

City of Ramsey
Agenda
City Council Work Session
Tuesday July 31, 2012
6:15 or Immediately Following Special City Council
Lake Itasca Room 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Consider Request for Reimbursement of Utility Repair Costs - PSD, LLC
 2. Special Events Permit Review: Ramsey Car Show
 3. Consider Sale of Surplus City Owned Land: Case of Windsorwood Property
 4. Lower Rum River Water Management Organization (LRRWMO) - Implementation of Third Generation Plan New Development Requirements
 5. Progress 2012 Parks' Capital Improvements
- 3. Future Topics for Discussion - *See Attached Calendar***
 1. Review Future Work Session Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

CC Work Session

2. 1.

Meeting Date: 07/31/2012

By: Darren Lazan, Housing &
Redevelopment Authority

Title:

Consider Request for Reimbursement of Utility Repair Costs - PSD, LLC

Background:

PSD, LLC has submitted a request to the City Council to be reimbursed for some costs incurred during the construction of the Ramsey Office Plaza.

Attached is a memo outlining their claim that there were errors in the installation of utilities in Sunwood and Sapphire. As a result, PSD had additional costs associated with the construction of their utility connections.

Notification:

Observations:

Recommendation:

Staff recommends the City Council consider their request and provide feedback on a policy level basis as to how these requests should be handled. There are a number of situations throughout The COR where existing property owners have additional costs related to the state of improvements as left by the developer at that time.

Funding Source:

N/A

Council Action:

Provide consensus direction on a policy level so staff can prepare and process PSD's request accordingly.

Attachments

Memo from PSD

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date

07/26/2012 12:45 PM

Form Started By: Darren Lazan

Started On: 07/26/2012 12:17 PM

Final Approval Date: 07/26/2012



July 18' 2012

Mr. Kurt Ulrich
City Administrator
City of Ramsey
7550 Sunwood Dr.
Ramsey, MN 55303

Dear Mr. Ulrich:

Pursuant to our many discussions on the matter, PSD requests reimbursement for services performed on the city's behalf. The following information describes the background of the unpaid invoice.

In 2006, toward the end of construction of the Ramsey Professional Building, Rehbein Companies, the contractor, determined that the City's manhole and stub below Sunwood Drive was installed 11" below the elevation designated in construction plans. This difference of 11" had to be corrected before any property owner, including Ramsey Professional Building, could be connected to the sanitary line. This required that the contractor to change the slope and elevation of the city's infrastructure. PSD contacted the City Administrator and made him aware of this issue. The City Administrator then requested Rehbein to correct the issue. Unfortunately, Rehbein was already owed \$6 million from the developer who eventually filed for bankruptcy. As a result, Rehbein could not perform the service unless it was pre-paid for the work.

It is difficult for a government entity to pre-pay for a service. Accordingly, the City Administrator called PSD and asked that it include the city's corrective work with the PSD work being performed by Rehbein. The City Administrator promised that the bill would be promptly paid. Pursuant to this agreement, PSD requested Rehbein to correct the manhole and pipe elevations.

In 2007, after the work had been completed and Rehbein's invoice was paid, PSD submitted the bill to City. We heard no response, and resubmitted it again in 2008. The city replied that it needed to audit all of the work on the project, including the corrective work by Rehbein. Brian Olson, the Director of Public Works, performed the audit, and concluded that the invoice should be paid by the City. Even though Mr. Olson recommended that the invoice be paid, the City failed to do so.

7533 Sunwood Drive, Suite 220
Ramsey, MN 55303

Phone: (763) 427-5955

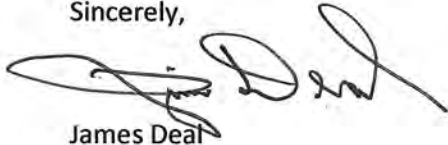
Fax: (763) 427-4151

www.psdlanddevelopment.com

I enclose a copy of the Rehbein's invoice and its AIA application and certificate for payment. PSD paid the invoice in the fall of 2006.

We would like to be reimbursed for this work pursuant to the agreement with the City Administrator and pursuant to the audit of Mr. Olson. It would be helpful if we can get this issue behind us so that we can move forward to more productive projects.

Sincerely,

A handwritten signature in black ink, appearing to read "James Deal". The signature is stylized with a large, sweeping initial "J" and a long, horizontal stroke extending to the right.

James Deal



8651 Naples Street N.E.
Blaine, MN 55449
office: 763.784.0657
fax: 763.784.6001
www.rehbein.com

September 20, 2006

Curt Martinson
7333 Sunwood Drive
Ramsey, MN 55303

Phone 763 427 3770
Cell 612 670 0576
Fax 763 427 6473

RE: RTC 11th Addition
Changes not in Contract

Add sanitary manhole due to miss aligned sanitary stub from Sunwood			\$2910.00
Rebuild invert of existing manhole in parking lot due to incorrect elevation and hook up to storm CBMH 1103			
Foreman	2hr	\$74.00	\$148.00
Backhoe	2hr	\$163.00	\$326.00
Loader	2hr	\$151.00	\$302.00
Labor	6hr	\$63.00	\$378.00
3 Pcs 21" RCP		\$145.00	<u>\$435.00</u>
		Total	\$4499.00

Please issue a change order in this amount.
Please call if you have any questions.

Paul Houle

Project Manager

APPLICATION AND CERTIFICATION FOR PAYMENT AIA DOCUMENT G702

TO : PDS, L.L.C.
7333 Sunwood Drive
Ramsey, MN 55303-5119

PROJECT: 11th Addition - Ramsey Town Center
Ramsey Minnesota

APPLICATION NO: 2

OWNER
ARCHITECT
CONTRACTOR

PERIOD TO: 11/6/2006

FROM CONTRACTOR Glenn Rehbein Excavati VIA ARCHITECT:
8651 Naples Street N.E.
Blaine, MN 55449

PROJECT NOS:
CONTRACT DATE: 8/21/2006

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

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

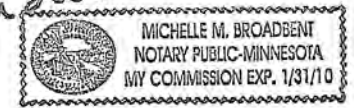
1. ORIGINAL CONTRACT SUM	\$	294,833.00
2. Net change by Change Orders	\$	1,840.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	296,673.00
4. TOTAL COMPLETED & STORED TO DATE	\$	287,827.00

CONTRACTOR:

5. RETAINAGE:

a. 0.00 % of Uncomplete	0.00
(Column D + E on G703)	
b. % of Stored Matc	0.00
(Column F on G703)	
Total Retainage (Lines 5a + 5b or	
Total in Column I of G703)	
\$	0.00

By: Michelle M. Broadbent Date: 11-6-06
State of: Minnesota
County of: Anoka
Subscribed and sworn to before me this 06th day of November 2006
Notary Public: Michelle M. Broadbent
My Commission expires: 1/31/10



6. TOTAL EARNED LESS RETAINAGE	\$	287,827.00
(Line 4 Less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	194,564.20
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	93,262.80
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	75,508.00
(Line 3 less Line 6)		

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED\$ 287,827.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$4,499.00	
Total approved this Month	\$2,080.00	(\$4,739.00)
TOTALS	\$6,579.00	(\$4,739.00)
NET CHANGES by Change Order	\$1,840.00	

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: _____ Date: _____

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

CC Work Session

2. 2.

Meeting Date: 07/31/2012

Submitted For: Patrick Brama

By: Patrick Brama, Administrative Services

Title:

Special Events Permit Review: Ramsey Car Show

Background:

Staff was approached by Robert Bouten of Champlin Towing regarding a proposal for a Ramsey Car Show. The proposal calls for a weekly car show to take place on Friday nights from 5:00-9:00 p.m. in the municipal parking ramp. Based on City ordinance, Mr. Bouten is required to submit a special events permit to be reviewed by Staff and approved by the Council.

Observations:

Due to timing issues, Staff was not able to supply detailed information in this case. Attached to this case is a rough draft proposal that is likely to be changed along with the completed special events permit application. The applicant would like the fee for the permit to be waived. Since this is the initial partial year of what might become a regular event, a waiver of standard fees would be acceptable, under the understanding the fees for subsequent years would be charged as normal.

Recommendation:

Direct staff to make amendments and move this permit application forward to the City Council regular session on Monday, August 13 for formal approval.

Funding Source:

NA

Council Action:

Direct staff to make amendments and move this permit application forward to the City Council regular session on Monday, August 13 for formal approval.

Attachments

[Spec Events Permit App](#)

[Event Flyer](#)

[Proposal](#)

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date

07/26/2012 10:28 AM

Form Started By: Patrick Brama

Started On: 07/25/2012 12:02 PM

Final Approval Date: 07/26/2012

**CITY OF RAMSEY - 2012
APPLICATION FOR TEMPORARY SPECIAL EVENTS PERMIT**

Return this completed application along with _____ (fee determined based on event)
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Make check or money order payable to the "City of Ramsey".

- 1) FULL Name of Business/Association: Champlin Towing Inc
- 2) Manager or Proprietor's FULL Name: Bouten Robert H
Last First Middle Name
- 3) Manager's or Proprietor's Date of Birth: 1/20/57
- 4) Business Address: 14300 Sunfish Lake Blvd Ramsey MN 55303
Street, Box, Route City State ZIP
- 5) Business Phone Number(s): (763) 421-5501 (763) 230-1452
- 6) Exact legal description of the premises to be licensed: Ramsey Municipal Parking Ramp
- 7) Owner of the premises: City of Ramsey
Last Name First Name Middle Name
- 8) Address of Owner of premises: 7550 Sunwood Drive Ramsey MN 55303
Street, Box, Route City State ZIP
- 9) Owner's Phone Number(s): (763) 727-4140 ()
- 10) Applicant's FULL Name: // // //
Last Name First Name Middle Name
- 11) Applicant's Phone Number(s): (//) (//)
- 12) Applicant's Date of Birth: //
- 13) Applicant's Place of Birth: //
- 14) Applicant's Address: //
Street, Box, Route City State ZIP
- 15) Applicant's Email Address: champlin towing @ msn.com
- 16) Applicant's Position With Company: employee
- 17) Are you the sole owner of the business? Yes: / No: /
- 18) If partnership, state names and addresses of all partners.
- _____
- _____
- _____

19) If corporation, state names and addresses of all officers and directors.

NA

No other persons than those named in this application have any interest in the management and control of such business.

20) Period of time in which activities will be conducted: Fridays, 5-9 pm

21) Parking Provisions for employees and visitors: Ramp

22) Brief description of event (use back of sheet if more space is needed)

Car Show

23) An estimate of the numbers of persons and spectators expected to attend the event on each day it is conducted, together with detailed information supporting such estimate:

100-500

24) A detailed explanation of a policing plan:

Volunteers will be stationed at entrance, as well as various locations within the show. Staff will have their own shirts.

25) Details of the program and plans to provide emergency communications, security protection, water supply, food supply, sanitary facilities, medical facilities and services, vehicle parking space, vehicle uses and on-site traffic control, sound and lighting equipment, fire protection, garbage, trash and litter clean-up service, and if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for camping and similar facilities. There shall be included a map showing the location of all such facilities and equipment on the premises, including the location of all loud speakers and location of all toilets, medical facilities and solid waste receptacles.

Ramp lighting will be adequate, will ask local restaurants like Subway / Falls / Acapulco if they want to get involved. Will also invite vendors from Anoka. Will have 1-2 port-a-potties on site.

Proceeds would go to the choosing of the council.

26) The applicant agrees that within 72 hours after the conclusion of the event, the premises will be cleaned up, including contiguous public roads, ways and easements, and remove all debris, garbage, trash, litter and other waste matter from, in and around said premises, together with all advertising matter to said event.

27) This application shall be accompanied by a certificate of insurance for public liability and workers' compensation.

28) If severe weather is approaching, it is the permittee's responsibility to notify those attending and take appropriate action.

29) This application shall also be accompanied by a site plan/layout of proposed amusement center and a notarized letter by the property owner acknowledging and accepting the temporary use on the property.

30) Special events **require a fire inspection** - call 763-427-4452 to schedule. This application **does not** cover permits needed for cooking vendors, tents over 400 square feet, the use and storage of flammable/combustible liquids, fireworks, etc.

31) The City of Ramsey does not give out food handling permits - that is done through Anoka County (763-421-4760).

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and that the giving of false information or the failure to give pertinent information constitutes cause for revocation of this permit. Further, I agree to comply with all the provisions of the ordinance under which this license is granted.

Applicant's Signature: _____

Date: _____

DO NOT WRITE BELOW THIS LINE - FOR CITY USE ONLY

Received on _____

Receipt # _____

Approved on _____

Zoning Approval _____

Comments:

Findings by Ramsey Police Department:

Findings by Ramsey Fire Department:

Findings by Ramsey Public Works/Engineering Department:

I certify that I understand and will comply with all the findings listed above:

Print Name: _____

Signature: _____

Date

Pursuant to Minnesota Statute 270.72 Tax Clearance; Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security Number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal, or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license. **DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

License being applied for or renewed: Temporary Special Events Permit

Licensing Authority: City of Ramsey
(Name of City, County, or State Agency issuing License)

PERSONAL INFORMATION (if applicable):

Applicant's Name: _____

Applicant's Address: _____

City State ZIP

Social Security Number: _____

BUSINESS INFORMATION (if applicable):

Business Name: _____

Business Address: _____

City State ZIP

Minnesota Tax Identification No.: _____

Federal Tax Identification No.: _____

If a Minnesota Tax Identification number is not required, please explain on the reverse side.

Signature Position (Officer, Partner, etc.) Date

Answers for Special Events Permit Application

1. CHAMPLIN TOWING INC
2. Robert H Bouten
3. 01/20/57
4. 14300 sunfish lk Blvd. Ramsey MN
5. 763-421-5501 office / cell 763-238-1452
6. Veterans Drive
7. City of Ramsey
10. Bouten Robert h / Bill Popejoy
20. 5:00 PM To 9:00 PM Friday Night
21. See Map
22. Car Show
23. 100 To 500 cars
24. Volunteers will be stationed at entrance of show as well as exit and throughout the car show. Our staff will have t shirts stating car show staff.
25. Street Lighting should be adequate, We will ask local restaurants like subway/falls/Acapulco if they want to have Mobil food vending, as well as one or two of the vendors from the Anoka show, Many of the car owners like to park and walk to a place to eat as well. We will have at least two porta potty's on site.

ROBERT H BOUTEN 7/23/12

RAMP-N-RAMSEY CAR SHOW



3.00 DONATION

FRIDAY NIGHTS

5:00_{PM} TO 9:00_{PM}

***IN THE NEW CAR RAMP
MUSIC | FOOD | CARS***

7550 SUNWOOD DRIVE RAMSEY MN

CITY OF RAMSEY / CHAMPLIN TOWING / VOLUNTEERS

MONEY WILL BE DONATED TO

CONTACTS- BOB 763-238-1452 / BILL 612-716-8237

ENTER SHOW ON VETERANS DRIVE

RAMSEY CAR SHOW PROPOSAL



CAR SHOW:
Proposed Site



Zoom Out, Municipal Parking Ramp

PROPOSED CAR SHOW

PARKING RAMP
1 Floor: Car Show
2 Floor & Up: Public Parking

STAGING/EARLY PARKING
North Side of Veterans in
shoulder only, west of ramp only

PROHIBITED AREA
No parking, no car show, no
staging allowed

Zoom In, Municipal Parking Ramp



PROPOSED CAR SHOW: DETAILS

TIME:	5-9 every Friday; and Saturdays when the Anoka show is closed. Staff suggests a later start time if possible to best alleviate traffic issues (i.e. 5:30 or 6:00).
LOCATION:	Parking Ramp. Car show-1 st floor, Parking 2 nd and above.
STAGING BEFORE SHOW:	Veterans west of the Parking ramp (for people that get there early).
BATHROOMS:	1-2 porta potties as needed placed on the 1 st floor of the ramp (in a corner/hidden best as possible). Bathrooms will be paid for and maintained by event organizers.
GARBAGE CANS:	City will need to provide two, organizers will distribute and dump, stored in ramp storage fence.
CONES:	City will need to provide 30, organizers will distribute and dump, stored in ramp storage fence.
SITE LAYOUT:	Coordinators understand there will be an ever evolving site layout and parking availability depending on usage of public and construction projects.
VETERANS:	West of ramp for staging on north shoulder of Veterans, south and east of ramp on Veterans Drive are prohibited.
PARKING RAMP:	1 st Floor (and potentially second) for car show participants, second floor and above for patron/public parking. Ramp must remain open for public parking. Cars parked in the ramp before the event begins must be respected, remain undisturbed and allowed free/easy access out of the ramp.
FOOD VENDOR(S):	Will be located on sidewalk off Veterans (SW side of ramp). Staff also suggests the plaza area as an option. No alcohol is allowed. Cooking must be done outside of the ramp until the City finalizes their ordinance pertaining to this subject. Vendors must comply with State and County regulations/license requirements.
MUSIC:	Will be a musician present playing 50's – 60's music (both live and via stereo).
2013:	Parking ramp usage is expected to significantly increase in 2013. Staff would like this permit to expire in October 31, 2013 and be brought back for consideration in 2014.

Ramsey Municipal Center

CC Work Session

2. 3.

Meeting Date: 07/31/2012**Submitted For:** Patrick Brama**By:** Patrick Brama, Administrative Services**Title:**

Consider Sale of Surplus City Owned Land: Case of Windsorwood Property

Background:

As part of the 2011-2012 City Council strategic goals, Staff was tasked with developing an inventory of surplus City owned land. As a result of this process, staff identified a property known as "Windsorwood" as surplus City owned land. The purpose of this case it to consider the sale of Windsorwood.

Notification:

Property owners located within 350 feet of the subject property were mailed a letter notifying them that Windsorwood was identified as surplus City owned land, that the City is considering it's sale and an invite to make comments. Attached to this case are the letters.

Observations:

To facilitate this process, Staff followed the recently adopted "Policy for the Disposition of Surplus City Owned Land." See attached policy for details.

As outlined in the policy, Widsorwood was identified as surplus City owned land. Property owners located within 350 feet of the subject property were mailed a letter notifying them that Windsorwood was identified as surplus City owned land, that the City is considering it's sale and were invited to make comments. An input forum was held on Thursday, July 19, at the Mayor's Town Hall meeting to take public input. No public input was received at the meeting. Staff did receive phone calls from two property owners located adjacent to the subject property (west). Both property owners expressed interest in the subject property and do not want to see it developed. Staff has visited the subject property and developed a property profile. Staff has concluded the subject property is unused by the general public and lightly used by adjacent property owners. Attached to this case is a detailed property profile.

If the Council wishes to move forward with selling this property, Staff needs direction on how they would facilitate the sale (i.e. by owner, listing, auction, etc.). Please see attachment for more details on method of sale options.

Recommendation:

Direct Staff to move forward with the sale of Windsorwood (06-32-25-14-009).

Select a method of sale (i.e. for sale by owner, auction, listing with a realtor, negotiate with interested parties).

Funding Source:

NA

Council Action:

Direct Staff to move forward with the sale of Windsorwood (06-32-25-14-009).

Select a method of sale (i.e. for sale by owner, auction, listing with a realtor, negotiate with interested parties).

Attachments

Property Profile

Policy

Sale Methods

Letter 1

Letter 2

Form Review

Inbox
Kurt Ulrich

Form Started By: Patrick Brama

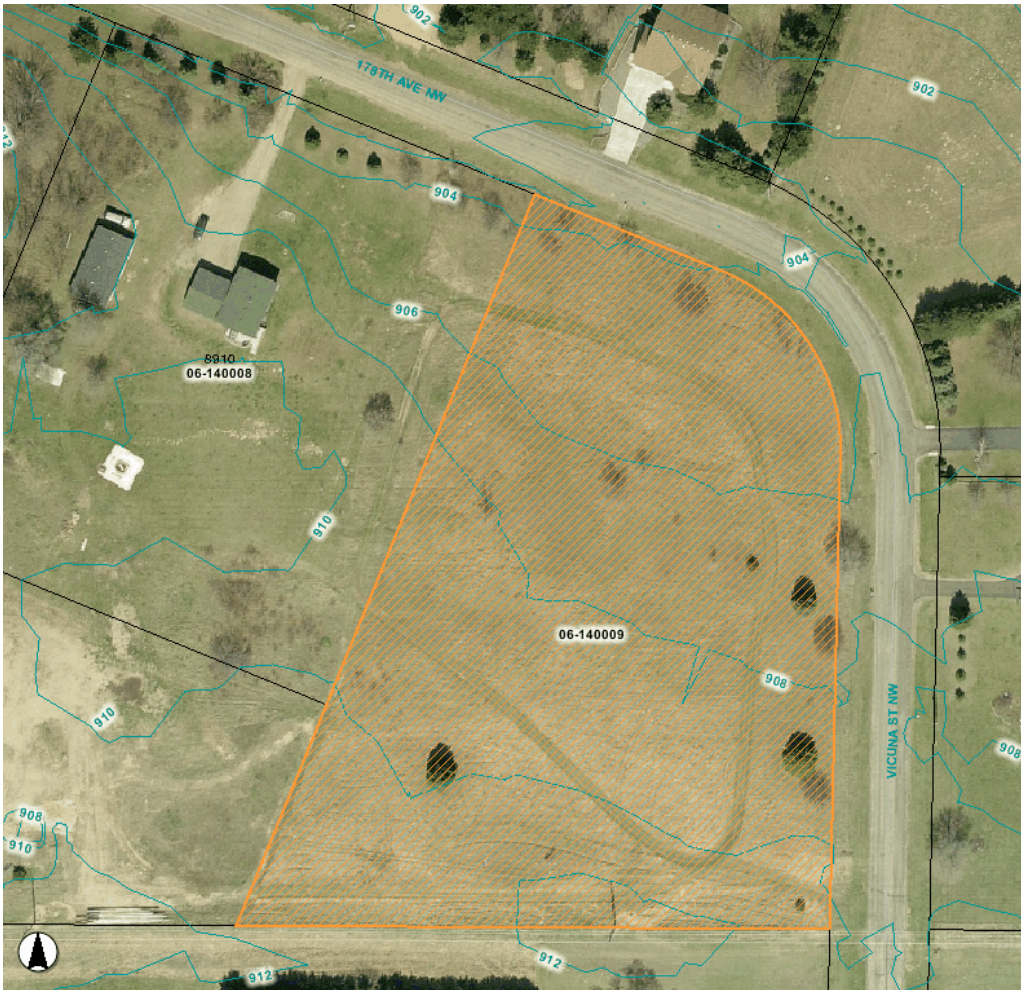
Reviewed By
Kurt Ulrich

Final Approval Date: 07/26/2012

Date
07/26/2012 10:02 AM
Started On: 07/17/2012 12:14 PM

PROPERTY PROFILE: CITY OF RAMSEY

NUMBER: 34
ADDRESS: NA
PID: 063225140009
LEGAL: NA
ACRES: 3.10
VALUATION: 51,300
ZONING: Public/Quasi-Public
MUSA: No
GIS IMAGE:



- DESCRIPTION:** The subject property is located on the south side of 176th Avenue and the west side of Vicuna Street. The property is zoned public/quasi-public and is surrounded by residential. This property is dry, high and buildable. Based on the GIS image above, it looks as though this parcel is being used by neighboring property owners.
- WETLAND:** This property is not adjacent to wetlands so banking is not a feasible use. It does not collect storm water from the neighborhood.
- MAINTENANCE:** There are no maintenance costs.
- OWNER & ENCUMBRANCE:** This property is unrestricted and can be sold.
- DISPOSITION:** The subject property was acquired in October of 1989. This is not a dedicated park. This property has free and clear title and is ready to be sold. If the council desires to dispose of this parcel, staff should rezone and list the property.

USAGE:

Property appears to largely be unused, there are some four wheeler tracks. It is assumed the adjacent property owners to the west may occasionally use this property.

PUBLIC INPUT:

Staff has received interest for purchasing this parcel from both properties owners located directly west of the subject property. Both property owners don't want this piece of land developed. No further public input was received.

PROPERTY IMAGES:



POLICY FOR THE DISPOSITION OF SURPLUS CITY OWNED LAND

City of Ramsey, Minnesota

SECTION I: PURPOSE

- To maximize public benefit and efficient management of City-owned land by considering disposition of lands that are underutilized and/or unneeded for City functions.
- To establish disposition decision criteria and a disposition process.

SECTION II: POLICY STATEMENT

It is the policy of the City of Ramsey to periodically review and inventory City-owned land to identify parcels that are underutilized and/or unneeded for current or anticipated City functions. It also is the policy of the City of Ramsey to consider disposition of lands identified through this inventory according to established criteria and procedure.

SECTION III: PUBLIC BENEFIT

The disposition of underutilized City-owned properties has a number of benefits to the community:

- (1) Reduced City property maintenance costs
- (2) Reduced City liability
- (3) Increased base of taxable parcels
- (4) Reduction of surplus parcels unneeded by the City
- (5) Reduced City resources needed for management of City owned parcels
- (6) Reallocation of parcels to fit in line with long term City needs and goals

SECTION IV: DETERMINATION OF INVENTORY

City Council determines sites potentially available for disposition by means of a City owned land inventory developed by City staff. Upon direction from the City Council, staff shall develop an inventory of City owned land and determine an inventory of properties available for disposition by using the criteria outlined below. If a potential site does not meet the criteria, it shall be deemed potentially available for disposition.

The City shall consider the disposition of real estate if the subject property *does not* meet one of the following potential uses.

POTENTIAL USE CRITERIA

- (1) Economic development purposes; including removal of blighted properties and enhancing the City's tax base
- (2) Public works and maintenance facilities, staging and storage areas
- (3) Public safety facilities, staging and storage areas
- (4) Administrative service facilities
- (5) Public Right of Way; including roads, railroads and airports

- (6) Drainage, wetland and utility easements
- (7) Enhancement of housing stock; including redevelopment purposes
- (8) Public parks, trails and open space

Consideration for the disposition of real estate by the City shall be given based on the *compliance and consistency* with the criteria outlined below.

COMPLIANCE CRITERIA

- (9) City Comprehensive plan
- (10) City Comprehensive water and sewer plans
- (11) City Master parks and trails plan
- (12) City Transportation plan
- (13) Relevant City boards and commissions review
- (14) City Ordinances, Sec. 117-614. - Subdivision Design Standards

POLICY STATEMENT CRITERIA

- (15) The demand for public parks is shifting away from small neighborhood pocket parks to larger regional community parks. The cost to maintain a large number of small neighborhood pocket parks can be greater than the cost to maintain a small number of regional community parks. As such, the City will consider the consolidation of underutilized pocket parks in favor of larger regional parks.
- (16) The City shall not acquire real estate if there is no foreseeable current or future need for the property.

SECTION V: DISPOSITION DECISION CRITERIA

After a property is deemed unneeded and/or underutilized by the City, as outlined in section IV, consideration for disposition will be given by the City Council based on the decision criteria outlined below. This information will be presented to the Council in a findings-of-fact document.

- (1) Public input and feedback regarding a potential disposition
- (2) Maintenance costs
- (3) Title restrictions
- (4) Ability to develop
- (5) Stormwater and drainage limitations
- (6) Proposed future zoning
- (7) Utilities availability
- (8) Long term City needs and plans
- (9) Assessed value
- (10) Method to market and sell property
- (11) Cost to market and sell property

For properties that are legally dedicated, the City will consider the criteria below in addition to the previously stated list:

- (12) Legal costs, quiet title action
- (13) Legal costs, removal of legal dedication from title

The disposition decision criteria listed above, 1-13, will be reported in a findings-of-fact document for each property before it is brought forward to Council for consideration.

SECTION VI: PROCESS

As the City investigates the potential disposition of City owned lands, the process below shall be followed.

STEP 1

NOTIFY PUBLIC (A):

Notify affected property owners of a potential disposition; and, invite interested property owners to attend the next Mayor's Town Hall Meeting.

The purpose of this meeting is to gather, and document, public input on a potential disposition.

Mail notification will be given to property owners within 350' of the subject property 14 days before said meeting.

FINDINGS OF FACT (B):

Staff will create a draft findings-of-fact document to be brought forward to the Council in a worksession meeting. The findings-of-fact document will contain the decision criteria outlined in Section II of this policy.

At the meeting, Council will review the findings-of-fact document and consider moving forward to step two of this process.

Mail notification will be given to property owners within 350' of the subject property 14 days before said meeting.

STEP 2:

ORDINANCE:

An ordinance shall be passed to declare the intentions of the council. The City should not move forward with listing or rezoning properties until an ordinance is passed.

Adopting an ordinance allows the public another opportunity to voice their opinion, for the council to discuss their viewpoints and fulfills the legal process of selling City-owned land.

Mail notification will be given to property owners within 350' of the subject property 14 days before said meetings.

STEP 3:

ZONING AMENDMENT (A):

Third, properties shall be rezoned to the appropriate classification.

Rezoning a property before it is listed makes the property marketable. If properties are not rezoned, it may make potential buyers apprehensive. Furthermore, a rezoned property allows potential property owners to better evaluate the potential use of a property. This process is done by Ordinance and requires a Public Hearing.

For information on rezoning: Chapter 117, Section 49.

COMPREHENSIVE PLAN (B):

If the proposed zoning amendment also changes the land use designation on the Future Land Use Map, a Comprehensive Plan Amendment shall be required. This process requires approval by the Metropolitan Council, often times done administratively. This process is done by Resolution and requires a Public Hearing.

STEP 4:

MARKET:

Marketing properties could be done by means of a realtor, auction or for-sale-by-owner.

The City Council will make this decision on a case by case basis, based on the criteria outlined in the findings-of-fact document.

STEP 5:

PURCHASE AGREEMENT:

City staff and a potential buyer will negotiate a purchase agreement. After an agreement is negotiated, a draft will be brought back to the City Council for discussion and approval.

For properties identified as dedicated or restricted will begin this process at step one, as outlined above. Then, under direction of the City Attorney, follow the process outlined below:

- A. Contact previous property owner(s) to if they would be willing to give their property to the City, with free and clear title
- B. Take property title to court and attempt to remove restrictions
- C. Return property with free and clear title to original owner; or retain City ownership
- D. In the event the City retains ownership, the process would continue at step two outlined above. In the event the property is returned to the original owner, the disposition process would end.

CITY OWNED LANDS: MARKETING/SALE OPTIONS

Target market: builders, new property owner—new build and neighbors

AUCTION

DESCRIPTION:

Hire a third party to advertise and auction properties. The auctioning entity would be responsible for marketing properties and executing the sales. Based on review of a couple businesses, the auction entity does not directly charge the City. The auction entity would require the buyer to pay a premium (about 5%). The City would have an option to set a floor price.

BENEFITS:

Fast and efficient option for selling properties. Low staff time involved. Low principal—agency problem.

DRAWBACKS:

Possibility of selling properties at a discount (market is weak right now). Low control of process.

AGENT

DESCRIPTION:

Hire a third party to advertise and sell properties. The agent would be responsible for marketing properties and negotiating sales. The agent would charge the City a commission (about 6%). The City would work with the agent to set a sale price.

BENEFITS:

Reliable and efficient option for selling properties. Low staff time involved. Revenue maximization.

DRAWBACKS:

Principal-agency problem present.

FOR SALE BY OWNER

DESCRIPTION:

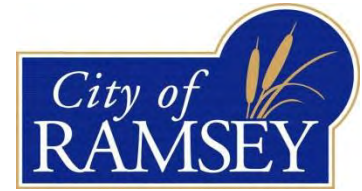
Direct City staff to market and sell properties. Staff would place for sale signs on properties and pursue marketing outlets as directed. Costs to the City would include staff time and marketing fees.

BENEFITS:

If properties sell quickly, this would be a low cost option and the City would retain control over the entire process.

DRAWBACKS:

City staff is not specialized in selling real estate and may not get the highest selling price. This process would require dedicated staff.



Date

Address
Address
Address

Name:

You are receiving this notification because you are either a property owner living near the subject property mentioned below, or you have previously expressed interest in the matter discussed below.

This letter is notification that the Ramsey City Council will be considering the sale of the parcel known as Windsorwood, located off 176th and Vicuna Street NW, at a City Council worksession (meeting) on Tuesday, July 24 at 6:00 p.m. in the Lake Itasca Room, Ramsey Municipal Center.

Sale of the Windsorwood parcel is being considered by the City Council because this parcel is unneeded for current and future City uses.

Persons wishing to comment, ask questions or find more information on the potential sale of the Windsorwood parcel are encouraged to attend the Mayor's Town Hall meeting on Thursday July 19, 7:00 p.m. in the Lake Itasca Room, Ramsey Municipal Center or contact Patrick Brama.

Best Regards,

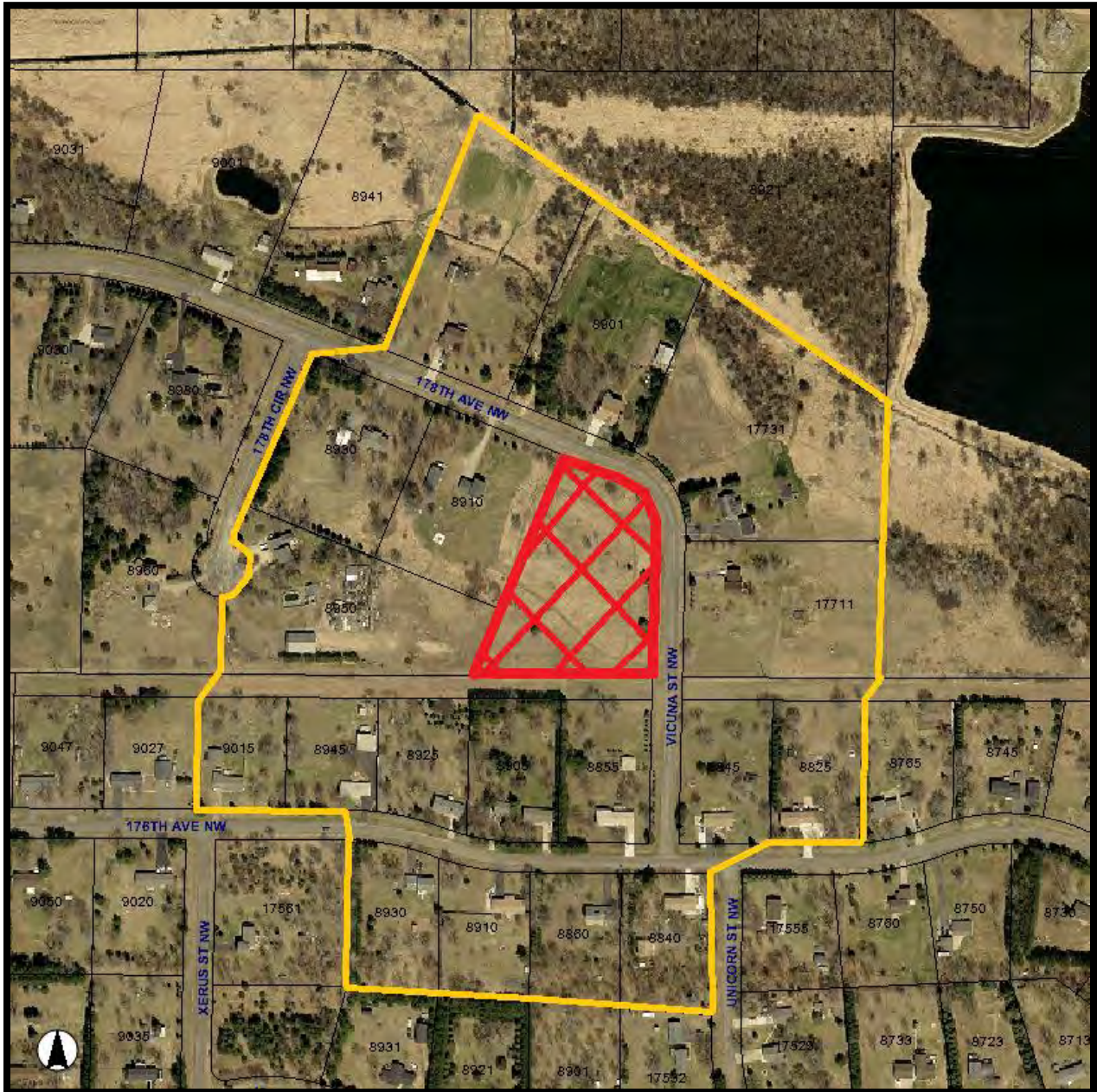
Patrick J. Brama

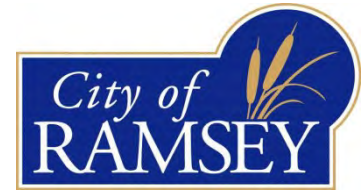
Patrick J. Brama
Management Analyst, City of Ramsey

OFFICE: (763) 433-9903 **CELL:** (763) 412-7609
ADDRESS: 7550 Sunwood Drive NW, Ramsey, MN 55303

Enclosures (1)
Subject Property Map

SUBJECT PROPERTY: Windsorwood (Red), 176th and Vicuna Street NW
PID 063225140009





Date

Address
Address
Address

Name:

You are receiving this notification because you are either a property owner living near the subject property mentioned below, or you have previously expressed interest in the matter discussed below.

This letter is notification that the Ramsey City Council will be considering the sale of the parcel known as Windsorwood, located off 176th and Vicuna Street NW, at a City Council worksession (meeting) on Tuesday, July 31 at 6:00 p.m. in the Lake Itasca Room, Ramsey Municipal Center.

NOTE: this is a different meeting time than indicated in the original letter sent regarding this matter.

Sale of the Windsorwood parcel is being considered by the City Council because this parcel is unneeded for current and future City uses. Persons wishing to comment, ask questions or find more information on the potential sale of the Windsorwood parcel are encouraged to attend this meeting.

Best Regards,

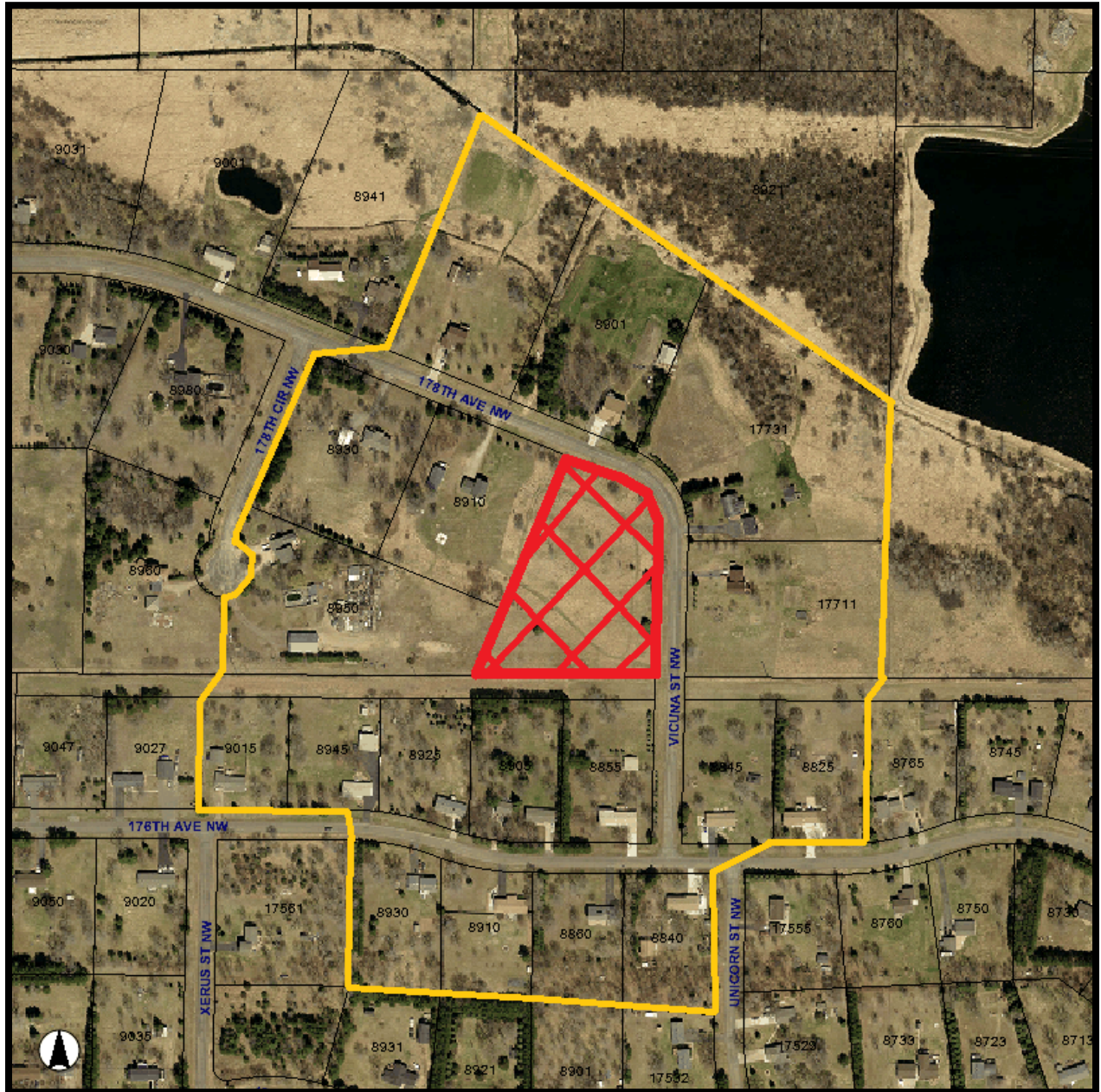
Patrick J. Brama

Patrick J. Brama
Management Analyst, City of Ramsey

OFFICE: (763) 433-9903 **CELL:** (763) 412-7609
ADDRESS: 7550 Sunwood Drive NW, Ramsey, MN 55303

Enclosures (1)
Subject Property Map

SUBJECT PROPERTY: Windsorwood (Red), 176th and Vicuna Street NW
PID 063225140009



CC Work Session

2. 4.

Meeting Date: 07/31/2012**Submitted For:** Len Linton**By:** Len Linton, Engineering/Public Works

Title:

Lower Rum River Water Management Organization (LRRWMO) - Implementation of Third Generation Plan New Development Requirements

Background:

City staff is requesting City Council's input regarding the LRRWMO's proposed implementation of the Third Generation Plan.

The implementation measures include:

1. Permit Review Checklists
2. Collection of Sureties for Stormwater Management Facilities, Erosion and Sediment Control, and Shoreline or Streambank Improvement.
3. Stormwater Impact Fund
4. Volume Banking
5. Standardized maintenance agreements for storm water management facilities

We would like to focus the discussion on items 2, 3 and 4 tonight.

The LRRWMO is proposing the establishment of minimum performance sureties for activities requiring a LRRWMO Permit (see attached), and whether or not the amount would be consistent for all member cities. The minimum surety amount is proposed to be:

For Stormwater Management Facilities:

\$6 per square foot for Infiltration Basins or Rain Gardens

125% of the construction and maintenance costs of all other facilities

For Erosion and Sediment Control:

\$2,500 per acre disturbed plus \$2.50 per linear foot of erosion control

For Shoreline or Streambank Improvement:

The greater of \$5000 or \$100 per linear foot of affected shoreline or streambank

In addition, the surety is proposed to include 10% for contingency and 30% for administrative costs. The minimum surety required is proposed to be \$5,000.

The LRRWMO is considering some flexibility on whether the sureties would be collected at a WMO level or City level.

The Stormwater Impact Fund would be established to provide a means for developers contribute an amount equal to \$40,000 per acre of impervious surface for any unsatisfied portion of the volume control requirements of the LRRWMO. The volume requirements are summarized in Appendix E of the Third Generation Watershed Management Plan.

The Volume Banking would be administered by the LRRWMO, developers of sites that create excess volume reduction may place the credits in the bank. Developers of sites that cannot fully meet the Volume Reduction requirements may purchase credits from the Volume Bank.

Observations:

Sureties for subdivisions are specified in City Code Section 117-615 as 125% of construction cost. Sureties for commercial sites are specified in City Code Section 117-54 as 150% of the required improvements.

The Stage 1 improvements required in the development agreement (subdivisions) include:

1. Trunk and lateral Utilities (Storm sewer, Sanitary Sewer, Watermain)
2. Streets with concrete curb and gutter
3. Lot grading with permanent erosion control
4. Sidewalk and trail construction
5. Small utilities (gas, electric, telephone)

The required surety amount is based on an itemized listing of construction costs for items 1-4 and includes silt fence and other erosion control measures as determined by Engineering.

The improvements required in the development contract (commercial developments) include:

1. Site grading
2. Concrete or bituminous driveways and parking lots with concrete curb and gutter
3. Turf establishment on disturbed areas and installation of landscaping and irrigation system.

Staff has prepared an analysis for two commercial developments and three subdivisions, listing the sureties posted for each project and the fees proposed by the LRRWMO. We focused on the construction cost of the onsite ponds for this analysis, we did not include all of the storm sewer that is connected to the pond. The analysis is attached to the case.

The proposed LRRWMO sureties include a disturbed area fee with 10% contingency and 30% administrative fees added to all costs. This adds \$8,000 - 12,000 to the commercial sites and \$50,000 - 580,000 to the subdivisions. A portion of the cost is due to the disturbed area fee and the remainder is due to the 10% +30% for contingency and administration.

We currently have two categories in our development agreement, Stage 1 improvements and Stage 2 improvements. The stage 2 improvements include lighting, signs, and the first seal coat. There was discussion at the July LRRWMO meeting about creating a third category which would cover the LRRWMO regulated activities, IE. Stormwater Management Facilities, Erosion and Sediment Control and Shoreline or Streambank Improvement.

The Stormwater related items as noted above would be removed from the Stage 1 calculations and added to the Stage 3 calculations with a separate surety.

There was discussion at the LRRWMO meeting about the current method utilized by the member cities for establishing sureties. Andover uses 115% of construction cost multiplied by 1.5, Anoka and Ramsey use 125% of the construction cost. The need to cover administrative and legal fees was also discussed, it requires staff time and sometimes legal services to access the sureties to cover the cost of remedial work. There is a range of calculation methods in use, it may be prudent to request that the LRRWMO proposed fees be adjusted to more closely match existing rates and establishing a uniform calculation procedure for all cities in the WMO.

The LRRWMO has established and will maintain a bank of available runoff retention Volume Credits.

Volume reduction or runoff retention achieved onsite in excess of the requirements of the Appendix E Storm Water Standards of the Third Generation plan may be credited into the bank for use on other projects that are unable to fully meet this requirement on a parcel.

Volume credits may be utilized by permit applicants to meet the requirement of Appendix E only after the applicant has demonstrated to the LRRWMO that:

- One half inch of runoff from all impervious surface on the parcel will be retained on the parcel; and
- Soil conditions and/or other site constraints prevent retention of additional runoff on site.

The LRRWMO will maintain an inventory of all qualified Volume Credits accumulated and sold. Permit applicants are responsible for contacting a seller of Volume Credits and arranging the sale based on terms established by the interested parties. The LRRWMO will certify the sale through a form established by the LRRWMO and completed by the buyer and seller of the Volume Credits. Funds contributed to the Stormwater Facilities fund from a municipality shall be spent within that municipalities jurisdiction to the extent possible.

The handout for the Volume Banking and Stormwater Impact fund is attached to the case.

The LRRWMO board is planning to vote on these items at the August 2012 meeting.

Recommendation:

Staff recommends voting for the Volume Banking and Stormwater Impact fund items at the LRRWMO Board meeting.

Staff recommends (accepting / modifying) the surety requirements.

Funding Source:

The sureties will be posted developers. The City will be responsible for sureties on City projects, the fees will need to be part of the overall budget for the project.

Council Action:

Motion to provide direction to LRRWMO representative based on discussion.

Attachments

Surety Analysis

Volume Banking

Form Review

Inbox

Kurt Ulrich

Form Started By: Len Linton

Reviewed By

Kurt Ulrich

Date

07/26/2012 12:44 PM

Started On: 07/25/2012 10:01 AM

Final Approval Date: 07/26/2012

SUMMARY OF PROPOSED
LRRWMO SURETIES

Facility Type	City	Proposed LRRWMO
Stormwater Management Facilities		
Infiltration Basins or Rain Gardens	125%	\$9 /sq ft
All other facilities (subdivision) (1)	125%	179%
All other facilities (site plans) (1)	150%	179%
Erosion and Sediment Control		
Subdivision	125%	\$3,575 /acre \$3.58 / linear foot \$5,000.00 Minimum *
Site Plans	150%	\$3,575 /acre \$3.58 / linear foot \$5,000.00 Minimum *

* LRRWMO minimum includes 10% contingency and 30% administrative
All percentages are taken against construction cost

Site Plan fee increase per LRRWMO requirements	\$8,000 - 12,600
--	------------------

Subdivision LRRWMO requirements addition to sureties collected by City (1)	\$26,000 - 530,000
--	--------------------

(1) Estimated cost of Grading ponds, did not evaluate all storm sewer costs

- City Stage 1 (125% construction cost)
- Trunk and lateral utilities (storm, sanitary,watermain)
- Streets with concrete curb and gutter
- Lot grading and **permanent erosion control**
- Sidewalk construction
- Trail construction
- Small utilities (Gas, telephone, electric)
- Street Lights
- Landscaping

SUMMARY OF PROPOSED
LRRWMO SURETIES

Site Plan (150% construction cost)

Site Grading

Concrete or bituminous driveways and parking lot with concrete curb

Turf establishment on disturbed areas, installation of landscaping and irrigation

COMMERCIAL SITES

Development JDT QDP	Material	Quantity	Unit	Current		Proposed LRRWMO (2)	
				City (1)	Unit Price	Unit Price	Unit Price
	Silt Fence	600	1.7875 (1)	2	\$1,800	2.50	\$2,145
	Disturbed Area	2.2	1.7875			2,500	\$7,865
	Collected by City				\$1,800		
	Proposed to be Collected by LRRWMO						\$10,010
	Difference				\$8,210		
Tag Machine							
	Silt Fence	200	lf (1)	2	\$600	2.50	\$715
	Pond	800	Cy (1)	10	\$12,000	10.00	\$14,300
	Disturbed Area	1.03	ac			2,500	\$3,682
	Collected by City				\$12,600		
	Proposed to be Collected by LRRWMO						\$18,697

(1) Reflects 125% construction cost

(2) Reflects unit price * 1.1 * 1.3 (contingency, administration)

SUBDIVISIONS

Plat	Material	Quantity	Unit	City (1)		Proposed LRRWMO (2)	
				Unit Price		Unit Price	
RTC 10	Silt Fence	3,500	1.7875	2	\$8,750	2.50	\$12,513
	Regional Ponding		1.7875				\$0
	Disturbed Area	12.33	ac		\$21,250	2500.00	\$44,080
Collected by City					\$30,000		
Proposed to be Collected by LRRWMO							\$56,592
Difference					\$26,592		
Brookfield 1st	Silt Fence	4,740	lf	2	\$11,850	2.50	\$16,946
	Pond Grading	55,000	CY	10	\$687,500	10.00	\$983,125
	Disturbed Area	47.8	ac		\$85,000	2500.00	\$170,885
Collected by City					\$784,350		
Proposed to be Collected by LRRWMO							\$1,170,956
Difference					\$386,606		
Meadow	Silt Fence	5,240	lf	2	\$13,100	2.50	\$18,733
	Pond Grading	88,100	CY	10	\$1,101,250	10.00	\$1,574,788
	Disturbed Area	27.41	ac		\$48,250	2500.00	\$97,991
Collected by City					\$1,162,600		
Proposed to be Collected by LRRWMO							\$1,691,511
Difference					\$528,911		

(1) Reflects 125% construction cost

(2) Reflects unit price * 1.1 * 1.3 (contingency, administration)

Volume Banking

The Lower Rum River Watershed Management Organization (LRRWMO) has established and will maintain a bank of available runoff retention Volume Credits.

- Volume reduction or runoff retention achieved onsite in excess of the requirement of Appendix E Storm Water Standards, in the *Third Generation Watershed Management Plan* dated October, 2011 of the LRRWMO (WMP 2011) may be credited into the LRRWMO's bank for use on other projects within the LRRWMO that are unable to fully meet this requirement on parcel.
- Volume Credits may be utilized by permit applicants to meet the requirement of Appendix E in the WMP 2011 only after the applicant has demonstrated to the LRRWMO that:
 - a. One-half inch of runoff from all impervious surface of the parcel will be retained on the parcel; and
 - b. Soil conditions and/or other site constraints prevent retention of additional runoff onsite.
- The LRRWMO will maintain an inventory of all qualified Volume Credits accumulated and sold. Permit applicants are responsible for contacting a seller of Volume Credits and arranging the sale on terms established by the interested parties. The LRRWMO will certify the sale through a form established by the LRRWMO and completed by the buyer and seller of the Volume Credits. Funds contributed to the Stormwater Facilities Fund from a municipality shall be spent within that municipality's jurisdiction to the extent possible.

**Stormwater Impact Fund:
Lower Rum River Watershed Management Organization**

Project applicants who qualify to do so shall contribute an amount equal to \$40,000 per acre of impervious surface of a parcel for any unsatisfied portion of the volume control requirement of the Lower Rum River Watershed Management Organization to the Stormwater Facilities Fund.

The Volume Control Requirements are summarized in Appendix E Storm Water Standards, of the *Third Generation Watershed Management Plan* dated October 2011 of the Lower Rum River Watershed Management Organization.

Stormwater Impact Fund Calculation

Volume Reduction Requirement from Impervious Area: Retention of 1-inch/ acre of imperviousness

1-inch x 1 acre = 1 acre-inch: 1acre-inch x 1foot/ 12-inches = 0.083 acre-feet

0.083 acre-feet x 43560 square feet /acre = 3630 cubic feet

3630 cubic feet x \$6 /cubic feet (assuming basin depth is 1 foot) = \$21,780

\$21,780

Contingencies – 10% + 2178

\$23,958

Administration-30% + 7187

\$31,145: Round to \$40,000

CC Work Session

2. 5.

Meeting Date: 07/31/2012

By: Mark Riverblood, Engineering/Public Works

Title:

Progress 2012 Parks' Capital Improvements

Background:

The primary discussion at the June 14, 2012 joint meeting hosted by Park and Recreation Commission with City Council was the Parks' Capital Improvement Plan and also recommending Park Dedication for the COR Three plat which includes the park space known as North Commons. The preponderance of the CIP discussion included the proposed building and playground for Elmcrest Park - with the North Commons item including a discussion on the priority of the playground for that new neighborhood.

Notification:

Observations:

The consensus of the Commission relative to the aforementioned analysis on the CIP, was that all three projects have a demonstrated need within the community, and each (the park building at Elmcrest, the playstructure there as well, and the play equipment for North Commons), are the subject of some expectation by residents - either at the neighborhood level or in the case of Northern Lights Soccer (NLS), by a large cross-section of Ramsey.

The discussion in June also concluded that it was difficult to 'rank' the priority of these projects, as they are different in their nature and need, or they are interrelated as in the case of the proposed park building and adjoining playstructure at Elmcrest Park.

Using the above 'obstacle' as an opportunity, staff investigated the proposition of purchasing two playstructures at the same time for two different parks. The findings reveal that perhaps as much as 8 to 13 percent may be saved by this approach. If the price point for the play equipment at Elmcrest were \$75k and the proposed playstructure at North Commons were \$40k - the savings may be approximately \$15,000.

Another aspect of the discussion included the acknowledgment that the Park and Recreation Commission and Northern Lights Soccer need to work together closely throughout the planning process for Elmcrest's park building - and establish a realistic goal of cash contributions by the club, and also what NLS would be responsible for in terms day-to-day maintenance during the soccer season. A well-attended meeting occurred on June 24th, 2012 between NLS, Anoka Ramsey Athletic Association (ARAA) officials and members of the Park and Recreation Commission. The outcome appeared to yield general consensus on a funding plan and amount, and recognition that a formal maintenance commitment would need to be organized for submittal to City Council to credibly move the park building project forward. At the July 14th, 2012 Park and Recreation Commission meeting, NLS representatives were in attendance and offered a letter committing to the City, \$40,000 toward the proposed park building.

One portion of the cash contribution by NLS may be to reimburse the City for the plans and specs after the building is completed. Advancing the plans and specs as a first step has the value of assuring the club has 'skin in the game' but moreover addresses many important questions like identifying the estimated building construction cost, annual operational expenses and most importantly, building design and utility. It is understood that representatives from NLS will be at the July 31st work session to more fully describe the maintenance commitment (and affirm their \$40,000 cash contribution).

Attached is a proposal (most notably Scope of Services) that addresses the process of developing the plans and specifications for the Elmcrest Park building, as well as related attachments.

The next step may be to formalize the above referenced funding and maintenance commitment - perhaps as a Joint Powers Agreement between City Council and ARAA. This activity, together with organizing play equipment options for North Commons and Elmcrest could occur this late summer into fall, with plans and specs perhaps completed before winter.

Funding Source:

None required at this time - however, the Park Trust Fund (present balance of approximately \$1.9 million) is expected to be a funding source, together with a contribution by NLS for a portion of the park building.

Staff Recommendation:

Commission Action:

Council Action:

Based upon discussion, provide consensus direction for staff to develop a formal agreement between ARAA and the City for the financial and maintenance contributions from the club for Elmcrest's park building, and acknowledge that the Park and Recreation Commission will be investigating play equipment purchases for North Commons and Elmcrest Park - for subsequent City Council approval.

Attachments

architect cover letter

scope of services

similar projects

fee proposal

Miller Park example

background on NLS & building need

sample agreement - ARAA and City

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	07/26/2012 12:57 PM
Form Started By: Mark Riverblood		Started On: 07/24/2012
	Final Approval Date: 07/26/2012	

bissonnette erickson architects, llc

55 West Office Center
10700 Highway 55
Suite 317
Plymouth, MN 55441
Phone: 763-544-8370
be-architects.com



June 26, 2012

Mr. Mark Riverblood
Parks & Asst. Public Works Superintendent
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

SUBJECT: Proposal for Professional Services
Ramsey Park Building

Dear Mr. Riverblood:

We appreciate your invitation to submit this proposal for the new Park Building at Elmcrest Park in Ramsey, MN.

As an Architect for Cities such as Eden Prairie, Maple Grove, Medina and Plymouth, we have gone through similar processes of analysis and study, using input from user groups and outside consultants to develop programs and design solutions for projects similar to yours.

We will bring to your project an added value that includes efficient use of time and resources, creation of a knowledgeable yet user friendly environment for Staff and Community involvement and a vision for the long term. Our 45 years of Community based architecture combined with 28 years of hospitality expertise will deliver a building and design that will bring delight to the users.

Please review the attached information and contact us with any questions or comments you may have, we look forward to meeting with you to discuss your project in depth.

Sincerely,

BISSONNETTE ERICKSON ARCHITECTS, LLC

Del Erickson, RA, NCARB

Bruce P. Bissonnette, AIA

Work Plan/Scope of Services

PHASE I

Initial Work Phase/Program

- Review existing program/budget
- Update program issues with City Staff
- Meet and receive input from user groups
- Review code and city planning requirements
- Develop written program/design objectives incorporating input and project concerns
- Finalize schedule

Schematic Design

- Prepare concept plans and design alternatives
- Prepare rough cost analysis related to concept alternatives
- Review with City Staff to finalize design concepts, including reconciliation of septic system design (by City Staff) with sustainability specifics and cost objectives
- Prepare schematic plans, elevations, and computer generated 3D diagrammatic illustrations.
- Design and system narrative to establish approach for design development
- Establish preliminary cost estimates
- Present to City Staff and others as appropriate

City of Ramsey responsibility:

Provide geotechnical information, environmental impact information, program information and availability for meetings and interaction with the design team.

PHASE II

Design Development

- Update design concept as approved and modified and review with City Staff
- Prepare design development plans with proposed structural, mechanical and electrical systems illustrated in CADD form explaining design and appearance character and image
- Prepare outline specifications of materials and systems
- Prepare final preliminary cost estimate
- Prepare annual energy consumption estimate
- Review with City Staff at appropriate intervals to keep abreast of project, incorporating input as part of team.
- Present to City for approval to proceed with construction documents

City of Ramsey responsibility:

Meetings and interaction with the design team for review and approval of design concepts and Council approval to proceed with construction documents.

PHASE III

Construction Documents

- Review with City Staff. Finalize design concerns and modifications
- Prepare final construction and bid documents in CADD form
- Review options for contract methods with City
- Prepare construction specifications
- Prepare final cost estimate
- Present to City for approval to bid

City of Ramsey responsibility:

Meetings and interaction with the design team and input regarding conditions of the contract and bidding and procurement information and City approval to issue for bidding and permitting.

PHASE IV

Bidding and Construction Administration

- Attend pre-bid conference
- Review bidding questions and issue clarifications to bidders
- Review bids with City and make recommendations on award
- Attend preconstruction conference and progress meetings at project site
- Review and approve shop drawings and material selections; incorporating input from City Staff as appropriate
- Provide job site observation and reports at intervals appropriate to project construction phase and progress
- Review and approve monthly payment request
- Provide final inspection with Owner and issue punch list
- Review completion of punch list and sign off of contractors
- Approve final pay request and issue certificate of completion
- Review warranties and perform walk through with City prior to one year occupancy

City of Ramsey responsibility:

Approval of bid packages. Provide public notice information. Provide location for receipt of and opening of bids. Meetings and interaction with the design team. Review and approval of finish schedule for colors, materials and systems. Participate in final inspection and acceptance of project.

Unique Qualifications

Depth of Experience with Community Based Projects

Del Erickson has over 45 years experience working with community organizations which include cities, counties, state, schools, youth associations, YMCA's and the Girl Scouts. His experience provides clients with considerable, relevant experience that will be applied to this unique project as a recreational facility of importance to the community.

Small Firm with Active Principal Involvement

We are a lean firm, whose principals are involved throughout the process. Our hands-on approach maintains continuity of client and design objectives through final project completion. We have a reputation for efficient, cost effective services that provide full value at competitive fees.

Sustainable Practices

We have pioneered many sustainable practices in our designs since the 1980's and continually incorporate appropriate and cost effective solutions in our work. While we encourage the use of as many sustainable building components as possible, we also realize that in every project an underlying issue is building cost, both first and operational, therefore life cycle analysis, value engineering, and reuse and recycling are thoroughly studied as is user friendly lighting control systems and HVAC systems that is easily adjustable to meet the varying occupant load and time of day usage. Our firm and major consultants have LEED certified personnel providing appropriate sustainable design.

Durable Public Buildings

We recognize that public building can have extra challenges in maintenance and durability. Materials and finishes need to be durable yet aesthetically interesting. We know the importance of durability of materials, that are accessible to the public and users as well as mechanical and electrical systems that require minimum maintenance and have long life.

On Budget on Time

As a firm we value your time, and your budget. With our knowledge of current construction costs and trends in the region we start the process from the very beginning of making sure an organized and fiscally responsible approach is taken that will yield ultimate value for your project. Our cost estimating has been within 5% of final cost and we have never had a project not proceed because we could not design within budget.

Availability

We are prepared to start immediately and devote necessary resources and personnel to serve the community of Ramsey and the needs of this project.

SIMILAR PROJECTS

Miller Park Softball Field Building, Eden Prairie, MN

- Central resource, toilet, storage and concession building located between backstops of four softball fields in Miller Park.
- Area: 3,000 s.f. plus 6'-0" roof overhang on all four sides.
- Wood roof construction, energy block walls of local manufacturer, energy efficient heat and ventilation systems via cupola with natural vent capabilities, high efficiency lighting, low flow plumbing fixtures and recycled plastic toilet compartments and countertops.
- A indoor/openable breezeway for indoor and outdoor access to tournament office, toilets and concession
- Project Cost: \$350,000

Three Park Shelters; Prairie View Park, Edenvale Park, Forest Hills Park, Eden Prairie, MN

- Park shelters providing picnic shelter, warming/multi-use space and toilet facilities for ball field, playground and ice rink.
- Area: 1,200 s.f. enclosed plus open roofed picnic area (600 s.f.)
- Wood roof construction, energy block walls of local manufacturer, energy efficient systems and recycled materials; windows provided natural light and security screened ventilation for year round use
- Project Cost: approximately \$235,000 each

Miller Park Baseball Building, Eden Prairie, MN

- Baseball field shelter and Association building with toilets, maintenance storage, concessions, picnic shelter with second floor storage and Baseball Association space with view to two Little League fields.
- Area: 1,500 s.f. first floor, 900 s.f. second floor and 600 s.f. of covered picnic area.
- Wood roof construction and second level floor system, energy block walls of local manufacturer, energy efficient systems and recycled materials
- A indoor/openable breezeway for indoor and outdoor access to tournament office, toilets and concession
- Project Cost: \$300,000

FEE PROPOSAL

Scope of Work

- **Phase I – Site Review/Concept/Program Study and Schematic Design** estimated to be approximately 20% of fee.
- **Phase II – Design Development**, for work as approved, approximately 15% of fee.
- **Phase III – Construction Documents** for work as approved, approximately 40% of fee.

Estimated fee through plans and spec's is approximately 75% of fee or \$20,000 to \$22,500.

- **Phase IV – Bidding and Construction Administration** for work as bid and contracted, approximately 25% of fee.

The overall fee budget for all services will be negotiated on the basis of 8% to 8.5% of construction cost, adjusted by final scope of work; hourly not to exceed \$28,500 based on estimated construction budget of \$300,000 to \$350,000.

Our basic services will be based on AIA B151 Contract which includes complete architectural, structural and mechanical and electrical engineering. Civil engineering, landscape architecture, surveying, staking, as-built documents, special inspections for structural and utilities are additional services and some will be provided by City.

Architectural

Principal Architect	\$125/hr
Project Architect	\$100 to \$110/hr
CADD	\$75 to \$85/hr

Structural Engineering

Principal	\$160/hr
Structural Engineer	\$100 to \$110/hr
Designer	\$80 to \$100/hr

Mechanical & Electrical

Principal	\$145/hr
Project Manager / Engineer	\$90 to \$125/hr
Designer / CADD Technician	\$90/hr

Reimbursable expenses, including but not limited to, filing fees and outside reproduction of graphics shall be reimbursed at actual cost plus 10%.



7/29/2010 9:16am

NORTHERN LIGHTS SC FACTS

ABOUT US

NORTHERN LIGHTS SOCCER CLUB, CELEBRATING ITS 25TH YEAR IN 2010, IS DEDICATED TO BRINGING A HIGH LEVEL OF SOCCER TO THE YOUTH IN THE ANOKA, RAMSEY, ANDOVER, COON RAPIDS AND SURROUNDING AREA. WE FOCUS ON TRAINING OUR PLAYERS TO BECOME QUALITY PLAYERS WHILE GAINING LIFELONG LESSONS AND EXPERIENCES. WE ARE COMMITTED TO DEVELOPING STRONG COMMUNITY RELATIONSHIPS WITH OUR PLAYERS, FAMILIES, COMMUNITY BUSINESSES AND ORGANIZATIONS. WE ARE CONTINUING TO GROW AND DEVELOP WINNING TEAMS OVER TIME, WITHOUT COMPROMISING OUR BELIEFS AND VALUES.

NORTHERN LIGHTS SOCCER CURRENTLY SERVES 1700 COMMUNITY MEMBERS BETWEEN ITS FALL AND TRAVELING PROGRAMS. THE PROGRAM CURRENTLY HAS 15 VOLUNTEER COMMITTEE MEMBERS, TWO FULL TIME PAID EMPLOYEES AND 10 PAID TRAINERS/COACHES.

200 Volunteer Coaches

SOCCER HAS GROWN QUITE CONSIDERABLE IN THE LAST 5 YEARS IN THE US. SOCCER IN THE MIDWEST HAS STAYED ON A 2-3% INCREASE EVERY YEAR. IN THE 2010/2011 SOCCER SEASON 71,668 MINNESOTA KIDS PARTICIPATED THE WORLD'S MOST POPULAR SPORT, WITH ONLY MICHIGAN AND ILLNOIS HAVE A HIGHER NUMBER OF REGISTRATED PLAYERS.

I'M VERY PLEASE TO SAY NORTHERN LIGHTS SOCCER CLUB WAS AWARDED THE NORTH BOYS DISTRICT TOURNAMENT AND THE STATE WIDE U9/U10 FALL JAMBORRE FOR THE LAST 5 YEARS.

- I HAVE ATTACHED A BREAK DOWN OF THE FINANCIAL IMPACT TO THE COMMUNITY

CURRENT CONCERNS

OTHER COMMUNITIES HAVE ALREADY BUILT DOME FACILITIES EG.. MAPLE GROVE, ST. MICHAEL AND ANDOVER (WHICH HAS CONTACTED US TO PARTNER WITH THEM)

FUTURE INCREASE IN BUILDING AND LABOR COST BY PUTTING OF THE PROJECT TO A LATER DATE

Districts:

105 teams ranging from U11 to U19 boys.

Approximate number of attendees from throughout the State - 5000 people from Thursday - Sunday

Gross profit from the 4 day tournament is approximately \$8000.00

Extra expenses due to no building at Elmcrest:

- Tent \$975.00
- Extra bathrooms and washing stations \$970.00
- Extra garbages \$428.00
- Temporary Anoka County food permit \$30.00
- Machine rental from ARAA concession stand \$200.00
- Extra concession supplies due to no water (ie: water jugs, cleaning supplies, etc) \$200.00

Jamboree:

164 teams ages U9 & U10

Approximate number of attendees from throughout the State - 6500 people in one day

Gross income from the one day tournament is approximately \$11,000.00

Extra expenses due to no building at Elmcrest:

- Tent \$975.00
- Extra bathrooms and washing stations \$970.00
- Extra garbages \$428.00
- Temporary Anoka County food permit \$30.00
- Machine rental from ARAA concession stand \$200.00
- Extra concession supplies due to no water (ie: water jugs, cleaning supplies, etc) \$200.00

\$5606.00 to be redirected toward maintance of the new facities

ELMCREST PARK SHELTER

• D E B U T •

NORTHERN LIGHTS SOCCER CLUB (NLS)



Soccer was first organized in Ramsey in 1985 under the non-profit organization known as the Ramsey Youth Athletic Association. It began as a recreational program for ages 3 to 12 with a mission to teach local youth good sportsmanship, teamwork and the game of soccer. A competitive program for ages 7 to 19, now known as "Northern Lights Soccer Club" (also known as "traveling soccer"), was added in 1999. It quickly grew from a single team of 16 players during its inaugural season to 36 teams and 507 players from 38 different cities in the 2010 summer season.

In 2006, the Anoka Youth Athletic Association merged their youth multi-sport association with Ramsey Youth Athletic Association, and the program was renamed the Anoka Ramsey Athletic Association. Northern Lights Soccer Club (NLS) continues to operate within the non-profit legal organization known as Anoka Ramsey Athletic Association.

Northern Lights Soccer Club has produced five Minnesota Youth Soccer Association State Champions and 11 State Champion Runners-Up. In 2007, the Anoka High School boys' varsity soccer team – comprised almost exclusively of NLS members – won the Minnesota State High School League Class 2A State Championship. They were the first north-metro boys' soccer team to win a High School State Championship.

Over the years, Northern Lights Soccer Club has continuously remained responsible stewards of the funds under its control. Fees have historically been maintained at levels lower than similar clubs in surrounding areas, and the Soccer Club has applied for and received five grants for various projects. A program was established to provide funds to underprivileged families so that no child is turned away simply because of financial difficulty.

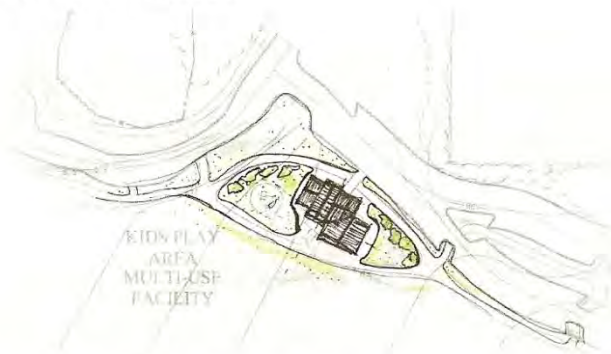
Contents:

Soccer in Ramsey

Details of the Park Shelter

Accomplishments, Special Events & Opportunities

Membership & Demographics



Overall conceptual site plan showing proposed park shelter building, paved and green areas

SOCCKER IN RAMSEY

Elmcrest Park Building Stakeholders:

- The City of Ramsey
- Surrounding Neighborhoods
- Anoka Ramsey Athletic Association
- Local Businesses
- Players and their families
- Coaches
- Volunteers



Elmcrest Park has a wide variety of activities to offer area youth.



Youth organizations look forward to serving you from Concessions!

Elmcrest Park has emerged as the home of Northern Lights Soccer Club. Many events have been hosted at the park which bring visitors from many cities in the metro area as well as places as far away as St. Cloud, Bemidji and Duluth. In July 2010, Elmcrest Park will host the North District Boys Tournament for the fifth consecutive year. This tournament brings over 6,000 visitors to the City of Ramsey over the three-day period. In 2009, Northern Lights Soccer Club was awarded a two-year contract to host the Fall Jamboree for 9- and 10-year-olds. This one-day event draws over 8,700 visitors to the city.

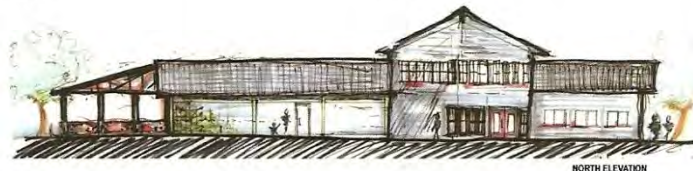
Much has been accomplished in the 25 years of soccer in Ramsey to serve the city and teach the game of soccer. With hundreds of involved families, dedicated volunteers and an ever-growing reputation as one of Minnesota's premiere soccer clubs, the future of Northern Lights Soccer Club is bright.

Why a Building at Elmcrest Park?

Many opportunities to host events that would bring visitors and commerce to the city are lost simply because of the manpower and expense required to host them. Without a building, tents, restrooms and storage, facilities must be rented, and volunteers are required to move concessions back and forth. This not only taxes the volunteer base – making it difficult to host more than one event per year, but also it cuts into the profit – making it impractical or impossible to host larger events.

Meeting space for large groups is scarce within the city. A building at Elmcrest Park could provide meeting space for youth groups, senior groups and civic organizations.

A building at Elmcrest would sit adjacent to well traveled trails that would provide restrooms, drinking water and a rest area along the trails.



NORTH ELEVATION



SOUTH ELEVATION

North and south elevations of the proposed park shelter

DETAILS OF THE PARK SHELTER

The project consists of site and architectural design and documentation for the construction of a new public park shelter and pavilion at Elmcrest Park in Ramsey, MN. The existing site includes parking, paved trails and soccer fields (south of the proposed park shelter). The full build-out of the site will include the

park shelter, pavilion, children's play area and landscaping around the shelter. The park shelter building will be used during all seasons of the year in support of area youth athletic programs. It is anticipated that the facility will be constructed during the 2011 construction season.

BUILDING PROGRAM

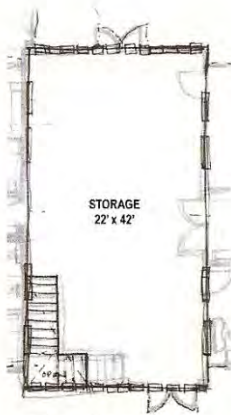
Floor 1:

Pavilion	1296 SF
Concessions	378 SF
Food Prep	126 SF
Restrooms	
Men's	192 SF
Women's	192 SF
Mechanical/Electrical Room	116 SF
Service	30 SF
Gathering Room	924 SF
Garage	300 SF
Cold Storage	180 SF
Office	240 SF

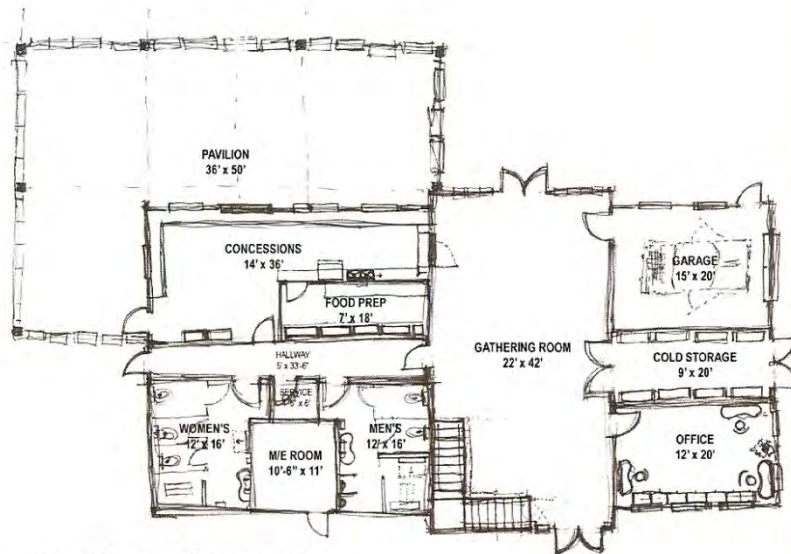
Floor 2:

Storage	<u>924 SF</u>
---------	---------------

TOTAL: approx. 5065 SF



Schematic second floor plan of park shelter (above)



Schematic ground floor plan of park shelter (above)



ACCOMPLISHMENTS, SPECIAL EVENTS & OPPORTUNITIES

Why Now?

Construction costs are at their lowest point in years, and the need for low-cost, local recreation are in demand now more than ever.

Accomplishments

- 2000- Applied for and received \$100,000 grant (awarded the maximum amount) through Minnesota Amateur Sports Commission and the State of Minnesota's "Mighty Kicks" grant. This grant was used to develop soccer fields at Elmcrest Park.
- 2007 - Anoka High School Boys Soccer Team wins MN State High School League Class 2A State Championship. This was the first time a north-metro high school won a state soccer championship in class 2A. These players were almost exclusively NLS members.
- Northern Lights Soccer Club has produced five MYSA state champions and 11, 2nd-place teams.
- Teams compete at all levels of play from Classic 3 to the Premier Division.
- NLS numerous graduates are active in college and semi-professional soccer.
- Developed fund-raising programs and scholarship

funds to help families so that no child is turned away due to financial difficulty.

- Applied for and received four grants from MYSA for safety upgrades to soccer goals. All fields within the city of Ramsey now have nationally approved goals with approved anchoring techniques.

Special Events & Opportunities

- MYSA U9/U10 Fall Jamboree – attendance approximately 8,700 during one-day festival. Hosted first time in fall 2009 and signed two-year contract.
- MYSA North District Tournament – attendance approximately 6,000 during three-day event.
- *Opportunity* – MYSA U9/ U10 Summer Jamboree – attendance approximately 8,700 during one-day festival.
- *Opportunity* – Summer Regional Tournament.
- *Opportunity* – Summer State Tournament.
- *Opportunity* – Fall State Tournament.
- *Opportunity* – Summer Invitational Tournaments.
- *Opportunity* – Small-sided Jamborees.

Ramsey Soccer Milestones:

- Northern Lights Soccer Club (NLS) traveling program started in 1999 with one team of 16 players. It has grown to 36 teams and 507 players in 2010.
- 2006 – Anoka Youth Athletic Association merged with Ramsey Youth Athletic Association (program was renamed Anoka Ramsey Athletic Association).
- 2008 – Minnesota Revolution (stand-alone soccer program primarily servicing Anoka and Andover) merged with NLS (program maintained NLS name).
- 2010 – 25 years of service.



Soccer and lacrosse are popular youth sports in Ramsey.

MEMBERSHIP & DEMOGRAPHICS



Tournaments and other games hosted by Northern Lights Soccer Club become community-wide events in Elmcrest Park.

Membership

- 1985: Northern Lights Soccer Club (NLS) began a soccer program within Ramsey Youth Athletic Association
- 1990: 217 players in summer + 175 players in the fall
- 1995: 309 players in summer + 213 players in the fall
- 2000: 557 players in summer + 318 players in the fall
- 2005: 764 players in summer + 563 players in the fall
- 2010: 1,114 players in summer + 625 (anticipated) players in fall

Recreational Demographics

- 2010 Enrollment: 607 players (spring season only)
- Ages 3 to 12
- 48% Boys; 52% Girls
- Participants from 16 cities: Ramsey, Anoka, Andover, Nowthen, Coon Rapids, Elk River, Ham Lake, St. Francis, Blaine, Cambridge, Champlin, Maple Grove, Minneapolis, Oak Grove, Otsego and Wyoming
- Breakdown by city: Ramsey 66.4%, Anoka 20.6%, Andover 7.2%, Other 5.8% (Nowthen residents are calculated with Anoka residents)

Traveling Program Demographics

- 2010 Enrollment: 507 players (spring season only)
- Ages 7 to 19
- 41% Boys; 59% Girls
- Participants from 38 cities and two states: Ramsey, Anoka, Andover, Nowthen, Coon Rapids, St. Michael, Elk River, Blaine, Brooklyn Park, Champlin, Ham Lake, Oak Grove, Monticello, Moundsview, St. Francis, Zimmerman, Albertville, Baxter, Big Lake, Brainerd, Buffalo, Cambridge, Maple Grove, Minneapolis, Otsego, North Branch, Cedar, Corcoran, Dayton, East Bethel, Edina, Elk Mound, Wisconsin, Pine Springs, Rogers, Shakopee, Shoreview, Stillwater and Wyoming
- Breakdown by city: Ramsey 53.8%, Anoka 14.8%, Andover 14.0%, Other 5.3% (Nowthen residents are calculated with Anoka residents)
- League Games – traveling soccer teams from Stillwater to St. Cloud and from Edina to Bemidji visit our city and community on a weekly basis.

Northern Lights Soccer Club "Wish List" – via discussions with NLS Committee and Coaches.

1. Basic Design

- a. Large enough overhang on two sides facing fields
 - i. Shade
 - ii. Rain cover

- b. Lockable roll panels on the two sides with the overhang
 - i. Wind protection
 - ii. Flexible configuration based on wind/rain yet open
 - iii. Extra layer of security from vandals at night

- c. Small wall surrounding most of the area on the two sides facing the fields
 - i. Provide surface to lock down the roll panels
 - ii. Provide a ledge to sit on

2. Concessions

- a. Large window facing the fields
- b. Sinks to allow for cooked food concessions
- c. Adequate power to allow for freezer, ice machine and various concessions equipment

3. Restrooms

- a. Women's restroom larger than the men's
- b. Entry from both inside and outside
- c. Baby changing stations
- d. Changing stall(s)

4. Meeting Space

- a. Open/Flexible/Reconfigurable/Modular
- b. Adequate for 20- 30 people; can rely on municipal center and other existing facilities for larger meetings.

5. Storage

- a. Some climate controlled / some not
- b. Work bench area

6. Lockable office space

- a. Outside roll down window for team check- in, etc.

7. Upper Level with windows on field side

- a. Tournament monitoring
- b. Meeting space



Miller Park - Eden Prairie

- Memorandum of Understanding and Commitment -

-

Batting Cage and Storage Building for Central Park, an Agreement Between Anoka Ramsey Athletic Association and the City of Ramsey

The purpose of this memorandum and agreement is to identify the roles and responsibilities of the City of Ramsey, hereafter referred to as the City, and the Anoka Ramsey Athletic Association, hereafter referred to as ARAA.

ARAA desires to fund, construct, and thereafter donate to the City a 20' x 32' foot Building, for ARAA's use as identified and specified in the attached 4 - page Site Plan with Elevation(s) and Layout. The following summarizes the terms and conditions.

FOR AND IN CONSIDERATION of the mutual undertakings set out, the parties agree as follows:

1. **Central Park Area.** Whereas, ARAA desires to erect a storage Building, at its expense, in Central Park in the area between ballfields #2 and #4.
2. **Appropriate Facility.** Whereas, the City finds that the proposed structure is appropriate within a City park, and meets all aesthetic concerns, building code and setbacks; and
3. **Park Grading.** Whereas, the Building requires minimal earth work and grading within the park prior to, and during its construction; and
4. **Restoration.** Whereas, ARAA shall be responsible for all restoration in the spring of 2012, with seeding in low traffic areas, and sod in areas of more significant foot traffic; and
5. **General Maintenance.** Whereas, the City maintains the Park including the Building area, and will continue to do so except as specifically excepted herein; and
6. **Building Maintenance and Operations.** Whereas, ARAA has identified the need for the Building, and proposed its construction and shall be responsible for indoor and exterior maintenance, including addressing vandalism, short term and long term repairs and maintenance; and
7. **Building Access.** Whereas, the Building's primary purpose shall be for, and remain to serve ARAA's storage and support needs, the City shall be afforded

access at all times, and shall determine the appropriate uses and condition of premises; and

8. **Storage Containers.** Whereas, it is understood that more than one of ARAA's sports divisions has contributed to the Building project, and that outside storage containers shall no longer be needed in the park.

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement the parties agree as follows:

A. **Grant to Construct.** The City grants to ARAA the right to construct, maintain, and upon completion of the structure, donate to the City the Building for public purposes; *provided ARAA warrants that sufficient funds have been secured to construct the full facility, including the amount anticipated to be done with volunteer labor.*

B. **Building Permit Fees.** The City Council will *waive/not waive* Building Permit Fees in the amount of \$569.51, and not waive the State of Minnesota surcharge of \$9.75. These costs are based upon the minimum estimated value determined by the square footage as identified by the State of Minnesota of a Building valuation of \$19,502.

C. **Performance Bond, Surety and Escrow.** City Council *requires/does not require a Performance Bond, Surety and Escrow.*

D. **Failure to Construct, and Continuous Progress.** The grant to construct the Building shall expire if ARAA has not commenced and substantially completed construction of the project on or before December 31, 2012. Additionally, once the construction commences, the progress shall be continuous (barring inclement weather), and the site shall be inspected the end of each work shift for site security with added attention to public safety in a park known to host unattended children.

D. **Condition of Premises not Warranted.** The City does not warranty any aspect of the project and ARAA assumes all risk with respect to the construction and maintenance of the Building. More specifically, the City shall have no responsibility with regard to any failure of or damage to ARAA's improvements within the park; before or after donation of the Building.

E. **Maintenance.** ARAA at its expense shall be entirely responsible for maintenance of the Building and its on-going operation.

F. **Construction, Licensure and Insurance.** ARAA' contractors or vendors working on city property shall be licensed or permitted to work in the city; and they

shall be properly insured with the city receiving a certificate of insurance before any work is performed. Further, and separate from the construction process and period, both the City and ARAA shall maintain appropriate insurance consistent with past practices.

G. **PreConstruction Meeting and Inspections.** ARAA shall be responsible for scheduling a preconstruction meeting at the site with appropriate trades and the City, and also responsible for the scheduling of inspections by the City as needed or required.

H. **Building 'Upgrades'.** In the event ARAA desires 'upgrades' or improvements to the Building, it shall be responsible to install at its expense these changes or improvements upon approval by the City.

I. **Indemnification.** ARAA shall defend, indemnify and hold harmless the City and its officers, employees and agents from and against any and all claims, demands, actions, and causes of action, including expenses, reasonable attorneys' fees, and costs of alternative dispute resolution, arising out of or related to ARAA's construction and maintenance of the Building within Central Park, including, but limited to mechanic's liens.

J. **Governing Law.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Minnesota, and Code and Charter of the City of Ramsey.

K. **Entire Agreement.** This Agreement shall constitute the entire agreement of the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

L. **Modification of Agreement.** Any modification of this Agreement shall be binding only if evidenced in writing signed by both parties.

M. **Recording.** This Agreement may be recorded with the Anoka County Recorder by either party at the expense of that party.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as of the date first above mentioned.

CITY OF RAMSEY

ANOKA RAMSEY ATHLETIC ASSOCIATION

By: _____
Its Mayor

By: _____
Its President

By: _____
Its City Administrator

By: _____
Its Secretary

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

This instrument was acknowledged before me on _____, 2011, by Bob Ramsey, as Mayor and by Kurt Ulrich as City Administrator of the City of Ramsey, a municipal corporation under the laws of Minnesota, on behalf of the municipal corporation.

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)

Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

This instrument was acknowledged before me on _____, 2011, Lisa Muller, as President and by _____ as Secretary of the Anoka Ramsey Athletic Association.

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)

Notary Public

CC Work Session

3. 1.

Meeting Date: 07/31/2012

By: Jo Thieling, Administrative Services

Title:

Review Future Work Session Topics/Calendar

Background:

Attached is the draft list of future work session topics for discussion.

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

Kurt Ulrich

Final Approval Date: 07/26/2012

Date

07/26/2012 02:14 PM

Started On: 07/26/2012 01:06 PM

Please Note: This document is a Draft Working Document. Any and/or all items are subject to change. The Schedule listed is Tentative

**Future Topics – Tentative Calendar
2012**

Month	Date	<u>CC Work Session</u> Topics for Discussion
August		<ul style="list-style-type: none"> • 2013 Budget Discussion (DL) • Discuss Format of Weekly update (KU/JT) • Discuss Alcohol Policy at the Municipal Plaza (KU/JW) • Review Findings of Permit Review (siding/windows/roofing) and State Building Code Requirements (TG/LG) • Update on Trail Priority Categories and Rank Major/Significant Trail Gaps and projects and Review Funding Sources (MR) • Update on Process/Progress of pedestrian Overpass over US 10 (funding/easements, etc.) (MR/Eng) • Review Animal Control (e.g. Cat License) (JW) • Discuss Facility Use Policy (PB)
		•
Month	Date	<u>HRA</u> Cases for Discussion
August		<ul style="list-style-type: none"> • Discuss Format and Request authorization for Resident Roundtable Discussions re Concerns of Mature Neighborhoods (maintenance/concerns) (TG) • Discuss House Assistance Policy (TG) • Review Center Street Project Schedule • Review COR Dashboard
Month	Date	<u>FINANCE</u> Cases for Discussion
Month	Date	<u>PERSONNEL</u> Cases for Discussion
Month	Date	<u>PUBLIC WORKS</u> Cases for Discussion
August – <i>meeting is canceled due to Business Apprec Day- these cases will be rescheduled.</i>		<ul style="list-style-type: none"> • Review Project Management issues (e.g. 151st & 167th Projects) • Review Different Forms of Correspondence to Residents from Project Development through Project Completion (Public Improvements) (Eng) • Discuss/Update Highway #47 Alignment through Anoka Study – discuss participation
Month	Date	<u>PARK & REC</u> Cases for Discussion
Month	Date	<u>PLANNING</u> Cases for Discussion
Month	Date	<u>EDA</u> Cases for Discussion