

City of Ramsey
Agenda
City Council Work Session
Tuesday April 3, 2012
6:15 p.m. or immediately following Personnel
Lake Itasca Room 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Discuss Legal Services Contract
 2. Recreational Vehicle Use in the City of Ramsey
 3. Feasibility Study-Fire Station #2 Replacement
- 3. Future Topics for Discussion - *See Attached Calendar***
 1. Review Work Session Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

CC Work Session

2. 1.

Meeting Date: 04/03/2012

Submitted For: Jo Thieling

By: Jo Thieling, Administrative Services

Title:

Discuss Legal Services Contract

Background:

City professional services contracts are reviewed every three years per city policy established in 2007 (attached - see section 4.5).

In 2009, the City solicited proposals for attorney services for civil legal services and criminal prosecution legal services. The Council selected the law firm of Randall and Goodrich, P.L.O.C. to serve as city attorney to provide the legal services and authorized a contract between the City and the attorney. The agreement was effective July 1, 2009, and was valid through June 30, 2011, inclusive.

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

If it is Council's desire, they may extend the term of the current contract with Randall and Goodrich. If Council wishes to proceed with an RFP process, it would be desirable to begin that process sometime soon, as that process takes a significant amount of staff and Council time.

Funding Source:

N/A

Council Action:

Based upon discussion.

Attachments

Purchasing Policy

Form Review

| Inbox | Reviewed By | Date |
|---------------------------------|--------------------|---------------------------------|
| Heidi Nelson | Heidi Nelson | 03/29/2012 02:37 PM |
| Kurt Ulrich | Jo Thieling | 03/29/2012 02:49 PM |
| Form Started By: Jo Thieling | | Started On: 03/28/2012 03:35 PM |
| Final Approval Date: 03/29/2012 | | |

**INTRODUCE ORDINANCE AMENDING SECTION 3.30 (PURCHASING POLICY) OF
CITY CODE**

By: Diana Lund, Finance Officer

Background:

At the October 27, 2009 Council work session, an updated purchasing policy was presented that also included the procedures required in submitting a Request for Proposal (RFP). The proposed purchasing policy reflects the purchasing guidelines that the city needs to follow for any purchase made within the city. The last time that the purchasing policy was amended was in 1989.


Council directed staff to amend the section applicable to the number of quotes required for those items greater than \$5,000 and not requiring an RFP, from two quotes to three quotes.

Staff Recommendation

Staff recommends Introduction of Ordinance 09-XX Amending Section 3.30 (Purchasing Policy) of City Code.

Council Action:

Introduce Ordinance 09-XX Amending Section 3.30 (Purchasing Policy) of City Code.

Reviewed by:
City Administrator: 

CC: 11/10/09

CITY OF RAMSEY

PURCHASING POLICY

Section 3.30

Section 1. Purchasing Guidelines

1.1 Policy Statement

The purpose of this policy is to provide a legal process for the purchase of materials and services that will be the right product, with the right quality, in the right quantity, delivered to the right place, at the right time, for the right price, to allow for the efficient and effective delivery of public services to the citizens of the City of Ramsey.

1.2 Authorization

The purchasing policies of the City of Ramsey are established by the City Council under the City Charter (Section 6.4), the City Code and state statute. City funds may only be spent for purposes that are expressly or implicitly authorized by statutes or the City's charter and must be for a public purpose.

1.3 Budget

Under state statute and City Charter, the annual adoption of the General Fund Budget shall constitute City Council appropriations for the year. Budgetary control shall be exercised at department and fund levels. The City Administrator shall identify Department Heads or other staff who shall be responsible for each fund or department in the annual budget. These individuals shall be responsible for compliance with the annual budget and for all expenditures related to their respective departments.

1.4 Quick Reference Guide

| VALUE OF PURCHASE | QUOTATIONS NEEDED | APPROVAL BY | APPROVALS REQUIRED |
|------------------------|----------------------------------------------------------|-------------------------------------------------------|------------------------------------------|
| Less than \$100 | None | Department Head City Administrator City Council | Yes No Yes-Annual Budget Adoption |
| \$101-\$5,000 | Departmental Discretion | Department Head City Administrator City Council | Yes No Yes-Annual Budget Adoption |
| \$5,001-15,000 | Three Written Quotes City Administrator Discretion | Department Head City Administrator City Council | Yes Yes Yes-Annual Budget Adoption |
| \$15,001-\$100,000 | Three Written Quotes or RFP's or Sealed Bids | Department Head City Administrator City Council | Yes Yes Yes |
| Greater than \$100,000 | Sealed Bids | Department Head City Administrator City Council | Yes Yes Yes |

NOTE: If a Cooperative Purchasing Agreement is in place, quotations are not needed.

Section 2: Purchasing Practices

2.1 Ethics/Relations with Vendors

The City of Ramsey holds its employees to the highest ethical standards. Purchases shall be conducted so they foster public confidence in the integrity of the city's procurement system, and open and free competition among prospective suppliers. In keeping with this value, employees should avoid the following practices when making purchases on behalf of the City:

Circumventing competitive bidding requirements.

Examples of this include:

- Splitting purchases so that they can be made through several small purchases.
- Using the emergency procedure process when no true emergency exists.
- Using a 'sole source' exemption when competition is available.

Denying one or more vendors the opportunity to bid on a contract when they have no history of default or failure in performance.

Examples of this include:

- Using unreasonably restrictive specifications.
- Pre-qualifying bidders on a discriminatory basis.
- Removing companies from a bidders list without just cause.
- Requiring unnecessary high bonding.

Giving favored vendors an unfair advantage.

Examples of this include:

- Providing vendors with non-public information regarding their competition's offer in advance of a bid opening.
- Making information available to favored vendors and not to others.
- Giving un-favored vendors inaccurate or misleading information.

Accepting gifts from vendors.

- Minnesota Statutes 471.895 prohibits government employees from receiving gifts except where they are included as part of the cost of a product, good or service provided (such as a meal provided as part of a conference).

Section 3: Decentralized Purchasing

The City of Ramsey has a decentralized purchasing program, meaning that each department is responsible for making its own purchases of materials and services for their operation. Such items as office supplies, paper products and other general supplies that are used throughout the City will be centrally assigned to one department for purchase. The responsibility lies within each department to obtain bid or quotes, maintain records of bids or quotes, prepare purchase orders, receive deliveries and approve invoices for payment.

Section 4: Purchasing Alternatives

4.1 Uniform Municipal Contracting Law, Chapter 471.345

It shall be the policy of the City of Ramsey that the Uniform Municipal Contracting Law, Minnesota Statutes Chapter 471.345 shall be the policy of the city. Changes in this law will automatically become the policy of the city. City policy may be more restrictive than State Law, but may not be less restrictive. Records of quotes and

bids shall be retained for at least one year after the completion of the contract or purchase or until the annual audit for the year of purchase is completed, whichever is longer.

4.2 Sealed Bids/Major Purchases

- A formal sealed bid procedure is required for all purchases in excess of \$100,000 except professional services.
- City Council approves all bids and specifications.
- A published notice is required in the official city newspaper at least ten days in advance of the bid opening. The notice may also be published on the city's official website.
- All bid openings are to be administered by the City Administrator and/or the originating department.
- The preparation of all specifications are to be the responsibility of the City Administrator and/or the originating department.
- Required authorization for plans and specifications is the responsibility of the City Administrator and/or the originating department.
- The City Council must formally approve the bid contract.

4.3 Quotes/Intermediate Purchases

If a purchase is estimated to exceed \$15,000 but not to exceed \$100,000, the purchase may be made either by sealed bids or by direct negotiation based upon quotations. If a purchase is made in this range, staff members are required to obtain at least three written quotes and the quotations must be kept on file for at least one year. All such quotes must be forwarded to the Finance Department with the purchasing documents.

4.4 Professional Service Contracts:

The city retains outside professional services in the area of:

- Legal
- Planning
- Auditing
- Assessing
- Engineering
- Banking
- Towing

Those contracts for professional services which are included in the City's General Fund Budget will be approved annually with formal adoption of the City's Budget.

4.5 Request for Proposals (RFP)

- RFP's will generally be used to solicit proposals for professional services.
- An RFP will automatically be solicited for those services that exceed a City cost of \$15,000 or have a value to the solicitor in excess of \$15,000 (ex: towing contract).
- An RFP will be solicited every three years (unless specifically extended by City Council) for standard city services related to such services as banking, auditing, legal and towing services
- Authorization by City Council will be given to staff to issue a RFP.
- All RFP's will be advertised in the city's official newspaper and on the city's official website.
- City Council must formally approve the proposal.

- Typical information to address in RFP's includes:
 - Background and scope of the project.
 - The project's budget to ensure that the proposals stay within that range.
 - Proposal requirements should include adequate information to allow for proper review and evaluation including:
 - Description of firm and qualifications, including any specialized experience related to the project.
 - A list of similar projects the firm has completed.
 - Project timetables including: estimate of hours, breakdown of hours by phase, and the city's expectation for a completion date.
 - Designation of a firm principal who will be in charge of the project.
 - Statement that either no subcontractors are allowed or that all subcontractors will be identified and are subject to the city's approval.
 - Estimate of cost to provide the service, outline of fee schedule and payment schedule.
 - Description of city's selection process.
 - City's evaluation criteria which typically may include:
 - Quality and thoroughness of the proposal.
 - Similar past experience and/or expertise.
 - References.
 - Cost estimate
 - The following statement must be included: The city reserves the right to reject any and all proposals, waive all technicalities and accept any proposal deemed to be in the city's best interest.
 - Submit deadline: date, time, project name, and addressee.
 - Statement: "Proposers are solely responsible for delivery of their proposals to the city before the deadline. Any proposal received after the deadline will not be considered and will be returned."
 - Information about where questions should be directed.

NOTE: Staff should make sure that all proposers are given the same information.

Attach a copy of the agreement proposed to be used for the project, including the city's insurance certificate. The agreement includes provisions to which the firm must agree, so it is important that they see the agreement up front. It is suggested that the RFP be submitted to the city attorney for review prior to distribution.

4.6 Emergency Purchases

Emergency situations may arise where the normal purchasing process cannot be followed for the procurement of goods and services. An emergency must be a situation that arises suddenly and unexpectedly which requires speedy action essential to health, safety, and welfare of the community, and not just an inconvenience.

4.7 Cooperative Purchasing Agreements

Where a purchase contract has been awarded by the State of Minnesota, another local government, a cooperative of local governments, or a federal agency in compliance with applicable State Statutes, and where it is legally permissible for the City of Ramsey to participate, a purchase may be though the vendor named in that contract without advertising for bids or obtaining quotes.

Section 5: Payment

The City of Ramsey uses various processes in making payments for goods and services.

5.1 Standard Purchase Orders

Purchase orders are used when required by the vendor to acknowledge the City's request for goods and services. A copy of the purchase order will be sent to the vendor when requested.

- Obtain purchase order numbers from Finance Department.
- The completed purchase order will be attached when invoice is received and submitted to respective department to authorize payment.

5.2 Check Requests/Immediate Pay

The Finance Department policy is for bills to be paid from the accounts payable bills list submitted bi-weekly to City Council for approval. For certain exceptions, check requests/immediate pay may be used under the following guidelines:

- Immediate pay is for payments that need to be made prior to Council meeting approval date. Such items include taking advantage of discounts, avoiding late charges, purchases requiring payment with order, etc.
- Immediate pay checks will be issued upon one day notice. Exceptions to the one day notice is for investments and emergency purchases.
- Checks will be issued, mailed, or returned to appropriate department.

5.3 Blanket Purchase Orders and Charge Accounts

The city uses blanket purchase orders and charge accounts for frequently used vendors. This process requires submission of receipt with an account code and department approval. All new open accounts must be authorized by the requesting Department Head and Finance Department.

5.4 Invoices

- Invoices, purchase order, or expense reimbursement forms must be returned to the Finance Department with proper authorization and account coding to be processed on the bills list for City Council approval.

5.5 Account Coding

All requests for payment including invoices, check request, purchase order, or expense reimbursement forms must have an eight digit code to process payment. Responsible Department Head will indicate the fund/department and object number from which payment will be expensed. Reference should be made to departmental budget(s) for department and object numbers.

5.6 Petty Cash

- Receptionist shall be the custodian of the petty cash.
- Petty Cash shall not exceed \$100.00.

- Used for reimbursement to employees for items \$20.00 or less for expenditures made on behalf of the City.
- Receipt and/or expense reimbursement form must be submitted with proper departmental authorization obtained prior to reimbursement.

5.7 Payment Processing

- Invoices, check request, purchase orders or employee expense reimbursement forms must be submitted to the Finance Department.
- Detailed receipts; stating reason for public purpose expenditure, must be submitted with employee expense reimbursement forms.
- Immediate pays are due to the Finance Department at least one day in advance of the payment day.
- Department Heads must have fund/department and object codes to process payment. Refer to departmental line item budget for proper coding.
- Checks may not be made out to cash or bearer.

5.8 Electronic Funds Transfer

Electronic Funds Transfer may be required in some cases to complete a business transaction. The funds are transferred electronically between the city's bank account and the respective business party's bank account. These transactions need to follow the same guidelines for payment processing in Section 5.7.

5.9 Employee Expense Reimbursement

Employee expense forms are required for reimbursement to employees of city-related expenses on a bi-monthly basis. All employee expense forms must contain proper account codes, department approval, and detailed receipts must be attached where applicable.

Section 6: Capital Outlay and Fixed Assets

6.1 Capitalization Threshold

Capital outlay purchases are for items costing more than \$5,000, are a tangible asset, and have a life expectancy of more than one year. These items must be included in each department budget. It should be noted that sales tax must be included as a cost of the item purchased when determining if the purchase is a capital outlay item.

If the individual purchase is greater than \$5,000 the item is a capital outlay purchase and now should become a recorded fixed asset. The amount to record for that fixed asset would be any charge "to place the asset in its intended location and condition for use." For example: if the city were to purchase a street vehicle, all of the following would be considered part of the cost of that asset: the vehicle, warning lights, decals, sales tax, licensing and any other costs to put the asset into its usable condition.

Capital outlay purchases less than \$5,000 are inventory assets. It should be noted that sales tax must be included as a cost of the item purchased. Example of inventory assets: Computers, printers, furniture, cameras.

ORDINANCE #09-XX

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

AN ORDINANCE ESTABLISHING A PURCHASING POLICY REGULATING THE MANNER IN WHICH PURCHASES ON BEHALF OF THE CITY OF RAMSEY MAY BE MADE AND REPEALING ORDINANCE #89-28.

The City of Ramsey ordains:

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the Charter of the City of Ramsey.

SECTION 2. PURPOSE

It is the purpose of this Chapter to establish an uniform, consistent policy to regulate and control the manner in which purchases on behalf of the City of Ramsey are made. This Chapter is adopted pursuant to and under the authority of Section 6.4 of the City Charter.

SECTION 3. POLICY

The attached purchasing policy procedures are hereby established and to be adhered to for all purchases made by the City of Ramsey.

SECTION 4. EFFECTIVE DATE

This Ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota, the th day of November, 2009.

Mayor

ATTEST:

City Clerk

Introduction date: November 10, 2009
Posting dates: November 10, 2009-November 25, 2009
Adoption date:

CC Work Session

2. 2.

Meeting Date: 04/03/2012

Submitted For: Jim Way

By: Jim Way, Police

Title:

Recreational Vehicle Use in the City of Ramsey

Background:

At the 2012 Strategic Planning Session, Ramsey City Council members identified the "Consideration of Recreational Vehicles on the City Streets" as a goal. The State of MN has restrictions for ATV use on the roadway as does current Ramsey City Code. Attached to this report is a copy of the City Code relating to ATV use within the City.

Staff has several existing ordinances from cities around the State that they will review with Council if requested.

Notification:

A change to City Code will require a public hearing. Notification will be made in the Anoka County Union and on the City website.

Observations:

Current City Code addresses "Recreational Vehicles" which includes ATV's, snowmobiles, off-highway motorcycles, minibikes, go-carts and any other motorized vehicles that, by use, fit this definition. If it is desired that ATV's be allowed on the City streets, it will be necessary to create a new ordinance that deals specifically with the ATV use so that it can be clear and concise.

Recommendation:

If Council is in favor of recreational vehicle use on the city streets, staff is recommending a committee be appointed to work with the Police Chief to craft an ordinance that meets the wishes of the Council and still is within State regulations.

Funding Source:

None required

Council Action:

Determine if ATV use on the City streets is desired. Give work direction to what extent ATV use would be allowed if desired.

Attachments

City Code re ATV's

Form Review

Inbox
Kurt Ulrich

Reviewed By
Jo Thieling

Date

03/29/2012 10:42 AM

Form Started By: Jim Way

Started On: 03/27/2012 09:27 AM

Final Approval Date: 03/29/2012

ARTICLE IV. - RECREATIONAL VEHICLES ^[35]

Sec. 54-96. - Purpose.

Sec. 54-97. - Definitions.

Sec. 54-98. - Operation limitations.

Sec. 54-99. - Towing restriction.

Sec. 54-100. - Equipment requirements.

Sec. 54-101. - Test driving.

Sec. 54-102. - Map.

Sec. 54-96. - Purpose.

The purpose of this article is to provide reasonable regulations for the use of snowmobiles, all-terrain vehicles (**ATVs**), off-highway motorcycles and other recreational vehicles on public and private property in the city. This article is not intended to allow what the Minnesota Statutes expressly prohibit nor to prohibit what the state statutes allow. It is intended to prevent a public nuisance.

(Code 1978, § 6.04.01; Ord. No. 88-1, 2-25-1988)

Sec. 54-97. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agricultural zone means the areas in the state lying south and west of a line along the following highway rights-of-way: starting at the North Dakota border, the line goes east along State Highway 10 to State Highway 23, then follows Highway 23 east to State Highway 95, which it follows to the Wisconsin border.

All-terrain vehicle (ATV) means a motorized flotation-tired vehicle of not less than three but not more than six low-pressure tires.

Boulevard means that portion of the street or highway between the roadway and private property.

Designated non-use area means that area south of a straight line running from east to west at the 16700 block, starting at the Rum River on the east and running to the City of Elk River border on the west. Within the non-use area, access to Elmcrest Park and Central Park will be made and restricted to loading and unloading of

snowmobiles and **ATVs** in the parking lots only. A designated route from the parking lot will be clearly posted to allow access to 167th Avenue from Elmcrest Park. A designated route from the parking lot of Central Park will be clearly posted to allow access to Armstrong Blvd. for direct northbound travel to the designated use area.

Designated trail shall mean a clearly marked route for recreational vehicles to follow.

Designated use area means the area north of a straight line running from east to west at the 16700 block, starting at the Rum River on the east and running to the City of Elk River border on the west.

Go-carts means a low, four-wheeled motorized device with an open or closed frame designed and used for off-road operation.

Minibikes means small, two-wheeled motorized devices designed for off-road operation. Minibikes may include miniature motorcycles and do not qualify as a moped, motorcycle or an **ATV**.

Off-highway motorcycle (OHM) means vehicles traveling on two wheels with a seat to be straddled by the operator with handlebars for steering control. OHMs may include some dirt bikes.

Operate means to ride in or on, and control the operation of a recreational vehicle.

Operator means every person who operates, or is in actual physical control of a recreational vehicle.

Public property means property that may be used by the public, subject to reasonable regulation by a governmental body. Such property includes city parks, city parking lots and public school parking lots and grounds.

Recreational vehicle means all-terrain vehicles, snowmobiles, off-highway motorcycles, minibikes, go-carts, and other motorized vehicles, that by their use, fit this definition.

Roadway means that portion of a street or highway improved, designed or ordinarily used for vehicular travel but not including the boulevard. For the purposes of this article, roadways not dedicated for public use and not maintained by the city are not included within this definition.

Semi-public property means private property generally for use by the public but not owned or maintained by a governmental body. Such property includes without

limitation: church property, shopping center property and other property generally used by patrons of a commercial or private business establishment.

Snowmobile means a self-propelled vehicle designed for travel on snow or ice steered by skis or runners.

Street or highway means the entire width between boundary lines of any way or place when any part thereof is open to the use of the public, as a matter of right, for the purpose of vehicular traffic (includes the right-of-way or boulevard). For the purposes of this article, streets or highways not dedicated for public use and not maintained by the city are not included within this definition.

Test drive means the operation of a recreational vehicle for evaluation purposes.

(Code 1978, § 6.04.03; Ord. No. 88-1, 2-25-1988; Ord. No. 09-14, § 1, 9-22-2009)

Sec. 54-98. - Operation limitations.

(a)

Designated non-use areas. Recreational vehicles may not be operated in the designated non-use areas except in those limited areas where permitted as follows:

(1)

Within the non-use area, access to Elmcrest Park and Central Park will be made and restricted to loading and unloading of snowmobiles and **ATV's** in the parking lots only.

(2)

A designated route from the parking lot will be clearly posted to allow access to 167th Avenue from Elmcrest Park. A designated route from the parking lot of Central Park will be clearly posted to allow access to Armstrong Boulevard for direct travel to the designated trail.

(3)

On any clearly marked designated trail.

(4)

On your own property or the property of another with written permission only if the property is greater than two and one-half acres in size.

(5)

When the recreational vehicle is being used for maintenance or plowing, regardless of lot size.

(b)

Designated use areas. Recreational vehicles may be operated only in the areas defined in [section 54-97](#) as the designated use areas and then only as follows:

(1)

On the operator's property subject to the provisions of this article.

(2)

On privately owned property if the operator has in possession written permission from the property owner; or, on privately owned property if the property owner has posted a clearly visible notice indicating "Recreational Vehicles Allowed" or words substantially similar.

(3)

On trunk highways, county state aid roads or county roads within the designated use area as regulated by state statute.

(4)

On city streets within the designated use area only as allowed by state statute.

(5)

On public or semi-public property within the designated use area only if said property is clearly posted with signs designating the area or specific areas as open to recreational vehicles.

(c)

*Specific limitations for operation of **ATV's** and snowmobiles.* No all-terrain vehicles or snowmobiles may be operated within the right-of-way, including the ditch of a trunk, county state-aid, or county highway from April 1 to August 1 as part of Minnesota's Agricultural Zone.

(d)

Hours of operation. Recreational vehicles may not be operated any place in the city between the hours of 10:00 p.m. and 8:00 a.m. Sunday through Friday, and between the hours of 1:00 a.m. and 8:00 a.m. Saturday and Sunday.

(e)

Snow cover. From November 1 to March 31, recreational vehicles may not be operated off the operator's property or the property of another that the operator has written permission to be on, unless there is a minimum six inches of snow cover on the ground.

(f)

Specific limitations for operation of mini-Bikes. Mini-bikes greater than 110cc may not be operated within the Designated Non-Use Area, regardless of lot size.

(Code 1978, § 6.04.04; Ord. No. 88-1, 2-25-1988; Ord. No. 88-19, 12-18-1988; Ord. No. 93-18, 12-13-1993; Ord. No. 09-14, § 1, 9-22-2009)

Sec. 54-99. - Towing restriction.

It is unlawful for any person to operate a recreational vehicle so as to tow any person or thing on a street or highway except through the use of a rigid tow bar, as defined by state statute, attached to the rear of the recreational vehicle.

(Code 1978, § 6.04.05; Ord. No. 88-1, 2-25-1988; Ord. No. 88-19, 12-18-1988; Ord. No. 93-18, 12-13-1993)

Sec. 54-100. - Equipment requirements.

Recreational vehicles may not be operated within the city unless it is equipped with the following:

- (1)
Brakes adequate to control the movement of, and to stop and hold the recreational vehicle under any condition of operation.
- (2)
When operated between the hours of one-half hour before sunrise, one-half hour after sunset, or at any time of reduced visibility, recreational vehicles shall have at least one clear lamp attached to the front, with sufficient intensity to reveal persons and vehicles at a distance of at least 100 feet ahead during the hours of darkness under normal atmospheric conditions. The recreational vehicle shall also be equipped with at least one red tail lamp plainly visible under normal atmospheric conditions.
- (3)
Standard mufflers that are properly attached and in constant operation and which reduce the noise of operation of the motor to the minimum necessary for operation. Use of a muffler cutout, bypass, straight pipe or similar device is prohibited. The exhaust system shall not emit or produce a sharp popping or cracking sound.
- (4)
Snowmobiles must have reflective material of at least 16 square inches on each side forward of the handlebars, so as to reflect lights at a 90-degree angle.

(Code 1978, § 6.04.06; Ord. No. 88-1, 2-25-1988; Ord. No. 88-19, 12-18-1988)

Sec. 54-101. - Test driving.

Recreational vehicles may be "test driven" within the designated use area as follows:

(1)

Test drives shall only take place in an area clearly posted with signs designating the area as a test site.

(2)

Drivers shall wear helmets with a clearly visible orange stripe.

(Code 1978, § 6.04.07; Ord. No. 88-1, 2-25-1988)

Sec. 54-102. - Map.

A map showing the boundaries of the designated use and non-use areas shall be on display at the city hall and the police department for public viewing, during normal business hours.

(Code 1978, § 6.04.08; Ord. No. 88-1, 2-25-1988)

FOOTNOTE(S):

⁽³⁵⁾ **State Law reference**— *Off-highway vehicles, Minn. Stats. § 84.771 et seq.; off-road motorcycles, Minn. Stats. § 84.787 et seq.; off-road vehicles, Minn. Stats. § 84.797 et seq.; snowmobiles, Minn. Stats. § 84.41 et seq. [\(Back\)](#)*

CC Work Session

2.3.

Meeting Date: 04/03/2012

Submitted For: Dean Kapler

By: Dean Kapler, Fire Department

Title:

Feasibility Study-Fire Station #2 Replacement

Background:

Staff was directed to perform a feasibility study for the cost and other details needed to replace the current Fire Station #2 located at 15153 Nowthen Blvd. The BKV group was contracted to create some basic plans for discussion. These plans are attached. It should be stressed these plans are for discussion only. If this process moves forward, more details and specifics will be generated at that time.

Bruce Schwartzman of BKV will not be present at the worksession.

Recommendation:

The purpose of discussion is to provide staff direction with regard to the concept of a replacement fire station on the suggested property at the time the existing "old municipal center" property is sold. Staff would like to prepare for a quick design - then build if the property were to sell and the new owner would take immediate possession. The plans are conceptual in nature as all details of architectural design, spaces, materials, etc. will have to be planned and brought back to Council for approval.

Funding Source:

At this point this project is in the discussion stage only. The funding source discussed previously has been monies generated by the sale of the current property and buildings.

Council Action:

Provide direction regarding the concept of a replacement fire station on the suggested property at the time the existing "old municipal center" property is sold.

Attachments

Proposed Fire Station Schedule

Draft Fire Station Estimate

Plans 2012-03-05

Fire station plans

Form Review

| Inbox | Reviewed By | Date |
|------------------------------|---------------------------------|---------------------------------|
| Jo Thieling | Jo Thieling | 03/28/2012 02:32 PM |
| Heidi Nelson | Heidi Nelson | 03/29/2012 01:13 PM |
| Dean Kapler (Originator) | Jo Thieling | 03/29/2012 01:27 PM |
| Kurt Ulrich | Jo Thieling | 03/29/2012 01:34 PM |
| Heidi Nelson | Heidi Nelson | 03/29/2012 01:37 PM |
| Form Started By: Dean Kapler | | Started On: 03/28/2012 01:49 PM |
| | Final Approval Date: 03/29/2012 | |

January 4, 2012

Revised Preliminary Project Cost Analysis: Single Story Station Option

A. Construction Estimate:

1. New 8,867 GSF Fire Station = \$1,640,000
2. General excavation and site work = \$175,000
3. Design & Construction contingency at 8% = \$145,000

Construction Estimate = \$1,960,000

B. Soft Cost Estimate:

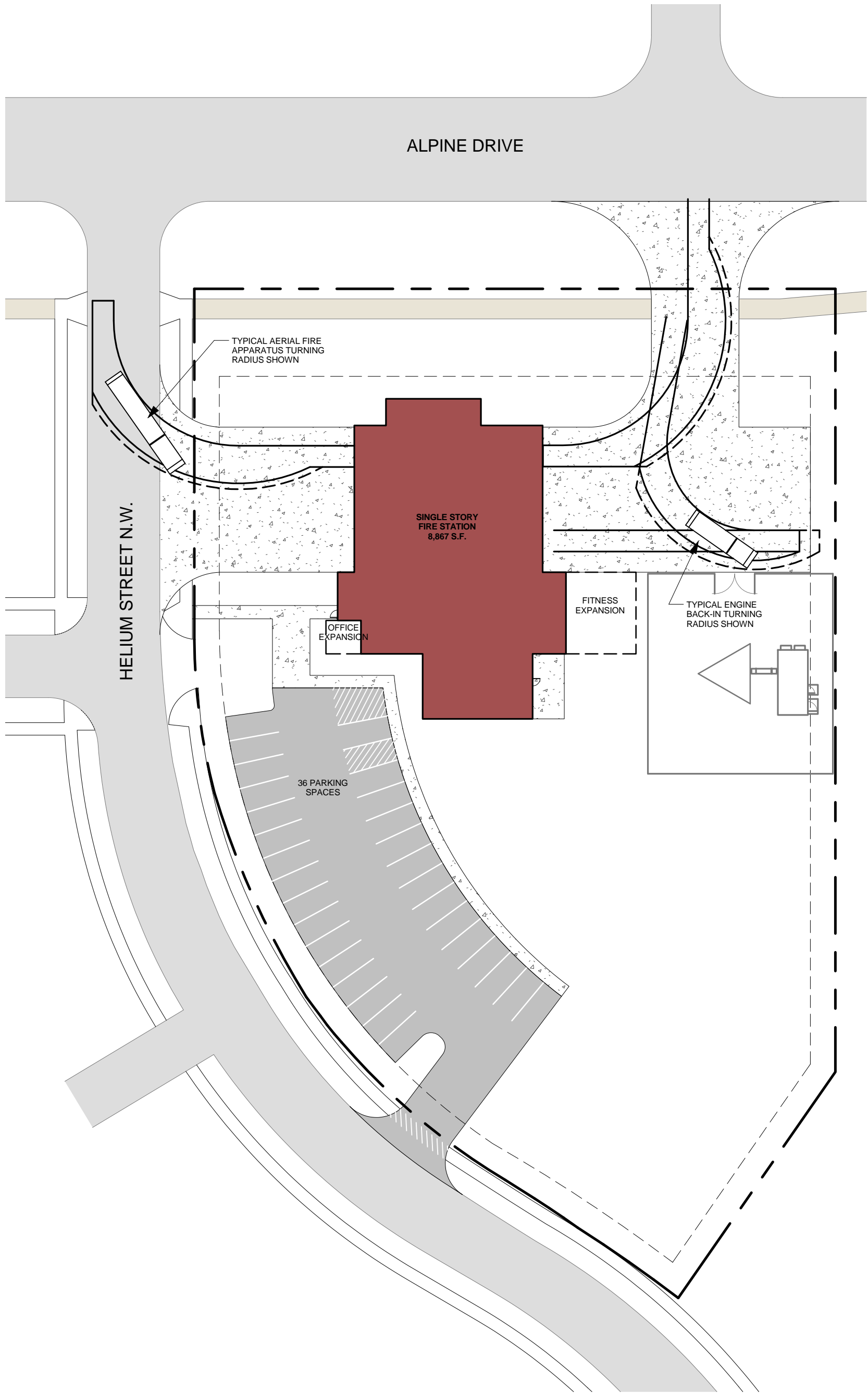
1. A/E Fees
2. Survey
3. CM / Project Management Fees
4. FF&E (Furniture, Fixtures and equipment)
5. SAC / WAC (sewer and water connection fees)
6. Bond costs (We did not include cost for bonding this project)
7. Plan review fee
8. Testing (geo technical, construction)
9. Bid document printing
10. Commissioning (this deals with a separate mechanical firm providing review during design and then testing after installation and after a full season of use to verify system performance)
11. Security System
12. Data / Telecom wiring

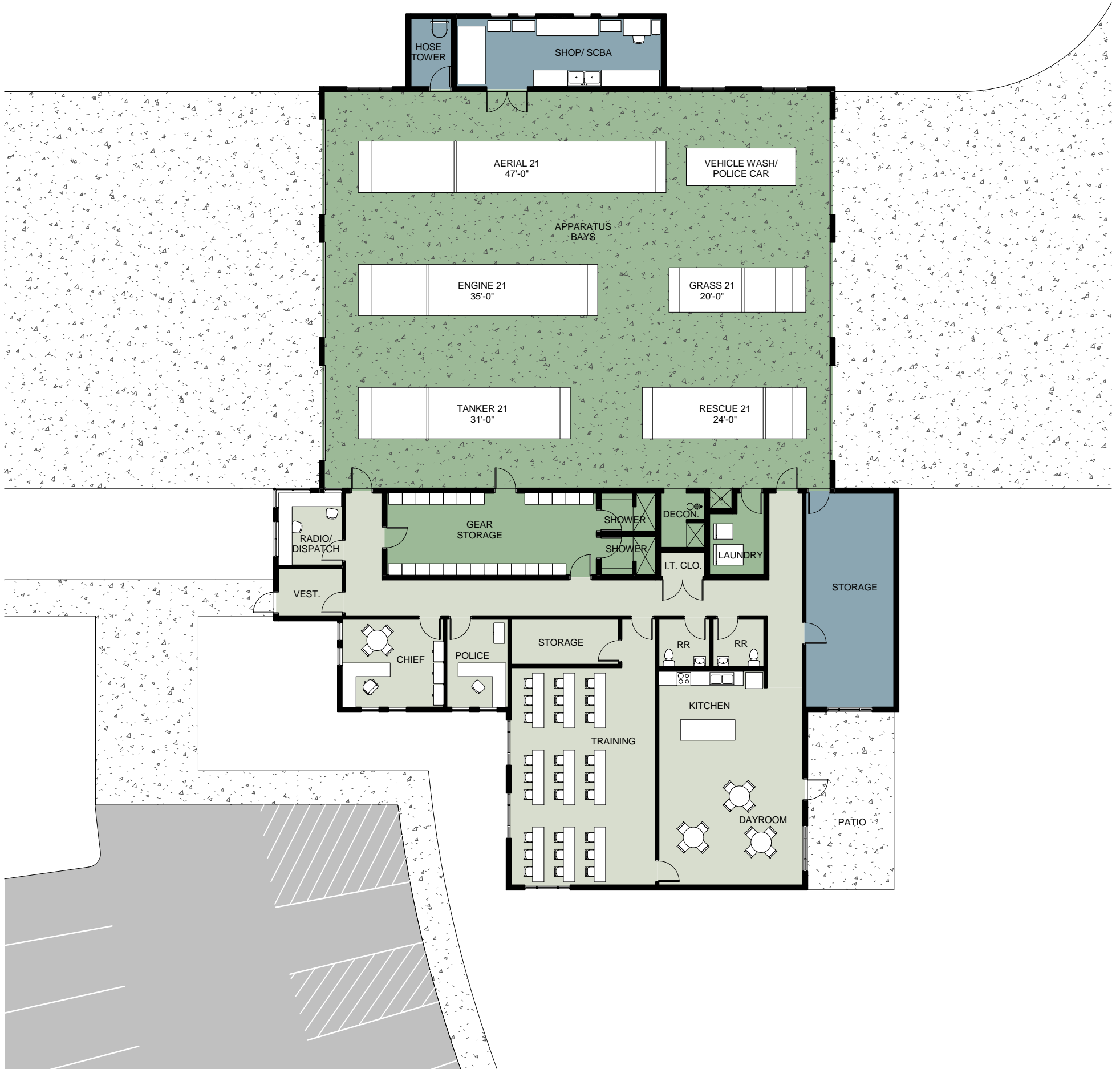
Soft Cost Estimate = \$450,000

Estimated Total Project Cost = \$2,410,000

While there are still many design and planning issues to be determined during the design process we would estimate that the range of cost for this project based on the information and direction of this study to be between \$2,400,000 to \$2,700,000.

This estimate assumes construction to start in spring or summer of 2012. If the schedule is delayed past this time frame we would recommend that the estimate be increase by 4.5% each year based on anticipated changes in the construction industry.





Design Vision: Ramsey Fire Station



CC Work Session

3. 1.

Meeting Date: 04/03/2012

By: Jo Thieling, Administrative Services

Title:

Review Work Session Topics/Calendar

Background:

Attached is a list of future work session topics.

Funding Source:

N/A

Council Action:

For review - no formal action necessary.

Attachments

Future Topics/Calendar

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Reviewed By

Jo Thieling

Date

03/29/2012 11:04 AM

Started On: 03/29/2012 11:02 AM

Final Approval Date: 03/29/2012

**Work Session Calendars
2012**

| Month | Date | Topics for Discussion |
|-------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April | 10 | <ul style="list-style-type: none"> • 2013 Budget Discussion (5:00 p.m. to 6:00 p.m.) • Peltzer Park Discussion (6:00 p.m.) |
| April | 17 | <ul style="list-style-type: none"> • Discuss Funding for Armstrong Boulevard Interchange (KU/BO) |
| Others on List – including 2011 Strategic Planning Items | | <ul style="list-style-type: none"> • Discuss Special Events Permit when rec'd from Applicant (Jo) • Lot Combination Policy (TG) • Consider Request Management (CRM) Proposal (Patrick/Kurt) • Discuss City Space/Booth at Game Fair 2012 (Kurt/Heidi) • Residential Uses Permitted by State Statute (Tim G.) • Update Animal Ordinance (Tim G.) • Update Landfill Land use Plan (Tim G) • Consider Amendments to Facility Use Program (Jo) • Discuss Leash Law (JW) • 167th & 47 Water Services Extension/Master Planning • Review Pilot Programs (e.g. volunteer programs – low maintenance options) • Build on outdoors/sportsmen's market (e.g. stock pond/lake) • Develop community center/indoor sports complex • Old Town Hall relocation • Strategic Action Plan Update • Seek grant funding for transportation projects and service delivery • Complete US 10/ County Road 83 interchange design – pursue funding • Establish position on TH #47 South of Bunker to Highway #10 <p><u>HRA</u></p> <ul style="list-style-type: none"> • Discuss Housing Assistance Policy (TG) <p><u>Public Works</u></p> <ul style="list-style-type: none"> • Review plan for US Highway #10 pedestrian overpass and connection with Municipal Center ramp • Consider opportunities for four-wheeler & golf cart use • Review Project Management Issues (e.g. 151st & 167th Projects) |