated the City Administrator will review the appropriateness of that procedure for residential yards.

### **5.03: Sunwood Drive Project – Completion of Signal System, Irrigation System and Sidewalks**

Interim Engineer Nelson reviewed the staff report.

Councilmember McGlone asked why it was not known there is a 12 week lead on mast arms for the signal system.

City Administrator Ulrich stated he does not know about this particular situation, but there was a similar situation with the rail station. In that case, they were in the design process of the electronic components and did not have all the specifications needed for the cabinet.

Councilmember McGlone stated he walked the sidewalk today and it seems reasonable to get them installed.

Chairperson Backous noted there is not much choice with regard to the mast arms for the signal system.

Councilmember Elvig stated there are many checkpoints and certifications with this type of project. He stated he wants the project to keep moving forward and suggested negotiating a date by which it has to be completed.

Interim Engineer Nelson stated North Pine Aggregate is asking for an extension of time and staff is recommending a firm date so it is reasonable and the project does not drag on.

Councilmember Elvig recommended staff also get the contractor's signature on the completion date.

Councilmember McGlone asked if the sod will be installed on the boulevard this fall and if so, who will be watering it.

Interim Engineer Nelson stated the sod will be installed this fall and a maintenance period will be specified during which the contractor will be responsible for watering. He stated he will verify the timing of that maintenance.

Motion by Councilmember McGlone, seconded by Chairperson Backous, to recommend that the City Council approve the requested extension of time to December 31, 2012, or 10 days after delivery of mast arm, for completion of the signal system with the understanding that the work will be completed as soon as possible after receiving the components and an extension of time to May 15, 2013, for completion of the irrigation system and the sidewalk, if necessary, for City Project 12-20, Sunwood Drive Project, with the contractor signing the written agreement.

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

## **6. COMMITTEE / STAFF INPUT**

### **6.01: Consider Boulevard Maintenance Options on Dysprosium Street**

Public Works Superintendent Riemer reviewed the staff report.

Chairperson Backous suggested staff ask property owners to remove garbage cans from the street, noting that has been asked previously.

Councilmember McGlone suggested also asking Ace Solid Waste.

Councilmember Elvig asked if the trees are guaranteed.

Public Works Supervisor Riemer stated the contractor watered the trees for 30 days and there is a maintenance agreement for one year.

Councilmember McGlone stated he talked with Allen Young, Mid-America, who thanked the City for everything it has done with the project and reported his tenants were happy with the access maintained during the project. Mr. Young had also indicated they were satisfied with the sight lines but had received tenant calls about vibrations from the project.

Interim Engineer Nelson stated he had communicated with Mr. Young via e-mail and telephone.

Councilmember Elvig stated vibration from tamping equipment with another project had damaged his building. He suggested that issue be addressed during a project.

## **7. ADJOURNMENT**

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:55 p.m.

Respectfully submitted,

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Grant Riemer  
Public Works Superintendent

Drafted by Carla Wirth, *TimeSaver Off Site Secretarial, Inc.*

**Public Works Committee**

**5. 1.**

**Meeting Date:** 11/20/2012

Submitted For: John Nelson

By: Grant Riemer, Engineering/Public Works

---

Title:

Well # 4 Motor and Pump Repair

Background:

Construction for municipal well #4 began October 15th 1997 and was completed April 29th 1998. Well #4 produces 850 gallons a minute and has pumped a total of 1.6 billion gallons of water since coming on line in 1998. Well #4 was drilled to a depth of 325 feet and draws water from the Ironton Galesville Aquifer. In construction of the well, approximately 817 pounds of explosives were detonated at a depth of 290 to 320 feet to create the underground void needed to supply the pumping capacity of the well.

Project cost was \$225,086.00

Pump and drive:

A 460 volt, 150 horse power Hitachi submersible motor was installed with a pump designed to pump 1,400 gallons per minute. Shortly after well #4 was put into service, it was found to pump sand when anything over 850 gallons a minute was produced. With no way to decrease the pump speed, because the pump drive is a soft start, the decision was made to partially close a downstream valve to limit the well pumping capacity to 850 gallons. This presents a couple of issues, increased electrical demand and a high pressure condition of 120 psi, between the pump and the partially closed valve. These concerns will be addressed in a future case in 2013.

Well maintenance program:

The City of Ramsey has taken a proactive approach on maintaining our eight municipal wells, since this is currently our only source of fresh water. In 2010 we added well rehabilitation to the Capital Improvement Program. Well use is highly variable throughout the year. Regular maintenance is scheduled during low demand periods to reduce the possibility that a well will be out of service when peak demand is required.

Notification:

Observations:

On October 9th E.H. Renner & Sons pulled the 10" 130' drop pipe and the submersible pump and motor for well #4. The pump bowls were inspected and excessive wear was found on bearing surfaces and impellers. The 130' drop pipe was also inspected and severe pitting was found on the entire length of pipe. The pump motor was shipped to Submersible Motor Engineering in Phoenix AZ., where testing could be performed. Tests came back showing that the electrical windings are weak and the insulation is leaking too much to risk putting it back into service. The good news is that both the pump and the motor can be rebuilt. The drop pipe though must be replaced, including the check valve, which was also found to be leaking.

Funding Source:

This repair would be funded through the #9601 Water Enterprise Fund

Staff Recommendation:

Contract with:

- EH Renner has provided a written quote of \$18,843.00. This quote includes all parts and labor necessary to repair the pump bowls, replacement of all drop pipe, check valve, installation and start up assistance.
- Submersible Motor Engineering USA has provided a written quote of \$10,983.00. Quote includes parts and labor to make all necessary repairs to the 150 Hp. Hitachi 12" pump motor. Their quote also includes testing and a 12 month warranty.

Committee Action:

Motion to accept/reject Staff's recommendation and forward to City Council for approval

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Attachments

EH Renner Quote

SME USA Quote

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Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	11/15/2012 04:02 PM
Form Started By: Grant Riemer		Started On: 11/13/2012 02:01 PM
	Final Approval Date: 11/15/2012	

# E.H. Renner & Sons

Incorporated

WELL DRILLING FOR FIVE GENERATIONS

15688 Jarvis Street NW \* Elk River, Minnesota 55330

Phone (763) 427-6100 \* Fax (763) 427-0533 \* Toll Free (800) - 409-WELL

November 5, 2012

## City of Ramsey

John Nelson

15153 Nowthen Boulevard N.W.

Ramsey, MN 55303

[Jnelson@ci.ramsey.mn.us](mailto:Jnelson@ci.ramsey.mn.us)

Subject: Well Pump No 04

Re: Cost Estimate to Replace Wire, Drop Pipe, Repair Bowl and Reinstall Pump and Motor

Dear John

As requested the following is a quote to repair pump, replace drop pipe, replace wire and reinstall No. 04 deep well turbine pump.

<u>Description</u>	<u>Qty</u>	<u>Units</u>	<u>Price</u>	<u>Extension</u>
Labor to Install 130' x 10" x 250 MCM pump and motor.	1	L.S.	\$ 2,100.00	\$ 2,100.00
<b><u>Material</u></b>				
<i>Rebuild Peerless Bowl</i>				
Series Bowl Bearings	3	Ea.	\$ 90.00	\$ 270.00
Discharge Bearing	2	Ea.	\$ 50.00	\$ 100.00
Suction Bearing	1	Ea.	\$ 50.00	\$ 50.00
Bowl Shaft	1	Ea.	\$ 450.00	\$ 450.00
Bowl Wear Rings with Floor	2	Ea.	\$ 150.00	\$ 300.00
Impeller Wear Rings	3	Ea.	\$ 80.00	\$ 240.00
<i>Rubber Seal Rings</i>		<i>Ea.</i>		<i>Not Available</i>
Machine Work - Estimated 3 Days	24	Hrs.	\$ 90.00	\$ 2,160.00
10" Flomatic Check Valve	1	Ea.	\$ 1,990.00	\$ 1,990.00
10" x 20' Drop Pipe Sch 40 T&C (120 Possible)	120	L.F.	\$ 55.00	\$ 6,600.00
10" x 10' Drop Pipe Sch 40 T&C (10 Possible)	10	L.F.	\$ 69.00	\$ 690.00
Submersible Cable 250MCM w/grd jacketed (140 Possible)	139	L.F.	\$ 27.00	\$ 3,753.00
Misc.	1	Ea.	\$ 140.00	\$ 140.00
<b>Total</b>				<b>\$ 18,843.00</b>

If you need additional information or have questions, I can be contacted at my office 763-390-8206 or on my cell phone at 651-755-3200.

Sincerely

*Jerry Aljets*

Jerry Aljets Project Manager

E.H. Renner & Sons, Inc.

# SME USA

**Company:** City of Ramsey  
**Address:** 15153 Nowthen Blvd. NW  
 Ramsey, MN 55303  
**Phone:** 763-433-9861  
**Email:** [jnelson@ci.ramsey.mn.us](mailto:jnelson@ci.ramsey.mn.us)  
**Attention:** John Nelson

**Quotation No.:** 012-207MR-REV2

**Date:** 11/5/2012

**Reference: Motor Ser. #**  
**G8901902H**

Item	Quantity	Description	Net Each	Total Net
1	1	Standard Repair without Rewind for a Hitachi 12" 150HP, 4 Pole, 460/3/60, Std. Construction, Water Filled Submersible Motor. <b><u>(NO WARRANTY ON STATOR WINDINGS)</u></b>  <b>Scope of Repair:</b> 1 Replace Lip Seals 2 Sleeve Seal area on Rotor 3 Replace both Graphite Guide Bearings 4 Check and Weld, Machine if needed both guide bearings for concentricity 5 Core Test Rotor for Hot Spots & Supply Report 6 Polish both Rotor Journal Bearings 7 Stub Rotor and Mill Keyway 8 Balance Rotor with Driver 9 Re-Lap Thrust Assembly i.e. down thrust, up thrust, & Driver Mandrel in Stator, Check, Weld and Machine for Concentricity if required 10 11 Core Test Stator for Hot Spots & Supply Report 12 Re-Lead Stator Winding 13 Tank Test & Hi-Pot and Surge Test - Stator Winding & Leads 14 Replace all O-Rings, Gaskets, and Expansion Bag 15 Re-Assemble 16 Re-Fill with Propylene Glycol water mix 17 No-Load Test Run and make ready for delivery	\$8,263	\$8,263
2	1	Rewind Stator <b>(ONE YEAR WARRANTY ON STATOR WINDINGS OR EIGHTEEN MONTHS FROM THE DATE OF SHIPMENT WHICHEVER COMES FIRST)</b>  <b>FOB: Destination Delivery: 4 to 6 Weeks ARO</b>	\$2,675	\$2,675
<b>TOTAL</b>			<b>\$10,938</b>	<b>\$10,938</b>

TERMS: NET 30 DAYS and SME USA Inc. "Terms and Conditions"  
 QUOTATION VALID FOR 30 DAYS

PREPARED BY: Mike Rolf  
 TEL. (623) 258-6390

**Public Works Committee**

**5. 2.**

**Meeting Date:** 11/20/2012

**By:** Shane Nelson, Engineering/Public Works

**Title:**

Consider Proposal - HWY 47 and CSAH 116 Intersection Study

**Background:**

The Strategic Plan identifies this highway / intersection as a goal in the Transportation category. Specifically, the Strategic Plan lists the following goals:

- 11. Look for ways to increase capacity and improve traffic flow on 47
- 17. Review private street west of Hwy 47/Bunker - behind SA

Completion of this study would assist the City in the above goals by comprehensively identifying the issues related to access and capacity. As stated in the "Purpose of Study" section of the attached proposal, the study will include the following:

- 1. Provision for a northbound left-turn lane from TH 47 into the southwest quadrant
- 2. Provision for a median break and left-turns from westbound and eastbound CSAH 116, west of TH 47
- 3. Provision for a second southbound left-turn lane on TH 47 at CSAH 116
- 4. Provision of a 3/4 access intersection to local businesses on TH 47 north of CSAH 116
- 5. Provision of an additional through lane on TH 47 within the limits of the study area
- 6. Review of median widths and the ability to accommodate U-turns on TH 47 and CSAH 116

The City of Anoka also has similar goals at this intersection and would participate in the study.

**Notification:**

N/A

**Observations:**

Anoka County recently received a safety grant when re-constructing the intersection of CSAH 116 and Thurston Avenue. Any proposed revisions to the medians on CSAH 116, west of HWY 47 may require that the Thurston intersection project be re-scored, which has the potential to jeopardize the funding that was received. Anoka County staff has stated that they would not support a project that would have a negative effect on the scoring.

The initial proposal did not include collecting traffic counts, as both cities were requesting that Anoka County provide these as their contribution. However, Anoka County staff has since indicated that they will not provide the traffic counts.

The estimated cost for the study is \$24,082 plus an additional \$3,840 for the traffic counts. The cities of Anoka and Ramsey propose to split the costs equally, therefore, the total estimated cost to the City of Ramsey is \$13,961. The costs provided are estimates and final costs could vary.

**Funding Source:**

EDA and general admin professional services account.

Staff Recommendation:

Staff recommends accepting the proposal contingent upon the City of Anoka agreeing to pay half of the costs.

Committee Action:

Recommend that the City Council accept the proposal as per staff's recommendation

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Attachments

WSB Proposal

Aerial

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Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	11/15/2012 10:26 AM
Grant Riemer	Grant Riemer	11/15/2012 11:20 AM
Kurt Ulrich	Kurt Ulrich	11/15/2012 03:56 PM
Form Started By: Shane Nelson		Started On: 11/01/2012 02:56 PM
	Final Approval Date: 11/15/2012	



*engineering · planning · environmental · construction*

**701 Xenia Avenue South  
Suite 300  
Minneapolis, MN 55416  
Tel: 763-541-4800  
Fax: 763-541-1700**

October 16, 2012

Mr. Shane Nelson  
Ramsey Interim City Engineer  
City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

RE: Evaluation of Potential Access and Capacity Improvements in the vicinity of the TH 47 and CSAH 116

Dear Mr. Nelson:

This letter presents WSB & Associates' proposal to provide engineering services for the evaluation of access and capacity improvements in the vicinity of the TH 47 and CSAH 116 intersection. The proposed study area would include TH 47 from just north of Coolidge Street NW to County Road 5 and TH 47 and CSAH 116 from east of Tower Pond Drive to the Rum River with the primary focus on the CSAH 116 and TH 47 intersection and the access points to the businesses in each of the quadrants of the intersection.

### **Project Background**

The cities of Anoka and Ramsey have identified two major concerns with the current design of the intersection of TH 47 and CSAH 116. First, the access to businesses located in the different quadrants of the intersection, especially the southwest quadrant of CSAH 116 and TH 47, is a problem for the businesses in this area. When the intersection was reconstructed several years ago medians were constructed that restricted access to existing development in the area. Local businesses feel that it has hurt their business.

Second, the intersection of TH 47 and CSAH 116 experiences congestion and back-ups in both the am and pm peak hours. The congestion in the area is a combination of through traffic and traffic destined to the school and local businesses. This intersection was studied in MnDOT's Congestion Management Safety Plan and potential improvements were identified that would improve traffic flow and safety. Although no specific funding has been identified the project may be a candidate for Cooperative Agreement Funding or Highway Safety Improvement Funds.

CSAH 116 is under Anoka County's jurisdiction and TH 47 is under MnDOT's jurisdiction. Previous work has been completed in the area including some preliminary drawings developed by RLK, which were reviewed by MnDOT. MnDOT previously indicated that a northbound left turn from TH 47 into the southwest quadrant of the intersection may be acceptable as long as the left-out was prohibited. The RLK work also showed concepts for a left-in off of CSAH 116 west of TH 47. In addition, the MnDOT Congestion Management Safety Plan developed a concept for an additional northbound through lane on TH 47 from just south of the CSAH 116 to County Road 5.

### **Purpose of Study**

The purpose of this study is to identify improvements to TH 47 and CSAH 116 in the area of the intersection that will improve access to local businesses and reduce congestion in the area of the intersection. The improvements may include median breaks on CSAH 116 and TH 47, as well as the potential addition of turn lanes. The study will analyze previously identified alternatives, as well as other possible alternatives in order to identify a plan that all affected agencies can support. The agencies involved include MnDOT (TH 47), Anoka County (CSAH 116), and the cities of Anoka and Ramsey. Alternatives that will be considered include:

1. Provision for a northbound left-turn from TH 47 into the southwest quadrant of the TH 47 and CSAH 116 intersection with no left-turn out (3/4 intersection)
2. Provision for a median break and left-turns from westbound and eastbound CSAH 116 west of TH 47 with no left-turn out
3. Provision for a second southbound left-turn lane on TH 47 at CSAH 116
4. Provision of a 3/4 access intersection to local businesses on TH 47 north of CSAH 116
5. Provision of an additional through lane on TH 47 within the limits of the study area
6. Review of median widths and the ability to accommodate U-turns on TH 47 and CSAH 116

The intersection of County Road 5 and TH 47 was also identified as a potential contributor to the concerns at CSAH 116 and TH 47 and will be reviewed to determine if modifications to this intersection can address the traffic congestion in this area.

### **Scope of Work**

The following tasks will be completed as part of this study.

1. *Data Collection* – WSB will collect existing base mapping, previous alternatives, and existing and forecast traffic data. MnDOT and Anoka County will provide traffic counts they have for the CSAH 116 and TH 47 intersection and the County Road 5 and TH 47 Intersection. AM and PM peak hour turning movements will be compiled for the two intersections, as well as for the other access points into the adjacent businesses. We have identified seven locations (four full-access intersections and three partial-access intersections) where data is desired. We have assumed in our cost estimate that Anoka County is available to collect any additional traffic counts that are required.
2. *Traffic Forecasts* – Peak hour turning movement forecasts will be developed for the seven intersections identified above. The peak hour turning movement forecasts will be developed by factoring existing turning movement counts based on the projected growth in ADT between the existing ADT and the forecast 2035 ADT. The projected ADT growth will be based on the forecasting completed for the TH 47 study.
3. *Traffic Operations Analysis* – Synchro/Simtraffic will be used to analyze the traffic operations of the CSAH 116 and TH 47 Intersection, the 142nd and TH 47 Intersection, the CR 5 and TH 47 intersection, and the local business access points for the AM and PM peak hour for the existing and

forecast conditions. The analysis will document the level of service at each intersection, including the amount of vehicle delay by intersection, approach and turning movement and the length of queues. This information will be used to document any operational concerns with the existing conditions.

4. *Identify Potential Improvements* – This task will include developing a concept drawing for each of the alternatives to be considered. The alternatives that will be considered include:
  - Provision for a northbound left-turn from TH 47 into the southwest quadrant of the TH 47 and CSAH 116 intersection with no left-turn out (3/4 intersection).
  - Provision for a median break and left-turns from westbound and eastbound CSAH 116 west of TH 47 with no left-turn out
  - Provision for a second southbound left-turn lane on TH 47 at CSAH 116
  - Provision of a 3/4 access intersection to local businesses on TH 47 north of CSAH 116
  - Provision of additional through lanes on TH 47 within the study area
  - Review of median widths and the ability to accommodate U-turns on TH 47 and CSAH 116
  - Other alternatives identified by the affected agencies
5. *Analyze Traffic Operations for Potential Alternatives* – A traffic operations analysis will be conducted for each of the alternatives identified in Task 4 for all of the intersections within the study area. The analysis will include AM and PM peak hour existing and forecast conditions. The analysis will determine the impacts on level of service (delay by intersection, approach and turning movement) and queue lengths. Special attention will be paid to how queues may impact turning movements and adjacent intersections.
6. *Document Pros and Cons of Each Alternative* – Each alternative will be compared with the existing conditions and the benefits and drawbacks of each alternative will be documented.
7. *Prepare Draft and Final Report* – A report will be prepared documenting the alternatives and the results of the above analysis. A final report and recommendation will be prepared based on the analysis and the input from the affected agencies.
8. *Meeting/Agency Involvement* – The cities of Anoka and Ramsey, along with MnDOT and Anoka County, will meet up to three times during this study to review the analysis and concepts as they are developed and evaluated to provide input on the alternatives and potential improvement options.

### **Schedule**

WSB will complete the work within three months of the notice to proceed. The final report and recommendations will depend on the scheduling of meetings with the affected agencies. It is anticipated that the agency meetings will occur on a monthly basis.

### **Cost**

The attached table provides a detailed estimate of hours and costs to complete the scope of work identified in this proposal. Our estimated cost for the work identified in this proposal is \$24,082. If WSB needs to collect additional traffic data this would be an additional cost.

Mr. Shane Nelson  
City of Ramsey  
Page 4

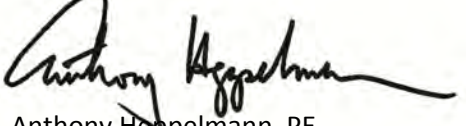
**Staffing**

Tony Heppelmann will serve as WSB's Project Manager. WSB can provide additional information on staff if desired.

We appreciate the opportunity to submit this proposal. Please give me a call if you have any questions or comments on the scope of work or costs for this work.

Sincerely,

*WSB & Associates, Inc.*

A handwritten signature in black ink that reads "Anthony Heppelmann". The signature is written in a cursive style with a long horizontal flourish at the end.

Anthony Heppelmann, PE  
Vice President

Attachment





**Public Works Committee**

**5.3.**

**Meeting Date:** 11/20/2012

**By:** Shane Nelson, Engineering/Public Works

**Title:**

Discuss 2013 Capital Improvement Street Projects

**Background:**

The Capital Improvement Program identifies several street projects for 2013. Staff would like to review the scheduled projects with the Public Works Committee and receive direction on how to proceed. The Capital Improvement Program identifies the following projects:

**Riverdale Drive Extension (Armstrong to Traprock)** - The City has received a Co-operative Agreement Grant from Mn/DOT in the amount of \$702,000 for this project. In order to receive the grant dollars, the project must be bid and awarded by June 30, 2013. This project will extend sewer from the Riverdale Drive / Armstrong Blvd intersection to the east into the undeveloped property currently owned by Hope Fellowship. It will also extend watermain from the Riverdale Drive / Armstrong Blvd intersection to Ramsey Blvd. The existing street segment of Riverdale Drive will be reconstructed and a new segment across the undeveloped property will be constructed to make a connection with Traprock Street. The existing accesses to Highway 10 at Alpaca Street and Traprock Street will be removed and a new access will be provided at the eastern end of the new Riverdale Drive. Storm water related improvements and mitigation will also be necessary. The total estimated project cost as stated in the CIP is \$2,948,000.

**Riverdale Drive East Reconstruct to Tungsten** - This project will reconstruct the existing segment of Riverdale Drive from Highway 10 (Ramsey Blvd) to Tungsten Street. The roadway section is proposed to be narrower, which will provide adequate space for an off-street trail (MRT) to be constructed under a separate contract. Watermain repairs may also be necessary, as the City has experienced two plugs that have failed. The total estimated project cost as stated in the CIP is \$1,350,000.

**Garnet Street Reconstruction** - This project will replace the failing pavement on Garnet Street, a local residential street. We understand that this project has been discussed on several occasions and may present some challenges in regards to the sewer and water extensions and City policy for reconstruction projects. The total estimated project cost as stated in the CIP is \$300,000, however, based on the extent of soil corrections that may be necessary this estimate may be understated.

**Zeolite Street** - This project will construct the permanent section of Zeolite Street in the COR. The total estimated cost as stated in the CIP is \$400,000.

**Annual Street Reconstruction Program** - This project consists of regularly scheduled maintenance of paved streets (i.e. seal coating, crack filling, patching). The total estimated cost as stated in the CIP is \$530,000.

Notification:

N/A

Observations:

As shown in the attached spreadsheet, the MSA fund would have a negative balance if the City proceeded with both Riverdale projects as programmed into the CIP. Please also note that \$422,107 of revenue is shown from Land Proceeds. There may not be adequate funding to complete both Riverdale projects unless another funding source is identified.

We understand that \$1,500,000 is currently budgeted for Long Term Road Reconstruction in 2013, however, all of the associated projects have not been identified. Staff is seeking input from the committee on the process for determining the additional projects that should be considered from this funding source.

The construction of Zeolite Street may not be necessary until further development occurs, based on committee input.

Funding Source:

The funding source for each project is summarized as follows:

**Riverdale Drive Extension (Armstrong to Traprock)**

Grants and Aids	\$702,000
MSA	\$1,466,000
Water Utility	\$273,000
Sewer Utility	\$507,000
Total	\$2,948,000

**Riverdale Drive East Reconstruct to Tungsten**

MSA	\$237,938
Public Improvement Revolving	\$837,602
Tax Increment #4	\$275,000
Total	\$1,350,000

**Garnet Street**

General Fund	\$300,000
--------------	-----------

**Zeolite Street**

Tax Increment Fund #4	\$400,000
-----------------------	-----------

**Annual Street Reconstruction Program**

General Fund	\$255,000
Tax Increment Fund #4	\$275,000
Total	\$530,000

Staff Recommendation:

N/A - for discussion purposes at this time.

Committee Action:

Based on discussion.

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Attachments

CIP Riverdale Extension

CIP Riverdale East

CIP Garnet

CIP Zeolite

CIP Annual Reconstruction

MSA Cash Flows

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Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	11/15/2012 10:26 AM
Grant Riemer	Grant Riemer	11/15/2012 11:23 AM
Kurt Ulrich	Kurt Ulrich	11/15/2012 04:00 PM

Form Started By: Shane Nelson      Started On: 11/09/2012 02:21 PM

Final Approval Date: 11/15/2012

**Capital Improvement Program**  
**City of Ramsey, Minnesota**

2013 thru 2017

Department Street Improvements

Contact

Type Improvement

Useful Life 25

Category Street Improvement

Priority 6-Planned

Status Active

Total Project Cost: \$2,168,000

Project #	12-STR-007
Project Name	Riverdale Drive Extension Traprock - Armstrong

<b>Description</b>
This project would extend Riverdale Drive from Traprock to Armstrong Boulevard

<b>Justification</b>
The City has applied for a grant from MN/DOT for construction of this segment of street. The Armstrong Boulevard overpass will require the extension of Riverdale Drive to provide local access. This project includes installation of sanitary sewer and water with construction of the street. The utility costs are itemized on separate projects.
Watermain Extension \$ 273,000
Sewer Extension \$ 507,000
Total Project cost \$ 2,168,000 <del>\$ 2,948,000</del>

Expenditures	2013	2014	2015	2016	2017	Total
Improvements Other than Build	2,168,000					2,168,000
<b>Total</b>	<b>2,168,000</b>					<b>2,168,000</b>

Funding Sources	2013	2014	2015	2016	2017	Total
Grants and Aids	702,000					702,000
MSA	1,466,000					1,466,000
<b>Total</b>	<b>2,168,000</b>					<b>2,168,000</b>

**Capital Improvement Program**  
**City of Ramsey, Minnesota**

2013 *thru* 2017

Department Street Improvements

Contact

Type Improvement

Useful Life 25

Category Street Improvement

Priority 6-Planned

Status Active

**Total Project Cost: \$1,350,000**

Project # **12-STR-008**  
 Project Name **Reconstruct Riverdale Drive to Tungston Street**

**Description**

This project would reconstruct Riverdale Drive to Tungston Street

**Justification**

This project will reconstruct Riverdale Drive, grading the shoulder for a 10 foot bituminous trail which is part of the Mississippi River Trail grant from the National Park Service. This project as scoped removes all bituminous and curb. Storm sewer will be installed to meet MSA spacing guidelines. The curb will be replaced and new bituminous will be installed. This is an MSA route.

The roadway is scoped at two 12 foot driving lanes and two eight foot parking lanes. There could be cost savings through retaining the curb on one side of the road, installed one 8 foot parking lane and replacing curb.

<b>Expenditures</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Total</b>
Improvements Other than Build	1,350,000					1,350,000
<b>Total</b>	<b>1,350,000</b>					<b>1,350,000</b>

<b>Funding Sources</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Total</b>
MSA	237,938					237,938
Public Improvement Revolving	837,062					837,062
Tax Increment Fund #4	275,000					275,000
<b>Total</b>	<b>1,350,000</b>					<b>1,350,000</b>

**Capital Improvement Program**  
**City of Ramsey, Minnesota**

2013 *thru* 2017

Department Street Improvements

Contact

Type Improvement

Useful Life 25

Category Street Improvement

Priority 6-Planned

Status Active

Total Project Cost: \$300,000

Project # **12-STR-005**  
 Project Name **Garnet Street Reconstruction**

**Description**  
 Reconstruct Garnet Street north of 167th Avenue

**Justification**  
 Garnet Street has needed reconstruction for several years. This project will replace the failing pavement. This is the beginning of the long term road construction initiative to be reimbursed through ultimate funding scenario as decided by City Council.

<b>Expenditures</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Total</b>
Improvements Other than Build	300,000					300,000
<b>Total</b>	<b>300,000</b>					<b>300,000</b>

<b>Funding Sources</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Total</b>
General Fund	300,000					300,000
<b>Total</b>	<b>300,000</b>					<b>300,000</b>

**Capital Improvement Program**  
**City of Ramsey, Minnesota**

2013 *thru* 2017

Department Street Improvements  
 Contact Unassigned  
 Type Improvement  
 Useful Life 20 Years  
 Category Street Improvement  
 Priority 6-Planned  
 Status Active

Project # 04-STR-012  
 Project Name Zeolite Roadway Improvements

Total Project Cost: \$400,000

**Description**

This project consists of the installation of a storm sewer in the western portion of the COR

**Justification**

These improvements will be necessary to support the development anticipated in the west COR area.

<b>Expenditures</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Total</b>
Improvements Other than Build	400,000					400,000
<b>Total</b>	<b>400,000</b>					<b>400,000</b>

<b>Funding Sources</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Total</b>
Tax Increment Fund #14	400,000					400,000
<b>Total</b>	<b>400,000</b>					<b>400,000</b>

**Capital Improvement Program**  
**City of Ramsey, Minnesota**

2013 thru 2017

**Department** Street Improvements  
**Contact** Unassigned  
**Type** Improvement  
**Useful Life** 7 Years  
**Category** Street Improvement  
**Priority** 6-Planned  
**Status** Active

**Project #** 04-STR-001  
**Project Name** Annual Street Reconstruction Program

**Total Project Cost:** \$3,360,000

**Description**  
 Each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis. A listing of the schedule is included as an appendix to the CIP report.

**Justification**  
 Regular scheduled maintenance safeguards the considerable investment the City has in its pavements by maximizing pavement life and minimizing emergency repairs.  
 This includes gravel road elimination funded at 50% of the improvement cost.

Prior	Expenditures	2013	2014	2015	2016	2017	Total
510,000	Improvements Other than Build	530,000	550,000	570,000	590,000	610,000	2,850,000
<b>Total</b>	<b>Total</b>	<b>530,000</b>	<b>550,000</b>	<b>570,000</b>	<b>590,000</b>	<b>610,000</b>	<b>2,850,000</b>

Prior	Funding Sources	2013	2014	2015	2016	2017	Total
510,000	General Fund	255,000	275,000	570,000	590,000	610,000	2,300,000
	Tax Increment Fund #4	275,000	275,000				550,000
<b>Total</b>	<b>Total</b>	<b>530,000</b>	<b>550,000</b>	<b>570,000</b>	<b>590,000</b>	<b>610,000</b>	<b>2,850,000</b>

**MSA Fund**

	Actual 2009	Actual 2010	Actual 2011	Projected 2012	Projected 2013	Projected 2014	Projected 2015	Projected 2016
Beginning Balance	825,672	661,593	707,503	389,747	777,818	(90,698)	(68,328)	(1,941,435)
Revenues								
Current Year Allocation (Held at State)	<b>944,856</b>	957,571	1,015,240	1,070,753	993,280	933,000	933,000	933,000
MSA City <b>Received</b> from Held Allocation	194,699	824,093						
F&C Land Proceeds per policy				66,129				
McD & Superamerica Land Proceeds Est					222,107			
<b>Est LandSale Proceeds Estimated Totally Unknown</b>					<b>200,000</b>	<b>200,000</b>	<b>300,000</b>	<b>300,000</b>
Interest Earnings	<b>20,420</b>	30,085	15,875	1,000	(1,465)	(5,420)	(5,007)	(14,372)
Total Revenue	<u>1,985,647</u>	<u>2,473,342</u>	<u>1,738,619</u>	<u>1,527,630</u>	<u>2,191,740</u>	<u>1,036,882</u>	<u>1,159,665</u>	<u>(722,807)</u>
Expenditures								
Street Maintenance Projects	(94,102)	(168,600)						
MSA Maintenance (Received from State Held Allocation)	(140,000)	(140,000)	(140,000)	(140,000)	(140,000)	(150,000)	(150,000)	(150,000)
CIP Projects								
2012 Street Maint Alpine & alpaca Highway 47				(164,945)				
Sunwood Drive & Rhinestone in RTC								
County Road #5/Alpine Drive Realignment						<b>(500,000)</b>		
Armstrong/Bunker Bonding				(52,498)	(275,070)	(295,420)	(295,470)	(295,420)
Alpine/Roanoke 10-07		(242,241)	(309,428)					
Alpine Overlay			(56,300)	(231,002)				
Sunwood/Armstrong Intersection Impr (Reim with Future TIF 14)								
Bunker Lake Blvd/Sunwood Drive Traffic Signal							<b>(500,000)</b>	
Bunker Lake Blvd Extension							<b>(2,000,000)</b>	
Riverdale Drive Ext Traprock-Armstrong					<b>(1,466,000)</b>			
167th Avenue Extension - to Variolite								
Sunfish Lake Blvd/Alpine Drive Intersection Impr			(71,600)					
Dysprosium Street Reconstruction			(607,988)					
McKinley Street (see TIF 1)								
Riverdale Drive to Tungsten Street Reconstruction(\$837,062 PIR funded & \$275,000 TIF 4 funded)					<b>(237,938)</b>			
Variolite Street Alpine Drive to RTC								<b>(1,700,000)</b>
167th Avenue Extension - Jasper to Armstrong Blvd	(895,252)	(192,631)						
Sunwood Drive-Sunny Ponds								
Sunfish Blvd bond payments		(176,640)	(163,555)	(161,368)	(163,430)	(159,790)	(155,630)	(155,630)
Total Expenditures	<u>(1,324,054)</u>	<u>(1,765,839)</u>	<u>(1,348,871)</u>	<u>(749,812)</u>	<u>(2,282,438)</u>	<u>(1,105,210)</u>	<u>(3,101,100)</u>	<u>(2,301,050)</u>
Remaining Balance	<u>661,593</u>	<u>707,503</u>	<u>389,747</u>	<u>777,818</u>	<u>(90,698)</u>	<u>(68,328)</u>	<u>(1,941,435)</u>	<u>(3,023,857)</u>

NOTE: Revenue Source from Land Sales may not be there. Estimated only.

**MSA Fund**

Sources:

1. Annual MSA Allotments
2. Interest Earnings

Expenditure Uses:

1. Transfers to General Fund for budgeted general maintenance to state-aid streets
2. Costs associated with municipal state-aid improvement projects as detailed in CIP or as approved by City Council.

**CC Regular Session**

**4. 9.**

**Meeting Date:** 12/11/2012

**By:** Colleen Lasher, Administrative Services

**Information**

**Title:**

Report from the Personnel Committee - Meeting Date 11-27-12

**Background:**

Case 1 of 1: Consider a Resolution to Re-authorize a Leave of Absence. This discussion was closed to the public as allowed by Minnesota Statute, section 13D.05, Subd. (a)(3)(4). See attached Personnel Committee packet.

**Recommendation:**

Case 1 of 1: To recommend resolution #12-12-XXX, which upon City Council approval, will grant an additional 1-month leave of absence to an employee due to a serious medical condition.

**Funding Source:**

Case 1 of 1: There is no funding required; there have been no expenses related to this employee since June 1, 2012.

**Council Action:**

Case 1 of 1: Motion to approve resolution # 12-12-XXX confirming the recommendation of the Personnel Committee to authorize an additional 1-month leave of absence to an employee due to a serious medical condition.

**Attachments**

Personnel Committee Packet - 11-27-12

**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

12/06/2012 11:22 AM

Form Started By: Colleen Lasher

Started On: 12/03/2012 08:18 AM

Final Approval Date: 12/06/2012

**City of Ramsey**  
**Agenda**  
**Personnel Committee**  
**Tuesday November 27, 2012**

**5:45 pm**  
**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 Re-authorize a Leave of Absence (This discussion will be closed to the public)
- 5. Adjournment**

**Personnel Committee**

**4. 1.**

**Meeting Date:** 11/27/2012

**Submitted For:** Colleen Lasher

**By:** Jim Way, Police

**Information**

**Title:**

Consider a Resolution to Re-authorize a Leave of Absence (This discussion will be closed to the public)

**Background:**

This meeting will be closed to the public as allowed by Minnesota Statute, section 13D.05, Subd. (a)(3)(4)

Staff has received notification requesting that the City Council, per section 7.7 of the Personnel Policy, consider granting the employee an additional leave of absence due to a serious medical condition.

Previously, the City Council authorized an initial 3-month leave of absence covering June, July, and August. In August, Council authorized an additional 4 months of leave that will expire in December. It should be noted, as stated in the Personnel Policy, the City Council has the authority to authorize up to 12 months of leave in cases where the employee is disabled or where extraordinary circumstances exist. The 12 month period started in June.

**7.7 Leave of Absence**

The City Council may grant any regular employee a leave of absence without pay for a period not exceeding 90 calendar days except that it may extend such leaves to a maximum period of one year in case the employee is disabled or where extraordinary circumstances, in its judgment, warrant such extension. No vacation leave, sick leave, holiday leave or compensatory time off benefits shall be used or accrued during a leave of absence and the City will not contribute to insurance premiums. All accrued and unused paid leave will be paid to an employee prior to the employee commencing the leave of absence. In determining entitlement to seniority and seniority-based rights and benefits, the period of absence from employment due to a leave of absence constitutes a break in service. The City of Ramsey does not guarantee job restoration after a leave of absence.

**Recommendation:**

To approve an additional 1-month leave of absence to an employee due to a serious medical condition.

**Funding Source:**

There is no funding required; there have been no expenses related to this employee since June 1, 2012.

**Council Action:**

Motion to confirm the recommendation of the Personnel Committee to approve resolution 12-11-XXX authorizing an additional 1-month leave of absence to an employee due to a serious medical condition.

**Attachments**

Leave of Absence Resolution

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Jo Thieling	Jo Thieling	11/20/2012 02:52 PM
Kurt Ulrich	Kurt Ulrich	11/21/2012 11:39 AM
Form Started By: Jim Way		Started On: 11/20/2012 01:53 PM

Final Approval Date: 11/21/2012

Councilmember           introduced the following resolution and moved for its adoption:

**RESOLUTION #12-XX-XXX**

**RESOLUTION TO RE-AUTHORIZE A LEAVE OF ABSENCE**

**WHEREAS**, the City council may grant any regular employee a leave of absence without pay for a period not exceeding 90 calendar days except that it may extend such leaves to a maximum period of one year in case the employee is disabled or where extraordinary circumstances, in its judgment, warrant such extension; and

**WHEREAS**, the City Council previously authorized a leave of absence covering June through December 2912; and

**WHEREAS**, staff received a third request from the employee asking to be considered for an additional leave of absence; and

**WHEREAS**, at this time, the City Administrator recommends a one-month leave of absence; and

**WHEREAS**, there is no funding required.

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

- 1) That the City Council approve an additional one-month leave of absence for an employee due to a serious medical condition.

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 \_\_\_\_ day of \_\_\_\_\_, 2012.

**CC Regular Session**

**6. 1.**

**Meeting Date:** 12/11/2012

**By:** Diana Lund, Finance

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**Information**

**Title:**

Public Hearing on 2013 Tax Levy and General Fund Budget & Adoption of Final levies and budget

**Background:**

A budget/levy slide presentation will be provided that will outline the City's proposed 2013 Levies and General Fund Budget.

A brief recap of this presentation are as follows:

2013 Final Overall Levy: \$7,998,213 (\$8,413,798 - 2012)

Levy Components: General Fund Levy: \$7,248,829  
Debt Service Levies: \$ 644,918  
EDA Levy: \$ 104,466

2013 Final Tax Capacity Rate: 44.19% (44.17% - 2012)

2013 General Fund Budget: \$10,293,837 (\$9,648,075 - 2012)

The 2013 General Fund Budget includes \$463,000 in capital equipment. At a worksession on November 27, 2012, council was in agreement that capital equipment certificates would be issued in 2013 to fund these items.

**Notification:**

The City is required to hold a meeting where the City's budget and levy will be discussed and public can give input. At its regular meeting of September 11, 2012, city council agreed upon December 11, 2012 at 7:00 and this date and time was printed on the proposed tax statements that were sent to each taxable property.

**Recommendation:**

Staff recommends Council approval of the City's payable 2013 final EDA tax levy in the amount of \$104,466, the City's overall 2013 final tax levy in the amount of \$7,998,213 (EDA levy is included in this amount) and the 2013 General Fund Budget in the amount of \$10,293,837.

**Funding Source:**

None Required.

**Council Action:**

Motion to recommend City Council adoption of Resolution #12-12-XXX adopting the 2012, Payable 2013 EDA tax levy in the amount of \$104,466.

and

Motion to recommend City Council adoption of Resolution #12-12-XXX Resolution Adopting the 2012, Payable 2012 Municipal Tax Levy.

and

Motion to recommend City Council adoption of Resoluton #12-12-XXX Resolution Adopting the 2013 City of Ramsey General Fund Budget.

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### Attachments

2013 EDA Levy

Final 2012/Pay 2013 Muni Tax Levy

2013 General Fund Budget

Budget Presentation

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### Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Diana Lund	12/04/2012 09:29 AM
Diana Lund (Originator)	Diana Lund	12/04/2012 12:31 PM
Kurt Ulrich	Kurt Ulrich	12/05/2012 03:13 PM
Form Started By: Diana Lund		Started On: 11/29/2012 07:57 AM
	Final Approval Date: 12/05/2012	



Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #12-12-XXX**

**RESOLUTION ADOPTING THE 2012, PAYABLE 2013, MUNICIPAL TAX LEVY**

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

- 1) That the following levies for assessed 2012, payable 2013, be levied upon the taxable property in said City of Ramsey, Anoka County, State of Minnesota for the following purposes:

**GENERAL LEVY**

Fund 101: General Fund - General Operations

Fiscal Disparity Transfer (as certified)	\$ 1,469,281	
Collected as Property Tax – EDA Levy	104,466	
Collected as Property Tax – General Levy	<u>5,779,548</u>	\$ 7,353,295

**DEBT SERVICE LEVY**

CIP Bond	152,289	
Lease Revenue Bonds	<u>492,629</u>	<u>\$ 644,918</u>

**TOTAL CERTIFIED LEVIES** \$ 7,998,213

- 2) That this final levy does not exceed the Proposed Levy adopted September 11, 2012.
- 3) That the City will not be levying the \$356,121 related to the \$4,225,000 GO Improvement Bond, Series 2005B, as per Joint Powers Agreement with Anoka County. Anoka County is required to pay directly to the City, this debt service amount.
- 4) That the City of Ramsey will not be levying the total \$1,035,891 related to the GO Capital Improvement Plan Refunding Bonds for the Municipal Center. The City will levy \$492,629 and fund the remaining debt payment with the funds encumbered from the savings of the refinancing of the original 2005 debt issue.
- 5) That the City Administrator/Clerk be directed to transmit a certified copy of this resolution to the Anoka County Auditor's office on or before Friday, December 28, 2012.

That the motion for the adoption of the foregoing resolution was duly seconded by and upon vote being taken thereon, the following voted in favor:

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 11<sup>th</sup> day of December, 2012.

---

Mayor

**ATTEST:**

---

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #12-12-XXX**

**RESOLUTION ADOPTING THE 2013 CITY OF RAMSEY GENERAL FUND OPERATING BUDGET**

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

- 1) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2013 is hereby adopted for the General Fund as follows:

**GENERAL FUND**

Revenues:

Property Taxes	\$ 7,233,829
Licenses and Permits	437,700
Intergovernmental Revenues	305,300
Charges for Services	915,750
Fines and Forfeitures	89,000
Other Revenues-	
Interest Earnings	80,000
Miscellaneous	10,500
Other Financing Sources	<u>1,221,758</u>

**Total Revenues** \$ 10,293,837

Operating and Capital Expenditures:

General Government	\$ 2,220,181
Public Safety	4,197,773
Public Works	2,708,681
Parks and Recreation	930,066
Contingency	56,313
Other Financing Uses	<u>180,823</u>

**Total Operating and Capital Expenditures** \$10,293,837

- 2) That the City Administrator/Clerk be directed to transmit a certified copy of this resolution to the Anoka County Auditor's office on or before Friday, December 28, 2012.
- 3) That all contractual agreements contained within the 2013 General Fund Budget will be considered ratified.

That the motion for the adoption of the foregoing resolution was duly seconded by and upon vote being taken thereon, the following voted in favor:

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 11<sup>th</sup> day of December, 2012.

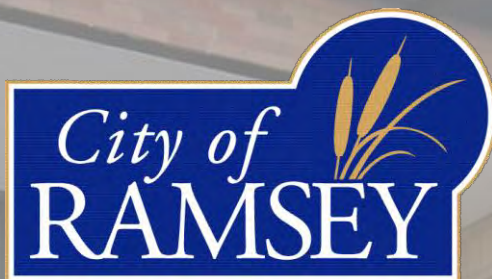
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Mayor

**ATTEST:**

---

City Clerk



**December 11, 2012**

**2013 Levy & General Fund  
Budget**

RAMSEY  
MUNICIPAL  
CENTER

7550

RAMSEY MUNICIPAL CENTER

# Taxable Market Value Questions?

- Discussion on your taxable market value for property tax payable in 2013 could have been addressed in April 2012.
  - The opportunity to discuss your valuation for taxes payable 2014 can be addressed in April 2013 at Anoka County.
- Valuations for 2013 are set values as of January 2, 2012.
  - These valuations are based on sales from the previous 18 month period June 2010-December 2011.

# City of Ramsey

## 2013 Preliminary Levy Summary

<u>Proposed Tax Levies:</u>	<u>2012</u>	<u>2013</u>
General Fund Levy	\$6,997,150	\$7,248,829
EDA Levy	169,853	104,466
Debt Service Levies:		
CIP Bond (Fire Station #1)	151,386	152,289
2007 Capital EQPT Certificates	185,194	-
Lease Revenue Bond (Municipal Ctr)	910,215	492,629*
	<hr/>	<hr/>
Total Proposed Levy	\$8,413,798	\$7,998,213

\*Total Muni Center Debt \$986,563 (Refinanced Muni Debt in 2012. 2013 debt levy reduced by 2012 debt savings from refinancing)

# 2013 GENERAL FUND BUDGET AND LEVY

**2013 Total levy of \$7,998,213**

Decrease of \$415,585 or 4.94% from 2012

**2013 General Fund Budget: \$10,293,837**

Increase of \$645,762 or 6.69% from 2012 Adopted

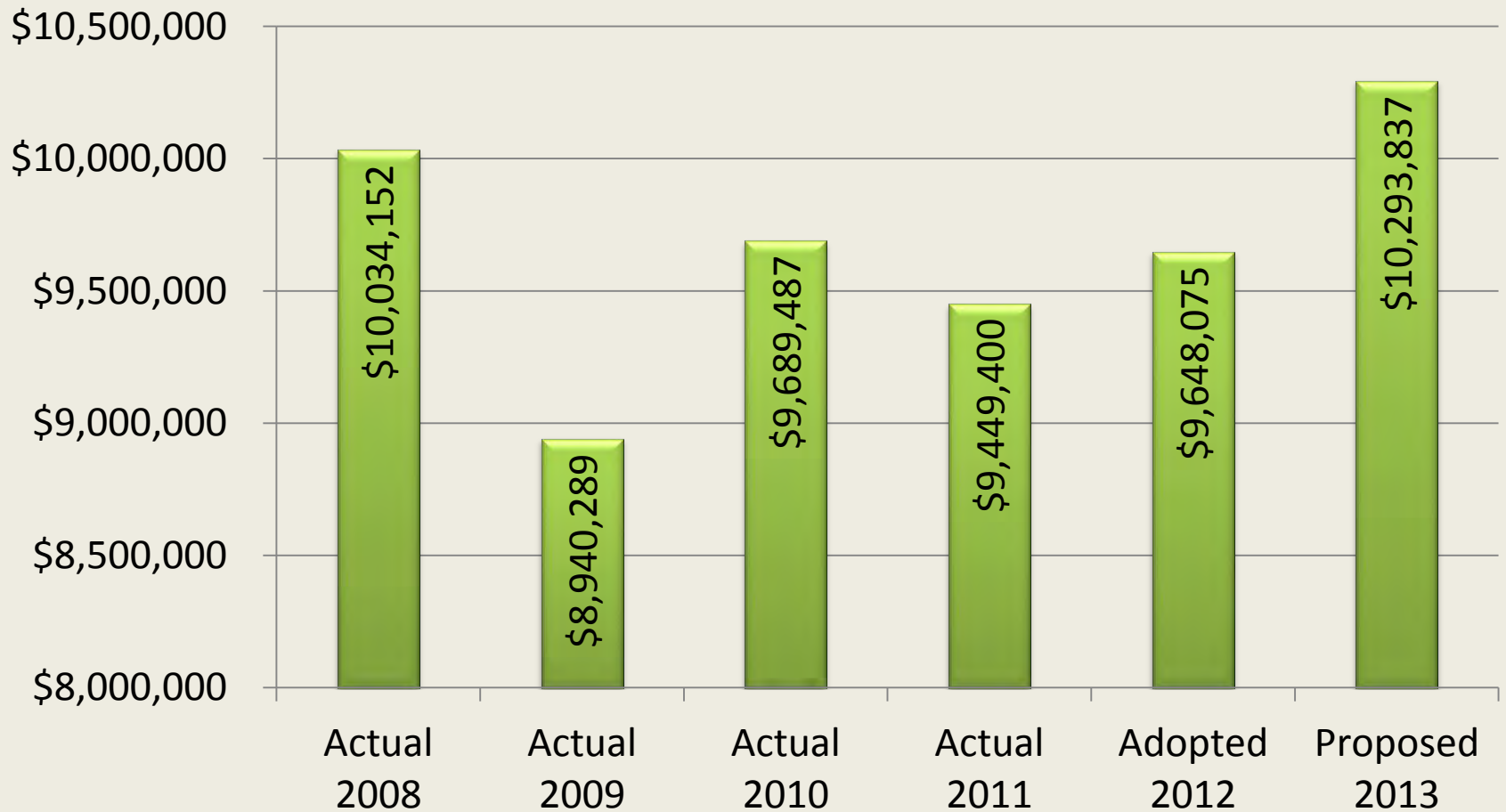
**2013 Proposed Tax Capacity Rate 44.19%**

2012 Tax Capacity rate of 44.17%

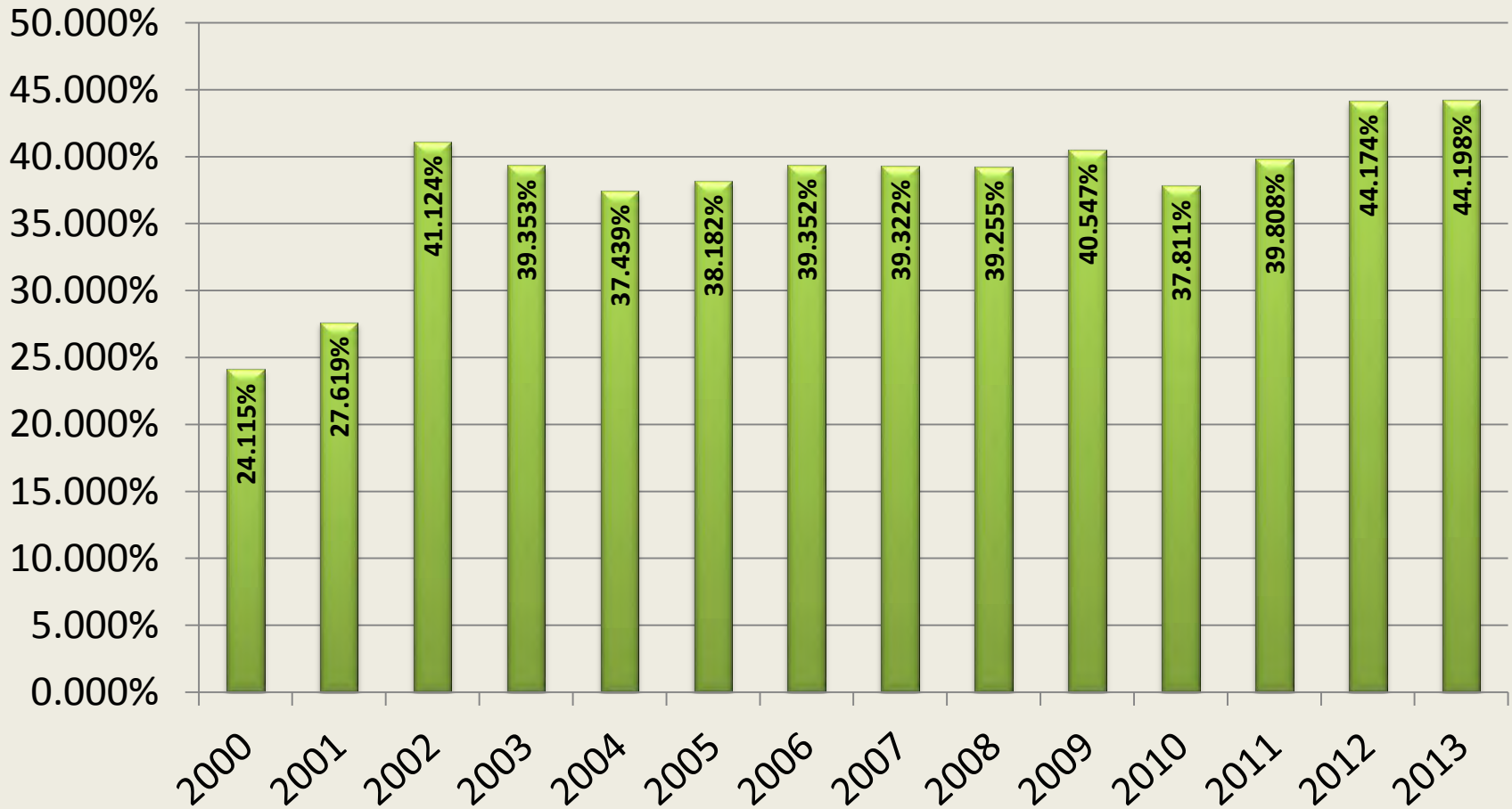
# 2013 GENERAL FUND BUDGET AND LEVY

- Zero aid. No MVHC or LGA – Legislative Change in 2012-Market Value Homestead Credit Exclusion
- No Levy Limits
- Average Market Value of Home in Ramsey for 2012 is \$175,800.  
Average Value in 2013 was \$167,711.
- The City averaged an 6.6% decrease in taxable market value 2012 to 2013.
- City proposed to receive 37 cents per tax dollar District #11 (\$.38 in 2012) and 30 cents per tax dollar in District #728 (\$.32 in 2012).

# GENERAL FUND BUDGET EXPENDITURE COMPARISON

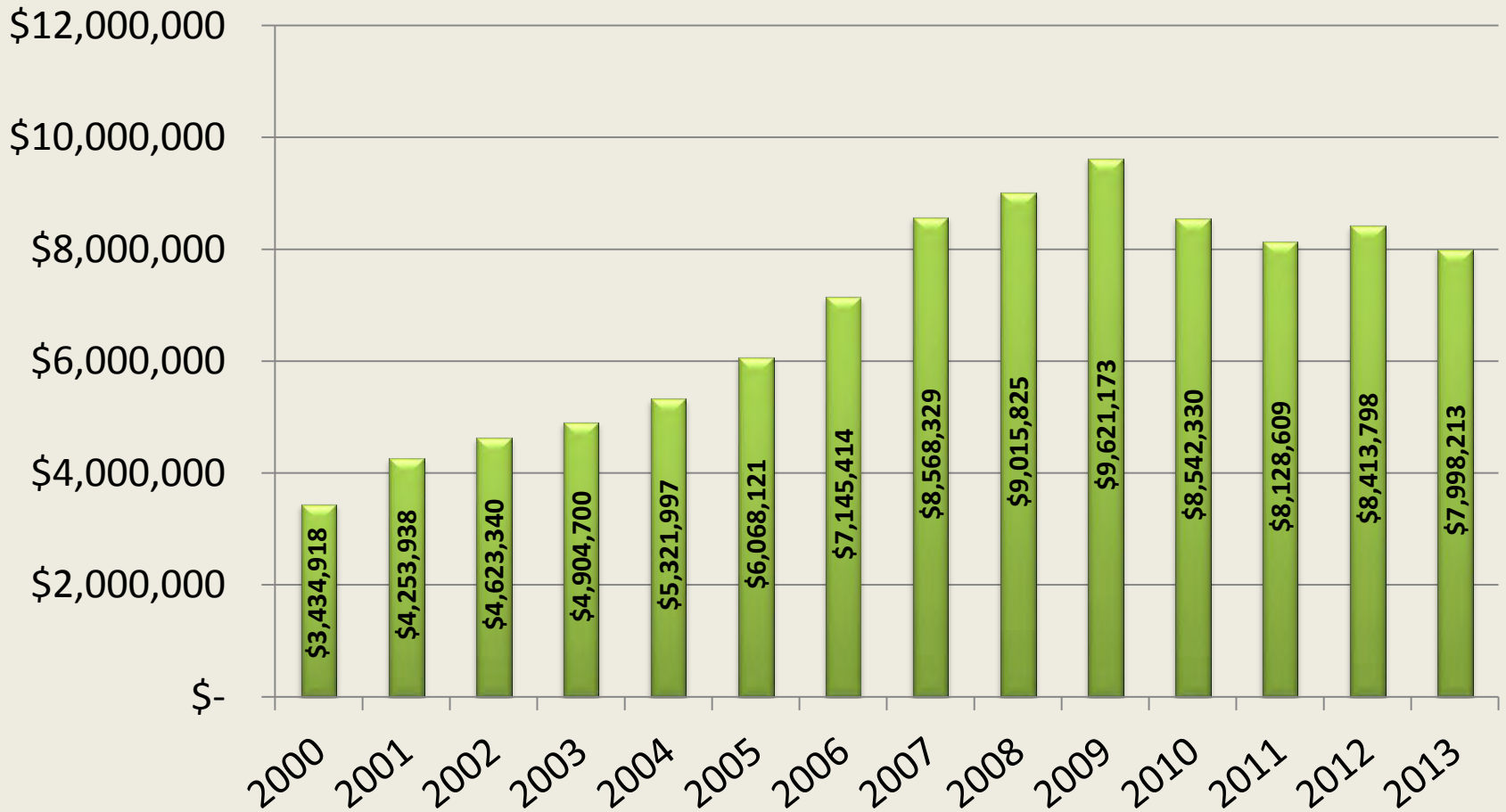


# Tax Capacity Rate Comparison



# TOTAL LEVY

## GENERAL FUND, EDA, & DEBT SERVICE



# 2013 - City of Ramsey

## Proposed Tax Rates

### Anoka School District

Taxing District	2012 Tax Rate	Percent of Total Tax Rate	2013 Tax Rate	Percent of Total Tax Rate
City of Ramsey	44.174	38.439%	44.198	36.664%
Anoka County	42.265	36.777%	45.453	37.705%
Anoka Hennepin ISD #11*	23.325	20.297%	26.751	22.191%
Special Taxing Districts	5.157	4.487%	4.146	3.440%
Total	114.921	100.00%	120.548	100.00%

# 2013 - City of Ramsey

## Proposed Tax Rates

### Elk River School District

<b>Taxing District</b>	<b>2012 Tax Rate</b>	<b>Percent of Total Tax Rate</b>	<b>2013 Tax Rate</b>	<b>Percent of Total Tax Rate</b>
City of Ramsey	44.174	32.210%	44.198	30.463%
Anoka County	42.265	30.818%	45.453	31.328%
Elk River ISD #728	45.548	33.212%	51.290	35.351%
Special Taxing Districts	5.157	3.760%	4.146	2.858%
Total	137.144	100.00%	145.087	100.00%

# City of Ramsey Proposed Levy Total Budget and Property Taxes

## TAXES

2012 Levied Taxes	\$8,413,798
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2013 Proposed Tax Levy	\$7,998,213
------------------------	-------------

Change from 2012 to 2013



(4.94%)

(\$415,585)

# City of Ramsey Final Proposed Levy Total Budget and Property Taxes

## Local Tax Rate:

2012 Tax Rate	44.174%
---------------	---------

2013 Proposed Tax Rate	44.198%
------------------------	---------

Change from 2012 to 2013



0.024%

# Calculation of 2012 Tax Capacity Rate

## 2013 PROPOSED LEVY

	Certified	Fiscal Disparities	Local Levy	Taxable Value (6.73% Decrease)	Tax Capacity
General	7,248,829	1,211,739	6,037,090	\$14,771,883	40.869%
EDA	104,466	24,813	79,653	\$14,771,883	0.539%
Bonds	644,918	232,729	412,189	\$14,771,883	2.790%
	<b>7,998,213</b>	<b>1,469,281</b>	<b>6,528,932</b>		<b>44.198%</b>

## 2012 ADOPTED LEVY

	Certified	Fiscal Disparities	Local Levy	Taxable Value (10.07% Decrease)	Tax Capacity
General	6,997,150	1,260,167	5,736,983	\$15,747,629	36.431%
EDA	169,853	52,522	117,331	\$15,747,629	0.746%
Bonds	1,246,795	145,077	1,101,718	\$15,747,629	6.997%
	<b>8,413,798</b>	<b>1,457,766</b>	<b>6,956,032</b>		<b>44.174%</b>

# Ramsey's Tax Rate History with Proposed 2012 includes MVHC Exclusion

<u>Year</u>	<u>Ramsey</u>	<u>Anoka County</u>	<u>ISD #11</u>	<u>Special Districts</u>	<u>Total</u>	<u>City Share as %</u>
2003	39.353	37.714	26.941	6.071	110.079	35.750%
2004	37.439	35.221	21.050	6.393	100.103	37.400%
2005	38.183	33.080	21.492	4.955	97.710	39.078%
2006	39.352	33.869	20.046	4.382	97.649	40.299%
2007	39.438	32.369	19.337	4.050	95.194	41.429%
2008	39.255	33.888	16.983	3.967	94.093	41.719%
2009	39.257	33.563	18.247	3.803	94.870	41.380%
2010	37.811	36.855	19.939	4.961	99.566	37.976%
2011	39.801	41.708	23.999	4.905	110.413	36.047%
2012	44.174	42.265	23.325	5.157	114.921	38.439%
2012	44.198	45.453	26.751	4.146	120.548	36.664%

# Net Effect of Proposed City Levy on 2013 Taxpayers (\$150,000 Home in 2012)

Residential Home	2012	2013* – Based on 6.6% Decrease	Net Tax Increase (Decrease)
<b>Estimated MV</b>	\$ 150,000	\$ 140,713	
Less: 2013 MVHC Exclusion	<u>\$ (23,740)</u>	<u>\$ (24,575)</u>	
<b>Taxable Market Value</b>	\$ 126,260	\$ 116,138	
Class Rate	<u>1%</u>	<u>1%</u>	
<b>Net Tax Capacity</b>	\$ 1,263	\$ 1,161	
Total Tax Cap. Rate **	<u>114.921%</u>	<u>120.548%</u>	
<b>Net Tax***</b>	\$ 1,451	\$ 1,400	\$ (51)

\*2013 Market Values are based on County valuations that show an overall decrease in residential values of 6.6%

\*\*Anoka ISD #11

\*\*\*Net Tax Based on Tax Capacity Levies only

## 2012 Tax Capacity Comparison of MN Area Cities with Populations between 16,000 and 28,000

Metro City 16,000 to 28,000	2011 Population	2012 Average Tax Cap Rate	Rank
White Bear Lake	23,820	19.94%	1
Chaska	24,002	25.49%	2
Chanhassen	23,247	28.52%	3
Prior Lake	23,010	29.74%	4
Willmar	19,600	33.13%	5
Oakdale	27,538	39.25%	9
Champlin	23,223	41.23%	12
<b><u>Ramsey</u></b>	<b><u>23,865</u></b>	<b><u>44.17%</u></b>	<b><u>16</u></b>
Rosemount	22,139	46.99%	18
Elk River	23,101	47.59%	19
Anoka	17,331	50.37%	20
Hastings	22,217	66.08%	33
Columbia Heights	19,619	66.30%	34
Hibbing	16,313	82.44%	35
Average:	21,897	47.29%	

NOTE: These are tax capacity calculations only. Some cities noted may also charge franchise fees which help to reduce their tax rate.

# Tax Capacity Rate Comparison

## Anoka County Cities

	<u>2012</u>	<u>2013 Proposed</u>	<u>Change</u>
Spring Lake Park	62.655%	50.808%	-11.85%
Andover	42.540%	41.114%	-1.43%
<b>Ramsey</b>	<b>44.174%</b>	<b>44.198%</b>	<b>0.02%</b>
Oak Grove	33.464%	33.825%	0.36%
Columbus	43.535%	43.928%	0.39%
Blaine	33.564%	36.644%	3.08%
Ham Lake	26.720%	29.817%	3.10%
Nowthen	23.744%	26.998%	3.25%
Linwood	33.279%	36.622%	3.34%
Circle Pines	63.972%	67.412%	3.44%
Anoka	50.368%	53.887%	3.52%
Lino Lakes	42.894%	46.728%	3.83%
Hilltop	97.100%	100.975%	3.88%
Centerville	66.796%	71.145%	4.35%
East Bethel	43.807%	49.614%	5.81%
Coon Rapids	42.824%	48.772%	5.95%
Bethel	74.378%	80.569%	6.19%
Lexington	63.999%	71.185%	7.19%
Fridley	39.615%	47.042%	7.43%
St. Francis	53.406%	65.270%	11.86%

**Average 2013:**

**53.67%**

**3.71%**



# 2013 Notable Budget Items

## Budget Highlights

### Revenue:

- \*Building Permit Revenue held fairly constant: \$260,000
- \*Special Police Services: Decrease of \$25,000 (Anoka County Systems Admin ends)
- \*Engineering Revenue: \$577,500 – Based on construction of Riverdale Drive Ext & Road Reconst
- \*Other Revenue - Decrease of \$20,000 Newsletter ad sales based on 4 newsletters and decrease in ad sales

# 2013 Notable Budget Items

## Budget Highlights Continued

### Expenditures:

#### \*Personnel:

Additions: Engineering Tech III  
ED/HRA Mgr (EDA, HRA & TIF Funded)

Reductions: Deputy City Administrator  
Deputy City Clerk  
Director of PW/City Engr  
Fire Secretary  
Part-time Building Maintenance  
Police Officer

# 2013 Notable Budget Items

## Budget Highlights Continued

### Expenditures Continued:

\***Personnel**: Salary Contingency \$46,377

Overall: Total General Fund Expense Decrease of  
\$426,041 (\$5,806,331-2013/\$6,232,372-2012)

Staffing: 56% of General Fund Budget

\*Contracted Services:

Building Inspections Increase \$48,100

Joint Fire Services Consultant \$15,000

\*Trail Overlay: Maintained at \$15,000

# 2013 Notable Budget Items

## Budget Highlights Continued

### Expenditures Continued

#### \*Road Reconstruction:

\$1,327,500 Budgeted (\$494,500-2012)

\$275,000-Funded from TIF 4 (ends 2014)

\$219,500-Funded from PIR Fund

\$202,500-Included in Budget Revenue for Engr OH

#### \*Capital Equipment:

\$463,000 Total Requested (\$340,252 – 2012)

2<sup>nd</sup> year of Fire truck, 3 squads, Plow Truck &  
Mega Mower

Funding Source: Capital Equipment Certificates

# 2013 BUDGET HI-LITES

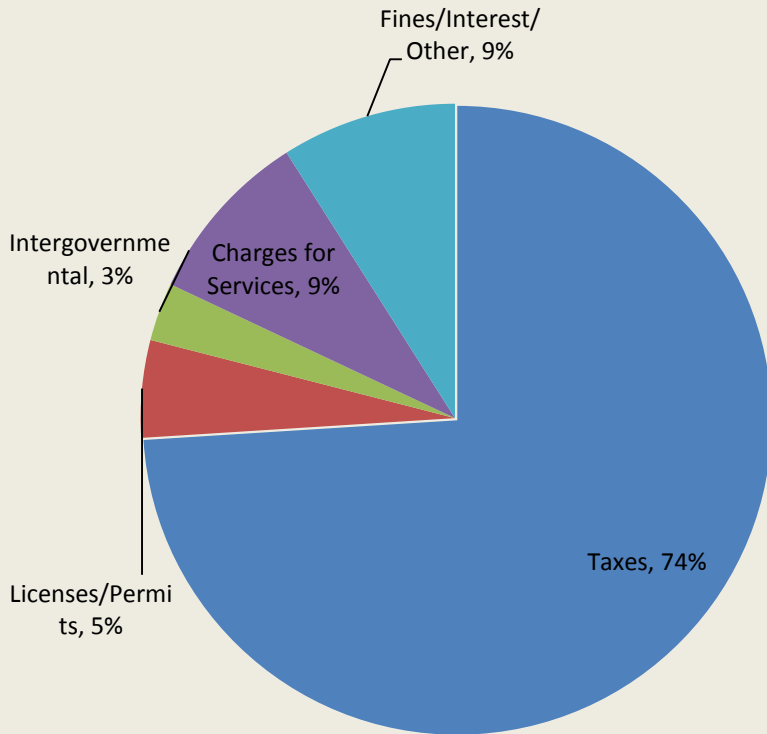
- Final Budget/Levy will be adopted at the regular City Council meeting of December 11, 2012

- Draft Budget document available on City website under Finance Department

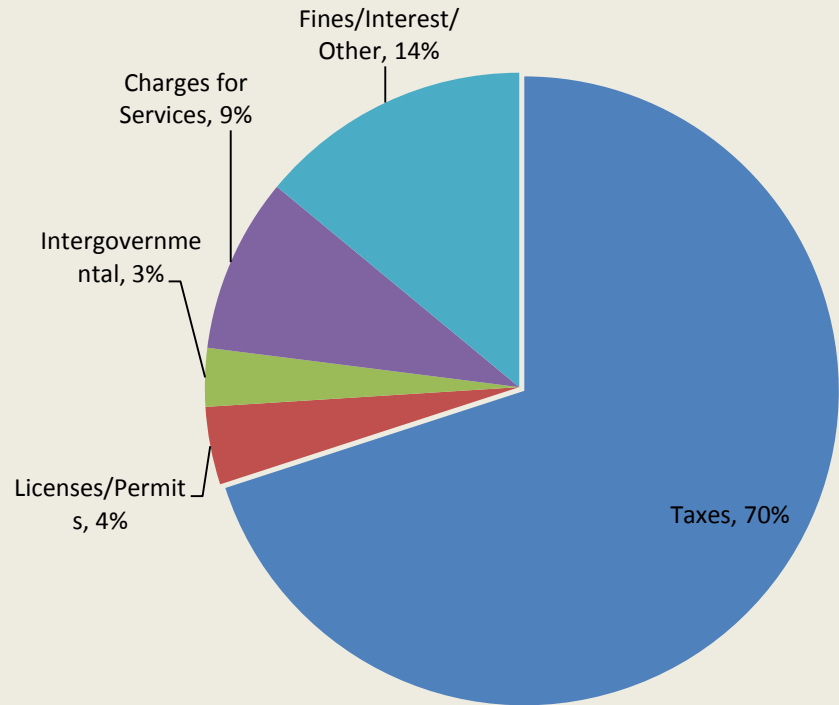
# General Fund

## Where It Comes From

### 2012 - General Fund Revenues

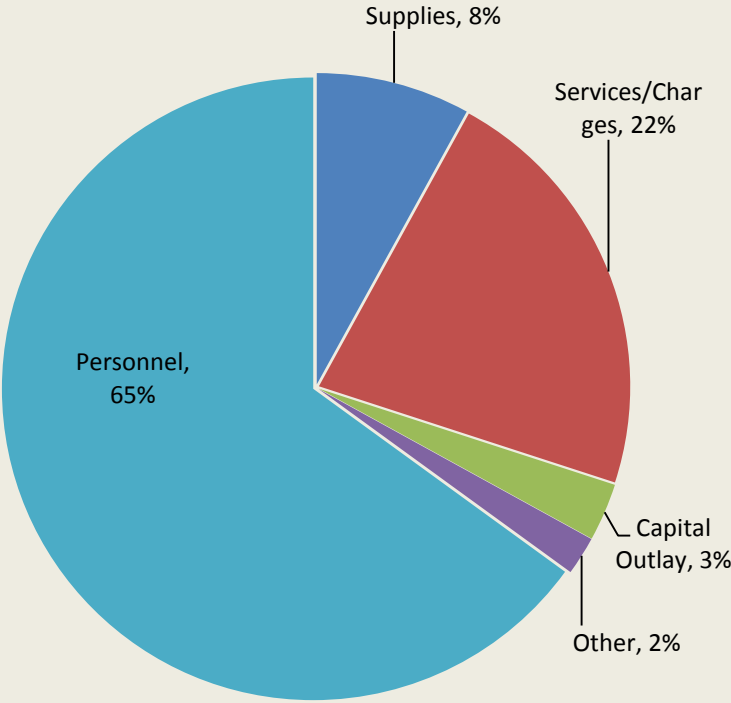


### 2013 - General Fund Revenues

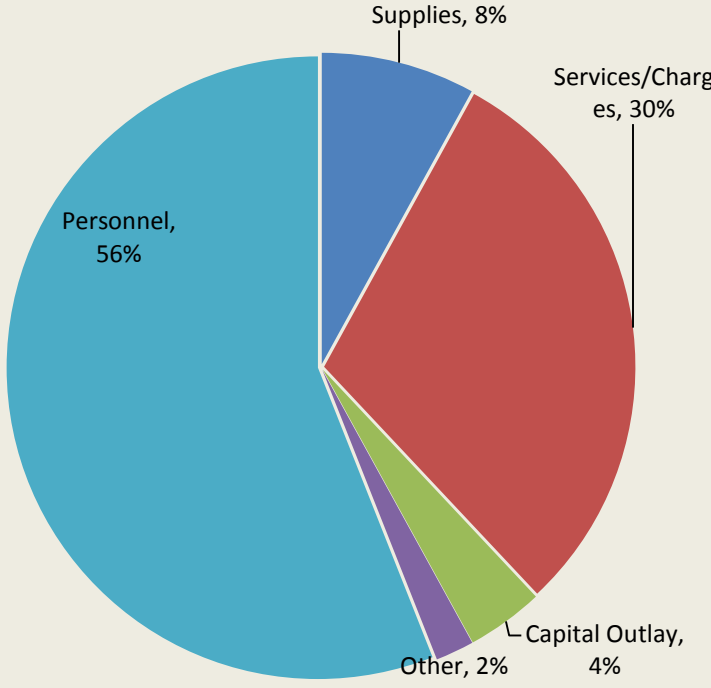


# 2013 Proposed General Fund Expenditures - By Type

## 2012 Expenditures

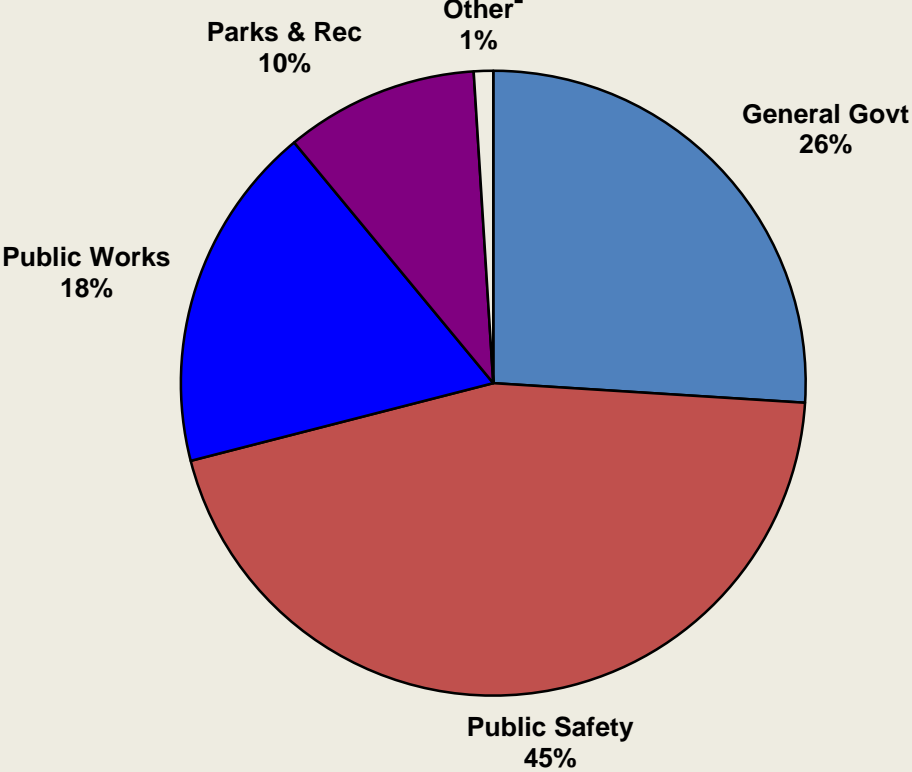


## 2013 Expenditures

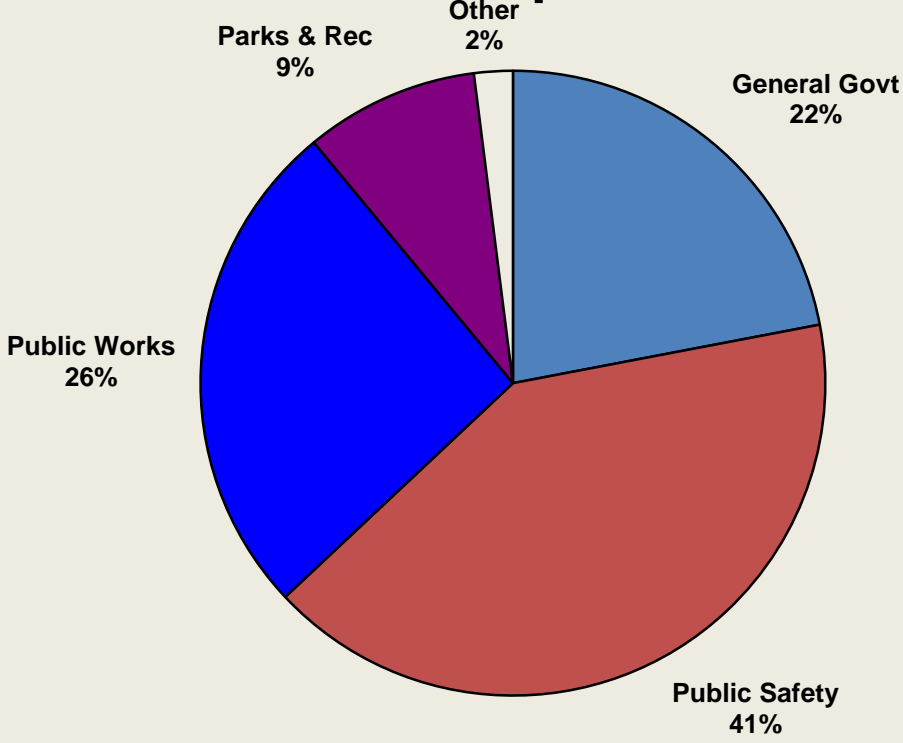


# 2013 Proposed General Fund Expenditures - By Function

## 2012 Expenditures



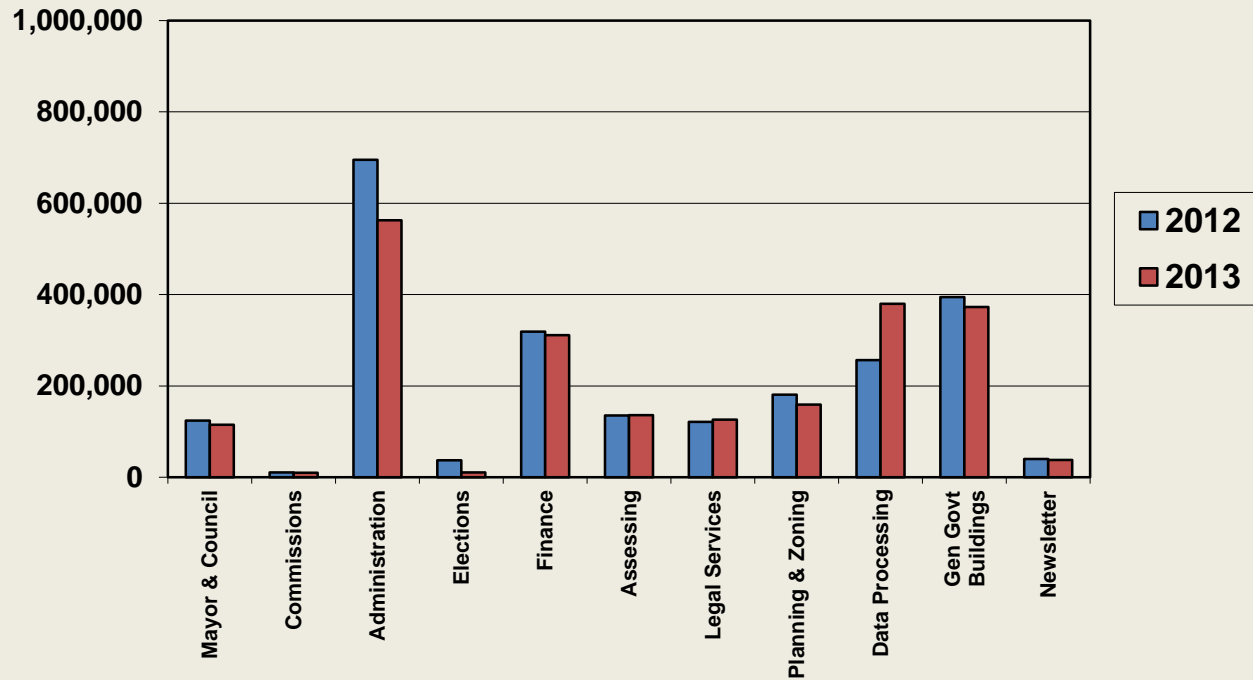
## 2013 Expenditures



# CITY OF RAMSEY

## General Fund Budget 2012 to 2013

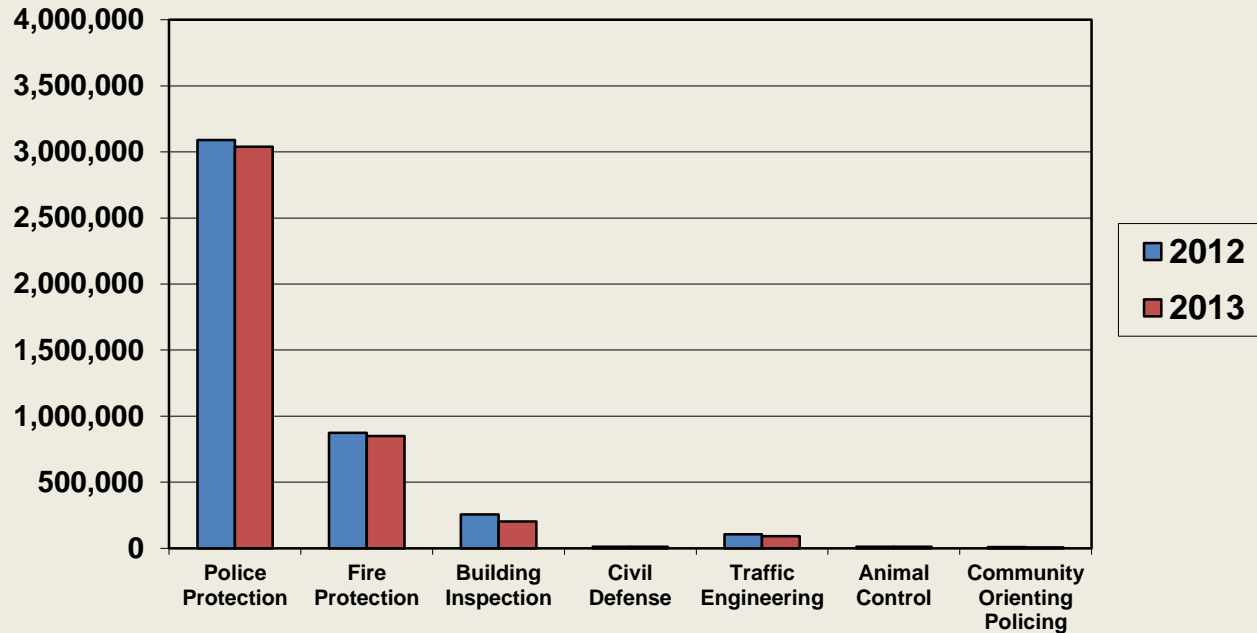
### General Government



# CITY OF RAMSEY

## General Fund Budget 2012 to 2013

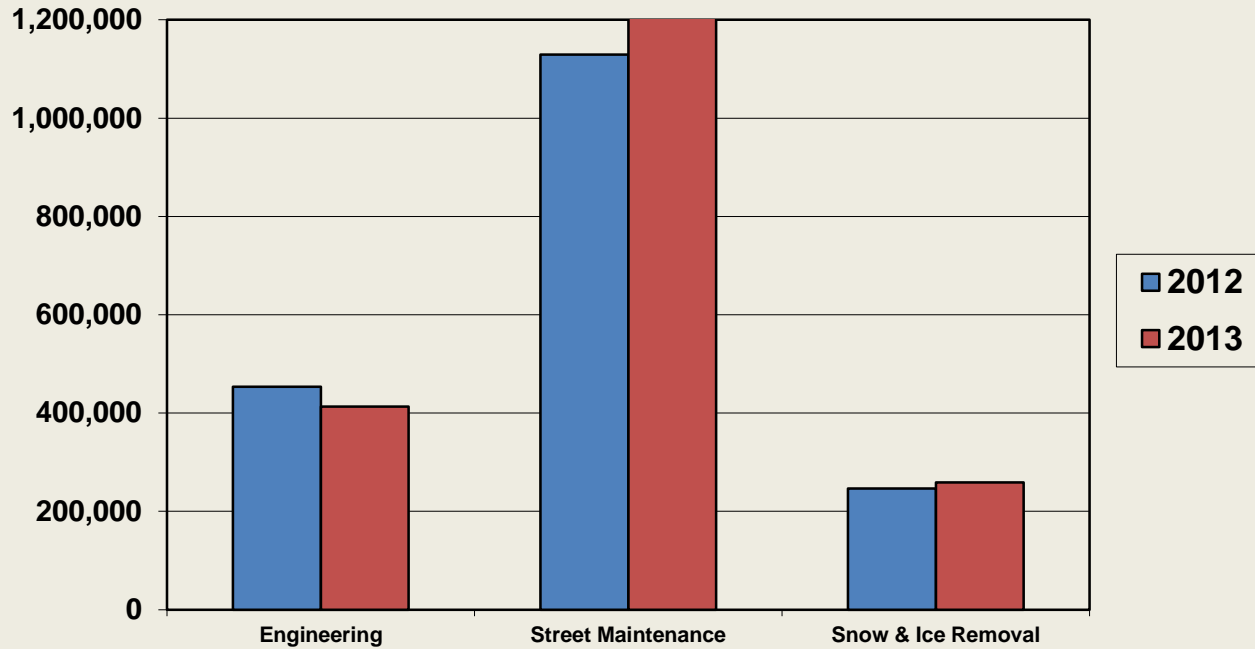
### Public Safety



# CITY OF RAMSEY

## General Fund Budget 2012 to 2013

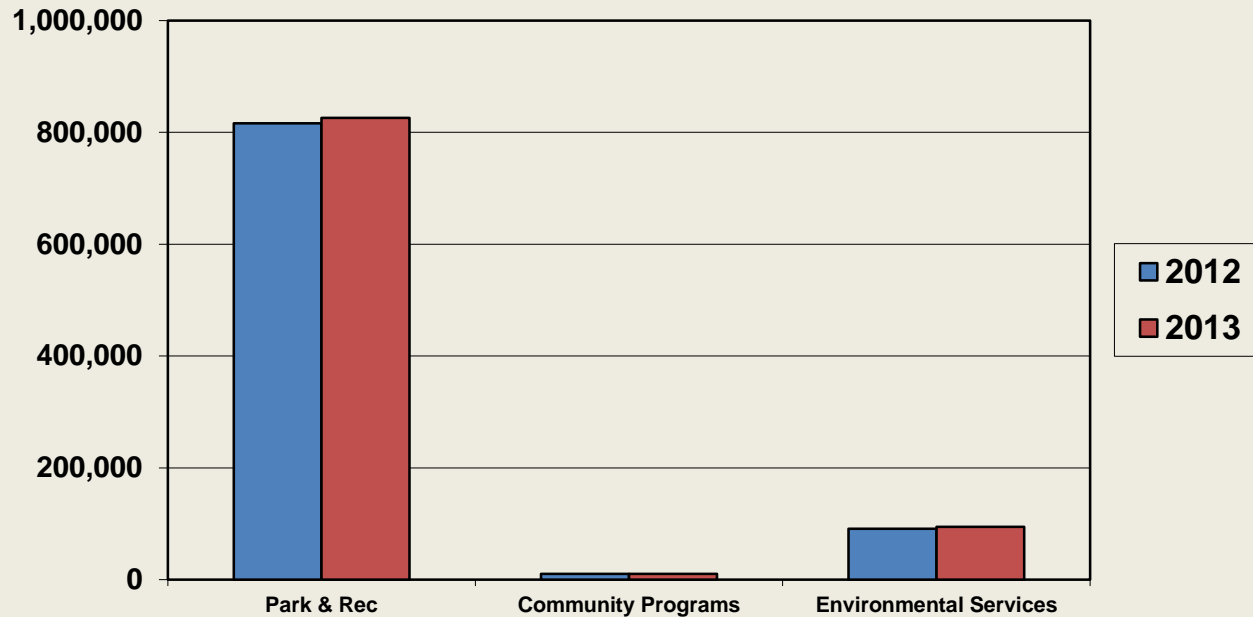
### Public Works



# CITY OF RAMSEY

## General Fund Budget 2012 to 2013

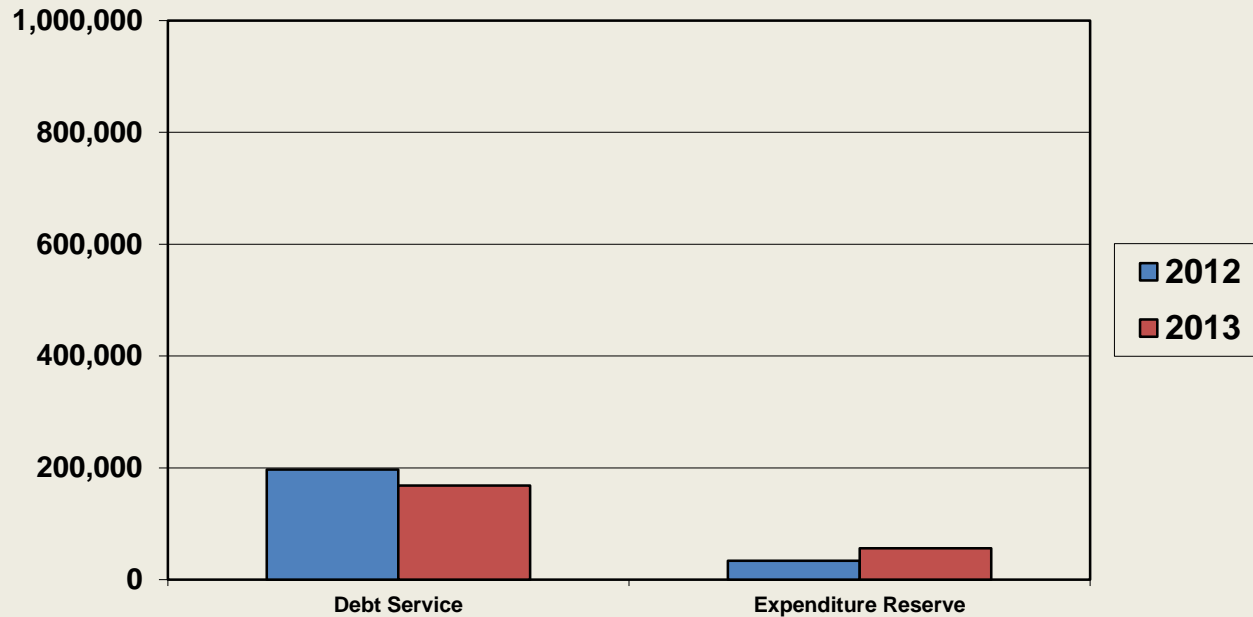
### Park & Recreation



# CITY OF RAMSEY

## General Fund Budget 2012 to 2013

### Miscellaneous



# 2013 EDA/HRA BUDGET AND LEVY

## EDA/HRA Budgets & Levies:

### EDA:

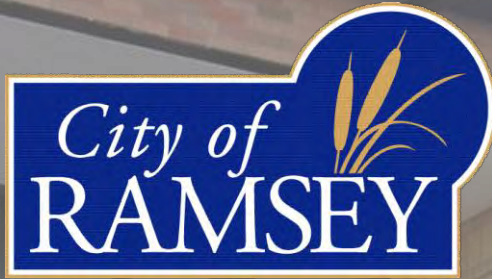
- \*Levy of \$104,466 (\$169,853-2012) 38.5% Decrease
- \*ED/HRA Mgr Position (EDA, HRA & TIF Funded)
- \*Calculates into city's net tax capacity rate of 44.198%

### HRA:

- \*Levy of \$187,268 (\$368,532-2012) 49.2% Decr.
- \*ED/HRA Mgr Position (EDA, HRA & TIF Funded)
- \*Does not calculate into city's net tax capacity rate

# Tax Information Websites

- Anoka County Tax Calculator:
  - [http://www.co.anoka.mn.us/v1\\_departments/div-property-rec-tax/est-tax-calc/index.asp](http://www.co.anoka.mn.us/v1_departments/div-property-rec-tax/est-tax-calc/index.asp)
- Commercial Property Fiscal Disparity Information:
  - <http://www.metrocouncil.org/metroarea/FiscalDisparities/index.htm>
- Video: How are your property taxes calculated?:
  - <http://www.youtube.com/watch?v=hYPivRGxd-4>
- 2013 Proposed City of Ramsey Budget document:
  - <http://www.ci.ramsey.mn.us/departments/finance/annbudget.aspx>



**Questions?**

RAMSEY  
MUNICIPAL  
CENTER

7550

RAMSEY MUNICIPAL CENTER

Meeting Date: 12/11/2012

Submitted For: Kurt Ulrich

By: Jo Thieling, Administrative Services

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**Information**

**Title:**

Request by TK Entertainment (DBA Ramsey Raceway) to Amend Lease Agreement

**Background:**

Staff has received a request by TK Entertainment (dba Ramsey Raceway) to amend their lease agreement as proposed in the attached document (drafted by TK Entertainment).

The applicant has requested that the lease agreement term coincide with the interim use permit (IUP) that has been approved until May 16, 2016. They also have requested elimination of the early termination provision that allows the City to terminate the agreement with a six-month notice without penalty.

The City Attorney has reviewed the amendment for any potential issues and/or liabilities for the City. The primary issue for the City is preserving the right for early termination. The City acquired the property for right-of-way for the Armstrong Interchange. If it had to terminate a long-term lease (without an early termination clause) the City would potentially be liable for significant lease buy-out and business relocation expenses.

On Highway 10 properties the City has purchased in the past, the early termination is generally one year. Under almost any circumstance, the City would have a safe window of one year to notify the business that its lease was being terminated for the construction of the road interchange. However, the 3+ years requested by the applicant could potentially create unwarranted liability for the City.

An early termination notice of one year would be consistent with City practice on other properties and would be acceptable to staff. It also would allow the business a full year to make other plans if the lease was terminated.

The current lease agreement is also attached to this case for reference.

**Observations:**

To date, the city has collected \$8,110 from the track which has been applied to Happy Days. The City is allowed to collect \$19,150 for Happy Days before Tax Increment District 4 will need to be reimbursed. Tax Increment was used by the City to purchase the property.

**Recommendation:**

Staff recommends that the lease agreement be revised to have the term coincide with the interim use permit (IUP) with an ending date of May 16, 2016. In addition, staff recommends that the early termination provision be retained, but that the six-month notice required by the City be extended to allow for a twelve-month notice.

**Funding Source:**

N/A

**Council Action:**

Motion to authorize the City Administrator and City Attorney to draft and execute lease agreement revisions with TK Entertainment to have a lease term ending date of May 16, 2016, and a twelve-month notice for early termination.

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**Attachments**

Ramsey Raceway Lease Agreement

Ramsey Raceway Proposed Amended Lease Agreement

Res #11-05-102

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Jo Thieling

**Reviewed By**

Kurt Ulrich

**Date**

12/05/2012 05:00 PM

Started On: 11/27/2012 12:02 PM

Final Approval Date: 12/05/2012

## LEASE AGREEMENT

### CITY OF RAMSEY/TK ENTERTAINMENT, LLC

This Lease Agreement (this "Lease Agreement" is made and entered into this day of June, 2011 and is by and between the City of Ramsey, a Minnesota municipal corporation, 7550 Sunwood Drive NW, Ramsey, Minnesota 55303 (the "City" or sometimes "Lessor") and TK Entertainment, LLC aka Ramsey Raceway, 9131 - 178<sup>th</sup> Avenue NW, Ramsey, Minnesota ("TK" or sometimes "Lessee").

**WHEREAS**, the City sponsors an annual community celebration known as Happy Days; and

**WHEREAS**, Happy Days is in need of additional revenue sources to aid its budget in order to make it a more successful community event; and

**WHEREAS**, TK is in the business of promoting and conducting a seasonal Go-Kart Track events which events generate revenue and profit; and

**WHEREAS**, TK has experience and knowledge in the operation of Go-Kart Track events; and

**WHEREAS**, the City is the fee owner of that certain real property commonly known as 14550 Armstrong Boulevard NW, Ramsey, Minnesota and legally described as:

Lot 3, Block 1, HAUSER ADDITION, Anoka County, Minnesota

(the "Property"); and

**WHEREAS**, TK would like to conduct its Go-Kart Track events on the Property and the City, in exchange for certain rents is willing, as a landowner, to rent the Property to TK for purposes of conducting certain Go-Kart Track events; and

**WHEREAS**, in order to use the Property for Go-Kart Track events the City Code requires that an interim use permit ("IUP") be issued; and

**WHEREAS**, the City's priority obligation to its residents is to insure compliance with the City Code, with the rental of land being a secondary responsibility; and

**WHEREAS**, in order to prepare the Property for a Go-Kart Track, the Property needs to be graded, landscaped, fenced and various other preparations. A list of items to be completed for installation of the Go-Kart Track is attached hereto as Exhibit A. On Exhibit A are descriptions of necessary items to be completed, which party shall be responsible for the item and payment of its cost. Said Exhibit A is incorporated herein by reference; and

**WHEREAS**, TK agrees to insure the Go-Kart Track and its related operations need to be insured for public liability purposes; and

**WHEREAS**, the City desires to limit its expense outlay to no more than \$8,000.00; and

**WHEREAS**, TK proposes to pay as rent \$100.00/mo. (the "Base Rent") plus 50% of the net profit from the Go-Kart Track operation (the "Profit Sharing Rent"). See attached Exhibit B, incorporated herein by reference which Exhibit defines in general terms the revenue/expense items which will be considered in determining the Profit Sharing Rent. The expense items identified in the determination of the Profit Sharing Rent shall EXCLUDE any Base Rent Paid; and

**WHEREAS**, there is an existing building on the Property which is need of demolition; and

**WHEREAS**, the potential for ground contamination exists on the Property which potential cannot be determined until after the above referenced building demolition; and

**WHEREAS**, depending if contamination is found and its severity, it may not be possible for the City to Lease Agreement the Property.

**NOW, THEREFORE**, it is agreed by and between the parties hereto as follows:

1. **Incorporation of Recitals.** The recitals above are integral hereto and incorporated herein by this reference.
2. **Lease.** The City will Lease, subject to the terms and conditions defined below, to TK the Property for the period, June 1, 2011 (the Commencement Date") through October 31, 2014 (the "Termination Date") for the purpose of operating a Go-Kart Track conditioned upon the City's issuance of an IUP for operation on the Property. The Lease Term as used herein is the period June 1, 2011 through October 31, 2014 (the "Lease Term").
3. **Early Termination.** Notwithstanding the 42 month Lease Term, the City, at its option, may terminate this Lease Agreement for any reason at any time during the Lease Term upon six (6) months prior written notice to TK.
4. **Interim Use Permit.** This Lease Agreement will be cancelled and void in the event the City does not issue to TK an Interim Use Permit ("IUP") for the Go-Kart Track use in 2011. Notwithstanding this Lease Agreement, the parties acknowledge that the City is under no obligation to issue an IUP for the Property, and that independent of this Lease Agreement, the City will follow its City Code in considering the IUP. Notwithstanding the Lease Term the GO-Kart Track will not be permitted to operate if it does not then have a current IUP permitting its use and operation for every event scheduled. Tenant will be permitted to have up to a total number of events per year during the Lease Term as indicated in the IUP.

In the event an IUP is issued, that IUP will be attached hereto as Exhibit C and its contents incorporated herein as if fully set forth at this point.

5. **Potential Contamination.** If in the opinion of the City Engineer, ground contamination which poses an environmental hazard is found on the Property, this Lease Agreement will be null and void and neither party will have any further obligation to the other.

6. **Rent.** As and for rent for the Property for Lease Term, TK shall pay to the City \$100.00/mo. commencing on the first day of June, 2011, and a like sum on each first day of the month through the Termination Date. In addition to the Base Rent, TK shall pay the Profit Sharing Rent in two payments, one payment due on August 1 of each year during the Lease Term and one payment due on November 1 of each year during the Lease Term. TK shall be permitted to deduct from any Profit Sharing Rent paid to the City its Base Rent paid prior to the Profit Sharing Rent payment. TK shall provide sufficient financial records to the City to enable the City to reasonably be assured that the Profit Sharing Rent has been properly accounted for. At a minimum, said records shall be provided to the City twice annually at those times designated by the City's Finance Officer.

7. **Indemnification.** TK agrees that it will hold harmless, indemnify, and defend the City, its, officers, agents and employees against any and all claims, expenses (including attorneys fees), losses, damages or lawsuits for damages arising from or related to providing or failing to provide services hereunder, including but not limited to the negligence of TK. TK agrees that it will also hold harmless, indemnify, and defend Connexus Energy, its officers, agents and employees against any and all claims, expenses (including attorneys' fees), losses, damages or lawsuits caused by any person as a result of damage to or contact with the electric facilities of Connexus Energy on the Property.

8. **Insurance.** TK shall procure and maintain in full force and effect during the Lease Term, insurance coverage for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder or contact with the electric facilities of Connexus Energy by TK, its agents, representatives, employees or subcontractors. The insurance coverage shall satisfy the requirements set forth in Exhibit C, which is attached hereto and incorporated herein, and shall have single and combined limits of at least \$2,000,000 per occurrence.

9. **Maintenance.** TK agrees to keep and maintain the Property in properly functioning, safe, orderly and sanitary condition, will suffer no waste or injury thereto, and will at the expiration or other termination of the Lease Term, surrender the same with all improvements in the same order and condition in which they were on the Commencement Date. TK shall keep all rubbish, garbage or other refuse in proper containers and shall promptly empty same into the collection area designated from time to time by City.

10. **Assignment and Subletting.** TK may not assign its interest in this Lease Agreement nor sublet the Property to any third party without the prior written consent of the City.

11. **Right of Entry.** TK will permit the City, or its representative, to enter the Property, to examine, inspect and protect the Property, and to make such alterations, renovations, restorations and/or repairs as in the judgment of City may be deemed necessary or desirable for the Property.

12. **Services and Utilities.** City shall continue to furnish any utility service, if any, which is currently supplied to the Property. TK shall pay for the use of such utility service during the Lease Term. The term "utility service" shall include payment by Tenant of the quarterly payments for the storm water utility charged by the City.

13. **Waiver and Indemnity.** Notwithstanding anything apparently to the contrary in this Lease Agreement, City and TK hereby release one another and their respective partners, officers and employees from any and all liability (to the other or anyone claiming through or under them by way of subrogation or otherwise) for any loss or damage covered by property insurance or coverable by a customary form of policy of the insurance, even if such loss or damage shall have been caused by the fault or negligence of the other party, or anyone for whom such party may be responsible.

TK agrees to indemnify, defend and hold City and its officers and employees and harmless from and against any claim, loss or expense arising out of injury, death or property loss or damage occurring on the Property, except only to the extent caused by the negligent act or intentional misconduct of City or officers or employees.

14. **Default.** Any one of the following events shall constitute an Event of Default:

- a. TK shall fail to pay any monthly installment of Base Rent or additional rent as herein provided, and such default shall continue for a period of five (5) days after the due date therefore;
- b. TK shall violate or fail to perform any of the other conditions, covenants or agreements herein made by TK and such default shall continue for fifteen (15) days after notice from City; provided, however, that if the nature of such default is such that TK can cure the default, but not within fifteen (15) days, then the Event of Default shall be suspended for a period not in excess of thirty (30) additional days so long as TK commences cure within fifteen (15) days and thereafter diligently and continuously prosecutes the curing of the default, and so long as continuation of the default does not create material risk to the Project or to persons using the Project;
- c. TK shall file or have filed against it or any guarantor of this Lease Agreement any bankruptcy or other creditor's action, or make an assignment for the benefit of its creditors.

If an Event of Default shall have occurred and be continuing, City may at its sole option by written notice to TK terminate this Lease Agreement. Neither the passage of time after the occurrence of the Event of Default nor exercise by City of any other remedy with regard to such Event of Default shall limit City's rights under this Section

If an Event of Default shall have occurred and be continuing, whether or not City elects to terminate this Lease Agreement, City may enter upon and repossess the Property (said

repossession being hereinafter referred to as "Repossession") by force, summary proceedings, ejectment or otherwise, and may remove TK and all other persons and property therefrom.

15. **Covenant of Quiet Enjoyment.** City covenants that it has the right to make this Lease Agreement for the term aforesaid and covenants that if TK shall pay the rent and perform all of the covenants, terms and conditions of this Lease Agreement to be performed by TK, TK shall, during the Lease Term, freely, peaceably and quietly occupy and enjoy the full possession of the Property. The term "City" as used in this Lease Agreement shall mean solely the owner of the Property, the City of Ramsey, a Minnesota Municipal corporation. The liability of the City under this Lease Agreement is limited to its interest in the Property and any insurance proceeds payable to City with respect to the Property.

16. **No Representations by City.** Neither City nor any agent or employee of City has made any representations or promises with respect to the Property except as herein expressly set forth, and no right, privileges, easements or licenses are acquired by TK except as herein expressly set forth. TK, by taking possession of the Property, shall accept the same "as is" except as expressly provided in this Lease Agreement and such taking of possession shall be conclusive evidence that the Property is in good and satisfactory condition at the time of such taking of possession. In addition to and without limitation of the immediately preceding sentence, TK agrees that it is leasing the Property on an "AS IS", "WHERE IS" and "WITH ALL FAULTS" basis, based upon its own judgment, and hereby disclaims any reliance upon any statement or representation whatsoever made by City. CITY MAKES NO WARRANTY WITH RESPECT TO THE PROPERTY, THE PROJECT OR ANY PART THEREOF, EXPRESS OR IMPLIED, AND CITY SPECIFICALLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR CONSEQUENTIAL DAMAGES ARISING OUT OF THE USE OF OR THE INABILITY TO USE THE PROPERTY, THE PROJECT OR ANY PART THEREOF.

17. **Surrender; Holding Over.** Upon the expiration of this Lease Agreement or the earlier termination of TK's right to possession, TK shall immediately vacate the Property, remove all of its property therefrom, remove any Hazardous Materials installed, used, generated, stored or disposed of by TK, and leave the Property in the condition required by this Lease Agreement. Any property not removed shall be deemed abandoned, and TK shall be liable for all costs of removal and TK shall indemnify, defend and hold City harmless from any cost or liability due to disposition of any property in the Property in which a person other than TK has an interest. Should TK continue to occupy the Property, or any part thereof, after the expiration or termination of the Lease Term, whether with or without the consent of City, such tenancy shall be from month to month and the monthly Rent set forth herein shall be payable If TK's holdover is without the consent of City, neither this Section nor the acceptance of any rent hereunder shall prevent City from exercising any remedy to regain immediate possession of the Property.

18. **Miscellaneous.**

- a. This Lease Agreement is governed by and shall be construed according to the laws of the State of Minnesota.
- b. The captions in this Lease Agreement are for convenience only and are not a part of this Lease Agreement.

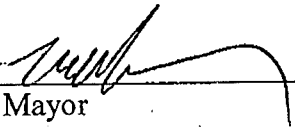
- c. Time is of the essence.
- d. The provisions of this Lease Agreement which relate to periods subsequent to the expiration of the Lease Term shall survive expiration.
- e. If any provision of this Lease Agreement is invalid or unenforceable to any extent, then such provision and the remainder of this Lease Agreement shall continue in effect and be enforceable to the fullest extent permitted by law.
- f. This Lease Agreement contains the entire agreement of the parties hereto with respect to the Property. This Lease Agreement may be modified only by a writing executed and delivered by both parties.
- g. Nothing contained in this Lease Agreement shall be deemed or construed to create a partnership or joint venture of or between City and TK, or to create any other relationship between the parties other than that of City and TK.
- h. This Lease Agreement shall be binding upon and inure to the benefit of the parties hereto and, subject to the restrictions and limitations herein contained their respective heirs, successors and assigns.

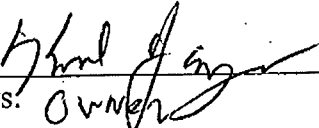
19. **Entire Agreement.** It is understood and agreed by the parties that the entire agreements of the parties is contained herein and that this Lease Agreement supersedes all oral negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the City and TK relating to the subject matter hereof. The parties hereto revoke any prior oral or written agreement between them and hereby agree that this Lease Agreement is the only and complete agreement regarding the Property.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands.

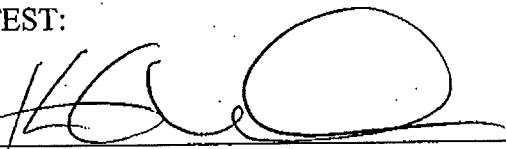
**CITY OF RAMSEY, a Minnesota municipal corporation**

**TK ENTERTAINMENT, LLC**

By   
Its: Mayor

By:   
Its: Owner

ATTEST:

By   
Its: City Administrator

Dated: 6/14/11

Dated: 6-8-11

EXHIBIT A

the break down of items needed to install Go-Kart Track

CITY OF RAMSEY

to remove building and do rough grade	
to give us electrical source/part of building removal?	
do / pay for site plan	\$3,500.00
do / pay for grading plan	
buy or pay for cedar/wood fencing	\$2,600.00
buy or pay for landscaping materials	\$800.00
buy or pay for the RAMSEY RACEWAY sign	\$288.50
	\$7,188.50

POWER BY KARL / KARL JANZEN

have all fencing installed and cedar / wood fencing painted	\$1,500.00
install all landscaping	\$725.00
purchase the chain link fencing	\$3,900.00
purchase bleachers 3 sections @ \$1000.00 each	\$3,000.00
remove the lighting from the old holiday gas station and install at the track	\$800.00
buy and install are scoring tower / stand. 8x10 shed	\$850.00
take care of garbage	
do all up keep: mowing/watering/cleaning/snow removal	
have portable toilets and have them serviced 2 units@ \$53.00 bi-weekly service	\$106.00
final grading:\$70.00 per hour @ 16 hours	\$1,200.00
electrical wiring	\$725.00
clay needed for track service need to see final grade plan apx.144 yards @ \$12.75 a yard	\$1,800.00
misc. needed to run the track: watering mower / sweeper vehicle	\$2,150.00
	\$16,756.00

**EXHIBIT B**

Note: expenses listed here do not include any start-up costs (i.e. installing fencing, hauling and grading dirt etc)

<b>REVENUE</b>	<b>40</b>	<b>50</b>	<b>75</b>
Each Spectator at \$5.00 per person	\$200.00	\$275.00	\$375.00
Each Racer at \$20.00 per Driver	\$800.00	\$1,100.00	\$1,500.00
Each Racer at \$10.00 for Pit Pass	\$400.00	\$550.00	\$750.00
Each Pit Member at \$10.00 for Pit Pass	\$400.00	\$550.00	\$750.00
<b>Total Revenue per evening</b>	<b>\$1,800.00</b>	<b>\$2,475.00</b>	<b>\$3,375.00</b>
<b>Total Revenue for 14 Race Season</b>	<b>\$25,000.00</b>	<b>\$34,650.00</b>	<b>\$47,250.00</b>

<b>EXPENSES</b>	<b>40</b>	<b>55</b>	<b>75</b>
Insurance \$5 per racer	\$200.00	\$275.00	\$375.00
Insurance \$5 per pit member	\$200.00	\$275.00	\$375.00
Parking/Staging Personnel	\$20.00	\$20.00	\$20.00
Scoring Personnel (2)	\$80.00	\$80.00	\$80.00
Corner Workers (2)	\$40.00	\$40.00	\$40.00
Flag Man	\$40.00	\$40.00	\$40.00
Tech Personnel	\$30.00	\$30.00	\$30.00
EMT (To be determined)	\$0.00	\$0.00	\$0.00
<b>Total Expense Per Evening</b>	<b>\$610.00</b>	<b>\$760.00</b>	<b>\$960.00</b>
<b>Total Expense for 14 Race Season</b>	<b>\$8,540.00</b>	<b>\$10,640.00</b>	<b>\$13,440.00</b>

<b>Net Profit Per Evening</b>	<b>\$1,190.00</b>	<b>\$1,715.00</b>	<b>\$2,415.00</b>
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<b>Net Profit Per 14 Race Season</b>	<b>\$16,660.00</b>	<b>\$24,010.00</b>	<b>\$33,810.00</b>
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<b>PERCENTAGES TO EACH</b>			
Potential Income for Power by Karl at 70%	\$11,662.00	\$16,807.00	\$23,667.00
Potential Income for City of Ramsey at 30%	\$4,998.00	\$7,203.00	\$10,143.00
Potential Income for Power by Karl at 60%	\$9,996.00	\$14,406.00	\$20,286.00
Potential Income for City of Ramsey at 40%	\$6664.00	\$9,604.00	\$13,524.00
Potential Income for Power b Karl at 50%	\$8,330.00	\$12,005.00	\$16,905.00
Potential Income for City of Ramsey at 50%	\$8,330.00	\$12,005.00	\$16,905.00

**EXHIBIT C**

AMENDED LEASE AGREEMENT  
CITY OF RAMSEY/TK ENTERTAINMENT, LLC

WHEREAS, the parties City of Ramsey and TK Entertainment, LLC have previously entered into a Lease Agreement for the operation of a go-kart track known as Ramsey Raceway. Said Lease Agreement attached hereto as Exhibit 1.

And whereas, the parties feel it would be mutually beneficial for the original Lease Agreement to be amended to be in conformity with the Interim Use Permit applicable to this property and approved on May 31, 2011.

Now therefore, it is agreed by and between the parties hereto that paragraph 2 of the original Lease Agreement will be modified as follows:

The city will lease subject to the terms and conditions defined below to TK, the property for the period June 1, 2011 (the commencement date) through May 31, 2016 (the termination date) for the purpose of operating a go-kart track. The lease term as used herein is the period June 1, 2011 through May 31, 2016.

That paragraph 3 of the original agreement relative to early termination shall be deleted in its entirety.

All other terms and conditions of the original Lease Agreement noted as Exhibit 1 shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands

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

**TK ENTERTAINMENT, LLC**

By \_\_\_\_\_  
Its: Mayor

By \_\_\_\_\_  
Its: Owner

ATTEST:

By \_\_\_\_\_  
Its: City Administrator

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

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

**RESOLUTION #11-05-102**

**A RESOLUTION APPROVING AN INTERIM USE PERMIT TO ALLOW FOR COMMERCIAL OUTDOOR RECREATION FOR THE OPERATION OF A GO CART TRACK, BASED UPON FINDINGS OF FACT #0886 AND DECLARING TERMS OF SAME.**

**WHEREAS**, Karl Janzen, hereinafter referred to as "**PERMITTEE**", has properly applied for an Interim Use Permit to allow the operation of a go cart track on the subject property generally known as 14550 Armstrong Blvd NW, legally described as:

Lots 1 and 3, Block 1, Hauser Addition, Anoka County, Minnesota.

(the "Subject Property"); and

**WHEREAS**, the City Council has adopted findings of fact related to the **PERMITTEE**'s application by its Resolution #11-05-101, which are hereby incorporated as reference.

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

That based on the foregoing findings of fact, the City Council concludes that an Interim Use Permit ("IUP") may be granted to the **PERMITTEE** conditioned upon the following:

- 1) The **PERMITTEE** may operate go-cart racing track on the Subject Property as indicated on the site plan prepared by Hakanson Anderson, dated April 12, 2011 (the "Site Plan"), herein attached as Exhibit A.
- 2) These IUP uses are for a five year term commencing on the date of approval of this permit or in the event the Subject Property is needed for other public purpose including, but not limited to the construction of Armstrong Boulevard. This IUP is defined in Section 117-52 of City Code. City Staff will monitor the events for any problems related to traffic, crowd control, noise, and other issues related to public safety.
- 3) The **PERMITTEE** may operate no more than twice per week and no race shall commence after 10:00 p.m.
- 4) The **PERMITTEE** shall acquire permission from any and all persons, organizations, or companies with rights to any and all drainage and utility easements to perform any work within any drainage and utility easement and shall be subject to approval of the City Attorney as to legal form.
- 5) The **PERMITTEE** shall provide the City's City Engineer with final civil engineering plans to ensure compliance with Stormwater management and erosion control prior to commencing any construction.

- 6) The **PERMITTEE** shall be responsible for any environmental cleanup on the Subject Property as a result of any hazardous material spill.
- 7) The **PERMITTEE** shall comply with City Code Section 30-3 (Public nuisances) including, but not limited to, noise levels and dust control.
- 8) The **PERMITTEE** shall be responsible for obtaining all applicable permits, licenses, etc. including, but not limited to, a Zoning Permit for fence construction, a permanent sign permit, a grading permit, and a license from Anoka County for all food vendors.
- 9) The **PERMITTEE** shall be allowed to expand the existing parking lot consistent with the Site Plan. The **PERMITTEE** shall be responsible for securing an additional thirty (30) proof of parking spaces in addition to the twenty-one (21) shown on the Site Plan. The **PERMITTEE** shall secure shared parking easements, subject to review and approval of the City as to form prior to executing such agreement, for all proof of parking for spaces not on the Subject Property.
- 10) The **PERMITTEE** shall be allowed by utilize tires along the inside of the chain-link fence stacked no more than two (2) tires high.
- 11) The **PERMITTEE** shall be allowed to park vehicles on a grass surface for those vehicles necessary for the operation of the go carts.
- 12) The **PERMITTEE** shall be allowed to utilize bleacher sections in accordance with applicable building regulations. The **PERMITTEE** shall notify the City prior to placing any bleacher on the Subject Property to ensure compliance with applicable regulations.
- 13) The **PERMITTEE** shall be required to maintain six (6) portable restroom facilities in clean and sanitary conditions at all times of operation.
- 14) The **PERMITTEE** shall be required to provide a fire extinguisher, 2A; 10BC, to be located in or near each race trailer and no greater than fifty (50) feet from the starting line.
- 15) The **PERMITTEE** shall mow all parking and access areas within (no greater than) 24 hours prior to the day of the race.
- 16) Any improvements, including financial investment, the **PERMITTEE** may make in reliance on this IUP SHALL NOT be considered as factors by the City in the event the **PERMITTEE** applies for an extension of the IUP.
- 17) The **PERMITTEE** shall be required to provide appropriate safety barriers surrounding the electrical service to prevent damage and injury to racers and spectators, subject to approval of the City's Police Chief and Fire Chief.
- 18) If any provision of this IUP shall be declared void or unenforceable, the other provisions shall not be affected but shall remain in full force and effect.
- 19) This IUP shall not be considered modified, altered, changed or amended in any respect unless in writing and signed by the City and the **PERMITTEE**.

- 20) The violation of any of the material terms of this IUP is grounds for suspension or revocation hereof, consistent with applicable law. Furthermore, the City specifically reserves the right to amend, suspend or revoke this IUP consistent with applicable law as reasonably required to protect the public health, safety and welfare and the environment. Specifically, but without limiting the foregoing, the City may amend, suspend or revoke this IUP consistent with applicable law if the City Council reasonably determines that continued operation of the one-day events places the public health, safety, or welfare, or the environment in jeopardy or creates a public nuisance due to noise or other nuisance factors.
- 21) The City reserves the right to enter the Subject Property for the purposes of conducting inspections and obtaining necessary information pertaining to the construction and operational effect of the IUP or any related event.
- 22) All costs incurred by the City in administering and enforcing this permit shall be the responsibility of the Permittee and shall be paid within thirty (30) days of billing by the City.
- 23) The **PERMITTEE** shall be responsible for removal of all outdoor storage and debris within 48 hours of conclusion of event.
- 24) That the IUP shall abide by all lease terms between the **PERMITTEE** and the City.

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

Mayor Ramsey  
Councilmember Wise  
Councilmember Elvig  
Councilmember Backous  
Councilmember Jeffrey  
Councilmember McGlone  
Councilmember Tossey

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council, this the 31<sup>st</sup> day of May, 2011.

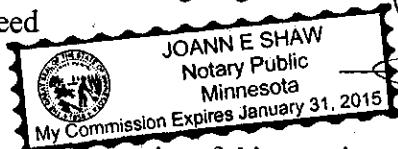
TK Entertainment, LLC hereby acknowledges receipt of this permit and that its representatives have reviewed the conditions of this permit and have agreed that the organization will comply with the terms and conditions of this permit.

TK ENTERTAINMENT, LLC

Karl Janzen

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Anoka )

On this 8<sup>th</sup> day of June, 2011, before me a Notary Public, personally appeared Karl Janzen of TK Entertainment, LLC, a limited liability corporation under the laws of the State of Minnesota, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed



Joann E Shaw  
Notary Public

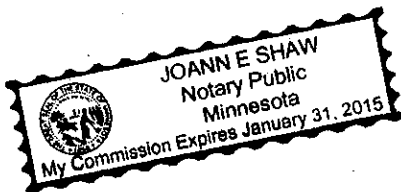
Peter Chalich hereby acknowledges receipt of this permit and that its representatives have reviewed the conditions of this permit and have agreed that the organization will comply with the terms and conditions of this permit.

PETER CHALICH

Peter Chalich

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF Anoka )

On this 14<sup>th</sup> day of June, 2011, before me a Notary Public, personally appeared Peter Chalich, a single person, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed



Joann E Shaw  
Notary Public

CITY OF RAMSEY

By: [Signature]

Its: Mayor

Attest: [Signature]

Its: City Administrator

STATE OF MINNESOTA )  
  ) ss.  
COUNTY OF Anoka )

On this 16<sup>th</sup> day of June, 2011, before me a Notary Public personally appeared Bob Ramsey and Kurt G. Ulrich, to me personally known, being each by me duly sworn did say that they are respectively the Mayor and City Administrator of the City of Ramsey, the municipal corporation named in the foregoing instrument, and seal affixed to said instrument is the corporate seal of said municipal corporation, and the said instrument was signed and sealed on behalf of said municipal corporation by authority of its City Council and said Bob Ramsey and Kurt G. Ulrich acknowledge said instrument to be the free act and deed of said municipal corporation.



[Signature]  
Notary Public

*The document drafted by:*  
*The City of Ramsey*  
*7550 Sunwood Drive*  
*Ramsey, MN 55303*

*This document reviewed by:*  
*William Goodrich, City Attorney*  
*2140 Fourth Avenue*  
*Anoka, MN 55303*



Meeting Date: 12/11/2012

By: Tim Gladhill, Community Development

**Information**

**Title:**

Consider Authorization for Staff to Prepare Applications for Community Development Block Grants

**Background:**

The Community Development Block Grant (CDBG) is a program administered by the Anoka County Community Development Department and funded by the United States Department of Housing and Urban Development (HUD). The intent of the program is to promote community revitalization. The City has been successful in the past in acquiring CDBG funds to assist in projects for economic development to promote the growth of jobs through acquisition of blighted industrial properties and funding community programs such as the previous senior center in the former Municipal Center. According to Anoka County, the program has three (3) national objectives:

- Benefit low- and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, and
- Meet the community needs that present a serious or immediate threat to the health or welfare of the community.

The program is intended to promote affordable housing, and therefore will be intended to benefit low- and moderate-income persons through the creation of quality jobs or affordable housing. For the purposes of the CDBG program, low- and moderate-income is defined as a family or individual whose income is not more than 80 percent of the median income of an area (AMI) as defined by HUD. Depending on the program-type under the CDBG program, certain funding approvals also address households at 50% and 30% AMI. The following table summarizes the 80% threshold:

Size/AMI	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
80%	\$45,500	\$52,000	\$58,500	\$65,000	\$70,200	\$75,400	\$80,600	\$85,800

Staff recommends two (2) submittals including Scattered Site Home Revitalization and Private Septic System Maintenance Assistance.

**Notification:**

**Observations:**

Recommended projects include the following:

Scattered Site Home Revitalization (\$100,000)

This program could be used for acquisition and/or rehabilitation of aging housing stock. This program would help address the City's Comprehensive Plan goal to maintain a quality housing stock and increase maintenance of existing housing stock. The program would open opportunities for investment in existing affordable housing, while still maintaining an affordable level. It would be intended to identify blighted properties to either replace or rehabilitate existing structures. This program could be used for all types of housing within the community, subject to the income limits of the CDBG program.

Private Septic System Maintenance Assistance (\$25,000)

Under Minnesota Rules 7030, parcels with private septic systems must pump and/or maintain their septic system once every three (3) years. The City is responsible for administering this program and tracks the maintenance cycle of each system. As part of this administration, the City receives a handful of requests for assistance due to income restrictions. To date, the City does not have a policy to address septic maintenance assistance; although it does have a policy to assist with septic replacement, assessing the costs of the replacement back to the benefitting property.

At this time, Staff is only seeking authorization to prepare applications based on the two (2) recommended programs above. Staff will seek authorization to distribute the application once complete. In addition, over the next year, Staff recommends completing the Housing Assistance Policy previously directed by the City Council and prioritizing a number of projects that could fit this program in anticipation of the 2014 Program Year funding cycle.

**Recommendation:**

Staff is requesting action by the City Council to begin preparing the required application materials for the CDBG opportunity for the projects identified above. Staff will place the fully completed applications on the January 8th Regular City Council Meeting Agenda prior to submittal.

**Funding Source:**

Preparation of the CDBG Applications are being handled as part of regular Staff duties.

**Council Action:**

Motion to authorize Staff to prepare CDBG Applications for a Scattered Site Home Revitalization and Private Septic System Maintenance Program, subject to final approval of the City Council before distributing the Application.

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**Attachments**

[Project Application Guide](#)

[Previous Funding Examples](#)

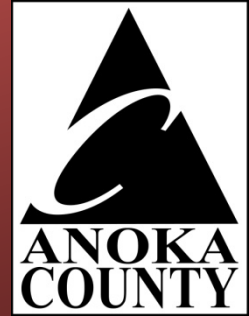
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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	12/05/2012 03:10 PM
Form Started By: Tim Gladhill		Started On: 11/28/2012 03:11 PM
		Final Approval Date: 12/05/2012

Community  
Development  
Block  
Grant



Program Year  
2013

## CDBG Project Application

# Guide

## How to Complete the Application for CDBG Project Funds

Anoka County Community Development Department  
[www.AnokaCounty.us/CD](http://www.AnokaCounty.us/CD)

### About the Guide

This application guide is designed to assist eligible organizations to complete the application for CDBG Projects. The guide provides an outline of the application process and provides instruction on proper completion of the application.



# General Information

## **Introduction**

The Community Development Block Grant (CDBG) program project funds are made available for physical improvements, economic development, and housing activities in Anoka County. Program funds are allocated by the U.S. Department of Housing and Urban Development (HUD). As an entitlement county, Anoka County distributes funds annually to local communities through a competitive application process. This application is for project and planning activities only. This process is managed by the Community Development Department of Anoka County. Project areas include the Anoka County area except for the City of Coon Rapids which is its own entitlement.

Applications are reviewed by Community Development staff for project and applicant eligibility. The Community Development staff provides a funding recommendation to the Anoka County Housing and Redevelopment Authority (HRA) Board of Trustees and Anoka County Board of Commissioners for final approval.

CDBG contracts for projects are 18-months in length and planning contracts are 12 –months in length. All reimbursement requests MUST be received no later than the end of the contract or funds will be recaptured.

## **Submitting an Application**

Applications must be fully completed to be considered. The certification must be signed and the original signature attached.

Applications are used to determine program eligibility and, if the project receives a CDBG award, it will also be used for HUD reporting, performance measurement requirements and monitoring.

All applications must be received by the date noted in the timeline below. Applicant shall submit by mail or deliver ONE unbound, completed application containing an original signature to:

Anoka County Community Development Department  
2100 3<sup>rd</sup> Ave., Suite 700  
Anoka, MN 55303

For assistance with the application, please call the Community Development Department at 763-323-5714.

# Timeline for Applications and Awards

Applications must be completed, signed and submitted no later than

**12:00 noon on January 14, 2013**

Submit **one** completed unbound original application per project.

## Application Schedule\*

Jan. 14 12:00 noon	<ul style="list-style-type: none"> <li>• Completed and signed <u>applications due</u> in Community Development office</li> <li>• Community Development Staff scores applications in preparation for 2/9/12 work session.</li> </ul>
February 12	Anoka County HRA Work Committee meets to review CDBG and HOME recommendations.
Feb. 19	<ul style="list-style-type: none"> <li>• ACHRA Board reviews funding recommendations and Anoka County Action Plan</li> <li>• Public Hearing (opportunity for applicants to comment to ACHRA Board on application decisions)</li> <li>• Forward final recommendations for proposed CDBG/HOME projects to the County Board</li> </ul>
March	Dakota County Consortium* holds public hearing
March - April	30-day public comment period on recommended CDBG/HOME projects – to be published in <i>Anoka County Union</i>
April	Final approval by County Board of CDBG & HOME projects/Action Plan and submission of same to Dakota County Community Development Agency
Mid-April and May	Applicants who receive funding, need to submit a copy of their financial audit, Management & Compliance Report, current Certificate of Liability Insurance and DUNS number to the Community Development department
June	Funding Agreements are circulated to all parties for signing. (Agreements will not be sent until the financial and insurance documents noted above have been received by Community Development department)
July 1	Program Year begins ( <u>note</u> : project expenses cannot be reimbursed until HUD has approved Anoka County Action Plan – recipients will be notified of that approval and the release of funds)

\*dates subject to change; all notices will be emailed to contact listed on received applications

# Application

## Instructions

### General Information

Provide basic details of your city/organization and contact person. The contact person listed will be the person to receive notices not only about this application, but future correspondence needs and/or monitoring. Note that the contact person can be different than the authorized signatory.

The DUNS number is a HUD requirement. For assistance with obtaining a DUNS number, contact Dun & Bradstreet, Inc., at <http://www.dnb.com/us/>, or call toll free at 1-800-234-3867.

### Project Information

Project Site: A project address can be different than that of the applicant. If the work to be completed is not located at a specific address, identify the area. Attach a map to clarify areas identified. Projects are qualified based on the location or service area in the federal reporting systems.

Federal Wage Laws: The prevailing wage rates apply to all laborers and mechanics on non-housing construction and rehabilitation projects. Housing with 8 or more contiguous units will also apply. The most current prevailing wage rates are published by the U.S. Department of Labor in a “Davis-Bacon wage decision”. The wage decision lists the prevailing (minimum) base wage and fringe benefits for multiple trade classifications.

Project Activity: Select ONE activity that describes the program. Funds are awarded to H = High and M = Medium and are not awarded to L = Low priority type of activities. For questions on definitions of activities, contact Kate Thunstrom at [kate.thunstrom@co.anoka.mn.us](mailto:kate.thunstrom@co.anoka.mn.us).

HUD Matrix Code	COMMUNITY DEVELOPMENT ACTIVITIES	PRIORITY (High–Medium–Low)
01	Acquisition of real property	H
02	Disposition of real property	H
	Facilities (acquisition, construction, rehabilitation)	
03A	Senior Centers	H
03B	Centers for Disabled/Handicapped	M
03C	Homeless Facilities	H
03D	Youth Centers/Facilities (13+ years)	M
03E	Neighborhood/Community Facilities	M
03F	Parks, Recreational Facilities (intended for primarily recreation use)	L

03G	Parking Facilities (includes lots and garages)	L
03H	Solid Waste Disposal Facilities/Improvements (ponds and catch basins)	L
03I	Flood Drainage Facilities/ Improvements	L
03J	Water/Sewer Improvements	H
03K	Street Improvements	H
03L	Sidewalks	L
03M	Child Care Centers/Facilities for Children (0-12 years)	M
03N	Tree Planting (streetscape and beautification)	L
03O	Fire Stations/Equipment	M
03P	Health Facilities (physical or mental health)	M
03Q	Facilities for Abused and Neglected Children	M
03R	Asbestos Removal	M
03S	Facilities for HIV/AIDS Patients	L
03T	Operating Costs of Homeless/AIDS Patients Programs	L
	<b>Housing</b>	
12	Construction of Housing	H
13	Direct Homeownership Assistance	H
14A	Rehabilitation: Single-Unit Residential	H
14B	Rehabilitation: Multi-Unit Residential	H
14C	Public Housing Modernization	M
14D	Rehabilitation: Other Publicly-Owned Residential Buildings	M
14F	Energy Efficient Improvements	M
14G	Acquisition for Rehabilitation	H
14H	Rehabilitation Administration	M
14I	Lead-Based Paint/Lead Hazard Test/Abatement	L
16A	Residential Historic Preservation	L
	<b>Commercial/Industrial Improvements by Grantee or Non-Profit</b>	
17A	Commercial/Industrial Land Acquisition/Disposition	H
17B	Commercial/Industrial Infrastructure Development	H
17C	Commercial/Industrial Building Acquisition, Construction, Rehabilitation	H
17D	Other Commercial/Industrial Improvements	M
	<b>Direct Economic Development Assistance to Private For-Profits</b>	
14E	Rehabilitation: Publicly or Privately Owned Commercial/Industrial	M
18A	ED Direct: Direct Financial Assistance to For-Profit Business	H
18B	ED Direct: Technical Assistance	L
18C	Micro-Enterprise Assistance	M
	<b>Other</b>	
04	Clearance and Demolition of buildings and improvements	H
04A	Clean-up of Contaminated Sites/Brownfields	M
08	Relocation	M
09	Loss of Rental Income	L
11	Privately Owned Utilities	L
15	Code Enforcement	M
16B	Non-Residential Historic Preservation	L
19C	CDBG Non-Profit Organization Capacity Building	L
19D	CDBG Assistance to Institutions of Higher Education	L
19E	CDBG Operation and Repair of Foreclosed Property	H

## Funding Request

This section provides a summary of the program budget. Include other sources of funding.

Note: This section will automatically calculate the Total Program Costs.

Indicate if the project has the capability of being partially funded. If it can be partially funded, list the top 3 priority areas and the amount of each.

## Budget Narrative

Use the Budget Narrative page to explain the project budget and what CDBG funding will be applied to. What expenses will be covered by the grant/loan. What is the status of project funding from other sources?

## Budget Worksheet

The budget worksheet can be downloaded from the Web site as an Excel 2007 file. The form is also available as a PDF that is not fillable. **Submit a paper copy of this spreadsheet with your application.**

Show your proposed project budget on the budget spreadsheet in Excel. For funds from other sources, be sure to include the name of the source in the space provided. Please note that if you are completing the form electronically, the totals will automatically calculate.

## Project Narrative

The Project Description should include the community needs the program will meet, describe specifically what the project is, how the project will be operated, and who will benefit from the project. All questions under this section must be fully completed.

## Public Infrastructure and Facilities

If the project application is requesting assistance for infrastructure improvements, complete this section and fully answer all questions.

## Slum/Blight Removal (National Objective)

Verification must be made in order to assure that Slum/blight activities meet the national objective within the following categories:

1. Elimination of Slums and Blight Area Basis (SBA) - an activity considered to address the prevention or elimination of slums or blight under the following (all inclusive) conditions:
  - a. The delineated area must meet a definition of slum, blighted, deteriorated or deteriorating under state or local law. This can be met if the area is defined as “redevelopment” or “renewal” under Minnesota’s tax increment statutes as the

use of property condition surveys under current TIF laws will work well for this purpose.

- b. Documentation must demonstrate that a substantial number of the area's structures or public improvements are in a general state of deterioration.
  - c. Documentation must be maintained by the recipient on the boundaries of the area and the condition which qualified the area at the time of its designation.
  - d. The CDBG-funded activity must address one or more of the conditions that contributed to the deterioration of the area.
2. Elimination of Slums and Blight Spot Basis (SBS) - Acquisition, clearance, relocation, historic preservation and building rehabilitation activities, all of which eliminate a specific condition of blight or physical decay, can be considered to meet this objective under a spot basis. Rehabilitation is limited to the extent necessary to eliminate specific conditions detrimental to public health and safety. The recipient should undertake the following steps to meet this objective:
- a. Determine what specific conditions of a building contribute to a detriment to public health and safety. Typically, this includes a building official's written report identifying a building code violation.
  - b. Connect the CDBG funds directly to the work necessary to correct the building code violation. If the total rehabilitation project goes beyond the specific code violations, then other funds must be used for that construction work.
  - c. It is possible to use CDBG funds for building rehabilitation work that is part of historic preservation rather than public health and safety. The building must either be listed on the National Register of Historic Places or located within a certified Historic District.

### **Benefit to Low and Moderate Income People (National Objective)**

A CDBG-funded activity meeting the Low/Mod National Objective must qualify one of HUD's low/mod populations. L/M income is defined as a family or individual whose income is not more than 80 percent of the median income of an area as defined by HUD

*L/M Income Employment (LME)* - An activity that meets the L/M based on employment must demonstrate that permanent jobs are created or retained. At least 51% of those jobs, on an FTE basis, must be provided to L/M income persons.

*L/M Income Limited Clientele (LMC)* - An activity that meets the L/M income national objective on a limited clientele basis must provide benefits to a specific population of whom at least 51 percent are L/M income persons. An activity under Limited Clientele must meet one of the following

*L/M Income Area Benefit (LMA)* - An activity that meets the L/M area basis must demonstrate that it is available to all the residents in a primary residential area. At least 51 percent of the residents in that area must be L/M income persons. The area served by an activity must be clearly defined by survey or by census information that documents compliance with the 51 percent test. Examples of typical Area Benefit activities are street improvements, water and sewer lines, and neighborhood facilities.

*L/M Income Housing (LMH)* - An activity that meets L/M housing must demonstrate that the housing is occupied by L/M income persons. If more than a single unit structure, at least 51% of the households must be L/M income persons (the single unit household must be L/M income). Note: CDBG funds cannot be used for new construction.

## Housing Activities

*Complete all questions specific to this section if the project application involves housing-related activities.* All projects related to housing will be reviewed to determine if they are a better fit with the HOME program funding. In the event the project may be better suited for HOME program funding, Anoka County Community Development will contact the agency before any further action is taken.

Income level of clients: Indicate the income level of the clients that will benefit from the project.

### Income Limits Summary

HUD Area Median Incomes as of the date of application release. All income limits are subject to change and will prior to the release of program year funds. The incomes below are for references.

Household annual income maximum based on household size, and % of AMI, Effective 12/2011

Size/AMI	1	2	3	4	5	6	7	8
<b>30%</b>	\$17,650	\$20,150	\$22,650	\$25,150	\$27, 200	\$29,200	\$31,200	\$33,200
<b>50%</b>	\$29,400	\$33,600	\$37,800	\$41,950	\$45,350	\$48,700	\$52,020	\$55,400
<b>80%</b>	\$45,500	\$52,000	\$58,500	\$65,000	\$70,200	\$75,400	\$80,600	\$85,800

## Acquisition, Rehabilitation, Demolition, Clearance, and Conversion

Completely answer all applicable questions and be sure to attach required documentation as needed. This section allows Anoka County and HUD to review Uniform Relocation Act (URA) and Section 104(d) requirements. The applicant is responsible for completing applicable General Information Notices. Samples of the Notice are available by contacting Anoka County Community Development.

## Environmental Considerations

The National Environmental Policy Act of 1969 (NEPA) is the basic national charter for the protection of the environment. HUD applies NEPA policy, goals and agency regulations regarding environmental review in 24 Part 50, "Protection and Enhancement of Environmental Quality." Anoka County is responsible for conducting environmental reviews for any HUD programs which may impact the environment.

All projects are reviewed for environmental impact as required by federal regulations. The environmental review must be conducted and approved before any funds may be committed to a project. Check all applicable statements to ensure the project's environmental review is completed in a timely manner. Do not begin any construction or ground disturbance before the review has completed. The typical process can take up to 60 to 75 days.

## **Conflict of Interest**

No person may obtain a financial interest or benefit from a CDBG activity that has exercised any function or responsibility with respect to that activity. This includes any person who is in a position to participate in a decision-making process or gain inside information with regard to such activities, or has an interest in any contract, subcontract, or agreement. A person who obtains proceeds, either for themselves or those with whom they have family or business ties is considered a conflict of interest. HUD's regulations regarding conflict of interest are found in 24 CFR Part 570.611 and Part 85.36.

Each applicant must disclose if there are Anoka County Commissioners, Anoka County Housing and Redevelopment Authority (HRA) Trustees, or Anoka County staff on the applicant's decision-making board. The applicant must also disclose board members that may benefit or participate in the services you provide with possible financial gain. If the applicant answers yes to any of the questions in this section, the information needs to be identified and any necessary steps will be taken to satisfy federal requirements.

## **Project Beneficiaries**

All projects will have a benefit in which will be reported to HUD. Select ONE from the choices listed, and enter the number of beneficiaries that you will assist.

If this application is for planning, outline the benefit to the community in a brief narrative.

## **Use of Contractors, Consultants**

In accordance with federal regulations, all contracts are subject to review against federal debarment and suspension lists as well as the HUD Limited Denial of Participation. Upon request, Anoka County can quickly check these lists on behalf of the proposed project. Provide

the name of any contract and its owner so that the requirements can be met as quickly as possible.

### **Section 3 Requirements**

All applicants must read the Anoka County Section 3 Plan, 2010. The plan is available on the Community Development Web site, on the Section 3 page: [www.AnokaCounty.us/Section3](http://www.AnokaCounty.us/Section3). After carefully reviewing the Plan, the applicant should read and sign the acknowledgement page and submit it with their application.

In addition, applicants must also complete a Section 3 Action Plan. This document is available on the Section 3 page, under Section 3 Forms. Questions on completing this form or questions on Section 3 should be directed to Kristina Hayes at [Kristina.Hayes@co.anoka.mn.us](mailto:Kristina.Hayes@co.anoka.mn.us).

### **Certification**

All sections of the application must be completed and the certification must be signed and the original signature attached.

## **Examples of Previous CDBG Funding Recipients**

- Anoka County Fair Housing Activities - \$5,000
- Anoka County Community Action Program (ACCAP): Manufactured Home Removal - Removal of vacant substandard manufactured homes - \$125,000
- Anoka County Community Action Program (ACCAP): Senior Outreach - \$20,000
- Alexandra House, Inc.: Shelter Advocacy Services - \$15,000
- Anoka County Income Maintenance Department: Continuum of Care Committee Costs - \$10,000
- Anoka County Mental Health Department: Medication Access Program - \$25,000
- Community Emergency Assistance Program (CEAP): Needs of people financial assistance program - \$15,000
- Central Center for Family Resources: Bridgeview Program - \$10,000
- City of Columbia Heights: Sheffield Neighborhood Demo - \$170,000
- City of Coon Rapids (Entitlement funds): Citywide home rehab program - \$211,794
- Family Life Mental Health Center: Front Door Accessibility - \$5,000
- Free to Be, Inc.: Emergency car repair program - \$10,000
- Greater Metropolitan Housing Corporation (GMHC): Countywide Housing Rehab - \$149,254
- Meals on Wheels (2 agencies): Delivery of meals to homebound persons - \$39,482
- North Metro Pediatrics: Healthy Beginnings for Children - \$25,000
- North Suburban Counseling Center: Discretionary Co-Payments - \$10,000
- Nucleus Clinic: Operating Expenses - \$20,000
- Rise, Inc.: Bldg. Improvement at 1130 Lund Blvd. site - \$31,085
- Southern Anoka Community Assistance (SACA): Food shelf and other services - \$15,000
- Twin Cities Housing Development Corporation: Northgate Woods Apts. Rehab - \$295,000
- YMCA of Metro Minneapolis: Youth Initiative in Coon Rapids - \$25,000

Meeting Date: 12/11/2012

Submitted For: Shane Nelson

By: Shane Nelson, Engineering/Public Works

---

**Information**

**Title:**

Consider Approval of Resolution for Agreement to State Transportation Fund Local Road Improvement Program, Account 262, SAP 199-104-010 Grant Terms and Conditions

**Background:**

The City of Ramsey has previously been notified that we have received a Local Roads Improvement Projects (LRIP) grant in the amount of \$500,000 for the Sunwood Drive Realignment Project. MNDOT State Aid Finance Department requires a Resolution from the City agreeing to finance any cost in excess of the grant. A resolution to that affect is attached.

For some additional background information:

Over 158 projects totaling over \$282 million were submitted for the \$10 million available for the LRIP Funds. The City of Ramsey's project was one of 28 selected. The average award was \$357,142.90. The City of Ramsey received the maximum amount possible.

**Notification:**

N/A

**Observations:**

In order to receive the funds, the City must first adopt the attached resolution. After adoption of the resolution, the City must certify that it has a fee simple, leasehold and/or easement interest in the property (Exhibit C to the Grant Agreement) and then enter into the Grant Agreement with the State. The permanent easement for the re-aligned Sunwood Drive will be created upon filing of the COR TWO plat, and will allow the City to move forward with the Grant Agreement.

Upon entering into the Grant Agreement with the State, the re-aligned portion of Sunwood Drive will be considered Restricted Property for a period of 37.5 years.

**Recommendation:**

Staff recommends approval of Resolution #12-12-XXX Resolution for Agreement to State Transportation Fund Local Road Improvement Program, Account 262, SAP 199-104-010 Grant Terms and Conditions

**Funding Source:**

N/A - City staff is preparing the Resolution and Grant Agreement

**Council Action:**

Motion to approve Resolution #12-12-XXX Resolution for Agreement to State Transportation Fund Local Road Improvement Program, Account 262, SAP 199-104-010 Grant Terms and Conditions and authorizing the Mayor and staff to enter into the Grant Agreement upon recording of the COR TWO plat.

---

**Attachments**

Resolution

Grant Agreement

---

## Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	12/05/2012 12:08 PM
Kurt Ulrich	Kurt Ulrich	12/05/2012 03:37 PM
Form Started By: Shane Nelson		Started On: 12/04/2012 08:52 AM
Final Approval Date: 12/05/2012		

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #12-12-XXX**

**RESOLUTION FOR AGREEMENT TO STATE TRANSPORTATION FUND LOCAL ROAD IMPROVEMENT PROGRAM, ACCOUNT 262, SAP 199-104-010 GRANT TERMS AND CONDITIONS**

**WHEREAS**, the City of Ramsey has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Local Road Improvement Project No. SAP 199-104-010; and

**WHEREAS**, the Commissioner of Transportation has given notice that funding for this local road improvement project is available; and

**WHEREAS**, the amount of the grant has been determined to be \$500,000.00.

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

That the City of Ramsey does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, Section 174.52 and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the road project, but not required.

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 11<sup>th</sup> day of December 2012.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**LOCAL ROAD IMPROVEMENT PROGRAM (LRIP)  
GRANT AGREEMENT**

**This Agreement** between the Minnesota Department of Transportation (“MnDOT”) and the Grantee named below is made pursuant to Minnesota Statutes Section 174.50 and pursuant to Chapter 12 - H.F. 23 (2011 1<sup>st</sup> Special Session). The provisions in that section and the Exhibits attached hereto and incorporated by reference constitute this Agreement and the persons signing below agree to fully comply with all of the requirements of this Agreement.

1. Effective date of this Agreement: \_\_\_\_\_, 2012
2. Public Entity (Grantee) name, address and contact person:

City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

Contact: Shane Nelson, Interim City Engineer

3. Project(s):

Name of Project & Project Number (See Exhibit C for location)	Amount of LRIP Funds	Amount of Required Matching Funds	Completion Date
SAP 199-104-010	\$500,000	\$800,000	May 15, 2013

4. Total Amount of LRIP Grant for all projects under this Agreement: \$ 500,000.00
5. The following Exhibits for each project are attached and incorporated by reference as part of this Agreement:

Exhibit A	Completed Sources and Uses of Funds Schedule
Exhibit B	Project Completion Schedule
Exhibit C	Bond Financed Property Certification
Exhibit D	Grant Application
Exhibit E	Grantee Resolution Approving Grant Agreement
Exhibit F	General Terms and Conditions

**City of Ramsey**

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION**

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

Title: State Aid Programs Engineer

Date: \_\_\_\_\_

**OFFICE OF CONTRACT MANAGEMENT**

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

Contract Administrator

Date: \_\_\_\_\_

**Notary:**

**EXHIBIT A**

**SOURCES AND USES OF FUNDS SCHEDULE**

<b>SOURCES OF FUNDS</b>		<b>USES OF FUNDS</b>	
<b>Entity Supplying Funds</b>	<b>Amount</b>	<b>Expenses</b>	<b>Amount</b>
<b>State Funds:</b>		<b>Items Paid for with LRIP</b>	
LRIP Grant	\$500,000	<b>Grant Funds:</b>	
		Sunwood Drive	\$997,800
		Construction Costs	
Other:			
<b>Subtotal</b>	<b>\$500,000</b>	<b>Subtotal</b>	<b>\$997,800</b>
<b>Public Entity Funds:</b>		<b>Items paid for with Non-</b>	
<b>Matching Funds</b>		<b>LRIP Grant Funds:</b>	
City of Ramsey	\$800,000	Street Lighting	\$112,000
		Eng./Construction	\$190,200
		Admin. and Testing	
<b>Subtotal</b>	<b>\$1,300,000</b>		
<b>Other:</b>			
<b>Subtotal</b>	<b>\$1,300,000</b>	<b>Subtotal</b>	<b>\$1,300,000</b>
<b>TOTAL FUNDS</b>	<b>\$1,300,000</b>	<b>TOTAL PROJECT COSTS</b>	<b>\$1,300,000</b>

**EXHIBIT B**

**PROJECT COMPLETION SCHEDULE**

(Provide for enough time to final the project through the MnDOT state aid pay request process.)

July 13, 2012	Install Silt Fence/ Clearing in Sunwood Drive Area
July 16, 2012	Begin sewer and water connections along Sunwood Drive
July 16, 2012 to August 3, 2012	Stage 1 – Construct Zeolite Street and 147 <sup>th</sup> Ave Widening
August 6, 2012 to Sept. 7, 2012	Stage 2 – Construct Sunwood Drive, Raise Armstrong Blvd Form existing centerline of Sunwood Drive to the north
Sept. 10, 2012 to Oct 5, 2012	Stages 3A &3B – Construct Sunwood Drive connections and removal of existing Sunwood Drive
Oct. 8, 2012 to Oct. 31, 2012	Stage 4 – Construct last leg of Armstrong Boulevard
May 15, 2013	Project Closeout
June 2013	Request Final Payment

**EXHIBIT C**

**BOND FINANCED PROPERTY CERTIFICATION**

State of Minnesota  
General Obligation Bond Financed Property

The undersigned states that it has a fee simple, leasehold and/or easement interest in the real property located in the County of Anoka, State of Minnesota that is generally described or illustrated graphically in **Attachment 1** attached hereto and all improvements thereon (the "Restricted Property") and acknowledges that the Restricted Property is or may become State bond-financed property. To the extent that the Restricted Property is or becomes State bond-financed property, the undersigned acknowledges that:

- A. The Restricted Property is State bond-financed property under Minn. Stat. Sec. 16A.695, is subject to the requirements imposed by that statute, and cannot be sold, mortgaged, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget; and
- B. The Restricted Property is subject to the provisions of the Local Road Improvement Program Grant Agreement between the Minnesota Department of Transportation and the undersigned dated \_\_\_\_\_, 2012; and
- C. The Restricted Property shall continue to be deemed State bond-financed property for 37.5 years or until the Restricted Property is sold with the written approval of the Commissioner of Minnesota Management and Budget.

Date: \_\_\_\_\_, 2012

\_\_\_\_\_  
*City of Ramsey*, a political subdivision of the  
State of Minnesota

Notary:

By: \_\_\_\_\_  
Name: Bob Ramsey  
Title: Mayor

By: \_\_\_\_\_  
Name: Kurt Ulrich  
Title: City Administrator

**Attachment 1 to Exhibit C**

**GENERAL DESCRIPTION OF RESTRICTED PROPERTY**

(Insert a narrative or graphic description of the Restricted Property for the project. It need not be a legal description if a legal description is unavailable.)



**EXHIBIT D**

GRANT APPLICATION

Attach the grant application for the project



MnDOT  
State Aid for Local Transportation  
395 John Ireland Blvd, MS 500  
St. Paul, MN 55155  
Phone: (651)366-3803



**Local Road Improvement Program**  
2011 Solicitation  
Routes of Regional Significance Account  
Application Form

<b>Contact</b>	<b>Agency:</b>	City of Ramsey		
	<b>1st Name:</b>	Tim	<b>Last Name:</b>	Himmer
	<b>Address:</b>	7550 Sunwood Drive NW	<b>City:</b>	Ramsey
	<b>Phone Num:</b>	(763) 433-9893	<b>E-mail:</b>	thimmer@ci.ramsey.mn.us

<b>Description</b>	<b>Route:</b>	MSAS 199-104-005	<b>MnDOT District</b>	M- Metro	
	<b>Road Authority</b>	<b>County:</b>	02ANOKA		
		<b>City:</b>	Ramsey		
		<b>Township:</b>			
		<b>County Sponsor:</b>	02ANOKA		
<b>Project limits (Termini)</b>					
<b>From:</b>		Zeolite Street NW	<b>To:</b>	Armstrong Blvd-CSAH 83	
				<b>Length (mi):</b> 0.25	
<b>Brief Description of Project work type:</b>					
This project proposes to construct a roadway realignment that would serve as the main access point to the COR, the City of Ramsey's 400 acre transit oriented development. The new					

<b>Eligibility</b>	<b>Regional Significance Route Category (Select all that apply)</b>			
	<input type="checkbox"/> Farm to Market artery	<input type="checkbox"/> Part of a 10-ton route system		
	<input checked="" type="checkbox"/> Part of an economic development plan	<input type="checkbox"/> Serves as a regional tourist destination		
	<input checked="" type="checkbox"/> Provides capacity or congestion relief to a parallel trunk highway system or county road	<input checked="" type="checkbox"/> Is a connection to the IRC system, trunk highway or a county road		
	<b>Project's contribution to other local regional, or state economic developments or redevelopment efforts:</b>			
This roadway realignment would reconstruct the main entrance into the COR, which has been gaining momentum with the recently completed Veterans Affairs and Allina Clinics, purchase				
<b>Project's transportation deficiency and proposed safety strategy:</b>				
The current Sunwood Drive and Armstrong Boulevard intersection has limited visibility and capacity due to the existing geometrics and proximity to the BNSF railroad. In addition, traffic				
<b>Construction Year (select one)</b>			2012	

<b>Cost</b>	<b>Project funding sources:</b>				
	Federal	State Aid	Local/Other	LRIP	Total Cost
			2,963,000.00	500,000.00	3,463,000.00

**For Internal Use Only**

District State Aid Engineer Signature - Review and Approval

Date

## **SUNWOOD DRIVE REALIGNMENT (MSAS 199-104-005)**

### **Brief Description of Project work type:**

This project proposes to construct a roadway realignment that would serve as the main access point to the COR, the City of Ramsey's 400 acre transit oriented development. The new intersection of Sunwood Drive and CSAH 83 (Armstrong Boulevard) would include a traffic signal for improved capacity and access management at a consolidated "front door" to the COR, thereby reducing congestion on the adjacent County roadway system. Additional design features include the reconstruction of CSAH 83 to a 4-lane divided roadway, dedicated turn lanes, a roundabout, raised medians, and pedestrian amenities.






This project is being considered as an initial phase to advance construct portions of a future grade separated interchange at CSAH 83 and Trunk Highway 10. This interchange would enhance public safety response to the southern portion of the City; which is currently isolated due to the at-grade Burlington Northern Sante Fe (BNSF) railroad crossings, and the 45,000 motorists that pass through the City of Ramsey every day along TH 10. Both the City's police and fire departments are located less than one mile from this location on the north side of TH 10, and ambulance services that rely on TH 10 to transport patients to nearby hospitals have no ability to cross the BNSF railroad tracks during emergency situations, thus resulting in delays that could prove critical.

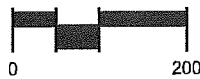
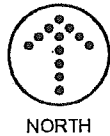
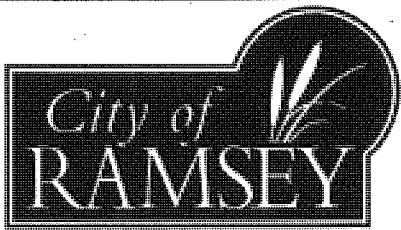
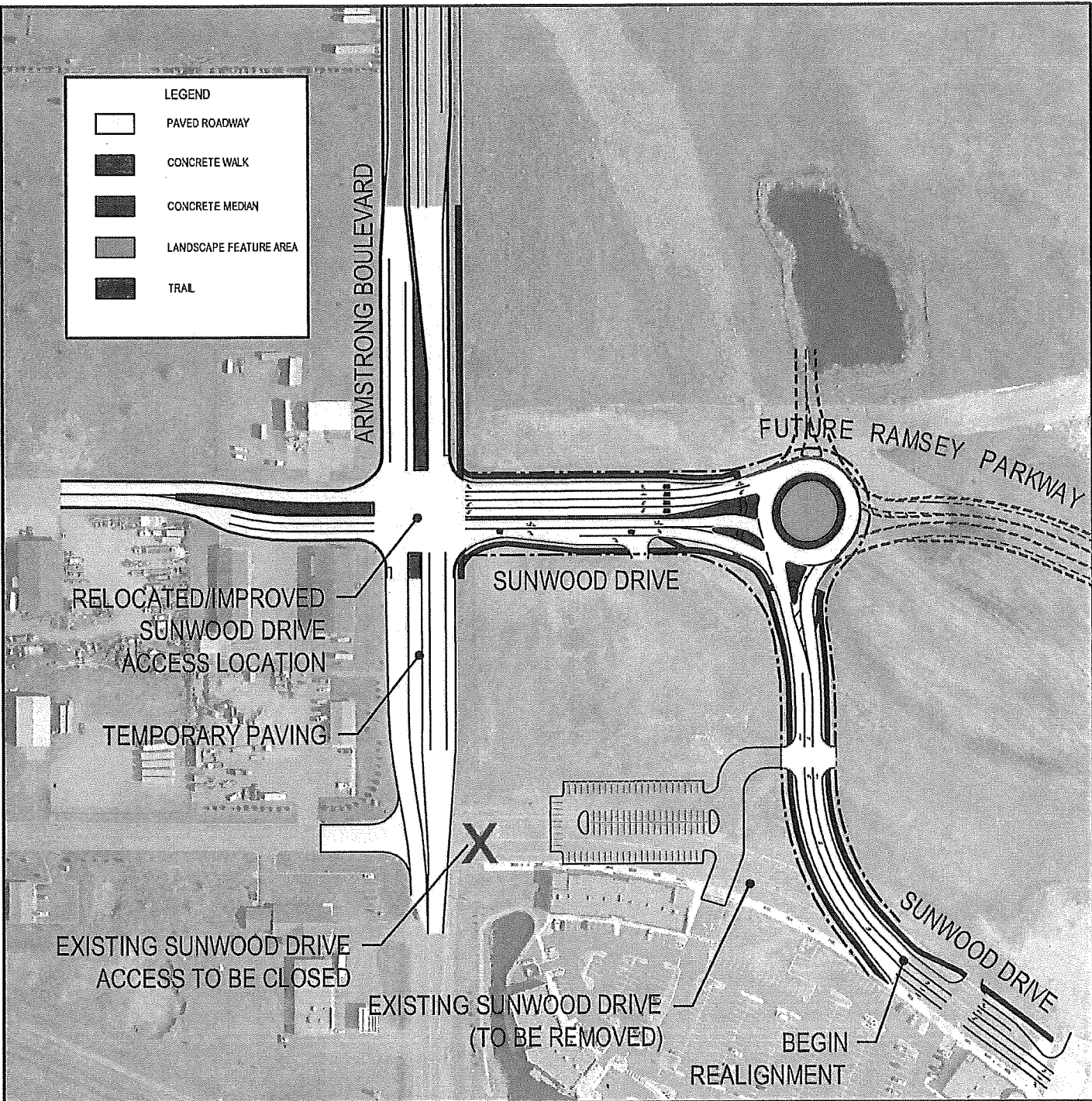
### **Project's contribution to other local, regional, or state economic development or redevelopment efforts:**

This roadway realignment would reconstruct the main entrance into the COR, which has been gaining momentum with the recently completed Veterans Affairs and Allina Clinics, purchase agreements and development approvals for 230 units of market rate apartments, 90 units of assisted senior living, and overwhelming support and approvals for a Northstar Commuter Rail station. The project would provide a safe convenient access location for both vehicular and pedestrian movements, and accommodate the projected development build out. The proposed roadway alignment would also frame and create a prime development opportunity in this location, and open up additional prospects for economic development initiatives. Ultimately, the future CSAH 83/TH 10 grade separated interchange would serve as a long term catalyst to cultivate additional economic development opportunities within the community and region.

### **Project's transportation deficiency and proposed safety strategy:**

The current Sunwood Drive and Armstrong Boulevard intersection has limited visibility and capacity due to the existing geometrics and proximity to the BNSF railroad. In addition, traffic volumes and pedestrian movements are increasing with every new advancing development proposal in the area. This project will reduce existing intersection conflicts by consolidating access points at a new signalized intersection, and provide dedicated turn lanes. It will also support improved operations through an integrated roundabout and coordinated signal system, which will be synchronized with the recently completed intersection improvements at CSAH 83 and Bunker Lake Boulevard (CSAH 116) and the future signal system associated with the CSAH 83/TH 10 interchange.

LEGEND	
	PAVED ROADWAY
	CONCRETE WALK
	CONCRETE MEDIAN
	LANDSCAPE FEATURE AREA
	TRAIL

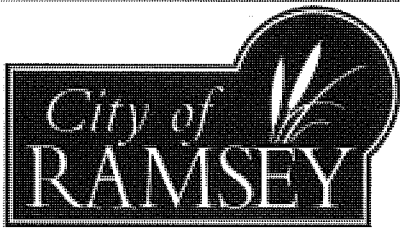
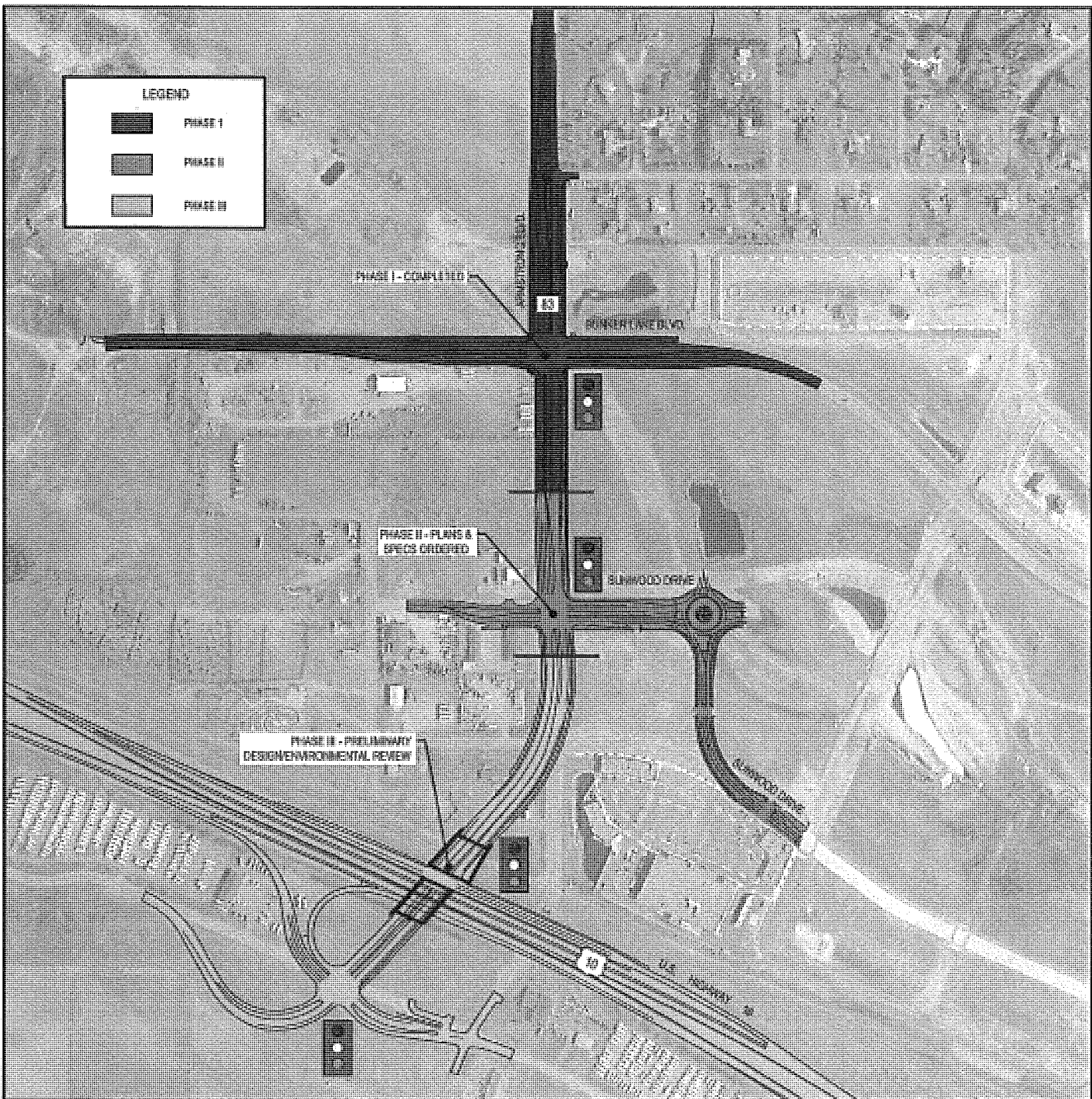


LANDFORM  
From Site to Finish

## SUNWOOD DRIVE REALIGNMENT



RAMSEY, MINNESOTA



• •  
**L A N D F O R M**  
 From Site to Finish



**ARMSTRONG  
 INTERCHANGE**



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

**RESOLUTION #12-01-006**

**RESOLUTION REQUESTING FUNDING FROM THE MINNESOTA DEPARTMENT OF TRANSPORTATION, THROUGH THE LOCAL ROAD IMPROVEMENT PROGRAM, FOR ROAD PROJECTS WITH STATEWIDE OR REGIONAL SIGNIFICANCE**

**WHEREAS**, the City of Ramsey is requesting financial participation from the Local Road Improvement Program to construct local roadway improvements associated with the Trunk Highway 10 and Armstrong Boulevard interchange; and

**WHEREAS**, the City of Ramsey must commit to funding the remainder of the project costs if the project is selected as part of the Local Road Improvement Program solicitation; and

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

That the City of Ramsey is hereby requesting funding from the Minnesota Department of transportation, through the Local Road Improvement Program, for the following candidate projects:

1. Construction of a frontage road along the south side of Trunk Highway 10, from Armstrong Boulevard to Traprock Street NW, to include reconstruction of an existing segment and construction of a non-existing MSA route. This roadway will be constructed with one lane of traffic in each direction, and meet state aid design standards.
2. Construction of a realigned Sunwood Drive; to improve roadway geometrics and access spacing to serve a significant City development project adjacent to Trunk Highway 10 and CSAH 83 (Armstrong Boulevard). This project includes signalization and other improvements at CSAH 83 as the first phase of a planned interchange project that will solve short term transportation concerns, and expand to a Burlington Northern railroad and Trunk Highway 10 overpass.

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

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

and the following voted against the same:

none

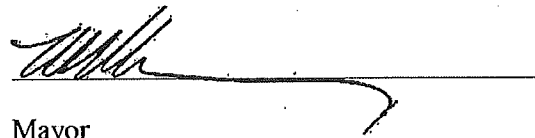
and the following abstained:

none

and the following were absent:

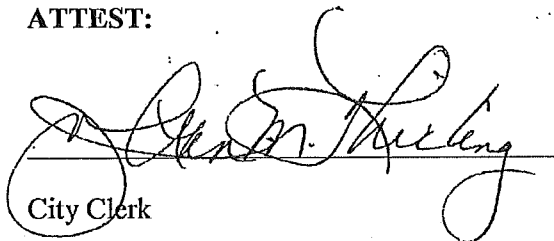
none

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

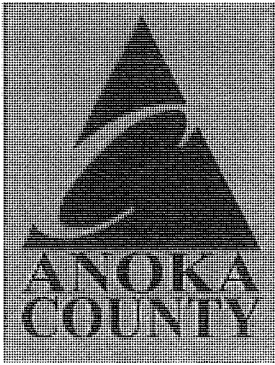


Mayor

**ATTEST:**



City Clerk



# COUNTY OF ANOKA

Public Services Division  
HIGHWAY DEPARTMENT  
1440 BUNKER LAKE BLVD. NW, ANDOVER, MINNESOTA 55304  
(763) 862-4200 FAX (763) 862-4201

January 31, 2012

Patti Loken  
MnDOT State Aid for Local Transportation  
395 John Ireland Boulevard  
St. Paul, MN 55155

Re: Sunwood Drive Realignment  
Local Road Improvement Program; Routes of Regional Significance

Dear Ms. Loken:

Anoka County has been working with the City of Ramsey, MnDOT, and the FHWA for several years in an effort to resolve safety and capacity concerns along the TH 10 corridor through Anoka County. This letter is to confirm Anoka County's interest and support for the realignment of Sunwood Drive in the City of Ramsey. This project is being viewed as the first phase of implementing the construction of a grade separated interchange at the existing signalized intersection of TH 10 and CSAH 83 (Armstrong Boulevard). The environmental analysis for this crucial interchange project is nearing completion, and throughout the process to secure state approval we have worked cooperatively with all stakeholders in an effort to reduce costs and "right size" the project.

In addition to providing benefit to the trunk highway system, now and in the future, this local roadway improvement would provide immediate benefit to the County and City roadway systems. The current Sunwood Drive/CSAH 83 and TH 10/CSAH 83 intersections have limited visibility and capacity due to the existing geometrics, spacing, and proximity to the Burlington Northern Sante Fe (BNSF) railroad. This proposed project incorporates appropriate access spacing, improved geometrics, and a signalized intersection at the relocated Sunwood Drive/CSAH 83 intersection.

In addition to the immediate safety and capacity benefits, this new signalized intersection would contribute to regional economic development initiatives in and around the COR, the City of Ramsey's 400 acre transit oriented development. This roadway realignment would reconstruct the main access point into the COR, and create additional prime development sites at the "front door" to the development. The COR

has been gaining significant momentum lately with the recently completed Veterans Affairs and Allina Clinics, and purchase agreements and development approvals for 230 units of market rate apartments and 90 units of assisted senior living. The overwhelming support for this development has led to the recent approval to construct another Northstar Commuter Rail station in the COR, which is anticipated to be open the fall of 2012.

Anoka County fully supports this proposed improvement and is accepting of any additional operation and maintenance responsibilities that our roadway system would experience as a result of this project. We believe this improvement is an excellent candidate for inclusion in the Local Road Improvement Program, and look forward to the continued relationship with the City of Ramsey and MnDOT.

Sincerely,

A handwritten signature in black ink, appearing to read 'Douglas W. Fischer', written over a horizontal line.

Douglas W. Fischer, P.E.  
County Engineer

**EXHIBIT E**

GRANTEE RESOLUTION APPROVING GRANT AGREEMENT

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #12-12-XXX**

**RESOLUTION FOR AGREEMENT TO STATE TRANSPORTATION FUND LOCAL ROAD  
IMPROVEMENT PROGRAM, ACCOUNT 262, SAP 199-104-010 GRANT TERMS AND  
CONDITIONS**

**WHEREAS**, the City of Ramsey has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Local Road Improvement Project No. SAP 199-104-010; and

**WHEREAS**, the Commissioner of Transportation has given notice that funding for this local road improvement project is available; and

**WHEREAS**, the amount of the grant has been determined to be \$500,000.00.

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

That the City of Ramsey does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, Section 174.52 and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the road project, but not required.

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 11<sup>th</sup> day of December 2012.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

## EXHIBIT F

### GENERAL TERMS AND CONDITIONS FOR LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) GRANTS

#### Article I DEFINITIONS

Section 1.01 **Defined Terms.** The following terms shall have the meanings set out respectively after each such term (the meanings to be equally applicable to both the singular and plural forms of the terms defined) unless the context specifically indicates otherwise:

“Advance(s)” - means an advance made or to be made by MnDOT to the Public Entity and disbursed in accordance with the provisions contained in Article VI hereof.

“Agreement” - means the Local Road Improvement Program Grant Agreement between the Public Entity and the Minnesota Department of Transportation to which this Exhibit is attached.

“Certification” - means the certification, in the form attached as **Exhibit C**, in which the Public Entity acknowledges that its interest in the Real Property is bond financed property within the meaning of Minn. Stat. Sec. 16A.695 and is subject to certain restrictions imposed thereby.

“Code” - means the Internal Revenue Code of 1986, as amended, and all treasury regulations, revenue procedures and revenue rulings issued pursuant thereto.

“Commissioner” - means the Commissioner of Minnesota Management & Budget.

“Commissioner’s Order” - means the “Third Order Amending Order of the Commissioner of Minnesota Management & Budget Relating to Use and Sale of State Bond Financed Property” dated August 26, 2010, as it may be amended or supplemented.

“Completion Date” - means the projected date for completion of the Project as indicated in the Agreement.

“Construction Contract Documents” - means the document or documents, in form and substance acceptable to MnDOT, including but not limited to any construction plans and specifications and any exhibits, amendments, change orders, modifications thereof or supplements thereto, which collectively form the contract between the Public Entity and the Contractor(s) for the completion of the Construction Items on or before the Completion Date for either a fixed price or a guaranteed maximum price.

“Construction Items” - means the work to be performed under the Construction Contract Documents.

“Contractor” - means any person engaged to work on or to furnish materials and supplies for the Construction Items including, if applicable, a general contractor.

“Draw Requisition” - means a draw requisition that the Public Entity, or its designee, submits to MnDOT when an Advance is requested, as referred to in Section 4.02.

“G.O. Bonds” - means the state general obligation bonds issued under the authority granted in Article XI, Sec. 5(a) of the Minnesota Constitution, the proceeds of which are used to fund the LRIP Grant, and any bonds issued to refund or replace such bonds.

“Grant Application” - means the grant application that the Public Entity submitted to MnDOT which is attached as **Exhibit D**.

“LRIP Grant” - means a grant from MnDOT to the Public Entity under the LRIP in the amount specified in the Agreement, as such amount may be modified under the provisions hereof.

“LRIP” - means the Local Road Improvement Program pursuant to Minn. Stat. Sec. 174.50 and rules relating thereto.

“MnDOT” - means the Minnesota Department of Transportation.

“Outstanding Balance of the LRIP Grant” - means the portion of the LRIP Grant that has been disbursed to the Public Entity minus any amounts returned to the Commissioner.

“Project” - means the Project identified in the Agreement to be totally or partially funded with a LRIP grant.

“Public Entity” - means the grantee of the LRIP Grant and identified as the Public Entity in the Agreement.

“Real Property” - means the real property identified in the Agreement on which the Project is located.

## **Article II GRANT**

**Section 2.01 Grant of Monies.** MnDOT shall make the LRIP Grant to the Public Entity, and disburse the proceeds in accordance with the terms and conditions herein.

**Section 2.02 Public Ownership,** The Public Entity acknowledges and agrees that the LRIP Grant is being funded with the proceeds of G.O. Bonds, and as a result all of the Real Property must be owned by one or more public entities. The Public Entity represents and warrants to MnDOT that it has one or more of the following ownership interests in the Real Property: (i) fee simple ownership, (ii) an easement that is for a term that extends beyond the date that is 37.5 years from the Agreement effective date, or such shorter term as authorized by statute, and which cannot be modified or terminated early without the prior written consent of MnDOT and the Commissioner; and/or (iii) a prescriptive easement for a term that extends beyond the date that is 37.5 years from the Agreement effective date.

**Section 2.03 Use of Grant Proceeds.** The Public Entity shall use the LRIP Grant solely to reimburse itself for expenditures it has already made, or will make, to pay the costs of one or more of the following activities: (i) constructing or reconstructing a bridge, (ii) preliminary engineering and environmental studies authorized under Minn. Stat. Sec. 174.50, subdiv. 6a, (iii) abandoning an existing bridge that is deficient and in need of replacement, but where no replacement will be made, or (iv) constructing a road to facilitate the abandonment or removal of an existing bridge determined to be deficient. The Public Entity shall not use the LRIP Grant for any other purpose, including but not limited to, any work to be done on a state trunk highway or within a trunk highway easement.

**Section 2.04 Operation of the Real Property.** The Real Property must be used by the Public Entity in conjunction with or for the operation of a county highway, county state-aid highway, town road, or city street and for other uses customarily associated therewith, such as trails and utility corridors, and for no other purposes or uses. The Public Entity may have no intention on the effective date of the Agreement to use the Real Property as a trunk highway or any part of a trunk highway. The Public Entity must annually determine that the Real Property is being used for the purposes specified in this Section and, upon written request by either MnDOT or the Commissioner, shall supply a notarized statement to that effect.

**Section 2.05 Sale or Lease of Real Property.** The Public Entity shall not (i) sell or transfer any part of its ownership interest in the Real Property, or (ii) lease out or enter into any contract that would allow another entity to use or operate the Real Property without the written consent of both MnDOT and the Commissioner. The sale or transfer of any part of the Public Entity's ownership interest in the Real Property, or any lease or contract that would allow another entity to use or operate the Real Property, must comply with the requirements imposed by Minn. Stat. Sec. 16A.695 and the Commissioner's Order regarding such sale or lease.

**Section 2.06 Public Entity's Representations and Warranties.** The Public Entity represents and warrants to MnDOT that:

- A. It has legal authority to execute, deliver and perform the Agreement and all documents referred to therein, and it has taken all actions necessary to its execution and delivery of such documents.
- B. It has the ability and a plan to fund the operation of the Real Property for the purposes specified in Section 2.04, and will include in its annual budget all funds necessary for the operation of the Real Property for such purposes.
- C. The Agreement and all other documents referred to therein are the legal, valid and binding obligations of the Public Entity enforceable against the Public Entity in accordance with their respective terms.
- D. It will comply with all of the provisions of Minn. Stat. Sec. 16A.695, the Commissioner's Order and the LRIP.
- E. All of the information it has submitted or will submit to MnDOT or the Commissioner relating to the LRIP Grant or the disbursement of the LRIP Grant is and will be true and correct.
- F. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no actions or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it relating to the Real Property, or its ownership interest therein, and it is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into the Agreement or any document referred to herein, or to perform any of the acts required of it in such documents.
- G. Neither the execution and delivery of the Agreement or any document referred to herein nor compliance with any of the provisions or requirements of any of such documents is prevented by, is a breach of, or will result in a breach of, any provision of any agreement or document to which it is now a party or by which it is bound.

- H. The contemplated use of the Real Property will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.
- I. The Project will be completed and the Real Property will be operated in full compliance with all applicable laws, rules, ordinances, and regulations of any federal, state, or local political subdivision having jurisdiction over the Project and the Real Property.
- J. All applicable licenses, permits and bonds required for the performance and completion of the Project and for the operation of the Real Property as specified in Section 2.04 have been, or will be, obtained.
- K. It reasonably expects to possess its ownership interest in the Real Property described in Section 2.02 for at least 37.5 years, and it does not expect to sell such ownership interest.
- L. It does not expect to lease out or enter into any contract that would allow another entity to use or operate the Real Property.
- M. It will supply whatever funds are needed in addition to the LRIP Grant to complete and fully pay for the Project.
- N. The Construction Items will be completed substantially in accordance with the Construction Contract Documents by the Completion Date and all such items will be situated entirely on the Real Property.
- O. It will require the Contractor or Contractors to comply with all rules, regulations, ordinances, and laws bearing on its performance under the Construction Contract Documents.
- P. It shall furnish such satisfactory evidence regarding the representations and warranties described herein as may be required and requested by either MnDOT or the Commissioner.

**Section 2.07 Event(s) of Default.** The following events shall, unless waived in writing by MnDOT and the Commissioner, constitute an Event of Default under the Agreement upon either MnDOT or the Commissioner giving the Public Entity 30 days' written notice of such event and the Public Entity's failure to cure such event during such 30-day time period for those Events of Default that can be cured within 30 days or within whatever time period is needed to cure those Events of Default that cannot be cured within 30 days as long as the Public Entity is using its best efforts to cure and is making reasonable progress in curing such Events of Default; however, in no event shall the time period to cure any Event of Default exceed six (6) months unless otherwise consented to, in writing, by MnDOT and the Commissioner.

- A. If any representation, covenant, or warranty made by the Public Entity herein or in any other document furnished pursuant to the Agreement, or to induce MnDOT to disburse the LRIP Grant, shall prove to have been untrue or incorrect in any material respect or materially misleading as of the time such representation, covenant, or warranty was made.
- B. If the Public Entity fails to fully comply with any provision, covenant, or warranty contained herein.

- C. If the Public Entity fails to fully comply with any provision, covenant or warranty contained in Minn. Stat. Sec. 16A.695, the Commissioner's Order, or Minn. Stat. Sec. 174.50 and all rules related thereto.
- D. If the Public Entity fails to use the proceeds of the LRIP Grant for the purposes set forth in Section 2.03, the Grant Application, and in accordance with the LRIP.
- E. If the Public Entity fails to operate the Real Property for the purposes specified in Section 2.04.
- F. If the Public Entity fails to complete the Project by the Completion Date.
- G. If the Public Entity sells or transfers any portion of its ownership interest in the Real Property without first obtaining the written consent of both MnDOT and the Commissioner.
- H. If the Public Entity fails to provide any additional funds needed to fully pay for the Project.
- I. If the Public Entity fails to supply the funds needed to operate the Real Property in the manner specified in Section 2.04.

Notwithstanding the foregoing, any of the above events that cannot be cured shall, unless waived in writing by MnDOT and the Commissioner, constitute an Event of Default under the Agreement immediately upon either MnDOT or the Commissioner giving the Public Entity written notice of such event.

Section 2.08 **Remedies.** Upon the occurrence of an Event of Default and at any time thereafter until such Event of Default is cured to the satisfaction of MnDOT, MnDOT or the Commissioner may enforce any or all of the following remedies.

- A. MnDOT may refrain from disbursing the LRIP Grant; provided, however, MnDOT may make such disbursements after the occurrence of an Event of Default without waiving its rights and remedies hereunder.
- B. If the Event of Default involves a sale of the Public Entity's interest in the Real Property in violation of Minn. Stat. Sec. 16A.695 or the Commissioner's Order, the Commissioner, as a third party beneficiary of the Agreement, may require that the Public Entity pay the amounts that would have been paid if there had been compliance with such provisions. For other Events of Default, the Commissioner may require that the Outstanding Balance of the LRIP Grant be returned to it.
- C. Either MnDOT or the Commissioner, as a third party beneficiary of the Agreement, may enforce any additional remedies it may have in law or equity.

The rights and remedies specified herein are cumulative and not exclusive of any rights or remedies that MnDOT or the Commissioner would otherwise possess.

If the Public Entity does not repay the amounts required to be paid under this Section or under any other provision contained herein within 30 days of demand by the Commissioner, or any amount ordered by a court of competent jurisdiction within 30 days of entry of judgment against the Public Entity and in favor of MnDOT and/or the Commissioner, then such amount may, unless precluded by law, be offset against any aids or other monies that the Public Entity is entitled to receive from the State of Minnesota.

**Section 2.09 Notification of Event of Default.** The Public Entity shall furnish to MnDOT and the Commissioner, as soon as possible and in any event within seven (7) days after it has obtained knowledge of the occurrence of each Event of Default, a statement setting forth details of each Event of Default and the action which the Public Entity proposes to take with respect thereto.

**Section 2.10 Effect of Event of Default.** The Agreement shall survive Events of Default and remain in full force and effect, even upon full disbursement of the LRIP Grant, and shall only be terminated under the circumstances set forth in Section 2.11.

**Section 2.11 Termination of Agreement and Modification of LBRP Grant.**

A. If the Project is not started within five (5) years after the effective date of the Agreement or the LRIP Grant has not been disbursed within four (4) years after the date the Project was started, MnDOT's obligation to fund the LRIP Grant shall terminate. In such event, (i) if none of the LRIP Grant has been disbursed by such date, MnDOT shall have no obligation to fund the LRIP Grant and the Agreement will terminate, and (ii) if some but not all of the LRIP Grant has been disbursed by such date, MnDOT shall have no further obligation to provide any additional funding for the LRIP Grant and the Agreement shall remain in force but shall be modified to reflect the amount of the LRIP Grant that was actually disbursed and the Public Entity is still obligated to complete the Project by the Completion Date.

B. The Agreement shall terminate upon the Public Entity's sale of its interest in the Real Property and transmittal of the required portion of the proceeds of the sale to the Commissioner in compliance with Minn. Stat. Sec. 16A.695 and the Commissioner's Order, or upon the termination of the Public Entity's ownership interest in the Real Property if such ownership interest is an easement.

**Article III  
COMPLIANCE WITH MINNESOTA STATUTE, SEC. 16A.695  
AND THE COMMISSIONER'S ORDER**

**Section 3.01 State Bond Financed Property.** The Public Entity acknowledges that its interest in the Real Property is, or when acquired by it will be, "state bond financed property", as such term is used in Minn. Stat. Sec. 16A.695 and the Commissioner's Order and, therefore, the provisions contained in such statute and order apply, or will apply, to its interest in the Real Property, even if the LRIP Grant will only pay for a portion of the Project.

**Section 3.02 Preservation of Tax Exempt Status.** In order to preserve the tax-exempt status of the G.O. Bonds, the Public Entity agrees as follows:

- A. It will not use the Real Property or use or invest the LRIP Grant or any other sums treated as "bond proceeds" under Section 148 of the Code (including "investment proceeds," "invested sinking funds" and "replacement proceeds") in such a manner as to cause the G.O. Bonds to be classified as "arbitrage bonds" under Code Section 148.
- B. It will deposit and hold the LRIP Grant in a segregated non-interest-bearing account until such funds are used for payments for the Project.
- C. It will, upon written request, provide the Commissioner all information required to satisfy the informational requirements set forth in the Code, including Sections 103 and 148, with respect to the G.O. Bonds.

- D. It will, upon the occurrence of any act or omission by the Public Entity that could cause the interest on the G.O. Bonds to no longer be tax exempt and upon direction from the Commissioner, take such actions and furnish such documents as the Commissioner determines to be necessary to ensure that the interest to be paid on the G.O. Bonds is exempt from federal taxation, which such action may include: (i) compliance with proceedings intended to classify the G.O. Bonds as a "qualified bond" within the meaning of Code Section 141(e), or (ii) changing the nature of the use of the Real Property so that none of the net proceeds of the G.O. Bonds will be deemed to be used, directly or indirectly, in an "unrelated trade or business" or for any "private business use" within the meaning of Code Sections 141(b) and 145(a).
  
- E. It will not otherwise use any of the LRIP Grant or take, permit or cause to be taken, or omit to take, any action that would adversely affect the exemption from federal income taxation of the interest on the G.O. Bonds, and if it should take, permit or cause to be taken, or omit to take, as appropriate, any such action, it shall take all lawful actions necessary to correct such actions or omissions promptly upon obtaining knowledge thereof.

Section 3.03 **Changes to G.O. Compliance Legislation or the Commissioner's Order.** If Minn. Stat. Sec. 16A.695 or the Commissioner's Order is amended in a manner that reduces any requirement imposed against the Public Entity, or if the Public Entity's interest in the Real Property becomes exempted from Minn. Stat. Sec. 16A.695 and the Commissioner's Order, then upon written request by the Public Entity, MnDOT shall execute an amendment to the Agreement to implement such amendment or exempt the Public Entity's interest in the Real Property from Minn. Stat. Sec. 16A.695 and the Commissioner's Order.

#### **Article IV DISBURSEMENT OF GRANT PROCEEDS**

Section 4.01 **The Advances.** MnDOT agrees, on the terms and subject to the conditions set forth herein, to make Advances of the LRIP Grant to the Public Entity from time to time in an aggregate total amount not to exceed the amount of the LRIP Grant. If the amount of LRIP Grant that MnDOT cumulatively disburses hereunder to the Public Entity is less than the amount of the LRIP Grant delineated in Section 1.01, then MnDOT and the Public Entity shall enter into and execute whatever documents MnDOT may request in order to amend or modify this Agreement to reduce the amount of the LRIP Grant to the amount actually disbursed. Provided, however, in accordance with the provisions contained in Section 2.11, MnDOT's obligation to make Advances shall terminate as of the dates specified in Section 2.11 even if the entire LRIP Grant has not been disbursed by such dates.

Advances shall only be for expenses that (i) are for those items of a capital nature delineated in Source and Use of Funds that is attached as **Exhibit A**, (ii) accrued no earlier than the effective date of the legislation that appropriated the funds that are used to fund the LRIP Grant, or (iii) have otherwise been consented to, in writing, by the Commissioner.

It is the intent of the parties hereto that the rate of disbursement of the Advances shall not exceed the rate of completion of the Project or the rate of disbursement of the matching funds required, if any, under Section 5.13. Therefore, the cumulative amount of all Advances disbursed by the State Entity at any point in time shall not exceed the portion of the Project that has been completed and the percentage of the matching funds required, if any, under Section 5.13 that have been disbursed as of such point in time. This requirement is expressed by way of the following two formulas:

Formula #1:

Cumulative Advances  $\leq$  (Program Grant)  $\times$  (percentage of matching funds, if any, required under Section 5.13 that have been disbursed)

Formula #2:

Cumulative Advances  $\leq$  (Program Grant)  $\times$  (percentage of Project completed)

Section 4.02 **Draw Requisitions.** Whenever the Public Entity desires a disbursement of a portion of the LRIP Grant the Public Entity shall submit to MnDOT a Draw Requisition duly executed on behalf of the Public Entity or its designee. Each Draw Requisition with respect to construction items shall be limited to amounts equal to: (i) the total value of the classes of the work by percentage of completion as approved by the Public Entity and MnDOT, plus (ii) the value of materials and equipment not incorporated in the Project but delivered and suitably stored on or off the Real Property in a manner acceptable to MnDOT, less (iii) any applicable retainage, and less (iv) all prior Advances.

Notwithstanding anything herein to the contrary, no Advances for materials stored on or off the Real Property will be made by MnDOT unless the Public Entity shall advise MnDOT, in writing, of its intention to so store materials prior to their delivery and MnDOT has not objected thereto.

At the time of submission of each Draw Requisition, other than the final Draw Requisition, the Public Entity shall submit to MnDOT such supporting evidence as may be requested by MnDOT to substantiate all payments which are to be made out of the relevant Draw Requisition or to substantiate all payments then made with respect to the Project.

The final Draw Requisition shall not be submitted before completion of the Project, including any correction of material defects in workmanship or materials (other than the completion of punch list items). At the time of submission of the final Draw Requisition the Public Entity shall submit to MnDOT: (i) such supporting evidence as may be requested by MnDOT to substantiate all payments which are to be made out of the final Draw Requisition or to substantiate all payments then made with respect to the Project, and (ii) satisfactory evidence that all work requiring inspection by municipal or other governmental authorities having jurisdiction has been duly inspected and approved by such authorities and that all requisite certificates and other approvals have been issued.

If on the date an Advance is desired the Public Entity has complied with all requirements of this Agreement and MnDOT approves the relevant Draw Requisition, then MnDOT shall disburse the amount of the requested Advance to the Public Entity.

Section 4.03 **Additional Funds.** If MnDOT shall at any time in good faith determine that the sum of the undisbursed amount of the LRIP Grant plus the amount of all other funds committed to the Project is less than the amount required to pay all costs and expenses of any kind which reasonably may be anticipated in connection with the Project, then MnDOT may send written notice thereof to the Public Entity specifying the amount which must be supplied in order to provide sufficient funds to complete the Project. The Public Entity agrees that it will, within 10 calendar days of receipt of any such notice, supply or have some other entity supply the amount of funds specified in MnDOT's notice.

Section 4.04 **Condition Precedent to Any Advance.** The obligation of MnDOT to make any Advance hereunder (including the initial Advance) shall be subject to the following conditions precedent:

- A. MnDOT shall have received a Draw Requisition for such Advance specifying the amount of funds being requested, which such amount when added to all prior requests for an Advance shall not exceed the amount of the LRIP Grant set forth in Section 1.01.

- B. No Event of Default under this Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse shall have occurred and be continuing.
- C. No determination shall have been made by MnDOT that the amount of funds committed to the Project is less than the amount required to pay all costs and expenses of any kind that may reasonably be anticipated in connection with the Project, or if such a determination has been made and notice thereof sent to the Public Entity under Section 4.03, then the Public Entity has supplied, or has caused some other entity to supply, the necessary funds in accordance with such section or has provided evidence acceptable to MnDOT that sufficient funds are available.
- D. The Public Entity has supplied to MnDOT all other items that MnDOT may reasonably require.

Section 4.05 **Processing and Disbursement of Advances.** The Public Entity acknowledges and agrees as follows:

- A. Advances are not made prior to completion of work performed on the Project.
- B. All Advances are processed on a reimbursement basis.
- C. The Public Entity must first document expenditures to obtain an Advance.
- D. Reimbursement requests are made on a partial payment basis or when the Project is completed.
- E. All payments are made following the "Delegated Contract Process or State Aid Payment Request" as requested and approved by the appropriate district state aid engineer.

Section 4.06 **Construction Inspections.** The Public Entity shall be responsible for making its own inspections and observations regarding the completion of the Project, and shall determine to its own satisfaction that all work done or materials supplied have been properly done or supplied in accordance with all contracts that the Public Entity has entered into regarding the completion of the Project.

## Article V MISCELLANEOUS

Section 5.01 **Insurance.** If the Public Entity elects to maintain general comprehensive liability insurance regarding the Real Property, then the Public Entity shall have MnDOT named as an additional named insured therein.

Section 5.02 **Condemnation.** If, after the Public Entity has acquired the ownership interest set forth in Section 2.02, all or any portion of the Real Property is condemned to an extent that the Public Entity can no longer comply with Section 2.04, then the Public Entity shall, at its sole option, either: (i) use the condemnation proceeds to acquire an interest in additional real property needed for the Public Entity to continue to comply with Section 2.04 and to provide whatever additional funds that may be needed for such purposes, or (ii) submit a request to MnDOT and the Commissioner to allow it to sell the remaining portion of its interest in the Real Property. Any condemnation proceeds which are not used to acquire an interest in additional real property shall be applied in accordance with Minn. Stat. Sec.

16A.695 and the Commissioner's Order as if the Public Entity's interest in the Real Property had been sold. If the Public Entity elects to sell its interest in the portion of the Real Property that remains after the condemnation, such sale must occur within a reasonable time period after the date the condemnation occurred and the cumulative sum of the condemnation and sale proceeds applied in accordance with Minn. Stat. Sec. 16A.695 and the Commissioner's Order.

If MnDOT receives any condemnation proceeds referred to herein, MnDOT agrees to or pay over to the Public Entity all of such condemnation proceeds so that the Public Entity can comply with the requirements of this Section.

**Section 5.03 Use, Maintenance, Repair and Alterations.** The Public Entity shall not, without the written consent of MnDOT and the Commissioner, (i) permit or allow the use of any of the Real Property for any purpose other than the purposes specified in Section 2.04, (ii) substantially alter any of the Real Property except such alterations as may be required by laws, ordinances or regulations, or such other alterations as may improve the Real Property by increasing its value or which improve its ability to be used for the purposes set forth in Section 2.04, (iii) take any action which would unduly impair or depreciate the value of the Real Property, (iv) abandon the Real Property, or (v) commit or permit any act to be done in or on the Real Property in violation of any law, ordinance or regulation.

If the Public Entity fails to maintain the Real Property in accordance with this Section, MnDOT may perform whatever acts and expend whatever funds necessary to so maintain the Real Property, and the Public Entity irrevocably authorizes MnDOT to enter upon the Real Property to perform such acts as may be necessary to so maintain the Real Property. Any actions taken or funds expended by MnDOT shall be at its sole discretion, and nothing contained herein shall require MnDOT to take any action or incur any expense and MnDOT shall not be responsible, or liable to the Public Entity or any other entity, for any such acts that are performed in good faith and not in a negligent manner. Any funds expended by MnDOT pursuant to this Section shall be due and payable on demand by MnDOT and will bear interest from the date of payment by MnDOT at a rate equal to the lesser of the maximum interest rate allowed by law or 18% per year based upon a 365-day year.

**Section 5.04 Recordkeeping and Reporting.** The Public Entity shall maintain books and records pertaining to Project costs and expenses needed to comply with the requirements contained herein, Minn. Stat. Sec. 16A.695, the Commissioner's Order, and Minn. Stat. Sec. 174.50 and all rules related thereto, and upon request shall allow MnDOT, its auditors, the Legislative Auditor for the State of Minnesota, or the State Auditor for the State of Minnesota, to inspect, audit, copy, or abstract all of such items. The Public Entity shall use generally accepted accounting principles in the maintenance of such items, and shall retain all of such books and records for a period of six years after the date that the Project is fully completed and placed into operation.

**Section 5.05 Inspections by MnDOT.** The Public Entity shall allow MnDOT to inspect the Real Property upon reasonable request by MnDOT and without interfering with the normal use of the Real Property.

**Section 5.06 Liability.** The Public Entity and MnDOT agree that each will be responsible for its own acts and the results thereof to the extent authorized by law, and neither shall be responsible for the acts of the other party and the results thereof. The liability of MnDOT and the Commissioner is governed by the provisions of Minn. Stat. Sec. 3.736. If the Public Entity is a "municipality" as that term is used in Minn. Stat. Chapter 466, then the liability of the Public Entity is governed by the provisions of Chapter 466. The Public Entity's liability hereunder shall not be limited to the extent of insurance carried by or provided by the Public Entity, or subject to any exclusion from coverage in any insurance policy.

**Section 5.07 Relationship of the Parties.** Nothing contained in the Agreement is to be construed as establishing a relationship of co-partners or joint venture among the Public Entity, MnDOT, or the Commissioner, nor shall the Public Entity be considered to be an agent, representative, or employee of MnDOT, the Commissioner, or the State of Minnesota in the performance of the Agreement or the Project.

No employee of the Public Entity or other person engaging in the performance of the Agreement or the Project shall be deemed have any contractual relationship with MnDOT, the Commissioner, or the State of Minnesota and shall not be considered an employee of any of those entities. Any claims that may arise on behalf of said employees or other persons out of employment or alleged employment, including claims under the Workers' Compensation Act of the State of Minnesota, claims of discrimination against the Public Entity or its officers, agents, contractors, or employees shall in no way be the responsibility of MnDOT, the Commissioner, or the State of Minnesota. Such employees or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from MnDOT, the Commissioner, or the State of Minnesota, including tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

**Section 5.08 Notices.** In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and personally served or sent by prepaid, registered, or certified mail (return receipt requested), to the address of the party specified below or to such different address as may in the future be specified by a party by written notice to the others:

To the Public Entity: At the address indicated on the first page of the Agreement.

To MnDOT at:                    Minnesota Department of Transportation  
Office of State Aid  
395 John Ireland Blvd., MS 500  
Saint Paul, MN 55155  
Attention: Patti Loken, State Aid Programs Engineer

To the Commissioner at:    Minnesota Management & Budget  
400 Centennial Office Bldg.  
658 Cedar St.  
St. Paul, MN 55155  
Attention: Commissioner

**Section 5.09 Assignment or Modification.** Neither the Public Entity nor MnDOT may assign any of its rights or obligations under the Agreement without the prior written consent of the other party.

**Section 5.10 Waiver.** Neither the failure by the Public Entity, MnDOT, or the Commissioner, as a third party beneficiary of the Agreement, in one or more instances to insist upon the complete observance or performance of any provision hereof, nor the failure of the Public Entity, MnDOT, or the Commissioner to exercise any right or remedy conferred hereunder or afforded by law shall be construed as waiving any breach of such provision or the right to exercise such right or remedy thereafter. In addition, no delay by any of the Public Entity, MnDOT, or the Commissioner in exercising any right or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right or remedy preclude other or further exercise thereof or the exercise of any other right or remedy.

**Section 5.11 Choice of Law and Venue.** All matters relating to the validity, interpretation, performance, or enforcement of the Agreement shall be determined in accordance with the laws of the

State of Minnesota. All legal actions arising from any provision of the Agreement shall be initiated and venued in the State of Minnesota District Court located in St. Paul, Minnesota.

Section 5.12 **Severability.** If any provision of the Agreement is finally judged by any court to be invalid, then the remaining provisions shall remain in full force and effect and they shall be interpreted, performed, and enforced as if the invalid provision did not appear herein.

Section 5.13 **Matching Funds.** Any matching funds as shown on Page 1 of the Grant Agreement that are required to be obtained and supplied by the Public Entity must either be in the form of (i) cash monies, (ii) legally binding commitments for money, or (iii) equivalent funds or contributions, including equity, which have been or will be used to pay for the Project. The Public Entity shall supply to MnDOT whatever documentation MnDOT may request to substantiate the availability and source of any matching funds.

Section 5.14 **Sources and Uses of Funds.** The Public Entity represents to MnDOT and the Commissioner that the Sources and Uses of Funds Schedule attached as **Exhibit A** accurately shows the total cost of the Project and all of the funds that are available for the completion of the Project. The Public Entity will supply any other information and documentation that MnDOT or the Commissioner may request to support or explain any of the information contained in the Sources and Uses of Funds Schedule. If any of the funds shown in the Sources and Uses of Funds Schedule have conditions precedent to the release of such funds, the Public Entity must provide to MnDOT a detailed description of such conditions and what is being done to satisfy such conditions.

Section 5.15 **Project Completion Schedule.** The Public Entity represents to MnDOT and the Commissioner that the Project Completion Schedule attached as **Exhibit B** correctly and accurately sets forth the projected schedule for the completion of the Project.

Section 5.16 **Public Entity Tasks.** Any tasks that the Agreement imposes upon the Public Entity may be performed by such other entity as the Public Entity may select or designate, provided that the failure of such other entity to perform said tasks shall be deemed to be a failure to perform by the Public Entity.

Section 5.17 **Data Practices.** The Public Entity agrees with respect to any data that it possesses regarding the G.O. Grant or the Project to comply with all of the provisions and restrictions contained in the Minnesota Government Data Practices Act contained in Minnesota Statutes Chapter 13, as such may subsequently be amended or replaced from time to time.

Section 5.18 **Non-Discrimination.** The Public Entity agrees to not engage in discriminatory employment practices regarding the Project and it shall fully comply with all of the provisions contained in Minnesota Statutes Chapters 363A and 181, as such may subsequently be amended or replaced from time to time.

Section 5.19 **Worker's Compensation.** The Public Entity agrees to comply with all of the provisions relating to worker's compensation contained in Minn. Stat. Secs. 176.181 subd. 2 and 176.182, as they may be amended or replaced from time to time with respect to the Project.

Section 5.20 **Antitrust Claims.** The Public Entity hereby assigns to MnDOT and the Commissioner of MMB all claims it may have for over charges as to goods or services provided with respect to the Project that arise under the antitrust laws of the State of Minnesota or of the United States of America.

Section 5.21 **Prevailing Wages.** The Public Entity agrees to comply with all of the applicable provisions contained in Minnesota Statutes Chapter 177, and specifically those provisions contained in Minn. Stat. Secs. 177.41 through 177.435 as they may be amended or replaced from time to time with respect to the Project. By agreeing to this provision, the Public Entity is not acknowledging or agreeing that the cited provisions apply to the Project.

Section 5.22 **Entire Agreement.** The Agreement and all of the exhibits attached thereto embody the entire agreement between the Public Entity and MnDOT, and there are no other agreements, either oral or written, between the Public Entity and MnDOT on the subject matter hereof.

Section 5.23 **E-Verification.** The Public Entity agrees and acknowledges that it is aware of Governor's Executive Order 08-01 regarding e-verification of employment of all newly hired employees to confirm that such employees are legally entitled to work in the United States, and that it will, if and when applicable, fully comply with such order.

Meeting Date: 12/11/2012

Submitted For: Shane Nelson

By: Shane Nelson, Engineering/Public Works

**Information**

**Title:**

Consider Approval of Resolution Ordering Plans and Specifications for Riverdale Drive Reconstruction and Extension

**Background:**

The City of Ramsey has received a \$702,000 grant to help in the funding of the reconstruction and extension of Riverdale Drive from Armstrong Blvd (CSAH83) to Traprock Street. The project is another step forward towards readiness for an Armstrong Blvd (CSAH83) Interchange with TH10. The project also eliminates access to TH10 at Alpaca Street and modifies access at Traprock Street. Those access changes are safety related and are a large reason the grant was awarded to the City of Ramsey along with promotion of a south frontage road to TH10. Water and sanitary sewer will be installed under the extension portion from the east end of Riverdale Drive near Alpaca Street to Traprock Street.

The \$702,000 grant requires award of the contract by June 30th of 2013. Plans and specifications must be prepared in order to meet the schedule. It is proposed that the City of Ramsey Engineering Department is the lead agency with the overall responsibility for the design. Progress will be monitored to determine if any consultant help is needed to complete the design portion of the project development within the time constraints.

**Notification:**

N/A

**Observations:**

As shown in the attached Project Management Plan, the design for this project will require a significant amount of effort from the Engineering Department in the year 2013.

**Recommendation:**

Staff recommends approval of the Resolution 12-12-XXX Ordering Plans and Specifications for Riverdale Drive Reconstruction and Extension between Armstrong Boulevard and Traprock Street.

**Funding Source:**

The funding sources identified for this project and based on the preliminary estimates are as follows:

\$702,000	Cooperative Agreement Grant
\$1,466,000	MSA Fund
\$507,000	Sewer Fund
\$273,000	Water Fund

\$2,948,000 Total

**Council Action:**

Motion to approve Resolution 12-12-XXX Ordering Plans and Specifications for Riverdale Drive Reconstruction and Extension between Armstrong Boulevard and Traprock Street.

**Attachments**

Resolution

Project Management Plan

Project Layout

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	12/05/2012 12:10 PM
Kurt Ulrich	Kurt Ulrich	12/05/2012 03:38 PM
Form Started By: Shane Nelson		Started On: 12/04/2012 09:35 AM
Final Approval Date: 12/05/2012		

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

**RESOLUTION #12-12-XXX**

**RESOLUTION ORDERING PREPARATION OF PLANS AND SPECIFICATIONS FOR IMPROVEMENT PROJECT #12-22 RIVERDALE DRIVE RECONSTRUCTION AND EXTENSION FROM ARMSTRONG BOULEVARD (CSAH 83) TO TRAPROCK STREET**

**WHEREAS**, pursuant to a motion of the Ramsey City Council, adopted January 10, 2012, authorized application for a grant, along with the projects inclusion in the 2013 CIP, with reference to Improvement Project 12-22 Riverdale Drive Reconstruction and Extension from Armstrong Blvd (CSAH 83) to Traprock Street; and

**WHEREAS**, the City of Ramsey has been given notice that funding for this local road improvement project is available; and

**WHEREAS**, the maximum amount of the grant has been determined to be \$702,000.

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

- 1) The City of Ramsey Engineering Department is hereby designated as the engineer for this improvement. City staff shall prepare plans and specifications for the making of such improvement.

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 11<sup>th</sup> day of December, 2012.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

# Project Management Plan

*Riverdale Drive Extension  
SP #####  
City Improvement Project 12-22  
City of Ramsey*



*A standard document  
to assure delivery of quality projects that are timely and cost-effective.*

***Prepared by:***

<b><i>Name</i></b>	<b><i>Shane Nelson / Ron Wagner</i></b>
<b><i>Date</i></b>	<b><i>October 31, 2012</i></b>

***Approved by:***

<b><i>Name</i></b>	
<b><i>Date</i></b>	

## ***Project Description***

The Riverdale Drive Extension project is programmed into the City's CIP for construction in 2013. The project limits are Riverdale Drive (partially new alignment) from Armstrong Blvd to Traprock Street. The existing segment (approx. 1900' in length) of Riverdale Drive, from Armstrong Blvd to the east cul-de-sac, is in poor condition and will be reconstructed. The new segment, from the eastern cul-de-sac to Traprock Street is approximately 2,500' in length and will include re-aligning the Traprock access to Highway 10. Work in Mn/DOT ROW will be necessary to construct the new turn lanes, acceleration lanes, and remove the center median/crossing at the existing Traprock Street access location. The new access (approximately 100' west of existing) will be a ¾ access, with the movement from Riverdale Drive to westbound Highway 10 prohibited. The Alpaca Street access to Highway 10 will also be eliminated.

Sanitary sewer and watermain will also be extended with the project. The sanitary sewer will be extended from the intersection of Armstrong Blvd and Riverdale Drive to just east of the location of the current cul-de-sac (onto Hope Fellowship property). Due to the depth, it is likely that a lift station will be required in the future to serve the surrounding undeveloped area. The likely location of the sanitary sewer lift station will be determined with this project for determining the location and alignment for the termination of the gravity sanitary sewer constructed with this project. The watermain will be extended from the Armstrong Blvd/Riverdale Drive intersection along the entire alignment of this project, and possibly extended to make a connection with existing watermain at Ramsey Blvd.

This project will impact the existing stormwater pond adjacent to Highway 10. Stormwater ponding and mitigation for this project will be necessary.

## ***Scope of Work***

For the purposes of this report, we have broken the work into several tasks. The following items detail the work tasks required.

### **Project Initiation and Coordination**

#### **Data Compilation – (Background Information)**

The Ramsey Engineering Department will compile and review all known available documents of existing features and planned projects in the vicinity of the proposed work. Soil borings and a geotechnical report will be completed by Northern Technologies, Inc.

#### **Gopher State One Call**

The Ramsey Engineering Department will contact Gopher State One Call prior to initial field operations to obtain locations of existing utilities. If possible, the locations of the existing facilities will be surveyed. At a minimum, the locations will be drafted into the base map using maps provided.

#### **Survey Coordination and Controls**

The Ramsey Engineering Department will coordinate and conduct all ground survey efforts. A full topographic survey will be completed and control on the project will

be set. The survey team will survey the existing alignment of Riverdale Drive, the proposed alignment, a segment of Traprock, and the Mn/DOT ROW in the area.

\* Additional traffic control will be necessary for survey efforts on and adjacent to Highway 10.

### **Wetland Investigation**

The Ramsey Engineering Department will complete a wetland investigation to determine if any existing or historical wetlands will be impacted. If necessary, a sub-consultant will be used to delineate wetland boundaries and complete the necessary WCA paperwork. Wetland impacts are not anticipated with this project.

### **Field Review**

The design engineer will perform a field review of base plan information. Verify location of existing features, note legends on all warning, regulatory and route marker signs. Verify that plans provide sufficient information regarding existing wetland, drainage and sewer systems. Take photographs and/or video of existing residential driveways, street intersections, and the surrounding environment as necessary.

## **Preliminary Design (30% Plans)**

### **Determine Horizontal Alignment**

The horizontal alignment of the new roadway section will be determined. The design team will identify the design speed of the roadway, and prepare the geometric design accordingly.

### **Traffic Analysis**

The Ramsey Engineering Department will complete a traffic analysis of the area. As part of the investigation, the design team will confer with the Planning Department to determine existing and proposed land uses in the adjacent and surrounding areas. After the existing and proposed land uses are determined, the design team can forecast the traffic in the years 2013 and 2033.

### **Determine Roadway Width / Cross Section**

After the traffic analysis has been completed, the roadway width and cross section can be determined to ensure that the road has the capacity for the level of traffic anticipated. The need for turn lanes and lengths based on anticipated turning movements will be identified.

### **Vertical Road Alignment (1<sup>st</sup> or 2<sup>nd</sup> run)**

The vertical road alignment will be determined with vertical curve lengths for the design speed. The earthwork will be calculated to determine the earthwork balance. A significant amount of fill will likely be necessary to construct the road across the current location of the stormwater pond. A retaining wall option should also be studied to determine if the addition of a retaining wall will result in less costs and less stormwater mitigation.

### **Stormwater Ponding / Mitigation**

Stormwater facilities will need to be designed to mitigate the impacts of the improvements as well as mitigate the filled portion of the County pond. Preliminary stormwater calculations will be prepared to determine the locations for the necessary ponding and mitigation areas.

### **Sanitary Sewer Alignment and Profile**

The preliminary sanitary sewer design will be completed. The design staff will verify that the size of the sanitary sewer is adequate to serve the areas intended based on the existing and proposed land uses. The location of the future lift station to be constructed by others will be sited.

### **Watermain Extension Alignment and Profile**

The preliminary watermain design will be completed. Design staff will evaluate the feasibility for providing a connection to the existing watermain on Ramsey Blvd. The additional easement needs will be evaluated and the capacity of the water system will be verified for the existing and proposed land uses.

### **Trail(s), Alignment and Width**

The design team will determine if the incorporation of pedestrian and bicycle facilities will be incorporated into the design.

### **Landscaping Plan**

The design team will determine the proposed landscape features. Consideration will be given to boulevard trees, sod vs. seed, mulch type, seed mix, irrigation, etc.

### **Easements**

Additional Right of Way and easements will be necessary. The engineering staff will prepare the easement exhibits and descriptions necessary. The City Attorney will prepare the easement documents and assist with recording the easements. It will be necessary to use a consultant to set the property corners / iron markers for the new right-of-way.

### **Preliminary Cost Estimate**

Prepare a preliminary estimate of construction costs.

## **Intermediate Design (50% to 75% plans)**

### **Removal Plan**

Features that will be removed will be indicated on the removal plans. Tree clearing limits will be defined.

### **Pavement Design**

A pavement design using the Granular Equivalence Method will be completed once soil testing is complete. Determination of 20yr ESALs will be necessary.

### **Vertical Design (3rd and final runs)**

The vertical profile will be finalized and will be determined to meet the design speed, limit grading costs, provide the best adjacent property access and the best ride.

### **Cross Sections**

The typical street section will be ran in order to cut cross sections at 50 foot intervals. The typical street section will label the location of roadway centerline, pavement thicknesses and types of material. The cross sections will show the impacts to adjustments to the vertical profile in regards to right-of-way and easement impacts, touch-down locations, drainage impacts, utility impacts, etc.

### **Detailed Design for Sanitary Sewer and Watermain**

The detailed design for the sanitary sewer and watermain will be completed. All invert elevations, pipe sizes and pipe slopes will be labeled for the sanitary sewer. The profiles will be created for both the sanitary sewer and watermain. The pipe sizes, hydrant locations, DIP fittings, and hydrant elevations will be determined.

### **Detailed Design for Stormwater Related Improvements**

The hydrologic model will be refined. A drainage area map will be created and the size of the drainage basins will be identified. The curve numbers and time of concentration for the contributing areas will be estimated. The ponding areas will be identified and will be modeled, and the 2-YR, 10-YR, and 100-YR elevations will be determined.

The storm sewer will be sized by identifying the sub-watershed areas and a storm sewer drainage map will be created. Storm sewer will be sized for the 10-year return frequency. The need for stubbing storm sewer to adjacent property will be analyzed. The inlet spread will be determined and additional catchbasins will be added if necessary.

The limits of the construction will be analyzed to determine all areas where runoff will enter and leave the site to ensure that no drainage issues are created. A drainage pattern exhibit will be prepared.

### **Detailed Design for Trail/Sidewalk Facilities**

The detailed design for trail and sidewalk facilities, if any, will be completed.

### **Construction Details**

Provide details of all standard features and other required special details to fully communicate the construction requirements.

### **Landscaping Plan**

The landscaping plan will be prepared, which will inform the Contractor of the method of restoration expected, plantings, trees, etc.

### **Detailed Design for Highway 10 Improvements**

The detailed design for the improvements within the Highway 10 right-of-way will be prepared. The turn lane lengths, geometry, pavement sections, etc. will all be designed per Mn/DOT standards.

### **Traffic Control Plan**

Traffic control and staging plans will be prepared. Detour routes/local access will be analyzed.

### **Permanent Signage and Pavement Marking Plans**

Signage and striping plans will be prepared in accordance with MN MUTCD standards.

### **Utility Coordination**

Impacts to utility owners will be determined and the required utility meeting will be held with the affected utility owners. At or prior to this meeting, utility owner's will be notified if they have to relocate their facilities as part of this project. Any utilities that interfere with the work will be relocated, and written notice will be issued.

### **Value Engineering**

The design team will go through a value engineering process in which design alternatives that will add value to the project will be considered. For example, in the area of the existing stormwater pond, a retaining wall option will be studied and costs estimated to determine if the addition of a retaining wall will add value to the project and reduce overall project costs.

### **Stakeholder Review**

Draft plans will be distributed to stakeholders for early review. All major issues identified by stakeholder review will be promptly addressed such that critical path can be maintained.

## **Final Construction Plans and Specifications**

### **Final Construction Plan Revision**

The final set of construction plans will be prepared. All comments received will be incorporated if possible. If not possible, or if impractical, written responses to the reviewer will be prepared to explain.

### **Easements Verified**

The easement limits that have been obtained will be verified against the final design. The touch-down points / construction limits will be reviewed and all areas that extend past the permanent easements will be flagged. Easement documents for construction easements will be prepared if necessary.

### **Specifications / Project Manual**

The technical specifications will be prepared. The contract conditions and front end documents will be identified. All necessary attachments will be incorporated into the Appendix of the Project Manual.

### **Permits**

All applicable permits will be prepared. Permits will include MDH permit for watermain extension, MPCA permit for sanitary sewer extension, MPCA/NPDES permit for land disturbing activities, MN/DOT ROW permit. The state 303d list for impaired waters will be reviewed and the necessary Storm Water Pollution Prevention Plan (SWPPP) will be prepared. A LRRWMO watershed permit will be prepared.

**Quality Control (QC) Review**

The City of Ramsey will either adopt a QC/QA policy or utilize HAI's current QC/QA policies and procedures. Perform an in depth review of the quality and accuracy of the documents to ensure that all aspects of the information to be presented meets industry and City standards. Quality Control Review must be completed by a Professional Engineer that is skilled in the area of design and was not involved in the preparation of the documents. Since the entire engineering department will be involved in the preparation of the plans and specifications, this task will require the use of a consultant.

**Construction Cost Estimate**

Prepare an Engineer's Estimate of Probable Construction Costs.

**Bidding**

Engineering Dept. will obtain proposals from contractors, analyzing said proposals and preparing the contract for execution. Ramsey Eng. Dept. will also field questions from the contractor during the bidding process.

**Construction Phase**

**Construction Observation**

It is anticipated that the City of Ramsey will provide construction observation in-house.

**Construction Administration**

It is anticipated that the City of Ramsey will provide the construction administration and project engineering in-house. The engineer will issue additional instruction to the contractor as may be necessary to interpret the contract documents and will illustrate any changes required to do the work. Staff will review shop drawings, contractor submittals, materials and other data for compliance with the contract documents. Ramsey Engineering Dept. will keep a record of quantities and process pay estimates.

**Construction Staking**

It is anticipated that the City of Ramsey will provide the construction staking for this project in-house.

**Materials and Field Testing**

It is anticipated that NTI will be utilized to perform the materials and field testing.

**As-Builts/Record Drawings**

The design and inspection staff will prepare record drawings which indicate as-built elevations, slopes, locations, etc.

***Budget Summary***

The preliminary construction costs for this project have been previously estimated, as follows:

Estimated Costs – Roadway.....	\$2,168,000
Estimated Costs – Sanitary Sewer.....	\$507,000
Estimated Costs – Watermain.....	\$273,000
<b>TOTAL PROJECT COST</b>	<b>\$2,948,000</b>

For this project, the following outside costs (included in the total project costs above) are expected to be incurred in addition to the construction costs:

Legal Services for Easement and ROW Acquisition.....	\$5,000 (est)
Setting of monuments for ROW acquisition.....	\$4,000 (est)
Wetland Determination.....	\$1,000 (est)
Soil Borings and Geotechnical Report.....	\$4,000 (est)
QA/QC review of Plans and Specifications.....	\$16,000 (est)
Materials and Field Testing.....	\$30,000 (est)
Permits and Advertising.....	\$3,000 (est)
<b>Total Outside Costs</b>	<b>\$63,000 (est)</b>

Although it is possible that the City will be granted the right-of-way and easements in exchange for providing the road, sanitary sewer extension, and watermain extension, the preliminary budget includes right-of-way acquisition costs (included in the total project cost), as follows:

Right-of-way Acquisition.....	\$150,000
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**Funding of Project**

The City or Ramsey has received a co-operative agreement grant from the State of MN for a maximum amount of \$702,000. The remainder of the project will be funded using City funds. A preliminary funding breakdown is listed below:

Co-operative Agreement Grant.....	\$702,000
MSA Fund.....	\$1,466,000
Sewer Fund.....	\$507,000

Water Fund.....\$273,000

Totals \$2,948,000

### **Schedule**

The Project Manager will be responsible for developing, monitoring and maintaining the project schedule. It will be necessary to identify specific milestones that can affect the critical path of this project. The milestones for this project are:

<i>Milestone</i>	<i>Projected Date of Completion</i>	<i>Significance</i>
30% set of Plans	December 15, 2012	Allows Easement/ROW Needs to be Determined
Easements / ROW Needs finalized	January 1, 2013	Delivered to current and future Property Owners
50% set of Plans for MNDOT initial review	January 31, 2013	MNDOT Concurrence
75% set of plans	February 22, 2013	Stakeholder Review
Final Plans and Specifications	March 29, 2013	Mn/DOT Approval before bidding
Mn/DOT Approval	April 19, 2013	Allows Bidding
Council Approves Plan and Authorizes Ad for Bid	April 23, 2013	Allows Advertising to Begin
Ad for Bid	April 29 thru May 20	Statutory Requirement
Bid Opening	June 3, 2013	Critical for award of bid
Award Bid	June 11, 2013	June 30 <sup>th</sup> deadline for Grant Funding
Begin/End Construction	July 2013/Oct 2013	Active Construction Period

### **Deliverables**

Deliverables for this project consist of:

- Construction Plans
- Project Manual
- Stormwater Report
- Easement Exhibits

## Project Organization

This section describes the organization supporting this project. The Ramsey Engineering Department is responsible for all design and will self-perform all work during the design phase and will subcontract with a geotechnical firm and construction survey firm as appropriate during construction of the project.

### *External Interfaces*

- The Mn/DOT Representative is:

Phillip Bergem, PE  
Minnesota Department of Transportation  
Metro State Aid – Cooperative Agreements Engineer  
1500 West Co Rd B2  
Roseville, MN 55113  
651-234-7776  
Email: Phillip.Bergem@state.mn.us

All Mn/DOT submittals will be directed to Phil Bergem, and he will distribute within Mn/DOT as necessary. All transmittals from the City of Ramsey to Mr. Bergem shall include the statement “*we understand that all submittals are routed through your office and you will distribute within Mn/DOT for department reviews as necessary*”.

### *Internal Structure*

The Ramsey Engineering Department Project team is identified as follows:

Ramsey Interim Engineer/Project Manager:	Shane Nelson
Lead Design Engineer / Cadd Technician:	Leonard Linton
CADD Drafter:	TBD
Survey Team / Design Technicians	Mike McDowall
Construction Observers:	Aaron Madsen

The Project Manager will be responsible for coordinating, scheduling, budgeting, reviewing, and document control of the project. The Project Manager will also provide general direction as to format of and content of specific deliverables. The Lead Design Engineer will be responsible for leading the detailed design effort including design, plan production, plan review, and maintain design documents and calculations. The Lead CADD Technician is responsible for leading plan production according to CADD Standards and coordinating work between engineers and other technicians. A system of defining and tracking the project tasks has been established to match Scope of Work. This Work Breakdown Structure to be used for Riverdale Drive can be found in Appendix A.

### ***Stakeholder / Agency / Department Review***

It will be necessary to distribute work products for stakeholder and agency review periodically through the process to ensure that a last minute design change is not required late in the process which may affect the critical path of this project. The following work products shall be submitted for review as specified below:

<b>Submitted to</b>	<b>Description</b>
Hope Fellowship	Easement Exhibits, 30% Plans
PSD	Easement Exhibits, 30% Plans
Phillip Bergem, Mn/DOT	50% Plans
Mark Riverblood, Parks Supervisor	75% Plans
John Nelson, Utilities Supervisor	75% Plans
Grant Reimer, Public Works Superintendent	75% Plans
Hope Fellowship (if still own)	75% Plans
PSD	75% Plans
Anoka County	75% Plans with Stormwater Report
Phillip Bergem, Mn/DOT	100% Plans and Specifications
Mark Riverblood, Parks Supervisor	100% Plans and Specifications
John Nelson, Utilities Supervisor	100% Plans and Specifications
Grant Reimer, Public Works Superintendent	100% Plans and Specifications
Hope Fellowship (if still own)	100% Plans
PSD	100% Plans
LRRWMO Watershed District	100% Plans with Stormwater Report
Anoka County	100% Plans with Stormwater Report

A transmittal shall accompany all requests for stakeholder and agency review, including internal review. Transmittals shall specifically request the review of the documents and written responses by a specific date (including internal reviews). The Lead Design Engineer and the Project Manager will review all comments and incorporate if possible, and if not incorporated will provide a written explanation/justification. All comments and responses shall be kept in the project file.

# Appendix A

CITY OF RAMSEY

PROJECT: RIVERDALE DRIVE EXTENSION, CITY PROJECT 12-22

**ESTIMATED PERSON HOURS**

TASK NO.	WORK TASK DESCRIPTION	CITY ENGINEER / PROJECT MANAGER	LEAD DESIGN ENGINEER	CAD DRAFTER	ENGINEERING TECH IV	ENGINEERING TECH II	ADMINISTRATIVE	TOTALS - CITY STAFF	CONSULTANT COST
<b>1.0</b>	<b>Project Initiation and Coordination; Thru Nov 19</b>								
1.1	Data Compilation	16	24					40	\$4,000.00
1.2	Gopher State One Call				2			2	
1.3	Survey Control			2	6	6		14	
1.4	Survey Topographic			24	60	60		144	
1.5	Wetland Investigation							0	\$1,000.00
1.6	Field Review	2	6		1	1		10	
	<b>SUBTOTAL - TASK 1</b>	<b>18</b>	<b>30</b>	<b>26</b>	<b>69</b>	<b>67</b>	<b>0</b>	<b>210</b>	<b>\$5,000.00</b>
<b>2.0</b>	<b>Preliminary Design (30% Plans) Nov. 19 - Dec 15; 4 weeks</b>								
2.1	Determine Horizontal Alignment	4	12	12				28	
2.2	Traffic Analysis	6	48					54	
2.3	Determine Roadway Width/Cross Section	2	8	2				12	
2.4	Vertical Alignment (1st or 2nd run)	2	8	8				18	
2.5	Stormwater Ponding / Mitigation	16	32	2				50	
2.6	Sanitary Sewer Alignment and Profile	2	8	8				18	
2.7	Watermain Alignment and Profile	2	4	4				10	
2.8	Trails Alignment and Width	2	4	4				10	
2.9	Landscaping Plan	4	2	2					
2.10	Easements	4	12	12				28	\$9,000.00
2.11	Preliminary Cost Estimate	24	4		6	6		40	
	<b>SUBTOTAL - TASK 2</b>	<b>68</b>	<b>142</b>	<b>54</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>268</b>	<b>\$9,000.00</b>

CITY OF RAMSEY

PROJECT: RIVERDALE DRIVE EXTENSION, CITY PROJECT 12-22

**ESTIMATED PERSON HOURS**

TASK NO.	WORK TASK DESCRIPTION	CITY ENGINEER / PROJECT MANAGER	LEAD DESIGN ENGINEER	CAD DRAFTER	ENGINEERING TECH IV	ENGINEERING TECH II	ADMINISTRATIVE	TOTALS - CITY STAFF	CONSULTANT COST
<b>3.0</b>	<b>Intermediate Design; Dec 17 - Feb 22; 10 weeks</b>								
3.1	Removal Plan	4	16	16	4	4		44	
3.2	Pavement Design / ESAL Forecasting	4	24					28	
3.3	Vertical Design (3rd and final runs)	2	12	8				22	
3.4	Cross Sections	4	16	16				36	
3.5	Detailed Sanitary Sewer Design	2	16	20	8	8		54	
3.6	Detailed Watermain Design	2	16	20	8	8		54	
3.7	Stormwater Hydrologic Model	8	40	4				52	
3.8	Stormwater Storm Sewer and Inlet Spread Calcs	2	12	2				16	
3.9	Trail and Sidewalk Design	1	4	4				9	
3.10	Construction Details	2	12	12	4	4		34	
3.11	Detailed Design for Highway 10 Improvements	60	120	120				300	
3.12	Traffic Control Plan	4	20	4	4	4		36	
3.13	Signage and Striping Plan	4	16	8	4	4		36	
3.14	Utility Coordination	2	8					10	
3.15	Stakeholder Review	2	4					6	
	<b>SUBTOTAL - TASK 3</b>	<b>103</b>	<b>336</b>	<b>234</b>	<b>32</b>	<b>32</b>	<b>0</b>	<b>737</b>	<b>\$0.00</b>

CITY OF RAMSEY

PROJECT: RIVERDALE DRIVE EXTENSION, CITY PROJECT 12-22

**ESTIMATED PERSON HOURS**

TASK NO.	WORK TASK DESCRIPTION	CITY ENGINEER / PROJECT MANAGER	LEAD DESIGN ENGINEER	CAD DRAFTER	ENGINEERING TECH IV	ENGINEERING TECH II	ADMINISTRATIVE	TOTALS - CITY STAFF	CONSULTANT COST
<b>4.0</b>	<b>Final Construction Plans and Specifications; Feb 25 - June 3; 14 weeks</b>								
4.1	Revisions to Construction Plans	48	96	140	4	4		292	
4.2	Specifications / Project Manual	16	60		8	8	40	132	
4.3	Permits	6	24		4	4	4	42	\$1,500.00
4.4	QC Plans and Specifications	4	8						\$16,000.00
4.5	Construction Cost Estimate	16	16		16	16		64	
4.6	Bidding	4	16		8			28	\$1,500.00
	<b>SUBTOTAL - TASK 4</b>	<b>94</b>	<b>220</b>	<b>140</b>	<b>40</b>	<b>32</b>	<b>44</b>	<b>558</b>	<b>\$19,000.00</b>
<b>5.0</b>	<b>Construction Phase; July 2013 - Oct 15, 2013; 16 weeks</b>								
5.1	Construction Staking	2	24	80	240	240		586	
5.2	Construction Observation				640	200		840	
5.3	Construction Administration	160	80					240	
5.4	Materials Testing								\$30,000.00
	<b>SUBTOTAL - TASK 5</b>	<b>162</b>	<b>104</b>	<b>80</b>	<b>880</b>	<b>440</b>	<b>0</b>	<b>1666</b>	<b>\$30,000.00</b>

CITY OF RAMSEY

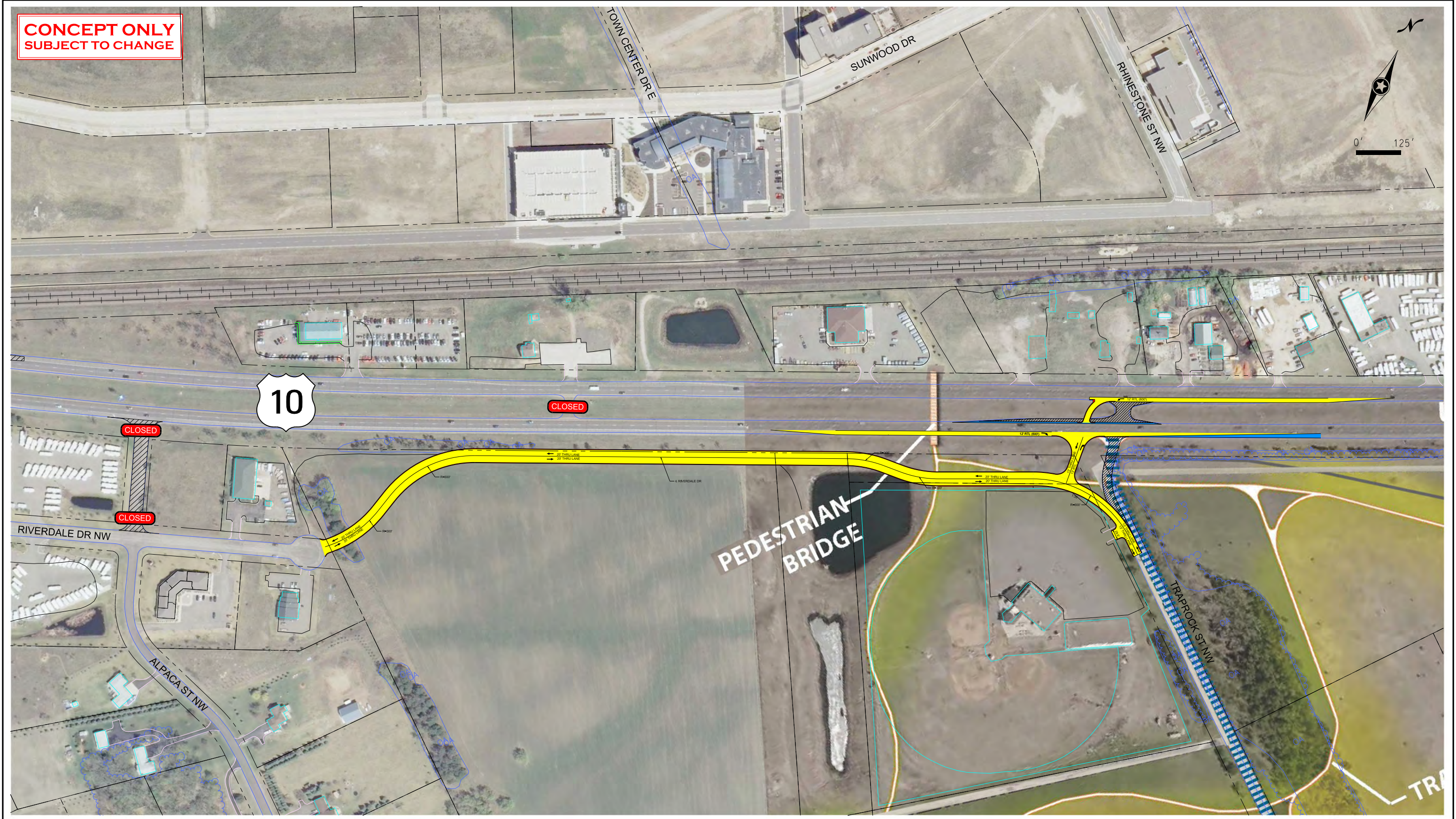
PROJECT: RIVERDALE DRIVE EXTENSION, CITY PROJECT 12-22

**ESTIMATED PERSON HOURS**

TASK NO.	WORK TASK DESCRIPTION	CITY ENGINEER / PROJECT MANAGER	LEAD DESIGN ENGINEER	CAD DRAFTER	ENGINEERING TECH IV	ENGINEERING TECH II	ADMINISTRATIVE	TOTALS - CITY STAFF	CONSULTANT COST
<b>6.0</b>	<b>Post-Construction Phase; Oct 15 - Nov 25; 6 weeks</b>								
6.1	Construction As-Built Surveys		2		16	16		34	
6.2	Draft and Prepare "As-Built" Plans	4	16	16	8			44	
6.3	Project Close Out	4	16		8	4	2	34	
	<b>SUBTOTAL - TASK 6</b>	<b>8</b>	<b>34</b>	<b>16</b>	<b>32</b>	<b>20</b>	<b>2</b>	112	
	<b>SUBTOTAL OF TASKS 1-6</b>	<b>453</b>	<b>866</b>	<b>550</b>	<b>1059</b>	<b>597</b>	<b>46</b>	<b>3551</b>	<b>\$63,000.00</b>
	TOTAL ESTIMATED PERSON HOURS	453	866	550	1059	597	46	3551	
	AVERAGE HOURLY BILLING RATES	\$110.00	\$105.00	\$85.00	\$88.00	\$85.00	\$60.00		
	ESTIMATED VALUE	\$49,830.00	\$90,930.00	\$46,750.00	\$93,192.00	\$50,745.00	\$2,760.00	<b>\$334,207.00</b>	<b>\$63,000.00</b>
	<b>TOTAL ESTIMATED COST</b>								<b><u>\$397,207.00</u></b>

TOTAL ESTIMATED PROJECT COST	\$2,948,000.00
TOTAL ESTIMATED ROW COSTS	\$150,000.00
TOTAL ESTIMATED ENGINEERING & ADMINISTRATIVE COSTS	\$397,207.00
TOTAL ESTIMATED CONSTRUCTION COSTS	\$2,400,793.00
ENGINEERING & ADMINISTRATIVE (% OF CONSTRUCTION)	16.54%

**CONCEPT ONLY**  
**SUBJECT TO CHANGE**



# Riverdale Drive Extension

Anoka County, Minnesota

**CC Regular Session**

7. 5.

**Meeting Date:** 12/11/2012

**Submitted For:** Kurt Ulrich

**By:** Bill Goodrich, Administrative Services

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**Information**

**Title:**

Attorney-Client Privileged Discussion regarding the pending Isanti County District Court lawsuit titled "County of Isanti, Plaintiff, vs. Keith Kiefer, Defendant, vs. City of Ramsey and City Administrator, Kurtis Ulrich, in his official capacity and individually, Third Party Defendants."

**Background:**

The City Council will meet with its legal council to discuss the pending case. The City Council last discussed this matter in a closed meeting on November 27, 2012. Since that date additional information has been obtained which the LMCIT attorney would like to present to the Council in a closed meeting session.

This is an Attorney-Client Privileged Discussion and this portion of the meeting will be Closed to the Public as Allowed by Minnesota Statutes, Section 13D.015, Subd. 3(b) in order to discuss litigation strategy regarding this pending lawsuit.

**Recommendation:**

Based on Discussion.

**Funding Source:**

Not Applicable

**Council Action:**

Based on Discussion.

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**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
12/05/2012 05:01 PM  
Started On: 12/05/2012 03:48 PM

Form Started By: Bill Goodrich

Final Approval Date: 12/05/2012

Meeting Date: 12/11/2012

Submitted For: Kurt Ulrich

By: Bill Goodrich, Administrative Services

**Information**

**Title:**

Consider entering into a purchase agreement for the property located at 8019 - 146th Avenue NW, Minnesota owned by USCO Corp. - **PORTIONS OF THIS DISCUSSION MAY BE CLOSED TO THE PUBLIC.**

**Background:**

Earlier this year the Council authorized an appraisal of the USCO site and subsequently authorized the acquisition of this property for the Sunwood Drive/Realignment Project. Subsequent to the last Council meeting on November 27, 2012, the City Attorney has held additional negotiations with the land owner and would like to review the status of these negotiations with the Council.

**Observations:**

Pursuant to Minn. Stat. §13D.05 Subd. 3(c), the City Council may close portions of the meetings to consider/develop offers for the purchase of real property. Staff recommends that portions of the meeting be closed to discuss the offer to sell details and the status of the pending negotiations. When a final agreement is reached between the parties, the actual purchase price will need to be approved at an open meeting of the Council.

**Funding Source:**

Previously approved Sundwood Drive Alignment Funding Package.

**Council Action:**

Motion to close the meeting to consider/develop a final offer to purchase the real property located at 8019 - 146th Avenue NW, the closed meeting is authorized pursuant to Minn. Stat. §13D.053(c).

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
12/05/2012 05:01 PM  
Started On: 12/05/2012 03:04 PM

Form Started By: Bill Goodrich

Final Approval Date: 12/05/2012