

**City of Ramsey**  
**Agenda**  
**Regular City Council**  
**Tuesday January 8, 2013**

**7:00 pm**  
**Council Chambers, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Presentation**
  - 1. City Attorney Goodrich will issue the Oath of Office to Mayor Strommen, Councilmember Kuzma, Councilmember LeTourneau, and Councilmember Riley.**
- 3. Citizen Input**
- 4. Consent Agenda**
  1. Receive Cash & Investments for Period Ending November 30, 2012
  2. Receive November 2012 Financial Reports - General Fund and Enterprise Funds
  3. Consider Waiving/Not Waiving Statutory Tort Limits
  4. Adopt Resolution # 13-01-010 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 6, 2012 through December 28, 2012
  5. Adopt Resolution #13-01-015 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 29, 2012 through January 3, 2013
  6. Adopt Resolution #13-01-001 Approving the City of Ramsey's 2014 Budget Calendar
  7. Adopt Resolution 13-01-011 Authorizing Partial Payment to North Valley Inc for IP 12-23 Alpine Drive Reconstruction
  8. Adopt Resolution #13-01-013 Authorizing Partial Payment to North Pine Aggregate for IP 12-20; Sunwood Drive Realignment.
  9. Adopt Resolution #13-01-014 Authorizing Partial Payment to North Pine Aggregate Inc. for IP 12-28; Rum River Hills Sewer Replacement
  10. Adopt Resolution 13-01-012 Authorizing Final Payment to Allied Blacktop for IP 12-00 2012 Street Maintenance Program
  11. Adopt Resolution #13-01-007 Warranting 2013 Restroom and Shelter Construction for Riverdale Park as Local Match for the Mississippi River Trail Grant
- 5. Approve Agenda**
- 6. Public Hearing**

**7. Council Business**

1. 2013 Council Organization
2. Approve Consultant Proposal for Three-Year Strategic Action Plan, Governance Plan, and Organizational Assessment
3. Authorize Renewing the Northwestern Anoka County Community Consortium (NWACCC) Joint Powers Agreement
4. Schedule Joint City Council Meeting with City of Anoka
5. Adopt Resolution #12-01-002 Decertifying Tax Increment Financing District #10
6. Authorize Extension of Agreement With OPUS 21 For Utility Billing Services
7. Adopt Resolution Accepting Feasibility Report and Ordering Plans and Specifications for Riverdale Drive Reconstruction and Extension
8. Approve First Amendment to Amended and restated Parking Use and Maintenance Agreement - Ramp A
9. Consider Offer to Purchase Surplus City Owned Land -- Windsorwood Property--PORTIONS MAY BE CLOSED TO THE PUBLIC

**8. Mayor/Council/Staff Input**

**9. Adjournment**

**CC Regular Session**

**4. 1.**

**Meeting Date:** 01/08/2013

**By:** Diana Lund, Finance

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**Information**

**Title:**

Receive Cash & Investments for Period Ending November 30, 2012

**Background:**

Report on the city's cash and investments for the period ending November 30, 2012. Cash balances graph reflects the changes in cash balances on the city's major funds for the period ending November 30, 2012 in comparison to year-ending December 31, 2011. December 2011 numbers reflect final audited numbers.

**Council Action:**

None Required. Informational Only.

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**Attachments**

Cash & Investments for Period Ending November 30, 2012

Cash Balances on Major City Funds - November 30, 2012

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

**Reviewed By**

Kurt Ulrich

**Date**

01/02/2013 03:38 PM

Started On: 11/29/2012 07:46 AM

Final Approval Date: 01/02/2013

**CITY OF RAMSEY**  
**REPORT OF POOLED CASH FLOWS**  
**Period Ended November, 2012**

|   | November-12<br>CURRENT MONTH | 2012<br>YEAR-TO-DATE    |
|---|------------------------------|-------------------------|
| <b>CASH AND TEMPORARY INVESTMENTS</b>                   |                              |                         |
| <b>BEGINNING BALANCE</b>                                | \$ 38,113,703.88             | \$ 45,949,302.73        |
| <b>CASH INFLOWS:</b>                                    |                              |                         |
| Daily Deposit   | 1,963,406.33                 | 7,012,662.88            |
| Tax Settlements   |                              | 6,271,397.42            |
| U/B Receipts  | 819,973.14                   | 3,469,222.26            |
| Credit Cards  | 99,797.53                    | 431,121.40              |
| Interest Earnings [Net of Interest Paid on Investments] | 71,574.31                    | 829,228.41              |
| Bond Proceeds   | -                            | 12,137.35               |
| <b>TOTAL CASH INFLOW</b>                                | <u>\$ 2,954,751.31</u>       | <u>\$ 18,025,769.72</u> |
| <b>TOTAL CASH AVAILABLE</b>                             | <u>\$ 41,068,455.19</u>      | <u>\$ 63,975,072.45</u> |
| <b>CASH OUTFLOWS:</b>                                   |                              |                         |
| Prepaid Checks  | 410,776.69                   | \$ 6,004,396.86         |
| Bills Lists   | 509,427.07                   | 5,928,217.07            |
| F&C Draws   | -                            | 781,853.68              |
| Ramsey Rail - Northstar                                 | -                            | 3,562,500.00            |
| Pay Estimates   | 746,472.27                   | 4,893,745.28            |
| Credit Cards  | 975.75                       | 11,878.92               |
| Payroll - Net   | 250,651.01                   | 3,090,616.32            |
| Flex Reimbursement                                      | 3,928.40                     | 65,289.80               |
| Void Checks/Dormant Checks Paid                         | (1,410.75)                   | (15,667.17)             |
| Debt Service  |                              | 503,663.33              |
| Miscellaneous [Bank Charges; etc.]                      | 114.95                       | 1,058.56                |
| <b>TOTAL CASH OUTFLOW</b>                               | <u>\$ 1,920,935.39</u>       | <u>\$ 24,827,552.65</u> |
| <b>POOLED CASH AND TEMPORARY INVESTMENTS</b>            |                              |                         |
| <b>ENDING BALANCE</b>                                   | <u>\$ 39,147,519.80</u>      | <u>\$ 39,147,519.80</u> |
| <b>MEMO - NET 2012 CASH INFLOW ( OUTFLOW)</b>           | <b>1,033,815.92</b>          | <b>(6,801,782.93)</b>   |

2012 CASH AND INVESTMENT ACTIVITY

| CITY<br>INVEST # | STATED<br>MAT<br>DATE | BROKER   | SECURITY<br>DESCRIP     | CUSIP                  | PRIN            | PURCH        | SOLD/<br>MATURE | BV<br>PRIN               | PAR       | YTM    |
|------------------|-----------------------|----------|-------------------------|------------------------|-----------------|--------------|-----------------|--------------------------|-----------|--------|
|                  |                       |          |                         |                        | BAL<br>1/1/2012 | 2012         | 2012            | BAL<br>12/31/2012        |           |        |
| 031029           | 9/15/2012             | Landmark | CD-Landmark             | old-12456<br>new-13672 | 317,299.14      |              |                 | 317,299.14<br>317,299.14 | 256,633   | 1.50%  |
| 120320           | 9/20/2012             | 4M       | Term Series 4M          |                        |                 | 2,000,000.00 | 2,000,000.00    | 0.00                     | 2,000,000 | 0.13%  |
| 110714A          | 1/12/2012             | 4M       | Term Series 4M          |                        | 2,000,000.00    |              | 2,000,000.00    | 0.00                     | 2,000,000 | 0.20%  |
| 111220A          | 3/20/2012             | BOW      | CD-BOW                  |                        | 1,000,000.00    |              | 1,000,000.00    | 0.00                     | 1,000,000 | 0.44%  |
| 111220B          | 6/20/2012             | BOW      | CD-BOW                  |                        | 2,000,000.00    |              | 2,000,000.00    | 0.00                     | 2,000,000 | 0.72%  |
| 111230           | 3/30/2012             | BOW      | CD-BOW                  |                        | 2,000,000.00    |              | 2,000,000.00    | 0.00                     | 2,000,000 | 0.38%  |
| 110714C          | 1/13/2012             | BOW      | CD-BOW                  | 102992                 | 1,000,000.00    |              | 1,000,000.00    | 0.00                     | 1,000,000 | 0.26%  |
| 110714D          | 4/13/2012             | BOW      | CD-BOW                  | 102993                 | 1,000,000.00    |              | 1,000,000.00    | 0.00                     | 1,000,000 | 0.32%  |
| 110727           | 1/27/2017             | BOW      | FHLB                    | 313374T34-0V0          | 500,000.00      |              | 500,000.00      | 0.00                     | 500,000   | 2.35%  |
| 091229D          | 12/29/2014            | BOW      | FFCB                    | 31331JAN3              | 1,000,000.00    |              | 0.00            | 1,000,000.00             | 1,000,000 | 2.75%  |
| 100305           | 3/5/2015              | BOW      | FFCB                    | 31331JFY4              | 1,000,000.00    |              | 1,000,000.00    | 0.00                     | 1,000,000 | 2.75%  |
| 100723           | 7/23/2015             | BOW      | FNMA                    | 3134G1MG6062           | 1,000,000.00    |              | 1,000,000.00    | 0.00                     | 1,000,000 | 2.45%  |
|                  |                       |          |                         |                        |                 |              |                 | 1,000,000.00             |           |        |
| 101227           | 12/17/2012            | ICD SEC  | CD-ALLY BANK            | 02005QBU6              | 176,000.00      |              | 0.00            | 176,000.00               | 176,000   | 0.85%  |
| 120711           | 7/11/2014             | ICD SEC  | CD-ALLY BANK            | 02005QM67              |                 | 73,000.00    | 0.00            | 73,000.00                | 73,000    | 0.90%  |
| 120906           | 3/6/2014              | ICD SEC  | CD-ALLY BANK            | 02005QR47              |                 | 50,000.00    | 50,000.00       | 0.00                     | 100,000   | 0.90%  |
| 081028           | 10/28/2013            | ICD SEC  | CD-AMERICAN CHARTEP     | 27006                  | 100,000.00      |              | 0.00            | 100,000.00               | 100,000   | 5.50%  |
| 110609           | 6/9/2014              | ICD SEC  | CD-AMERICAN EXPRESS     | 02587DAX6              | 250,000.00      |              | 0.00            | 250,000.00               | 250,000   | 1.25%  |
| 100812A          | 8/13/2012             | ICD SEC  | CD-AMERICAN PLUS BAI    | 58469                  | 100,000.00      |              | 100,000.00      | 0.00                     | 100,000   | 1.10%  |
| 120718           | 11/18/2013            | ICD SEC  | CD-APPLE BANK FOR SA    | 037830MN3              |                 | 78,000.00    | 0.00            | 78,000.00                | 78,000    | 0.45%  |
| 101229B          | 6/29/2012             | ICD SEC  | CD-AURORA BANK          | 05155TAL2              | 150,000.00      |              | 150,000.00      | 0.00                     | 150,000   | 70.00% |
| 110803A          | 2/4/2013              | ICD SEC  | CD-BANCO POPULAR        | 05967EGL7              | 200,000.00      |              | 0.00            | 200,000.00               | 200,000   | 0.65%  |
| 120621           | 6/21/2013             | ICD SEC  | CD-BANK BALBAO          | 059457UY5              |                 | 150,000.00   | 0.00            | 150,000.00               | 150,000   | 0.50%  |
| 120926           | 9/26/2013             | ICD SEC  | CD-BANK HAPOALIM        | 062S1AYM6              |                 | 100,000.00   | 0.00            | 100,000.00               | 100,000   | 0.50%  |
| 091217C          | 6/17/2012             | ICD SEC  | CD-BANK OF AMERICA N    | 3510                   | 150,000.00      |              | 150,000.00      | 0.00                     | 150,000   | 2.60%  |
| 091203           | 12/3/2014             | ICD SEC  | CD-BANK OF AMERICA N    | 3510                   | 100,000.00      |              | 0.00            | 100,000.00               | 100,000   | 3.50%  |
| 120713           | 7/12/2013             | ICD SEC  | CD-BANK OF BARODA       | 060624JZ7              |                 | 249,000.00   | 0.00            | 249,000.00               | 249,000   | 0.45%  |
| 111221B          | 10/23/2013            | ICD SEC  | CD-BANK OF CHINA        | 06425HVS3              | 100,000.00      |              | 0.00            | 100,000.00               | 100,000   | 1.10%  |
| 110629B          | 12/28/2012            | ICD SEC  | CD-BANK OF CHINA        | 06425P4P0              | 146,000.00      |              | 0.00            | 146,000.00               | 146,000   | 0.75%  |
| 081223           | 12/23/2013            | ICD SEC  | CD-BANK OF HOLLAND      | 34862                  | 100,000.00      |              | 0.00            | 100,000.00               | 100,000   | 4.95%  |
| 121031           | 10/30/2013            | ICD SEC  | CD-BANK OF INDIA        | 062782T98              |                 | 100,000.00   | 0.00            | 100,000.00               | 100,000   | 0.50%  |
| 120411           | 4/10/2013             | ICD SEC  | CD-BANK OF INDIA        | 06782D20               |                 | 100,000.00   | 0.00            | 100,000.00               | 100,000   | 0.45%  |
| 120208A          | 5/8/2013              | ICD SEC  | CD-BEAL BANK USA        | 07370SK20              |                 | 249,000.00   | 0.00            | 249,000.00               | 249,000   | 0.40%  |
| 120210           | 8/12/2013             | ICD SEC  | CD-BMW BANK             | 05568PV46              |                 | 100,000.00   | 0.00            | 100,000.00               | 100,000   | 0.60%  |
| 081009           | 10/9/2013             | ICD SEC  | CD-CAPITOL CITY BANK    | 33938                  | 100,000.00      |              | 0.00            | 100,000.00               | 100,000   | 5.25%  |
| 110831           | 2/28/2014             | ICD SEC  | CD-CIT BANK             | 172854AWZ7             | 200,000.00      |              | 0.00            | 200,000.00               | 200,000   | 1.05%  |
| 110803C          | 2/4/2013              | ICD SEC  | CD-CITIZEN BANK OF PE   | 57282                  | 100,905.75      |              | 100,000.00      | 905.75                   | 100,000   | 0.60%  |
| 100114           | 1/17/2012             | ICD SEC  | CD-COMMERCIAL BANK      | 17225                  | 150,000.00      |              | 150,000.00      | 0.00                     | 150,000   | 1.60%  |
| 090220B          | 2/21/2012             | ICD SEC  | CD-COMMONWEALTH N.      | 57201                  | 100,000.00      |              | 100,000.00      | 0.00                     | 100,000   | 2.80%  |
| 110930           | 9/30/2013             | ICD SEC  | CD-COMPASS BANK         | 20449E3C8              | 100,000.00      |              | 0.00            | 100,000.00               | 100,000   | 1.00%  |
| 111014           | 10/21/2013            | ICD SEC  | CD-COMPASS BANK         | 20449E3Z7              | 100,000.00      |              | 0.00            | 100,000.00               | 100,000   | 1.05%  |
| 110629A          | 7/1/2013              | ICD SEC  | CD-DISCOVER BANK        | 254670G48              | 248,000.00      |              | 0.00            | 248,000.00               | 248,000   | 0.85%  |
| 101221           | 12/23/2013            | ICD SEC  | CD-DORAL BANK           | 25811LYN3              | 249,000.00      |              | 0.00            | 249,000.00               | 249,000   | 1.45%  |
| 110318           | 9/18/2012             | ICD SEC  | CD-FIRST BANK OF PUEF   | 337624U40              | 100,000.00      |              | 100,000.00      | 0.00                     | 100,000   | 1.00%  |
| 121019           | 10/18/2013            | ICD SEC  | CD-FIRST BANK OF PUEF   | 33764JMR3              |                 | 100,000.00   | 0.00            | 100,000.00               | 100,000   | 0.50%  |
| 120810           | 8/9/2013              | ICD SEC  | CD-FIRST BANK OF PUEF   | 33764JJA4              |                 | 150,000.00   | 0.00            | 150,000.00               | 150,000   | 0.50%  |
| 091229A          | 7/2/2012              | ICD SEC  | CD-FIRST BANK OF PUEF   | 30387                  | 150,000.00      |              | 150,000.00      | 0.00                     | 150,000   | 2.15%  |
| 070129           | 1/30/2012             | ICD SEC  | CD-FIRST NATIONAL BAI   | 9995998P1              | 100,000.00      |              | 100,000.00      | 0.00                     | 100,000   | 5.80%  |
| 100602B          | 7/31/2012             | ICD SEC  | CD-GATEWAY BANK & T     | 35160                  | 100,000.00      |              | 100,000.00      | 0.00                     | 100,000   | 1.60%  |
| 120817B          | 8/18/2014             | ICD SEC  | CD-GE CAPITAL BANK      | 36161TDW2              |                 | 49,000.00    | 0.00            | 49,000.00                | 49,000    | 0.90%  |
| 121123C          | 11/16/2016            | ICD SEC  | CD-BMW BANK OF NORT     | 05568P2K2              |                 | 100,000.00   | 0.00            | 100,000.00               | 100,000   | 1.20%  |
| 121129           | 11/29/2013            | ICD SEC  | CD-EVERBANK             | 29976DQC7              |                 | 200,000.00   | 0.00            | 200,000.00               | 200,000   | 0.50%  |
| 110225           | 2/25/2013             | ICD SEC  | CD-GE CAPITAL FINANCI   | 36160TQJ8              | 200,000.00      |              | 0.00            | 200,000.00               | 200,000   | 0.95%  |
| 110513           | 8/13/2012             | ICD SEC  | CD-GE MONEY BANK        | 36159CA63              | 200,000.00      |              | 200,000.00      | 0.00                     | 200,000   | 0.65%  |
| 120808           | 8/8/2013              | ICD SEC  | CD-GOLDMAN SACHS        | 38143AX46              |                 | 48,000.00    | 0.00            | 48,000.00                | 48,000    | 0.45%  |
| 120905           | 9/5/2014              | ICD SEC  | CD-GOLDMAN SACHS        | 38143AA62              |                 | 50,000.00    | 50,000.00       | 0.00                     | 100,000   | 0.60%  |
| 11121A           | 10/23/2013            | ICD SEC  | CD-GOLDMAN SACHS        | 38143AEB7              | 100,000.00      |              | 0.00            | 100,000.00               | 100,000   | 1.10%  |
| 110921           | 3/21/2013             | ICD SEC  | CD-GOLDMAN SACHS        | 3814265W1              | 100,000.00      |              | 0.00            | 100,000.00               | 100,000   | 0.65%  |
| 070702           | 7/2/2012              | ICD SEC  | CD-JP Morgan Chase (WAS | 32633                  | 100,000.00      |              | 100,000.00      | 0.00                     | 100,000   | 5.45%  |
| 071009           | 10/9/2012             | ICD SEC  | CD-KEYBANK NATIONAL     | 21366                  | 100,000.00      |              | 100,000.00      | 0.00                     | 100,000   | 5.60%  |
| 110629C          | 4/29/2014             | ICD SEC  | CD-LAKESIDE BANK        | 51210SG47              | 249,000.00      |              | 0.00            | 249,000.00               | 249,000   | 1.00%  |
| 090122A          | 1/23/2012             | ICD SEC  | CD-MACON BANK           | 31445                  | 100,000.00      |              | 100,000.00      | 0.00                     | 100,000   | 3.05%  |
| 110613           | 12/13/2013            | ICD SEC  | CD-MEDALLION BANK       | 58403BUW4              | 100,000.00      |              | 0.00            | 100,000.00               | 100,000   | 1.10%  |
| 090423           | 4/23/2012             | ICD SEC  | CD-NORTHBROOK BANK      | 57082                  | 100,000.00      |              | 100,000.00      | 0.00                     | 100,000   | 2.60%  |
| 071030D          | 10/22/2012            | ICD SEC  | CD-NOVA SAVINGS BAN     | 27148                  | 100,000.00      |              | 100,000.00      | 0.00                     | 100,000   | 5.55%  |

2012 CASH AND INVESTMENT ACTIVITY

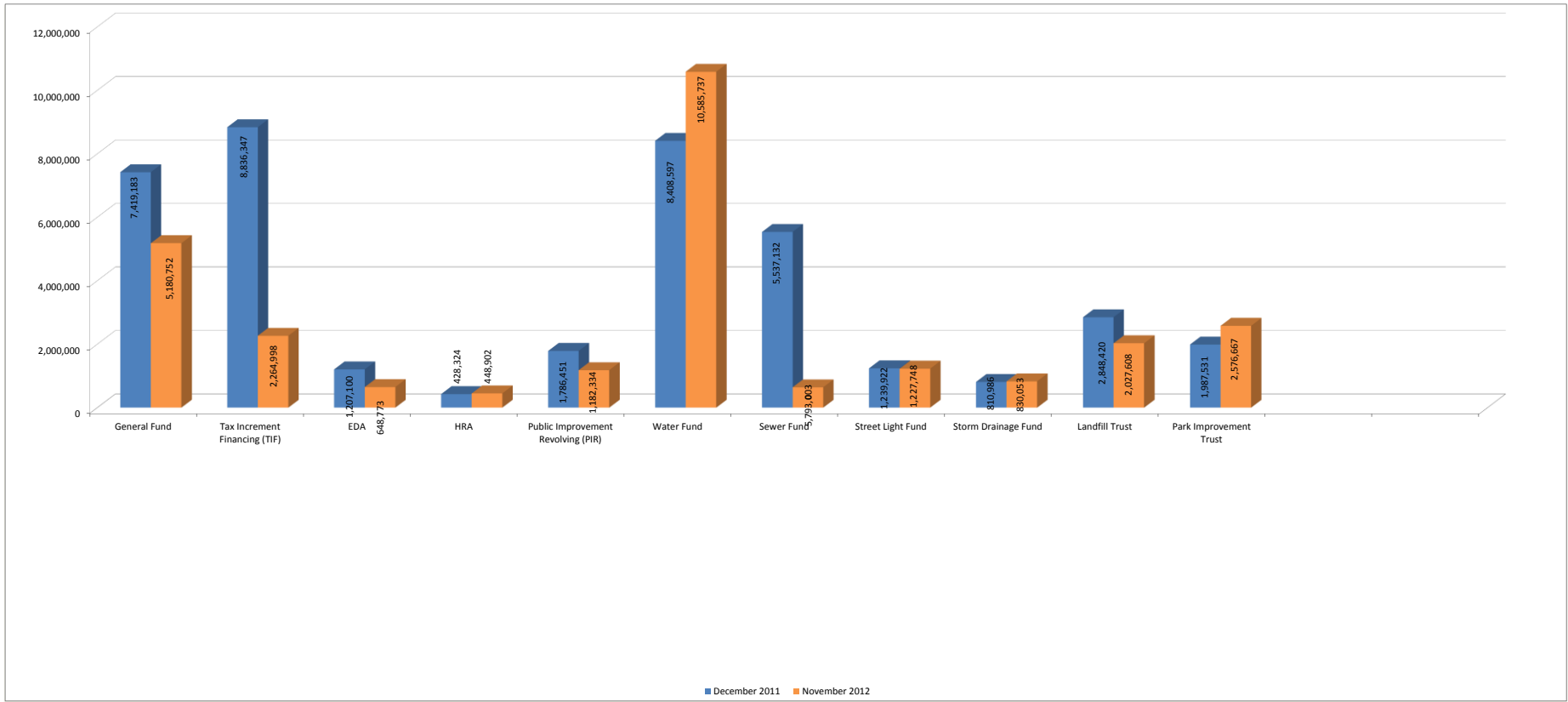
| CITY<br>INVEST # | STATED<br>MAT<br>DATE | BROKER    | SECURITY<br>DESCRIP     | CUSIP       | PRIN            | PURCH      | SOLD/          | BV                        | PAR       | YTM   |
|------------------|-----------------------|-----------|-------------------------|-------------|-----------------|------------|----------------|---------------------------|-----------|-------|
|                  |                       |           |                         |             | BAL<br>1/1/2012 |            | MATURE<br>2012 | PRIN<br>BAL<br>12/31/2012 |           |       |
| 100202           | 2/2/2012              | ICD SEC   | CD-Oriental B&T (EUROB/ | 27150       | 100,000.00      |            | 100,000.00     | 0.00                      | 100,000   | 1.75% |
| 080103B          | 1/3/2012              | ICD SEC   | CD-PNC Bank (NATIONAL   | 6557        | 100,000.00      |            | 100,000.00     | 0.00                      | 100,000   | 5.05% |
| 120427           | 7/29/2013             | ICD SEC   | CD-PRIVATEBANK & TR     | 742676SB4   |                 | 100,000.00 | 0.00           | 100,000.00                | 100,000   | 0.35% |
| 090528F          | 5/29/2012             | ICD SEC   | CD-R-G PREMIER BANK (   | 23018       | 250,000.00      |            | 250,000.00     | 0.00                      | 250,000   | 3.00% |
| 120131           | 1/30/2015             | ICD SEC   | CD-SAFRA NATIONAL B/    | 786584YA2   |                 | 150,000.00 | 0.00           | 150,000.00                | 150,000   | 1.00% |
| 120307           | 4/8/2013              | ICD SEC   | CD-SAFRA NATIONAL B/    | 786580A59   |                 | 100,000.00 | 0.00           | 100,000.00                | 100,000   | 0.35% |
| 071114           | 11/13/2012            | ICD SEC   | CD-SAIGON NATIONAL F    | 57974       | 100,000.00      |            | 100,000.00     | 0.00                      | 100,000   | 5.35% |
| 120815           | 8/15/2014             | ICD SEC   | CD-SALLIE MAE BANK      | 795450NU5   |                 | 249,000.00 | 0.00           | 249,000.00                | 249,000   | 0.90% |
| 120208B          | 2/7/2013              | ICD SEC   | CD-SOVEREIGN BANK       | 84603MV29   |                 | 249,000.00 | 0.00           | 249,000.00                | 249,000   | 0.40% |
| 120123           | 1/23/2015             | ICD SEC   | CD-STATE BANK OF INDI   | 33664       |                 | 100,000.00 | 0.00           | 100,000.00                | 100,000   | 1.10% |
| 120629           | 7-113                 | ICD SEC   | CD-STATE BANK OF INDI   | 33664       |                 | 100,000.00 | 0.00           | 100,000.00                | 100,000   | 0.80% |
| 110628           | 6/28/2012             | ICD SEC   | CD-STATE BANK OF INDI   | 33664       | 100,000.00      |            | 100,000.00     | 0.00                      | 100,000   | 0.85% |
| 110119           | 1/20/2012             | ICD SEC   | CD-STATE BANK OF INDI   | 33664       | 150,000.00      |            | 150,000.00     | 0.00                      | 150,000   | 0.85% |
| 070829           | 8/30/2012             | ICD SEC   | CD-TEXAS STATE BANK     |             | 100,000.00      |            | 100,000.00     | 0.00                      | 100,000   | 5.90% |
| 100602A          | 6/4/2012              | ICD SEC   | CD-UNION NATIONAL B/    | 03661       | 100,000.00      |            | 100,000.00     | 0.00                      | 100,000   | 1.50% |
| 111005           | 10/5/2026             | ICD SEC   | CD-WELLS FARGO BANK     | 949748K97   | 150,000.00      |            | 0.00           | 150,000.00                | 150,000   | 3.00% |
| 081212I          | 12/12/2013            | ICD SEC   | CD-WORLDS FOREMOST      | 57079       | 100,000.00      |            | 0.00           | 100,000.00                | 100,000   | 4.95% |
| 090331           | 4/2/2012              | ICD SEC   | CD-YADKIN VALLEY BA     | 19861       | 100,000.00      |            | 100,000.00     | 0.00                      | 100,000   | 2.60% |
|                  |                       |           |                         |             |                 |            |                | 6,062,905.75              |           |       |
| 090102A          | 1/25/2033             | Com Sec   | FNR 2003-19 ME          | 31392JG5    | 64,545.19       |            | 19,175.46      | 45,369.73                 | 165,176   | 3.95% |
| 090102B          | 12/25/2018            | Com Sec   | FNR 2003-120 BY         | 31393UGR8   | 191,156.41      |            | 53,432.43      | 137,723.98                | 200,000   | 3.98% |
| 080128C          | 1/15/2038             | Com Sec   | FHR 3404 JC             | 31397PTH3   | 385,807.83      |            | 167,452.32     | 218,355.51                | 1,000,000 | 4.74% |
| 080128F          | 7/6/2012              | Com Sec   | CD-INDEPENDENT BANK     | 45383XBJ7   | 100,000.00      |            | 100,000.00     | 0.00                      | 100,000   | 4.10% |
|                  |                       |           |                         |             |                 |            |                | 401,449.22                |           |       |
| 081119B          | 2/1/2012              | Northland | ELK RIVER SCHOOL DIST   | 287425-xm-9 | 95,000.00       |            | 95,000.00      | 0.00                      | 95,000    | 5.00% |
| 120214B          | 4/1/2017              | Northland | ST FRANCIS ISD#15       | 789466-PU-7 |                 | 250,000.00 | 0.00           | 250,000.00                | 250,000   | 4.40% |
| 120215A          | 2/1/2012              | Northland | MINNETONKA ISD #276     | 604195-SB-4 |                 | 50,000.00  | 0.00           | 50,000.00                 | 50,000    | 5.20% |
| 120215B          | 2/1/2012              | Northland | CEDAR RAPIDS IO TAX     | 150528-JU-2 |                 | 50,000.00  | 0.00           | 50,000.00                 | 50,000    | 4.55% |
| 120215C          | 10/1/2019             | Northland | WESTERN LAKE SUPERIO    | 958522-WV-4 |                 | 100,000.00 | 0.00           | 100,000.00                | 100,000   | 3.15% |
| 081218A          | 2/1/2012              | Northland | CHASKA MN ISD #112 TA   | 161681-RG-8 | 250,000.00      |            | 250,000.00     | 0.00                      | 250,000   | 4.40% |
| 090827           | 2/1/2012              | Northland | MANKATO MN ISD#77       | 563690-MP-8 | 505,000.00      |            | 505,000.00     | 0.00                      | 505,000   | 2.20% |
| 090217A          | 3/1/2012              | Northland | STILLWATER ISC #834     | 860758-PW-5 | 315,000.00      |            | 315,000.00     | 0.00                      | 315,000   | 2.65% |
| 080415           | 4/1/2012              | Northland | BURLINGTON AREA WIS     | 121493-6T-1 | 115,000.00      |            | 115,000.00     | 0.00                      | 320,000   | 4.20% |
| 110324           | 4/1/2012              | Northland | NORTHLAND PINES SCHI    | 666509-GU-2 | 150,000.00      |            | 150,000.00     | 0.00                      | 150,000   | 5.20% |
| 101230B          | 4/1/2012              | Northland | LACROSSE CTY WIS TAX    | 502606-QS-8 | 100,000.00      |            | 100,000.00     | 0.00                      | 100,000   | 1.00% |
| 101223           | 6/1/2012              | Northland | LINN CTY IOWA TAXABI    | 535783-FY-5 | 465,000.00      |            | 465,000.00     | 0.00                      | 465,000   | 0.85% |
| 080707           | 12/1/2012             | Northland | LACROSSE WI TAX         | 502768-B8-6 | 135,000.00      |            | 0.00           | 135,000.00                | 135,000   | 5.09% |
| 090630A          | 12/30/2012            | Northland | MCGREGOR ISD #004       | 580705-GK-1 | 100,000.00      |            | 0.00           | 100,000.00                | 100,000   | 2.75% |
| 040518           | 2/1/2013              | Northland | FNMA 254663             | 31371K-Z4-6 | 8,004.83        |            | 6,866.87       | 1,137.96                  | 272,453   | 3.77% |
| 090212A          | 2/1/2013              | Northland | ROSEMOUNT ISD#196       | 777594-WW-8 | 150,000.00      |            | 0.00           | 150,000.00                | 150,000   | 3.00% |
| 090820A          | 2/1/2013              | Northland | LACQUI PARLE VALLEY     | 505468-AH-1 | 115,000.00      |            | 0.00           | 115,000.00                | 115,000   | 2.65% |
| 090213B          | 6/1/2013              | Northland | ILLINOIS ST PENSION     | 452151-LA-9 | 345,000.00      |            | 0.00           | 345,000.00                | 345,000   | 3.85% |
| 080828B          | 8/28/2013             | Northland | CD-NATIONAL REP BAN     | 63736Q-JT-9 | 97,000.00       |            | 0.00           | 97,000.00                 | 97,000    | 4.95% |
| 090420A          | 11/1/2013             | Northland | BURLINGTON VT PUB IM    | 122062-MJ-8 | 125,000.00      |            | 0.00           | 125,000.00                | 125,000   | 3.26% |
| 080731           | 12/15/2013            | Northland | BEAVER CITY PA TAX      | 074851-MQ-6 | 125,000.00      |            | 0.00           | 125,000.00                | 125,000   | 5.00% |
| 100106           | 12/15/2013            | Northland | FOX VALLEY PK DIST BA   | 351592-GC-8 | 400,000.00      |            | 0.00           | 400,000.00                | 400,000   | 2.06% |
| 080324           | 12/30/2013            | Northland | WHEATON IL PK TAX       | 96257-PB-0  | 475,000.00      |            | 0.00           | 475,000.00                | 475,000   | 4.15% |
| 090630B          | 12/30/2013            | Northland | MCGREGOR ISD #004       | 580705-GM-7 | 100,000.00      |            | 0.00           | 100,000.00                | 100,000   | 3.00% |
| 090212B          | 2/1/2014              | Northland | ROSEMOUNT ISD#196       | 777594-WX-6 | 300,000.00      |            | 0.00           | 300,000.00                | 300,000   | 3.50% |
| 090715A          | 2/1/2014              | Northland | MOWER CTY MIN JAIL      | 624662-AH-5 | 515,000.00      |            | 0.00           | 515,000.00                | 515,000   | 3.80% |
| 090820B          | 2/1/2014              | Northland | LACQUI PARLE VALLEY     | 505468-AJ-7 | 120,000.00      |            | 0.00           | 120,000.00                | 120,000   | 3.15% |
| 080425A          | 3/1/2014              | Northland | DAUPHIN COUNTY PA       | 238253-RU-4 | 150,000.00      |            | 0.00           | 150,000.00                | 150,000   | 5.00% |
| 090217B          | 3/1/2014              | Northland | STILLWATER ISC #834     | 860758-PY-1 | 200,000.00      |            | 0.00           | 200,000.00                | 200,000   | 3.40% |
| 100223B          | 4/1/2014              | Northland | WINNEBAGO CITY WIS      | 974603-MZ-2 | 200,000.00      |            | 0.00           | 200,000.00                | 200,000   | 2.10% |
| 080507           | 5/1/2014              | Northland | FREEMONT NE ELEC TAX    | 356730-TT-6 | 110,000.00      |            | 0.00           | 110,000.00                | 110,000   | 4.50% |
| 090528B          | 5/28/2014             | Northland | CD-SUNTRUST BANK        | 86789V-HM-2 | 100,000.00      |            | 0.00           | 100,000.00                | 100,000   | 4.00% |
| 091103           | 6/1/2014              | Northland | GRIMES IOWA BABS        | 398526-FV-O | 120,000.00      |            | 0.00           | 120,000.00                | 120,000   | 3.25% |
| 110201A          | 6/1/2014              | Northland | WINDSOR HTS IOWA TA     | 973602-KR-5 | 255,000.00      |            | 0.00           | 255,000.00                | 255,000   | 1.35% |
| 110301B          | 6/1/2014              | Northland | DES MOINES IA COMM C    | 250097-YR-7 | 265,000.00      |            | 0.00           | 265,000.00                | 265,000   | 2.00% |
| 110602           | 7/5/2014              | Northland | ELKHART, IN COMM SCH    | 287515-SF-8 | 250,000.00      |            | 0.00           | 250,000.00                | 250,000   | 5.75% |
| 110715           | 10/22/2014            | Northland | CD-BMW BANK             | 05568P-YZ-4 | 147,000.00      |            | 0.00           | 147,000.00                | 147,000   | 1.55% |
| 090630C          | 12/30/2014            | Northland | MCGREGOR ISD #004       | 580705-GL-9 | 105,000.00      |            | 0.00           | 105,000.00                | 105,000   | 3.40% |
| 090206           | 2/1/2015              | Northland | NORTH ST PAUL MAPLE     | 6621406D9   | 355,000.00      |            | 0.00           | 355,000.00                | 355,000   | 3.70% |
| 090528A          | 2/1/2015              | Northland | WAYZATA ISD #284        | 946813-TR-9 | 500,000.00      |            | 0.00           | 500,000.00                | 500,000   | 3.15% |
| 090715B          | 2/1/2015              | Northland | MOWER CTY MIN JAIL      | 624662-AJ-1 | 250,000.00      |            | 0.00           | 250,000.00                | 250,000   | 4.10% |
| 090914           | 2/1/2015              | Northland | GRAND RAPIDS MN EQU     | 386334-2L-9 | 115,000.00      |            | 0.00           | 115,000.00                | 115,000   | 3.70% |
| 100803A          | 2/1/2015              | Northland | NEW PRAGUE BAB          | 648159-TU-5 | 60,000.00       |            | 0.00           | 60,000.00                 | 60,000    | 2.65% |
| 090310           | 4/1/2015              | Northland | WEST ALLIS WIS COMM     | 951172-TR-0 | 340,000.00      |            | 0.00           | 340,000.00                | 340,000   | 3.75% |
| 081106           | 6/1/2015              | Northland | KIRKWOOD COMM COLL      | 497595-VC-9 | 245,000.00      |            | 0.00           | 245,000.00                | 245,000   | 5.50% |
| 110301A          | 6/1/2015              | Northland | DES MOINES IA COMM C    | 250097-YS-5 | 100,000.00      |            | 0.00           | 100,000.00                | 100,000   | 2.50% |
| 090420B          | 11/1/2015             | Northland | BURLINGTON VT PUB IM    | 022062-ML-3 | 200,000.00      |            | 0.00           | 200,000.00                | 200,000   | 3.75% |

2012 CASH AND INVESTMENT ACTIVITY

| CITY<br>INVEST # | STATED<br>MAT<br>DATE | BROKER    | SECURITY<br>DESCRIP   | CUSIP       | PRIN         | PURCH<br>2012 | SOLD/<br>MATURE | BV<br>PRIN<br>BAL | PAR        | YTM   |
|------------------|-----------------------|-----------|-----------------------|-------------|--------------|---------------|-----------------|-------------------|------------|-------|
|                  |                       |           |                       |             | 1/1/2012     |               | 2012            | 12/31/2012        |            |       |
| 110913A          | 12/1/2015             | Northland | APPLETON MN TAXABLE   | 03805A-KR-8 | 140,000.00   |               | 0.00            | 140,000.00        | 140,000    | 1.60% |
| 080502           | 12/15/2015            | Northland | ROCKFORD ILL TAX      | 77316Q-B4-4 | 205,000.00   |               | 0.00            | 205,000.00        | 20,500     | 5.13% |
| 110208           | 12/30/2015            | Northland | MCGREGOR ISD #004     | 580705-GN-5 | 95,000.00    |               | 0.00            | 95,000.00         | 95,000     | 2.35% |
| 090217C          | 3/1/2016              | Northland | STILLWATER ISC #834   | 860758-QA-2 | 245,000.00   |               | 0.00            | 245,000.00        | 245,000    | 4.20% |
| 110114B          | 3/1/2016              | Northland | APPLETON WIS SCHOOL   | 038106-JN-1 | 100,000.00   |               | 0.00            | 100,000.00        | 100,000    | 2.77% |
| 090706           | 4/1/2016              | Northland | SHEBOYGAN WIS SCHOC   | 821023-GU-6 | 140,000.00   |               | 140,000.00      | 0.00              | 140,000    | 6.25% |
| 100223A          | 6/1/2016              | Northland | DAVENPORT IOWA TAX    | 238388-FU-1 | 335,000.00   |               | 0.00            | 335,000.00        | 335,000    | 3.25% |
| 110201B          | 6/1/2016              | Northland | WINDSOR HTS IOWA TA   | 973602-KT-1 | 130,000.00   |               | 0.00            | 130,000.00        | 130,000    | 2.30% |
| 110816A          | 10/1/2016             | Northland | WESTIN LAKE SUPERIOR  | 958522-WR-1 | 350,000.00   |               | 0.00            | 350,000.00        | 350,000    | 2.10% |
| 110714B          | 10/1/2016             | Northland | WAUWATO WIS REFUND    | 943504-R2-8 | 300,000.00   |               | 0.00            | 300,000.00        | 300,000    | 1.90% |
| 110913B          | 12/1/2016             | Northland | APPLETON MN TAXABLI   | 038051-KS-6 | 110,000.00   |               | 0.00            | 110,000.00        | 110,000    | 2.00% |
| 110114A          | 2/1/2017              | Northland | HOPKINS ISD #270      | 439881-HB-2 | 100,000.00   |               | 0.00            | 100,000.00        | 100,000    | 2.75% |
| 110203A          | 4/1/2017              | Northland | MEDFORD WIS SCHOOL    | 58434T-DK-3 | 40,000.00    |               | 0.00            | 40,000.00         | 40,000     | 2.75% |
| 110106           | 6/1/2017              | Northland | CHARLES CTY MD        | 159807-C3-8 | 105,000.00   |               | 0.00            | 105,000.00        | 105,000    | 4.00% |
| 120214A          | 9/1/2017              | Northland | TAOS NEW MEX SD       | 876014-FV-8 |              | 175,000.00    | 0.00            | 175,000.00        | 175,000    | 4.63% |
| 110816B          | 10/1/2017             | Northland | WESTIN LAKE SUPERIOR  | 958522-WS-9 | 350,000.00   |               | 0.00            | 350,000.00        | 350,000    | 2.50% |
| 110420           | 10/20/2017            | Northland | FNM,A                 | 3136FR-EV-1 | 250,000.00   |               | 250,000.00      | 0.00              | 250,000    | 3.00% |
| 100803B          | 2/1/2018              | Northland | NEW PRAGUE BAB        | 648159-TX-9 | 70,000.00    |               | 0.00            | 70,000.00         | 70,000     | 3.75% |
| 111031           | 6/1/2018              | Northland | RACINE WIS TAXABLE    | 750021-6D-4 | 755,000.00   |               | 0.00            | 755,000.00        | 755,000    | 2.10% |
| 090203B          | 12/15/2018            | Northland | FHLMC REMIC           | 31397B-MQ-1 | 62,430.47    |               | 50,504.11       | 11,926.36         | 339,828    | 5.75% |
| 110608           | 2/1/2019              | Northland | WADENA MN BAB         | 930217-JD-7 | 95,000.00    |               | 0.00            | 95,000.00         | 95,000     | 3.94% |
| 100803C          | 2/1/2019              | Northland | NEW PRAGUE BAB        | 648159-TY-7 | 45,000.00    |               | 0.00            | 45,000.00         | 45,000     | 4.00% |
| 110310           | 2/1/2020              | Northland | BROOKLYN CENTER ISD   | 113853-KG-9 | 285,000.00   |               | 0.00            | 285,000.00        | 285,000    | 4.65% |
| 100803D          | 2/1/2020              | Northland | NEW PRAGUE BAB        | 648159-TZ-4 | 70,000.00    |               | 0.00            | 70,000.00         | 70,000     | 4.25% |
| 120308A          | 12/1/2020             | Northland | SHOREWOOD WIS TAX     | 825230-KU-8 |              | 150,000.00    | 0.00            | 150,000.00        | 150,000    | 2.50% |
| 120321           | 3/1/2022              | Northland | MADISON WI SCHOOL D   | 558495-KN-6 |              | 500,000.00    | 0.00            | 500,000.00        | 500,000    | 2.50% |
| 1209606B         | 6/1/2022              | Northland | CEDAR RAPIDS IO TAX   | 150528-N2-6 |              | 135,000.00    | 0.00            | 135,000.00        | 135,000    | 2.50% |
| 120308B          | 12/1/2022             | Northland | SHOREWOOD WIS TAX     | 825230-KW-4 |              | 150,000.00    | 0.00            | 150,000.00        | 150,000    | 2.80% |
| 120606A          | 6/1/2023              | Northland | CEDAR RAPIDS IO TAX   | 150528-PA-9 |              | 140,000.00    | 0.00            | 140,000.00        | 140,000    | 2.70% |
| 120308C          | 12/1/2027             | Northland | SHOREWOOD WIS TAX     | 825230-LB-9 |              | 225,000.00    | 0.00            | 225,000.00        | 225,000    | 3.25% |
| 120308D          | 12/1/2028             | Northland | SHOREWOOD WIS TAX     | 825230-LC-7 |              | 465,000.00    | 0.00            | 465,000.00        | 465,000    | 3.15% |
|                  |                       |           |                       |             |              |               |                 | 13,497,064.32     |            |       |
| 061017           | 1/23/2012             | VILLAGE   | CD-VILLAGE BANK       | 41117       | 523,905.46   |               | 523,905.46      | 0.00              | 500,000    | 4.70% |
| 091002           | 11/2/2012             | VILLAGE   | CD-VILLAGE BANK       | 41031       | 1,036,968.35 |               | 1,036,968.35    | 0.00              | 1,000,000  |       |
| 070322           | 1/30/2012             | VILLAGE   | CD-VILLAGE BANK       | 41123       | 558,356.00   |               | 558,356.00      | 0.00              | 500,000    | 4.70% |
|                  |                       |           |                       |             |              |               |                 | 0.00              |            |       |
| 971212           | 11/28/2002            | UBS       | CD-FNB KEYSTONE, Nev  | 320950AJ7R  | 96,000.00    |               | 0.00            | 96,000.00         | 96,000     | 6.25% |
| 120228           | 2/28/2017             | UBS       | FHLMC                 | 313463NA4   |              | 400,000.00    | 0.00            | 400,000.00        | 400,000    | 1.31% |
| 120822           | 8/22/2022             | UBS       | FHLB                  | 313380C47   |              | 500,000.00    | 0.00            | 500,000.00        | 500,000    | 1.25% |
| 120820           | 8/20/2027             | UBS       | FHLB                  | 313380B71   |              | 1,000,000.00  | 0.00            | 1,000,000.00      | 1,000,000  | 1.00% |
| 120817A          | 6/1/2018              | UBS       | NYC-TAXABLE           | 64971QTU7   |              | 500,000.00    | 0.00            | 500,000.00        | 500,000    | 1.60% |
| 120229           | 2/28/2024             | UBS       | FHLB                  | 313378YK4   |              | 1,000,000.00  | 1,000,000.00    | 0.00              | 1,000,000  | 2.04% |
| 120322           | 3/22/2027             | UBS       | FNMA                  | 3136FT6A2   |              | 500,000.00    | 0.00            | 500,000.00        | 500,000    | 1.49% |
| 120323           | 2/16/2024             | UBS       | FHLB                  | 313376XL4   |              | 500,000.00    | 500,000.00      | 0.00              | 500,000    | 1.13% |
| 120328           | 3/28/2022             | UBS       | FHLMC                 | 3134G3SF8   |              | 500,000.00    | 0.00            | 500,000.00        | 500,000    | 2.13% |
| 120329A          | 3/29/2027             | UBS       | FHLB                  | 313378HH7   |              | 800,000.00    | 800,000.00      | 0.00              | 800,000    | 2.25% |
| 120329B          | 3/29/2027             | UBS       | FNMA                  | 3136FT7E3   |              | 500,000.00    | 0.00            | 500,000.00        | 500,000    | 2.00% |
| 120730           | 7/30/2024             | UBS       | FHLB-STEP             | 3133803H8   |              | 500,000.00    | 0.00            | 500,000.00        | 500,000    | 1.90% |
| 121123A          | 11/23/2027            | UBS       | FHLB                  | 313381BT1   |              | 500,000.00    | 0.00            | 500,000.00        | 500,000    | 2.16% |
| 121123B          | 11-23-27              | UBS       | FHLB                  | 313381BD6   |              | 500,000.00    | 0.00            | 500,000.00        | 500,000    | 2.00% |
| 121128           | 11/28/2022            | UBS       | FHLB                  | 313381AC9   |              | 500,000.00    | 0.00            | 500,000.00        | 500,000    | 1.25% |
| 101228           | 4/1/2013              | UBS       | MPLS SCHOOL DISTR     | 603792PR7   | 615,000.00   |               | 0.00            | 615,000.00        | 615,000    | 1.70% |
| 100824           | 6/1/2015              | UBS       | ILLINOIS STATE TAX    | 452151LC5   | 500,000.00   |               | 500,000.00      | 0.00              | 500,000    | 3.82% |
| 030430B          | 4/25/2018             | UBS       | FNR 2003-41-JH        | 31393BD36C  | 25,851.96    |               | 13,625.72       | 12,226.24         | 300,000.00 | 5.00% |
| 030630A          | 6/15/2018             | UBS       | FHR 2628 AB           | 31393VMQ1C  | 47,358.32    |               | 19,105.29       | 28,253.03         | 200,000    | 3.12% |
| 030730A          | 8/25/2018             | UBS       | FNR 2003-74-KN        | 31393EAL3C  | 90,507.28    |               | 32,365.19       | 58,142.09         | 300,000.00 | 3.59% |
| 030930A          | 9/15/2018             | UBS       | FHR 2677 KH           | 31394JTP2   | 83,349.26    |               | 24,637.63       | 58,711.63         | 300,000    | 4.50% |
| 031030A          | 11/25/2018            | UBS       | FNR 2003-113KA        | 31393T2P0   | 37,872.06    |               | 28,760.24       | 9,111.82          | 197,000    | 4.50% |
| 040430           | 4/25/2019             | UBS       | FNR-2004-31-DA        | 31393YAJ4   | 91,104.15    |               | 46,415.64       | 44,688.51         | 500,000    | 4.50% |
| 040730A          | 7/15/2019             | UBS       | FHR 2822 DB           | 31395C3S8   | 152,174.51   |               | 57,662.00       | 94,512.51         | 500,000    | 5.00% |
| 040730B          | 7/15/2019             | UBS       | FHR 2822 DQ           | 31395C3U3   | 65,233.20    |               | 42,314.99       | 22,918.21         | 500,000    | 5.00% |
| 040830           | 8/25/2019             | UBS       | FNR 2004 68 BT        | 31394AYU4   | 35,572.77    |               | 33,041.36       | 2,531.41          | 500,000    |       |
| 970625           | 2/25/2021             | UBS       | FNMA FNR-1991-7 H     | 31358FZW2   | 3,000.00     |               | 0.00            | 3,000.00          | 129,000    | 7.84% |
| 000417           | 8/15/2021             | UBS       | FHLMC REMIC 181e      | 312904AU9C  | 2,886.47     |               | 563.27          | 2,323.20          | 88,604     | 7.00% |
| 970917B          | 9/15/2021             | UBS       | FHLMC REMIC SERIES FF | 312904GT6C  | 5,014.03     |               | 1,306.14        | 3,707.89          | 255,714    | 7.21% |
| 001127           | 7/25/2022             | UBS       | FNR G92-35            | 31358PHV2C  | 3,205.62     |               | 459.72          | 2,745.90          | 75,215     | 7.49% |
| 0210004          | 8/25/2022             | UBS       | FNR 1992-125L         | 31358PS40C  | 3,577.17     |               | 545.59          | 3,031.58          | 52,000     | 7.00% |
| 110803B          | 9/28/2020             | UBS       | FNMA                  | 3136FPLW5   | 712,000.00   |               | 712,000.00      | 0.00              | 712,000    | 1.00% |
| 110916           | 9/16/2026             | UBS       | FHLB                  | 31337FGD3   | 1,000,000.00 |               | 1,000,000.00    | 0.00              | 1,000,000  | 1.00% |

2012 CASH AND INVESTMENT ACTIVITY

| CITY<br>INVEST #  | STATED<br>MAT<br>DATE | BROKER | SECURITY<br>DESCRIP      | CUSIP      | PRIN            | PURCH         | SOLD/<br>MATURE | BV<br>PRIN<br>BAL   | PAR       | YTM   |
|-------------------|-----------------------|--------|--------------------------|------------|-----------------|---------------|-----------------|---------------------|-----------|-------|
|                   |                       |        |                          |            | BAL<br>1/1/2012 | 2012          | 2012            | 12/31/2012          |           |       |
| 110810            | 8/10/2026             | UBS    | FNMA                     | 3136FRF24  | 1,000,000.00    |               | 1,000,000.00    | 0.00                | 1,000,000 | 1.00% |
| 110719            | 7/19/2016             | UBS    | FNMA                     | 3136FRYJ6  | 750,000.00      |               | 750,000.00      | 0.00                | 750,000   | 1.25% |
| 110311            | 7/1/2012              | UBS    | ILLINOIS BAB             | 452152GL9  | 1,000,000.00    |               | 1,000,000.00    | 0.00                | 1,000,000 | 3.08% |
| 110329            | 3/29/2021             | UBS    | FNMA                     | 3136FRDU4  | 500,000.00      |               | 500,000.00      | 0.00                | 500,000   | 1.39% |
| 020826            | 10/15/2022            | UBS    | FHR 1391D                | 312912LUO  | 2,978.74        |               | 414.36          | 2,564.38            | 59,990    | 6.00% |
| 010328            | 6/25/2023             | UBS    | FHG14A                   | 312916PD5R | 10,000.00       |               | 1,000.00        | 9,000.00            | 152,000   | 6.00% |
| 020816B           | 1/25/2024             | UBS    | FNR G94-2D               | 31359GR40  | 957.35          |               | 756.74          | 200.61              | 46,221    | 6.45% |
|                   |                       |        |                          |            |                 |               |                 | <u>6,968,669.01</u> |           |       |
| Money Mkt         |                       |        |                          |            |                 |               | 0.00            | 0.00                |           |       |
| TOTAL INVESTMENTS |                       |        |                          |            | 42,230,022.32   | 15,584,000.00 | 29,566,634.88   | 28,247,387.44       |           |       |
|                   |                       |        | Unamortized Premiums     |            | 1,125,462.94    | 91,876.75     |                 | 1,217,339.69        |           |       |
|                   |                       |        | Unamortized Discounts    |            | (2,844,409.22)  | -9,948.06     |                 | -2,854,357.28       |           |       |
|                   |                       |        | Village Bank Checking    |            | 1,788,349.25    | 46,574,280.00 | 45,482,354.43   | 2,880,274.82        |           |       |
|                   |                       |        | Money Market Accounts    |            | 3,649,877.44    | 11,006,997.69 | 5,000,000.00    | 9,656,875.13        |           |       |
|                   |                       |        | Net Cash and Investments |            | 45,949,302.73   | 73,247,206.38 | 80,048,989.31   | 39,147,519.80       |           |       |



**CC Regular Session**

4. 2.

**Meeting Date:** 01/08/2013

**By:** Diana Lund, Finance

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**Information**

**Title:**

Receive November 2012 Financial Reports - General Fund and Enterprise Funds

**Background:**

Brief summary of actual revenues and expenditures to date in comparison to adopted budget for the funds of General, Water, Sewer, Street Lighting, Recycling and Storm Drainage.

**Council Action:**

No action required. Informational only.

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**Attachments**

November 2012 Financials General Fund - Budget to Actual

November 2012 Financials Enterprise Funds - Budget to Actual

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

**Reviewed By**

Kurt Ulrich

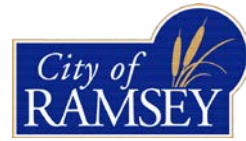
**Date**

01/03/2013 12:11 PM

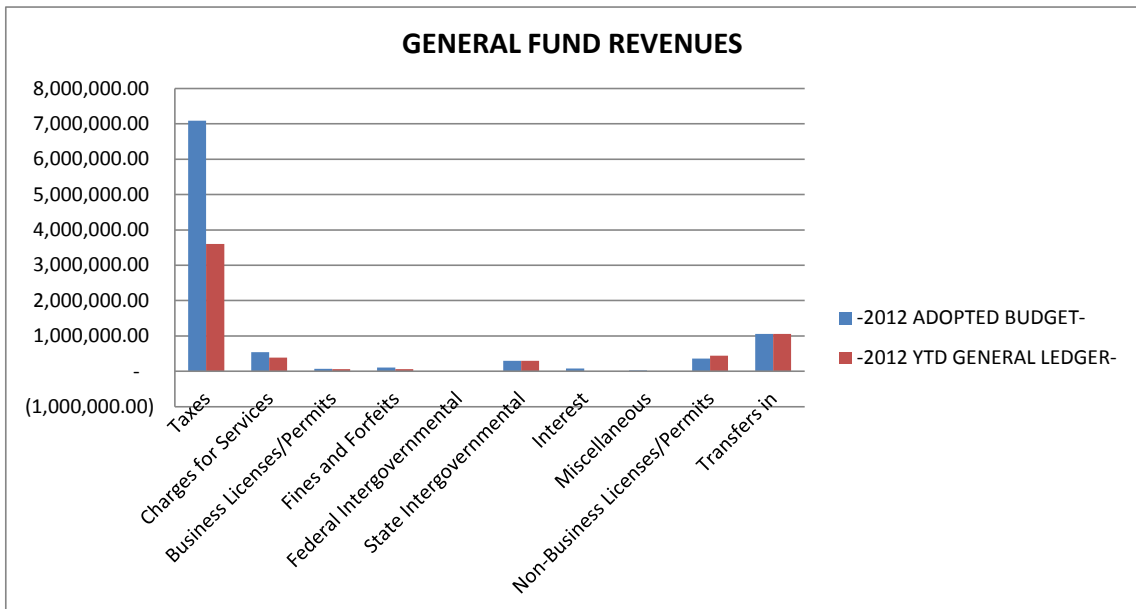
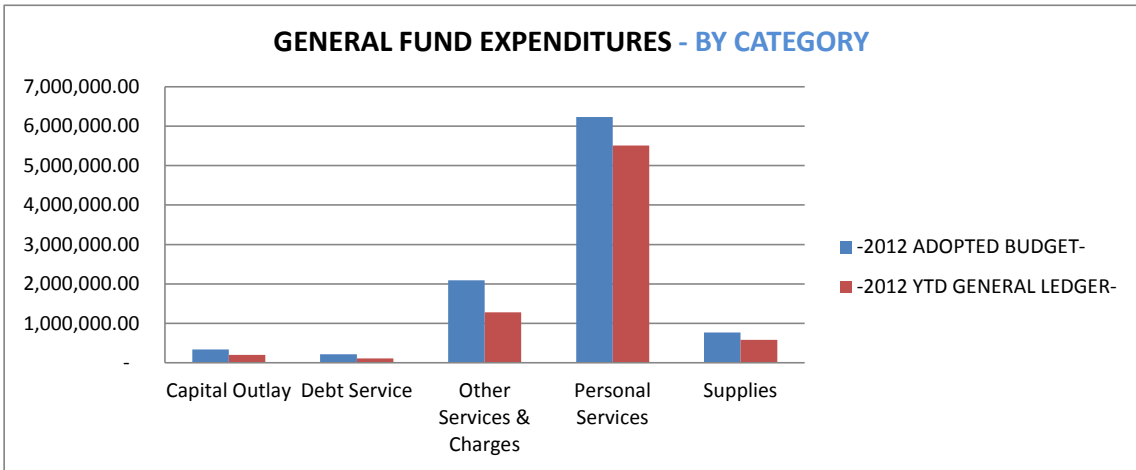
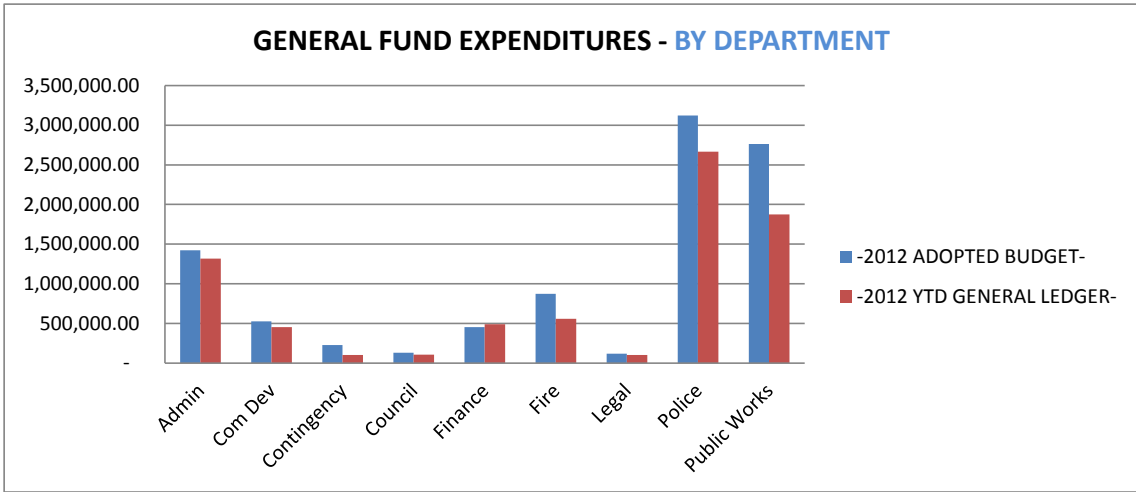
Started On: 12/26/2012 11:35 AM

Final Approval Date: 01/03/2013

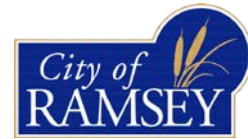
**CITY OF RAMSEY  
FINANCIAL STATEMENT**



**JANUARY 1, 2012 THROUGH PERIOD ENDING: November 30, 2012**



**CITY OF RAMSEY  
FINANCIAL STATEMENT**



**JANUARY 1, 2012 THROUGH PERIOD ENDING: November 30, 2012**

| <b>GENERAL FUND EXPENDITURES<br/>- BY DEPARTMENT -</b> |                              |                                  |
|--|------------------------------|----------------------------------|
| <b>Dept</b>  | <b>-2012 ADOPTED BUDGET-</b> | <b>-2012 YTD GENERAL LEDGER-</b> |
| Admin  | 1,423,788.00                 | 1,317,424.44                     |
| Com Dev  | 528,852.00                   | 456,513.42                       |
| Contingency  | 230,648.00                   | 103,606.58                       |
| Council  | 133,951.00                   | 107,994.64                       |
| Finance  | 454,044.00                   | 490,487.80                       |
| Fire   | 872,656.00                   | 560,284.27                       |
| Legal  | 121,000.00                   | 105,616.81                       |
| Police   | 3,121,261.00                 | 2,664,516.20                     |
| Public Works   | 2,761,875.00                 | 1,876,595.56                     |
| <b>Grand Total</b>                                     | <b>9,648,075.00</b>          | <b>7,683,039.72</b>              |

| <b>GENERAL FUND EXPENDITURES<br/>- BY CATEGORY -</b> |                              |                                  |
|--|------------------------------|----------------------------------|
| <b>Category</b>                                      | <b>-2012 ADOPTED BUDGET-</b> | <b>-2012 YTD GENERAL LEDGER-</b> |
| Capital Outlay                                       | 340,252.00                   | 203,004.66                       |
| Debt Service   | 213,113.00                   | 107,458.02                       |
| Other Services & Charges                             | 2,094,613.00                 | 1,277,880.06                     |
| Personal Services                                    | 6,232,372.00                 | 5,509,960.84                     |
| Supplies   | 767,725.00                   | 584,736.14                       |
| <b>Grand Total</b>                                   | <b>9,648,075.00</b>          | <b>7,683,039.72</b>              |

| <b>GENERAL FUND REVENUES<br/>- BY CATEGORY -</b> |                              |                                  |
|--|------------------------------|----------------------------------|
| <b>Category</b>                                  | <b>-2012 ADOPTED BUDGET-</b> | <b>-2012 YTD GENERAL LEDGER-</b> |
| Taxes  | 7,090,150.00                 | 3,604,160.87                     |
| Charges for Services                             | 543,189.00                   | 389,654.02                       |
| Business Licenses/Permits                        | 72,020.00                    | 64,623.24                        |
| Fines and Forfeits                               | 108,000.00                   | 64,256.93                        |
| Federal Intergovernmental                        | 7,000.00                     | (7,485.38)                       |
| State Intergovernmental                          | 298,300.00                   | 301,131.53                       |
| Interest   | 80,000.00                    | -                                |
| Miscellaneous                                    | 30,500.00                    | 8,920.99                         |
| Non-Business Licenses/Permits                    | 364,300.00                   | 444,242.49                       |
| Transfers in                                     | 1,054,616.00                 | 1,054,616.00                     |
| <b>Grand Total</b>                               | <b>9,648,075.00</b>          | <b>5,924,120.69</b>              |

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2012 THROUGH PERIOD ENDING: November 30, 2012

| <b>REVENUES</b>                   |                                |                                  |                      |
|-----------------------------------|--------------------------------|----------------------------------|----------------------|
| <b>BUSINESS UNIT</b>              | <b>9601</b>                    | <b>WATER UTILITY</b>             |                      |
| <b>GENERAL LEDGER ACCOUNT</b>     | <b>-2012 REQUESTED BUDGET-</b> | <b>-2012 YTD GENERAL LEDGER-</b> | <b>-% of Budget-</b> |
| 4140 CREDIT CARD PROCESSING FEES  |                                | (3,488.18)                       | 0.00%                |
| 4273 OTHER STATE GRANTS & AIDS    |                                | 7,074.00                         | 0.00%                |
| 4609 OTHER MISCELLANEOUS REVENUES | 61,853.00                      | 64,650.37                        | 104.52%              |
| 4651 WATER REVENUE                |                                | (137.35)                         | 0.00%                |
| 4652 WATER SALES - RESIDENTIAL    | 963,401.00                     | 1,015,807.79                     | 105.44%              |
| 4653 WATER SALES-COMMERCIAL       | 676,702.00                     | 701,284.72                       | 103.63%              |
| 4654 WATER PENALTIES              | 32,802.00                      | 22,365.32                        | 68.18%               |
| 4655 WATER METER INSTALLATION     | 5,000.00                       | 8,120.00                         | 162.40%              |
| 4656 WATER METERS                 | 14,000.00                      | 19,428.64                        | 138.78%              |
| 4657 CONNECTION/RECONNECTION FEES | 4,000.00                       | 2,000.00                         | 50.00%               |
| 4701 INTEREST ON INVESTMENTS      | 150,000.00                     | -                                | 0.00%                |
| 4506 PREPAID INTEREST             |                                | 3,512.83                         | 0.00%                |
| 4702 MISCELLANEOUS INTEREST       |                                | 12,882.67                        | 0.00%                |
| <b>Grand Total</b>                | <b>1,907,758.00</b>            | <b>1,853,500.81</b>              |                      |

| <b>EXPENSES</b>                            |                                |                                  |                      |
|--|--------------------------------|----------------------------------|----------------------|
| <b>BUSINESS UNIT</b>                       | <b>9601</b>                    | <b>WATER UTILITY</b>             |                      |
| <b>GENERAL LEDGER ACCOUNT</b>              | <b>-2012 REQUESTED BUDGET-</b> | <b>-2012 YTD GENERAL LEDGER-</b> | <b>-% of Budget-</b> |
| 6102 F.T. REGULAR-WAGES & SALARIES         | 204,354.00                     | 131,612.61                       | 64.40%               |
| 6103 FULL TIME-REGULAR-OVERTIME            | 12,500.00                      | 12,049.27                        | 96.39%               |
| 6105 TEMPORARY-WAGES & SALARIES            | 17,000.00                      | 10,052.27                        | 59.13%               |
| 6121 PERA CONTRIBUTIONS                    | 15,722.00                      | 10,909.39                        | 69.39%               |
| 6122 FICA/MEDICARE CONTRIBUTIONS           | 17,890.00                      | 12,116.00                        | 67.72%               |
| 6131 GROUP INSURANCE                       | 20,470.00                      | 19,500.55                        | 95.26%               |
| 6133 WORKERS COMP INSURANCE PREMIUM        | 7,436.00                       | 38.76                            | 0.52%                |
| 6208 MISCELLANEOUS OFFICE SUPPLIES         | 1,000.00                       | 51.18                            | 5.12%                |
| 6223 GASOLINE                              | 5,000.00                       | 3,021.50                         | 60.43%               |
| <b>6225 DIESEL FUEL</b>                    | <b>7,000.00</b>                | <b>7,173.62</b>                  | <b>102.48%</b>       |
| 6229 SHOP MATERIALS                        | 750.00                         | 118.11                           | 15.75%               |
| 6231 UNIFORMS & TURN-OUT GEAR              | 1,500.00                       | 664.84                           | 44.32%               |
| <b>6249 MISCELLANEOUS OPERATING SUPPLY</b> | <b>13,000.00</b>               | <b>14,160.82</b>                 | <b>108.93%</b>       |
| 6257 OTHER VEHICLE PARTS                   | 2,500.00                       | 862.99                           | 34.52%               |
| <b>6273 UTILITY SYSTEM MAINT SUPPLIES</b>  | <b>70,000.00</b>               | <b>67,494.61</b>                 | <b>96.42%</b>        |
| 6281 SMALL TOOLS & MINOR EQUIPMENT         | 110,000.00                     | 3,413.83                         | 3.10%                |
| 6292 WATER METERS FOR RESALE               | 20,000.00                      | 3,161.56                         | 15.81%               |
| 6315 MISCELLANEOUS PROFESSIONAL SER        | 54,330.00                      | 26,754.82                        | 49.25%               |
| 6322 POSTAGE                               | 2,000.00                       | 1,020.96                         | 51.05%               |
| <b>6323 CELLULAR PHONES</b>                | <b>2,400.00</b>                | <b>2,317.73</b>                  | <b>96.57%</b>        |
| 6335 TRAINING                              | 1,600.00                       | 1,055.72                         | 65.98%               |
| 6352 GENERAL NOTICE & PUBLIC INFOR         | 600.00                         | 153.75                           | 25.63%               |
| 6361 GENERAL LIABILITY/PROPERTY INS        | 24,000.00                      | -                                | 0.00%                |
| 6371 ELECTRIC UTILITIES                    | 125,000.00                     | 100,901.65                       | 80.72%               |
| 6372 WATER/IRRIGATION                      | 800.00                         | -                                | 0.00%                |
| 6373 GAS                                   | 4,000.00                       | 1,220.71                         | 30.52%               |
| 6374 REFUSE/RECYCLING                      | 600.00                         | 302.51                           | 50.42%               |
| 6381 BUILDING & STRUCTURE REPAIR           | 500.00                         | -                                | 0.00%                |
| 6439 OTHER MISCELLANEOUS                   | 17,000.00                      | 10,231.00                        | 60.18%               |
| <b>6451 MEMBERSHIP DUES</b>                | <b>800.00</b>                  | <b>1,089.50</b>                  | <b>136.19%</b>       |
| <b>6489 OTHER CONTRACTED SERVICES</b>      | <b>27,000.00</b>               | <b>28,585.58</b>                 | <b>105.87%</b>       |
| 6722 DEPRECIATION                          | 623,308.00                     | -                                | 0.00%                |
| 6820 OPERATING TRANSFERS TO OTHER F        | 34,000.00                      | 34,000.00                        | 100.00%              |
| <b>Grand Total</b>                         | <b>1,444,060.00</b>            | <b>504,035.84</b>                |                      |

Note: The Finance Department has highlighted line items that may be trending towards exceeding budget OR not may not have been included in the adopted budget.

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2012 THROUGH PERIOD ENDING: November 30, 2012

| <b>REVENUES</b>                    |                                |                                  |                      |
|------------------------------------|--------------------------------|----------------------------------|----------------------|
| <b>BUSINESS UNIT</b>               | <b>9602</b>                    | <b>SEWER UTILITY</b>             |                      |
| <b>GENERAL LEDGER ACCOUNT</b>      | <b>-2012 REQUESTED BUDGET-</b> | <b>-2012 YTD GENERAL LEDGER-</b> | <b>-% of Budget-</b> |
| 4140 CREDIT CARD PROCESSING FEES   |                                | (2,718.76)                       | 0.00%                |
| 4356 SEWER AVAILABILITY CHARGE-ADM | 1,000.00                       | 7,591.65                         | 759.17%              |
| 4609 OTHER MISCELLANEOUS REVENUES  | 18,546.00                      | -                                | 0.00%                |
| 4661 RESIDENTIAL-SEWER CHARGES     | 925,057.00                     | 709,341.17                       | 76.68%               |
| 4662 COMMERCIAL-SEWER CHARGES      | 311,381.00                     | 237,867.25                       | 76.39%               |
| 4663 SEWER PENALTIES               | 24,729.00                      | 21,876.67                        | 88.47%               |
| 4701 INTEREST ON INVESTMENTS       | 50,000.00                      | -                                | 0.00%                |
| 4506 PREPAID INTEREST              |                                | 1,223.27                         | 0.00%                |
| 4702 MISCELLANEOUS INTEREST        |                                | 18,545.98                        | 0.00%                |
| <b>Grand Total</b>                 | <b>1,330,713.00</b>            | <b>993,727.23</b>                |                      |

| <b>EXPENSES</b>                            |                                |                                  |                      |
|--|--------------------------------|----------------------------------|----------------------|
| <b>BUSINESS UNIT</b>                       | <b>9602</b>                    | <b>SEWER UTILITY</b>             |                      |
| <b>GENERAL LEDGER ACCOUNT</b>              | <b>-2012 REQUESTED BUDGET-</b> | <b>-2012 YTD GENERAL LEDGER-</b> | <b>-% of Budget-</b> |
| 6102 F.T. REGULAR-WAGES & SALARIES         | 100,563.00                     | 35,767.18                        | 35.57%               |
| 6103 FULL TIME-REGULAR-OVERTIME            | 2,000.00                       | 1,014.89                         | 50.74%               |
| 6105 TEMPORARY-WAGES & SALARIES            | 5,500.00                       | 2,610.90                         | 47.47%               |
| 6121 PERA CONTRIBUTIONS                    | 7,436.00                       | 2,687.66                         | 36.14%               |
| 6122 FICA/MEDICARE CONTRIBUTIONS           | 8,267.00                       | 2,652.61                         | 32.09%               |
| 6133 WORKERS COMP INSURANCE PREMIUM        | 2,798.00                       | 38.76                            | 1.39%                |
| 6225 DIESEL FUEL                           | 2,500.00                       | 1,043.10                         | 41.72%               |
| 6249 MISCELLANEOUS OPERATING SUPPLY        | 10,000.00                      | 6,538.37                         | 65.38%               |
| 6257 OTHER VEHICLE PARTS                   |                                | 723.83                           | 0.00%                |
| 6275 OTHER EQUIPMENT PARTS                 | 2,500.00                       | 312.53                           | 12.50%               |
| <b>6315 MISCELLANEOUS PROFESSIONAL SER</b> | <b>16,000.00</b>               | <b>31,078.94</b>                 | <b>194.24%</b>       |
| 6335 TRAINING                              | 1,500.00                       | 646.00                           | 43.07%               |
| 6361 GENERAL LIABILITY/PROPERTY INS        | 9,500.00                       | -                                | 0.00%                |
| 6371 ELECTRIC UTILITIES                    | 9,500.00                       | 7,280.07                         | 76.63%               |
| 6373 GAS                                   | 2,400.00                       | 672.62                           | 28.03%               |
| 6374 REFUSE/RECYCLING                      | 500.00                         | 302.51                           | 60.50%               |
| 6375 SEWER                                 |                                | 45,089.42                        | 0.00%                |
| 6377 SEWER SERVICE CHARGE                  | 541,073.00                     | 495,983.62                       | 91.67%               |
| <b>6489 OTHER CONTRACTED SERVICES</b>      | <b>22,000.00</b>               | <b>33,617.70</b>                 | <b>152.81%</b>       |
| 6722 DEPRECIATION                          | 497,434.00                     | -                                | 0.00%                |
| 6820 OPERATING TRANSFERS TO OTHER F        | 28,000.00                      | 28,000.00                        | 100.00%              |
| <b>Grand Total</b>                         | <b>1,269,471.00</b>            | <b>696,060.71</b>                |                      |

Note: The Finance Department has highlighted line items that may be trending towards exceeding budget OR not may not have been included in the adopted budget.

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2012 THROUGH PERIOD ENDING: November 30, 2012

| <b>REVENUES</b>                  |                                |                                  |                      |         |
|----------------------------------|--------------------------------|----------------------------------|----------------------|---------|
| <b>BUSINESS UNIT</b>             | <b>9603</b>                    | <b>STREET LIGHT UTILITY</b>      |                      |         |
| <b>GENERAL LEDGER ACCOUNT</b>    | <b>-2012 REQUESTED BUDGET-</b> | <b>-2012 YTD GENERAL LEDGER-</b> | <b>-% of Budget-</b> |         |
| 4140 CREDIT CARD PROCESSING FEES |                                | (311.25)                         |                      | 0.00%   |
| 4681 CHARGES FOR STREET LIGHTS   | 168,312.00                     | 96,798.04                        |                      | 57.51%  |
| 4682 ST LIGHT O/M CHARGE         | 360.00                         | -                                |                      | 0.00%   |
| 4683 STREET LIGHTING PENALTIES   | 3,366.00                       | 3,744.82                         |                      | 111.25% |
| 4701 INTEREST ON INVESTMENTS     | 20,000.00                      | -                                |                      | 0.00%   |
| 4684 PRIORITY STREET LIGHT       |                                | 33,404.92                        |                      | 0.00%   |
| <b>Grand Total</b>               | <b>192,038.00</b>              | <b>133,636.53</b>                |                      |         |

| <b>EXPENSES</b>                     |                                |                                  |                      |         |
|-------------------------------------|--------------------------------|----------------------------------|----------------------|---------|
| <b>BUSINESS UNIT</b>                | <b>9603</b>                    | <b>STREET LIGHT UTILITY</b>      |                      |         |
| <b>GENERAL LEDGER ACCOUNT</b>       | <b>-2012 REQUESTED BUDGET-</b> | <b>-2012 YTD GENERAL LEDGER-</b> | <b>-% of Budget-</b> |         |
| 6122 FICA/MEDICARE CONTRIBUTIONS    |                                | 326.61                           |                      | 0.00%   |
| 6271 SIGN REPAIR MATERIALS          | -                              |                                  |                      | 0.00%   |
| 6371 ELECTRIC UTILITIES             | 122,000.00                     | 102,275.92                       |                      | 83.83%  |
| 6489 OTHER CONTRACTED SERVICES      | 12,328.00                      | 10,771.93                        |                      | 87.38%  |
| 6722 DEPRECIATION                   | 33,997.00                      | -                                |                      | 0.00%   |
| 6820 OPERATING TRANSFERS TO OTHER F | 14,000.00                      | 14,000.00                        |                      | 100.00% |
| <b>Grand Total</b>                  | <b>182,325.00</b>              | <b>127,374.46</b>                |                      |         |

Note: The Finance Department has highlighted line items that may be trending towards exceeding budget OR not may not have been included in the adopted budget.

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2012 THROUGH PERIOD ENDING: November 30, 2012

| <b>REVENUES</b>                    |                                |                                  |                      |         |
|------------------------------------|--------------------------------|----------------------------------|----------------------|---------|
| <b>BUSINESS UNIT</b>               | <b>9604</b>                    | <b>RECYCLING UTILITY</b>         |                      |         |
| <b>GENERAL LEDGER ACCOUNT</b>      | <b>-2012 REQUESTED BUDGET-</b> | <b>-2012 YTD GENERAL LEDGER-</b> | <b>-% of Budget-</b> |         |
| 4140 CREDIT CARD PROCESSING FEES   |                                | (453.85)                         |                      | 0.00%   |
| 4287 OTHER LOCAL GOVERNMENT GRANTS | 50,165.00                      | 50,165.00                        |                      | 100.00% |
| 4609 OTHER MISCELLANEOUS REVENUES  | -                              | 696.85                           |                      | 0.00%   |
| 4671 RECYCLING CHARGES             | 280,000.00                     | 215,955.77                       |                      | 77.13%  |
| 4672 RECYCLING PENALTIES           | 5,600.00                       | 5,678.92                         |                      | 101.41% |
| 4701 INTEREST ON INVESTMENTS       | 200.00                         | -                                |                      | 0.00%   |
| <b>Grand Total</b>                 | <b>335,965.00</b>              | <b>272,042.69</b>                |                      |         |

| <b>EXPENSES</b>                     |                                |                                  |                      |         |
|-------------------------------------|--------------------------------|----------------------------------|----------------------|---------|
| <b>BUSINESS UNIT</b>                | <b>9604</b>                    | <b>RECYCLING UTILITY</b>         |                      |         |
| <b>GENERAL LEDGER ACCOUNT</b>       | <b>-2012 REQUESTED BUDGET-</b> | <b>-2012 YTD GENERAL LEDGER-</b> | <b>-% of Budget-</b> |         |
| 6102 F.T. REGULAR-WAGES & SALARIES  | 5,143.00                       | 4,497.68                         |                      | 87.45%  |
| 6103 FULL TIME-REGULAR-OVERTIME     | -                              | 559.70                           |                      | 0.00%   |
| 6121 PERA CONTRIBUTIONS             | 373.00                         | 373.15                           |                      | 100.04% |
| 6122 FICA/MEDICARE CONTRIBUTIONS    | 393.00                         | 313.10                           |                      | 79.67%  |
| 6133 WORKERS COMP INSURANCE PREMIUM | 87.00                          | -                                |                      | 0.00%   |
| 6249 MISCELLANEOUS OPERATING SUPPLY | 7,000.00                       | 5,090.22                         |                      | 72.72%  |
| 6322 POSTAGE                        | 250.00                         | 167.70                           |                      | 67.08%  |
| 6489 OTHER CONTRACTED SERVICES      | 299,000.00                     | 267,873.59                       |                      | 89.59%  |
| 6820 OPERATING TRANSFERS TO OTHER F | 8,500.00                       | 8,500.00                         |                      | 100.00% |
| <b>Grand Total</b>                  | <b>320,746.00</b>              | <b>287,375.14</b>                |                      |         |

Note: The Finance Department has highlighted line items that may be trending towards exceeding budget OR not may not have been included in the adopted budget.

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2012 THROUGH PERIOD ENDING: November 30, 2012

| <b>REVENUES</b>                  |                                |                                  |                      |        |
|----------------------------------|--------------------------------|----------------------------------|----------------------|--------|
| <b>BUSINESS UNIT</b>             | <b>9605</b>                    | <b>STORM WATER UTILITY</b>       |                      |        |
| <b>GENERAL LEDGER ACCOUNT</b>    | <b>-2012 REQUESTED BUDGET-</b> | <b>-2012 YTD GENERAL LEDGER-</b> | <b>-% of Budget-</b> |        |
| 4140 CREDIT CARD PROCESSING FEES |                                | (488.52)                         |                      | 0.00%  |
| 4693 STORM WATER-RESIDENTIAL     | 305,790.00                     | 234,337.10                       |                      | 76.63% |
| 4694 STORM WATER-COMMERCIAL      | 302,629.00                     | 240,277.30                       |                      | 79.40% |
| 4695 STORM WATER-PENALTIES       | 12,168.00                      | 10,324.54                        |                      | 84.85% |
| 4701 INTEREST ON INVESTMENTS     | 5,000.00                       | -                                |                      | 0.00%  |
| <b>Grand Total</b>               | <b>625,587.00</b>              | <b>484,450.42</b>                |                      |        |

| <b>EXPENSES</b>                            |                                |                                  |                      |                |
|--|--------------------------------|----------------------------------|----------------------|----------------|
| <b>BUSINESS UNIT</b>                       | <b>9605</b>                    | <b>STORM WATER UTILITY</b>       |                      |                |
| <b>GENERAL LEDGER ACCOUNT</b>              | <b>-2012 REQUESTED BUDGET-</b> | <b>-2012 YTD GENERAL LEDGER-</b> | <b>-% of Budget-</b> |                |
| 6102 F.T. REGULAR-WAGES & SALARIES         | 86,991.00                      | 57,021.79                        |                      | 65.55%         |
| 6103 FULL TIME-REGULAR-OVERTIME            | -                              | 103.64                           |                      | 0.00%          |
| 6105 TEMPORARY-WAGES & SALARIES            | -                              | 1,003.50                         |                      | 0.00%          |
| 6121 PERA CONTRIBUTIONS                    | 6,307.00                       | 4,142.24                         |                      | 65.68%         |
| 6122 FICA/MEDICARE CONTRIBUTIONS           | 6,655.00                       | 4,324.14                         |                      | 64.98%         |
| 6133 WORKERS COMP INSURANCE PREMIUM        | 2,894.00                       | 80.76                            |                      | 2.79%          |
| 6223 GASOLINE                              | 2,000.00                       | 1,104.18                         |                      | 55.21%         |
| <b>6225 DIESEL FUEL</b>                    | <b>300.00</b>                  | <b>1,185.23</b>                  |                      | <b>395.08%</b> |
| 6249 MISCELLANEOUS OPERATING SUPPLY        | 13,000.00                      | 6,401.74                         |                      | 49.24%         |
| 6257 OTHER VEHICLE PARTS                   | 7,000.00                       | 3,011.55                         |                      | 43.02%         |
| <b>6315 MISCELLANEOUS PROFESSIONAL SER</b> | <b>42,000.00</b>               | <b>45,801.08</b>                 |                      | <b>109.05%</b> |
| 6361 GENERAL LIABILITY/PROPERTY INS        | 5,000.00                       | -                                |                      | 0.00%          |
| 6371 ELECTRIC UTILITIES                    | 2,420.00                       | 1,634.31                         |                      | 67.53%         |
| 6373 GAS                                   | 2,500.00                       | 672.56                           |                      | 26.90%         |
| 6374 REFUSE/RECYCLING                      | 500.00                         | 302.47                           |                      | 60.49%         |
| <b>6451 MEMBERSHIP DUES</b>                | <b>39,162.00</b>               | <b>39,162.00</b>                 |                      | <b>100.00%</b> |
| <b>6489 OTHER CONTRACTED SERVICES</b>      | <b>15,200.00</b>               | <b>39,182.65</b>                 |                      | <b>257.78%</b> |
| 6722 DEPRECIATION                          | 235,517.00                     | -                                |                      | 0.00%          |
| 6820 OPERATING TRANSFERS TO OTHER F        | 23,000.00                      | 23,000.00                        |                      | 100.00%        |
| <b>Grand Total</b>                         | <b>490,446.00</b>              | <b>228,133.84</b>                |                      |                |

Note: The Finance Department has highlighted line items that may be trending towards exceeding budget OR not may not have been included in the adopted budget.

**CC Regular Session**

**4.3.**

**Meeting Date:** 01/08/2013

**By:** Diana Lund, Finance

**Information**

**Title:**

Consider Waiving/Not Waiving Statutory Tort Limits

**Background:**

The City of Ramsey annually renews its property, casualty and liability insurance coverage with the League of Minnesota Cities. As part of this renewal process, the City Council is required to pass a resolution waiving or not waiving the statutory tort limits for its liability coverage. A form is required to be filed for the City and HRA.

Attached is the Liability Coverage Waiver Form that is required to be signed after City Council approval of a resolution indicating whether the City chooses to waive or not waive the statutory tort limits. If the City Council were to waive the statutory limits, additional insurance would need to be purchased by the City to cover the increased liability. This increased liability has not currently been budgeted for, **nor has the City waived the tort limits in the past.**

If the City Council was to consider waiving the tort limits and/or purchasing additional insurance coverage, staff would request rates for the increased coverage for 2013 and bring them back for consideration at a future regularly scheduled meeting of the City Council along with budget considerations.

**Recommendation:**

Staff recommends that the City Council adopt the resolution not waiving the Statutory Tort Limits for liability coverage.

MN State Liability limits are \$500,000/\$1,500,000.

**Funding Source:**

Amounts attributed to not-waiving the statutory tort limits was included in the 2013 General Fund Budget.

**Council Action:**

Adopt Resolution #13-01-XXX Not Waiving the Statutory Tort Limits for League of Minnesota Cities Insurance Trust Liability Coverage for the City of Ramsey.

**Attachments**

Waiver Form

LMC Memo re: Liability Coverage Options

Resolution #13-01-006 Non-Waiver of Tort Limits

**Form Review**

| <b>Inbox</b>                | <b>Reviewed By</b> | <b>Date</b>                     |
|-----------------------------|--------------------|---------------------------------|
| Kurt Ulrich                 | Diana Lund         | 12/31/2012 01:39 PM             |
| Diana Lund                  | Diana Lund         | 12/31/2012 01:58 PM             |
| Kurt Ulrich                 | Kurt Ulrich        | 01/02/2013 03:40 PM             |
| Form Started By: Diana Lund |                    | Started On: 12/06/2012 02:21 PM |

Final Approval Date: 01/02/2013

SECTION I: LIABILITY COVERAGE WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000. on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,500,000. on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000., regardless of the number of claimants.
- *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

---

\_\_\_\_\_ accepts liability coverage limits of \$ \_\_\_\_\_ from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_

*Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044*



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RISK MANAGEMENT INFORMATION  
**LMCIT LIABILITY COVERAGE OPTIONS**  
Liability Limits, Coverage Limits, and Waivers

*LMCIT gives cities several options for structuring their liability coverage. The city can choose either to waive or not to waive the monetary limits the statutes provide; and the city can select from among several liability coverage limits. This memo discusses these options and identifies some issues to consider in deciding which of the options best meets the city's needs.*

**Statutory Limits on Municipal Tort Liability**

The statutes limit a city's tort liability to a maximum of \$500,000 per claimant and \$1,500,000 per occurrence. These limits apply whether the claim is against the city, against the individual officer or employee, or against both.

**Coverage Limits for LMCIT's Basic Primary Liability Coverage**

LMCIT's liability coverage provides a limit of \$1,500,000 per occurrence, matching the per-occurrence part of the statutory municipal tort liability limit. Beside the overall coverage limit of \$1,500,000 per occurrence, there are also annual aggregate limits (that is, limits on the total amount of coverage for the year regardless of the number of claims), for certain specific risks. Aggregate limits apply to the following:

|                                 |                      |
|---------------------------------|----------------------|
| Products                        | \$2,000,000 annually |
| Failure to supply utilities     | \$2,000,000 annually |
| EMF                             | \$2,000,000 annually |
| Limited pollution*              | \$2,000,000 annually |
| Mold                            | \$2,000,000 annually |
| Land use litigation**           | \$1,000,000 annually |
| Employers liability (work comp) | \$1,500,000 annually |

\* Includes sudden and accidental releases of pollutants; herbicide and pesticide application; sewer ruptures, overflows and backups; and lead and asbestos claims. Dredging or excavation claims are subject to a \$250,000 sublimit. These limits apply to both damages and defense costs.

\*\* Coverage is provided on a sliding scale percentage basis, which is based on participation in LMCIT's online land use training. Coverage applies to both damages and litigation costs.

**More Information**

For more information about land use litigation coverage, please see the memo [LMCIT Coverage for Litigation Relating to Land Use](#).

## **If the Statute Limits our Liability, Why Purchase Higher Coverage Limits?**

There are several different reasons why cities should strongly consider carrying higher limits of liability coverage.

### **The Statutory Tort Limits Either Do Not or May Not Apply to Several Types of Claims**

Some examples include:

- *Claims under federal civil rights laws.* These include Section 1983, the Americans with Disabilities Act, etc.
- *Claims for tort liability that the city has assumed by contract.* This occurs when a city agrees in a contract to defend and indemnify a private party.
- *Claims for actions in another state.* This might occur in border cities that have mutual aid agreements with adjoining states, or when a city official attends a national conference or goes to Washington to lobby, etc.
- *Claims based on liquor sales.* This mostly affects cities with municipal liquor stores, but it could also arise in connection with beer sales at a fire relief association fund-raiser, for example.
- *Claims based on a "taking" theory.* Suits challenging land use regulations frequently include an "inverse condemnation" claim, alleging that the regulation amounts to a "taking" of the property.

### **LMCIT's Primary Liability Coverage has Annual Limits on Coverage for a few Specific Risks**

The table on page one lists the liability risks to which aggregate coverage limits apply. If the city has a loss or claim in one of these areas, there might not be enough limits remaining to cover the city's full exposure if there is a second loss of the same sort during the year. Excess liability coverage gives the city additional protection against this risk as well.

However, there are a couple important restrictions on how the excess coverage applies to risks that are subject to aggregate limits:

- The excess coverage *does not apply* to three risks: *failure to supply utilities; mold; and "limited pollution" claims if either the pollutant release or the damage is below ground or in a body of water;* and
- The excess coverage *does not automatically apply to liquor liability* unless the city specifically requests it.

### **The City may be Required by Contract to Carry Higher Coverage Limits**

Occasionally, a contract might include a requirement the city carry more than \$1,500,000 of coverage limits. Carrying excess coverage is a way to meet these requirements. (There's also another option

for cities in this situation. LMCIT can issue an endorsement to increase the city's coverage limit only for claims relating to that particular contract. There's a small charge for these "laser" endorsements.)

#### **There may be more than One Political Subdivision Covered Under the City's Coverage**

An HRA, EDA, or port authority is itself a separate political subdivision. If the city EDA, for example, is named as a covered party on the city's coverage and a claim were made that involved both the city and the EDA, theoretically the claimant might be able to recover up to \$1,500,000 from both the city and the EDA, since there are two political subdivisions involved. Excess coverage is one way to provide enough coverage limits to address this situation. Another solution is for the HRA, EDA, or port authority to carry separate liability coverage in its own name.

This issue of multiple covered parties can also arise if the city has agreed by contract to name another entity as a covered party, or to defend and indemnify another entity.

#### **Cities Sometimes Carry Higher Coverage Limits Because of a Concern the Courts Might Overturn the Statutory Liability Limits**

However, those limits have now been tested and upheld several times in Minnesota. While it's always possible that a future court might decide to throw out the statutory limits, this is now less of a concern.

#### **Available Excess Liability Coverage Limits**

Excess coverage is available in \$1 million increments, up to a maximum of \$5 million.

#### **Does the Optional Excess Coverage Apply to All Types of Claims?**

No. The excess liability coverage does not apply to the following types of claims: certain limited pollution claims; mold claims; claims for failure to supply utilities; auto no-fault claims; uninsured / underinsured motorist claims; workers' compensation, disability, or unemployment claims; or claims under the medical payments coverage.

#### **Who Needs Excess Liability Coverage?**

If anything, excess liability coverage is even more important to a small city rather than to a large city.

If a city ends up with more liability than it has coverage, the city will have to either draw on existing funds or go to its taxpayers to pay that judgment. A large city faced with, say, a million dollars of liability over and above what its LMCIT coverage pays might be able to spread that \$1 million cost over several thousand taxpayers. The small city by contrast might be dividing that same \$1 million cost among only a couple hundred taxpayers. \$1 million divided among 5,000 taxpayers is \$200 apiece – annoying but probably at least manageable for most taxpayers. \$1 million divided among 200 taxpayers is \$5,000 apiece – enough to be a real problem for many.

## What's the Effect of Waiving the Per Claimant Statutory Liability Limit?

If the city chooses the "waiver" option, the city and LMCIT no longer can use the statutory limit of \$500,000 per claimant as a defense. Because the waiver increases the exposure, the premium is roughly 3% higher for coverage under the waiver option.

If the city waives the statutory limit, an individual claimant could therefore recover up to \$1,500,000 in damages on a claim. Of course, the individual would still have to prove to the court or jury that s/he really does have that amount of damages. Also, the statutory limit of \$1,500,000 per occurrence would still apply; that would limit the individual's recovery to a lesser amount if there were multiple claimants.

## Why Would the City Choose to Pay More to Get Waiver-Option Coverage?

The statutory liability limit only comes into play in a case where

- The city is in fact liable.
- The injured party's actual proven damages are greater than the statutory limit.

### Highlight

The waiver option coverage does not give the city better protection. The benefit is to the injured party.

Very literally, applying the statutory liability limit means an injured party won't be fully compensated for his/her actual, proven damages that were caused by city negligence. Some cities as a matter of public policy may want to have more assets available to compensate their citizens for injuries caused by the city's negligence. Waiving the statutory liability limits is a way to do that.

Other cities may feel that the appropriate policy is to minimize the expenditure of the taxpayers' funds by taking full advantage of every protection the legislature has decided to provide. There's no right or wrong answer on this point. It's a discretionary question of city policy that each city council needs to decide for itself.

For claims the statutory tort liability limits don't apply to, it doesn't affect how the city's coverage or risk on those claims. Waiving the statutory tort limits has no effect on claims the statutory limits don't apply to.

## Effects of Waiving the Statutory Limits if there is Excess Coverage

If the city has \$1 million of excess coverage and chooses to waive the statutory tort limits, the claimants (whether it's one claimant or several) could then potentially recover up to \$2.5 million in damages in a single occurrence. If the city carries higher excess coverage limits, the potential maximum recovery per occurrence is correspondingly higher.

Carrying excess coverage under the waiver option is a way to address an issue that some cities find troubling: the case where many people are injured in a single occurrence caused by city negligence. Suppose, for example, that a city vehicle negligently runs into a school bus full of kids, causing multiple serious injuries. \$1,500,000 divided 50 ways may not go far toward compensating for those

injuries. Excess coverage under the waiver option makes more funds available to compensate the victims in that kind of situation.

The cost of the excess liability coverage is about 25% greater if the city waives the statutory tort limits. The cost difference is proportionally greater than the cost difference at the primary level because for a city that carries excess coverage, waiving the statutory tort limits increases both the per-claimant exposure and the per-occurrence exposure.

### **Waiving Statutory Tort Liability Limits: Increase in Risk?**

There is no increase in risk for the city to end up with liability if LMCIT doesn't cover it. The waiver form specifically says the city is waiving the statutory tort liability limits only to the extent of the city's coverage.

Of course, that's not to say there is no risk the city's liability could exceed its coverage limits. We listed earlier a number of ways that could happen to any city. But the waiver doesn't increase that risk.

### **Can we Waive the Statutory Tort Limits for the Primary Coverage but not for the Excess Coverage?**

No. If the city decides to waive the statutory tort limits, that waiver applies to the full extent of the coverage limits the city has. The city cannot partially waive the statutory limits.

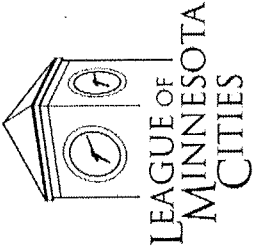
### **Is there a Simple way to Summarize the Options?**

It's not necessarily simple, but the table on the following page is a shorthand summary of what the effect would be of the various coverage structure options in different circumstances.

#### **Your League Resource**

Feel free to call the Underwriting Department at 651-281-1200 or 800-925-1122 with any questions.

Pete Tritz 12/10



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### LMCIT Liability Coverage Options

| Coverage structure<br><br>If the city:                                   | On a liability claim to which the statutory limits apply                     |   | On a liability claim to which the statutory limits do not apply |
|--|--|---|---|
|  | This is the maximum amount a single claimant could recover on an occurrence. | This is the maximum total amount that all claimants could recover on a single occurrence. |   |
| Does not have excess coverage & Does not waive the statutory limits      | \$500,000  | \$1,500,000   | \$1,500,000   |
| Does not have excess coverage & Waives the statutory limits              | \$1,500,000  | \$1,500,000   | \$1,500,000   |
| Has \$1,000,000 of excess coverage & Does not waive the statutory limits | \$500,000  | \$1,500,000   | \$2,500,000   |
| Has \$1,000,000 of excess coverage & Waives the statutory limits         | \$2,500,000  | \$2,500,000   | \$2,500,000   |

LEAGUE OF MINNESOTA CITIES  
INSURANCE TRUST

145 UNIVERSITY AVE. WEST      PHONE: (651) 281-1200      FAX: (651) 281-1298  
ST. PAUL, MN 55103-2044      TOLL FREE: (800) 925-1122      WEB: WWW.LMC.ORG

introduced the following resolution and moved for its adoption:

**RESOLUTION #13-01-006**

**RESOLUTION NOT TO WAIVE STATUTORY TORT LIMITS FOR LMCIT LIABILITY COVERAGE**

**WHEREAS**, city staff has reviewed the impacts of waiving and not-waiving statutory tort limits for liability insurance with the League of Minnesota Cities Insurance Trust; and

**WHEREAS**, City Council has determined it is in the best interest of the City to not waive the statutory tort limits for liability insurance with LMCIT.

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

- 1) That the City Council of the City of Ramsey does not waive the statutory tort limits for LMCIT liability coverage.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January, 2013.

---

Mayor

**ATTEST:**

---

City Clerk

**CC Regular Session**

**4. 4.**

**Meeting Date:** 01/08/2013

**By:** Jackie Lipski, Finance

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**Information**

**Title:**

Adopt Resolution # 13-01-010 Approving Cash Disbursements Made and Authorizing Paymentt of Accounts Payable Invoicing Received During the Period of December 6, 2012 through December 28, 2012

**Funding Source:**

N/A

**Council Action:**

Motion to Adopt Resolution # 13-01-010 Approving Cash Disbursements Made and Authorizing Paymentt of Accounts Payable Invoicing Received During the Period of December 6, 2012 through December 28, 2012.

---

**Attachments**

Bills list 12/28/2012

Resolution Bills list 12/28/2012

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**Form Review**

| <b>Inbox</b>                   | <b>Reviewed By</b>              | <b>Date</b>                     |
|--------------------------------|---------------------------------|---------------------------------|
| Diana Lund                     | Diana Lund                      | 01/02/2013 09:54 AM             |
| Kurt Ulrich                    | Kurt Ulrich                     | 01/03/2013 03:45 PM             |
| Form Started By: Jackie Lipski |                                 | Started On: 01/02/2013 09:14 AM |
|                                | Final Approval Date: 01/03/2013 |                                 |

|                                    |
|------------------------------------|
| <b>RAMSEY CITY COUNCIL MEETING</b> |
| <b>12/28/2012</b>                  |
| <b>BILLS LIST</b>                  |

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

| DISBURSEMENT TYPE:                | <u>SUBMITTED FOR APPROVAL</u> |
|-----------------------------------|-------------------------------|
| Purchase Journal:                 |                               |
| Prepays 12/6/12-12/28/12          | 906,887.68                    |
| Accounts Payable 12/6/12-12/28/12 | 275,592.82                    |
| Payroll 12/6/12 and 12/20/12      | 224,464.56                    |
| Pay Estimates- Projects           | 298,072.82                    |

**TOTAL SUBMITTED FOR APPROVAL THIS MEETING**

**\$ 1,705,017.88**

*mmh*  
12-28-12

| <u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>  | <u>APPROVED<br/>PREV. MTG</u> | <u>2012<br/>Y.T.D.</u>  |
|---|-------------------------------|-------------------------|
| NET PAYROLL TOTAL                                   | \$ 126,358.96                 | \$ 2,853,543.32         |
| - CORRECTION TO PAYROLL                             |                               |                         |
| PREPAIDS  | 1,854,822.01                  | 11,384,118.02           |
| - PREPAID ADJUSTMENTS                               |                               |                         |
| WIRE TRANSFERS FOR DEBT SERVICE                     | 1,465,052.98                  | 2,130,083.81            |
| - CORRECTION TO D.S.                                |                               |                         |
| ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:      |                               |                         |
| - BILLS LIST SUBMITTED                              | 743,921.18                    | 6,228,754.02            |
| ADD (DELETE) BILLS LIST SUBMITTED                   |                               |                         |
| PAY ESTIMATE(S)                                     |                               | 4,773,705.28            |
| - CHECKS VOIDED                                     | 0.00                          | 0.00                    |
| <b>TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED</b> | <b>\$ 4,190,155.13</b>        | <b>\$ 27,370,204.45</b> |

## CITY OF RAMSEY

## Council Check Register

12/6/2012 -- 12/31/2012

| Check # | Date       | Amount          | Supplier / Explanation                       | PO # | Doc No | Inv No                 | Account No | Subledger | Account Description     |
|---------|------------|-----------------|--|------|--------|------------------------|------------|-----------|-------------------------|
| 89951   | 12/6/2012  |                 | <b>111364 ASSURANT EMPLOYEE BENEFITS</b>     |      |        |                        |            |           |                         |
|         |            | 1,039.98        | DEC 2012 HEALTH INSURANCE                    |      | 65554  | 5413144 DEC<br>2012    | 9101.2170  |           | DENTAL/DISABILITY/LIFE  |
|         |            | <u>1,039.98</u> |  |      |        |                        |            |           |                         |
| 89952   | 12/6/2012  |                 | <b>100297 CENTERPOINT ENERGY</b>             |      |        |                        |            |           |                         |
|         |            | 62.01           | MISC GAS ACCOUNTS OCT/NOV 2012               |      | 65555  | 8000014064-2DEC<br>12  | 9605.6373  |           | GAS                     |
|         |            | 62.02           | MISC GAS ACCOUNTS OCT/NOV 2012               |      | 65555  | 8000014064-2DEC<br>12  | 9601.6373  |           | GAS                     |
|         |            | 62.02           | MISC GAS ACCOUNTS OCT/NOV 2012               |      | 65555  | 8000014064-2DEC<br>12  | 9602.6373  |           | GAS                     |
|         |            | 169.80          | MISC GAS ACCOUNTS OCT/NOV 2012               |      | 65555  | 8000014064-2DEC<br>12  | 0452.6373  |           | GAS                     |
|         |            | 186.05          | MISC GAS ACCOUNTS OCT/NOV 2012               |      | 65555  | 8000014064-2DEC<br>12  | 0311.6373  |           | GAS                     |
|         |            | 733.99          | MISC GAS ACCOUNTS OCT/NOV 2012               |      | 65555  | 8000014064-2DEC<br>12  | 0220.6373  |           | GAS                     |
|         |            | <u>1,275.89</u> |  |      |        |                        |            |           |                         |
| 89953   | 12/6/2012  |                 | <b>110734 CITY OF RAMSEY</b>                 |      |        |                        |            |           |                         |
|         |            | .84             | ACCT 45193536                                |      | 65556  | 120512                 | 9601.4651  |           | WATER REVENUE           |
|         |            | 100.00          | ACCT 638781896                               |      | 65556  | 120512                 | 9601.4651  |           | WATER REVENUE           |
|         |            | <u>100.84</u>   |  |      |        |                        |            |           |                         |
| 89954   | 12/6/2012  |                 | <b>106583 DELTA DENTAL PLAN OF MINNESOTA</b> |      |        |                        |            |           |                         |
|         |            | 1,988.25        | DENTAL INSURANCE DEC 2012                    |      | 65557  | 4992813                | 9101.2170  |           | DENTAL/DISABILITY/LIFE  |
|         |            | <u>1,988.25</u> |  |      |        |                        |            |           |                         |
| 89955   | 12/6/2012  |                 | <b>103461 NORTHERN TECHNOLOGIES INC</b>      |      |        |                        |            |           |                         |
|         |            | 4,924.00        | SUNWOOD DR-CMT                               |      | 65558  | 8547                   | 9496.6530  | 00201220  | IMPROVEMENTS OTHER THAN |
|         |            | 1,467.00        | ALPINE DRIVE-CMT                             |      | 65559  | 8552                   | 9204.6530  | 00201223  | IMPROVEMENTS OTHER THAN |
|         |            | <u>6,391.00</u> |  |      |        |                        |            |           |                         |
| 89956   | 12/6/2012  |                 | <b>100413 RANDALL AND GOODRICH, P L C</b>    |      |        |                        |            |           |                         |
|         |            | 2,893.00        | NOV 2012 PROSECUTION BILL                    |      | 65560  | 120412                 | 0161.6304  |           | LEGAL FEES              |
|         |            | <u>2,893.00</u> |  |      |        |                        |            |           |                         |
| 89957   | 12/6/2012  |                 | <b>113191 UBS FINANCIAL SERVICES INC</b>     |      |        |                        |            |           |                         |
|         |            | 53.33           | INT ON PURCH. CUSIP 64971QH55                |      | 65561  | 120612                 | 9701.4701  |           | INTEREST ON INVESTMENTS |
|         |            | <u>53.33</u>    |  |      |        |                        |            |           |                         |
| 89958   | 12/6/2012  |                 | <b>111137 WRIGHT HENNEPIN COOPERATIVE EL</b> |      |        |                        |            |           |                         |
|         |            | 29.87           | 7550 SUNWOOD DR PD                           |      | 65562  | 150-1682-6501<br>NOV12 | 0211.6489  |           | OTHER CONTRACTED SERVIC |
|         |            | 29.87           | 6701 HWY 10-YOUTH FIRST                      |      | 65563  | 150-1687-1105<br>NOV12 | 9410.6315  | 00041012  | MISCELLANEOUS PROFESSIO |
|         |            | <u>59.74</u>    |  |      |        |                        |            |           |                         |
| 89959   | 12/6/2012  |                 | <b>107962 GENESIS EMPLOYEE BENEFITS</b>      |      |        |                        |            |           |                         |
|         |            | 3,883.50        |  |      | 65542  | 12051214582110         | 9101.2176  |           | LIFE/HEALTH-EMPLOYEE    |
|         |            | <u>3,883.50</u> |  |      |        |                        |            |           |                         |
| 89960   | 12/11/2012 |                 | <b>100351 NCPERS MINNESOTA</b>               |      |        |                        |            |           |                         |
|         |            | 224.00          | DEC 2012 LIFE INSURANCE                      |      | 65564  | 704800 DEC 12          | 9101.2170  |           | DENTAL/DISABILITY/LIFE  |
|         |            | <u>224.00</u>   |  |      |        |                        |            |           |                         |

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| 89962   | 12/11/2012 |                  | 111084 U OF MN                        |      |        |                        |             |           |                           |
|         |            | 300.00           | CONF- L. LINTON JAN 30-FEB 2          |      | 65566  | 120712                 | 9101.1550   |           | PREPAID EXPENSE           |
|         |            | <u>300.00</u>    |                                       |      |        |                        |             |           |                           |
| 90154   | 12/13/2012 |                  | 110734 CITY OF RAMSEY                 |      |        |                        |             |           |                           |
|         |            | 140.27           | 719659                                |      | 65577  | 121112                 | 9601.4651   |           | WATER REVENUE             |
|         |            | 240.00           | 691292122                             |      | 65577  | 121112                 | 9601.4651   |           | WATER REVENUE             |
|         |            | 340.00           | 627404803                             |      | 65577  | 121112                 | 9601.4651   |           | WATER REVENUE             |
|         |            | <u>720.27</u>    |                                       |      |        |                        |             |           |                           |
| 90155   | 12/13/2012 |                  | 112666 COMPLETE GROUNDS MAINTENANCE I |      |        |                        |             |           |                           |
|         |            | 3,370.00         | NOVEMBER 2012                         |      | 65567  | 9085                   | 0312.6315   |           | MISCELLANEOUS PROFESSIO   |
|         |            | <u>3,370.00</u>  |                                       |      |        |                        |             |           |                           |
| 90156   | 12/13/2012 |                  | 100116 CONNEXUS ENERGY                |      |        |                        |             |           |                           |
|         |            | 39.47            | MISC CITY ACCOUNTS                    |      | 65568  | 759126-303107NO<br>V12 | 9410.6371   | 00041018  | ELECTRIC UTILITIES        |
|         |            | 82.82            | MISC CITY ACCOUNTS                    |      | 65568  | 759126-303107NO<br>V12 | 9230.6371   |           | ELECTRIC UTILITIES        |
|         |            | 118.77           | MISC CITY ACCOUNTS                    |      | 65568  | 759126-303107NO<br>V12 | 0295.6371   |           | ELECTRIC UTILITIES        |
|         |            | 178.17           | MISC CITY ACCOUNTS                    |      | 65568  | 759126-303107NO<br>V12 | 0194.6371   |           | ELECTRIC UTILITIES        |
|         |            | 499.08           | MISC CITY ACCOUNTS                    |      | 65568  | 759126-303107NO<br>V12 | 9410.6371   | 00041012  | ELECTRIC UTILITIES        |
|         |            | 1,394.45         | MISC CITY ACCOUNTS                    |      | 65568  | 759126-303107NO<br>V12 | 0220.6371   |           | ELECTRIC UTILITIES        |
|         |            | 3,826.61         | MISC CITY ACCOUNTS                    |      | 65568  | 759126-303107NO<br>V12 | 9240.6371   |           | ELECTRIC UTILITIES        |
|         |            | 6,017.34         | MISC CITY ACCOUNTS                    |      | 65568  | 759126-303107NO<br>V12 | 0194.6371   |           | ELECTRIC UTILITIES        |
|         |            | 537.48           | UTILITIES ACCOUNTS                    |      | 65569  | 759126-303102NO<br>V12 | 9602.6371   |           | ELECTRIC UTILITIES        |
|         |            | 5,868.71         | UTILITIES ACCOUNTS                    |      | 65569  | 759126-303102NO<br>V12 | 9601.6371   |           | ELECTRIC UTILITIES        |
|         |            | <u>18,562.90</u> |                                       |      |        |                        |             |           |                           |
| 90157   | 12/13/2012 |                  | 100291 MET COUNCIL SAC                |      |        |                        |             |           |                           |
|         |            | 94.60            | SAC CHARGES NOV 2012                  |      | 65571  | 121112                 | 9602.4356   |           | SEWER AVAILABILITY CHARGE |
|         |            | 9,460.00         | SAC CHARGES NOV 2012                  |      | 65571  | 121112                 | 9602.2083   |           | SAC CHARGES               |
|         |            | <u>9,365.40</u>  |                                       |      |        |                        |             |           |                           |
| 90158   | 12/13/2012 |                  | 100285 MET COUNCIL ENVIRONMENTAL SRV  |      |        |                        |             |           |                           |
|         |            | 48,695.99        | WASTE WATER JAN 2013                  |      | 65572  | 0001004591             | 9602.1550   |           | PREPAID EXPENSE           |
|         |            | <u>48,695.99</u> |                                       |      |        |                        |             |           |                           |
| 90159   | 12/13/2012 |                  | 112598 PAUL EMMERICH CONSTRUCTION INC |      |        |                        |             |           |                           |
|         |            | 1,500.00         | REFUND ERO ESC 7707 147TH TERR        |      | 65573  | 121112                 | 9804.1155.1 |           | MANUAL-ACCOUNTS RECEIVA   |
|         |            | <u>1,500.00</u>  |                                       |      |        |                        |             |           |                           |
| 90160   | 12/13/2012 |                  | 113450 PINTO PROPERTIES               |      |        |                        |             |           |                           |
|         |            | 1,500.00         | REFUND ERO ESC 15232 HELIUM ST        |      | 65570  | 113216                 | 9804.1155.1 | 00113216  | MANUAL-ACCOUNTS RECEIVA   |
|         |            | <u>1,500.00</u>  |                                       |      |        |                        |             |           |                           |
| 90161   | 12/13/2012 |                  | 110330 RESHETAR SYSTEM INC            |      |        |                        |             |           |                           |
|         |            | 3,950.00         | 14160 BASALT ST SEWER REPAIR          |      | 65574  | 12-13584               | 9605.6315   |           | MISCELLANEOUS PROFESSIO   |
|         |            | <u>3,950.00</u>  |                                       |      |        |                        |             |           |                           |

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| 90162   | 12/13/2012 |               | 111137 WRIGHT HENNEPIN COOPERATIVE EL |      |        |                            |            |           |                         |
|         |            | 26.67         | 7550 SUNWOOD DR                       |      | 65575  | 150-1681-6340NO<br>V 12    | 0194.6489  |           | OTHER CONTRACTED SERVIC |
|         |            | 26.67         | 7650 SUNWOOD DR NW                    |      | 65576  | 150-1681-4280<br>NOV 12    | 9240.6315  |           | MISCELLANEOUS PROFESSIO |
|         |            | <u>53.34</u>  |                                       |      |        |                            |            |           |                         |
| 90163   | 12/18/2012 |               | 113474 ABEL, ANDREW                   |      |        |                            |            |           |                         |
|         |            | 37.57         | UB REFUND:14754 PERIDOT ST NW         |      | 65619  | 121112                     | 9601.4651  |           | WATER REVENUE           |
|         |            | <u>37.57</u>  |                                       |      |        |                            |            |           |                         |
| 90164   | 12/18/2012 |               | 113463 ASSET MANAGEMENT SPECIALISTS   |      |        |                            |            |           |                         |
|         |            | 9.85          | UB REFUND:14861 ZUNI STREET NW        |      | 65620  | 121112                     | 9601.4651  |           | WATER REVENUE           |
|         |            | 144.03        | UB REFUND:14790 WILLEMITE WAY         |      | 65621  | 121112A                    | 9601.4651  |           | WATER REVENUE           |
|         |            | <u>153.88</u> |                                       |      |        |                            |            |           |                         |
| 90165   | 12/18/2012 |               | 113466 ASSET MANAGEMENT SPECIALISTS   |      |        |                            |            |           |                         |
|         |            | 588.88        | UB REFUND:6850 147TH AVE NW           |      | 65622  | 121112                     | 9601.4651  |           | WATER REVENUE           |
|         |            | 10.88         | UB REFUND:14655 RHINESTONE ST         |      | 65623  | 121112A                    | 9601.4651  |           | WATER REVENUE           |
|         |            | <u>599.76</u> |                                       |      |        |                            |            |           |                         |
| 90166   | 12/18/2012 |               | 113468 BJORNEBERG, CAROL              |      |        |                            |            |           |                         |
|         |            | 2.49          | UB REFUND:4830 SALISH CIRCLE          |      | 65624  | 121112                     | 9601.4651  |           | WATER REVENUE           |
|         |            | <u>2.49</u>   |                                       |      |        |                            |            |           |                         |
| 90167   | 12/18/2012 |               | 113462 BOTZEK, JARED                  |      |        |                            |            |           |                         |
|         |            | 141.36        | UB REFUND: 5642 157TH AVE NW          |      | 65625  | 121112                     | 9601.4651  |           | WATER REVENUE           |
|         |            | <u>141.36</u> |                                       |      |        |                            |            |           |                         |
| 90168   | 12/18/2012 |               | 100404 CENTURYLINK                    |      |        |                            |            |           |                         |
|         |            | 306.03        | DEC 2012 BILLING                      |      | 65626  | 612 E34-0550<br>637 DEC12  | 0192.6321  |           | TELEPHONE               |
|         |            | 65.35         | DEC 2012 BILLING                      |      | 65627  | 763 422-1452<br>795 DEC 12 | 0452.6321  |           | TELEPHONE               |
|         |            | 306.03        | DEC 2012 BILLING                      |      | 65628  | 612 E34-05644<br>018DEC12  | 0192.6321  |           | TELEPHONE               |
|         |            | 306.03        | DEC 2012 BILLING                      |      | 65629  | 612 E34-0549<br>596 DEC12  | 0192.6321  |           | TELEPHONE               |
|         |            | <u>983.44</u> |                                       |      |        |                            |            |           |                         |
| 90169   | 12/18/2012 |               | 113477 CONTRACTORS CAPITAL            |      |        |                            |            |           |                         |
|         |            | 75.29         | UB REFUND:6943 170TH TRAIL NW         |      | 65630  | 121112                     | 9601.4651  |           | WATER REVENUE           |
|         |            | <u>75.29</u>  |                                       |      |        |                            |            |           |                         |
| 90170   | 12/18/2012 |               | 113473 ENGSTRAND, DANIELLE            |      |        |                            |            |           |                         |
|         |            | 35.00         | UB REFUND: 7059 139TH AVE NW          |      | 65631  | 121112                     | 9601.4651  |           | WATER REVENUE           |
|         |            | <u>35.00</u>  |                                       |      |        |                            |            |           |                         |
| 90171   | 12/18/2012 |               | 113292 EXECUTIVE TITLE                |      |        |                            |            |           |                         |
|         |            | 41.53         | UB REFUND:14574 OLIVINE TER NW        |      | 65632  | 121112                     | 9601.4651  |           | WATER REVENUE           |
|         |            | <u>41.53</u>  |                                       |      |        |                            |            |           |                         |
| 90172   | 12/18/2012 |               | 113471 FRASER, KAREN                  |      |        |                            |            |           |                         |
|         |            | 73.35         | UB REFUND:7070 137TH AVE NW           |      | 65633  | 121112                     | 9601.4651  |           | WATER REVENUE           |
|         |            | <u>73.35</u>  |                                       |      |        |                            |            |           |                         |

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| 90173   | 12/18/2012 |        | <b>113472 G JOHNSON ASSET MANAGEMENT</b>     |      |        |         |            |           |                     |
|         |            | 63.11  | UB REFUND:16001 KANGEROO ST                  |      | 65638  | 121112  | 9601.4651  |           | WATER REVENUE       |
|         |            | 63.11  |  |      |        |         |            |           |                     |
| 90174   | 12/18/2012 |        | <b>113469 HANRATTY, KATHY</b>                |      |        |         |            |           |                     |
|         |            | 3.37   | UB REFUND: 7257 147TH TER NW                 |      | 65634  | 121112  | 9601.4651  |           | WATER REVENUE       |
|         |            | 3.37   |  |      |        |         |            |           |                     |
| 90175   | 12/18/2012 |        | <b>112872 IVERSON HOMES INC</b>              |      |        |         |            |           |                     |
|         |            | 316.68 | UB REFUND:14617 QUICKSILVER ST               |      | 65636  | 121112  | 9601.4651  |           | WATER REVENUE       |
|         |            | 316.68 |  |      |        |         |            |           |                     |
| 90176   | 12/18/2012 |        | <b>113478 JD REO SERVICES/ JIM BORDON</b>    |      |        |         |            |           |                     |
|         |            | 109.97 | UB REFUND:6190 142ND LANE NW                 |      | 65637  | 121112  | 9601.4651  |           | WATER REVENUE       |
|         |            | 109.97 |  |      |        |         |            |           |                     |
| 90177   | 12/18/2012 |        | <b>113464 LAND TITLE ESCROW ACCOUNT</b>      |      |        |         |            |           |                     |
|         |            | 193.86 | UB REFUND:6720 158TH LANE NW                 |      | 65639  | 121112  | 9601.4651  |           | WATER REVENUE       |
|         |            | 193.86 |  |      |        |         |            |           |                     |
| 90178   | 12/18/2012 |        | <b>113475 LAND TITLE ESCROW ACCOUNT</b>      |      |        |         |            |           |                     |
|         |            | 36.95  | UB REFUND:7136 159TH LANE NW                 |      | 65640  | 121112  | 9601.4651  |           | WATER REVENUE       |
|         |            | 36.95  |  |      |        |         |            |           |                     |
| 90179   | 12/18/2012 |        | <b>113470 LEE, RICHARD</b>                   |      |        |         |            |           |                     |
|         |            | 580.85 | UB REFUND: 5425 144TH WAY #24                |      | 65641  | 121112  | 9601.4651  |           | WATER REVENUE       |
|         |            | 580.85 |  |      |        |         |            |           |                     |
| 90180   | 12/18/2012 |        | <b>111865 LIBERTY TITLE INC</b>              |      |        |         |            |           |                     |
|         |            | 342.62 | UB REFUND:14435 IODINE ST NW                 |      | 65642  | 121112  | 9601.4651  |           | WATER REVENUE       |
|         |            | 342.62 |  |      |        |         |            |           |                     |
| 90181   | 12/18/2012 |        | <b>113476 MARTINSON, KURT</b>                |      |        |         |            |           |                     |
|         |            | 73.66  | UB REFUND:5761 145TH CT NW                   |      | 65643  | 121112  | 9601.4651  |           | WATER REVENUE       |
|         |            | 73.66  |  |      |        |         |            |           |                     |
| 90182   | 12/18/2012 |        | <b>111999 MEADOW CREEK BUILDERS INC</b>      |      |        |         |            |           |                     |
|         |            | 23.04  | UB REFUND:15231 HELIUM ST NW                 |      | 65644  | 121112  | 9601.4651  |           | WATER REVENUE       |
|         |            | 126.32 | UB REFUND:15079 HELIUM ST NW                 |      | 65645  | 121112A | 9601.4651  |           | WATER REVENUE       |
|         |            | 149.36 |  |      |        |         |            |           |                     |
| 90183   | 12/18/2012 |        | <b>113482 MN REO GROUP LLC</b>               |      |        |         |            |           |                     |
|         |            | 13.06  | UB REFUND:15021 XKIMO ST                     |      | 65646  | 121112  | 9601.4651  |           | WATER REVENUE       |
|         |            | 13.06  |  |      |        |         |            |           |                     |
| 90184   | 12/18/2012 |        | <b>113479 NTC II LLC</b>                     |      |        |         |            |           |                     |
|         |            | 113.26 | UB REFUND:15430 YAKIMA ST                    |      | 65647  | 121112  | 9601.4651  |           | WATER REVENUE       |
|         |            | 113.26 |  |      |        |         |            |           |                     |
| 90185   | 12/18/2012 |        | <b>113484 PATTERSON, ANN</b>                 |      |        |         |            |           |                     |
|         |            | 1.33   | UB REFUND:14701 COBALT ST #19                |      | 65648  | 121112  | 9601.4651  |           | WATER REVENUE       |
|         |            | 1.33   |  |      |        |         |            |           |                     |
| 90186   | 12/18/2012 |        | <b>113480 PRISM TITLE AND CLOSING SERVIC</b> |      |        |         |            |           |                     |
|         |            | 118.77 | UB REFUND:4950 150TH LANE NW                 |      | 65649  | 121112  | 9601.4651  |           | WATER REVENUE       |
|         |            | 118.77 |  |      |        |         |            |           |                     |

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| 90187   | 12/18/2012 |                 | <b>100413 RANDALL AND GOODRICH, P L C</b>    |      |        |            |            |           |                              |
|         |            | 2,903.80        | DEC PROSECUTION BILLING                      |      | 65650  | 121712     | 0161.6304  |           | LEGAL FEES                   |
|         |            | <u>2,903.80</u> |  |      |        |            |            |           |                              |
| 90188   | 12/18/2012 |                 | <b>108464 REALSTAR TITLE</b>                 |      |        |            |            |           |                              |
|         |            | 125.28          | UB REFUND:7208 147TH TERRACE                 |      | 65635  | 121112     | 9601.4651  |           | WATER REVENUE                |
|         |            | <u>125.28</u>   |  |      |        |            |            |           |                              |
| 90189   | 12/18/2012 |                 | <b>113467 REDFIELD, LANCE</b>                |      |        |            |            |           |                              |
|         |            | 1.00            | UB REFUND:6041 143RD LANE                    |      | 65651  | 121112     | 9601.4651  |           | WATER REVENUE                |
|         |            | <u>1.00</u>     |  |      |        |            |            |           |                              |
| 90190   | 12/18/2012 |                 | <b>112475 S AND T OFFICE PRODUCTS INC</b>    |      |        |            |            |           |                              |
|         |            | 20.36           | OFFICE SUPPLIES                              |      | 65652  | 01PK6701   | 0194.6208  |           | MISCELLANEOUS OFFICE SUF     |
|         |            | 27.21           | OFFICE SUPPLIES                              |      | 65652  | 01PK6701   | 0240.6208  |           | MISCELLANEOUS OFFICE SUF     |
|         |            | 38.41           | OFFICE SUPPLIES                              |      | 65652  | 01PK6701   | 0191.6208  |           | MISCELLANEOUS OFFICE SUF     |
|         |            | 39.90           | OFFICE SUPPLIES                              |      | 65652  | 01PK6701   | 0220.6208  |           | MISCELLANEOUS OFFICE SUF     |
|         |            | 61.19           | OFFICE SUPPLIES                              |      | 65652  | 01PK6701   | 0130.6208  |           | MISCELLANEOUS OFFICE SUF     |
|         |            | 88.89           | OFFICE SUPPLIES                              |      | 65652  | 01PK6701   | 0153.6208  |           | MISCELLANEOUS OFFICE SUF     |
|         |            | <u>275.96</u>   |  |      |        |            |            |           |                              |
| 90191   | 12/18/2012 |                 | <b>113465 TITLE AND CLOSING INC ESCROW A</b> |      |        |            |            |           |                              |
|         |            | 406.37          | UB REFUND:14705 QUICKSILVER ST               |      | 65653  | 121112     | 9601.4651  |           | WATER REVENUE                |
|         |            | <u>406.37</u>   |  |      |        |            |            |           |                              |
| 90192   | 12/18/2012 |                 | <b>112233 UNGER,CHAD AND KATHRYN</b>         |      |        |            |            |           |                              |
|         |            | 408.58          | UB REFUND:7231 E RAMSEY PRKWY                |      | 65654  | 121112     | 9601.4651  |           | WATER REVENUE                |
|         |            | <u>408.58</u>   |  |      |        |            |            |           |                              |
| 90193   | 12/18/2012 |                 | <b>100290 USA MOBILITY INC</b>               |      |        |            |            |           |                              |
|         |            | 6.36            | DEC 2012 BILLING                             |      | 65655  | V0317755L  | 0311.6323  |           | CELLULAR PHONES              |
|         |            | 168.87          | DEC 2012 BILLING                             |      | 65655  | V0317755L  | 0220.6249  |           | MISCELLANEOUS OPERATING      |
|         |            | <u>175.23</u>   |  |      |        |            |            |           |                              |
| 90194   | 12/18/2012 |                 | <b>100510 VERIZON WIRELESS</b>               |      |        |            |            |           |                              |
|         |            | 74.51           | OCT/NOV 2012 BILLING                         |      | 65656  | 2832445197 | 0130.6323  |           | CELLULAR PHONES              |
|         |            | <u>74.51</u>    |  |      |        |            |            |           |                              |
| 90195   | 12/18/2012 |                 | <b>113483 VETVICK, KEVIN</b>                 |      |        |            |            |           |                              |
|         |            | 6.71            | UB REFUND:6900 137TH LANE NW                 |      | 65657  | 121112     | 9601.4651  |           | WATER REVENUE                |
|         |            | <u>6.71</u>     |  |      |        |            |            |           |                              |
| 90196   | 12/18/2012 |                 | <b>113481 WELLS FARGO HOME MORTGAGE</b>      |      |        |            |            |           |                              |
|         |            | 11.89           | UB REFUND:7721 171ST AVE N                   |      | 65658  | 121112     | 9601.4651  |           | WATER REVENUE                |
|         |            | <u>11.89</u>    |  |      |        |            |            |           |                              |
| 90197   | 12/18/2012 |                 | <b>111690 WEST TITLE LLC</b>                 |      |        |            |            |           |                              |
|         |            | 54.46           | UB REFUND:5930 158TH AVE NW                  |      | 65659  | 121112     | 9601.4651  |           | WATER REVENUE                |
|         |            | <u>54.46</u>    |  |      |        |            |            |           |                              |
| 90198   | 12/20/2012 |                 | <b>113027 BLUE CROSS BLUE SHIELD- EAP</b>    |      |        |            |            |           |                              |
|         |            | 123.00          | EAP NOV 2012                                 |      | 65723  | 2579847    | 0130.6315  |           | MISCELLANEOUS PROFESSIO      |
|         |            | <u>123.00</u>   |  |      |        |            |            |           |                              |
| 90199   | 12/20/2012 |                 | <b>112213 FEDEX OFFICE</b>                   |      |        |            |            |           |                              |
|         |            | 299.25          | LAMINATION OF MAPS FOR PD                    |      | 65724  | 122012     | 0211.6206  |           | FILM, MICROFILM, TAPES, DISI |
|         |            | <u>299.25</u>   |  |      |        |            |            |           |                              |

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| 90200    | 12/20/2012 |                   | 107962 GENESIS EMPLOYEE BENEFITS      |      |        |                |            |           |                           |
|          |            | 61.25             | OCT 2012 FLEX/VEBA FEES               |      | 65725  | 16475          | 0130.6315  |           | MISCELLANEOUS PROFESSIO   |
|          |            | 219.30            | OCT 2012 FLEX/VEBA FEES               |      | 65725  | 16475          | 9101.2176  |           | LIFE/HEALTH-EMPLOYEE      |
|          |            | <u>280.55</u>     |                                       |      |        |                |            |           |                           |
| 90201    | 12/20/2012 |                   | 113446 PERSHING, LLC                  |      |        |                |            |           |                           |
|          |            | 618,867.00        | RE: PURCHASE MIDDLETON, WI            |      | 65726  | 121912         | 9701.1038  |           | JURAN & MOODY - INVESTMEI |
|          |            | <u>618,867.00</u> |                                       |      |        |                |            |           |                           |
| 90202    | 12/20/2012 |                   | 113486 SCH, INC                       |      |        |                |            |           |                           |
|          |            | 4,730.00          | REFUND ESCROW 113194                  |      | 65727  | 113194         | 9101.4209  | 00113194  | CONDITIONAL USE PERMIT    |
|          |            | <u>4,730.00</u>   |                                       |      |        |                |            |           |                           |
| 90203    | 12/20/2012 |                   | 107962 GENESIS EMPLOYEE BENEFITS      |      |        |                |            |           |                           |
|          |            | 3,883.50          |                                       |      | 65711  | 12191214534510 | 9101.2176  |           | LIFE/HEALTH-EMPLOYEE      |
|          |            | <u>3,883.50</u>   |                                       |      |        |                |            |           |                           |
| 90204    | 12/20/2012 |                   | 100257 LAW ENFORCEMENT LABOR SRV INC  |      |        |                |            |           |                           |
|          |            | 405.00            |                                       |      | 65546  | 1205121458212  | 9101.2177  |           | UNION DUES                |
|          |            | 405.00            |                                       |      | 65715  | 1219121453452  | 9101.2177  |           | UNION DUES                |
|          |            | <u>810.00</u>     |                                       |      |        |                |            |           |                           |
| 90205    | 12/20/2012 |                   | 100298 MN AFSCME COUNCIL 5            |      |        |                |            |           |                           |
|          |            | 462.67            |                                       |      | 65547  | 1205121458213  | 9101.2177  |           | UNION DUES                |
|          |            | 462.67            |                                       |      | 65716  | 1219121453453  | 9101.2177  |           | UNION DUES                |
|          |            | <u>925.34</u>     |                                       |      |        |                |            |           |                           |
| 33585408 | 12/6/2012  |                   | 100601 MN DEPT OF REV WH              |      |        |                |            |           |                           |
|          |            | 7,076.70          |                                       |      | 65550  | 1205121458216  | 9101.2172  |           | STATE WITHHOLDING         |
|          |            | <u>7,076.70</u>   |                                       |      |        |                |            |           |                           |
| 90232190 | 12/6/2012  |                   | 100398 PUBLIC EMPLOYEES RETIREMENT AS |      |        |                |            |           |                           |
|          |            | 12,490.74         |                                       |      | 65548  | 1205121458214  | 9101.2174  |           | PERA-EMPLOYEE             |
|          |            | 16,705.47         |                                       |      | 65549  | 1205121458215  | 9101.2183  |           | PERA-EMPLOYER             |
|          |            | <u>29,196.21</u>  |                                       |      |        |                |            |           |                           |
| 90233828 | 12/20/2012 |                   | 100398 PUBLIC EMPLOYEES RETIREMENT AS |      |        |                |            |           |                           |
|          |            | 50.00             |                                       |      | 65661  | 1218121108201  | 9101.2174  |           | PERA-EMPLOYEE             |
|          |            | 50.00             |                                       |      | 65662  | 1218121108202  | 9101.2183  |           | PERA-EMPLOYER             |
|          |            | 12,712.24         |                                       |      | 65717  | 1219121453454  | 9101.2174  |           | PERA-EMPLOYEE             |
|          |            | 16,956.50         |                                       |      | 65718  | 1219121453455  | 9101.2183  |           | PERA-EMPLOYER             |
|          |            | <u>29,768.74</u>  |                                       |      |        |                |            |           |                           |
| 90384062 | 12/20/2012 |                   | 107784 VILLAGE BANK                   |      |        |                |            |           |                           |
|          |            | 249.01            |                                       |      | 65664  | 1218121108204  | 9101.2173  |           | FICA & MEDICARE-EMPLOYEE  |
|          |            | 337.14            |                                       |      | 65665  | 1218121108205  | 9101.2182  |           | FICA & MEDICARE-EMPLOYER  |
|          |            | 17,388.55         |                                       |      | 65720  | 1219121453457  | 9101.2171  |           | FEDERAL WITHHOLDING       |
|          |            | 6,105.63          |                                       |      | 65721  | 1219121453458  | 9101.2173  |           | FICA & MEDICARE-EMPLOYEE  |
|          |            | 7,925.94          |                                       |      | 65722  | 1219121453459  | 9101.2182  |           | FICA & MEDICARE-EMPLOYER  |
|          |            | <u>32,006.27</u>  |                                       |      |        |                |            |           |                           |
| 91623492 | 12/6/2012  |                   | 107784 VILLAGE BANK                   |      |        |                |            |           |                           |
|          |            | 16,804.78         |                                       |      | 65551  | 1205121458217  | 9101.2171  |           | FEDERAL WITHHOLDING       |
|          |            | 5,846.67          |                                       |      | 65552  | 1205121458218  | 9101.2173  |           | FICA & MEDICARE-EMPLOYEE  |
|          |            | 7,573.98          |                                       |      | 65553  | 1205121458219  | 9101.2182  |           | FICA & MEDICARE-EMPLOYER  |
|          |            | <u>30,225.43</u>  |                                       |      |        |                |            |           |                           |

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| 96097566 | 12/20/2012 |                 | 110305 HARTFORD LIFE INSURANCE COMPAN |      |        |                         |            |           |                            |
|          |            | 448.43          |                                       |      | 65543  | 12051214582111          | 9101.2176  |           | LIFE/HEALTH-EMPLOYEE       |
|          |            | 448.42          |                                       |      | 65712  | 12191214534511          | 9101.2176  |           | LIFE/HEALTH-EMPLOYEE       |
|          |            | 115.80          | COBRA LIFE                            |      | 65712  | 12191214534511          | 9101.2176  |           | LIFE/HEALTH-EMPLOYEE       |
|          |            | <u>1,012.65</u> |                                       |      |        |                         |            |           |                            |
| 98066816 | 12/20/2012 |                 | 100601 MN DEPT OF REV WH              |      |        |                         |            |           |                            |
|          |            | 2.23            |                                       |      | 65663  | 1218121108203           | 9101.2172  |           | STATE WITHHOLDING          |
|          |            | 7,299.29        |                                       |      | 65719  | 1219121453456           | 9101.2172  |           | STATE WITHHOLDING          |
|          |            | <u>7,301.52</u> |                                       |      |        |                         |            |           |                            |
| 99113012 | 12/18/2012 |                 | 100219 HOME DEPOT COMMERCIAL ACCT PRO |      |        |                         |            |           |                            |
|          |            | 42.28           | NOVEMBER 2012 BILLING                 |      | 65618  | 112812                  | 0194.6259  |           | BUILDING MAINT/REPAIR SUPI |
|          |            | 77.70           | NOVEMBER 2012 BILLING                 |      | 65618  | 112812                  | 0194.6249  |           | MISCELLANEOUS OPERATING    |
|          |            | 98.99           | NOVEMBER 2012 BILLING                 |      | 65618  | 112812                  | 9601.6249  |           | MISCELLANEOUS OPERATING    |
|          |            | 952.60          | NOVEMBER 2012 BILLING                 |      | 65618  | 112812                  | 0452.6249  |           | MISCELLANEOUS OPERATING    |
|          |            | <u>1,171.57</u> |                                       |      |        |                         |            |           |                            |
| 99120651 | 12/6/2012  |                 | 111465 STATE STREET BANK              |      |        |                         |            |           |                            |
|          |            | 2,579.00        |                                       |      | 65544  | 12051214582112          | 9101.2175  |           | DEFERRED COMPENSATION      |
|          |            | <u>2,579.00</u> |                                       |      |        |                         |            |           |                            |
| 99120654 | 12/6/2012  |                 | 111465 STATE STREET BANK              |      |        |                         |            |           |                            |
|          |            | 411.98          |                                       |      | 65545  | 12051214582113          | 9101.2176  |           | LIFE/HEALTH-EMPLOYEE       |
|          |            | <u>411.98</u>   |                                       |      |        |                         |            |           |                            |
| 99121412 | 12/14/2012 |                 | 108768 COMDATA NETWORK INC            |      |        |                         |            |           |                            |
|          |            | 1.61            | MENARDS COON RAPIDS , RIEMER          |      | 65578  | NOV12 COMDATA<br>PCARDS | 0311.6259  |           | BUILDING MAINT/REPAIR SUPI |
|          |            | 1.74            | MENARDS ELK RIVER , DWYER             |      | 65578  | NOV12 COMDATA<br>PCARDS | 0211.6229  |           | SHOP MATERIALS             |
|          |            | 2.12            | OFFICE MAX , WIEMANN                  |      | 65578  | NOV12 COMDATA<br>PCARDS | 0211.6237  |           | CRIME SCENE KIT MATERIALS  |
|          |            | 3.20            | WWW.NEWEGG.COM , FREDRICKSON          |      | 65578  | NOV12 COMDATA<br>PCARDS | 0192.6405  |           | OFFICE & DATA PROCESSING   |
|          |            | 4.38            | MENARDS ELK RIVER , RIEMER            |      | 65578  | NOV12 COMDATA<br>PCARDS | 0311.6259  |           | BUILDING MAINT/REPAIR SUPI |
|          |            | 4.43            | MENARDS ELK RIVER , RIEMER            |      | 65578  | NOV12 COMDATA<br>PCARDS | 0311.6259  |           | BUILDING MAINT/REPAIR SUPI |
|          |            | 4.64            | MENARDS ELK RIVER , RIEMER            |      | 65578  | NOV12 COMDATA<br>PCARDS | 0311.6259  |           | BUILDING MAINT/REPAIR SUPI |
|          |            | 5.62            | AMAZON MKTPLACE PMTS , WIEMANN        |      | 65578  | NOV12 COMDATA<br>PCARDS | 0211.6208  |           | MISCELLANEOUS OFFICE SUF   |
|          |            | 5.67            | MENARDS ELK RIVER , RIEMER            |      | 65578  | NOV12 COMDATA<br>PCARDS | 0311.6259  |           | BUILDING MAINT/REPAIR SUPI |
|          |            | 5.79            | OFFICE MAX , WIEMANN                  |      | 65578  | NOV12 COMDATA<br>PCARDS | 0211.6237  |           | CRIME SCENE KIT MATERIALS  |
|          |            | 5.88            | MENARDS ELK RIVER , RIEMER            |      | 65578  | NOV12 COMDATA<br>PCARDS | 0311.6259  |           | BUILDING MAINT/REPAIR SUPI |
|          |            | 5.99            | MENARDS ELK RIVER , RIEMER            |      | 65578  | NOV12 COMDATA<br>PCARDS | 0311.6259  |           | BUILDING MAINT/REPAIR SUPI |
|          |            | 7.47            | WWW.NEWEGG.COM , FREDRICKSON          |      | 65578  | NOV12 COMDATA<br>PCARDS | 0192.6405  |           | OFFICE & DATA PROCESSING   |
|          |            | 9.90            | AWDDIRECT , DWYER                     |      | 65578  | NOV12 COMDATA<br>PCARDS | 0280.6241  |           | COMMUNITY POLICING SUPPL   |
|          |            | 10.58           | MENARDS COON RAPIDS , RIEMER          |      | 65578  | NOV12 COMDATA           | 0311.6259  |           | BUILDING MAINT/REPAIR SUPI |

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|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 11.37  | MENARDS ELK RIVER , DWYER      |      | 65578  | NOV12 COMDATA | 0211.6229  |           | SHOP MATERIALS             |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 11.77  | KMART , KOHNER                 |      | 65578  | NOV12 COMDATA | 0220.6208  |           | MISCELLANEOUS OFFICE SUP   |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 12.73  | AMAZON MKTPLACE PMTS , FREDRIC |      | 65578  | NOV12 COMDATA | 0192.6405  |           | OFFICE & DATA PROCESSING   |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 11.99  | MENARDS COON RAPIDS , RIEMER   |      | 65578  | NOV12 COMDATA | 0311.6259  |           | BUILDING MAINT/REPAIR SUPI |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 13.96  | MENARDS ELK RIVER , DWYER      |      | 65578  | NOV12 COMDATA | 0211.6249  |           | MISCELLANEOUS OPERATING    |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 15.56  | COBORN'S SUPERSTORE , SCHIFERL |      | 65578  | NOV12 COMDATA | 0211.6207  |           | TRAINING SUPPLIES          |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 16.17  | COBORN'S SUPERSTORE , BRAMA    |      | 65578  | NOV12 COMDATA | 9230.6249  |           | MISCELLANEOUS OPERATING    |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 18.02  | AMAZON.COMLASHER               |      | 65578  | NOV12 COMDATA | 0130.6335  |           | TRAINING                   |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 18.62  | QDOBA MEXICAN GRILLQPS , WIEMA |      | 65578  | NOV12 COMDATA | 0211.6331  |           | TRAVEL & LODGING           |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 19.95  | SURVEYMONKEY.COM , FREDRICKSON |      | 65578  | NOV12 COMDATA | 0192.6405  |           | OFFICE & DATA PROCESSING   |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 21.33  | WWW.NEWEGG.COM , FREDRICKSON   |      | 65578  | NOV12 COMDATA | 0192.6405  |           | OFFICE & DATA PROCESSING   |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 21.33  | WWW.NEWEGG.COM , FREDRICKSON   |      | 65578  | NOV12 COMDATA | 0192.6405  |           | OFFICE & DATA PROCESSING   |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 20.04  | BYERLY'S MAPLE GROVE , WIEMANN |      | 65578  | NOV12 COMDATA | 0211.6331  |           | TRAVEL & LODGING           |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 22.54  | COBORN'S SUPERSTORE , LASHER   |      | 65578  | NOV12 COMDATA | 0130.6249  |           | MISCELLANEOUS OPERATING    |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 24.99  | OFFICE MAX , WIEMANN           |      | 65578  | NOV12 COMDATA | 0211.6237  |           | CRIME SCENE KIT MATERIALS  |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 26.87  | AMAZON MKTPLACE PMTS , WIEMANN |      | 65578  | NOV12 COMDATA | 0211.6208  |           | MISCELLANEOUS OFFICE SUP   |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 27.16  | MENARDS ELK RIVER , RIEMER     |      | 65578  | NOV12 COMDATA | 0311.6259  |           | BUILDING MAINT/REPAIR SUPI |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 29.63  | JET'S PIZZAWIEMANN             |      | 65578  | NOV12 COMDATA | 0211.6331  |           | TRAVEL & LODGING           |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 29.98  | MENARDS ELK RIVER , RIEMER     |      | 65578  | NOV12 COMDATA | 0311.6259  |           | BUILDING MAINT/REPAIR SUPI |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 32.14  | 5 DOLLAR PIZZA , SCHIFERLI     |      | 65578  | NOV12 COMDATA | 0211.6207  |           | TRAINING SUPPLIES          |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 34.56  | CENTRAL HYDRAULICS INC , RIEME |      | 65578  | NOV12 COMDATA | 0311.6257  |           | OTHER VEHICLE PARTS        |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 35.89  | FALLS CAFE , ULRICH            |      | 65578  | NOV12 COMDATA | 0130.6249  |           | MISCELLANEOUS OPERATING    |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 40.20  | AWDDIRECT , DWYER              |      | 65578  | NOV12 COMDATA | 0280.6241  |           | COMMUNITY POLICING SUPPL   |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 47.89  | JO-ANN STORE , WIEMANN         |      | 65578  | NOV12 COMDATA | 0211.6237  |           | CRIME SCENE KIT MATERIALS  |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 48.01  | WALMART , DWYER                |      | 65578  | NOV12 COMDATA | 0211.6249  |           | MISCELLANEOUS OPERATING    |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 53.39  | MY-TYME INCORPORATED , KAPLER  |      | 65578  | NOV12 COMDATA | 0220.6249  |           | MISCELLANEOUS OPERATING    |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 49.95  | AWDDIRECT , DWYER              |      | 65578  | NOV12 COMDATA | 0280.6241  |           | COMMUNITY POLICING SUPPL   |
|         |      |        |                                |      |        | PCARDS        |            |           |                            |
|         |      | 59.38  | MAMA DE LUCAS PIZZERIA , ULRIC |      | 65578  | NOV12 COMDATA | 0111.6249  |           | MISCELLANEOUS OPERATING    |

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|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 63.20    | 5 DOLLAR PIZZA , SCHIFERLI     |      | 65578  | NOV12 COMDATA | 0211.6207  |           | TRAINING SUPPLIES         |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 86.57    | CHILD SAFETY SOLUTIONS , WIEMA |      | 65578  | NOV12 COMDATA | 0280.6241  |           | COMMUNITY POLICING SUPPL  |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 90.83    | WWW.NEWEGG.COM , FREDRICKSON   |      | 65578  | NOV12 COMDATA | 0192.6405  |           | OFFICE & DATA PROCESSING  |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 91.78    | PMT*SHOP-CASIO , WIEMANN       |      | 65578  | NOV12 COMDATA | 0211.6249  |           | MISCELLANEOUS OPERATING   |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 94.78    | PTOUCHEDIRECT COM , WIEMANN    |      | 65578  | NOV12 COMDATA | 0211.6249  |           | MISCELLANEOUS OPERATING   |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 101.66   | W W GRAINGER 916 , DWYER       |      | 65578  | NOV12 COMDATA | 0211.6249  |           | MISCELLANEOUS OPERATING   |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 117.55   | WWW.NEWEGG.COM , FREDRICKSON   |      | 65578  | NOV12 COMDATA | 0192.6281  |           | SMALL TOOLS & MINOR EQUIP |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 111.96   | WALMART , WIEMANN              |      | 65578  | NOV12 COMDATA | 0211.6231  |           | UNIFORMS & TURN-OUT GEAF  |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 132.00   | A 1 TIRE SERVICE , RIEMER      |      | 65578  | NOV12 COMDATA | 9602.6249  |           | MISCELLANEOUS OPERATING   |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 141.34   | DO ALL PRINTING , BRAMA        |      | 65578  | NOV12 COMDATA | 0295.6249  |           | MISCELLANEOUS OPERATING   |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 141.34   | DO ALL PRINTING , BRAMA        |      | 65578  | NOV12 COMDATA | 9230.6249  |           | MISCELLANEOUS OPERATING   |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 147.96   | AWDDIRECT , DWYER              |      | 65578  | NOV12 COMDATA | 0280.6241  |           | COMMUNITY POLICING SUPPL  |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 164.94   | CABELAS RETAIL ROGERS , WAY    |      | 65578  | NOV12 COMDATA | 0211.6231  |           | UNIFORMS & TURN-OUT GEAF  |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 179.95   | AWDDIRECT , DWYER              |      | 65578  | NOV12 COMDATA | 0280.6241  |           | COMMUNITY POLICING SUPPL  |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 200.82   | MAP*MACNEIL AUTOMOTIVE , DWYER |      | 65578  | NOV12 COMDATA | 0211.6257  |           | OTHER VEHICLE PARTS       |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 200.82   | MAP*MACNEIL AUTOMOTIVE , WIEMA |      | 65578  | NOV12 COMDATA | 0211.6257  |           | OTHER VEHICLE PARTS       |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 219.25   | NORTHERN TOOL EQUIP , KOHNER   |      | 65578  | NOV12 COMDATA | 0220.6281  |           | SMALL TOOLS & MINOR EQUIP |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 228.83   | W W GRAINGER 916 , DWYER       |      | 65578  | NOV12 COMDATA | 0211.6249  |           | MISCELLANEOUS OPERATING   |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 253.76   | AMAZON.COM , LASHER            |      | 65578  | NOV12 COMDATA | 0130.6335  |           | TRAINING                  |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 243.26   | SKIDRIL INDUSTRIES LLCRIEMER   |      | 65578  | NOV12 COMDATA | 0260.6249  |           | MISCELLANEOUS OPERATING   |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 365.00   | VAN METER & ASSOCIATES , DWYER |      | 65578  | NOV12 COMDATA | 0211.6335  |           | TRAINING                  |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 431.21   | COBORN'S SUPERSTORE , LASHER   |      | 65578  | NOV12 COMDATA | 0130.6249  |           | MISCELLANEOUS OPERATING   |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 862.00   | MILLS FLEET FARM , RIEMER      |      | 65578  | NOV12 COMDATA | 0452.6281  |           | SMALL TOOLS & MINOR EQUIP |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 1,198.00 | W W GRAINGER 916 , DWYER       |      | 65578  | NOV12 COMDATA | 0211.6249  |           | MISCELLANEOUS OPERATING   |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 165.17-  |                                |      | 65578  | NOV12 COMDATA | 9101.2082  |           | SALES/USE TAX PAYABLE     |
|         |      |          |                                |      |        | PCARDS        |            |           |                           |
|         |      | 8.00     | HOLIDAY STNSTORE , SEASONAL    |      | 65579  | NOV12 COMDATA | 0211.6223  | 00000318  | GASOLINE                  |
|         |      |          |                                |      |        | FUEL          |            |           |                           |
|         |      | 9.14     | LITTLE DUKES , HEMMERICH       |      | 65579  | NOV12 COMDATA | 0211.6223  | 00000316  | GASOLINE                  |
|         |      |          |                                |      |        | FUEL          |            |           |                           |
|         |      | 12.88    | LITTLE DUKES , HEMMERICH       |      | 65579  | NOV12 COMDATA | 0211.6223  | 00000316  | GASOLINE                  |

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|----------------|-------------|---------------|--------------------------------|-------------|---------------|---------------|-------------------|------------------|----------------------------|
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 12.88         | LITTLE DUKES , FRANKFURTH      |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000318         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 13.35         | LITTLE DUKES , BONINE          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 14.85         | LITTLE DUKES , HASSEL          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 14.85         | LITTLE DUKES , SEASONAL        |             | 65579         | NOV12 COMDATA | 0194.6223         | 00000410         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 14.86         | LITTLE DUKES , HASSEL          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 15.33         | HOLIDAY STNSTORE , SEASONAL    |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000316         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 17.00         | BILL'S SUPERETTE , FIREFIGHTER |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000318         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 17.17         | LITTLE DUKES , SCHIFERLI       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 17.37         | LITTLE DUKES , DWYER           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 17.83         | LITTLE DUKES , FRANKFURTH      |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000318         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 18.02         | HOLIDAY STNSTORE , SEASONAL    |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 18.26         | SUPERAMERICA , CURTIS          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 18.73         | LITTLE DUKES , LUECK           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 18.77         | LITTLE DUKES , HEMMERICH       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000303         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 19.15         | BILL'S SUPERETTE , BYRON       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000318         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 19.16         | LITTLE DUKES , VOIT            |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 19.32         | LITTLE DUKES , LUECK           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 19.41         | SUPERAMERICA , CURTIS          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 19.55         | BILL'S SUPERETTE , ERICKSON    |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 19.82         | LITTLE DUKES , FRANKFURTH      |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000318         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 19.82         | LITTLE DUKES , FRANKFURTH      |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000318         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 19.93         | HOLIDAY STNSTORE , MARAS       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 20.01         | RAMSEY MARKET , BRAY           |             | 65579         | NOV12 COMDATA | 0311.6223         | 00000385         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 20.11         | LITTLE DUKES , DAHLBERG        |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 20.15         | LITTLE DUKES , STOLP           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 20.58         | LITTLE DUKES , WISTROM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 20.80         | LITTLE DUKES , WEBB            |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000303         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 20.81         | LITTLE DUKES , DAHLBERG        |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |

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|----------------|-------------|---------------|--------------------------------|-------------|---------------|---------------|-------------------|------------------|----------------------------|
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 20.87         | LITTLE DUKES , MOLDENHAUER     |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 21.18         | LITTLE DUKES , FRANKFURTH      |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 21.57         | LITTLE DUKES , LUECK           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 21.70         | LITTLE DUKES , WISTROM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 21.79         | LITTLE DUKES , STOLP           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 21.80         | LITTLE DUKES , HASSEL          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 21.80         | LITTLE DUKES , STOLP           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000303         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 22.15         | LITTLE DUKES , WEBB            |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 22.19         | LITTLE DUKES , FRANKFURTH      |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000318         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 22.76         | LITTLE DUKES , HASSEL          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 22.94         | LITTLE DUKES , CURTIS          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 23.72         | LITTLE DUKES , HASSEL          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 23.80         | LITTLE DUKES , LUECK           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 23.80         | HOLIDAY STNSTORE , SEASONAL    |             | 65579         | NOV12 COMDATA | 0311.6223         | 00000353         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 23.84         | LITTLE DUKES , WIELER          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 23.97         | LITTLE DUKES , WISTROM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 24.18         | LITTLE DUKES , WIELER          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 24.23         | LITTLE DUKES , HEMMERICH       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 24.29         | LITTLE DUKES , HASSEL          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 24.32         | LITTLE DUKES , DAHLBERG        |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 24.45         | LITTLE DUKES , PAPLHAM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000318         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 24.64         | LITTLE DUKES , HEMMERICH       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000316         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 24.64         | BILL'S SUPERETTE , FIREFIGHTER |             | 65579         | NOV12 COMDATA | 0452.6223         | 00000678         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 24.76         | LITTLE DUKES , HEMMERICH       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000303         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 24.80         | LITTLE DUKES , FRANKFURTH      |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 25.03         | LITTLE DUKES , WISTROM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 25.26         | LITTLE DUKES , BLUML           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000303         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 25.26         | LITTLE DUKES , ROSSUM          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000303         | GASOLINE                   |

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|----------------|-------------|---------------|--------------------------------|-------------|---------------|---------------|-------------------|------------------|----------------------------|
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 25.27         | LITTLE DUKES , FRANKFURTH      |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 25.35         | LITTLE DUKES , DAHLBERG        |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 25.72         | CASEYS GEN STORE , ERICKSON    |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 25.75         | LITTLE DUKES , ROSSUM          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000303         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 25.86         | LITTLE DUKES , HEMMERICH       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000316         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 25.94         | LITTLE DUKES , STOLP           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000392         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 26.00         | BILL'S SUPERETTE , MARAS       |             | 65579         | NOV12 COMDATA | 0220.6223         | 00000563         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 26.24         | LITTLE DUKES , WISTROM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 26.42         | LITTLE DUKES , DIXON           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 26.63         | LITTLE DUKES , ROSSUM          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 26.66         | LITTLE DUKES , WISTROM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 26.76         | LITTLE DUKES , WAY             |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000303         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 26.86         | LITTLE DUKES , HASSEL          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 27.03         | LITTLE DUKES , LUECK           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000364         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 27.25         | LITTLE DUKES , HASSEL          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 27.51         | HOLIDAY STNSTORE , MCDOWALL    |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 27.54         | LITTLE DUKES , WISTROM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 27.71         | LITTLE DUKES , HEMMERICH       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000316         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 27.73         | LITTLE DUKES , PAPLHAM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000321         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 27.75         | LITTLE DUKES , STOLP           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 27.78         | BILL'S SUPERETTE , KAPLER      |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 27.92         | LITTLE DUKES , LUECK           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 27.98         | BILL'S SUPERETTE , FIREFIGHTER |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 28.01         | LITTLE DUKES , DAHLBERG        |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 28.22         | LITTLE DUKES , HASSEL          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 28.47         | LITTLE DUKES , DAHLBERG        |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 28.58         | LITTLE DUKES , INSPECTRON      |             | 65579         | NOV12 COMDATA | 0452.6223         | 00000675         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 28.73         | LITTLE DUKES , HASSEL          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |

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|----------------|-------------|---------------|--------------------------------|-------------|---------------|---------------|-------------------|------------------|----------------------------|
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 28.80         | LITTLE DUKES , LUECK           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 29.24         | LITTLE DUKES , HEMMERICH       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 29.44         | LITTLE DUKES , WIELER          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000364         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 29.72         | LITTLE DUKES , DWYER           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000303         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 30.00         | HOLIDAY STNSTORE , ERICKSON    |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 30.03         | BILL'S SUPERETTE , FIREFIGHTER |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 30.24         | LITTLE DUKES , BONINE          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 30.71         | LITTLE DUKES , PAPLHAM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000386         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 30.74         | LITTLE DUKES , KATERS          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 30.99         | LITTLE DUKES , LUECK           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 31.19         | LITTLE DUKES , WISTROM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000365         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 31.31         | LITTLE DUKES , VOIT            |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000386         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 31.55         | LITTLE DUKES , WIELER          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 31.57         | BILL'S SUPERETTE , KAPLER      |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 33.01         | HOLIDAY STNSTORE , MCDOWALL    |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 33.15         | LITTLE DUKES , BLUML           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 33.35         | BILL'S SUPERETTE , KAPLER      |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 33.70         | LITTLE DUKES , HEMMERICH       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000303         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 33.90         | BILL'S SUPERETTE , FIREFIGHTER |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 33.99         | LITTLE DUKES , WISTROM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 34.00         | HOLIDAY STNSTORE , SEASONAL    |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000303         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 34.11         | LITTLE DUKES , BLUML           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 34.18         | LITTLE DUKES , LUECK           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000352         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 34.39         | SUPERAMERICA , BONINE          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 34.80         | HOLIDAY STNSTORE , SEASONAL    |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000318         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 35.05         | LITTLE DUKES , BONINE          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 35.32         | LITTLE DUKES , KATERS          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
|                |             | 35.47         | HOLIDAY STNSTORE , MCDOWALL    |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |

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|----------------|-------------|---------------|--------------------------------|-------------|---------------|---------------|-------------------|------------------|----------------------------|
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 35.53          |             |               | LITTLE DUKES , STOLP           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 35.74          |             |               | LITTLE DUKES , LUECK           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 36.16          |             |               | LITTLE DUKES , VOIT            |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000386         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 36.20          |             |               | LITTLE DUKES , HEMMERICH       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000316         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 36.29          |             |               | LITTLE DUKES , FLEET           |             | 65579         | NOV12 COMDATA | 0194.6223         | 00000403         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 36.52          |             |               | LITTLE DUKES , WEBB            |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000316         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 37.00          |             |               | BILL'S SUPERETTE , KAPLER      |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000303         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 37.83          |             |               | BILL'S SUPERETTE , FIREFIGHTER |             | 65579         | NOV12 COMDATA | 0220.6223         | 00000563         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 37.94          |             |               | BILL'S SUPERETTE , FIREFIGHTER |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 37.98          |             |               | LITTLE DUKES , HEMMERICH       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 38.50          |             |               | HOLIDAY STNSTORE , FIREFIGHTER |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 39.01          |             |               | HOLIDAY STNSTORE , STENQUIST   |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 39.42          |             |               | LITTLE DUKES , WISTROM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000365         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 39.62          |             |               | LITTLE DUKES , PAPLHAM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000321         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 39.63          |             |               | LITTLE DUKES , STOLP           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000391         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 40.15          |             |               | SUPERAMERICA , MEYENBURG       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000301         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 41.05          |             |               | LITTLE DUKES , INSPECTRON      |             | 65579         | NOV12 COMDATA | 0220.6223         | 00000563         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 41.14          |             |               | LITTLE DUKES , LUECK           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 41.16          |             |               | LITTLE DUKES , TALBOT          |             | 65579         | NOV12 COMDATA | 0220.6223         | 00000563         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 41.65          |             |               | SUPERAMERICA , CURTIS          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000318         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 41.90          |             |               | LITTLE DUKES , WISTROM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 42.44          |             |               | LITTLE DUKES , FRANKFURTH      |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000317         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 42.66          |             |               | LITTLE DUKES , STOLP           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000392         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 42.94          |             |               | LITTLE DUKES , WEBB            |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000316         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 42.99          |             |               | LITTLE DUKES , STOLP           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000392         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 43.40          |             |               | SUPERAMERICA , MOLDENHAUER     |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 43.41          |             |               | LITTLE DUKES , DIXON           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 43.42          |             |               | LITTLE DUKES , HASSEL          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000392         | GASOLINE                   |

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|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 43.51          |             |               | LITTLE DUKES , BONINE          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000393         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 43.71          |             |               | HOLIDAY STNSTORE , SEASONAL    |             | 65579         | NOV12 COMDATA | 0311.6223         | 00000405         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 43.82          |             |               | LITTLE DUKES , BERGE           |             | 65579         | NOV12 COMDATA | 0240.6223         | 00000406         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 44.01          |             |               | BILL'S SUPERETTE , FIREFIGHTER |             | 65579         | NOV12 COMDATA | 0220.6223         | 00000566         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 44.02          |             |               | LITTLE DUKES , PAPLHAM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000386         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 44.10          |             |               | LITTLE DUKES , LUECK           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000351         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 44.22          |             |               | LITTLE DUKES , HASSEL          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000392         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 44.45          |             |               | LITTLE DUKES , PAPLHAM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000321         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 44.70          |             |               | LITTLE DUKES , BYRON           |             | 65579         | NOV12 COMDATA | 0240.6223         | 00000406         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 44.75          |             |               | LITTLE DUKES , HEMMERICH       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000316         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 46.00          |             |               | SUPERAMERICA , RESERVES        |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000365         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 46.53          |             |               | HOLIDAY STNSTORE , SEASONAL    |             | 65579         | NOV12 COMDATA | 0452.6223         | 00000641         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 47.05          |             |               | LITTLE DUKES , BYRON           |             | 65579         | NOV12 COMDATA | 0240.6223         | 00000406         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 47.40          |             |               | HOLIDAY STNSTORE , MADSEN      |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000386         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 48.66          |             |               | LITTLE DUKES , KAPLER          |             | 65579         | NOV12 COMDATA | 0220.6225         | 00000556         | DIESEL FUEL                |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 49.00          |             |               | BILL'S SUPERETTE , FIREFIGHTER |             | 65579         | NOV12 COMDATA | 0220.6223         | 00000563         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 49.23          |             |               | LITTLE DUKES , PAPLHAM         |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000376         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 49.54          |             |               | LITTLE DUKES , WIELER          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 49.58          |             |               | LITTLE DUKES , INSPECTRON      |             | 65579         | NOV12 COMDATA | 0220.6223         | 00000563         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 49.60          |             |               | LITTLE DUKES , LUECK           |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000352         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 49.99          |             |               | LITTLE DUKES , HEMMERICH       |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000316         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 50.51          |             |               | LITTLE DUKES , WAY             |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 50.55          |             |               | BILL'S SUPERETTE , BYRON       |             | 65579         | NOV12 COMDATA | 0220.6225         | 00000565         | DIESEL FUEL                |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 50.70          |             |               | LITTLE DUKES , HASSEL          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000375         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 51.15          |             |               | LITTLE DUKES , BONINE          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000375         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 51.50          |             |               | SUPERAMERICA , CURTIS          |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 51.74          |             |               | LITTLE DUKES , WAY             |             | 65579         | NOV12 COMDATA | 0211.6223         | 00000302         | GASOLINE                   |
|                |             |               |                                |             |               | FUEL          |                   |                  |                            |
| 52.00          |             |               | LITTLE DUKES , NELSON          |             | 65579         | NOV12 COMDATA | 0240.6223         | 00000401         | GASOLINE                   |

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| Check # | Date | Amount | Supplier / Explanation         | PO # | Doc No | Inv No        | Account No | Subledger | Account Description |
|---------|------|--------|--------------------------------|------|--------|---------------|------------|-----------|---------------------|
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 52.30   |      |        | BILL'S SUPERETTE , ERICKSON    |      | 65579  | NOV12 COMDATA | 0211.6223  | 00000386  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 52.68   |      |        | LITTLE DUKES , BLUML           |      | 65579  | NOV12 COMDATA | 0211.6223  | 00000302  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 53.29   |      |        | HOLIDAY STNSTORE , ERICKSON    |      | 65579  | NOV12 COMDATA | 0211.6223  | 00000302  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 53.49   |      |        | LITTLE DUKES , PAPLHAM         |      | 65579  | NOV12 COMDATA | 0211.6223  | 00000321  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 54.20   |      |        | HOLIDAY STNSTORE , FIREFIGHTE  |      | 65579  | NOV12 COMDATA | 0211.6223  | 00000393  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 55.42   |      |        | LITTLE DUKES , SEASONAL        |      | 65579  | NOV12 COMDATA | 0240.6223  | 00000401  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 56.14   |      |        | LITTLE DUKES , MEYENBURG       |      | 65579  | NOV12 COMDATA | 0220.6223  | 00000564  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 57.06   |      |        | LITTLE DUKES , PAPLHAM         |      | 65579  | NOV12 COMDATA | 0211.6223  | 00000386  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 57.10   |      |        | LITTLE DUKES , MARAS           |      | 65579  | NOV12 COMDATA | 0220.6225  | 00000556  | DIESEL FUEL         |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 58.26   |      |        | CASEYS GEN STORE , FIREFIGHTE  |      | 65579  | NOV12 COMDATA | 0220.6223  | 00000564  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 63.00   |      |        | BILL'S SUPERETTE , KAPLER      |      | 65579  | NOV12 COMDATA | 0220.6223  | 00000566  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 65.60   |      |        | KINGS COUNTY MARKET , RIEMER   |      | 65579  | NOV12 COMDATA | 0220.6223  | 00000564  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 66.32   |      |        | BILL'S SUPERETTE , FIREFIGHTER |      | 65579  | NOV12 COMDATA | 0220.6223  | 00000564  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 66.36   |      |        | LITTLE DUKES , RIEMER          |      | 65579  | NOV12 COMDATA | 0220.6223  | 00000558  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 66.45   |      |        | SUPERAMERICA , FIREFIGHTERS    |      | 65579  | NOV12 COMDATA | 0301.6223  | 00000402  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 67.80   |      |        | LITTLE DUKES , RIVERBLOOD      |      | 65579  | NOV12 COMDATA | 0194.6223  | 00000410  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 69.45   |      |        | BILL'S SUPERETTE , FIREFIGHTER |      | 65579  | NOV12 COMDATA | 0452.6223  | 00000653  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 69.57   |      |        | LITTLE DUKES , LINTON          |      | 65579  | NOV12 COMDATA | 0301.6223  | 00000402  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 70.00   |      |        | KWIK TRIP , SEASONAL           |      | 65579  | NOV12 COMDATA | 0311.6223  | 00000353  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 70.35   |      |        | BILL'S SUPERETTE , FIREFIGHTER |      | 65579  | NOV12 COMDATA | 0220.6225  | 00000500  | DIESEL FUEL         |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 70.80   |      |        | BILL'S SUPERETTE , FIREFIGHTER |      | 65579  | NOV12 COMDATA | 0452.6223  | 00000678  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 71.00   |      |        | BILL'S SUPERETTE , FIREFIGHTER |      | 65579  | NOV12 COMDATA | 0220.6223  | 00000566  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 72.31   |      |        | LITTLE DUKES , GLADHILL        |      | 65579  | NOV12 COMDATA | 9601.6223  | 00000667  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 72.49   |      |        | BILL'S SUPERETTE , FIREFIGHTER |      | 65579  | NOV12 COMDATA | 0220.6225  | 00000560  | DIESEL FUEL         |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 74.35   |      |        | LITTLE DUKES , INSPECTRON      |      | 65579  | NOV12 COMDATA | 9601.6223  | 00000667  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 75.00   |      |        | RAMSEY MARKET , FIREFIGHTERS   |      | 65579  | NOV12 COMDATA | 0311.6223  | 00000676  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 75.00   |      |        | BILL'S SUPERETTE , FIREFIGHTER |      | 65579  | NOV12 COMDATA | 0220.6223  | 00000504  | GASOLINE            |
|         |      |        |                                |      |        | FUEL          |            |           |                     |
| 75.00   |      |        | BILL'S SUPERETTE , SEASONAL    |      | 65579  | NOV12 COMDATA | 0220.6225  | 00000565  | DIESEL FUEL         |

CITY OF RAMSEY  
 Council Check Register  
 12/6/2012 -- 12/31/2012

| Check #         | Date              | Amount           | Supplier / Explanation                  | PO # | Doc No | Inv No         | Account No | Subledger | Account Description       |
|-----------------|-------------------|------------------|---|------|--------|----------------|------------|-----------|---------------------------|
|                 |                   |                  |   |      |        | FUEL           |            |           |                           |
|                 |                   | 76.24            | SUPERAMERICA , FIREFIGHTERS             |      | 65579  | NOV12 COMDATA  | 0301.6223  | 00000638  | GASOLINE                  |
|                 |                   |                  |   |      |        | FUEL           |            |           |                           |
|                 |                   | 76.86            | HOLIDAY DEALER 3633 , SEASONAL          |      | 65579  | NOV12 COMDATA  | 0452.6223  | 00000665  | GASOLINE                  |
|                 |                   |                  |   |      |        | FUEL           |            |           |                           |
|                 |                   | 78.53            | SUPERAMERICA , FIREFIGHTERS             |      | 65579  | NOV12 COMDATA  | 0301.6223  | 00000638  | GASOLINE                  |
|                 |                   |                  |   |      |        | FUEL           |            |           |                           |
|                 |                   | 78.89            | LITTLE DUKES , BERGE                    |      | 65579  | NOV12 COMDATA  | 0194.6223  | 00000410  | GASOLINE                  |
|                 |                   |                  |   |      |        | FUEL           |            |           |                           |
|                 |                   | 79.80            | HOLIDAY STNSTORE , SEASONAL             |      | 65579  | NOV12 COMDATA  | 0311.6223  | 00000676  | GASOLINE                  |
|                 |                   |                  |   |      |        | FUEL           |            |           |                           |
|                 |                   | 80.26            | HOLIDAY STNSTORE , SEASONAL             |      | 65579  | NOV12 COMDATA  | 0452.6223  | 00000664  | GASOLINE                  |
|                 |                   |                  |   |      |        | FUEL           |            |           |                           |
|                 |                   | 82.26            | LITTLE DUKES , MARAS                    |      | 65579  | NOV12 COMDATA  | 0194.6223  | 00000410  | GASOLINE                  |
|                 |                   |                  |   |      |        | FUEL           |            |           |                           |
|                 |                   | 96.12            | LITTLE DUKES , TALBOT                   |      | 65579  | NOV12 COMDATA  | 0220.6223  | 00000566  | GASOLINE                  |
|                 |                   |                  |   |      |        | FUEL           |            |           |                           |
|                 |                   | 100.57           | LITTLE DUKES , SEASONAL                 |      | 65579  | NOV12 COMDATA  | 0220.6223  | 00000566  | GASOLINE                  |
|                 |                   |                  |   |      |        | FUEL           |            |           |                           |
|                 |                   | 106.70           | LITTLE DUKES , NIELSEN                  |      | 65579  | NOV12 COMDATA  | 0452.6223  | 00000653  | GASOLINE                  |
|                 |                   |                  |   |      |        | FUEL           |            |           |                           |
|                 |                   | 107.51           | LITTLE DUKES , BRAY                     |      | 65579  | NOV12 COMDATA  | 0452.6223  | 00000678  | GASOLINE                  |
|                 |                   |                  |   |      |        | FUEL           |            |           |                           |
|                 |                   | 109.41           | HOLIDAY STNSTORE , SEASONAL             |      | 65579  | NOV12 COMDATA  | 0452.6223  | 00000675  | GASOLINE                  |
|                 |                   |                  |   |      |        | FUEL           |            |           |                           |
|                 |                   | <u>14,740.99</u> |   |      |        |                |            |           |                           |
| <b>99121912</b> | <b>12/19/2012</b> |                  | <b>100629 MN DEPT OF REV SALES TX</b>   |      |        |                |            |           |                           |
|                 |                   | .64-             | NOV12 SALES/USE/TRAN TAX                |      | 65660  | NOV12          | 9101.4609  |           | OTHER MISCELLANEOUS REV   |
|                 |                   |                  |   |      |        | SALES/USE/TRAN |            |           |                           |
|                 |                   |                  |   |      |        | TAX            |            |           |                           |
|                 |                   | 13.25            | NOV12 SALES/USE/TRAN TAX                |      | 65660  | NOV12          | 9101.4305  |           | RENTAL FEES               |
|                 |                   |                  |   |      |        | SALES/USE/TRAN |            |           |                           |
|                 |                   |                  |   |      |        | TAX            |            |           |                           |
|                 |                   | 36.34            | NOV12 SALES/USE/TRAN TAX                |      | 65660  | NOV12          | 9101.4308  |           | SALES OF MAPS & PUBLICATI |
|                 |                   |                  |   |      |        | SALES/USE/TRAN |            |           |                           |
|                 |                   |                  |   |      |        | TAX            |            |           |                           |
|                 |                   | 78.36            | NOV12 SALES/USE/TRAN TAX                |      | 65660  | NOV12          | 9601.2082  |           | SALES/USE TAX PAYABLE     |
|                 |                   |                  |   |      |        | SALES/USE/TRAN |            |           |                           |
|                 |                   |                  |   |      |        | TAX            |            |           |                           |
|                 |                   | 199.69           | NOV12 SALES/USE/TRAN TAX                |      | 65660  | NOV12          | 9101.2082  |           | SALES/USE TAX PAYABLE     |
|                 |                   |                  |   |      |        | SALES/USE/TRAN |            |           |                           |
|                 |                   |                  |   |      |        | TAX            |            |           |                           |
|                 |                   | <u>327.00</u>    |   |      |        |                |            |           |                           |
| <b>99122012</b> | <b>12/20/2012</b> |                  | <b>100223 ICMA RETIREMENT TRUST 457</b> |      |        |                |            |           |                           |
|                 |                   | 1,764.08         |   |      | 65710  | 1219121453451  | 9101.2175  |           | DEFERRED COMPENSATION     |
|                 |                   | <u>1,764.08</u>  |   |      |        |                |            |           |                           |
| <b>99122051</b> | <b>12/20/2012</b> |                  | <b>111465 STATE STREET BANK</b>         |      |        |                |            |           |                           |
|                 |                   | 411.98           |   |      | 65714  | 12191214534513 | 9101.2176  |           | LIFE/HEALTH-EMPLOYEE      |
|                 |                   | <u>411.98</u>    |   |      |        |                |            |           |                           |
| <b>99122054</b> | <b>12/20/2012</b> |                  | <b>111465 STATE STREET BANK</b>         |      |        |                |            |           |                           |
|                 |                   | 2,579.00         |   |      | 65713  | 12191214534512 | 9101.2175  |           | DEFERRED COMPENSATION     |
|                 |                   | <u>2,579.00</u>  |   |      |        |                |            |           |                           |

CITY OF RAMSEY

Council Check Register

12/6/2012 - 12/31/2012

| <u>Check #</u> | <u>Date</u> | <u>Amount</u>     | <u>Supplier / Explanation</u>    | <u>PO #</u> | <u>Doc No</u> | <u>Inv No</u> | <u>Account No</u> | <u>Subledger</u> | <u>Account Description</u> |
|----------------|-------------|-------------------|----------------------------------|-------------|---------------|---------------|-------------------|------------------|----------------------------|
| 99695200       | 12/6/2012   |                   | 100223 ICMA RETIREMENT TRUST 457 |             |               |               |                   |                  |                            |
|                |             | 1,764.18          |                                  |             | 65541         | 1205121458211 | 9101.2175         |                  | DEFERRED COMPENSATION      |
|                |             | <u>1,764.18</u>   |                                  |             |               |               |                   |                  |                            |
|                |             | <u>906,887.68</u> | Grand Total                      |             |               |               |                   |                  |                            |

| <u>Payment Instrument Totals</u> |                   |
|----------------------------------|-------------------|
| Check Total                      | 744,550.38        |
| Transfer Total                   | 162,337.30        |
| Total Payments                   | <u>906,887.68</u> |

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CITY OF RAMSEY  
Create Payment Control Groups

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

| Number | Payee Name / Mailing Address   | Stub Message            | Document Ty | Document Number | Document Itm | Document Co | Due Date   | Invoice Number | Payment Amount           |
|--------|--|-------------------------|-------------|-----------------|--------------|-------------|------------|----------------|--------------------------|
| 100009 | ACCAP RAMSEY TOWNHOMES LTD PARTNERSHIP   | TIF SITE IMPROVEMENTS   | PV          | 65761           | 001          | 09207       | 12/27/2012 | 122712         | 22,500.00                |
|        | ACCAP RAMSEY TOWNHOMES LTD PARTNERSHIP<br>1201 89TH AVENUE NE SUITE 345<br>BLAINE MN 55434 |                         |             |                 |              |             |            |                | Summary Total 22,500.00  |
|        |  |                         |             |                 |              |             |            |                | Payment Amount 22,500.00 |
| 100013 | ADVANCE CONSULTING GROUP INC   | DEC 2012 BILLING        | PV          | 65762           | 001          | 09230       | 12/26/2012 | 122612         | 825.00                   |
|        | ADVANCE CONSULTING GROUP INC<br>13868 CRANE STREET NW SUITE 100<br>ANDOVER MN 55304        |                         |             |                 |              |             |            |                | Summary Total 825.00     |
|        |  |                         |             |                 |              |             |            |                | Payment Amount 825.00    |
| 100019 | ALLINA MEDICAL CLINIC  | PRE EMPL-S. SCHLENDER   | PV          | 65763           | 001          | 09101       | 11/30/2012 | 87543          | 225.00                   |
|        | ALLINA MEDICAL CLINIC<br>P O BOX 60 NW 5685<br>MINNEAPOLIS MN 55440-0060                   |                         |             |                 |              |             |            |                | Summary Total 225.00     |
|        |  |                         |             |                 |              |             |            |                | Payment Amount 225.00    |
| 108664 | AMERICAN VENDING INC   | COFFEE                  | PV          | 65784           | 001          | 09101       | 11/20/2012 | 6932           | 300.21                   |
|        | AMERICAN VENDING INC<br>10787 93RD AVENUE N<br>MAPLE GROVE MN 55369                        |                         |             |                 |              |             |            |                | Summary Total 300.21     |
|        |  |                         |             |                 |              |             |            |                | Payment Amount 300.21    |
| 100035 | ANOKA COUNTY CENTRAL COMMUNICATIONS  | RADIO MICROPHONE PD     | PV          | 65580           | 001          | 09101       | 12/7/2012  | 2012093        | 54.00                    |
|        | ANOKA COUNTY CENTRAL COMMUNICATIONS<br>325 EAST MAIN STREET                                | NOV 12 INTERNET ACCESS  | PV          | 65731           | 001          | 09101       | 12/11/2012 | 2012-368       | 539.98                   |
|        | ANOKA MN 55303   |                         |             |                 |              |             |            |                | Summary Total 539.98     |
|        |  |                         |             |                 |              |             |            |                | Payment Amount 593.98    |
| 100041 | ANOKA COUNTY HIGHWAY DEPARTMENT  | PERMIT-SNOWMOBILE TRAIL | PV          | 65795           | 001          | 09101       | 12/3/2012  | 120312         | 150.00                   |
|        | ANOKA COUNTY HIGHWAY DEPARTMENT<br>1440 BUNKER LAKE BLVD NW                                |                         |             |                 |              |             |            |                | Summary Total 150.00     |

R04570

CITY OF RAMSEY  
Create Payment Control Groups

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

| Payee<br>Number           | Name / Mailing Address  | Stub<br>Message           | Document<br>Ty | Number | Item | Co    | Due<br>Date | Invoice<br>Number  | Payment<br>Amount |          |
|---------------------------|-------------------------|---------------------------|----------------|--------|------|-------|-------------|--------------------|-------------------|----------|
| ANDOVER MN 55304          |                         |                           |                |        |      |       |             |                    | 150.00            |          |
| Payment Amount            |                         |                           |                |        |      |       |             |                    |                   |          |
| 111377                    | ANOKA MUNICIPAL UTILITY | RAMSEY STREET LIGHTS      | PV             | 65728  | 001  | 09603 | 12/12/2012  | 22-990005-01NOV12  | 58.35             |          |
| ANOKA MUNICIPAL UTILITY   |                         |                           |                |        |      |       |             |                    | Summary Total     | 58.35    |
|                           | CITY HALL               | BUNKER/DYSPOSIUM-SIGNAL   | PV             | 65729  | 001  | 09603 | 12/12/2012  | 22-612000-01NOV12  | 32.14             |          |
| 2015 FIRST AVENUE NO      |                         |                           |                |        |      |       |             |                    | Summary Total     | 32.14    |
|                           | ANOKA MN 55303          | CTY RD 116/HWY 47-SIGNAL  | PV             | 65730  | 001  | 09603 | 12/12/2012  | 22-613120-01NOV12  | 104.89            |          |
| 14034 DYSPROSIUM ST       |                         |                           |                |        |      |       |             |                    | Summary Total     | 104.89   |
|                           |                         |                           | PV             | 65760  | 001  | 09603 | 12/12/2012  | 22-610280-00 NOV12 | 53.84             |          |
|                           |                         |                           |                |        |      |       |             |                    | Summary Total     | 53.84    |
|                           |                         |                           |                |        |      |       |             |                    | Payment Amount    | 249.22   |
| 100052                    | ANOKA POLICE DEPARTMENT | ANIMAL CONTAINMENT NOV 12 | PV             | 65581  | 001  | 09101 | 12/3/2012   | 120312             | 75.00             |          |
| ANOKA POLICE DEPARTMENT   |                         |                           |                |        |      |       |             |                    | Summary Total     | 75.00    |
|                           | 275 HARRISON STREET     |                           |                |        |      |       |             |                    |                   |          |
|                           | ANOKA MN 55303          |                           |                |        |      |       |             |                    |                   |          |
|                           |                         |                           |                |        |      |       |             |                    | Payment Amount    | 75.00    |
| 100056                    | ANOKA, CITY OF          | MISS. TRAIL COMM PARK     | PV             | 65785  | 001  | 09101 | 12/17/2012  | 201212172107       | 7,830.75          |          |
| CITY OF ANOKA             |                         |                           |                |        |      |       |             |                    | Summary Total     | 7,830.75 |
|                           | 2015 - 1ST AVENUE NORTH |                           |                |        |      |       |             |                    |                   |          |
|                           | ANOKA MN 55303          |                           |                |        |      |       |             |                    |                   |          |
|                           |                         |                           |                |        |      |       |             |                    | Payment Amount    | 7,830.75 |
| 100063                    | ASPEN MILLS             | J. KAGOL FD BOOTS         | PV             | 65582  | 001  | 09101 | 11/21/2012  | 128386             | 224.50            |          |
| ASPEN MILLS               |                         |                           |                |        |      |       |             |                    | Summary Total     | 224.50   |
|                           | 8201 C CENTRAL AVE NE   | C. HASSEL BOOTS/PANTS     | PV             | 65583  | 001  | 09101 | 11/30/2012  | 128718             | 195.85            |          |
| SPRING LAKE PARK MN 55432 |                         |                           |                |        |      |       |             |                    | Summary Total     | 195.85   |
|                           |                         | P BRANCATO- EXP NAME TAG  | PV             | 65584  | 001  | 09101 | 12/5/2012   | 128811             | 9.92              |          |
| N. DAHLBERG EAR MOLD      |                         |                           |                |        |      |       |             |                    | Summary Total     | 9.92     |
|                           |                         |                           | PV             | 65670  | 001  | 09101 | 12/12/2012  | 129130             | 7.47              |          |

R04570

CITY OF RAMSEY  
Create Payment Control Groups

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

| Number | Payee Name / Mailing Address   | Stub Message                    | Ty | Document Number | Item | Co    | Due Date   | Invoice Number | Payment Amount |
|--------|--|---------------------------------|----|-----------------|------|-------|------------|----------------|----------------|
|        |  |                                 |    |                 |      |       |            |                | 7.47           |
|        |  |                                 |    |                 |      |       |            |                | 437.74         |
| 106687 | BLUML, BRAD  | REIMB-SP OLY<br>TRAINING CONF   | PV | 65585           | 001  | 09101 | 12/3/2012  | 120312         | 132.64         |
|        | BRAD BLUML<br>9411 INVERNESS LANE NW<br>RAMSEY MN 55303                        |                                 |    |                 |      |       |            |                | 132.64         |
|        |  |                                 |    |                 |      |       |            |                | 132.64         |
| 103641 | BOYER TRUCKS ROGERS  | FILTERS/FASTNER ASSY<br>672     | PV | 65732           | 001  | 09101 | 12/17/2012 | 122291R        | 115.68         |
|        | BOYER TRUCKS<br>2601 NE BROADWAY<br>MINNEAPOLIS MN 55413                       |                                 |    |                 |      |       |            |                | 115.68         |
|        |  |                                 |    |                 |      |       |            |                | 115.68         |
| 100619 | BRAUN INTERTEC CORPORATION   | SERVICES: 15153<br>NOWTHEN BLVD | PV | 65586           | 001  | 09230 | 12/4/2012  | 362549         | 1,700.00       |
|        | BRAUN INTERTEC CORPORATION<br>NW 7644 PO BOX 1450<br>MINNEAPOLIS MN 55485-7644 |                                 |    |                 |      |       |            |                | 1,700.00       |
|        |  |                                 |    |                 |      |       |            |                | 1,700.00       |
| 107528 | BROWN TRAFFIC PRODUCTS   | LED LIGHTS/HOUSING              | PV | 65796           | 001  | 09101 | 12/20/2012 | 036578         | 273.60         |
|        | BROWN TRAFFIC PRODUCTS<br>736 FEDERAL STREET SUITE 2312<br>DAVENPORT IA 52803  |                                 |    |                 |      |       |            |                | 273.60         |
|        |  |                                 |    |                 |      |       |            |                | 273.60         |
| 102245 | BRUNSWICK CORP   | TIF 2 -FINAL PAYMENT            | PV | 65764           | 001  | 09202 | 12/27/2012 | 122712         | 20,264.00      |
|        | BRUNSWICK CORP<br>1 N FIELD COURT<br>LAKE FOREST IL 60045                      |                                 |    |                 |      |       |            |                | 20,264.00      |
|        |  |                                 |    |                 |      |       |            |                | 20,264.00      |
| 107943 | BYRON JR, TERRY  | T. BYRON CLOTHING<br>REIMB 2012 | PV | 65671           | 001  | 09101 | 12/18/2012 | 121812         | 218.51         |

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CITY OF RAMSEY  
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Bank Account 00002224 CASH IN BANK  
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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2012

| Payee  |  | Stub  | Document |        |     | Due   | Invoice    | Payment         |                             |
|--------|--|---|----------|--------|-----|-------|------------|-----------------|-----------------------------|
| Number | Name / Mailing Address   | Message   | Ty       | Number | Itm | Co    | Date       | Number          | Amount                      |
|        | TERRY BYRON, JR<br>9170 WASHINGTON STREET NE<br>BLAINE MN 55434  |   |          |        |     |       |            |                 | Summary Total<br>218.51     |
|        |  |   |          |        |     |       |            |                 | Payment Amount<br>218.51    |
| 100297 | CENTERPOINT ENERGY<br>CENTERPOINT ENERGY<br>P O BOX 4671<br>HOUSTON TX 77210-4671                          | 6701 HWY 10 NOV 2012<br>NOV 12 AND BALANCE<br>DUE 2012<br>NOV 12 14515 E TOWN<br>CENTER | PV       | 65672  | 001 | 09410 | 12/10/2012 | 6011580-5 NOV12 | 222.23                      |
|        |  |   |          |        |     |       |            |                 | Summary Total<br>222.23     |
|        |  |   | PV       | 65786  | 001 | 09101 | 12/11/2012 | 6702493-5NOV 12 | 20,314.36                   |
|        |  |   |          |        |     |       |            |                 | Summary Total<br>20,314.36  |
|        |  |   | PV       | 65787  | 001 | 09601 | 12/10/2012 | 8782239-1NOV 12 | 165.87                      |
|        |  |   |          |        |     |       |            |                 | Summary Total<br>165.87     |
|        |  |   |          |        |     |       |            |                 | Payment Amount<br>20,702.46 |
| 112437 | CENTRAL BANK<br>CENTRAL BANK<br>17267 YALE STREET NW<br>ATTENTION: MICHELLE ANDERSON<br>ELK RIVER MN 55330 | PHASE II TIF FINAL<br>PYMT<br>PHASE II TIF FINAL<br>PYMT                                | PV       | 65819  | 001 | 09207 | 12/27/2012 | 122712          | 26,500.00                   |
|        |  |   | PV       | 65819  | 002 | 09207 | 12/28/2012 | 122712          | 11,500.00-                  |
|        |  |   |          |        |     |       |            |                 | Summary Total<br>15,000.00  |
|        |  |   |          |        |     |       |            |                 | Payment Amount<br>15,000.00 |
| 110734 | CITY OF RAMSEY<br>CITY OF RAMSEY<br>P O BOX 251100<br>ST PAUL MN 55125-6100                                | CASH UTILITY<br>PAYMENTS<br>CASH UTILITY<br>PAYMENTS<br>CASH UTILITY<br>PAYMENTS        | PV       | 65765  | 001 | 09601 | 12/27/2012 | 122712          | 110.65                      |
|        |  |   | PV       | 65765  | 002 | 09601 | 12/27/2012 | 122712          | 20.00                       |
|        |  |   | PV       | 65765  | 003 | 09601 | 12/27/2012 | 122712          | 21.53                       |
|        |  |   |          |        |     |       |            |                 | Summary Total<br>152.18     |
|        |  |   |          |        |     |       |            |                 | Payment Amount<br>152.18    |
| 100117 | CONNEXUS ENERGY<br>CONNEXUS ENERGY<br>14601 RAMSEY BLVD NW<br>RAMSEY MN 55303                              | VARIOUS STREET<br>LIGHTS  | PV       | 65766  | 001 | 09603 | 11/30/2012 | GI 533          | 26,648.00                   |
|        |  |   |          |        |     |       |            |                 | Summary Total<br>26,648.00  |
|        |  |   |          |        |     |       |            |                 | Payment Amount<br>26,648.00 |

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| Payee  |                                   | Stub                       | Document |        |     | Due   | Invoice    | Payment        |          |
|--------|-----------------------------------|----------------------------|----------|--------|-----|-------|------------|----------------|----------|
| Number | Name / Mailing Address            | Message                    | Ty       | Number | Itm | Co    | Date       | Number         | Amount   |
| 100122 | COOP'S LOCKSMITH SERVICES         | 8 KEYS- 6745 HWY 10        | PV       | 65673  | 001 | 09410 | 11/30/2012 | 39239          | 17.10    |
|        | COOP'S LOCKSMITH SERVICES         |                            |          |        |     |       |            | Summary Total  | 17.10    |
|        | 220 WEST MAIN STREET              |                            |          |        |     |       |            | Payment Amount | 17.10    |
|        | RAMSEY MN 55303                   |                            |          |        |     |       |            |                |          |
| 100125 | COUNTRYSIDE PRINTING INC          | K. ULRICH BUSINESS CARDS   | PV       | 65733  | 001 | 09101 | 12/14/2012 | 31392          | 41.68    |
|        | COUNTRYSIDE PRINTING              |                            |          |        |     |       |            | Summary Total  | 41.68    |
|        | 6250 BUNKER LAKE BLVD             | REG ENVELOPES              | PV       | 65734  | 001 | 09101 | 12/11/2012 | 31382          | 363.38   |
|        | NW                                |                            |          |        |     |       |            | Summary Total  | 363.38   |
|        | SUITE 113                         |                            |          |        |     |       |            | Summary Total  | 50.23    |
|        | RAMSEY MN 55303                   | FUEL USAGE RECEIPTS        | PV       | 65797  | 001 | 09101 | 12/18/2012 | 31398          | 50.23    |
|        |                                   |                            |          |        |     |       |            | Summary Total  | 455.29   |
|        |                                   |                            |          |        |     |       |            | Payment Amount | 455.29   |
| 100131 | CULLIGAN OF ANOKA                 | COM FILTRATION LEASE DEC12 | PV       | 65674  | 001 | 09101 | 11/30/2012 | 100X04006800   | 132.31   |
|        | CULLIGAN                          |                            |          |        |     |       |            | Summary Total  | 132.31   |
|        | DEPARTMENT 8509                   |                            |          |        |     |       |            | Payment Amount | 132.31   |
|        | P O BOX 77043                     |                            |          |        |     |       |            |                |          |
|        | MINNEAPOLIS MN 55480-7743         |                            |          |        |     |       |            |                |          |
| 100141 | DAVE PERKINS CONTRACTING INC      | HYDRANT REPLACEMENT        | PV       | 65587  | 001 | 09601 | 11/20/2012 | 25177          | 2,800.00 |
|        | DAVE PERKINS CONTRACTING INC      |                            |          |        |     |       |            | Summary Total  | 2,800.00 |
|        | 7060 143RD AVE NW SUITE 100       |                            |          |        |     |       |            | Payment Amount | 2,800.00 |
|        | RAMSEY MN 55303                   |                            |          |        |     |       |            |                |          |
| 111818 | DEANO'S COLLISION SPECIALISTS INC | REPAIR ON 386              | PV       | 65783  | 001 | 09702 | 12/27/2012 | 34959          | 3,182.41 |
|        | DEANO'S COLLISION SPECIALISTS INC |                            |          |        |     |       |            | Summary Total  | 3,182.41 |
|        | 11063 173RD AVENUE                |                            |          |        |     |       |            | Payment Amount | 3,182.41 |
|        | ELK RIVER MN 55330                |                            |          |        |     |       |            |                |          |
| 100144 | DEHN OIL COMPANY                  | DIESEL FUEL                | PV       | 65588  | 001 | 09101 | 11/30/2012 | 20892          | 2,384.55 |

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| Payee                                     | Stub                                | Document                  | Due   | Invoice | Payment |       |            |        |                      |           |       |     |       |            |        |        |
|---|-------------------------------------|---------------------------|-------|---------|---------|-------|------------|--------|----------------------|-----------|-------|-----|-------|------------|--------|--------|
| Number                                    | Name / Mailing Address              | Message                   | Ty    | Number  | Item    | Co    | Date       | Number | Amount               |           |       |     |       |            |        |        |
| DEHN OIL COMPANY                          |                                     |                           |       |         |         |       |            |        | Summary Total        | 2,384.55  |       |     |       |            |        |        |
| 6735 141ST AVENUE NW                      | DIESEL FUEL                         | PV                        | 65589 | 001     | 09101   |       | 11/30/2012 | 20891  | 748.13               |           |       |     |       |            |        |        |
| RAMSEY MN 55303                           |                                     |                           |       |         |         |       |            |        | Summary Total        | 748.13    |       |     |       |            |        |        |
|   | DIESEL FUEL                         | PV                        | 65735 | 001     | 09101   |       | 12/11/2012 | 21463  | 368.72               |           |       |     |       |            |        |        |
|   |                                     |                           |       |         |         |       |            |        | Summary Total        | 368.72    |       |     |       |            |        |        |
|   | DIESEL FUEL                         | PV                        | 65736 | 001     | 09101   |       | 12/11/2012 | 21464  | 2,726.55             |           |       |     |       |            |        |        |
|   |                                     |                           |       |         |         |       |            |        | Summary Total        | 2,726.55  |       |     |       |            |        |        |
|   | DIESEL FUEL                         | PV                        | 65798 | 001     | 09101   |       | 12/20/2012 | 21674  | 1,106.16             |           |       |     |       |            |        |        |
|   |                                     |                           |       |         |         |       |            |        | Summary Total        | 1,106.16  |       |     |       |            |        |        |
|   | DIESEL FUEL                         | PV                        | 65799 | 001     | 09101   |       | 12/20/2012 | 21673  | 2,988.00             |           |       |     |       |            |        |        |
|   |                                     |                           |       |         |         |       |            |        | Summary Total        | 2,988.00  |       |     |       |            |        |        |
|   |                                     |                           |       |         |         |       |            |        | Payment Amount       | 10,322.11 |       |     |       |            |        |        |
| 106065                                    | DIVERSIFIED TEXTURING AND ENGRAVING | NAMEPLATES ENGRAVED FD    | PV    | 65590   | 001     | 09101 | 11/16/2012 | 2212   | 40.00                |           |       |     |       |            |        |        |
| DIVERSIFIED TEXTURING AND ENGRAVING       |                                     |                           |       |         |         |       |            |        | Summary Total        | 40.00     |       |     |       |            |        |        |
| 1609 99TH LANE NE<br>BLAINE MN 55449-4430 |                                     |                           |       |         |         |       |            |        | Payment Amount       | 40.00     |       |     |       |            |        |        |
| 101185                                    | DO ALL PRINTING COM INC             | RE:AUTO THEFT RISK SURVEY | PV    | 65767   | 001     | 09101 | 12/20/2012 | 18901  | 250.23               |           |       |     |       |            |        |        |
| DO ALL PRINTING COM INC                   |                                     |                           |       |         |         |       |            |        | Summary Total        | 250.23    |       |     |       |            |        |        |
| 6360 HIGHWAY 10 NW<br>RAMSEY MN 55303     |                                     |                           |       |         |         |       |            |        | Payment Amount       | 250.23    |       |     |       |            |        |        |
| 106624                                    | EHLERS AND ASSOCIATES, INC          | RE: COR APARTMENTS        | PV    | 65591   | 001     | 09214 | 12/10/2012 | 345680 | 975.00               |           |       |     |       |            |        |        |
| EHLERS & ASSOCIATES, INC                  |                                     |                           |       |         |         |       |            |        | Summary Total        | 975.00    |       |     |       |            |        |        |
| 3060 CENTRE POINTE DRIVE                  |                                     |                           |       |         |         |       |            |        | RE: COR TIF DISTRICT | PV        | 65592 | 001 | 09214 | 12/10/2012 | 345681 | 487.50 |
| ROSEVILLE MN 55113-1105                   |                                     |                           |       |         |         |       |            |        | Summary Total        | 487.50    |       |     |       |            |        |        |
|   |                                     |                           |       |         |         |       |            |        | Payment Amount       | 1,462.50  |       |     |       |            |        |        |
| 100169                                    | EMERGENCY APPARATUS MAINTENANCE INC | WORK ON 556               | PV    | 65675   | 001     | 09101 | 12/4/2012  | 64987  | 2,062.81             |           |       |     |       |            |        |        |
| EMERGENCY APPARATUS MAINTENANCE INC       |                                     |                           |       |         |         |       |            |        | Summary Total        | 2,062.81  |       |     |       |            |        |        |

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| Payee          | Stub   | Document                | Due | Invoice | Payment |       |            |             |          |
|----------------|--|-------------------------|-----|---------|---------|-------|------------|-------------|----------|
| Number         | Name / Mailing Address   | Message                 | Ty  | Number  | Item    | Co    | Date       | Number      | Amount   |
| 7512           | 4TH AVENUE<br>LINO LAKES MN 55014  |                         |     |         |         |       |            |             | 2,062.81 |
| Payment Amount |  |                         |     |         |         |       |            |             | 2,062.81 |
| 100170         | EMERGENCY MEDICAL PRODUCTS INC<br>EMERGENCY MEDICAL PRODUCTS INC<br>25196 NETWORK PLACE<br>CHICAGO IL 60673-1251 | MISC SUPPLIES PD        | PV  | 65593   | 001     | 09101 | 11/30/2012 | 1514291     | 493.07   |
| Summary Total  |  |                         |     |         |         |       |            |             | 493.07   |
| Payment Amount |  |                         |     |         |         |       |            |             | 493.07   |
| 113199         | ENFORCEMENT LIGHTING<br>ENFORCEMENT LIGHTING<br>23058 NAVAJO STREET NW<br>ST FRANCIS MN 55070                    | SET UP 322              | PV  | 65594   | 001     | 09101 | 12/10/2012 | 121012      | 2,500.00 |
| Summary Total  |  |                         |     |         |         |       |            |             | 2,500.00 |
| 113199         | ENFORCEMENT LIGHTING<br>23058 NAVAJO STREET NW<br>ST FRANCIS MN 55070  | SET UP 323              | PV  | 65595   | 001     | 09101 | 12/10/2012 | 121012A     | 1,865.00 |
| Summary Total  |  |                         |     |         |         |       |            |             | 1,865.00 |
| Payment Amount |  |                         |     |         |         |       |            |             | 4,365.00 |
| 113487         | ENVIROMENTAL PROPERTY AUDITS INC<br>ENVIROMENTAL PROPERTY AUDITS INC<br>2701 4TH AVENUE NORTH<br>ANOKA MN 55303  | PRE DEMO - 2 CITY SITES | PV  | 65737   | 001     | 09230 | 12/18/2012 | 12-01509-10 | 2,125.00 |
| Summary Total  |  |                         |     |         |         |       |            |             | 2,125.00 |
| Payment Amount |  |                         |     |         |         |       |            |             | 2,125.00 |
| 113321         | FACTORY MOTOR PARTS<br>FACTORY MOTOR PARTS<br>3731 THURSTON AVENUE<br>ANOKA MN 55303                             | SPLASHWASH              | PV  | 65676   | 001     | 09101 | 12/14/2012 | 6-1308457   | 22.57    |
| Summary Total  |  |                         |     |         |         |       |            |             | 22.57    |
| 113321         | FACTORY MOTOR PARTS<br>3731 THURSTON AVENUE<br>ANOKA MN 55303  | FILTER FOR 640          | PV  | 65677   | 001     | 09101 | 12/6/2012  | 6-1307501   | 19.53    |
| Summary Total  |  |                         |     |         |         |       |            |             | 19.53    |
| 113321         | FACTORY MOTOR PARTS<br>3731 THURSTON AVENUE<br>ANOKA MN 55303  | OIL CAP FOR 640         | PV  | 65678   | 001     | 09101 | 12/6/2012  | 6-1307510   | 20.20    |
| Summary Total  |  |                         |     |         |         |       |            |             | 20.20    |
| 113321         | FACTORY MOTOR PARTS<br>3731 THURSTON AVENUE<br>ANOKA MN 55303  | V-BELT FOR 392          | PV  | 65679   | 001     | 09101 | 12/5/2012  | 6-1307363   | 23.70    |
| Summary Total  |  |                         |     |         |         |       |            |             | 23.70    |
| 113321         | FACTORY MOTOR PARTS<br>3731 THURSTON AVENUE<br>ANOKA MN 55303  | MISC PARTS 558          | PV  | 65738   | 001     | 09101 | 12/18/2012 | 6-1308792   | 53.73    |
| Summary Total  |  |                         |     |         |         |       |            |             | 53.73    |
| 113321         | FACTORY MOTOR PARTS<br>3731 THURSTON AVENUE<br>ANOKA MN 55303  | STEEL RIM               | PV  | 65739   | 001     | 09101 | 12/13/2012 | 6-1308362   | 7.53     |
| Summary Total  |  |                         |     |         |         |       |            |             | 7.53     |
| 113321         | FACTORY MOTOR PARTS<br>3731 THURSTON AVENUE<br>ANOKA MN 55303  | STEEL RIMS              | PV  | 65740   | 001     | 09101 | 12/13/2012 | 6-1308361   | 53.89    |
| Summary Total  |  |                         |     |         |         |       |            |             | 53.89    |
| Payment Amount |  |                         |     |         |         |       |            |             | 53.89    |

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|----------------|---|---------------------------|----------|--------|-----|-------|------------|------------|----------|
| Number         | Name / Mailing Address  | Message                   | Ty       | Number | Itm | Co    | Date       | Number     | Amount   |
| Payment Amount |   |                           |          |        |     |       |            | 201.15     |          |
| 106730         | FACTORY MOTOR PARTS COMPANY   | MISC PARTS FOR 406        | PV       | 65800  | 001 | 09101 | 12/20/2012 | 6-1309177  | 30.68    |
| Summary Total  |   |                           |          |        |     |       |            | 30.68      |          |
|                | FACTORY MOTOR PARTS COMPANY<br>135 S LASALLE ST<br>DEPT 2359<br>CHICAGO IL 60674-2359 | AIR FILTER FOR 401        | PV       | 65801  | 001 | 09101 | 12/21/2012 | 6-1309278  | 7.58     |
| Summary Total  |   |                           |          |        |     |       |            | 7.58       |          |
|                |   | BRAKE PADS/ROTORS<br>406  | PV       | 65802  | 001 | 09101 | 12/20/2012 | 6-1309112  | 168.26   |
| Summary Total  |   |                           |          |        |     |       |            | 168.26     |          |
| Payment Amount |   |                           |          |        |     |       |            | 206.52     |          |
| 107099         | FASTENAL  | MISC PARTS                | PV       | 65741  | 001 | 09101 | 12/11/2012 | MNTC893226 | 22.69    |
| Summary Total  |   |                           |          |        |     |       |            | 22.69      |          |
|                | FASTENAL COMPANY<br>P O BOX 978<br>WINONA MN 55987                                    | MISC PARTS                | PV       | 65742  | 001 | 09101 | 12/4/2012  | MNTC893048 | 63.33    |
| Summary Total  |   |                           |          |        |     |       |            | 63.33      |          |
|                |   | MISC PARTS                | PV       | 65743  | 001 | 09101 | 12/6/2012  | MNTC893121 | 16.62    |
| Summary Total  |   |                           |          |        |     |       |            | 16.62      |          |
|                |   | MISC PARTS                | PV       | 65803  | 001 | 09101 | 12/18/2012 | MNTC893440 | 7.93     |
| Summary Total  |   |                           |          |        |     |       |            | 7.93       |          |
|                |   | MISC PARTS                | PV       | 65804  | 001 | 09101 | 12/18/2012 | MNTC893420 | 13.98    |
| Summary Total  |   |                           |          |        |     |       |            | 13.98      |          |
| Payment Amount |   |                           |          |        |     |       |            | 124.55     |          |
| 100143         | FERGUSON WATERWORKS #<br>2516   | MISC WATER SUPPLIES       | PV       | 65596  | 001 | 09601 | 11/26/2012 | 0004111    | 3,969.77 |
| Summary Total  |   |                           |          |        |     |       |            | 3,969.77   |          |
|                | FERGUSON WATERWORKS 2516<br>PO BOX 802817<br>CHICAGO IL 60680-2817                    | MISC WATER METER<br>PARTS | PV       | 65788  | 001 | 09601 | 12/14/2012 | 0004113    | 6,755.06 |
| Summary Total  |   |                           |          |        |     |       |            | 6,755.06   |          |
| Payment Amount |   |                           |          |        |     |       |            | 10,724.83  |          |
| 110760         | FIRE SAFETY USA, INC  | BATTERY                   | PV       | 65597  | 001 | 09101 | 11/20/2012 | 56487      | 470.00   |
| Summary Total  |   |                           |          |        |     |       |            | 470.00     |          |
|                | FIRE SAFETY USA, INC<br>3253 19TH STREET NW<br>ROCHESTER MN 55901                     | LED STOP/SLOW SIGN        | PV       | 65680  | 001 | 09101 | 12/6/2012  | 56985      | 105.00   |
| Summary Total  |   |                           |          |        |     |       |            | 105.00     |          |
| Payment Amount |   |                           |          |        |     |       |            | 575.00     |          |

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| Payee  |                             | Stub               | Document |        |     | Due   | Invoice    | Payment        |          |
|--------|-----------------------------|--------------------|----------|--------|-----|-------|------------|----------------|----------|
| Number | Name / Mailing Address      | Message            | Ty       | Number | ltn | Co    | Date       | Number         | Amount   |
| 112421 | FIRST SCRIBE                | ROW PERMIT APP     | PV       | 65744  | 001 | 09101 | 12/1/2012  | 2458510        | 200.00   |
|        | FIRST SCRIBE                |                    |          |        |     |       |            | Summary Total  | 200.00   |
|        | 110 CHESHIRE LANE SUITE 105 |                    |          |        |     |       |            |                |          |
|        | MINNETONKA MN 55305         |                    |          |        |     |       |            | Payment Amount | 200.00   |
| 100189 | G AND K SERVICES INC        | MAT FD             | PV       | 65598  | 001 | 09101 | 11/28/2012 | 1006249048     | 125.86   |
|        | G AND K SERVICES INC        |                    |          |        |     |       |            | Summary Total  | 125.86   |
|        | PO BOX 1450-NW 7536         | FD MATS            | PV       | 65681  | 001 | 09101 | 12/5/2012  | 1006260261     | 102.94   |
|        | MINNEAPOLIS MN 55485-7536   |                    |          |        |     |       |            | Summary Total  | 102.94   |
|        |                             | UNIFORM CLEANING   | PV       | 65745  | 001 | 09101 | 12/5/2012  | 1006260258     | 74.00    |
|        |                             | UNIFORM CLEANING   | PV       | 65745  | 002 | 09101 | 12/5/2012  | 1006260258     | 10.00    |
|        |                             | UNIFORM CLEANING   | PV       | 65745  | 003 | 09101 | 12/5/2012  | 1006260258     | 67.32    |
|        |                             | UNIFORM CLEANING   | PV       | 65745  | 004 | 09101 | 12/5/2012  | 1006260258     | 67.32    |
|        |                             |                    |          |        |     |       |            | Summary Total  | 218.64   |
|        |                             | UNIFORM CLEANING   | PV       | 65746  | 001 | 09101 | 12/12/2012 | 1006271372     | 74.00    |
|        |                             | UNIFORM CLEANING   | PV       | 65746  | 002 | 09101 | 12/12/2012 | 1006271372     | 10.00    |
|        |                             | UNIFORM CLEANING   | PV       | 65746  | 003 | 09101 | 12/12/2012 | 1006271372     | 136.25   |
|        |                             | UNIFORM CLEANING   | PV       | 65746  | 004 | 09101 | 12/12/2012 | 1006271372     | 136.26   |
|        |                             |                    |          |        |     |       |            | Summary Total  | 356.51   |
|        |                             | UNIFORM CLEANING   | PV       | 65805  | 001 | 09101 | 12/19/2012 | 1006282463     | 74.00    |
|        |                             | UNIFORM CLEANING   | PV       | 65805  | 002 | 09101 | 12/19/2012 | 1006282463     | 10.00    |
|        |                             | UNIFORM CLEANING   | PV       | 65805  | 003 | 09101 | 12/19/2012 | 1006282463     | 67.32    |
|        |                             | UNIFORM CLEANING   | PV       | 65805  | 004 | 09101 | 12/19/2012 | 1006282463     | 67.32    |
|        |                             |                    |          |        |     |       |            | Summary Total  | 218.64   |
|        |                             | UNIFORM CLEANING   | PV       | 65806  | 001 | 09101 | 12/26/2012 | 1006293553     | 74.00    |
|        |                             | UNIFORM CLEANING   | PV       | 65806  | 002 | 09101 | 12/26/2012 | 1006293553     | 10.00    |
|        |                             | UNIFORM CLEANING   | PV       | 65806  | 003 | 09101 | 12/26/2012 | 1006293553     | 118.81   |
|        |                             | UNIFORM CLEANING   | PV       | 65806  | 004 | 09101 | 12/26/2012 | 1006293553     | 118.81   |
|        |                             |                    |          |        |     |       |            | Summary Total  | 321.62   |
|        |                             |                    |          |        |     |       |            | Payment Amount | 1,344.21 |
| 107962 | GENESIS EMPLOYEE            | VEBA/FLEX FEES NOV | PV       | 65599  | 001 | 09101 | 11/30/2012 | 16736          | 215.00   |
|        | BENEFITS                    | 12                 |          |        |     |       |            |                |          |
|        | GENESIS EMPLOYEE            | VEBA/FLEX FEES NOV | PV       | 65599  | 002 | 09101 | 11/30/2012 | 16736          | 61.25    |
|        | BENEFITS, INC               | 12                 |          |        |     |       |            |                |          |
|        |                             |                    |          |        |     |       |            | Summary Total  | 276.25   |
|        | BRAEMAR OFFICE CENTER       | SUMMARY BENEFITS   | PV       | 65600  | 001 | 09101 | 12/3/2012  | 16763          | 200.00   |
|        | 8000 W. 78TH STREET         | DOCUMENTS          |          |        |     |       |            |                |          |
|        | SUITE 320                   |                    |          |        |     |       |            |                |          |
|        | MINNEAPOLIS MN 55439-2506   |                    |          |        |     |       |            | Summary Total  | 200.00   |

CITY OF RAMSEY  
Create Payment Control Groups

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

| Payee          |                            | Stub                    | Document       |        |     | Due   | Invoice    | Payment    |          |          |
|----------------|----------------------------|-------------------------|----------------|--------|-----|-------|------------|------------|----------|----------|
| Number         | Name / Mailing Address     | Message                 | Ty             | Number | Itm | Co    | Date       | Number     | Amount   |          |
|                |                            | VEBA/FLEX FEES DEC 2012 | PV             | 65768  | 001 | 09101 | 12/31/2012 | 16903      | 215.00   |          |
|                |                            | VEBA/FLEX FEES DEC 2012 | PV             | 65768  | 002 | 09101 | 12/31/2012 | 16903      | 61.25    |          |
| Summary Total  |                            |                         |                |        |     |       |            |            | 276.25   |          |
| Payment Amount |                            |                         |                |        |     |       |            |            | 752.50   |          |
| 100200         | GOPHER STATE ONE CALL INC  | 148 TICKETS             | PV             | 65601  | 001 | 09601 | 12/3/2012  | 54489      | 70.15    |          |
|                | GOPHER STATE ONE CALL      | 148 TICKETS             | PV             | 65601  | 002 | 09601 | 12/3/2012  | 54489      | 70.15    |          |
|                | 18946 LAKE DRIVE EAST      | 148 TICKETS             | PV             | 65601  | 003 | 09601 | 12/3/2012  | 54489      | 70.15    |          |
|                | CHANHASSEN MN 55317        |                         | Summary Total  |        |     |       |            |            |          | 210.45   |
| Payment Amount |                            |                         |                |        |     |       |            |            | 210.45   |          |
| 100204         | GRAFIX SHOPPE              | REPAIR 386              | PV             | 65682  | 001 | 09702 | 12/12/2012 | 84473      | 160.31   |          |
|                | GRAFIX SHOPPE              |                         | Summary Total  |        |     |       |            |            |          | 160.31   |
|                | 3240 MIKE COLLINS DRIVE    | WORK ON 303             | PV             | 65683  | 001 | 09702 | 12/12/2012 | 84472      | 177.13   |          |
|                | EAGAN MN 55121             |                         | Summary Total  |        |     |       |            |            |          | 177.13   |
| Payment Amount |                            |                         |                |        |     |       |            |            | 337.44   |          |
| 100650         | GRAINGER                   | SHADE                   | PV             | 65747  | 001 | 09101 | 11/29/2012 | 9008021173 | 24.88    |          |
|                | GRAINGER INC               |                         | Summary Total  |        |     |       |            |            |          | 24.88    |
|                | DEPT. 806511127            |                         | Payment Amount |        |     |       |            |            |          | 24.88    |
|                | PALATINE IL 60038-0001     |                         | Payment Amount |        |     |       |            |            |          | 24.88    |
| 100814         | HACH COMPANY               | CHEMICALS               | PV             | 65789  | 001 | 09601 | 12/10/2012 | 8064518    | 947.07   |          |
|                | HACH COMPANY               |                         | Summary Total  |        |     |       |            |            |          | 947.07   |
|                | 2207 COLLECTIONS CENTER DR |                         | Payment Amount |        |     |       |            |            |          | 947.07   |
|                | CHICAGO IL 60693           |                         | Payment Amount |        |     |       |            |            |          | 947.07   |
| 100211         | HAWKINS INC                | CHEMICALS               | PV             | 65602  | 001 | 09601 | 11/29/2012 | 3409269    | 1,240.46 |          |
|                | HAWKINS INC                |                         | Summary Total  |        |     |       |            |            |          | 1,240.46 |
|                | P O BOX 9171               |                         | Payment Amount |        |     |       |            |            |          | 1,240.46 |
|                | MINNEAPOLIS MN 55480-9171  |                         | Payment Amount |        |     |       |            |            |          | 1,240.46 |
| 113495         | HEALTHCARE                 | PD MISC WASTE           | PV             | 65769  | 001 | 09101 | 12/20/2012 | 31210      | 50.00    |          |

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

| Payee  | Stub                                   | Document                     | Due | Invoice | Payment |       |            |                |           |
|--------|--|------------------------------|-----|---------|---------|-------|------------|----------------|-----------|
| Number | Name / Mailing Address                 | Message                      | Ty  | Number  | Item    | Co    | Date       | Number         | Amount    |
|        | ENVIRONMENTAL SERVICES, LLC            | DESTRUCTION                  |     |         |         |       |            |                |           |
|        | HEALTHCARE ENVIRONMENTAL SERVICES, LLC |                              |     |         |         |       |            | Summary Total  | 50.00     |
|        | 1420 40TH STREET N                     |                              |     |         |         |       |            | Payment Amount | 50.00     |
|        | FARGO ND 58102                         |                              |     |         |         |       |            |                |           |
| 106324 | INSPECTRON INC                         | NOVEMBER 2012 BILLING        | PV  | 65684   | 001     | 09101 | 12/11/2012 | 121112         | 11,400.00 |
|        | INSPECTRON INC                         |                              |     |         |         |       |            | Summary Total  | 11,400.00 |
|        | CODE COMPLIANCE INSPECTIONS            |                              |     |         |         |       |            | Payment Amount | 11,400.00 |
|        | 15120 CHIPPENDALE AVE SUITE 104        |                              |     |         |         |       |            |                |           |
|        | ROSEMOUNT MN 55068                     |                              |     |         |         |       |            |                |           |
| 107464 | INTEGRA TELECOM                        | REMOTE-CORRECTED PROGRAMMING | PV  | 65685   | 001     | 09101 | 12/3/2012  | 120333364      | 75.00     |
|        | INTEGRA TELECOM                        |                              |     |         |         |       |            | Summary Total  | 75.00     |
|        | NW 5814                                |                              |     |         |         |       |            | Payment Amount | 75.00     |
|        | P O BOX 1450                           |                              |     |         |         |       |            |                |           |
|        | MINNEAPOLIS MN 55485-5814              |                              |     |         |         |       |            |                |           |
| 100730 | INVENTORY TRADING COMPANY              | MISC SUPPLIES                | PV  | 65686   | 001     | 09101 | 12/13/2012 | 238786         | 1,092.00  |
|        | INVENTORY TRADING COMPANY              |                              |     |         |         |       |            | Summary Total  | 1,092.00  |
|        | PO BOX 47                              |                              |     |         |         |       |            | Payment Amount | 1,092.00  |
|        | PEOSTA IA 52068                        |                              |     |         |         |       |            |                |           |
| 111083 | ISS                                    | PD DOME CAMERAS/IT ROOM      | PV  | 65687   | 001     | 09101 | 12/3/2012  | 2486A          | 1,266.61  |
|        | ISS                                    |                              |     |         |         |       |            | Summary Total  | 1,266.61  |
|        | 18125 TULANE STREET NE                 |                              |     |         |         |       |            | Payment Amount | 1,266.61  |
|        | FOREST LAKE MN 55025                   |                              |     |         |         |       |            |                |           |
| 111501 | LANDFORM PROFESSIONAL SERVICES         | STORMWATER COR NOV 12        | PV  | 65770   | 001     | 09605 | 12/19/2012 | 21125          | 1,021.47  |

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Create Payment Control Groups

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

| Payee  |                                | Stub                 | Document |                |     | Due   | Invoice    | Payment |           |
|--------|--------------------------------|----------------------|----------|----------------|-----|-------|------------|---------|-----------|
| Number | Name / Mailing Address         | Message              | Ty       | Number         | Itm | Co    | Date       | Number  | Amount    |
|        | LANDFORM PROFESSIONAL SERVICES |                      |          | Summary Total  |     |       |            |         | 1,021.47  |
|        | 105 5TH AVENUE SOUTH SUITE 513 |                      |          |                |     |       |            |         |           |
|        | MINNEAPOLIS MN 55401           |                      |          |                |     |       |            |         |           |
|        |                                |                      |          | Payment Amount |     |       |            |         | 1,021.47  |
| 100256 | LANO EQUIPMENT INC             | CONTROLLER DRIVE 645 | PV       | 65688          | 001 | 09101 | 11/26/2012 | 219348  | 794.54    |
|        | LANO EQUIPMENT INC             | CONTROLLER DRIVE 645 | PV       | 65688          | 002 | 09101 | 11/26/2012 | 219348  | 599.72    |
|        | 6140 HIGHWAY 10 NW             |                      |          | Summary Total  |     |       |            |         | 1,394.26  |
|        | ANOKA MN 55303                 | BULB FOR 645         | PV       | 65748          | 001 | 09101 | 12/11/2012 | 220212  | 6.55      |
|        |                                |                      |          | Summary Total  |     |       |            |         | 6.55      |
|        |                                | WORK ON 645          | PV       | 65807          | 001 | 09101 | 12/11/2012 | 220239  | 716.70    |
|        |                                |                      |          | Summary Total  |     |       |            |         | 716.70    |
|        |                                |                      |          | Payment Amount |     |       |            |         | 2,117.51  |
| 100259 | LEAGUE OF MN CITIES            | HEMMERICH/VOIT       | PV       | 65603          | 001 | 09702 | 12/1/2012  | 120112  | 1,441.24  |
|        | INS TRUST                      |                      |          |                |     |       |            |         |           |
|        | LEAGUE OF MN CITIES INS TRUST  |                      |          | Summary Total  |     |       |            |         | 1,441.24  |
|        | C/O BERKLEY RISK SERVICES INC  |                      |          |                |     |       |            |         |           |
|        | P O BOX 581517                 |                      |          |                |     |       |            |         |           |
|        | MINNEAPOLIS MN 55458-1517      |                      |          |                |     |       |            |         |           |
|        |                                |                      |          | Payment Amount |     |       |            |         | 1,441.24  |
| 100266 | LOGIS                          | NOV 2012 BILLING     | PV       | 65689          | 001 | 09101 | 11/30/2012 | 35928   | 9,982.00  |
|        | LOGIS                          |                      |          | Summary Total  |     |       |            |         | 9,982.00  |
|        | 5750 DULUTH STREET             | NETWORK              | PV       | 65690          | 001 | 09101 | 11/30/2012 | 35982   | 2,304.00  |
|        | GOLDEN VALLEY MN 55422-4036    |                      |          | Summary Total  |     |       |            |         | 2,304.00  |
|        |                                | NETWORK              | PV       | 65691          | 001 | 09101 | 11/30/2012 | 36036   | 96.00     |
|        |                                |                      |          | Summary Total  |     |       |            |         | 96.00     |
|        |                                |                      |          | Payment Amount |     |       |            |         | 12,382.00 |
| 112395 | LUNDEEN HOLDINGS INC           | PHASE II FINAL TIF   | PV       | 65771          | 001 | 09208 | 12/27/2012 | 122712  | 17,337.00 |
|        |                                | PAYMENT              |          |                |     |       |            |         |           |
|        | LUNDEEN HOLDINGS INC           |                      |          | Summary Total  |     |       |            |         | 17,337.00 |
|        | 6650 143RD AVE NW              |                      |          |                |     |       |            |         |           |
|        | RAMSEY MN 55303                |                      |          |                |     |       |            |         |           |
|        |                                |                      |          | Payment Amount |     |       |            |         | 17,337.00 |
| 105991 | M K GRAPHICS                   | AP CHECKS            | PV       | 65749          | 001 | 09101 | 12/18/2012 | 5939    | 330.92    |
|        | M K GRAPHICS                   |                      |          | Summary Total  |     |       |            |         | 330.92    |

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CITY OF RAMSEY  
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Bank Account 00002224 CASH IN BANK  
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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2012

| Payee  |   | Stub                             | Document |        |     | Due   | Invoice    | Payment        |        |
|--------|---|----------------------------------|----------|--------|-----|-------|------------|----------------|--------|
| Number | Name / Mailing Address  | Message                          | Ty       | Number | Itm | Co    | Date       | Number         | Amount |
|        | 8224 FLORIDA COURT<br>BROOKLYN PARK MN 55445                          |                                  |          |        |     |       |            |                | 330.92 |
|        |   |                                  |          |        |     |       |            | Payment Amount |        |
| 107317 | MADSEN, AARON   | 2012 CLOTH ALLOW- A.<br>MADSEN   | PV       | 65772  | 001 | 09101 | 12/26/2012 | 122612         | 203.07 |
|        | AARON MADSEN<br>15460 VANADIUM ST NW<br>RAMSEY MN 55303               |                                  |          |        |     |       |            | Summary Total  | 203.07 |
|        |   |                                  |          |        |     |       |            | Payment Amount | 203.07 |
| 107310 | MARAS, NICK   | BOOT REIMB CLOTH<br>2012 N MARAS | PV       | 65692  | 001 | 09101 | 12/18/2012 | 121812         | 79.99  |
|        | NICK MARAS<br>15801 TRAPROCK STREET NW<br>RAMSEY MN 55303             |                                  |          |        |     |       |            | Summary Total  | 79.99  |
|        |   |                                  |          |        |     |       |            | Payment Amount | 79.99  |
| 100283 | MENARDS COON RAPIDS   | CLEANING SUPPLIES FD             | PV       | 65604  | 001 | 09101 | 11/26/2012 | 9936           | 286.38 |
|        | MENARDS COON RAPIDS<br>3045 MAIN STREET<br>COON RAPIDS MN 55433       |                                  |          |        |     |       |            | Summary Total  | 286.38 |
|        |   |                                  |          |        |     |       |            | Payment Amount | 286.38 |
| 100284 | MENARDS ELK RIVER   | MISC SUPPLIES                    | PV       | 65790  | 001 | 09601 | 12/12/2012 | 10636          | 37.13  |
|        | MENARDS ELK RIVER<br>19521 EVANS STREET NW<br>ELK RIVER MN 55330-1077 |                                  |          |        |     |       |            | Summary Total  | 37.13  |
|        |   |                                  |          |        |     |       |            | Payment Amount | 37.13  |
| 108208 | METRO PRODUCTS INC  | MISC PARTS                       | PV       | 65750  | 001 | 09101 | 12/7/2012  | 89016          | 356.15 |
|        | METRO PRODUCTS INC<br>7401 CENTRAL AVENUE NE<br>FRIDLEY MN 55432      |                                  |          |        |     |       |            | Summary Total  | 356.15 |
|        |   |                                  |          |        |     |       |            | Payment Amount | 356.15 |
| 106555 | MINNEAPOLIS, CITY OF  | NOV12 TRANSACTIONS               | PV       | 65693  | 001 | 09101 | 12/7/2012  | 400413003422   | 88.20  |
|        | MINNEAPOLIS FINANCE DEPT<br>P O BOX 77038                             |                                  |          |        |     |       |            | Summary Total  | 88.20  |

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

| Payee   | Stub  | Document                       | Due | Invoice | Payment |       |            |            |        |
|---|---|--------------------------------|-----|---------|---------|-------|------------|------------|--------|
| Number  | Name / Mailing Address                      | Message                        | Ty  | Number  | Itm     | Co    | Date       | Number     | Amount |
| MINNEAPOLIS MN 55480-7738   |   |                                |     |         |         |       |            |            | 88.20  |
| Payment Amount  |   |                                |     |         |         |       |            |            | 88.20  |
| 100326  | MN CHIEFS OF POLICE<br>ASSN                 | PERMITS TO ACQUIRE             | PV  | 65775   | 001     | 09101 | 12/20/2012 | 3620       | 64.02  |
| MN CHIEFS OF POLICE ASSN<br>1951 WOODLANE DRIVE<br>WOODBURY MN 55125  |   |                                |     |         |         |       |            |            | 64.02  |
| Summary Total   |   |                                |     |         |         |       |            |            | 64.02  |
| Payment Amount  |   |                                |     |         |         |       |            |            | 64.02  |
| 102216  | MN DEPT OF<br>TRANSPORTATION                | NOV 6, 2012<br>INSPECTIONS     | PV  | 65773   | 001     | 09402 | 12/12/2012 | P00001284  | 130.52 |
|   | MINNESOTA DEPT OF<br>TRANSPORTATION         | NOV 6, 2012<br>INSPECTIONS     | PV  | 65773   | 002     | 09402 | 12/12/2012 | P00001284  | 549.11 |
| COMMISSIONER OF TRANSPORTATION<br>CASH ACCOUNTING -MS 215<br>395 JOHN IRELAND BLVD<br>ST PAUL MN 55155-1899                     |   |                                |     |         |         |       |            |            | 679.63 |
| Summary Total   |   |                                |     |         |         |       |            |            | 679.63 |
| Payment Amount  |   |                                |     |         |         |       |            |            | 679.63 |
| 100224  | MN OFFICE OF ENTERPRISE<br>TECH SHARED SER. | WAN NOV 2012                   | PV  | 65694   | 001     | 09101 | 12/5/2012  | DV12110435 | 176.38 |
| MN OFFICE OF ENTERPRISE TECH SHARED TECH<br>ROOM 510<br>658 CEDAR STREET<br>ST PAUL MN 55155                                    |   |                                |     |         |         |       |            |            | 176.38 |
| Summary Total   |   |                                |     |         |         |       |            |            | 176.38 |
| Payment Amount  |   |                                |     |         |         |       |            |            | 176.38 |
| 106516  | MN STATE COLLEGES AND<br>UNIVERSITIES       | MATERIAL FOR COMM.<br>TRAINING | PV  | 65774   | 001     | 09101 | 12/21/2012 | 1755       | 811.18 |
| MN STATE COLLEGES AND UNIVERSITIES<br>30 7TH STREET EAST SUITE 350<br>ATTENTION: FINANCIAL COLLECTIONS<br>ST PAUL MN 55101-7804 |   |                                |     |         |         |       |            |            | 811.18 |
| Summary Total   |   |                                |     |         |         |       |            |            | 811.18 |
| Payment Amount  |   |                                |     |         |         |       |            |            | 811.18 |
| 108091  | MUNICIPAL CODE<br>CORPORATION               | CODE INTERNET FEE              | PV  | 65695   | 001     | 09101 | 12/5/2012  | 00224431   | 550.00 |
| MUNICIPAL CODE CORPORATION<br>P O BOX 2235  |   |                                |     |         |         |       |            |            | 550.00 |
| Summary Total   |   |                                |     |         |         |       |            |            | 550.00 |

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

| Payee                |   | Stub                     | Document |        |     | Due   | Invoice    | Payment |        |
|----------------------|---|--------------------------|----------|--------|-----|-------|------------|---------|--------|
| Number               | Name / Mailing Address                            | Message                  | Ty       | Number | Itm | Co    | Date       | Number  | Amount |
| TALLAHASSEE FL 32316 |   |                          |          |        |     |       |            |         | 550.00 |
| Payment Amount       |   |                          |          |        |     |       |            |         | 550.00 |
| 100345               | NAPA AUTO PARTS ELK RIVER                         | MIRROR FOR 322           | PV       | 65605  | 001 | 09101 | 12/11/2012 | 657841  | 3.14   |
| Summary Total        |   |                          |          |        |     |       |            |         | 3.14   |
|                      | NAPA AUTO PARTS ELK RIVER<br>17137 YALE STREET NW | AIR FILTER               | PV       | 65696  | 001 | 09101 | 12/4/2012  | 656532  | 15.36  |
| Summary Total        |   |                          |          |        |     |       |            |         | 15.36  |
|                      | P O BOX 1041<br>ELK RIVER MN 55330                | WIPER BLADES             | PV       | 65697  | 001 | 09101 | 12/4/2012  | 656530  | 40.59  |
|                      |   | WIPER BLADES             | PV       | 65697  | 002 | 09101 | 12/4/2012  | 656530  | 68.36  |
| Summary Total        |   |                          |          |        |     |       |            |         | 108.95 |
|                      |   | LAMP                     | PV       | 65751  | 001 | 09101 | 12/17/2012 | 658733  | 38.38  |
| Summary Total        |   |                          |          |        |     |       |            |         | 38.38  |
|                      |   | MISC SUPPLIES            | PV       | 65752  | 001 | 09101 | 12/13/2012 | 658116  | 10.89  |
| Summary Total        |   |                          |          |        |     |       |            |         | 10.89  |
|                      |   | FOG LAMP FOR 645         | PV       | 65753  | 001 | 09101 | 12/11/2012 | 657637  | 16.44  |
| Summary Total        |   |                          |          |        |     |       |            |         | 16.44  |
|                      |   | TAIL LAMP for 651        | PV       | 65754  | 001 | 09601 | 12/10/2012 | 657462  | 105.80 |
| Summary Total        |   |                          |          |        |     |       |            |         | 105.80 |
|                      |   | U BOLTS                  | PV       | 65808  | 001 | 09101 | 12/20/2012 | 659204  | 3.19   |
|                      |   | U BOLTS                  | PV       | 65808  | 002 | 09101 | 12/20/2012 | 659204  | 3.19   |
| Summary Total        |   |                          |          |        |     |       |            |         | 6.38   |
|                      |   | U-BOLT FOR 662           | PV       | 65809  | 001 | 09101 | 12/20/2012 | 659251  | 5.65   |
| Summary Total        |   |                          |          |        |     |       |            |         | 5.65   |
|                      |   | AIR FILTER/ TERRY TOWELS | PV       | 65810  | 001 | 09101 | 12/21/2012 | 659409  | 69.29  |
|                      |   | AIR FILTER/ TERRY TOWELS | PV       | 65810  | 002 | 09101 | 12/21/2012 | 659409  | 18.16  |
| Summary Total        |   |                          |          |        |     |       |            |         | 87.45  |
|                      |   | FUEL/AIR FILTERS 601     | PV       | 65811  | 001 | 09101 | 12/20/2012 | 659318  | 55.36  |
| Summary Total        |   |                          |          |        |     |       |            |         | 55.36  |
|                      |   | TERRY TOWELS             | PV       | 65812  | 001 | 09101 | 12/21/2012 | 659412  | 18.16  |
| Summary Total        |   |                          |          |        |     |       |            |         | 18.16  |
|                      |   | TERRY TOWELS             | PV       | 65813  | 001 | 09101 | 12/21/2012 | 659437  | 18.16  |
| Summary Total        |   |                          |          |        |     |       |            |         | 18.16  |
|                      |   | WAX APPLICATOR           | PV       | 65814  | 001 | 09101 | 12/26/2012 | 659774  | 11.19  |
| Summary Total        |   |                          |          |        |     |       |            |         | 11.19  |
| Payment Amount       |   |                          |          |        |     |       |            |         | 501.31 |

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

| Payee  |   | Stub                           | Document |        |     | Due   | Invoice    | Payment        |          |
|--------|---|--------------------------------|----------|--------|-----|-------|------------|----------------|----------|
| Number | Name / Mailing Address  | Message                        | Ty       | Number | Itm | Co    | Date       | Number         | Amount   |
| 100686 | NELSON, JOHN  | BOOT REIMB 2012 J.<br>NELSON   | PV       | 65698  | 001 | 09601 | 12/18/2012 | 121812         | 59.10    |
|        | JOHN NELSON<br>15521 NUTRIA STREET NW<br>RAMSEY MN 55303  |                                |          |        |     |       |            | Summary Total  | 59.10    |
|        |   |                                |          |        |     |       |            | Payment Amount | 59.10    |
| 107833 | NELSON, TODD  | 2012 BOOT ALLOW- T.<br>NELSON  | PV       | 65815  | 001 | 09101 | 12/21/2012 | 122112         | 100.00   |
|        | TODD NELSON<br>7630 166TH AVENUE NW<br>RAMSEY MN 55303  |                                |          |        |     |       |            | Summary Total  | 100.00   |
|        |   |                                |          |        |     |       |            | Payment Amount | 100.00   |
| 109212 | NIELSEN, MICHAEL  | 2012 CLOTH REIMB-M.<br>NIELSEN | PV       | 65776  | 001 | 09101 | 12/21/2012 | 122112         | 65.98    |
|        | MICHAEL NIELSEN<br>14737 FLUORINE STREET NW<br>RAMSEY MN 55303  |                                |          |        |     |       |            | Summary Total  | 65.98    |
|        |   |                                |          |        |     |       |            | Payment Amount | 65.98    |
| 100363 | NORTHERN SANITARY<br>SUPPLY CO  | PAD DRIVER                     | PV       | 65699  | 001 | 09101 | 12/5/2012  | 158690         | 55.30    |
|        | NORTHERN SANITARY SUPPLY CO<br>341 COON RAPIDS BLVD<br>MINNEAPOLIS MN 55433                               |                                |          |        |     |       |            | Summary Total  | 55.30    |
|        |   |                                |          |        |     |       |            | Payment Amount | 55.30    |
| 108137 | NORTHERN STAR JUVENILE<br>DIVERSION   | JULY-DEC 12<br>1-5001-4753-90  | PV       | 65777  | 001 | 09270 | 12/18/2012 | 121812         | 2,500.00 |
|        | NORTHERN STAR JUVENILE DIVERSION<br>ATTENTION: COLLEEN BRAZIER<br>393 MARSHALL AVENUE<br>ST PAUL MN 55102 |                                |          |        |     |       |            | Summary Total  | 2,500.00 |
|        |   |                                |          |        |     |       |            | Payment Amount | 2,500.00 |
| 103461 | NORTHERN TECHNOLOGIES<br>INC  | NOV.2012<br>SERVICES-ALPINE DR | PV       | 65778  | 001 | 09402 | 11/30/2012 | 8692           | 2,012.00 |
|        | NORTHERN TECHNOLOGIES INC<br>6588 141ST AVENUE N.W.   | NOV 12-SUNWOOD DR              | PV       | 65779  | 001 | 09496 | 11/30/2012 | 8703           | 4,041.00 |
|        |   |                                |          |        |     |       |            | Summary Total  | 2,012.00 |
|        |   |                                |          |        |     |       |            | Payment Amount | 4,041.00 |

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

| Payee  | Stub   | Document             | Due | Invoice | Payment |       |            |           |        |          |
|--|--|----------------------|-----|---------|---------|-------|------------|-----------|--------|----------|
| Number   | Name / Mailing Address                               | Message              | Ty  | Number  | Item    | Co    | Date       | Number    | Amount |          |
| RAMSEY MN 55303  |  | Summary Total        |     |         |         |       |            |           |        | 4,041.00 |
|  |  | Payment Amount       |     |         |         |       |            |           |        | 6,053.00 |
| 107698   | OMANN BROTHERS PAVING<br>INC                         | RE: CHAMELEON STREET | PV  | 65700   | 001     | 09400 | 5/23/2012  | 22602     | 177.00 |          |
| OMANN BROTHERS PAVING INC<br>P O BOX 120<br>ALBERTVILLE MN 55301 |  | Summary Total        |     |         |         |       |            |           |        | 177.00   |
|  |  | Payment Amount       |     |         |         |       |            |           |        | 177.00   |
| 112759   | ON SITE SANITATION INC                               | RINK-RAMSEY ELEM     | PV  | 65816   | 001     | 09101 | 12/31/2012 | A-483696  | 25.65  |          |
| ON SITE SANITATION INC<br>95 WOODLYNN AVE<br>ST PAUL MN 55117    |  | Summary Total        |     |         |         |       |            |           |        | 25.65    |
|  |  | Payment Amount       |     |         |         |       |            |           |        | 25.65    |
| 110480   | OPUS 21 MANAGEMENT<br>SOLUTIONS                      | NOV 12 BILLING       | PV  | 65701   | 001     | 09601 | 12/10/2012 | 121131    | 135.46 |          |
|  | OPUS 21 MANAGEMENT<br>SOLUTIONS                      | NOV 12 BILLING       | PV  | 65701   | 002     | 09601 | 12/10/2012 | 121131    | 108.37 |          |
|  | 680 COMMERCE DRIVE<br>SUITE 160<br>WOODBURY MN 55125 | NOV 12 BILLING       | PV  | 65701   | 003     | 09601 | 12/10/2012 | 121131    | 108.37 |          |
|  |  | NOV 12 BILLING       | PV  | 65701   | 004     | 09601 | 12/10/2012 | 121131    | 81.26  |          |
|  |  | NOV 12 BILLING       | PV  | 65701   | 005     | 09601 | 12/10/2012 | 121131    | 108.37 |          |
|  |  | Summary Total        |     |         |         |       |            |           |        | 541.83   |
|  |  | Payment Amount       |     |         |         |       |            |           |        | 541.83   |
| 107461   | PHILIPS HEALTHCARE                                   | MISC SUPPLIES PD     | PV  | 65702   | 001     | 09101 | 12/5/2012  | 925201260 | 347.34 |          |
| PHILIPS HEALTHCARE<br>P O BOX 100355<br>ATLANTA GA 30384-0355    |  | Summary Total        |     |         |         |       |            |           |        | 347.34   |
|  |  | Payment Amount       |     |         |         |       |            |           |        | 347.34   |
| 111488   | POPP.COM INC   | NOV 12 BILLING       | PV  | 65606   | 001     | 09101 | 11/30/2012 | 992070754 | 113.53 |          |
|  | POPP.COM INC   | NOV 12 BILLING       | PV  | 65606   | 002     | 09101 | 11/30/2012 | 992070754 | 40.55  |          |
|  | P O BOX 27110  | NOV 12 BILLING       | PV  | 65606   | 003     | 09101 | 11/30/2012 | 992070754 | 40.55  |          |
|  | GOLDEN VALLEY MN<br>55427-0110                       | NOV 12 BILLING       | PV  | 65606   | 004     | 09101 | 11/30/2012 | 992070754 | 40.55  |          |
|  |  | NOV 12 BILLING       | PV  | 65606   | 005     | 09101 | 11/30/2012 | 992070754 | 235.16 |          |
|  |  | NOV 12 BILLING       | PV  | 65606   | 006     | 09101 | 11/30/2012 | 992070754 | 56.76  |          |

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| Payee          |  | Stub                 | Document |        |     | Due   | Invoice    | Payment   |          |
|----------------|--|----------------------|----------|--------|-----|-------|------------|-----------|----------|
| Number         | Name / Mailing Address                     | Message              | Ty       | Number | Itm | Co    | Date       | Number    | Amount   |
|                |  | NOV 12 BILLING       | PV       | 65606  | 007 | 09101 | 11/30/2012 | 992070754 | 32.44    |
|                |  | NOV 12 BILLING       | PV       | 65606  | 008 | 09101 | 11/30/2012 | 992070754 | 7.99     |
|                |  | NOV 12 BILLING       | PV       | 65606  | 009 | 09101 | 11/30/2012 | 992070754 | 90.36    |
|                |  | NOV 12 BILLING       | PV       | 65606  | 010 | 09101 | 11/30/2012 | 992070754 | 90.36    |
|                |  | NOV 12 BILLING       | PV       | 65606  | 011 | 09101 | 11/30/2012 | 992070754 | 120.48   |
|                |  | NOV 12 BILLING       | PV       | 65606  | 012 | 09101 | 11/30/2012 | 992070754 | 62.02    |
| Summary Total  |  |                      |          |        |     |       |            |           | 930.75   |
| Payment Amount |  |                      |          |        |     |       |            |           | 930.75   |
| 113444         | PRECISE                                    | MISC SUPPLIES        | PV       | 65607  | 001 | 09101 | 11/27/2012 | 305546    | 64.13    |
| Summary Total  |  |                      |          |        |     |       |            |           | 64.13    |
|                | PRECISE                                    | FEE FOR GPRS USA     | PV       | 65817  | 001 | 09101 | 12/20/2012 | 305730    | 64.13    |
|                | 501 EAST CLIFF ROAD                        |                      |          |        |     |       |            |           |          |
|                | SIUTE 100                                  |                      |          |        |     |       |            |           |          |
|                | BURNSVILLE MN 55337                        |                      |          |        |     |       |            |           |          |
| Summary Total  |  |                      |          |        |     |       |            |           | 64.13    |
| Payment Amount |  |                      |          |        |     |       |            |           | 128.26   |
| 100413         | RANDALL AND GOODRICH,<br>P.L.C.            | NOV 12 CIVIL BILLING | PV       | 65780  | 001 | 09496 | 12/26/2012 | 122612    | 344.05   |
|                | RANDALL AND GOODRICH,<br>P.L.C.            | NOV 12 CIVIL BILLING | PV       | 65780  | 002 | 09496 | 12/26/2012 | 122612    | 33.00    |
|                | 2140 FOURTH AVENUE<br>NORTH                | NOV 12 CIVIL BILLING | PV       | 65780  | 003 | 09496 | 12/26/2012 | 122612    | 432.75   |
|                | ANOKA MN 55303                             | NOV 12 CIVIL BILLING | PV       | 65780  | 004 | 09496 | 12/26/2012 | 122612    | 301.00   |
|                |  | NOV 12 CIVIL BILLING | PV       | 65780  | 005 | 09496 | 12/26/2012 | 122612    | 33.00    |
|                |  | NOV 12 CIVIL BILLING | PV       | 65780  | 006 | 09496 | 12/26/2012 | 122612    | 44.00    |
|                |  | NOV 12 CIVIL BILLING | PV       | 65780  | 007 | 09496 | 12/26/2012 | 122612    | 55.00    |
|                |  | NOV 12 CIVIL BILLING | PV       | 65780  | 008 | 09496 | 12/26/2012 | 122612    | 4,210.00 |
| Summary Total  |  |                      |          |        |     |       |            |           | 5,452.80 |
| Payment Amount |  |                      |          |        |     |       |            |           | 5,452.80 |
| 113224         | ROCKET SHOP                                | WORK ON POLARIS ATV  | PV       | 65781  | 001 | 09101 | 11/13/2012 | 13214     | 263.52   |
|                | ROCKET SHOP                                | WORK ON POLARIS ATV  | PV       | 65781  | 002 | 09101 | 11/13/2012 | 13214     | 263.52   |
|                | 14290 SUNFISH LAKE BLVD<br>RAMSEY MN 55303 |                      |          |        |     |       |            |           |          |
| Summary Total  |  |                      |          |        |     |       |            |           | 527.04   |
| Payment Amount |  |                      |          |        |     |       |            |           | 527.04   |
| 112475         | S AND T OFFICE PRODUCTS<br>INC             | OFFICE SUPPLIES      | PV       | 65608  | 001 | 09101 | 12/5/2012  | 01PN2901  | 32.87    |
|                | S AND T OFFICE PRODUCTS<br>INC             | OFFICE SUPPLIES      | PV       | 65608  | 002 | 09101 | 12/5/2012  | 01PN2901  | 48.58    |
|                | 1000 KRISTEN COURT                         | OFFICE SUPPLIES      | PV       | 65608  | 003 | 09101 | 12/5/2012  | 01PN2901  | 9.94     |

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| Payee            |                          | Stub            | Document       |        |     | Due   | Invoice    | Payment   |          |
|------------------|--------------------------|-----------------|----------------|--------|-----|-------|------------|-----------|----------|
| Number           | Name / Mailing Address   | Message         | Ty             | Number | Itm | Co    | Date       | Number    | Amount   |
| ST PAUL MN 55110 |                          |                 | Summary Total  |        |     |       |            |           | 91.39    |
|                  |                          | OFFICE SUPPLIES | PV             | 65609  | 001 | 09101 | 12/3/2012  | 01PN1393  | 31.99    |
|                  |                          | OFFICE SUPPLIES | PV             | 65609  | 002 | 09101 | 12/3/2012  | 01PN1393  | 504.17   |
|                  |                          |                 | Summary Total  |        |     |       |            |           | 536.16   |
|                  |                          | OFFICE SUPPLIES | PV             | 65610  | 001 | 09101 | 11/21/2012 | 01PM7913  | 86.77    |
|                  |                          |                 | Summary Total  |        |     |       |            |           | 86.77    |
|                  |                          | OFFICE SUPPLIES | PV             | 65611  | 001 | 09101 | 11/21/2012 | 01PM7914  | 16.68    |
|                  |                          |                 | Summary Total  |        |     |       |            |           | 16.68    |
|                  |                          | OFFICE SUPPLIES | PV             | 65612  | 001 | 09101 | 11/21/2012 | 01PM8017  | 54.75    |
|                  |                          | OFFICE SUPPLIES | PV             | 65612  | 002 | 09101 | 11/21/2012 | 01PM8017  | 18.08    |
|                  |                          | OFFICE SUPPLIES | PV             | 65612  | 003 | 09101 | 11/21/2012 | 01PM8017  | 27.19    |
|                  |                          | OFFICE SUPPLIES | PV             | 65612  | 004 | 09101 | 11/21/2012 | 01PM8017  | 35.19    |
|                  |                          | OFFICE SUPPLIES | PV             | 65612  | 005 | 09101 | 11/21/2012 | 01PM8017  | 81.31    |
|                  |                          |                 | Summary Total  |        |     |       |            |           | 216.52   |
|                  |                          | OFFICE SUPPLIES | PV             | 65613  | 001 | 09101 | 12/3/2012  | 01PN1130  | 11.99    |
|                  |                          |                 | Summary Total  |        |     |       |            |           | 11.99    |
|                  |                          | OFFICE SUPPLIES | PV             | 65614  | 001 | 09101 | 11/21/2012 | 01PM8045  | 11.65    |
|                  |                          | OFFICE SUPPLIES | PV             | 65614  | 002 | 09101 | 11/21/2012 | 01PM8045  | 11.01    |
|                  |                          |                 | Summary Total  |        |     |       |            |           | 22.66    |
|                  |                          | OFFICE SUPPLIES | PV             | 65703  | 001 | 09101 | 10/8/2012  | 01PK7081  | 2.66     |
|                  |                          |                 | Summary Total  |        |     |       |            |           | 2.66     |
|                  |                          | OFFICE SUPPLIES | PV             | 65704  | 001 | 09101 | 10/8/2012  | 01PK7080  | 12.06    |
|                  |                          |                 | Summary Total  |        |     |       |            |           | 12.06    |
|                  |                          | OFFICE SUPPLIES | PV             | 65705  | 001 | 09101 | 10/18/2012 | 01PL2546  | 70.90    |
|                  |                          | OFFICE SUPPLIES | PV             | 65705  | 002 | 09101 | 10/18/2012 | 01PL2546  | 35.14    |
|                  |                          |                 | Summary Total  |        |     |       |            |           | 106.04   |
|                  |                          | OFFICE SUPPLIES | PV             | 65706  | 001 | 09101 | 10/8/2012  | 01PK7082  | 96.71    |
|                  |                          |                 | Summary Total  |        |     |       |            |           | 96.71    |
|                  |                          | OFFICE SUPPLIES | PV             | 65756  | 001 | 09101 | 10/18/2012 | 01PL2252  | 8.54     |
|                  |                          | OFFICE SUPPLIES | PV             | 65756  | 002 | 09101 | 10/18/2012 | 01PL2252  | 109.94   |
|                  |                          |                 | Summary Total  |        |     |       |            |           | 118.48   |
|                  |                          | CHAIRS FOR PD   | PV             | 65757  | 001 | 09101 | 12/17/2012 | 01PN7606  | 209.56   |
|                  |                          |                 | Summary Total  |        |     |       |            |           | 209.56   |
|                  |                          | OFFICE SUPPLIES | PV             | 65791  | 001 | 09101 | 12/11/2012 | 01PN5532  | 15.10    |
|                  |                          | OFFICE SUPPLIES | PV             | 65791  | 002 | 09101 | 12/11/2012 | 01PN5532  | 7.43     |
|                  |                          |                 | Summary Total  |        |     |       |            |           | 22.53    |
|                  |                          |                 | Payment Amount |        |     |       |            |           | 1,550.21 |
| 100431           | SAFETY KLEEN CORPORATION | RECYCLE OIL     | PV             | 65755  | 001 | 09101 | 11/30/2012 | 928096097 | 101.00   |

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| Payee  |   | Stub                                  | Document |        |     | Due   | Invoice    | Payment    |                            |
|--------|---|---------------------------------------|----------|--------|-----|-------|------------|------------|----------------------------|
| Number | Name / Mailing Address  | Message                               | Ty       | Number | Itm | Co    | Date       | Number     | Amount                     |
|        | SAFETY KLEEN CORPORATION<br>PO BOX 382066<br>PITTSBURGH PA 15250-8066                 |                                       |          |        |     |       |            |            | Summary Total<br>101.00    |
|        |   |                                       |          |        |     |       |            |            | Payment Amount<br>101.00   |
| 100433 | SALVERDA AND ASSOC,<br>DONALD   | K.ULRICH 3 BOOKS                      | PV       | 65707  | 001 | 09101 | 12/1/2012  | P-1202-8C  | 91.85                      |
|        | DONALD SALVERDA AND ASSOC<br>2233 HAMLIN AVE N SUITE 620<br>ROSEVILLE MN 55113        |                                       |          |        |     |       |            |            | Summary Total<br>91.85     |
|        |   |                                       |          |        |     |       |            |            | Payment Amount<br>91.85    |
| 100469 | STREICHER'S POLICE<br>EQUIPMENT   | N. DAHLBERG BOOTS<br>AND MISC PD      | PV       | 65615  | 001 | 09101 | 12/4/2012  | I978210    | 193.86                     |
|        | STREICHER'S POLICE EQUIPMENT<br>LB# 7873<br>P O BOX 9438<br>MINNEAPOLIS MN 55440-9438 |                                       |          |        |     |       |            |            | Summary Total<br>193.86    |
|        |   |                                       |          |        |     |       |            |            | Payment Amount<br>193.86   |
| 100485 | TIMESAVER OFF SITE<br>SECRETARIAL INC   | DEC 2012 MEETINGS                     | PV       | 65758  | 001 | 09101 | 12/16/2012 | M19508     | 682.93                     |
|        | TIMESAVER OFF SITE SECRETARIAL INC<br>28601 HUB DRIVE<br>MADISON LAKE MN 56063-4179   |                                       |          |        |     |       |            |            | Summary Total<br>682.93    |
|        |   |                                       |          |        |     |       |            |            | Payment Amount<br>682.93   |
| 112079 | TOKLE INSPECTIONS INC   | NOVEMBER 12 BILLING                   | PV       | 65708  | 001 | 09101 | 12/5/2012  | 120512     | 1,910.25                   |
|        | TOKLE INSPECTIONS INC<br>1748 123RD AVENUE NW<br>COON RAPIDS MN 55448                 |                                       |          |        |     |       |            |            | Summary Total<br>1,910.25  |
|        |   |                                       |          |        |     |       |            |            | Payment Amount<br>1,910.25 |
| 100494 | TRUGREEN CHEMLAWN INC   | FALL<br>APS-CENTRAL-DRAW-ELM<br>CREST | PV       | 65792  | 001 | 09101 | 12/3/2012  | 6613120312 | 3,158.16                   |
|        | TRUGREEN CHEMLAWN INC<br>P O BOX 170<br>OSSEO MN 55369                                |                                       |          |        |     |       |            |            | Summary Total<br>3,158.16  |

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| Payee          |                               | Stub                              | Document |        |     | Due   | Invoice    | Payment    |           |
|----------------|-------------------------------|-----------------------------------|----------|--------|-----|-------|------------|------------|-----------|
| Number         | Name / Mailing Address        | Message                           | Ty       | Number | Itm | Co    | Date       | Number     | Amount    |
| Payment Amount |                               |                                   |          |        |     |       |            | 3,158.16   |           |
| 111742         | TWIN CITY WATER CLINIC<br>INC | NOV 12 WATER SAMPLES              | PV       | 65793  | 001 | 09601 | 12/3/2012  | 3014       | 150.00    |
| Summary Total  |                               |                                   |          |        |     |       |            | 150.00     |           |
| Payment Amount |                               |                                   |          |        |     |       |            | 150.00     |           |
| 100510         | VERIZON WIRELESS              | NOV/DEC 12 SERVICE                | PV       | 65794  | 001 | 09101 | 12/9/2012  | 2841328949 | 52.04     |
|                | VERIZON WIRELESS              | NOV/DEC 12 SERVICE                | PV       | 65794  | 002 | 09101 | 12/9/2012  | 2841328949 | 26.02     |
|                | P O BOX 25505                 | NOV/DEC 12 SERVICE                | PV       | 65794  | 003 | 09101 | 12/9/2012  | 2841328949 | 26.02     |
| Summary Total  |                               |                                   |          |        |     |       |            | 104.08     |           |
| Payment Amount |                               |                                   |          |        |     |       |            | 104.08     |           |
| 110317         | W PROPERTIES                  | TIF 8 SITE REIMB PER<br>AGREEMENT | PV       | 65782  | 001 | 09208 | 12/27/2012 | 122712     | 15,900.00 |
| Summary Total  |                               |                                   |          |        |     |       |            | 15,900.00  |           |
| Payment Amount |                               |                                   |          |        |     |       |            | 15,900.00  |           |
| 105628         | WELLS CATERING SERVICE        | MEETING 12/11/12                  | PV       | 65616  | 001 | 09101 | 12/11/2012 | 27267      | 123.85    |
| Summary Total  |                               |                                   |          |        |     |       |            | 123.85     |           |
| Payment Amount |                               |                                   |          |        |     |       |            | 123.85     |           |
| 100539         | WRIGHT TIRE SERVICE INC       | TIRES FOR 637                     | PV       | 65759  | 001 | 09101 | 12/12/2012 | 87675      | 485.94    |
| Summary Total  |                               |                                   |          |        |     |       |            | 485.94     |           |
|                | WRIGHT TIRE SERVICE INC       | TIRES FOR 406                     | PV       | 65818  | 001 | 09101 | 12/20/2012 | 87997      | 328.15    |
| Summary Total  |                               |                                   |          |        |     |       |            | 328.15     |           |
| Payment Amount |                               |                                   |          |        |     |       |            | 814.09     |           |
| 112515         | WSB AND ASSOCIATES INC        | SERVICES THROUGH OCT<br>12        | PV       | 65709  | 001 | 09496 | 11/27/2012 | 4 OCT 2012 | 14,567.50 |
| Summary Total  |                               |                                   |          |        |     |       |            | 14,567.50  |           |

R04570

CITY OF RAMSEY  
Create Payment Control Groups

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

| Number | Payee Name / Mailing Address   | Stub Message | Document Ty | Number | Itm | Co    | Due Date   | Invoice Number                           | Payment Amount |
|--------|--|--------------|-------------|--------|-----|-------|------------|--|----------------|
|        | 701 XENIA AVENUE SOUTH SUITE 300<br>MINNEAPOLIS MN 55416             |              |             |        |     |       |            |  | 14,567.50      |
|        |  |              |             |        |     |       |            | Payment Amount                           | 14,567.50      |
| 100543 | ZIEGLER INC  | BLADES       | PV          | 65617  | 001 | 09101 | 11/22/2012 | PC001427582                              | 3,942.94       |
|        | ZIEGLER INC<br>SDS 12-0436<br>PO BOX 86<br>MINNEAPOLIS MN 55486-0436 |              |             |        |     |       |            | Summary Total                            | 3,942.94       |
|        |  |              |             |        |     |       |            | Payment Amount                           | 3,942.94       |
|        |  |              |             |        |     |       |            | Total Amount to be Processed             | 275,592.82     |
|        |  |              |             |        |     |       |            | Total Number of Payments to be Processed | 97             |

CITY OF RAMSEY  
Create Payment Control Groups

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

| Payee  | Stub  | Document           | Due        | Invoice                                  | Payment    |
|--------|---|--------------------|------------|--|------------|
| Number | Name / Mailing Address  | Ty Number Itm Co   | Date       | Number                                   | Amount     |
| 101166 | ALLIED BLACKTOP CO.   | PV 65666 001 09498 | 12/12/2012 | 121212                                   | 28,699.65  |
|        | FINAL PAY EST 2012<br>ST MAINT  |                    |            |  |            |
|        | ALLIED BLACKTOP CO.<br>BITUMINOUS CONTRACTORS<br>10503 89TH AVE N<br>MAPLE GROVE MN 55369 |                    |            | Summary Total                            | 28,699.65  |
|        |   |                    |            | Payment Amount                           | 28,699.65  |
| 113206 | NORTH PINE AGGREGATE<br>INC   | PV 65667 001 09605 | 12/13/2012 | 121312                                   | 87,333.01  |
|        | PAY EST 1 RUM RIVER<br>STRM SEWER   |                    |            |  |            |
|        | NORTH PINE AGGREGATE INC<br>14551 LAKE DRIVE<br>FOREST LAKE MN 55025                      |                    |            | Summary Total                            | 87,333.01  |
|        |   |                    |            | Payment Amount                           | 87,333.01  |
|        | PAY EST 5<br>SUNWOOD/ARMSTRONG  | PV 65668 001 09496 | 12/10/2012 | 121012                                   | 169,555.58 |
|        |   |                    |            | Summary Total                            | 169,555.58 |
|        |   |                    |            | Payment Amount                           | 169,555.58 |
| 101234 | NORTH VALLEY, INC   | PV 65669 001 09204 | 12/11/2012 | 121112                                   | 10,683.48  |
|        | PAY EST 3 ALPINE<br>DRIVE   |                    |            |  |            |
|        | NORTH VALLEY, INC   | PV 65669 002 09204 | 12/11/2012 | 121112                                   | 1,801.10   |
|        | PAY EST 3 ALPINE<br>DRIVE   |                    |            |  |            |
|        | 20015 IGUANA STREET NW<br>NOWTHEN MN 55330  |                    |            | Summary Total                            | 12,484.58  |
|        |   |                    |            | Payment Amount                           | 12,484.58  |
|        |   |                    |            | Total Amount to be Processed             | 298,072.82 |
|        |   |                    |            | Total Number of Payments to be Processed | 4          |

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

**RESOLUTION #13-01-010**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF DECEMBER 6, 2012 THROUGH DECEMBER 28, 2012.**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of December 6, 2012, through December 28, 2012, in the amount of \$1,705,017.88; and

**WHEREAS**, the City Council of the City of Ramsey is required to authorize payment for all disbursement transactions.

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

- 1) That the Ramsey City Council hereby approves the cash disbursements made and authorizes payment of the accounts payable invoices as detailed in the attached Bills List for the period December 6, 2012, through December 28, 2012, in the amount of \$1,705,017.88.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8th day of January 8 2013.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**CC Regular Session**

**4. 5.**

**Meeting Date:** 01/08/2013

**By:** Jackie Lipski, Finance

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**Information**

**Title:**

Adopt Resolution #13-01-015 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 29, 2012 through January 3, 2013

**Funding Source:**

N/A

**Council Action:**

Motion to Adopt Resolution #13-01-015 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 29, 2012 through January 3, 2013.

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**Attachments**

Bills list 1/8/2013

Resolution for Bills list 1/8/2013

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**Form Review**

| <b>Inbox</b>                   | <b>Reviewed By</b>              | <b>Date</b>                     |
|--------------------------------|---------------------------------|---------------------------------|
| Diana Lund                     | Diana Lund                      | 01/02/2013 03:14 PM             |
| Kurt Ulrich                    | Kurt Ulrich                     | 01/03/2013 03:48 PM             |
| Form Started By: Jackie Lipski |                                 | Started On: 01/02/2013 02:54 PM |
|                                | Final Approval Date: 01/03/2013 |                                 |

|   |
|---|
| <p><b>RAMSEY CITY COUNCIL MEETING</b></p> <p><b>1/8/2013</b></p> <p><b>BILLS LIST</b></p> |
|---|

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

| DISBURSEMENT TYPE:                 | <u>SUBMITTED<br/>FOR<br/>APPROVAL</u> |
|------------------------------------|---------------------------------------|
| Purchase Journal:                  |                                       |
| Prepays 12/29/2012-1/3/2013        | 53,555.54                             |
| Accounts Payable 12/29/12-1/3/2013 | 27,068.51                             |
| Payroll 1/3/13                     | 106,546.89                            |

**TOTAL SUBMITTED FOR APPROVAL THIS MEETING**

**\$ 187,170.94**

| <u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>  | <u>APPROVED<br/>PREV. MTG</u> | <u>2012<br/>Y.T.D.</u> |
|---|-------------------------------|------------------------|
| NET PAYROLL TOTAL                                   | \$                            | \$                     |
| - CORRECTION TO PAYROLL                             |                               |                        |
| PREPAIDS  |                               |                        |
| - PREPAID ADJUSTMENTS                               |                               |                        |
| WIRE TRANSFERS FOR DEBT SERVICE                     |                               |                        |
| - CORRECTION TO D.S.                                |                               |                        |
| ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:      |                               |                        |
| - BILLS LIST SUBMITTED                              |                               |                        |
| ADD (DELETE) BILLS LIST SUBMITTED                   |                               |                        |
| PAY ESTIMATE(S)                                     |                               |                        |
| - CHECKS VOIDED                                     | 0.00                          | 0.00                   |
| <b>TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED</b> | <b>\$ 0.00</b>                | <b>\$ 0.00</b>         |

CITY OF RAMSEY

Council Check Register

1/2/2013 -- 12/31/2013

| Check # | Date     | Amount                  | Supplier / Explanation                       | PO # | Doc No | Inv No        | Account No | Subledger | Account Description    |
|---------|----------|-------------------------|--|------|--------|---------------|------------|-----------|------------------------|
| 90603   | 1/2/2013 |                         | <b>111364 ASSURANT EMPLOYEE BENEFITS</b>     |      |        |               |            |           |                        |
|         |          | 1,108.69                | JAN 2013 BILLING                             |      | 65820  | 5413144-JAN13 | 9101.2170  |           | DENTAL/DISABILITY/LIFE |
|         |          | <u>1,108.69</u>         |  |      |        |               |            |           |                        |
| 90604   | 1/2/2013 |                         | <b>106564 BLUE CROSS BLUE SHIELD</b>         |      |        |               |            |           |                        |
|         |          | 50,110.00               | JAN 2013 BILLING                             |      | 65821  | 122012        | 9101.2176  |           | LIFE/HEALTH-EMPLOYEE   |
|         |          | <u>50,110.00</u>        |  |      |        |               |            |           |                        |
| 90605   | 1/2/2013 |                         | <b>106583 DELTA DENTAL PLAN OF MINNESOTA</b> |      |        |               |            |           |                        |
|         |          | 1,793.85                | JAN 2013 BILLING                             |      | 65822  | 5015954       | 9101.2170  |           | DENTAL/DISABILITY/LIFE |
|         |          | <u>1,793.85</u>         |  |      |        |               |            |           |                        |
| 90606   | 1/2/2013 |                         | <b>100882 MSPE</b>                           |      |        |               |            |           |                        |
|         |          | 335.00                  | DUES-L. LINTON 2013                          |      | 65823  | 120712        | 0301.6451  |           | MEMBERSHIP DUES        |
|         |          | <u>335.00</u>           |  |      |        |               |            |           |                        |
| 90607   | 1/2/2013 |                         | <b>100351 NCPERS MINNESOTA</b>               |      |        |               |            |           |                        |
|         |          | 208.00                  | JAN 2013 BILLING                             |      | 65824  | 704800 JAN 13 | 9101.2170  |           | DENTAL/DISABILITY/LIFE |
|         |          | <u>208.00</u>           |  |      |        |               |            |           |                        |
|         |          | <u><u>53,555.54</u></u> | Grand Total                                  |      |        |               |            |           |                        |

Payment Instrument Totals

|                |                  |
|----------------|------------------|
| Check Total    | 53,555.54        |
| Total Payments | <u>53,555.54</u> |

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CITY OF RAMSEY  
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK  
Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2013

| Number | Payee Name / Mailing Address  | Stub Message                                | Ty | Document Number | Item | Co    | Due Date   | Invoice Number | Payment Amount |
|--------|---|---|----|-----------------|------|-------|------------|----------------|----------------|
| 100035 | ANOKA COUNTY CENTRAL COMMUNICATIONS<br>ANOKA COUNTY CENTRAL COMMUNICATIONS<br>325 EAST MAIN STREET<br>ANOKA MN 55303  | MICROPHONE                                  | PV | 65838           | 001  | 09101 | 12/26/2012 | 2012100        | 162.00         |
|        |   |   |    |                 |      |       |            | Summary Total  | 162.00         |
|        |   |   |    |                 |      |       |            | Payment Amount | 162.00         |
| 100036 | ANOKA COUNTY CHIEFS OF POLICE ASSN<br>ANOKA COUNTY CHIEFS OF POLICE ASSN<br>ATTN: KELLY HAIGH (ACSO)<br>ANOKA COUNTY SHERIFF OFFICE<br>13301 HANSON BLVD NW<br>ANDOVER MN 55304 | DUES<br>13-WAY-DWYER-KATERS                 | PV | 65825           | 001  | 09101 | 12/12/2012 | 121212         | 355.50         |
|        |   |   |    |                 |      |       |            | Summary Total  | 355.50         |
|        |   |   |    |                 |      |       |            | Payment Amount | 355.50         |
| 111818 | DEANO'S COLLISION SPECIALISTS INC<br>DEANO'S COLLISION SPECIALISTS INC<br>11063 173RD AVENUE<br>ELK RIVER MN 55330  | REPAIR ON 303                               | PV | 65839           | 001  | 09702 | 12/21/2012 | 34944          | 1,487.57       |
|        |   |   |    |                 |      |       |            | Summary Total  | 1,487.57       |
|        |   |   |    |                 |      |       |            | Payment Amount | 1,487.57       |
| 110379 | FBI LEEDA<br>FBI LEEDA<br>5 GREAT VALLEY PARKWAY<br>SUITE 125<br>MALVERN PA 19355   | 2013 DUES- T. DWYER<br>2013 DUES- J. KATERS | PV | 65827           | 001  | 09101 | 11/15/2012 | 5472-13        | 50.00          |
|        |   |   |    |                 |      |       |            | Summary Total  | 50.00          |
|        |   |   | PV | 65828           | 001  | 09101 | 11/15/2012 | 6516-13        | 50.00          |
|        |   |   |    |                 |      |       |            | Summary Total  | 50.00          |
|        |   |   |    |                 |      |       |            | Payment Amount | 100.00         |
| 100143 | FERGUSON WATERWORKS # 2516<br>FERGUSON WATERWORKS 2516<br>PO BOX 802817<br>CHICAGO IL 60680-2817  | TAX ON INVOICE<br>0004113                   | PV | 65844           | 001  | 09601 | 12/14/2012 | 0004113A       | 464.41         |
|        |   |   |    |                 |      |       |            | Summary Total  | 464.41         |
|        |   |   |    |                 |      |       |            | Payment Amount | 464.41         |
| 113452 | FRATERNAL ORDER OF POLICE- LODGE 2<br>FRATERNAL ORDER OF POLICE- LODGE 2  | 2013 DUES<br>DWYER-KATERS                   | PV | 65826           | 001  | 09101 | 12/12/2012 | 121212         | 50.00          |
|        |   |   |    |                 |      |       |            | Summary Total  | 50.00          |



R04570

CITY OF RAMSEY  
Create Payment Control Groups

Bank Account                   00002224   CASH IN BANK  
Version                        LOGIS003V  
Originator                     JLIPSKI  
Payment Instrument                    Check Payment  
Pay Through Date               12/31/2013

| Number | Payee Name / Mailing Address   | Stub Message                      | Ty | Document Number | Item | Co    | Due Date   | Invoice Number | Payment Amount                                 |
|--------|--|-----------------------------------|----|-----------------|------|-------|------------|----------------|--|
| 100359 | NORTH METRO MAYORS ASSN  | 2013 MEMEBRSHIP DUES              | PV | 65832           | 001  | 09101 | 11/1/2012  | 200-12184      | 10,712.00                                      |
|        | NORTH METRO MAYORS ASSN<br>1000 WESTGATE DRIVE SUITE 252<br>ST PAUL MN 55114 |                                   |    |                 |      |       |            |                | Summary Total<br>10,712.00                     |
|        |  |                                   |    |                 |      |       |            |                | Payment Amount<br>10,712.00                    |
| 106991 | QUILL  | MISC OFFICE SUPPLIES              | PV | 65840           | 001  | 09101 | 12/12/2012 | 16938          | 112.37   |
|        | QUILL<br>PO BOX 37600<br>PHILADELPHIA PA 19101-0600                          |                                   |    |                 |      |       |            |                | Summary Total<br>112.37                        |
|        |  |                                   |    |                 |      |       |            |                | Payment Amount<br>112.37                       |
| 105828 | WELLS CATERING SERVICE   | DEP ON HOLIDAY PARTY              | PV | 65836           | 001  | 09101 | 1/4/2013   | 27301          | 1,173.29                                       |
|        | WELLS CATERING SERVICE<br>7533 SUNWOOD DRIVE SUITE 108<br>RAMSEY MN 55303    |                                   |    |                 |      |       |            |                | Summary Total<br>1,173.29                      |
|        |  |                                   |    |                 |      |       |            |                | Payment Amount<br>1,173.29                     |
| 100539 | WRIGHT TIRE SERVICE INC  | TIRES                             | PV | 65841           | 001  | 09101 | 12/19/2012 | 87968          | 1,144.37                                       |
|        | WRIGHT TIRE SERVICE INC<br>710 WEST MAIN STREET<br>ANOKA MN 55303            |                                   |    |                 |      |       |            |                | Summary Total<br>1,144.37                      |
|        |  |                                   |    |                 |      |       |            |                | Payment Amount<br>1,144.37                     |
| 101257 | YOUTH FIRST  | 2013 DONATION                     | PV | 65835           | 001  | 09101 | 12/5/2012  | 120512         | 7,000.00                                       |
|        | YOUTH FIRST  | 2013 DONATION                     | PV | 65835           | 002  | 09101 | 12/5/2012  | 120512         | 3,000.00                                       |
|        | 6701 HWY 10 NW<br>RAMSEY MN 55303  |                                   |    |                 |      |       |            |                | Summary Total<br>10,000.00                     |
|        |  | DONATION- RE:<br>FIREWOOD AUCTION | PV | 65837           | 001  | 09101 | 1/1/2013   | 010113         | 189.00   |
|        |  |                                   |    |                 |      |       |            |                | Summary Total<br>189.00                        |
|        |  |                                   |    |                 |      |       |            |                | Payment Amount<br>10,189.00                    |
|        |  |                                   |    |                 |      |       |            |                | Total Amount to be Processed<br>27,068.51      |
|        |  |                                   |    |                 |      |       |            |                | Total Number of Payments to be Processed<br>16 |

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

**RESOLUTION #13-01-015**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF DECEMBER 29, 2012 THROUGH JANUARY 3, 2013.**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of December 29, 2012, through January 3, 2013, in the amount of \$187,170.94; and

**WHEREAS**, the City Council of the City of Ramsey is required to authorize payment for all disbursement transactions.

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

- 1) That the Ramsey City Council hereby approves the cash disbursements made and authorizes payment of the accounts payable invoices as detailed in the attached Bills List for the period December 29, 2012, through January 3, 2013, in the amount of \$187,170.94.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8th day of January 8, 2013.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**CC Regular Session**

**4. 6.**

**Meeting Date:** 01/08/2013

**By:** Diana Lund, Finance

**Information**

**Title:**

Adopt Resolution #13-01-001 Approving the City of Ramsey's 2014 Budget Calendar

**Background:**

The city's Charter states that a budget calendar shall be established annually, by resolution, for the following year. Staff has prepared a draft resolution with all of the dates related to budget activities.

**Council Action:**

Motion to adopt Resolution #13-01-001 Approving the City of Ramsey's 2014 Budget Calendar.

**Attachments**

Resolution #13-01-001 Resolution Approving the City's 2014 Budget Calendar

**Form Review**

| <b>Inbox</b>                    | <b>Reviewed By</b> | <b>Date</b>                     |
|---------------------------------|--------------------|---------------------------------|
| Kurt Ulrich                     | Diana Lund         | 12/31/2012 01:39 PM             |
| Diana Lund                      | Diana Lund         | 12/31/2012 02:00 PM             |
| Kurt Ulrich                     | Kurt Ulrich        | 01/03/2013 12:14 PM             |
| Diana Lund                      | Diana Lund         | 01/03/2013 12:29 PM             |
| Kurt Ulrich                     | Kurt Ulrich        | 01/03/2013 03:08 PM             |
| Diana Lund                      | Diana Lund         | 01/03/2013 03:19 PM             |
| Kurt Ulrich                     | Kurt Ulrich        | 01/03/2013 03:31 PM             |
| Diana Lund                      | Diana Lund         | 01/03/2013 03:33 PM             |
| Kurt Ulrich                     | Kurt Ulrich        | 01/03/2013 03:36 PM             |
| Form Started By: Diana Lund     |                    | Started On: 12/26/2012 12:13 PM |
| Final Approval Date: 01/03/2013 |                    |                                 |

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #13-01-001**

**RESOLUTION APPROVING THE CITY OF RAMSEY'S 2014 BUDGET CALENDAR**

**WHEREAS**, the Ramsey City Charter states that a budget calendar shall be established annually by resolution; and

**WHEREAS**, the City of Ramsey's Finance Committee recommends the Council adopt the following calendar:

- |               |  |
|---------------|--|
| January 8     | Council adopts the 2014 Budget Calendar.   |
| January 14-25 | City Council and Staff Leadership Team meet to Review and Develop a Three-Year Strategic Action Plan.  |
| February 18   | Finance Officer to distribute summary of 2014 staffing and capital outlay requests and forms for 2014 staffing and capital outlay requests to Department Heads and supervisors.  |
| March 4       | Department Heads and supervisors submit staffing and capital outlay revisions/requests for 2014 to Finance Director and City Administrator.  |
| March 11      | Finance Director summarizes staffing and capital outlay revisions/requests for 2014 and distributes to Department Heads and supervisors.   |
| March 11      | Initial budget work sessions with Department Heads and supervisors to <b>review</b> 2014 staffing and capital outlay requests.   |
| March 25      | Budget work session with Department Heads and supervisors to discuss <b>outcome</b> of staffing/capital outlay requests.   |
| April 29      | Finance Director to distribute 2014 Cost Center Budget Worksheets to Department Heads and supervisors. Worksheets include actual expenditures for 2010, 2011, 2012, 2013-year-to-date and adopted 2013 budget.                     |
| April 29      | Finance Director to distribute listing of fixed assets as of December 31, 2012 to Department Heads and supervisors for review including item existence, accuracy, replacement values and number of years remaining in useful life. |
| April 29      | Finance Director to distribute current Schedule of Rates, Fees and Charges to staff.   |
| April 29      | City Administrator to distribute most recent version of goals, objectives and 3-year departmental plans to Department Heads and supervisors.   |

- Department Heads and supervisors to submit completed budget worksheets and accompanying justifications to the Finance Director.
- May 28 Department Heads and supervisors to return listing of fixed assets to the Finance Director with any corrections noted.
- May 28 Staff to return Schedule of Rates, Fees and Charges to the Finance Director with recommendations for 2013 amendments noted.
- May 28 Department Heads and supervisors to submit goals, objectives and 3-year departmental plans to the City Administrator.
- June 6 Park and Recreation Commission to review 2014-2018 Parks Capital Improvement Program.
- June 24-July 5 City Administrator and staff work sessions on the preliminary 2014 budget. Finance Committee work sessions on the proposed 2014 municipal budget.
- July 1 City Administrator to distribute preliminary goals, objectives and 3-year departmental plans for staff work sessions.
- July 23 Finance Director and City Administrator submit preliminary budget to the Finance Committee.
- July 30 Department of Revenue certifies LGA amounts to all cities with populations over 2,500 and those receiving LGA.
- August 1 Park and Recreation Commission to adopt 2014-2018 Parks Capital Improvement Program.
- August 19 Counties notify cities of the dates, which school districts, metropolitan special districts, and the county have selected for 2013 Truth in Taxation Hearings.
- August 5 -  
September 6 Final Budget Work sessions before adoption of proposed budget/levy.
- August 19 Department Heads and supervisors to submit items to be included in the 2014-2018 Capital Improvement Program.
- August 27 Finance Committee and City Council review and adopt the 2014-2018 Parks Capital Improvement Program.
- August 26-  
August 30 Staff work sessions to review goals, objectives and 5-year departmental plans.
- September 10 Finance Committee recommends a 2014 Proposed Municipal Budget; 2013 Levy, Payable 2014, Proposed Municipal Levy to the City Council.

|                              |   |
|------------------------------|---|
| September 10                 | City Council adopts the 2014 Proposed Municipal Budget; 2013 Levied Payable 2014 Proposed Municipal Levy and sets the 2013 hearing dates for the 2014 Budget Public Hearing(s). |
| September 13                 | City certifies 2014 Proposed Municipal Budget; 2013 Payable 2014 Proposed Municipal Levy and 2014 Budget Public Hearing date.   |
| September/October            | Finance Committee and Council work sessions as needed.  |
| Sept 16-Sept 27              | City Council work sessions on 2014 Goals, Objectives and 3-Year Departmental Plans.   |
| October 22                   | Finance Committee and City Council review and adopt 2014-2018 Capital Improvement Program.  |
| November 8-29                | County mails notice of proposed property taxes for payable 2014.  |
| November 26                  | Finance Committee and City Council to review and adopt the 2014 Schedule of Rates, Fees and Charges.  |
| November 26                  | 2013 Goals, Objectives and 3-Year Departmental Plans submitted to City Council for adoption.  |
| November 28 -<br>December 27 | Public Hearing(s) on Final 2014 Municipal Budget and Levy   |
| December 10                  | Adopt 2014 Municipal Budget and Final 2013, Payable 2014 Levy   |
| December 27                  | Final levy certification to County auditor and certification of compliance with Truth in Taxation requirements to the Department of Revenue.                                    |

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

- 1) That the City Council of Ramsey hereby approves the 2014 Budget Calendar.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January, 2013.

---

Mayor

**ATTEST:**

---

City Clerk

**CC Regular Session**

4. 7.

**Meeting Date:** 01/08/2013

**Submitted For:** MaryJo Warner

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

**Information**

**Title:**

Adopt Resolution 13-01-011 Authorizing Partial Payment to North Valley Inc for IP 12-23 Alpine Drive Reconstruction

**Background:**

Resolution and Pay Request Attached.

**Recommendation:**

Civil Engineer II has inspected the completed work and recommends partial payment to North Valley Inc. for IP 12-23; Alpine Drive Reconstruction in the amount of \$12,484.58.

**Council Action:**

Motion to Adopt Resolution #13-01-011 authorizing partial payment to North Valley Inc for IP 12-23; Alpine Drive Reconstruction in the amount of \$12,484.58.

**Attachments**

Resolution

Pay Request

**Form Review**

| <b>Inbox</b>                   | <b>Reviewed By</b> | <b>Date</b>                     |
|--------------------------------|--------------------|---------------------------------|
| Hakanson Anderson Engineering  | MaryJo Warner      | 01/02/2013 10:26 AM             |
| Mary Jo Warner                 | MaryJo Warner      | 01/02/2013 11:09 AM             |
| Hakanson Anderson Engineering  | Shane Nelson       | 01/02/2013 12:32 PM             |
| Kurt Ulrich                    | Kurt Ulrich        | 01/03/2013 11:34 AM             |
| Mary Jo Warner                 | MaryJo Warner      | 01/03/2013 12:45 PM             |
| Hakanson Anderson Engineering  | Shane Nelson       | 01/03/2013 01:53 PM             |
| Kurt Ulrich                    | Kurt Ulrich        | 01/03/2013 02:57 PM             |
| Form Started By: MaryJo Warner |                    | Started On: 12/20/2012 01:32 PM |

Final Approval Date: 01/03/2013

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #13-01-011**

**RESOLUTION APPROVING 3<sup>rd</sup> PARTIAL PAYMENT TO NORTH VALLEY INC FOR CITY  
PROJECT 12-23,  
ALPINE DRIVE RECONSTRUCTION**

**WHEREAS**, on July 24, 2012 the Ramsey City Council accepted the plans and authorized the solicitation of bids; and

**WHEREAS**, pursuant to an advertisement for bids for Improvement Project 12-23; Alpine Drive Reconstruction, bids were received, opened and tabulated according to law; and

**WHEREAS**, North Valley Inc. is the lowest responsible bidder; and

**WHEREAS**, as of December 26, 2012 \$259,548.69 has been paid to date; and

**WHEREAS**, Civil Engineer II has inspected the completed work and recommends partial payment to North Valley Inc. in the amount of \$12,484.58.

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

- 1) That the City Council hereby authorizes partial payment to North Valley Inc. for Improvement Project 12-23; Alpine Drive Reconstruction in the amount of \$12,484.58.
- 2) That the City Council hereby accepts the project and authorizes the Mayor or City Administrator to sign the release form for this payment.
- 3) That the total amount of this payment is not included in resolutions approving payment of bills for the date of December 26, 2012.
- 4) That the City of Ramsey Finance Department will be provided a signed copy of this resolution.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January 2013.

---

Mayor

**ATTEST:**

---

City Clerk

Pay Estimate Summary Sheet  
IP 12-23; Alpine Drive Reconstruction  
SAP 199-107-009  
City of Ramsey

Estimate no. 3

|  |    |            |
|--|----|------------|
| TOTAL CONTRACT                             | \$ | 277,861.67 |
| TOTAL CONTRACT                             | \$ | 277,861.67 |
| STORED MATERIALS                           |    |            |
| TOTAL, COMPLETED WORK TO DATE              | \$ | 277,584.97 |
| TOTAL WORK COMPLETED PLUS STORED MATERIALS | \$ | 277,584.97 |
| RETAINED PERCENTAGE 2%                     | \$ | 5,551.70   |
| NET AMOUNT DUE TO CONTRACTOR TO DATE       | \$ | 272,033.27 |
| TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES    | \$ | 259,548.69 |
| PAY CONTRACTOR PER ESTIMATE NO. 3          | \$ | 12,484.58  |

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items, quantities and prices of work and material shown on the this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between owner and the undersigned Contractor, and as amended by any authorized changes and the foregoing is a true and correct statement of the contract amount for the period covered by this estimate.

Contractor: North Valley , Inc

By *Bob See* *President*  
Name Title

Date *12/11/2012*

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:  
ENGINEER: CITY OF RAMSEY

By *Leonard Linton* Civil Engineer II  
Leonard Linton, PE

Date *11 DEC 2012*

APPROVED FOR PAYMENT:

OWNER: City of Ramsey

By *Steve N...* *INTERIM CITY ENGINEER* *12/13/12*  
Name Title Date

**CC Regular Session**

**4. 8.**

**Meeting Date:** 01/08/2013

**Submitted For:** MaryJo Warner

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

**Information**

**Title:**

Adopt Resolution #13-01-013 Authorizing Partial Payment to North Pine Aggregate for IP 12-20; Sunwood Drive Realignment.

**Background:**

Resolution and Pay Request Attached.

**Recommendation:**

The Engineering Technician IV has inspected the completed work and recommends partial payment to North Pine Aggregate for IP 12-20; Sunwood Drive Realignment in the amount of \$169,555.58.

**Council Action:**

Motion to adopt Resolution #13-01-013 authorizing partial payment to North Pine Aggregate for IP 12-20; Sunwood Drive Realignment in the amount of \$169,555.58.

**Attachments**

Resolution

Request

**Form Review**

| <b>Inbox</b>                   | <b>Reviewed By</b> | <b>Date</b>                     |
|--------------------------------|--------------------|---------------------------------|
| Hakanson Anderson Engineering  | MaryJo Warner      | 01/02/2013 10:27 AM             |
| Mary Jo Warner                 | MaryJo Warner      | 01/02/2013 11:09 AM             |
| Hakanson Anderson Engineering  | Shane Nelson       | 01/02/2013 12:35 PM             |
| Kurt Ulrich                    | Kurt Ulrich        | 01/03/2013 11:34 AM             |
| Mary Jo Warner                 | MaryJo Warner      | 01/03/2013 01:05 PM             |
| Hakanson Anderson Engineering  | Shane Nelson       | 01/03/2013 01:53 PM             |
| Kurt Ulrich                    | Kurt Ulrich        | 01/03/2013 03:07 PM             |
| Form Started By: MaryJo Warner |                    | Started On: 12/21/2012 03:59 PM |

Final Approval Date: 01/03/2013

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #13-01-013**

**RESOLUTION AUTHORIZING PARTIAL PAYMENT TO NORTH PINE  
AGGREGATE FOR CITY IMPROVEMENT  
PROJECT #12-20; SUNWOOD DRIVE REALIGNMENT**

**WHEREAS**, on June 28, 2011 the Ramsey Housing and Redevelopment Authority awarded an engineering services contract to Landform Professional Services to complete the necessary Ramsey Town Center AUAR updates, and prepare of a feasibility study for the realignment of Sunwood Drive NW; and

**WHEREAS**, on July 26, 2011 the Ramsey City Council awarded an engineering services contract to WSB & Associates to prepare a feasibility study for the portion of the Sunwood Drive realignment contained within Anoka County right-of-way, and assist in completing updates to the existing Ramsey Town Center AUAR; and

**WHEREAS**, on January 24, 2012 the Ramsey City Council accepted the feasibility studies and called for the preparation of plans and specifications for City Improvement Project #12-20; Sunwood Drive Realignment; and

**WHEREAS**, on May 22, 2012 the Ramsey City Council accepted the plans and specifications and authorized the solicitation of bids; and

**WHEREAS**, North Pine Aggregates, Inc is the lowest responsible bidder; and

**WHEREAS**, as of December 26, 2012 \$1,966,409.94 has been paid to date; and

**WHEREAS**, Engineering Technician IV has inspected the completed work and recommends partial payment to North Pine Aggregate, Inc. in the amount of \$169,555.58.

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

- 1) That the City Council hereby authorizes partial payment to North Pine Aggregates, Inc. for Improvement Project #12-20; CSAH 83(Armstrong Boulevard) – Sunwood Drive in the amount of \$169,555.58.
- 2) That the City Council hereby accepts the project and authorizes the Mayor or City Administrator to sign the release form for this payment.
- 3) That the total amount of this payment is not included in resolutions approving payment of bills for the date of December 26, 2012.
- 4) That the City of Ramsey Finance Department will be provided a signed copy of this resolution.

**RESOLUTION #13-01-013**

**Page 1 of 2**

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 9th day of January 2013.

---

Mayor

**ATTEST:**

---

City Clerk

Pay Estimate Summary Sheet  
IP 12-20; CSAH 83 (ARMSTRONG BOULEVARD)- SUNWOOD DRIVE  
SAP 199-020-010 199-104-010  
City of Ramsey

Estimate no 5

|  |                 |
|--|-----------------|
| TOTAL CONTRACT                             | \$ 2,342,825.81 |
| CHANGE ORDERS (#1,#2,#3,#4)                | \$ 77,647.09    |
| TOTAL WITH CHANGE ORDERS                   | \$ 2,420,472.91 |
| STORED MATERIALS                           |                 |
| TOTAL, COMPLETED WORK TO DATE              | \$ 2,179,556.65 |
| TOTAL WORK COMPLETED PLUS STORED MATERIALS | \$ 2,179,556.65 |
| RETAINED PERCENTAGE 2%                     | \$ 43,591.13    |
| NET AMOUNT DUE TO CONTRACTOR TO DATE       | \$ 2,135,965.52 |
| TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES    | \$ 1,966,409.94 |
| PAY CONTRACTOR PER ESTIMATE NO. 5          | \$ 169,555.58   |

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items, quantities and prices of work and material shown on the this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between owner and the undersigned Contractor, and as amended by any authorized changes and the foregoing is a true and correct statement of the contract amount for the period covered by this estimate.

Contractor: North Pine Aggregates, Inc.

By *Kevin D. Johnson* Name Project Mgr. Title 12/10/12

Date 12/10/12

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:  
ENGINEER: CITY OF RAMSEY

By *Leonard Linton* Name Leonard Linton, PE Title Civil Engineer II

Date 11 DEC 2012

APPROVED FOR PAYMENT:  
OWNER: City of Ramsey

By *Steve* Name INTERIM CITY ENGINEER Title 12/13/12 Date

**CC Regular Session**

**4.9.**

**Meeting Date:** 01/08/2013

**Submitted For:** MaryJo Warner

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

**Information**

**Title:**

Adopt Resolution #13-01-014 Authorizing Partial Payment to North Pine Aggregate Inc. for IP 12-28; Rum River Hills Sewer Replacement

**Background:**

Resolution and Pay Request Attached.

**Recommendation:**

The Civil Engineer II has inspected the completed work and recommends partial payment to North Pine Aggregate Inc. for IP 12-28; Rum River Hills Storm Sewer Replacement in the amount of \$87,333.01.

**Council Action:**

Motion to adopt Resolution #13-01-014 authorizing partial payment to North Pine Aggregate Inc. for IP 12-28; Rum River Hills Storm Sewer Replacement in the amount of \$87,333.01.

**Attachments**

Resolution

Pay Request

**Form Review**

| <b>Inbox</b>                   | <b>Reviewed By</b> | <b>Date</b>                     |
|--------------------------------|--------------------|---------------------------------|
| Hakanson Anderson Engineering  | MaryJo Warner      | 01/02/2013 10:29 AM             |
| Mary Jo Warner                 | MaryJo Warner      | 01/02/2013 11:09 AM             |
| Hakanson Anderson Engineering  | Shane Nelson       | 01/02/2013 12:36 PM             |
| Kurt Ulrich                    | Kurt Ulrich        | 01/03/2013 11:39 AM             |
| Mary Jo Warner                 | MaryJo Warner      | 01/03/2013 01:09 PM             |
| Hakanson Anderson Engineering  | Shane Nelson       | 01/03/2013 01:54 PM             |
| Kurt Ulrich                    | Kurt Ulrich        | 01/03/2013 03:07 PM             |
| Form Started By: MaryJo Warner |                    | Started On: 12/21/2012 04:09 PM |

Final Approval Date: 01/03/2013

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #13-01-014**

**RESOLUTION APPROVING 1<sup>ST</sup> PARTIAL PAYMENT TO NORTH PINE AGGREGATE INC FOR IP 12-28; RUM RIVER HILLS STORM SEWER REPLACEMENT**

**WHEREAS**, on September 25, 2012 the Ramsey City Council authorized City staff to prepare plans and specifications for storm sewer improvements for Rum River Hills Golf Course; and

**WHEREAS**, pursuant to an advertisement for bids for Improvement Project 12-28; Rum River Hills Storm Sewer Replacement, bids were opened and tabulated according to law; and

**WHEREAS**, North Pine Aggregate Inc. is the lowest responsible bidder; and

**WHEREAS**, as of December 26, 2012 \$0 has been paid to date; and

**WHEREAS**, Civil Engineer II, Leonard Linton has inspected the completed work and recommends partial payment to North Pine Aggregate in the amount of \$87,333.01.

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

- 1) That the City Council hereby authorizes partial payment to North Pine Aggregate Inc. for Improvement Project #12-28; 2012 Storm Sewer Improvements in the amount of \$87,333.01.
- 2) That the City Council hereby accepts the project and authorizes the Mayor or City Administrator to sign the release form for this payment.
- 3) That the total amount of this payment is not included in resolutions approving payment of bills for the date of December 26, 2012.
- 4) That the City of Ramsey Finance Department will be provided a signed copy of this resolution.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January 2013.

---

Mayor

**ATTEST:**

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City Clerk

Pay Estimate Summary Sheet  
 IP 12-28; Rum River Hills Storm Sewer Replacement

City of Ramsey

ADDITIONAL WORK

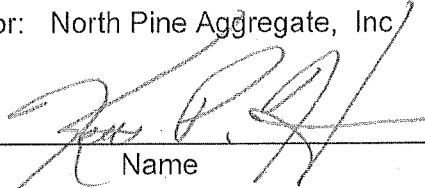
TOTAL CONTRACT W/ ADDITIONAL WORK 1

|  |    |            |
|--|----|------------|
| TOTAL CONTRACT                             | \$ | 98,211.40  |
| ADDITIONAL WORK                            | \$ | 1,950.00   |
| TOTAL CONTRACT W/ ADDITIONAL WORK          | \$ | 100,161.40 |
| STORED MATERIALS                           |    |            |
| TOTAL, COMPLETED WORK TO DATE              | \$ | 89,115.31  |
| TOTAL WORK COMPLETED PLUS STORED MATERIALS | \$ | 89,115.31  |
| RETAINED PERCENTAGE 2%                     | \$ | 1,782.31   |
| NET AMOUNT DUE TO CONTRACTOR TO DATE       | \$ | 87,333.01  |
| TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES    | \$ | -          |
| PAY CONTRACTOR PER ESTIMATE NO. 1          | \$ | 87,333.01  |

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items, quantities and prices of work and material shown on the this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between owner and the undersigned Contractor, and as amended by any authorized changes and the foregoing is a true and correct statement of the contract amount for the period covered by this estimate.


Contractor: North Pine Aggregate, Inc/

By  Project Manager  
 Name Title

Date 12/10/12

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: CITY OF RAMSEY

By  Civil Engineer II  
 Leonard Linton, PE

Date 11 DEC 2012

APPROVED FOR PAYMENT:

OWNER: City of Ramsey

By  INTERIM CITY ENGINEER 12/13/12  
 Name Title Date

**CC Regular Session**

**4. 10.**

**Meeting Date:** 01/08/2013

**Submitted For:** MaryJo Warner

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

**Information**

**Title:**

Adopt Resolution 13-01-012 Authorizing Final Payment to Allied Blacktop for IP 12-00 2012 Street Maintenance Program

**Background:**

Resolution and Pay Request Attached.

**Recommendation:**

The Engineering Technician IV has inspected the completed work and recommends final payment to Allied Blacktop for IP 12-00; 2012 Street Maintenance Program in the amount of \$28,699.65.

**Council Action:**

Motion to adopt Resolution #13-01-012 authorizing final payment to Allied Blacktop for IP 12-00; 2012 Street Maintenance Program in the amount of \$28,699.65.

**Attachments**

Resolution

Pay Request

**Form Review**

| <b>Inbox</b>                   | <b>Reviewed By</b> | <b>Date</b>                     |
|--------------------------------|--------------------|---------------------------------|
| Hakanson Anderson Engineering  | MaryJo Warner      | 01/02/2013 10:27 AM             |
| Mary Jo Warner                 | MaryJo Warner      | 01/02/2013 11:09 AM             |
| Hakanson Anderson Engineering  | Shane Nelson       | 01/02/2013 12:33 PM             |
| Kurt Ulrich                    | Kurt Ulrich        | 01/03/2013 11:39 AM             |
| Mary Jo Warner                 | MaryJo Warner      | 01/03/2013 01:00 PM             |
| Hakanson Anderson Engineering  | Shane Nelson       | 01/03/2013 01:53 PM             |
| Kurt Ulrich                    | Kurt Ulrich        | 01/03/2013 02:57 PM             |
| Form Started By: MaryJo Warner |                    | Started On: 12/21/2012 03:24 PM |

Final Approval Date: 01/03/2013

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #13-01-012**

**RESOLUTION AUTHORIZING FINAL PAYMENT TO ALLIED BLACKTOP FOR  
CITY IMPROVEMENT  
PROJECT #12-00; 2012 STREET MAINTENANCE PROGRAM**

**WHEREAS**, on March 13, 2012 the Ramsey City Council ordered Improvement Project 12-00; 2012 Street Maintenance Program, and called for the preparation of plans and specifications; and

**WHEREAS**, on May 22, 2012 the Ramsey City Council accepted the plans and authorized the solicitation of bids; and

**WHEREAS**, pursuant to an advertisement for bids for Improvement Project 12-00; 2012 Street Maintenance Program, bids were received, opened and tabulated according to law; and

**WHEREAS**, Allied Blacktop Company is the lowest responsible bidder; and

**WHEREAS**, as of December 26, 2012 \$497,318.27 has been paid to date; and

**WHEREAS**, Engineering Technician IV has inspected the completed work and recommends final payment to Allied Blacktop Company in the amount of \$28,699.65.

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

- 1) That the City Council hereby authorizes final payment to Allied Blacktop Company for Improvement Project #12-00; 2012 Street Maintenance Program in the amount of \$28,699.65.
- 2) That the City Council hereby accepts the project and authorizes the Mayor or City Administrator to sign the release form for this payment.
- 3) That the total amount of this payment is not included in resolutions approving payment of bills for the date of December 26, 2012.
- 4) That the City of Ramsey Finance Department will be provided a signed copy of this resolution.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 08<sup>th</sup> day of January 2013.

---

Mayor

**ATTEST:**

---

City Clerk

Pay Estimate Summary Sheet  
IP 12-00 2012 Street Maintenance Program

City of Ramsey

Estimate no

3 (Final)

|  |    |            |
|--|----|------------|
| TOTAL CONTRACT                             | \$ | 514,110.74 |
| STORED MATERIALS                           |    |            |
| TOTAL, COMPLETED WORK TO DATE              | \$ | 526,017.92 |
| TOTAL WORK COMPLETED PLUS STORED MATERIALS | \$ | 526,017.92 |
| RETAINED PERCENTAGE 5%                     | \$ | -          |
| NET AMOUNT DUE TO CONTRACTOR TO DATE       | \$ | 526,017.92 |
| TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES    | \$ | 497,318.27 |
| PAY CONTRACTOR PER ESTIMATE NO. 3 (Final)  | \$ | 28,699.65  |

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items, quantities and prices of work and material shown on the this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between owner and the undersigned Contractor, and as amended by any authorized changes and the foregoing is a true and correct statement of the amount for the Final Estimate, the provisions of M.S. 290.92 have been complied with and that all claims against me by reason of the contract have been paid or satisfactorily secured.

Contractor: Allied Blacktop Company

By Pet M. Cipriani President  
Name Title

Date 12-12-12

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: CITY OF RAMSEY

By Leonard Linton Civil Engineer II  
Name Title

Date 13 DEC 2012

APPROVED FOR PAYMENT:

OWNER: City of Ramsey

By Frank Noe INTERIM CITY ENGINEER 12/13/12  
Name Title Date

**Meeting Date:** 01/08/2013

**By:** Mark Riverblood, Engineering/Public Works

---

**Information**

**Title:**

Adopt Resolution #13-01-007 Warranting 2013 Restroom and Shelter Construction for Riverdale Park as Local Match for the Mississippi River Trail Grant

**Background:**

In 2009, City Council authorized staff to submit the first grant application for the Mississippi River Trail (MRT), together with a supporting Resolution that warrantied a minimum local cash match of 20%. This project consisted primarily of trails and bridges beginning at King's Island in Anoka continuing west to the existing north south trail (across from City Hall) down to the river in Mississippi West Regional Park. (Please see exhibit #1 and #2 for an overview.)

The City of Ramsey submitted the grant application on behalf of the two cities and was successful in receiving Federal funding in the amount of \$387,808 - for a project then believed to be approximately \$509,487 in scope (**not** including engineering and administration costs). The city of Anoka and Ramsey are now in the process of submitting the Project Memorandum (PM) to the Metropolitan Council for Federal approvals for this 2013 project.

During the cost estimates portion of the PM preparation it became apparent that the larger project would be considerably more than estimated, due (in part) to the omission of mobilization costs and erosion control; as well as clearing and grubbing expenses on King's Island that were understood (at the time of the grant application) to be performed by the city of Anoka in-house, and not directly included in the Federal grant funded project.

Somewhat similar to the last item above, the grant application listed a shelter and restroom for Riverdale Park (a neighborhood park mid-point on this segment of the MRT in Ramsey), to be wholly funded by the city of Ramsey - but as one element of the local match. During the PM preparation it was learned that if a project element is named in the grant application, that element would need to be constructed to all the Federal standards and processes and included with the bidding. In the case of restroom and shelter, this would add unnecessary costs to the project, as it adds complexity to what is otherwise a trail and bridge project - plus, with more trades (subcontractors) involved, the general contractor would add his/her overhead and coordination costs on top of the base prices.

**Observations:**

Due to the larger than expected project costs (mostly associated with King's Island), staff submitted a Scope Change request to Metropolitan Council (administrators of these Federal monies), to remove incidental items from the project and also requesting that the restroom and shelter be removed from the Federal regulated project - but still be constructed by the city of Ramsey in 2013.

A committee of Met Council approved the request provided that City Council approve a Resolution, assuring the shelter and restroom be provided in 2013. Thus the purpose of this case.

The restroom and shelter was a 2012 Parks Capital Improvement project that was carried forward within the proposed 2013 CIP for 2013 construction and was recommended in several years for implementation by the Park and Recreation Commission. (This Resolution and an update on the larger MRT project will be brought forward as an informational item to the Park and Recreation Commission at their January 10th, 2013 regular meeting.)

**Recommendation:**

Staff recommends approving this Resolution noting that:

#1 The restroom and shelter for Riverdale Park was identified as part of the local match for the Mississippi River Trail project grant application approved by City Council Resolution in 2009. Additionally, it was included in the 2012 Capital Improvement Project (CIP) and then forwarded again as part of the proposed 2013 CIP.

#2 Each Parks Capital Improvement project (in aggregate) is going to be reviewed by City Council at work session later this winter.

#3 As part of the above discussion, the Mississippi River Trail (MRT) project will also come before Council due to the increases in cost estimates.

#4 The Riverdale restroom and shelter will also come before City Council for specific approval after quotes are received.

#5 If the MRT project would not move forward for any reason, the Resolution becomes, in effect, moot.

#6 Lastly, the restroom and shelter for Riverdale Park are 'stand alone' improvements and have important benefits to any park patrons in the vicinity of the neighborhood park - with or without relationship to the regional trail, and therefore should move forward, subsequent to approval (#4 above).

**Funding Source:**

The funding source (as identified in the Parks' CIP) is the Park Improvement Trust Fund (which has an approximate beginning year balance of \$4.2 million dollars).

Note: Approval of this Resolution does not authorize any expenditures - but does warrant that the project will be performed.

**Council Action:**

Approve Resolution 13-01-007 Warranting 2013 Restroom and Shelter Construction for Riverdale Park as Local Match for the Mississippi River Trail Grant

---

**Attachments**

MRT East Half

MRT West Half

Shelter and Restroom Exhibit

Resolution #13-01-007

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**Form Review**

**Inbox**  
Grant Riemer  
Kurt Ulrich

**Reviewed By**  
Grant Riemer  
Kurt Ulrich

**Date**  
01/02/2013 11:51 AM  
01/03/2013 03:22 PM  
Started On: 12/31/2012 01:48 PM

Form Started By: Mark Riverblood

Final Approval Date: 01/03/2013



Riverdale Park

New Shelter with Restrooms

Riverdale Drive

8' Concrete Trail

US Highway 10 & Highway 169

Rivlyn Avenue

Proposed Bridge

Gravel Pit Pond

King's Island

Proposed Bridge

Anoka's Mississippi  
Community Park

Mississippi West Regional Park

Mississippi River

Existing Trail

Proposed Trail



← Ramsey Town Center

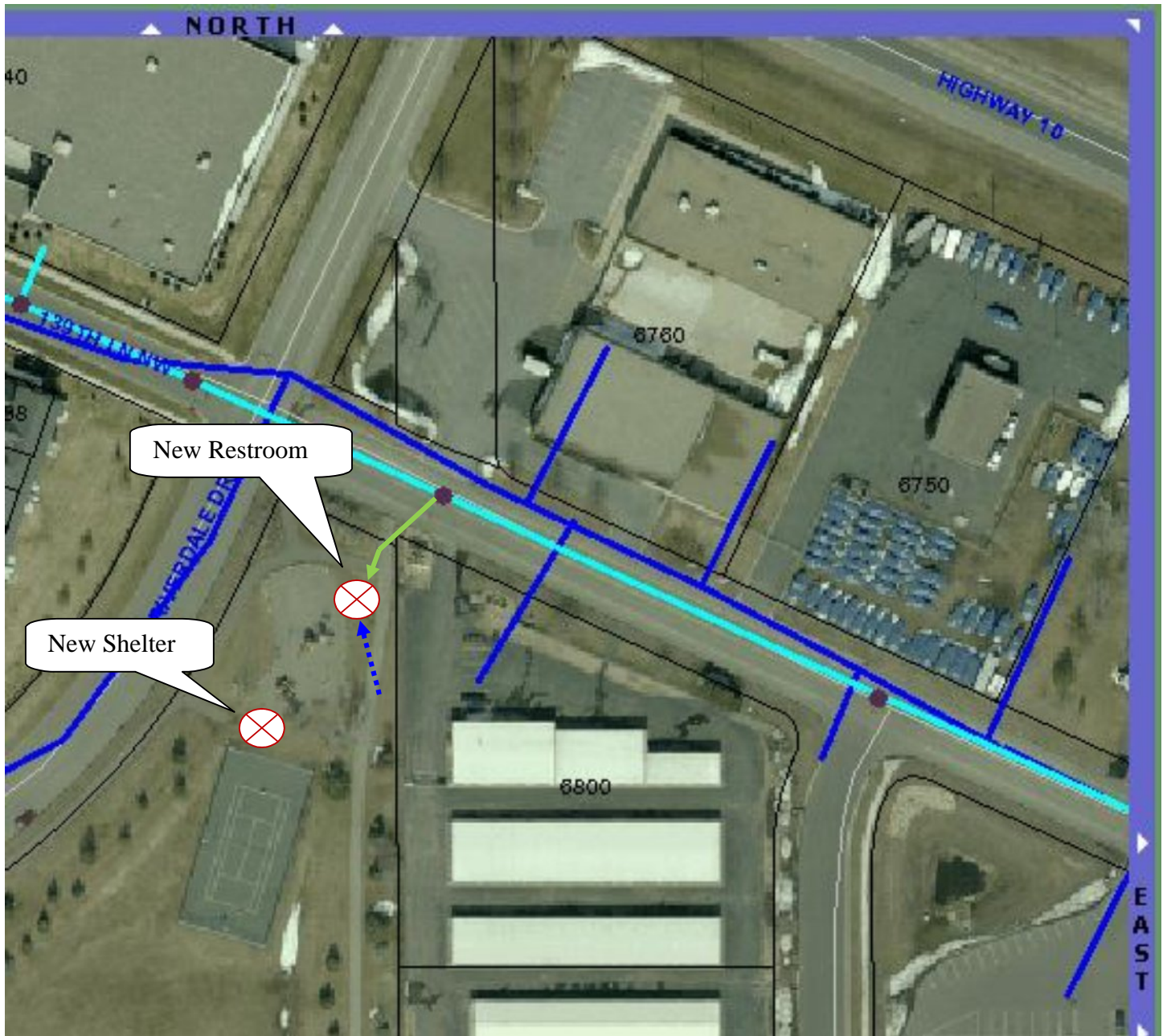
Proposed Pedestrian  
Overpass

Mississippi West  
Regional Park

US Highway 10 & Highway 169

Riverdale Park

- Existing Trail
- Proposed Trail
- Proposed Pedestrian Overpass



Green line would be new PVC sanitary connection to manhole

Blue dashed line represents new 1 1/4 poly water line connection to potable water routed to irrigation supply

(Light blue existing sanitary sewer with manholes)

(Dark blue existing watermain)

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

**RESOLUTION #13-01-007**

**RESOLUTION 13-01-007 WARRANTING 2013 RESTROOM AND SHELTER CONSTRUCTION FOR RIVERDALE PARK AS LOCAL MATCH FOR THE MISSISSIPPI RIVER TRAIL**

**WHEREAS**, the City of Ramsey has passed a resolution supporting regional trail status for the planned for, and existing trails along the Mississippi River within Anoka and Ramsey; and

**WHEREAS**, the Metropolitan Council did grant the regional trail status for this trail in 2006; and

**WHEREAS**, the Mississippi River Trail will link together the cities of Anoka and Ramsey, Bunker Lake and Rum River Regional Trails, as well as being a key link in the National trail system and generate local and regional tourism revenue; and

**WHEREAS**, this trail may also be extended to connect the Historic Oliver Kelley Farm, Ramsey's COR, and the Ramsey Northstar Transit Station; and

**WHEREAS**, the Metropolitan Council did award Federal grant funds as part of Transportation Enhancements for funding year 2013 in the amount of \$387,808 for this regional trail; and

**WHEREAS**, the city of Anoka and Ramsey, as part of the Federal grant Project Memorandum submission, have requested that the local match of a shelter and restroom for Riverdale Park be constructed in 2013, but separated from the Federal processes associated with the trail grant as intended within the grant application and earlier 2009 City Council Resolution supporting Transportation Enhancement funding; and

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

The City of Ramsey hereby warrants that a restroom including sewer and water service and shelter will be constructed at Riverdale Park before the conclusion of the construction and Federal reporting for Transportation Enhancement funded Mississippi River Trail eligible for reimbursement.

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

and the following voted against:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January 2013.

---

Mayor

**ATTEST:**

---

City Clerk

**CC Regular Session**

**7. 1.**

**Meeting Date:** 01/08/2013

**By:** Jo Thieling, Administrative Services

---

**Information**

**Title:**

2013 Council Organization

**Background:**

Each year, Council is asked to adopt several resolutions which allow the City to conduct Committee business, banking business, etc.

Enclosed for your information are the following:

- a) Letter from *Anoka County Union* and also from the *Anoka County Record* each requesting they be designated as the City's official newspaper for the year 2013.
- b) Proposed Resolution for 2013 Council Organization
- c) Proposed Resolution designating financial institutions as official depositories of City funds for 2013
- d) Proposed Resolution designating Bank of the West as official financial institution for the City of Ramsey banking services for the year 2013
- d) Proposed Resolution authorizing signatures for financial transactions

**Recommendation:**

Staff recommends that Council adopt the resolutions presented for 2013 business.

**Funding Source:**

No funding required.

**Council Action:**

Motion to adopt Resolution #13-01-009 for 2013 Council organization.

- and -

Motion to adopt Resolution #13-01-003 designating financial institutions as official depositories of City funds for 2013.

- and -

Motion to adopt Resolution #13-01-005 designating Bank of the West as official financial institution for the City of Ramsey banking services for the year 2013.

- and -

Motion to adopt Resolution #13-01-004 authorizing signatures for financial transactions.

---

**Attachments**

Bid Letter Anoka County Union

Info Anoka County Union

Bid Letter and Info Anoka County Record

#13-01-009 Organization Resolution

#13-01-003 Financial Institutions

#13-01-005 Designating Bank of the West Official Financial Institution

#13-01-004 Signatures Financial Institutions

---

**Form Review**

| <b>Inbox</b>                 | <b>Reviewed By</b>              | <b>Date</b>            |
|------------------------------|---------------------------------|------------------------|
| Kurt Ulrich                  | Kurt Ulrich                     | 01/03/2013 03:54 PM    |
| Jo Thieling (Originator)     | Jo Thieling                     | 01/03/2013 04:02 PM    |
| Form Started By: Jo Thieling |                                 | Started On: 12/31/2012 |
|                              | Final Approval Date: 01/03/2013 |                        |

**ABC Newspaper and  
Anoka County Shopper**

Division of ECM Publishers, Inc

**ABC NEWSPAPERS**  
ANOKA COUNTY UNION • BLAINE/SPRING LAKE PARK LIFE • COON RAPIDS HERALD

**Shopper**  
ANOKA COUNTY  
*Serving Most of Anoka County & Beyond*

4101 Coon Rapids Blvd., Coon Rapids, MN 55433

P. O. Box 99, Anoka, MN 55303

November 28, 2012

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

Dear Jo:

It is with great pleasure that we ask to serve as the official newspaper for the City of Ramsey in 2013. As we continue to implement new changes in the newspaper to improve readership, we feel it's important to provide readers with the city's public notices in addition to news stories, features and photographs of local events we cover each week.

We would like to publish your public notices in the Anoka County Union. The legal publication rate for the Anoka County Union as of January 1, 2013, will be \$10.75 per column inch. The rate for electronically submitted legal publications will be \$10.25 per column inch. You may want to note that this rate remains unchanged from prior years. As a newspaper published in the County of Anoka, we meet the requirements to qualify as an official legal newspaper.

We have appreciated your business over the past years and hope that we can be of service to you in 2013 as a locally-owned, weekly community news source. If you have any questions, please feel free to call me at (763) 712-3532 or email me at [jill.donahue@ecm-inc.com](mailto:jill.donahue@ecm-inc.com). Thank you for your consideration.

Sincerely,

Jill Donahue  
Business Manager

## **Designation of an Official Newspaper for Public Notices in 2013**

The ABC Newspapers (Anoka Union, Blaine/Spring Lake Park Life & Coon Rapids Herald) have been proud to serve our local communities and this region for the past 145 years. During this time we have stood as the pillar of information for the citizens in the area covering the governing bodies' meetings and reporting on the actions in our newspapers and websites. During this time we have also been the trusted source for disseminating local public notices for communities and other government activities.

It has been brought to our attention that a web-based "publication" has the intention of bidding to publish Public Notices for your local government municipality – the Anoka County Record. This entity, which is possibly unknown to you at this time, should be given a hard look before you would consider them as your "official publication" and their qualifications under the laws of the State of Minnesota governing official publications for Public Notices should be carefully examined.

The Anoka County Record's claim of being "*a new media newspaper*" is both arbitrary and not relevant to the law as it relates to Public Notices for your jurisdiction. (331A-02-a)

A store front address in the county does not instill confidence that they have met the "Known office of issue" criteria (331A.02-e). (They also have a mailing address different than their street address - which is puzzling as well. There doesn't appear to be a sign for their business at the listed address from their *Legal Newspaper Status Application*). In contrast, both our parent company, ECM Publishers, Inc. and the ABC Newspapers offices themselves are located within the Anoka County boundaries - the statute designated (331A.04, Subd2) choice for legal notice publication in Anoka County.

In addition, the Record's claim that "*The primary newspaper distribution method is online*" may very well not hold up to the requirement of "*circulation in the political subdivision which it purports to serve*" (331A.02-d).

They also state that distribution to *“libraries, county, city and township buildings are within reasonable distance of all residents”* – thus implying that they are expecting your residents to travel to these buildings to have access to viewing your Public Notices – this is definitely not a hoop that many of your citizens will want to (or should have to) jump through or is it legally addressed anywhere in *Chapter 331A Qualified Newspapers*.

The Anoka County Record’s subscription rate is listed at *\$50.00/year*, for 26 issues (since they “publish” only every other week). Besides being over twice as high priced per issue vs. an ABC Newspaper, they show “0” paid subscriptions on their paperwork submitted to other municipalities. This again suggests that you should carefully scrutinize the Record’s qualifications under 331A.02.

And while the Record has submitted a *Legal Newspaper Status Application* to the Secretary of State, this does not offer you, the governing body, any assurance as to the applicant’s qualifications to meet the statutes’ requirements of a legal newspaper. The Secretary of State’s office just acts as a filing agency that acknowledges the form was received – there is no verification of that publication’s compliance with the provisions of any sections within 331A.02. Indeed, 331A.02-j states: *“Acceptance of a filing fee does not constitute a guarantee by the state that any other qualification has been met”*. You will want make sure the exposure you risk with untested published legal notices are justified should any actions of the board or its use of Public Notices be called into question.

I would also like to point-out a few facts about our publications and company:

ABC Newspapers publish and distribute over 21,000 qualified legal newspapers every week in towns and cities throughout Anoka County. All our newspapers are audited for verified circulation. We are unwavering with our commitment to the highest standards and compliance as your qualified legal newspaper publisher.

With over 125 employees working in Anoka County, we estimate the economic impact of our workforce spending at more than \$250,000/year here in Anoka

County. We have 69 employees that live in Anoka County – many as your neighbors – that pay taxes and contribute to your local communities.

The property from which we operate the ABC Newspapers as well as the corporate offices for ECM Publishers, Inc. (ECM is the publisher of 51 newspapers throughout the state, with over 650,000 circulation each week) are located right here in Anoka County. We paid \$117,399.79 last year in county property taxes.

We cover your governmental meetings and events with information and publicity in your local papers every week – as we have done for over a century and will continue to do. Will the Record be doing this?

The ABC Newspaper website is one of the busiest websites in Anoka County as well. We see over 42,000 “unique visitors” a month come to our website in search of information of all types – including an archived Public Notice section that stores and displays your Public Notices to meet and exceed 331A.02-Subd.5.

And in making your decision, we urge you to also take the above considerations into account.

I look forward to continuing our relationship as it pertains to the publication of Public Notices for your needs. I would be happy to meet with you to discuss the value and assurances that ABC Newspapers offer through our Public Notice publication services.

Sincerely,

Tom Murray  
General Manager  
ABC Newspapers /ECM Publishers, Inc.  
4101 Coon Rapids Blvd.  
Coon Rapids MN 55433  
763-712-3533  
Cell – 612-741-7055

December 19, 2012

To: Mayor, Council, & Administrator, City of Ramsey

From: John M. Kysylyczyn, Owner & Publisher, *Anoka County Record*



RE: Legal newspaper bidding information

*Anoka County Record* is a local community legal newspaper of general circulation that was founded on “new media” principles. All legal newspapers of general circulation, like the *Anoka County Record*, are required to meet certain publication standards set in state law. What delineates “new media” from “traditional media” though is what a publication does to go beyond these standards.

Traditional media is driven by *print* advertising dollars. That requires printing and distributing thousands of paper copies regardless of whether they are actually read or wanted. The amount of paper, chemicals, fuel, and auto emissions generated in production and distribution of the newspaper is a secondary concern. Also, there is little incentive to improve or expand online distribution under this business model.

*Anoka County Record* is a new media newspaper. We recognize that libraries, county, city, and township buildings are within reasonable distance of all residents, and that internet access is available throughout the entire county. We also recognize that local government and residents have limited budgets. We recognize that many local governments have their own newsletters and simply advertise in legal newspapers because it is a requirement of state law.

*Anoka County Record* operates under a different set of principles than traditional media.

- Our price for publication of government contract legal notices is \$5.94 per inch (9 lines per inch) which is half of what is commonly charged by traditional media. Note that our column width, font, point size, and leading are the same as the Anoka County Union.
- The entire newspaper layout process is 100% computerized, allowing emailed legal notices to be submitted with a deadline of noon Wednesday, one day prior to the Thursday publication date.
- The newspaper is published every two weeks on a Thursdays, with the first edition in 2013 to be published on January 4, 2013.

- The newspaper is an official legal newspaper (MN Stat. 331A.02) and the “known office of issue” is 7956 Main Street NE, Fridley, MN 55432.
- The primary newspaper distribution method is online, which allows us to achieve a potential delivery rate or market penetration of almost 90% directly into the home or work place of the residents of your community.
- The entire newspaper is available free of charge on the website.
- The website version of the newspaper is identical to the print version.
- The entire newspaper can be downloaded in a simple to read Adobe PDF document format that is compatible with PC, Mac, Smartphone, iPad, etc.
- The newspaper is available in one of three formats. (Original 11x17 format, regular 8.5x11 letter format, legal notices only letter format)
- Readers can sign up online, free of charge, to be notified of new issues through Facebook, Twitter, or in January 2013, an online email notification system.
- We impose no copyright restrictions on readers who wish to print, copy, or email our newspaper in its entirety to anyone else for personal use.
- The secondary newspaper distribution method is by print.
- The print edition of the newspaper is available free of charge, and currently is available at the Anoka County Courthouse and the Blaine Service Center. We currently distribute an average of 423 print copies throughout Anoka County.
- In 2013, we propose making print copies available free of charge at libraries, county, city, and township buildings with locations selected based partially upon successful bids for the publication of government contract legal notices.
- The number of newspapers printed is based upon the requirements set in law and actual demand, which is more environmentally friendly and lowers costs.
- Our subscription rate for the print edition of the newspaper (\$50/yr) simply covers our costs for first-class postage and handling. It is offered as a public service rather than to generate extra revenue. Bulk subscriptions are also available.

I would be pleased to meet with members and staff to discuss our bid, answer any questions, and discuss the differences between traditional media and new media along with the benefits that would come to your residents.

John M. Kysylyczyn, Owner & Publisher, *Anoka County Record*  
 (763) 220-0411  
 editor@anokacountyrecord.com

# *Anoka County* **RECORD**

PO Box 21014 • Columbia Heights MN 55421-0014 • (763) 220-0411  
E-Mail: [editor@anokacountyrecord.com](mailto:editor@anokacountyrecord.com) Website: [www.anokacountyrecord.com](http://www.anokacountyrecord.com)

## **Fact sheet for Publication of Legal Notices - 2013**

Price per column inch = \$5.94 (electronic or print submission)

Deadline for submission is Noon Wednesday, one day prior to publication.

Frequency of publication is Bi-weekly

Free distribution by print or online through website, email, Facebook, Twitter

Electronic version compatible with PC, Mac, Smartphone, iPad, etc.

Electronic version identical to print version

Electronic version available in one of three formats (Tabloid, Letter, Legal notices only)

Conforms with MN Stat. 331A.02 - Newspaper of "general circulation"

Potential market penetration of 90% into home/workplace through electronic distribution

No personal use or distribution copyright restrictions

Print edition currently available at Anoka County Courthouse and Blaine Service Center

Additional distribution locations to be introduced in 2013 based upon demand

Subscription rate for print edition (\$50/yr) simply covers first-class postage and handling

Known office of issue is 7956 Main Street NE, Fridley, MN 55432

Legal Advertising Government Contract Rates

# Anoka County RECORD

**Legal Advertising**

\$5.94/column inch  
.66/line

Column width:  
(inches): 1.58  
(points): 114  
(picas): 9 1/2

Lines: 9 per column inch  
Font: Lucida Sans  
Point size: 7  
Leading: 8 pt

**Publication Date:**

Thursdays bi-weekly  
(see reverse side)

**Legal advertising  
deadline:**

Wednesday Noon,  
day before  
publication date

**All other submissions:**

Monday before  
publication date

**PUBLIC NOTICE  
CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY**

**PUBLIC HEARING NOTICE**

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY**

NOTICE IS HEREBY GIVEN, that on November 5, 2015 the St. Francis City Council will meet at 4115 Ambassador Blvd. NW St. Francis, MN , to pass upon the proposed 2012 Miscellaneous Assessments for abatement of code violations, securing and monitoring fees for vacant property, mowing of weeds and any other unpaid fees. The properties to be assessed are all within the corporate limits of the city of St. Francis, Anoka County, Minnesota. Minnesota Statutes provides no appeal may be taken as to the amount of any assessment unless a written objection signed by the affected property owner is filed with the City Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. If you would like to contest your assessment, please put it in writing and address it to the City Clerk, 23340 Cree Street NW, St. Francis MN 55070. The amount to be specially assessed against your particular lot, piece, or parcel of land has been sent to you in writing. Written or oral objections will be considered at the hearing. You may at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the St. Francis City Clerk. No interest shall be charged if the entire assessment is paid on or before November 5, 2012. If you decide not to prepay the assessment before the date given, the rate of interest that will apply is 10% per year.

Barbara I. Held  
City Clerk

**Anoka County Record  
PO Box 21014  
Columbia Heights MN 55421-0014  
Phone (763) 220-0411**

**E-mail: [editor@anokacountyrecord.com](mailto:editor@anokacountyrecord.com)**

**All editions are online at  
[www.anokacountyrecord.com](http://www.anokacountyrecord.com)**

**SAMPLE AD  
6.5 inches = \$38.61**

# 2013 PUBLICATION SCHEDULE

## JANUARY

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
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| 27 | 28 | 29 | 30 | 31 |    |    |

## FEBRUARY

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## MARCH

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| <sup>24</sup> / <sub>31</sub> | 25 | 26 | 27 | 28 | 29 | 30 |

## APRIL

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## MAY

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## JUNE

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| <sup>23</sup> / <sub>30</sub> | 24 | 25 | 26 | 27 | 28 | 29 |

## JULY

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## AUGUST

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## SEPTEMBER

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## OCTOBER

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## NOVEMBER

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## DECEMBER

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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

*Anoka County* **RECORD**

Established: 2011  
Issues Per Year: 26  
Issues This Report: 26

ANOKA COUNTY RECORD  
PO BOX 21014  
COLUMBIA HEIGHTS, MN 55421  
(763) 220-0411  
EDITOR@ANOKACOUNTYRECORD.COM  
www.anokacountyrecord.com

**PUBLICATION DESCRIPTION**

The Anoka County Record is a bi-weekly free publication of government news from Anoka County, Minnesota. It covers the county board, twenty cities, nine school districts, one township, one conservation district, and surrounding areas. It also covers actions of the Minnesota Legislature that may affect the Anoka County area. Also included in each issue is a listing of all government and quasi-government meetings being held throughout the county. The Anoka County Record is available by paid subscription via first-class U.S. Mail, and complete editions are posted on the website, [www.AnokaCountyRecord.com](http://www.AnokaCountyRecord.com).

AVERAGE FREQUENCY: BI-WEEKLY      CIRCULATION: OCTOBER 1, 2011 – SEPTEMBER 30, 2012

| QUALIFIED CIRCULATION                  | Non-Paid   | Paid     | Total      |
|--|------------|----------|------------|
| Individual Subscription                | 303        | -        | 303        |
| Association/Group/Directory Lists      | -          | -        | -          |
| Rotated                                | -          | -        | -          |
| Bulk Distribution                      | 116        | -        | 116        |
| Single Copy Sales                      | -          | -        | -          |
| <b>TOTAL QUALIFIED CIRCULATION</b>     | <b>419</b> | <b>-</b> | <b>419</b> |
| <b>TOTAL NON-QUALIFIED CIRCULATION</b> |            |          | <b>4</b>   |
| <b>TOTAL PRINTED</b>                   |            |          | <b>423</b> |

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #13-01-009**

**RESOLUTION FOR 2013 COUNCIL ORGANIZATION**

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

- 1) That the City of Ramsey's official newspaper is as follows:
  - a) Anoka County Union - official newspaper of the City in which all legal notices, vacancies, advertisements, etc. will be published or
  - b) Anoka County Record – official newspaper of the City in which all legal notices, vacancies, advertisements, etc. will be published
- 2) That the Acting Mayor, Council standing committees, Public Safety Board, Economic Development Authority, Health Authority, recording secretary and legal services designations are as follows:

|                                      | <u><b>2012 Appt.</b></u>  | <u><b>2013 Appt.</b></u>  |
|--------------------------------------|---|---|
| a) Acting Mayor                      | Jeff Wise   | Randy Backous   |
| b) Personnel Committee               | Jason Tossey (Chair)<br>Sarah Strommen (V-Chair)<br>Colin McGlone<br>Bob Ramsey (Alt) | Randy Backous<br>Mark Kuzma<br>Jason Tossey<br>Sarah Strommen (Alt)   |
| c) Finance Committee                 | David Elvig (Chair)<br>Bob Ramsey (V-Chair)<br>Jeff Wise<br>Randy Backous (Alt)       | David Elvig<br>John LeTourneau<br>Chris Riley<br>Sarah Strommen (Alt) |
| d) Public Works Committee            | David Elvig (Chair)<br>Colin McGlone (V-Chair)<br>Randy Backous<br>Jeff Wise (Alt)    | Randy Backous<br>David Elvig<br>Mark Kuzma<br>Sarah Strommen (Alt)    |
| e) Ramsey/Nowthen Joint Powers Board | Colin McGlone<br>Sarah Strommen<br>Jason Tossey (Alt)                                 | Jason Tossey<br>Sarah Strommen<br>Chris Riley (Alt)                   |

|   | <b><u>2012 Appt.</u></b>  | <b><u>2013 Appt.</u></b>  |
|---|---|---|
| f) Ramsey Housing & Redev Auth                        | Colin McGlone (Chair)<br>Bob Ramsey<br>Randy Backous<br>David Elvig<br>Sarah Strommen<br>Jason Tossey<br>Jeff Wise<br>Kurt Ulrich | Randy Backous<br>David Elvig<br>Mark Kuzma<br>John LeTourneau<br>Chris Riley<br>Sarah Strommen<br>Jason Tossey<br>Kurt Ulrich<br>Tim Gladhill |
| Executive Director<br>Deputy Executive Director       |   |   |
| g) Economic Development Auth                          | Colin McGlone<br>Jeff Wise<br>Randy Backous (Alt)   | John LeTourneau<br>Chris Riley<br>Mark Kuzma (Alt)  |
| h) Northstar Corridor Dev Auth                        | David Elvig<br>Bob Ramsey (Alt)   | David Elvig<br>Chris Riley (Alt)  |
| i) County Housing and Redevelopment<br>Auth Liaison   | Heidi Nelson  | Kurt Ulrich   |
| j) Health Authority                                   | Dr. James Long  | Dr. James Long  |
| k) Legal Services:                                    |   |   |
| General Legal and<br>Prosecution                      | Randall, Goodrich   | Randall, Goodrich   |
| Bond Counsel/TIF                                      | Kennedy & Graven<br>Briggs & Morgan   | Kennedy & Graven<br>Briggs & Morgan   |
| Personnel   | Kennedy & Graven<br>Barna, Guzy & Steffen<br>Madden, Galanter, Hansen   | Kennedy & Graven<br>Barna, Guzy & Steffen<br>Madden, Galanter, Hansen   |
| Intergovernmental Relations                           | Kennedy & Graven<br>Flaherty & Hood   | Kennedy & Graven<br>Flaherty & Hood   |
| l) Recording Secretarial Services:                    |   |   |
| TimeSaver Off Site Recording Secretary Service (TOSS) |   | TOSS  |
| 3) That delegate appointments are as follows:         | <b><u>2012 Appt.</u></b>  | <b><u>2013 Appt.</u></b>  |
| a) Joint Law Enforcement Council                      | Jason Tossey<br>James Way<br>Sarah Strommen (Alt)   | Jason Tossey<br>James Way<br>Chris Riley (Alt)  |

|    |  |   |   |
|----|--|---|---|
| b) | Anoka County Solid Waste Abatement Task Force                                  | Chris Anderson                            | Chris Anderson  |
|    |  | <b><u>2012 Appt.</u></b>                  | <b><u>2013 Appt.</u></b>  |
| c) | An. Co. Brdband Governance Grp   | Randy Backous<br>(Alternate?)             | Randy Backous   |
| d) | Lower Rum River Water Management Organization (LRRWMO)                         | Sarah Strommen<br>Randy Backous (Alt)     | Mark Kuzma<br>Randy Backous (Alt)   |
| e) | Lower Rum River WMO TAC  | Tim Himmer                                | City Engineer   |
| f) | North Metro Mayors Association:<br>Operating Committee<br>Management Committee | Kurt Ulrich<br>Bob Ramsey                 | Kurt Ulrich<br>Sarah Strommen   |
| g) | Quad Cities Cable Communications Commission                                    | Colin McGlone<br>Heidi A. Nelson          | John LeTourneau<br>Kurt Ulrich<br>Chris Riley (Alt)   |
| h) | Environmental Policy Board   | Randy Backous                             | John LeTourneau<br>Mark Kuzma (Alt)   |
| i) | Happy Days Committee   | Jeff Wise<br>David Elvig<br>Colin McGlone | Randy Backous<br>Chris Riley<br>Jason Tossey  |
| j) | Youth First  | Jason Tossey                              | Jason Tossey<br>Chandra Kreyer<br>Jim Steffen<br>Michelle Anderson<br>Mark Riverblood (Alt) |
| j) | Shared Fire Service Committee  |   | Sarah Strommen<br>Dean Kapler<br>Kurt Ulrich  |

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January, 2013.

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Mayor Sarah Strommen

**ATTEST:**

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City Clerk Jo Ann M. Thieling

introduced the following resolution and moved for its adoption:

**RESOLUTION #13-01-003**

**RESOLUTION DESIGNATING FINANCIAL INSTITUTIONS AS OFFICIAL DEPOSITORIES OF CITY FUNDS FOR 2013**

**WHEREAS**, the City of Ramsey must designate certain institutions as official depositories of City funds in accordance with Minnesota Statutes Chapter 118A.04.

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

1. That the City of Ramsey hereby appoints the following financial institutions as depositories of City funds for 2013:

Banking Institutions:

Landmark Community Bank  
Ramsey, Minnesota

The Bank of the West  
Ramsey, Minnesota  
Walnut Creek, California

Minnesota Municipal Money Market Fund  
Minneapolis, Minnesota

Village Bank  
Ramsey, Minnesota

Brokerage Houses:

Northland Securities  
Minneapolis, Minnesota

Institutional Cd's, Inc.  
Scottsdale, AZ

UBS Financial Services, Inc.  
Minneapolis, Minnesota

Comerica Securities, Inc  
Detroit, Michigan

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January, 2013.

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Mayor

ATTEST:

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City Clerk

introduced the following resolution and moved for its adoption:

**RESOLUTION #13-01-005**

**RESOLUTION DESIGNATING BANK OF THE WEST AS OFFICIAL FINANCIAL INSTITUTION FOR THE CITY OF RAMSEY BANKING SERVICES FOR THE YEAR OF 2013**

**WHEREAS**, the City of Ramsey must designate certain institutions as official depositories of City funds in accordance with Minnesota Statutes Chapter 118A.04.

**WHEREAS**, the City of Ramsey has selected Bank of the West for its banking services for the year of 2013;

**WHEREAS**, banking services will consist of such items as daily deposits of cash receipts, wire transfers of funds, and automated payroll for direct deposit;

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

- 1) That the City of Ramsey hereby appoints Bank of the West as the financial institution that will provide the City its banking services for the year 2013.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January, 2013.

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Mayor

ATTEST:

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City Clerk



introduced the following resolution and moved for its adoption:

**RESOLUTION #13-01-004**

**RESOLUTION AUTHORIZING SIGNATURES FOR FINANCIAL TRANSACTIONS**

**WHEREAS**, in order to conduct the business affairs of the City, the Council authorizes two of its members, the City Administrator and certain members of staff to sign financial documents on behalf of the City; and

**WHEREAS**, except for transfers within the City's accounts, this authorization provides for financial control by requiring two signatures on all such financial documents; and

**WHEREAS**, the Council hereby authorizes Kurt Ulrich, City Administrator, or Diana J. Lund, Finance Director, or Denelle McAlpine, Assistant Finance Director, to sign checks and other withdrawal documents from the City's checking and money market accounts; and

**WHEREAS**, for the purpose of confirming the authenticity of the documents already signed by one of the individuals named above, and consistent with the City's past financial practice which two signatures are required on all such documents, the Council designates Sara Strommen, Mayor, or \_\_\_\_\_, Acting Mayor as counter-signatures for all such financial documents; and

**WHEREAS**, fund transfers (this also includes electronic fund transfers for payroll, sales tax, and all other taxes that are required to be deposited electronically) between the City's checking and money market accounts are generally verbal instructions and Kurt Ulrich, City Administrator, or Diana J. Lund, Finance Director, or Denelle McAlpine, Assistant Finance Director, are authorized to make such transactions.

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

- 1) That the Ramsey City Council hereby approves the City's authorized signatures for financial transactions as Kurt Ulrich, City Administrator; Diana J. Lund, Finance Director; and Denelle McAlpine, Assistant Finance Director and further designates Sarah Strommen, Mayor, and \_\_\_\_\_, Acting Mayor, as the required counter-signatures.
- 2) That the Ramsey City Council hereby authorizes Kurt Ulrich, City Administrator; Diana J. Lund, Finance Director; and Denelle McAlpine, Assistant Finance Director, to make fund transfers between the City's checking and money market accounts.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January, 2013.

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Mayor

ATTEST:

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City Clerk

Meeting Date: 01/08/2013

Submitted For: Kurt Ulrich

By: Jo Thieling, Administrative Services

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**Information**

**Title:**

Approve Consultant Proposal for Three-Year Strategic Action Plan, Governance Plan, and Organizational Assessment

**Background:**

In light of the changes to the organization in the past year, now is an ideal time to reassess the City's direction and to take steps to ensure that everyone is working together to achieve our collective goals as an organization.

City Administrator Ulrich and Mayor Strommen have worked with a consultant to develop a list of services that will establish strong direction for the City and get the new Council/staff team rowing together, and pointed in the right direction. The proposed process is very inclusive and involves Council, staff at all levels, and commission members. It is intended to identify common priorities, standards for doing business, and tangible results.

Above all, it is a process. A process that starts with the consultant, but ends with each of us, individually and as a team, owning the responsibilities and the results over the next several years.

**Observations:**

Staff has reviewed information relating to a consultant proposal to provide a three year strategic action plan, governance plan and organization assessment. Attached is the proposal from Anita Duckor, of Duckor and Associates, outlining a detailed process to assist the City in becoming a high-performing organization.

A brief biography of Ms. Duckor is attached. Ms. Duckor brings more than thirty years of experience in both executive leadership and consulting. Key areas she would address would be to review, clarify and refine goals, work on building trust, providing direction on governance, roles, responsibilities, and aligning the City's mission with the goals of the new Council. It is expected she would be retained for about four months to continue a follow-up and implementation of the plan. Staff is asking Council to approve hiring Ms. Duckor as the facilitator/consultant for the team building and Council/staff strategic planning sessions. This item was discussed this evening at the Council work session as well.

The Council may approve, modify, or reject this proposal as written. Mayor Strommen has experience in working with Duckor and Associates in organizational development and believes they will be a good fit for our current situation. The proposal recognizes the need to get a quick start to the efforts of a new Council, and to work fast and effectively to solidify a realistic work plan.

**Recommendation:**

It is recommended that the Council approve the consultant proposal from Ms. Anita S., Duckor, Duckor & Associates, for a Three-Year Strategic Action Plan, Governance Plan, and Organizational Assessment dated January 1, 2013, in the amount of \$37,500. I believe that this would be a solid investment in building a high-performance work team and would provide for a thoughtful deployment of the City's scarce resources of capital and staff over the next several years.

**Funding Source:**

It is proposed that salary savings (from 2013 budget) be used to fund the consultant investment. These funds accrue due to the fact that positions are budgeted for a full year and the normal hiring process results in a delay of 2-3 months. For example:

|                                   |   |
|-----------------------------------|---|
| 3 months salary savings ED/HRA:   | \$ 3,900 EDA Fund<br>\$11,700 HRA Fund            |
| 2 months salary savings Engr:     | \$13,800 General Fund<br>\$4,800 Enterprise funds |
| 2 months salary savings Engr Tech | \$8,500 General Fund<br>\$2,800 Enterprise funds  |
| <br>                              |   |
| Total Salary savings:             | \$45,500  |

**Council Action:**

Motion to approve Consultant Ms. Anita S. Duckor, Duckor & Associates, Proposal for Three-Year Strategic Action Plan, Governance Plan, and Organizational Assessment the team building and Council/Staff strategic planning sessions dated January 1, 2013, in the amount of \$37,500.

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**Attachments**

Bio Anita Duckor  
Proposal

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**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

01/03/2013 05:50 PM

Form Started By: Jo Thieling

Started On: 12/20/2012 11:23 AM

Final Approval Date: 01/03/2013

## CONTACT INFORMATION

Duckor & Associates



Anita S. Duckor, President  
Duckor & Associates, Inc.  
3141 Dean Court, Suite 804  
Minneapolis, MN 55416

612-285-1033

[anita@duckor.com](mailto:anita@duckor.com)

Duckor & Associates, a management consulting firm founded in 1999 that works closely with clients to create bold yet practical plans. By working with all levels of for profit, nonprofit and public sector organizations, Ms. Duckor enables the organization to help it realize its next level of performance.

bio of Ms. Duckor:

### **Business Consulting & Management**



Ms. Duckor brings more than thirty years of in-depth and multi-disciplinary corporate and business experience – in both executive leadership and consulting. Ms. Duckor has more than twenty years of experience in energy services and more than fifteen years of community and economic development experience. Additionally, she has ten years of public library experience in a variety of roles, including: elected public official, Trustee a President of the Minneapolis Public Library, New Central Library Capital Campaign member, Board member and interim executive director of The Friends of the Minneapolis Public Library.

### **Public Libraries**



Ms. Duckor has been on more than twenty non-profit organization boards, including Minnesota High Tech Association.

### **Energy Services Industry**



# ANITA S. DUCKOR

## BIOGRAPHY

### **About Duckor & Associates, Inc.**

Anita S. Duckor is President of Duckor & Associates, a business consulting firm founded in 1999. Ms. Duckor works closely with all levels of a business or community organization to help it realize its next level of performance.

### **Business Consulting and Management**

*To date the following sectors have worked with Duckor & Associates:*

|   |                            |                            |
|---|----------------------------|----------------------------|
| Accounting                              | Educational Software       | Land and Water             |
| Affordable Housing                      | Electric and Gas Utilities | Conservation               |
| Animal Humane and<br>Investigative Care | Finance                    | Performing Arts            |
| Demographic                             | Food Service               | Public Library Services    |
| Data Services                           | Foundations                | Publishing                 |
| Energy Services                         | Government                 | Renewable Energy           |
|   | Health Care                | Trade Service Associations |
|   |                            | Venture Capital            |

*Examples of consulting and long-term projects include:*

- Strategic business; marketing and sales, and communication planning
- Process analysis and redesign
- Product development: concept to launch
- Organizational strategy and design
- Customer and Community account management
- Economic development strategy and planning
- Non-profit strategy and governance

Ms. Duckor brings more than thirty years of in-depth and multi-disciplinary corporate and business experience — in both executive leadership and consulting. With twenty years of experience in energy services and more than fifteen years of community and economic development experience, Ms. Duckor brings a vast network and resource referral system on a wide range of business development and community and economic development boards to Duckor & Associates' clients.

From December 2007 to fall of 2008, Ms. Duckor was the interim executive director of The Friends of the Minneapolis Public Library. She has in-depth understanding of a nonprofit's core services, cost drivers, communication and marketing, strategic partnerships, and financing.

During her tenure at Northern States Power (NSP), Ms. Duckor led various functional departments including Electric Delivery Marketing, Energy Plus Services, Market Research, Community and Economic Development, Community Service Managers/Community Relations, Customer Service and Electric Marketing Planning and Competitive Analysis, managing a \$3.75 million operating budget and multi-million capital budgets.

# ANITA S. DUCKOR

## BIOGRAPHY

Page 2 of 3

Additional work experience includes various positions in the following industries: telecommunications, insurance, real estate and restaurant creation and management.

### **A Leader in the Community**

An active business and community leader, Ms. Duckor serves as an advisor for Growth & Justice. She participated as a business advisor in one of the Business Journal's Workshops for small to mid-size companies, and was appointed by Governor Arne Carlson to serve on the Minnesota Sustainable Development Initiative and the Minnesota Compensation Council. St. Paul Mayor Norm Coleman appointed Ms. Duckor to serve on the Economic Advisory Council for the Citywide Economic Agenda and for the City of St. Paul's Re-engineering Initiative. She was also selected by the Minneapolis Chamber of Commerce to serve as Co-Chair for Enterprise Development for the "Building Our Future" Regional Strategies For Economic Opportunities.

In November 2001, Ms. Duckor was elected a Minneapolis Public Library Trustee by the citizens of Minneapolis; she was subsequently elected by fellow Trustees as President in 2006-2007. As a policy maker, she was accountable for more than 275 employees, \$21 million in annual budget, and a \$140 million public investment program. As a member of the New Central Library Capital Campaign committee, she helped raise more than \$16.5 million. Ms. Duckor was a driving force behind the consolidation of two library systems: The Minneapolis Public Library and Hennepin County Library.

Ms. Duckor has also served as a moderator and panelist for several economic development regional and state events. She has served on the Ruvelson RAIN<sup>®</sup>maker Fellowship selection committee.

### **Present Board Positions:**

JazzMN

### **Past Publicly Held Position:**

Minneapolis Public Library Board Trustee, President, 2006-2007  
(Chair, General Committee and Personnel Committee, 2002-2005)

# ANITA S. DUCKOR

## BIOGRAPHY

Page 3 of 3

### Past Board Positions:

Advantage Minnesota Economic Development Advisory Committee  
Community Reinvestment Fund, Inc., Executive Committee  
CommonBond Communities and CommonBond Housing  
Economic Development Subject Committee, Edison Electric Institute, Vice President  
Economic Partners for Southeastern Minnesota  
Eloigne Corporation  
The Friends of the Minneapolis Public Library  
Humphrey H. Humphrey Institute of Public Affairs, University of Minnesota—  
State and Local Program Advisory Council  
Jungle Theater  
Metro East Development Partnership, Co-Chair  
Milestone Growth Fund, Audit Chair  
Minnesota Film Board, Treasurer  
Minnesota High Tech Association, Chair, Governance Committee  
Minnesota Industrial Development Association  
Minnesota Project Innovation, Inc.  
Minnesota Real Estate Journal Editorial Advisory Board  
Minnesota Women's Network  
National Association of Energy Services Companies, (NAESCO), President  
Neighborhood Revitalization Program Policy Board  
Sanford Middle Site Council

### Affiliations and Memberships:

|                                       |                                    |
|---------------------------------------|------------------------------------|
| American Library Association          | Minneapolis Institute of Arts      |
| Citizens League                       | Minnesota Library Association      |
| Growth & Justice                      | Public Libraries Association (PLA) |
| League of Women Voters of Minneapolis | Walker Art Center                  |

### Education:

Ms. Duckor

- Holds a BS degree, with highest honors and distinction, in Business Administration from San Diego State University;
- Is a graduate of the Minnesota Executive Program at the University of Minnesota; The Public Utility Executive Program, University of Michigan; and the Economic Development Institute, University of Oklahoma;
- Received the "Howard Roepke Award," the top award given for the thesis of most outstanding value to the Mid-America Economic Development Council and profession;
- Has instructed at the University of Minnesota–Duluth for the American Economic Development Council accredited program; and
- Presented at The College of St. Catherine, Saint Paul, StayConnected program for entrepreneurs.

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E mail anita@duckor.com  
Web duckor.com

Duckor & Associates



January 1, 2013

Mayor Sarah Strommen  
Kurt Ulrich, City Administrator  
City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

Subject: Request for Proposal: Three-Year Strategic Action Plan, Governance Plan, and Organizational Assessment

Dear Mayor Strommen and Kurt:

Duckor & Associates is pleased to submit this proposal to facilitate a comprehensive and structured strategic planning process that effectively ensures the city's governance and operations are working toward a common shared mission and vision - thereby meeting the needs of its community members today and tomorrow.

The proposal consists of 11 parts:

1. Background
2. Objective
3. Purpose
4. Approach
5. Key Duties
6. 14-Step Methodology
7. Project Schedule
8. Key Benefits
9. Key Deliverables
10. Project Budget
11. Professional Service Fee and General Provisions.

The proposal articulates a comprehensive strategic thinking and planning process that ensures a higher degree of success because of candid and open discussions. The proposal is highly interactive with the mayor, city council, appointed commission members and staff. The delivery schedule is dependent on the availability of all of you, and on timely access to information.



The City of Ramsey will benefit from an integrated and aligned three-year strategic action plan, governance plan and organizational development plan because it will:

- Achieve a shared vision and strategic direction
- Achieve a shared understanding of clear roles, responsibilities and deliverables for elected officials, appointed commission members and staff
- Help build trust among elected officials, appointed commissions and staff
- Achieve goal consensus and directs the City of Ramsey's work efforts
- Energize the organization and enhances team results

Duckor & Associates is uniquely qualified to assist in this critically important project and offers:

- More than 30 years of in-depth and multi-disciplinary corporate and business experience – as both an executive and consultant;
- More than 20 years of effective coalition-building among diverse and competing interest groups in the public and private sectors;
- More than 15 years in successful community building, economic development building, including strategic partnerships; and
- More than 12 years of working with all levels of business, nonprofits, and government entities, enabling organizations to achieve all that they envision.

What makes me unique as a consultant is that I have worn many hats, resulting in a wide range of insights and perspectives. I've been a business executive and consultant, an effective board member (serving on 20 boards), an elected official, executive director of a nonprofit organization, and a member of a capital campaign that raised more than \$16 million. For the past 12 years, I have worked as a consultant on a variety of projects in the private, nonprofit and government sectors.

I look forward to helping the City of Ramsey establish a solid foundation and framework -- to truly have "A New Beginning.. A New Day."

Enclosed are two copies of the proposal. Thank you for your consideration.

Best regards,

Anita S. Duckor  
President

Duckor & Associates, Inc.  
3141 Dean Court  
Suite 804  
Minneapolis, MN 55416

Phone **612. 285-1033**  
Fax 612. 285-1044  
E mail anita@duckor.com  
Web duckor.com

Duckor & Associates



## **BACKGROUND – CHALLENGING TIMES**

Our complex and dynamic world creates new challenges for all types of organizations. The City of Ramsey is no exception. 2012 was a tumultuous year for the city – a highly contested city election; the mayor’s attempt to terminate the city administrator and three key staff positions; and a major development, *The COR at Ramsey* that continues to be a drain on the city’s resources.

The City of Ramsey cannot afford to continue governing and operating as it has – and it is imperative that the elected officials and staff develop an effective working relationship. The City of Ramsey, its community members, elected officials and staff, deserve “A New Beginning, a New Day.”

In 2006, the City of Ramsey formed Ramsey3, a grassroots organization dedicated to imagining the future of Ramsey and providing the visionary framework for the city. It also states: “The Goals and Strategies were compiled before the final completion of the Vision and Values, so it is the intent of the City that where conflicts arise the Vision and Values will guide city policy decisions.”

To build on this significant body of excellent community-driven work, the City of Ramsey desires to develop a Three Year Strategic Action Plan, assess the overall governance structure of the city, and build effective working relationships among elected officials, commissions, and city departments.

Tumultuous financial times create the opportunity to think conventionally or unconventionally. The planning partners (City of Ramsey elected officials and city departments and the consulting firm) will need to do both. Challenging times give us the gift of opportunity to assess our organizations – candidly and thoroughly.

## **OBJECTIVE**

The City of Ramsey wishes to ensure that the city’s governance and operations are working toward a shared vision and mission – effectively meeting the needs of its community members today and tomorrow. The following is a proposal from Duckor & Associates, Inc. The principal working on this project is Anita S. Duckor.



## PURPOSE

The underlying goal is to create an open, transparent working environment among the elected officials and staff that restores the faith and confidence in the City of Ramsey, builds an effective elected governing body, and helps build staff morale.

The specific goals are to:

- Develop a shared vision by reviewing and refining, if required, the Ramsey3 visionary structure that includes vision, values and goals;
- Develop a Three Year Strategic Action Plan including measurements;
- Develop measurable goals and a tracking system that is monitored monthly;
- Develop clear roles, responsibilities and deliverables for elected officials, appointed commission members, and staff;
- Design a transparent governance structure for both elected officials and staff that includes: guiding and operating principles, code of conduct, conflict of interest policies, etc.;
- Determine current staff structure's capacity to deliver high-quality services, and
- Develop a common understanding of what a healthy community looks like.

## APPROACH

Meeting your objectives requires a collaborative, integrated, and dedicated project team striving toward a common purpose. An important feature of Duckor & Associates approach is the involvement of the elected officials and staff throughout the process. This method ensures a clearer understanding of your objectives, timely access to needed information, and it also positions City of Ramsey to implement the work and plans that are developed.

The process envisioned is highly interactive. While the time schedule is somewhat dependent on the availability of the City Council and staff, Duckor & Associates is committed to meeting the project deadline in a timely and efficient manner.

The process will include the organization's co-champions for the project, Mayor Sarah Strommen and Kurt Ulrich, City Administrator, six council members, the administrative team (Administrative Services, City Clerk, Community Development, Engineering, Finance, Fire, Police, and Public Works), and the consultant.

The process begins with clear roles and responsibilities for both parties.



## **KEY DUTIES**

### **City of Ramsey will**

1. Appoint and ensure availability of the Project Team (City Administer, Community Development, Finance Director, Fire Chief, Police Chief, Engineering, and Public Works);
2. Provide all relevant City of Ramsey's strategic and operation plans, research, and any other relevant enterprise information;
3. Provide a 2012 report that identifies accomplishments and challenges to date;
4. Approve the one-on-one interview instrument; schedule one-on-one interviews (Mayor, and City Council)
5. Approve and conduct two on-line internal surveys (staff and appointed commission members);
6. Be open, responsive and forthcoming in interviews and planning sessions;
7. Arrange for meetings, provide meeting space and take meeting notes, if desired;
8. Provide administrative, printing and graphic design support, if needed;
9. Provide on-going internal communications for the project; and
10. Ensure the final work reflects the City's best interest.

### **Duckor & Associates will direct and manage the planning process including**

1. Provide the (strategic planning, program/service evaluation, and organizational) planning process, plan format, templates, worksheets and tools;
2. Articulate clear roles, responsibilities and milestones for Project Team;
3. Coach participants;
4. Prepare for, lead and facilitate all meetings;
5. Design one-on-one interview surveys;
6. Conduct one-on-one interviews (on-site);
7. Design two Monkey Survey instruments;
8. Analyze research and present findings;
9. Draft and present work to mayor and City Council, and
10. Meet with the mayor and City Administrator on an on-going basis.

## 14-STEP METHODOLOGY

The strategic thinking and planning (refined strategic plan, governance structure, and organizational plan) will comprise of three key phases:

- I) Building trust including commitment and buy-in of the planning process among the City of Ramsey's elected officials, appointed commission members, and administrative team;
- II) Strategic thinking, direction, and planning; and the
- III) Development of a Three Year Strategic Action Plan, Governance Plan, and refined department operations plans.

### PHASE I (BUILDING TRUST: COMMITMENT AND BUY-IN)

1. **Review the current organization's success to date** and review the organization's history.
  - Review Strategic Plans and Operation Plans.
  - Review and analyze the City of Ramsey 2030 Comprehensive Plan.
2. **Interview elected officials and conduct online surveys of appointed commission members** to conduct a self-assessment (7 one-on-one interviews)
  - Identify Strengths, Challenges and Weaknesses, Opportunities, and Threats and Concerns (SWOT Analysis).
  - Summarize the council, commissions, and staff's hopes and dreams for the City of Ramsey,
  - Solicit: "What do you think the community members expect from you?"
  - Solicit: "Identify what do the community members think of you?"
  - Develop an online survey for commission members
3. **Conduct two (four-hour) planning sessions** with elected officials and administrative team
  - Conduct first four-hour planning workshop; present rules of engagement, clear roles and responsibilities for all participants, the process and schedule, solicit expectations of the group, define customers and respective requirements, and success indicators (what makes a city great) that will be vetted by the group.
  - Conduct second (four-hour) planning workshop focused on governance; identify needs/requirements of city officials and staff; refine roles and responsibilities of elected officials, appointed commissioners, city administrator, and department heads, rules of engagement, desired behavior, guiding principles, conflict of interest policy, etc.
4. **Develop and launch an internal communication plan** that manages staff's expectations, achieves buy-in and reduces internal anxiety surrounding the project.



The City of Ramsey Commissions that will be included in the process are:

- Board of Adjustment
- Charter Commission
- Economic Development Authority (EDA)
- Environmental Policy Board (EPB)
- Housing and Redevelopment Authority (HRA)
- Parks and Recreation Commission
- Planning Commission



## PHASE II (STRATEGIC THINKING AND PLANNING)

5. **Conduct two (three-hour) planning sessions** with elected officials and administrative team
  - Conduct first (three-hour) planning workshop: present interview and online survey reports that will be vetted by the group, and to discuss and determine the strategic direction including refinement of mission, vision, and values.
  - Conduct second (two or three-hour) planning workshop to review, refine and approve strategic framework.
  
6. **Design and implement an employee feedback process** about the work environment e.g., culture
  - Design and solicit an on-line/print survey for all staff to complete that is approved by the Project Team.
  - Assess findings and develop report.
  - Present findings to Project Team.
  - Review and ensure alignment of job descriptions, professional development plans, and performance measurements of department heads.
  
7. **Direct administrative staff to conduct** a self-assessment of their respective programs/services
  - Present and achieve approval for the template to Project Team.
  - Be available for questions and clarifications.
  - Review and refine findings with staff and respective Commission members.
  
8. **Meet with administrative staff** to present findings and brainstorm on how to work more effectively and efficiently
  - Meet with Project Team to present findings.
  - Conduct the first three-hour planning workshop with administrative staff: present employee survey results; discuss feedback and opportunities for improvement.
  - Conduct a second three-hour planning workshop with administrative staff: identify customer requirements; opportunities for work improvement, set priorities, and identify skills and tools to better serve customers.



### PHASE III (PLANNING)

9. **Conduct meetings with administrative team** to evaluate and prioritize the recommended changes to move forward.
  - Conduct first three-hour planning workshop to assess and re prioritize the Three Year Action Plan.
  - Conduct second two-hour planning workshop to refine operations plans.
  - Meet with project team to ensure alignment and agreement.
10. **Conduct a check-in meeting** to review the work to date.
  - Conduct a two-hour meeting with elected officials: administrative staff to present their work for review and direction.
  - Determine if the Ramsey3 needs to be initiated in 2014.
11. **Incorporate feedback and refine** Three-Year Strategic Action Plan that includes a mission, vision, guiding principles, goals and measurements for program and service plans e.g., department plans.
12. **Develop a three - year implementation plan**, which outlines action steps, resources requirements, timelines, and responsible parties.
13. **Present Plans to the mayor and City Council** at a council meeting.
14. **Meet with the mayor and city administrator** on an on-going basis.

### PROJECT SCHEDULE

The project schedule will be determined after the scope of work and methodology is agreed to. This project will probably take 4 months, and should be designed to ensure that the organization's resources are not strained and the staff is not overburdened.



**“A NEW BEGINNING...A NEW DAY FOR THE CITY OF RAMSEY”**

**Key Benefits**

- ★ Achieves a shared vision and strategic direction for the City of Ramsey with performance measurements.
- ★ Achieves a shared understanding of clear roles, responsibilities and deliverables for elected officials and staff.
- ★ Builds trust among the elected officials and staff.
- ★ Achieves a shared understanding of how culture impacts performance and trust.
- ★ Ensures a transparent process in which all staff members will be heard.
- ★ Achieves goal consensus and directs the City of Ramsey' work efforts.
- ★ Articulates doable objectives.
- ★ Maximizes effective use of resources.
- ★ Energizes the organization and enhances team results.

**DELIVERABLES**

The deliverables of the project are:

- Three - Year Strategic Action Plan
- Refined Visionary Structure (Mission, Vision, and Values)
- Governance Plan (Code of Ethics, Guiding Principles, Roles and Responsibilities)
- Strategically developed department plans (programs and services)
- Organizational assessment and recommendations
- Three - Year Implementation Plan including performance measurement strategy and tools



**PROJECT BUDGET**

| STEPS   | COST                |
|---|---------------------|
| Step 1<br>Review all relevant information to date   | INCLUDED IN PRICING |
| Step 2<br>Conduct one-on-one interviews (7) elected officials at their business location and conduct online survey of commission members (Preparation, interviews, two summary reports and follow-up)   | \$5,000             |
| Step 3<br>Conduct two (four-hour) working sessions: present rules of engagement, customer requirements, success indicators, and governance – roles, responsibilities and deliverables (Preparation, facilitate, present, and follow-up)         | \$5,500             |
| Step 4<br>Help draft internal communications (Draft, review, edit)  | \$400               |
| Step 5<br>Conduct two (three-hour) working sessions with elected officials and administrative team: SWOT Analysis, Hopes and Dreams Report, strategic direction – mission, vision, values (Preparation, facilitate, present, and follow-up)     | \$5,500             |
| Step 6<br>Design, implement and report findings on staff's on-line survey. Review and refine, if required, job descriptions and development plans (Preparation, facilitate, present, and follow-up) Meet with Project Team.                     | \$3,500             |
| Step 7<br>Direct administrative staff to assess their respective programs/services; working one-on-one with staff; meet with Project Team   | \$2,500             |
| Step 8<br>Conduct two (three-hour) working sessions with administrative staff to present findings and brainstorm on how to work more effectively and efficiently (Preparation, facilitate, present, and follow-up) Meet with Project Team.      | \$5,500             |
| Step 9<br>Conduct two meetings (three-hour and two-hour) with administrative staff and respective commissions to evaluate and prioritize the recommended changes of the department plans (Preparation, facilitation, redrafting, and follow up) | \$5,500             |
| Step 10<br>Conduct a two-hour check-in meeting with elected officials/administrative staff (Preparation, facilitation, and follow up)   | \$1,200             |
| Step 11<br>Incorporate feedback and edit final documents  | \$1,200             |
| Step 12<br>Develop a three-year implementation plan   | \$1,200             |
| Step 13 and Step 14<br>Present plans to the Mayor and City Council; meet with the Mayor/City Administrator on an on-going basis.  | \$500               |
| Total   | \$37,500            |



Tax Identification #41-1932625  
**Total Professional Service Fees**  
\$ 37,500

General Provisions

Payment Schedule

- \$ 9,375 due upon initiation of project
- \$ 9,375 due upon thirty days after initiation of project
- \$ 9,375 due upon sixty days after initiation of project
- \$ 9,375 due on completion of project

Invoices are payable upon receipt

Expenses for travel, lodging and related items will be billed in addition and shown separately on Duckor & Associates, Inc. invoice.

Duckor & Associates, Inc. work will be a best effort and it is expected that the results will meet the objectives sought. The recommendations and the written material we provide will be our best judgment based on the information available to us. In any event, Duckor & Associates, Inc. assumes no liability for this project.

This offer shall remain open for a period of 30 days from the date of letter, unless extended in writing.

Acceptance

We appreciate the opportunity to work with you on this important assignment. Please sign and return the enclosed copy of this proposal to authorize the agreed to work.

Presented by

Accepted by

Duckor & Associates, Inc.  
By: Anita S. Duckor

City of Ramsey  
By: \_\_\_\_\_

President

Title \_\_\_\_\_

Date: \_\_\_\_\_

Meeting Date: 01/08/2013

Submitted For: Jo Thieling

By: Jo Thieling, Administrative Services

---

**Information**

**Title:**

Authorize Renewing the Northwestern Anoka County Community Consortium (NWACCC) Joint Powers Agreement

**Background:**

In May 1995, the Ramsey City Council authorized entering into the Northwestern Anoka County Community Joint Powers Agreement. The JPA included Anoka County, the Cities of Andover, Anoka and Ramsey, and Anoka-Hennepin School District #11. Youth First Community of Promise operates under the direction and administration of the NWACCC. The focus of this group was/is to increase the ability of youth and others to succeed in society. The Mayor and/or a Council Member have traditionally been appointed to serve as a representative of the City for this group. In 1995, and for a few years thereafter, each entity had two representatives on the Board and one alternate.

A few years ago, the Board of Directors voted to increase the number of representatives on the Board from two voting, and one alternate, to four voting, and one alternate. This change was made when they applied for non-profit status, plus they felt it was a way to diversify the representation on the Board. However, the JPA was never amended to reflect this change, and it still reads two representatives, and an alternate. Mr. Borrell of Anoka County Human Services has been made aware of this error and has asked that Council approve the JPA as is at this point, and the JPA will be subsequently corrected. Mr. Borrell is concerned that if the approval of the JPA is delayed, it may affect the County funding for year 2013. Staff contacted the Cities of Anoka and Andover to find out the direction their Councils took in adopting a JPA without the proper language. Both of the cities have adopted the JPA as is with the knowledge that once all the agreements are signed off on and returned to the County, the language will be revised and each entity will be sent the correct Agreement for their files.

The current Board of Directors representing the City of Ramsey are Councilmember Jason Tossey, Michelle Anderson of North Hennepin Community College (Vice-Chair), Chandra Kreyer, Ramsey Police Department (Secretary), and Jim Steffen, Trott Brook Financial (Treasurer). It was noted that Ramsey was short an alternate position, and suggested that be filled. With regard to making appointments, staff was told that it has been customary to allow members to remain on the Board until they no longer desire to serve. In a case written for the City Council back in 2002, it was stated that then Councilmember Beahen was resigning from the Board of Directors and Council was asked to appoint someone in her place. In a letter from the then Co-Chair of the NWACCC Board of Directors, it was stated that the Board may suggest some Ramsey residents for this position who are familiar with or active in Youth First; however, the City Council is welcome to appoint whomever they wish to represent them on the board. It appears some appointments have been made by Council and some may have been made by the Board.

For your information, the Board meets once a month - the first Thursday at 7:15 a.m. - Anoka Police Department.

Attached to this case is the Joint Powers Agreement and also a list of the current Board of Directors representing each entity.

**Recommendation:**

Staff is recommending that Council authorize renewing the NWACCC Joint Powers Agreement, knowing that the member representation language will be amended from two member to four.. Staff is also recommending that the Ramsey representation continue with the four incumbent members (i.e., Council Member Tossey, Michele Anderson, Chandra Kryer, and Jim Steffen) and that Council appoint an alternate. Council Member Tossey, who is currently serving on the Board, has expressed his interest in remaining a representative and staff is recommending Mark Riverblood be appointed to the alternate position. These appointments are included in the case dealing with annual organizational appointments.

**Funding Source:**

N/A

**Council Action:**

Motion to authorize Renewing the Joint Powers Agreement with the Northwest Anoka County Community Consortium, subject to an amendment reflecting member representation of four members and an alternate.

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**Attachments**

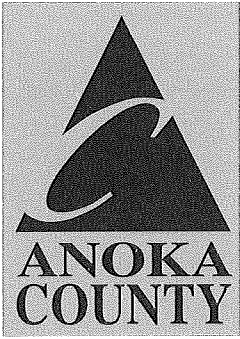
NWACCC JPA

NWACCC Board Members

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**Form Review**

| <b>Inbox</b>                 | <b>Reviewed By</b>              | <b>Date</b>                     |
|------------------------------|---------------------------------|---------------------------------|
| Kurt Ulrich                  | Kurt Ulrich                     | 01/03/2013 05:06 PM             |
| Form Started By: Jo Thieling |                                 | Started On: 12/21/2012 12:06 PM |
|                              | Final Approval Date: 01/03/2013 |                                 |



# COUNTY OF ANOKA

## HUMAN SERVICES DIVISION

### Community Social Services & Mental Health Department

Government Center • 2100 3rd Avenue, Suite 500 • Anoka, MN 55303-5049

763/422-7000 • TDD: 763/323-6166

FAX: 763/422-6987 • 763/422-6929 • 763/712-2311 • 763/422-7232

November 26, 2012

•Adult Foster Care  
763/422-7070

•Adult Mental Health  
oIntake  
763/422-3283  
oCase Management  
763/712-2911  
oPre-petition Screening  
763/422-7070

•Adult Protection  
763/422-7070

•Chemical Health  
763/422-7070

•Child Care Assistance  
763/717-7711

•Child Care Licensing  
763/422-7146

•Child Foster Care  
763/422-7144

•Children & Family Services  
763/422-7125

•Children's Mental Health  
763/712-2703

•Community Resources  
763/422-7089

•Developmental Disabilities  
763/422-7175

•Program/Placement Support  
763/422-7074

•Senior Services  
763/422-7070

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

Dear Mr. Ulrich:

Enclosed is a copy of the renewed Northwestern Anoka County Community Consortium Joint Powers Agreement (JPA) with Anoka County. Please review the JPA and complete the signature portions. After you have completed the signatures, please mail the original signature page to:

Joan Martin  
County of Anoka  
Human Services Division  
2100 Third Avenue, 5th Floor  
Anoka, MN 55303

I will forward a copy of the JPA to you after all signatures from the partnering agencies and the County representatives have reviewed and signed it. If you have questions regarding the JPA, please call me at 763-422-7054.

Sincerely,

George Borrell  
Program Planning and Support Services Manager

Enclosure

**JOINT POWERS AGREEMENT  
NORTHWESTERN ANOKA COUNTY COMMUNITY CONSORTIUM  
"NWACCC"**

The parties to this Agreement are Anoka County, City of Andover, City of Anoka, City of Ramsey, and Independent School District No. 11, all of which are governmental units of the State of Minnesota. This Agreement is made pursuant to Minnesota Statutes, Section 471.59.

**ARTICLE I. GENERAL PURPOSE**

The general purpose of this Agreement is to create an organization through which the parties may jointly and cooperatively create a community-wide vision for positive youth development that would focus on developing a detailed action plan to implement the results of the recent Search Institute Youth Needs Assessment Survey. The organization would concentrate on encouraging community partnerships that would improve the factors inhibiting healthy development identified in the aforementioned study. The organization would also work to promote both the internal and external assets identified in the study and assist youth in increasing their ability to make positive choices in their lives. The organization will continually assess progress toward meeting that detailed action plan to promote positive youth development and attempt to diminish or eliminate influences that limit healthy youth development. The organization would serve as a formal structure to assemble a permanent Child and Youth Task Force that would be responsible for implementing this action plan on a permanent basis.

**ARTICLE II. PARTIES**

Section 1. The governmental units eligible to become parties to this Agreement are Anoka County, City of Andover, City of Anoka, City of Ramsey, Independent School District No. 11, and such other governmental units sharing common concerns and designated by the Board from time to time.

Section 2. Any governmental unit desiring to enter into this Agreement may do so by the duly authorized execution of a copy of this Agreement by its proper officers. Thereupon, the clerk or other corresponding officer of the governmental unit shall file a duly executed copy of the Agreement, together with a certified copy of the authorizing resolution or other action, with the Board of Directors. The resolution authorizing the execution of the Agreement shall also designate the first directors and alternate director.

### **ARTICLE III. BOARD OF DIRECTORS**

Section 1. The governing and policy-making responsibilities of Northwest Anoka County Community Consortium (NWACCC) shall be vested in its Board of Directors, which shall control its property, be responsible for its finances, and direct its administrative affairs.

Section 2. Each party shall be entitled to two directors, who shall have one vote each. Each party shall also be entitled to one alternate director, who shall be entitled to attend to meetings of the Board, but may only vote in the absence of one of the party's two directors.

Section 3. The two directors and one alternate director shall be appointed by resolution of the governing body of each party. When the governing party of a body appoints a director or alternate director, it shall give notice to the NWACCC of such appointment in writing with a certified copy of the resolution making the appointment. The two directors and alternate director serve at the pleasure of the governing body of the appointed party. Finally, the two directors and alternate director of each party shall be appointed to serve until their successors are appointed and qualified.

Section 4. The two directors and alternate director of each party shall not receive any compensation from the NWACCC for their services.

Section 5. There shall be no voting by proxy; all votes must be cast in person at the Board meetings by the two directors or alternate director.

Section 6. A majority of the votes attributable to the parties constitute a quorum of the Board.

Section 7. The Board by majority vote may designate ex-officio members, who shall be entitled to attend and participate in meetings, but shall not be entitled to vote.

### **ARTICLE IV. POWERS AND DUTIES OF THE BOARD**

Section 1. The powers and duties of the Board shall include the powers set forth in this Article.

Section 2. The Board may appoint a coordinator, who shall perform the duties and responsibilities assigned by the Board and whose compensation shall be fixed by the Board.

Section 3. The Board may enter into such contracts as necessary to carry out the general purposes of this organization. No contract on behalf of the organization may be entered into or executed until the Board has approved such action. The Board may authorize any officer or officers, agent or agents, to enter into a contract or execute and deliver an instrument in the name of and on behalf of the organization.

Section 4. It shall establish an annual budget. It may invest or reinvest funds not needed for current operating expenses, if any, in the manner applicable by laws to cities. It shall not at any time incur obligations in excess of funds then available to it. Organization funds may

be expended by the Board in accordance with procedure established by laws for the expenditure of funds by statutory cities. Orders, checks and drafts shall be signed by the chair and countersigned by the vice chair. Other legal instruments shall be executed on behalf of the Board by the chair and vice chair.

Section 5. It shall make a financial accounting and report to the parties at least once each year and its books and records shall be audited annually and be available for and open to examination by the parties at all reasonable times.

Section 6. It may accept gifts, apply for and use grants of money or other property from the state, Anoka County, or any other governmental or private organization, and may enter into agreements required in connection therewith and may hold, use, and dispose of such monies or property in accordance with the terms of the gift, grant, loan, or agreement relating thereto.

Section 7. The amount of financial support from Anoka County will be determined annually by the Anoka County Board of Commissioners to be appropriated for the year.

Section 8. It shall indemnify directors, officers, and employees against claims for damages, costs, and expenses incurred by any of such persons in connection with any action, suit, or proceeding in which he may be involved by reason of his having been a director, officer, or employee, and may obtain liability insurance therefore. Such indemnification need not be exclusive of other rights to which any such person would otherwise be entitled as a matter of law.

Section 9. It may exercise any other power necessary and incidental to the implementation of its powers and duties under the provisions of this Agreement.

#### **ARTICLE V. MEETINGS, ELECTIONS, AND DUTIES OF OFFICERS**

Section 1. Anoka County agrees to convene the organization meeting of MWACCC.

Section 2. At the first meeting of the Board of Directors of MWACCC, the Board shall elect from its members a chair and vice chair. The new offices shall take office for a period of one year after the date on which they are elected.

Section 3. At the organizational meeting, or as soon thereafter as may reasonably be done, the Board shall determine its procedures, including the time, place, frequency, and notice of its regular meetings and the manner of calling special meetings.

Section 4. A vacancy shall immediately occur in the office of any officer upon resignation or death, or otherwise upon such officer ceasing to be a representative of a governmental unit. Upon vacancy occurring in any office, the Board shall fill such position at its next meeting.

**ARTICLE VI. WITHDRAWAL**

Section 1. Any member party may at any time give written notice of withdrawal from MWACCC. A party withdrawing from membership at a time when such withdrawal does not result in dissolutions of the organization shall forfeit its claim to any assets of the organization.

**ARTICLE VII. DISSOLUTION**

Section 1. The organization shall be dissolved whenever (a) aggregate withdrawals of member parties representing more than one-half of the area population occurs, or (b) by a majority vote of all members of the Board.

Section 2. Upon dissolution, the remaining assets of the organization, after payment of all obligations, shall be distributed among the parties as determined by the Board.

**ARTICLE VIII. DURATION**

This Agreement shall continue in effect until dissolved according to Article VII.

**ARTICLE IX. EFFECTIVE DATE**

This Agreement shall become effective upon its execution by the parties hereto.

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be executed on their behalf.

ATTEST:

COUNTY OF ANOKA

\_\_\_\_\_

By: \_\_\_\_\_

Jerry Soma  
County Administrator

Rhonda Sivarajah, Chair  
Anoka Board of Commissioners

Date: \_\_\_\_\_

ATTEST:

CITY OF ANDOVER

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

CITY OF ANOKA

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

CITY OF RAMSEY

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

INDEPENDENT SCHOOL DISTRICT #11

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Youth First/Northwest Anoka County Community Consortium (NWACCC)**  
**BOARD OF DIRECTORS**  
**07/10/12**

| <b>CITY OF ANDOVER DIRECTORS</b>  | <b>CITY OF ANOKA DIRECTORS</b>  | <b>CITY OF RAMSEY DIRECTORS</b>   |
|---|---|---|
| Sean Beggin, Chairperson<br>Andover High School<br>2115 Andover Blvd NW<br>Andover, MN 55304<br>763-506-8400 (W)<br>sean.beggin@anoka.k12.mn.us | William Erhart<br>Erhart & Elfelt, LLC<br>316 Main St, Suite 110<br>Anoka, MN 55303<br>763-427-7800 (W)<br>erhart@erhartlegal.com | Michelle Anderson, Vice Chair<br>North Hennepin Community College<br>7411 85 Ave N<br>Brooklyn Park, MN 55445<br>763-488-0211 (W)<br>michelle.anderson@nhcc.edu |
| Jim Dickinson<br>Andover City Hall<br>1685 Crosstown Blvd NW<br>Andover, MN 55304<br>763-767-5710 (W)<br>j.dickinson@andovermn.gov              | Diane Henning<br>721 Birch St<br>Anoka, MN 55303<br>763-427-4076 (H)  | Chandra Kreyer, Secretary<br>Ramsey Police Department<br>7550 Sunwood Dr. NW<br>Ramsey, MN 55303<br>763-433-9891 (W)<br>ckreyer@ci.ramsey.mn.us                 |
| Jill Discher<br>BridgeLink<br>16150 Crosstown Blvd<br>Andover, MN 55304<br>763-434-5995 x.17 (W)<br>jdischer@constancefree.org                  | Jason Huebner<br>Anoka Police Department<br>275 Harrison St<br>Anoka, MN 55303<br>763-576-2800 (W)<br>jhuebner@ci.anoka.mn.us     | Jim Steffen, Treasurer<br>Trott Brook Financial<br>7533 Sunwood Dr, Suite 208<br>Ramsey, MN 55303<br>763-213-1000 (W)<br>jim@trottbrook.com                     |
|   | Jeff Weaver<br>City of Anoka<br>314 Rice S<br>Anoka, MN 55303<br>763-421-5522 (W)<br>angler55303@yahoo.com                        | Jason Tossey<br>City of Ramsey<br>7550 Sunwood Dr NW<br>Ramsey, MN 55303<br>651-398-9914 (W)<br>jtossey@ci.ramsey.mn.us   |

| <b>ANOKA COUNTY DIRECTORS</b>   | <b>ANOKA-HENNEPIN SCHOOL DISTRICT<br/>11 DIRECTORS</b>  | <b>PROGRAM STAFF</b>   |
|---|---|--|
| Gayle Alexander<br>Anoka County<br>2100 3 <sup>rd</sup> Ave<br>Anoka, MN 55303<br>763-422-7089 (W)<br>gayle.alexander@co.anoka.mn.us          | Gary Lundeen<br>Oak View Middle School<br>15400 Hanson Blvd NW<br>Andover, MN 55304<br>763-506-5601 (W)<br>Gary.lundeen@anoka.k12.mn.us     | Heidi Geiss<br><b>Program Director</b><br>763-421-8530 (W)<br>763-350-2912 (C)<br>Heidi.Geiss@co.anoka.mn.us       |
| Laura Landes<br>Anoka County Sheriff's Office<br>13301 Hanson Blvd NW<br>Andover, MN 55304<br>763-767-4664 (W)<br>laura.landes@co.anoka.mn.us | Vickie Spindler<br>Franklin Elementary School<br>215 West Main St<br>Anoka, MN 55303<br>763-506-2601 (W)<br>vickie.spindler@anoka.k12.mn.us | Kelly Thorsten<br><b>Site Coordinator</b><br>763-421-8530 (W)<br>612-910-3360 (C)<br>Kelly.Thorsten@co.anoka.mn.us |

| ANOKA COUNTY DIRECTORS  | ANOKA-HENNEPIN SCHOOL DISTRICT<br>11 DIRECTORS | ADVISOR/SUPPORT STAFF  |
|---|--|--|
| <p>Matt Look<br/>Anoka County<br/>2100 3<sup>rd</sup> Ave<br/>Anoka, MN 55303<br/>763-323-5700 (W)<br/>matt.look@co.anoka.mn.us</p>         |  | <p><b><u>Legal Advisor:</u></b><br/>Dan Klint, Deputy County Attorney<br/>Anoka County Attorney's Office<br/>2100 3rd Ave, Anoka, MN 55303<br/>763-323-5668 (W)<br/>763-422-7589 (F)<br/>dan.klint@co.anoka.mn.us</p>          |
| <p>Martha Weaver<br/>Anoka County<br/>2100 3<sup>rd</sup> Ave<br/>Anoka, MN 55303<br/>763-323-5744 (W)<br/>martha.weaver@co.anoka.mn.us</p> |  | <p><b><u>Staff Support Liaison:</u></b><br/>Tina Pedersen, Admin Secretary<br/>Anoka County Administration<br/>2100 3rd Ave<br/>Anoka, MN 55303<br/>763-323-5685 (W)<br/>763-323-5682 (F)<br/>tina.pedersen@co.anoka.mn.us</p> |

| NEIGHBORHOOD CENTERS  |   |  |
|---|---|--|
| <p><b>ANDOVER</b><br/>Andover Community Center/YMCA<br/>15200 Hanson Blvd NW<br/>Andover, MN 55304</p> <p>Oak View Middle School<br/>15400 Hanson Blvd NW<br/>Andover, MN 55304</p> | <p><b>ANOKA</b><br/>2903 Euclid Ave<br/>Anoka, MN 55303</p> | <p><b>RAMSEY*</b><br/>6701 Hwy 10 NW<br/>Ramsey, MN 55303<br/>763-421-8530 (W)<br/>763-421-8960 (F)<br/>www.youth1st.net</p> <p>* YF Mailing Address</p> |

**CC Regular Session**

7. 4.

**Meeting Date:** 01/08/2013

**By:** Jo Thieling, Administrative Services

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**Information**

**Title:**

Schedule Joint City Council Meeting with City of Anoka

**Background:**

Staff received an email from Anoka City Manager Tim Cruikshank suggesting a date for the annual joint meeting with the City of Anoka Council. The purpose of the meeting is to discuss matters of mutual interest. Mr. Cruikshank suggested Monday evening, March 11.

Once a date is established, staff will work out the details of the meeting.

**Funding Source:**

N/A

**Council Action:**

Motion to schedule a joint City Council meeting with the City of Anoka for Monday evening, March 11, 2013 - time and location to be determined.

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**Form Review**

| <b>Inbox</b>                 | <b>Reviewed By</b>              | <b>Date</b>                     |
|------------------------------|---------------------------------|---------------------------------|
| Kurt Ulrich                  | Kurt Ulrich                     | 01/03/2013 03:44 PM             |
| Form Started By: Jo Thieling |                                 | Started On: 12/31/2012 03:22 PM |
|                              | Final Approval Date: 01/03/2013 |                                 |

**CC Regular Session**

7. 5.

**Meeting Date:** 01/08/2013

**By:** Diana Lund, Finance

**Information**

**Title:**

Adopt Resolution #12-01-002 Decertifying Tax Increment Financing District #10

**Background:**

Tax Increment Financing (TIF) District # 10 (also known as the Sunfish Lake District) was an economic development district created in 2001. The term of TIF District #10 officially expired on December 31, 2012.

The City Council needs to formally adopt a resolution that decertifies the district and forward a copy to Anoka County for their records. Part of the resolution states that "Excess Tax Increments will be returned to Other Taxing Jurisdictions". The city will not be returning any funds to Anoka County for redistribution, as all funds were spent according to the TIF #10 budget.

**Recommendation:**

Staff recommends Adopting the Resolution Decertifying Tax Increment Financing District #10.

**Funding Source:**

Not Applicable.

**Council Action:**

Adopt Resolution #13-01-002 Decertifying Tax Increment Financing District #10 and Returning Excess Increment to Other Taxing Jurisdictions.

**Attachments**

Resolution #13-01-002 Resolution Decertifying TIF #10

**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

01/03/2013 03:35 PM

Form Started By: Diana Lund

Started On: 12/31/2012 02:06 PM

Final Approval Date: 01/03/2013

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Ramsey, Anoka County, Minnesota, was duly called and held at the City Hall on the 8<sup>th</sup> day of January, 2013, at 7:00 p.m.

The following members were present:

And the following were absent:

Councilmember introduced the following resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

**RESOLUTION #13-01-002  
DECERTIFYING TAX INCREMENT  
FINANCING DISTRICT NO. 10 AND RETURNING  
EXCESS TAX INCREMENTS TO OTHER TAXING JURISDICTIONS**

**WHEREAS**, the city of Ramsey (the “City”) has heretofore created Tax Increment Financing District No. 10 (the “Tax Increment District”); and

**WHEREAS**, the developments to be undertaken within the Tax Increment District as set forth in the tax increment financing plans have been completed and the final tax increment payment has been made or decertification of the Tax Increment District is required pursuant to law.

**NOW, THEREFORE, BE IT RESOLVED by the City Council (the “Council”) of the City of Ramsey, Minnesota (the “City”) as follows:**

1. The City Council hereby finds, declares and determines to decertify Tax Increment Financing District No. 10 effective as of December 31, 2012
2. Any tax increments collected from Tax Increment Financing District No. 10 shall be returned to the County Auditor of Anoka County for distribution to the affected tax jurisdictions in accordance with Minnesota Statutes, Section 469.176, subdivision 2.
3. The City Administrator is hereby directed to send a copy of this resolution to the County Auditor of Anoka County and to take all other steps which are necessary to decertify Tax Increment Financing District No. 10, and to distribute the tax increments to the County.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted by the City Council of the City of Ramsey, Minnesota on January 8, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Administrator

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF ANOKA     )

I, the undersigned, being the duly qualified and acting Administrator of the City of Ramsey, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of Ramsey, Minnesota, duly called and held, as such minutes relate to the decertification of Tax Increment Financing District No. 10.

Dated: January 8, 2013

\_\_\_\_\_  
Administrator

**CC Regular Session**

**7. 6.**

**Meeting Date:** 01/08/2013

**By:** Diana Lund, Finance

**Information**

**Title:**

Authorize Extension of Agreement With OPUS 21 For Utility Billing Services

**Background:**

The City currently contracts with OPUS 21 for utility billing services. The current contract was for the period of February 7, 2008 through February 6, 2013. The fourth quarter utility billing, printed and distributed on January 25, 2013, will be the last billing under this contract. Approximately 8,800 utility bills are printed quarterly.

Prior to OPUS 21, the city's billing was handled by Connexus Energy. Due to a few billing errors with Connexus, most notably the underbilling of commercial accounts and the city not being able to access customer accounts, the city chose to look at other billing options. OPUS 21 was the only billing service available, outside of taking the billing in-house.

The city paid approximately \$55,000 to OPUS 21 in 2012 for utility billing services. Due to a proposed lower fee per utility account, as listed on the attached Addendum to Master Services Agreement, total utility billing costs will be reduced in 2013. Another contributing factor for the reduction in costs is that the city will not have to pay for a service to perform meter reads as all utility accounts are now radio read.

The city staff recommends extending the service agreement with OPUS 21 for an additional three years (36 months) with two (2) one-year renewal options (to give the city the opportunity to research other possible future vendors: for example joint city contract or taking in-house).

**Funding Source:**

All utility billing functions are paid through the respective enterprise funds of water, sewer, street lights, recycling and storm drainage.

**Council Action:**

Motion to Adopt Resolution #13-01-007 authorizing extension of contract with OPUS 21 for a period of 36 months beginning February 7, 2014 with two (2) one-year renewal options.

**Attachments**

Addendum to Master Services Agreement

Resolution 13-01-008 Extension of Contract with OPUS 21

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**

01/03/2013 03:15 PM

Form Started By: Diana Lund

Started On: 12/26/2012 12:46 PM

Final Approval Date: 01/03/2013

**Addendum to Master Services Agreement No. 4031**

**For the Purpose of Extension of Service Agreement To:**

**SCHEDULE NO. 1**

**BASE SERVICES AND COST**

**Parties:** City of Ramsey ("City")  
7550 Sunwood Drive NW  
Ramsey, MN 55303

OPUS<sup>21</sup> Management Solutions ("OPUS<sup>21</sup>")  
680 Commerce Dr., Suite 160  
Woodbury, MN 55125

This Addendum is part of the **Master Agreement** between the City of Ramsey and OPUS<sup>21</sup> Management Solutions originated February 7, 2008.

NOW, THEREFORE, the parties agree as follows:

**1. Term of Agreement.**

The term of the agreement will be 36 months beginning February 7, 2013 with two (2) one year renewal options.

**2. Cost of Services.** CIS Data Hosting, Bill Print, Lockbox and Support Services for Quarterly Billing:

|  |         | 2008-2012 |      |
|--|---------|-----------|------|
| City Information Systems (CIS) Data Hosting / Account / Qtr. | \$0.37  | .46       | 4.09 |
| Personnel & Support / Account / Qtr.                         | \$0.19  | .24       | 7.04 |
| Simplex Bill Print w/ Inner and Outer Envelopes              | \$0.12  | .12       |      |
| E-billing  | \$0.07  | .         |      |
| Remittance Lockbox / Account Processed                       | \$0.19  | .19       |      |
| RevTrak / Account Processed                                  | \$0.08  |           |      |
| Call Center from 8:00 AM – 9:00 PM / Account / Qtr.          | \$0.14  | .14       |      |
| Dedicated E-mail / Per Month                                 | \$18.00 |           |      |
| First Insert at No Charge – Additional Inserts               | \$0.03  |           |      |

net savings .05/  
per account  
per quarter

Postage is a direct or pass-through cost.

Special notices and mailings at \$0.30 per item plus postage and printing.

OPUS<sup>21</sup> Management Solutions, LLC  
A Minnesota Limited Liability Company

City of Ramsey,  
A Minnesota Municipal Corporation

By: \_\_\_\_\_

Lynn Shuba / President

By: \_\_\_\_\_

Mayor

Attested By: \_\_\_\_\_

City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION#13-01-008**

**RESOLUTION AUTHORIZING EXTENSION OF SERVICE AGREEMENT WITH OPUS 21 FOR UTILITY BILLING SERVICES**

**WHEREAS**, the City of Ramsey currently owns, operates and maintains its own utility systems; and

**WHEREAS**, the costs in conjunction with providing those utility systems are born by the uses through payment of utility billings; and

**WHEREAS**, the City of Ramsey currently uses the services of OPUS 21 to bill utility services on a quarterly basis; and

**WHEREAS**, the City of Ramsey has been in a contract relationship with OPUS 21 From February 7, 2008 with the scheduled ending date of February 6, 2013; and

**WHEREAS**, the City would like to extend the contract with OPUS 21 for the period of February 7, 2013 through February 6, 2016, with two one-year renewal options which could extend the contract through February 6, 2018.

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

That the City Administrator is hereby authorized to enter into a three-year billing agreement with OPUS 21 effective February 7, 2013 with the addition of two one-year renewal options.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council the 8<sup>th</sup> day of January, 2013.

---

Mayor

**ATTEST:**

---

City Clerk

**CC Regular Session**

7. 7.

**Meeting Date:** 01/08/2013

**By:** Shane Nelson, Engineering/Public Works

**Information**

**Title:**

Adopt Resolution Accepting Feasibility Report and Ordering Plans and Specifications for Riverdale Drive Reconstruction and Extension

**Background:**

The City of Ramsey has received a \$702,000 grant to help in the funding of the reconstruction and extension of Riverdale Drive from Armstrong Blvd (CSAH83) to Traprock Street. The project is another step forward towards readiness for an Armstrong Blvd (CSAH83) Interchange with TH10. The project also eliminates access to TH10 at Alpaca Street and modifies access at Traprock Street. Those access changes are safety related and are a large reason the grant was awarded to the City of Ramsey along with promotion of a south frontage road to TH10. Water and sanitary sewer will be installed under the extension portion from the east end of Riverdale Drive near Alpaca Street to Traprock Street.

A feasibility report has been prepared to evaluate funding options for the sanitary sewer and watermain extensions. The \$702,000 grant requires award of the contract by June 30th of 2013. Plans and specifications must be prepared in order to meet the schedule. It is proposed that the City of Ramsey Engineering Department is the lead agency with the overall responsibility for the design. Progress will be monitored to determine if any consultant help is needed to complete the design portion of the project development within the time constraints.

**Notification:**

N/A

**Observations:**

The design and construction effort for this project will require a significant amount of effort from the Engineering Department in the year 2013. It may be necessary to supplement City staff efforts with consultant help to allow staff to perform other critical City functions.

**Recommendation:**

Staff recommends approval of the Resolution 13-01-016 Accepting the Feasibility Report and Ordering Plans and Specifications for Riverdale Drive Reconstruction and Extension.

**Funding Source:**

The funding sources identified for this project and based on the preliminary estimates are as follows:

|             |                             |
|-------------|-----------------------------|
| \$702,000   | Cooperative Agreement Grant |
| \$1,466,000 | MSA Fund                    |
| \$202,500   | Sewer Fund                  |
| \$521,000   | Water Fund                  |
| \$2,891,500 | Total                       |

**Council Action:**

Motion to approve Resolution #13-01-016 Accepting the Feasibility Report and Ordering Plans and Specifications for Riverdale Drive Reconstruction and Extension.

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**Attachments**

Resolution

Feasibility Report

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**Form Review**

**Inbox**  
Kurt Ulrich

Form Started By: Shane Nelson

**Reviewed By**  
Kurt Ulrich

Final Approval Date: 01/03/2013

**Date**  
01/03/2013 04:03 PM  
Started On: 01/03/2013

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

**RESOLUTION #13-01-016**

**RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING PREPARATION OF PLANS AND SPECIFICATIONS FOR IMPROVEMENT PROJECT #12-22 RIVERDALE DRIVE RECONSTRUCTION AND EXTENSION FROM ARMSTRONG BOULEVARD (CSAH 83) TO TRAPROCK STREET**

**WHEREAS**, pursuant to a motion of the Ramsey City Council, adopted January 10, 2012, authorized application for a grant, along with the projects inclusion in the 2013 CIP, with reference to Improvement Project 12-22 Riverdale Drive Reconstruction and Extension from Armstrong Blvd (CSAH 83) to Traprock Street; and

**WHEREAS**, the City of Ramsey has been given notice that funding for this local road improvement project is available; and

**WHEREAS**, the maximum amount of the grant has been determined to be \$702,000.

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

- 1) The City of Ramsey Engineering Department is hereby designated as the engineer for this improvement. City staff shall prepare plans and specifications for the making of such improvement.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

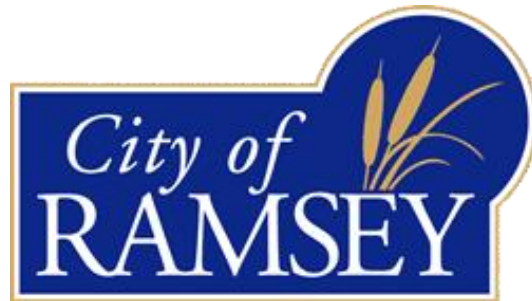
Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January, 2013.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

# Feasibility Report



## Riverdale Drive Extension

(Armstrong Boulevard to Traprock Street)

Ramsey, Minnesota

January 2013

**Feasibility Report  
For  
Riverdale Drive Extension  
Ramsey, Minnesota**

*City Council Meeting Date: January 8, 2013*

*City Project Number: IP 12-22*

*Mayor: Sarah Strommen*

*Council Members: David Elvig  
Randy Backous  
Jason Tossey  
John LeTourneau  
Mark Kuzma  
Chris Riley*

*City Administrator: Kurt Ulrich*

*Interim City Engineer: Shane Nelson*

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under State of Minnesota Statutes 326.02 to 326.16.

\_\_\_\_\_  
Shane M. Nelson, PE

\_\_\_\_\_  
43381  
License No.

\_\_\_\_\_  
January 1, 2013  
Date

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## Introduction

The purpose of this feasibility report is to provide the City of Ramsey with a preliminary examination of the improvements proposed with the Riverdale Drive project. This report was ordered by the City Council at a regular City Council meeting.

Riverdale Drive is a collector street that runs in an east/west direction parallel to Trunk Highway 10. The segments studied in this report include the reconstruction of the existing portion of Riverdale Drive from Armstrong Boulevard to just east of Alpaca Street and the extension of Riverdale Drive from just east of Alpaca Street to Traprock Street. Access to TH10 at Alpaca Street will be eliminated and the access at Traprock Street will be reconfigured to three-quarter's access. Completing this project continues to move the City forward in realizing its goal of obtaining an interchange at the intersection of Armstrong Boulevard with Highway 10. The future interchange layout concept is shown on Figure 1.



Figure 1. Future Interchange Layout Concept.

Consistent with the City's Comprehensive Sanitary Sewer Study and Comprehensive Water Study, it is proposed the sanitary sewer and watermain are also extended under the current alignment of Riverdale Drive. Under the new alignment of Riverdale Drive, it is proposed that watermain is extended easterly to Traprock Street. The extension of sanitary sewer and water utilities are discussed in greater detail in subsequent sections of this report. The project area and roadway location for this project are shown on Figure 2.

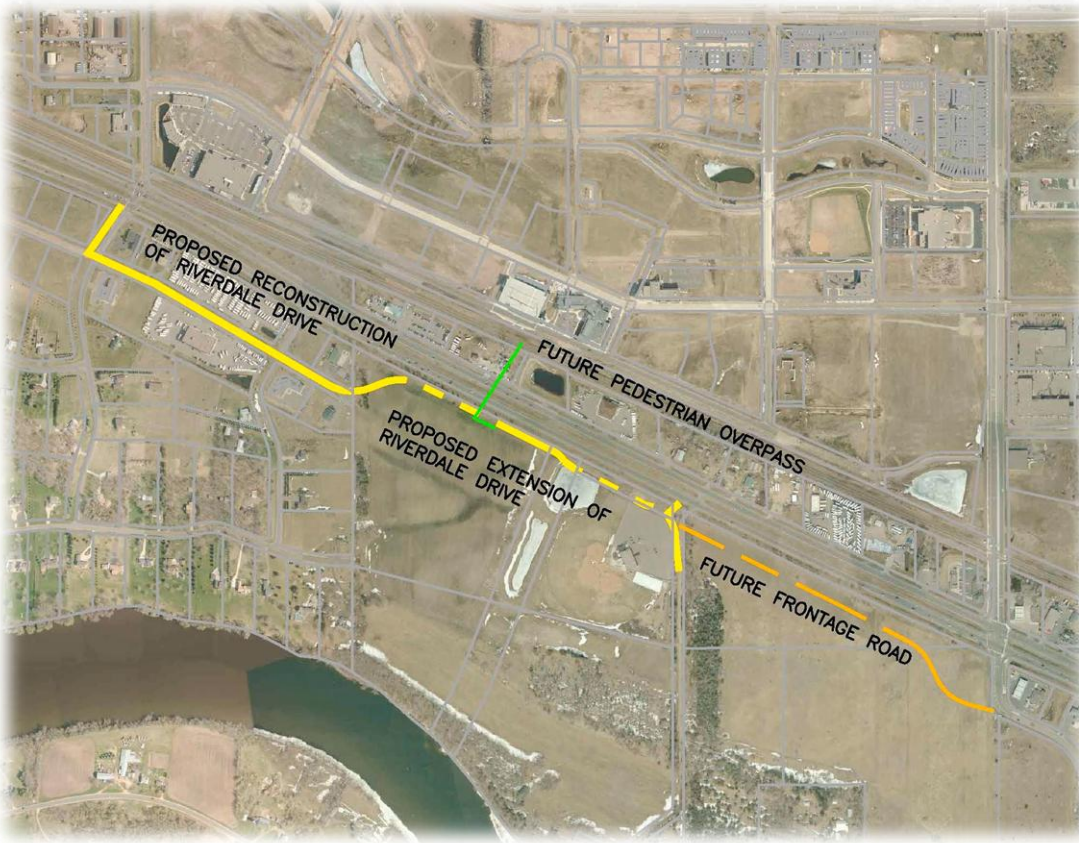


Figure 2. Location of proposed improvements.

## Design Considerations

### Street Design and Anticipated Traffic Volumes

Determining the cross section and structure of the street is dependent on variables such as soil characteristics, traffic types and volumes that are anticipated during the design life of the initial pavement section. A Geotechnical Exploration has not been completed at this time, however, for purposes of this report it is assumed that subgrade soils are suitable for road construction. The traffic types and volumes will be determined by completing an analysis of the existing and proposed land use of the adjacent property, as well as the additional area that the road will serve in the future. We expect the street to initially carry traffic generated by the properties immediately adjacent to the project, however, it is anticipated that an extension across the Anoka County Regional Park property will be constructed to make a connection with Ramsey Boulevard, at which time the traffic volume is anticipated to increase. Upon the extension to Ramsey Boulevard, Riverdale Drive will function more as a frontage road and will divert local traffic off of TH10.

The preliminary cross section for Riverdale Drive consists of two twelve foot travel lanes with eight foot shoulders. The street will be an urban section with concrete curb and gutter consistent with the intended urban commercial use. A bituminous sidewalk is proposed on the south side of Riverdale Drive.

The total estimated cost for the road and associated bituminous sidewalk is \$2,168,000.

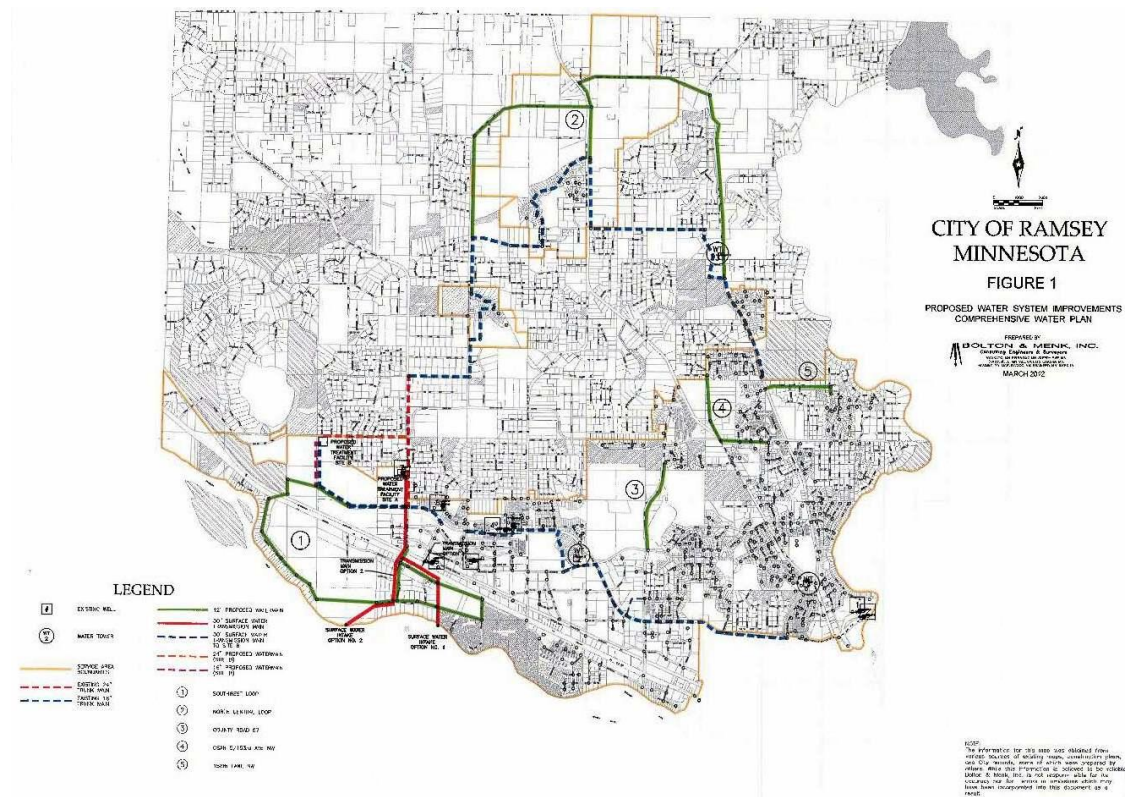
**Water Main**

A water main extension along the existing and new alignment of Riverdale Drive is also proposed as part of this project. The proposed water main improvements to be completed with this project are shown on Figure 4.



Figure 4. Proposed Water Main improvements.

The water main is currently stubbed approximately 150 feet east of Armstrong Boulevard on Riverdale Drive. Twelve inch watermain is proposed to be extended east under both the reconstructed portion of Riverdale Drive and the proposed extension of Riverdale Drive. Fire Hydrants are proposed to be installed as needed along the new watermain and services will be stubbed to all of the adjacent parcels. The total estimated cost for the watermain extension is \$501,160. Figure 5 below depicts the Trunk Water Main System as per the adopted Comprehensive Water System Study, dated June 2012, prepared by Bolton and Menk.



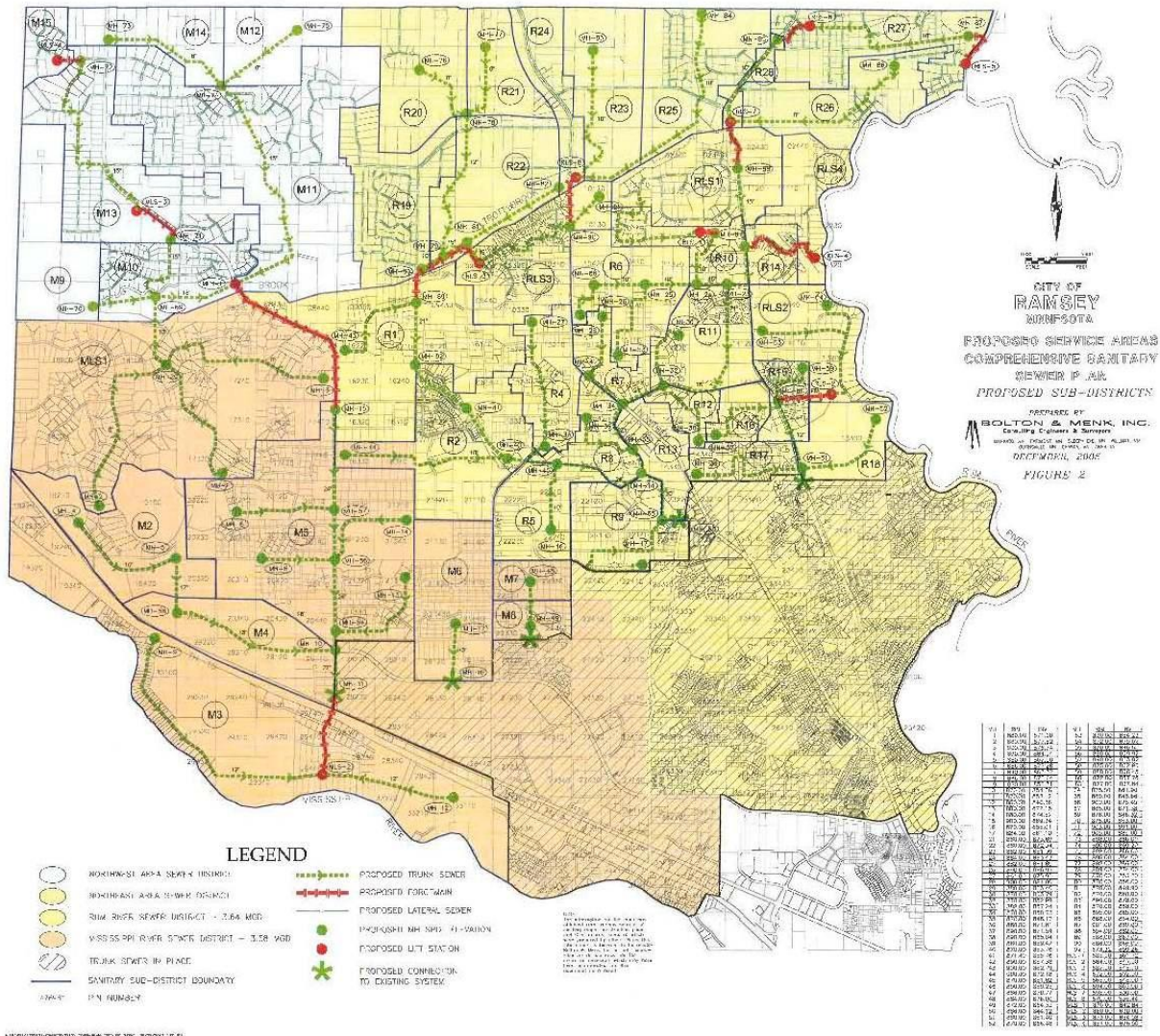


Figure 6. Trunk Sanitary Sewer system for ultimate design.

It is also proposed that a lateral sanitary sewer be extended easterly along Riverdale Drive to approximately 100' east of the existing cul-de-sac. This lateral sanitary sewer will provide sewer access to the existing businesses along the existing segment of Riverdale Drive. The depth of the sanitary sewer at its termination point is estimated to be approximately 8 feet, which inhibits the practicality of an easterly extension to Traprock Street.

As the property abutting the segment of the Riverdale Drive extension develops or re-develops, it will be necessary for the infrastructure for the ultimate sanitary sewer system to be installed. In the interim, it may be possible for the landowner of the adjacent parcels to construct a temporary private lift station and associated forcemain, utilizing the Riverdale Drive lateral as a discharge location. This would provide sanitary sewer availability to the large tracts of land that have development/re-development potential without requiring a significant additional

investment in infrastructure to construct the ultimate system. In the future, upon construction of the ultimate lift station near the intersection of Armstrong Boulevard and 142<sup>nd</sup> Avenue NW and easterly sewer extension on 142<sup>nd</sup> Avenue, the temporary private lift station could be abandoned or removed, thus eliminating its operating and maintenance costs.

The total estimated cost for the sanitary sewer extension is \$202,510.



Figure 7. Proposed Sanitary Sewer improvements.

### Storm Water Management

Storm water will be collected off the street and boulevards by curb and gutter and storm sewer. The large storm water pond on the south side of Highway 10 will be significantly impacted. It will be necessary to obtain drainage and utility easement rights to mitigate the impacted storm water pond, as well as to provide treatment for the new segment of road.

## Easements / Property Acquisition

The permanent roadway easements, as preliminary determined, that will be required for the project are depicted in Figure 8. In addition to the roadway right-of-way, it will also be necessary to obtain a drainage and utility easement for stormwater purposes. The location of the proposed and mitigated stormwater ponds have not been determined at this time. As shown in the figure below, the permanent easements are largely required from two parcels. Preliminary negotiations with the property owners indicate that the property owner's will dedicate the necessary permanent roadway and drainage easements in exchange for receiving the improved access gained by the Riverdale Drive extension and utility availability.



Figure 8. Roadway Easement.

Although a preliminary design is not complete, it is assumed that all proposed improvements will fit into the existing right-of-way on the existing segment of Riverdale Drive. Temporary construction easements will be determined during the design process and obtained by the property owners if necessary.

## Cost Estimates

The 2013 construction costs have been estimated for this project. The estimated costs are estimates only and are not guaranteed prices. The costs shown are estimates based on actual bid prices from projects of similar scope and adjusted for inflation. Actual quantities will be determined upon preparation of the construction plans and final contracts will be awarded on a

unit price basis and the contractor will only be paid for work completed. No costs are included for easements or wetland mitigation / permitting.

Detailed cost estimates for the sanitary sewer and water extensions have been completed in conjunction with this report. The estimates include construction, a 10% allowance for contingency. A summary of the cost estimate for the entire project is presented in Table 1.

Table 1. Estimate of Probable Cost

| Summary - Estimate of Probable Cost |                       |
|-------------------------------------|-----------------------|
| Item                                | Estimated Total Costs |
| Road Construction                   | \$2,168,000.00        |
| Watermain                           | \$521,000.00          |
| Sanitary Sewer                      | \$202,500.00          |
| <b>Total</b>                        | <b>\$2,891,500.00</b> |

## Financing

The City received a Cooperative Agreement grant in the amount of \$702,000 which will partially fund the road construction and associated drainage improvements. The remaining of the road, associated drainage improvements, and bituminous sidewalk will be funded by the City’s Municipal State Aid (MSA) account.

The costs for extending the sanitary sewer and water main will be funded in the near term by the sewer and water enterprise funds, with those funds being paid back over time through the collection of connection charges and/or assessments.

A summary of the funding is as follows:

Table 2. Financing Summary.

| Financing Summary           |                    |
|-----------------------------|--------------------|
| Description                 | Amount             |
| Cooperative Agreement Grant | \$702,000          |
| MSA Fund                    | \$1,466,000        |
| Sewer Enterprise Fund       | \$202,500          |
| Water Enterprise Fund       | \$521,000          |
| <b>Total</b>                | <b>\$2,891,500</b> |

## Connection Charges – Sanitary Sewer

The City’s schedule of rates and charges currently specifies connection fees for trunk sanitary sewer (connection charge) and lateral sanitary sewer (lateral benefit charge) which would be preferable for recapturing the capital investment for the utilities associated with this project. According to the adopted 2013 schedule of rates and charges, the above-mentioned fees are as follows:

### Sanitary Sewer Charges

Sanitary Sewer Connection Charge (Commercial/Industrial) \$3,308 per acre

Sanitary Sewer Lateral Benefit Charge \$3,328 per acre

The City also collects a Sanitary Sewer Availability Charge (SAC) at the time of connection. However, the revenue from the SAC charge is forwarded to the Metropolitan Council and is the funding source for the regional treatment and disposal system owned and operated by the Metropolitan Council Environmental Services.

A preliminary examination of the land area of the adjacent properties has been completed utilizing Geographic Information Systems (GIS) and preliminary estimates of the revenue collected at the time of connection are presented below in Table 3.

Table 3. Estimated Sanitary Sewer Connection Charge Revenue.

| Address                             | 8000 Highway 10 NW    | 7955 Riverdale Drive | 7945 Riverdale Drive    | 7815 Riverdale Drive | 7103 Riverdale Drive    |
|-------------------------------------|-----------------------|----------------------|-------------------------|----------------------|-------------------------|
| Owner                               | Premier Armstrong LLC | TIRAED LLC           | Pearson Investments LLC | DSB Ventures LLC     | Pearson Investments LLC |
| Area of Lot (ac)                    | 1.11                  | 1.23                 | 4.57                    | 2.38                 | 6.84                    |
| Connection Charge (\$3,308/ac)      | \$3,671.88            | \$4,068.84           | \$15,117.56             | \$7,873.04           | \$22,626.72             |
| Lateral Benefit Charge (\$3,328/ac) | \$3,694.08            | \$4,093.44           | \$15,208.96             | \$7,920.64           | \$22,763.52             |

| Address                             | 7850 Riverdale Drive                  | 7820 Riverdale Drive | Vacant, unassigned               | 7550 Highway 10 NW | Total        |
|-------------------------------------|---------------------------------------|----------------------|----------------------------------|--------------------|--------------|
| Owner                               | The Bank of Elk River<br>Jesse Ternus | Brad Fitch           | Hope Fellowship of<br>Ramsey Inc | 2-01 LLC           |              |
| Area of Lot (ac)                    | 1.53                                  | 1.6                  | 29.24                            | 15.44              | 63.94        |
| Connection Charge (\$3,308/ac)      | \$5,061.24                            | \$5,292.80           | \$96,725.92                      | \$51,075.52        | \$211,513.52 |
| Lateral Benefit Charge (\$3,328/ac) | \$5,091.84                            | \$5,324.80           | \$97,310.72                      | -                  | \$161,408.00 |

**Totals \$372,921.52**

As can be seen in Table 3 above, the anticipated revenue ultimately collected for the Sanitary Sewer improvements is estimated to be \$372,921, which is greater than the estimated expenditures for this project currently estimated at \$202,500. However, the additional revenue

collected is necessary to fund the other trunk improvements that are not proposed to be constructed with this project but are necessary for the existing and ultimate system (i.e. off-site trunk sewer mains, lift stations, forcemains, etc).

### Connection Charges – Water

The City’s schedule of rates and charges currently specifies Water Availability Charges (WAC) and connection fees for trunk water facilities (connection charge) and lateral water facilities (lateral benefit charge) which would be preferable for recapturing the capital investment. According to the adopted 2013 schedule of rates and charges, the above-mentioned fees are as follows:

#### Water Charges

|   |                     |
|---|---------------------|
| Water Availability Charge (WAC)                   | \$1,148 per address |
| Water Connection Charge (Commercial / Industrial) | \$5,835 per acre    |
| Water Lateral Benefit Charge                      | \$6,143 per acre    |

A preliminary examination of the land area of the adjacent properties has been completed utilizing Geographic Information Systems (GIS) and preliminary estimates of the revenue collected at the time of connection are presented below in Table 4.

Table 4. Estimated Water Main Connection Charge Revenue.

| Address                                | 8000 Highway 10 NW    | 7955 Riverdale Drive | 7945 Riverdale Drive    | 7815 Riverdale Drive | 7103 Riverdale Drive    |
|--|-----------------------|----------------------|-------------------------|----------------------|-------------------------|
| Owner                                  | Premier Armstrong LLC | TIRAED LLC           | Pearson Investments LLC | DSB Ventures LLC     | Pearson Investments LLC |
| Area of Lot (ac)                       | 1.11                  | 1.23                 | 4.57                    | 2.38                 | 6.84                    |
| Water Availability Charge (\$1,148/Ea) | \$1,148.00            | \$1,148.00           | \$1,148.00              | \$1,148.00           | \$1,148.00              |
| Connection Charge (\$5,835/ac)         | \$6,476.85            | \$7,177.05           | \$26,665.95             | \$13,887.30          | \$39,911.40             |
| Lateral Benefit Charge (\$6,143/ac)    | \$6,818.73            | \$7,555.89           | \$28,073.51             | \$14,620.34          | \$42,018.12             |

| Address                                | 7850 Riverdale Drive                  | 7820 Riverdale Drive | Vacant, unassigned               | 7550 Highway 10 NW | Total        |
|--|---------------------------------------|----------------------|----------------------------------|--------------------|--------------|
| Owner                                  | The Bank of Elk River<br>Jesse Ternus | Brad Fitch           | Hope Fellowship of<br>Ramsey Inc | 2-OI LLC           |              |
| Area of Lot (ac)                       | 1.53                                  | 1.6                  | 29.24                            | 15.44              | 63.94        |
| Water Availability Charge (\$1,148/Ea) | \$1,148.00                            | \$1,148.00           | \$1,148.00                       | \$1,148.00         | \$10,332.00  |
| Connection Charge (\$5,835/ac)         | \$8,927.55                            | \$9,336.00           | \$170,615.40                     | \$51,075.52        | \$334,073.02 |
| Lateral Benefit Charge (\$6,143/ac)    | \$9,398.79                            | \$9,828.80           | \$179,621.32                     | \$94,847.92        | \$297,935.50 |

**Totals**                      **\$632,008.52**

As can be seen in Table 4 above, the anticipated revenue ultimately collected for the Water System improvements is estimated to be \$632,008, which is greater than the estimated expenditures for this project currently estimated at \$521,000. However, the additional revenue

collected is necessary to fund the other trunk and system improvements that are not proposed to be constructed with this project but are necessary for the existing and ultimate system (i.e. water towers, off-site watermains, wells, etc).

If the City proceeds with this project and funds the sanitary sewer and watermain extensions through the enterprise funds, the City could expect to replenish the funds at some future point in time through the collection of the connection charges as indicated earlier in this section. Providing that the enterprise funds have sufficient balances to fund these improvements in the interim period, this method is advantageous as it does not require that the City specially assess the costs to the benefitting properties.

### Assessment Alternative

Alternatively, if the City would prefer to finance the costs through special assessments it may proceed with the assessment process as provided per MN Statutes 429 and the City Charter. Assessment of the costs of the sanitary sewer and watermain extension would provide a known timetable for repayment of the expenditures. However, the assessment process may affect the timeline for this project as City Charter provides a mandatory 60-day waiting period following the public improvement hearing. City Charter also provides that a project may be stopped by a counter-petition of the properties proposed to be assessed.

If the project proceeded as an assessment project, one-hundred percent of the lateral costs for the utilities would be assessed to the benefitting properties. Therefore, for the Sanitary Sewer the entire cost of the 8" lateral on Riverdale Drive would be assessed. The cost of the Riverdale Drive sanitary sewer lateral is estimated at \$167,900.

As discussed earlier, the Comprehensive Water System Study depicts the watermain proposed with this project as a Trunk Facility. Therefore, only the lateral portion of the cost could be assessed to the benefitting properties, with the additional cost for upsizing to a 12" trunk being funded by the collection of the trunk Connection Charge. The cost of an 8" watermain lateral along the entire length of Riverdale Drive is estimated at \$338,000.

If the City proceeded with this project as an assessment project, it would be necessary to assess all benefitting properties. The total estimated cost to be assessed for the utilities is \$505,900. It would be recommended that the assessments be distributed by the area method given the land use and zoning of the benefitting properties. Assessments are usually amortized over time, usually 20 years for utility improvements, at an interest rate in the order of 6%.

An exhibit showing the benefitting properties that would receive an assessment for the utility extension is shown below as Figure 8.



Figure 8. Benefitting Properties for Sanitary Sewer and Water Main Extensions.

A preliminary examination of the land area of the benefiting properties has been completed utilizing Geographic Information Systems (GIS) and preliminary estimates of the proposed assessments for the sanitary sewer extension are presented below in Table 5.

Table 5. Proposed Assessment Amounts for Sanitary Sewer Extension – Assessment Alternative.

| Address                    | 8000 Highway 10 NW    | 7955 Riverdale Drive | 7945 Riverdale Drive    | 7815 Riverdale Drive | 7103 Riverdale Drive    |
|----------------------------|-----------------------|----------------------|-------------------------|----------------------|-------------------------|
| Owner                      | Premier Armstrong LLC | TIRAED LLC           | Pearson Investments LLC | DSB Ventures LLC     | Pearson Investments LLC |
| Area of Lot (ac)           | 1.11                  | 1.23                 | 4.57                    | 2.38                 | 6.84                    |
| Assessment Amount per Acre | \$3,461.86            | \$3,461.86           | \$3,461.86              | \$3,461.86           | \$3,461.86              |
| Proposed Assessment Amount | \$3,842.66            | \$4,258.08           | \$15,820.68             | \$8,239.22           | \$23,679.09             |

| Address                    | 7850 Riverdale Drive                  | 7820 Riverdale Drive | Vacant, unassigned               | Total        |
|----------------------------|---------------------------------------|----------------------|----------------------------------|--------------|
| Owner                      | The Bank of Elk River<br>Jesse Ternus | Brad Fitch           | Hope Fellowship of<br>Ramsey Inc |              |
| Area of Lot (ac)           | 1.53                                  | 1.6                  | 29.24                            | 48.5         |
| Assessment Amount per Acre | \$3,461.86                            | \$3,461.86           | \$3,461.86                       |              |
| Proposed Assessment Amount | \$5,296.64                            | \$5,538.97           | \$101,224.66                     | \$167,900.00 |

**Totals \$167,900.00**

The property located at 7550 Highway 10 would not receive an assessment for the sanitary sewer as the depth does not allow for the sanitary sewer to be extended to that property.

A similar preliminary examination of the land area of the adjacent properties has been completed for the watermain extension utilizing Geographic Information Systems (GIS) and preliminary estimates of the proposed assessments are presented below in Table 6.

Table 6. Proposed Assessment Amounts for Water Extension – Assessment Alternative.

| Address                    | 8000 Highway 10 NW    | 7955 Riverdale Drive | 7945 Riverdale Drive    | 7815 Riverdale Drive | 7103 Riverdale Drive    |
|----------------------------|-----------------------|----------------------|-------------------------|----------------------|-------------------------|
| Owner                      | Premier Armstrong LLC | TIRAED LLC           | Pearson Investments LLC | DSB Ventures LLC     | Pearson Investments LLC |
| Area of Lot (ac)           | 1.11                  | 1.23                 | 4.57                    | 2.38                 | 6.84                    |
| Assessment Amount per Acre | \$5,286.21            | \$5,286.21           | \$5,286.21              | \$5,286.21           | \$5,286.21              |
| Proposed Assessment Amount | \$5,867.69            | \$6,502.03           | \$24,157.96             | \$12,581.17          | \$36,157.65             |

| Address                    | 7850 Riverdale Drive                  | 7820 Riverdale Drive | Vacant, unassigned               | 7550 Highway 10 NW | Total        |
|----------------------------|---------------------------------------|----------------------|----------------------------------|--------------------|--------------|
| Owner                      | The Bank of Elk River<br>Jesse Ternus | Brad Fitch           | Hope Fellowship of<br>Ramsey Inc | 2-OI LLC           |              |
| Area of Lot (ac)           | 1.53                                  | 1.6                  | 29.24                            | 15.44              | 63.94        |
| Assessment Amount per Acre | \$5,286.21                            | \$5,286.21           | \$5,286.21                       | \$5,286.21         |              |
| Proposed Assessment Amount | \$8,087.89                            | \$8,457.93           | \$154,568.66                     | \$81,619.02        | \$338,000.00 |

**Totals**                    **\$338,000.00**

If the City proceeded with this project with funding of the utility extensions through assessments, the Lateral Benefit Charges would not apply at the time of connection.

### Project Schedule

Provided that the City proceeds with this project, the following schedule could be anticipated:

| Project Schedule   |                   |
|--|-------------------|
| Task   | Date              |
| Order Feasibility Study  | December 11, 2012 |
| Accept Feasibility Study and Order Plans and Specifications    | January 8, 2013   |
| Approve Plans, Specifications and Order Advertisement for Bids | April 23, 2013    |
| Receive Bids   | June 3, 2013      |
| Award Construction Contract *                                  | June 11, 2013     |
| Begin Construction   | July 2013         |
| Substantial Completion   | October 2013      |
| Final Completion   | June 2014         |

\* Project must be awarded by June 30, 2013 otherwise co-operative agreement grant becomes unavailable.

Note: The above schedule assumes that the project will move forward utilizing the connection charge method of financing. If the assessment method is utilized, the schedule must be revised

to include the public improvement hearing and assessment hearing as required by MN State Statute 429 and the 60-day waiting period as required per the City Charter.

### **Conclusions and Recommendations**

We find that this project is necessary, cost effective and feasible from a technical and engineering standpoint. In reviewing the financing alternatives, it appears that the option of connection charges at the time of connection has several advantages. First, the nature of recapturing the capital expenditure is via a connection charge vs. an assessment which may be counter-petitioned. The connection charge method also has a timing advantage, as it will not be necessary to hold the public improvement hearings and assessment hearing that is required by MN State Statutes, nor will it be necessary to have the 60-day waiting period after the public improvement hearing required by the City's Charter. Proceeding with this project using the Lateral Benefit Charge as a mechanism for repayment of the capital investment will enable the City to keep this project on schedule and will not jeopardize the \$702,000 Co-operative Agreement Grant.

This project is not recommended to be combined with any other projects. This project is large enough to attract competitive bids as a stand-alone project.

We recommend that the City Council accept this report and proceed with the project utilizing the established connection charge method as a funding/repayment mechanism for the capital expenditure of extending the utilities.

**CC Regular Session**

7. 8.

**Meeting Date:** 01/08/2013

**By:** Darren Lazan, Housing &  
Redevelopment Authority

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**Information**

**Title:**

Approve First Amendment to Amended and restated Parking Use and Maintenance Agreement - Ramp A

**Background:**

In April of 2012, the City, The HRA, and the EDA approved the Amended and Restated Parking Use and Maintenance Agreement (PUMA).

This amended agreement was updated to address, among other things, the concept of the dedication of spaces to The Residence at The COR, and the related signage and use issues surrounding the ongoing operation of the ramp now that it will be completely allocated.

The agreement was recorded in May of 2012, and included a provision for the preparation and execution of an amendment to the agreement to add the legal description for the "Exclusive Easement Area" as outlined conceptually in Exhibit D-2 of the recorded agreement. This was to be prepared following the completion of construction of the ramp and related vestibules.

That survey has been completed and the easement areas identified based on the constructed condition.

**Notification:**

**Observations:**

As-Built Parking Summary:

Ground Floor - 165 stalls + 8 Accessible stalls = 173 Total Stalls

2nd Floor - 216 stalls + 5 Accessible stalls = 221 Stalls

3rd Floor - 214 Stalls + 5 Accessible Stalls = 219 Stalls

4th Floor - 178 Stalls + 2 Accessible Stalls = 180 Stalls

TOTAL STALLS - 793

After a final Assessment of the constructed parking configuration, the following reflects the current parking allocation for Ramp A:

Stalls DEDICATED to Lot 3, Block 1, COR ONE - 275

Stalls ALLOCATED to Lot 3, Block 1, COR ONE - 25

Stalls ALLOCATED to Transit (per funding requirements ) - 350

Stalls ALLOCATED to Municipal Center - 75

UNALLOCATED Stalls (future use) - 68

TOTAL STALLS - 793

Notes:

Municipal Center requires 136 stalls by code, but provides 64 on-site stalls, and therefore needs 72 stalls in Ramp A to meet current parking requirements. Previous Allocation to the Municipal Center was 108 stalls. HRA/Council should consider this reduction as a policy question on how stalls are allocated, or reserved for future uses.

**Recommendation:**

The development team recommends the City Council approve the First Amendment to the Amended and Restated Parking Use and Maintenance Agreement for Ramp A, subject to final modification and approval by HRA legal counsel, and direct the agreement to be executed and recorded.

**Funding Source:**

HRA Professional Services Budget

**Council Action:**

Approve the First Amendment to the Amended and Restated Parking Use and Maintenance Agreement for Ramp A, subject to final modification and approval by HRA legal counsel, and authorize and direct the agreement to be executed by the Mayor, City Administrator, and recorded.

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**Attachments**

Recorded PUMA  
First Amendment  
Easement Sketches

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**Form Review**

| <b>Inbox</b>                  | <b>Reviewed By</b>              | <b>Date</b>                     |
|-------------------------------|---------------------------------|---------------------------------|
| Kurt Ulrich                   | Kurt Ulrich                     | 01/03/2013 03:07 PM             |
| Form Started By: Darren Lazan |                                 | Started On: 12/21/2012 04:26 PM |
|                               | Final Approval Date: 01/03/2013 |                                 |



Record ID 2491126

508341.011

**ABSTRACT/TORRENS  
DOCUMENT**

**DOCUMENT**

**ABSTRACT/TORRENS**

2031856.006

Record ID 2491124



**AMENDED AND RESTATED PARKING IMPROVEMENT USE AND  
MAINTENANCE AGREEMENT FOR PARKING DISTRICT A**

1. **Parties.** The parties to this Amended and Restated Parking Improvement Use and Maintenance Agreement (this "Agreement") are the City of Ramsey, a Minnesota municipal corporation (the "City"), the Economic Development Authority of the City of Ramsey, Minnesota, a body politic and corporate under the laws of the state of Minnesota (the "EDA") and The Housing and Redevelopment Authority in and for the City of Ramsey, Minnesota, a body politic and corporate under the laws of the state of Minnesota (the "HRA").

2. **Reference Date and Effective Date.** This Agreement is dated, for reference purposes, as of the 30th day of April, 2012. This Agreement is effective when it is recorded in the office of the Anoka County Recorder and Registrar of Titles.

3. **Recitals.**

(a) **Recital One.** The City owns the real property legally described on **Exhibit A** (the "City Property"), and the HRA owns the real property legally described on **Exhibit B** (the "HRA Property").

(b) **Recital Two.** The City Property and the HRA Property include all of the "Parking District," as defined in that certain Parking Improvement Use and Maintenance Agreement between the City and Ramsey Town Center, LLC (the "Developer") dated as of February 28, 2005 and recorded on March 16, 2005 in the office of the Anoka County Recorder as Document No. 1973660.001 and in the office of the Anoka County Registrar of Titles as Document No. 482124.002 (the "Original PUMA").

(c) **Recital Three.** The City leases the City Property to the EDA pursuant to a Ground Lease Agreement dated as of June 1, 2005 and recorded on December 8, 2005 in the office of the Anoka County Recorder as Document No. 1980341.001 and in the office of the Anoka County Registrar of Titles as Document No. 485607.002 (the "Ground Lease").

(d) **Recital Four.** The EDA subleases the City Property back to the City pursuant to a Lease Agreement dated as of June 1, 2005 and recorded on December 8, 2005 in the office of the Anoka County Recorder as Document No. 1980341.002 and in the office of the Anoka County Registrar of Titles as Document No. 485607.003 (the "Sub-Lease").

(e) Recital Six. The City and the HRA, as the owners of all of the Property subject to the Original PUMA and the EDA and the City, as the tenant and subtenant of the City Property, desire to terminate the Original PUMA, in its entirety and replace it with this Agreement.

(f) Recital Seven. The property that is subject to this Agreement is the real property legally described on **Exhibit C** ("Parking District A").

(g) Recital Eight. Parking District A is zoned "COR District" and is subject to Section 117-118 of the City's zoning ordinance. Section 117-118 of the City's zoning ordinance is referred to herein as the "COR District Ordinance."

(h) Recital Nine. Section 117-118 of the COR District Ordinance requires the HRA to submit a development plan to the City. On September 27, 2011 the HRA submitted and the City Council approved a new development plan for the HRA Property (the "New Development Plan"). Section 117-118(e) of the COR District Ordinance requires the HRA to submit a proposed parking plan to the City for review and approval as a part of the New Development Plan. The New Development Plan includes a parking plan for the HRA Property which includes, as one of its components, a parking plan for Parking District A (the "District A Parking Plan").

(i) Recital Nine. The City owns the approximately 600 stall parking ramp (the "Ramp A"). The Ramp A is located on Lot 2, Block 1, COR ONE, Anoka County, Minnesota (the "District A Parking Parcel"). The City intends to construct an approximately 200 stall addition to Ramp A (the "Ramp A Addition") which will also be located on the District A Parking Ramp Parcel. Ramp A and the Ramp A Addition are referred to herein as the "District A Parking Improvements."

(j) Recital Ten. Section 117-118(e)(6) of the COR District Ordinance contemplates a development agreement that will require the owner of each property in the COR District to assume financial responsibility for the continuing maintenance of public parking facilities. The City anticipates that costs associated with the continuing maintenance of the public parking facilities within the COR District will be allocated among properties the public parking facilities serve based on each property's parking needs. For purposes of this Agreement, the term "Parcel" means each platted lot, platted outlot, registered land survey tract and common interest community unit, located wholly or partially within Parking District A and any portion of any platted lot, platted outlot or registered land survey tract located wholly or partially within Parking District A that has been subdivided using a metes and bounds legal description in accordance with the requirements of the City's subdivision ordinance. The District A Parking Plan allocates the available parking spaces in the District A Parking Improvements among the Parcels in Parking District A. Stalls intended for "park and ride" use are allocated to Lot 1, Block 1, COR ONE, Anoka County, Minnesota, which the City owns and upon which the Ramsey Municipal Center is located. The District A Parking Plan also allocates to each Parcel in Parking District A a fractional share of liability for the costs associated with the continuing maintenance of the District A Parking Improvements. The fractional share of liability assigned to each Parcel is based on the relationship between the number of parking spaces allocated to the Parcel and the total number of parking spaces in the District A Parking Improvements.

(k) Recital Eleven. This Agreement obligates the owner of each Parcel in Parking District A to pay the City for costs the City has or will incur to maintain, repair and replace the District A Parking Improvements based on the fractional share of liability assigned to that Parcel in the District A Parking Plan.

(l) Recital Twelve. This Agreement also grants the owner of each Parcel in Parking District A an appurtenant, non-exclusive easement to use the number of parking spaces in the District A Parking Improvements that the District A Parking Plan allocates to that Parcel except that this Agreement grants the owner of Lot 3, Block 1, COR ONE, Anoka County, Minnesota ("Lot 3") an appurtenant, exclusive easement to use the 275 stalls that are located within the portion of the District A Parking Improvements and the District A Parking Parcel depicted on **Exhibit D-1** (the "Exclusive Easement Area"). After the City completes construction of the Ramp A Addition, the City will survey the Exclusive Easement Area, and the City and the owner of Lot 3 must execute an amendment to this Agreement to add the legal description of the Exclusive Easement Area as **Exhibit D-2**. From and after the recording of that amendment the term Exclusive Easement Area shall mean the area legally described on **Exhibit D-2** and in the event of any conflict between **Exhibit D-1** and **Exhibit D-2**, **Exhibit D-2** shall control.

#### 4. Declaration and Grant of Easements.

(a) Non-Exclusive Easements. The City hereby declares and grants a non-exclusive, appurtenant easement over the portion of District A Parking Parcel and the portion of the District A Parking Improvements that are not located within the boundaries of the Exclusive Easement Area (the "Public Parking Areas") for the benefit of each Parcel to permit the owner of each Parcel, each owners' tenants and each owners' and each owner's tenants' employees, customers, agents, guests and invitees to use, on a first-come, first-served basis and in common with members of the public, the number of parking spaces in the Public Parking Areas that the District A Parking Plan allocates to such owner's Parcel and to use the driveways and pedestrian elevators, stairways, sidewalks and walkways that are a part of the District A Parking Improvements. The easement is to permit the parking of vehicles of a size not to exceed the design parameters of the District A Parking Improvements and for pedestrian access to and from such vehicles. Notwithstanding anything else in this Section 4.1, the non-exclusive easement granted in this Section 4.1 only entitles the owner of Lot 3, such owners' tenants and such owners' and such owners' tenants' employees, customers, agents, guest and invitees to use the number of spaces that is equal to the total number of parking spaces the District A Parking Plan allocates to Lot 3 less the number of "Exclusive Use Stalls," as defined in Section 4.2. The easement set forth in this Section 4.1 does not give the benefitted parties a right to use any specific, designated spaces and does not give the benefitted parties any priority over members of the public or other benefitted parties with respect to the use of available spaces. The number of parking spaces the District A Parking Plan allocates to each Parcel may change as a result of subsequent amendments to the District A Parking Plan, but the City Council may not approve an amendment to the District A Parking Plan that increases or decreases the number of parking stalls allocated to a Parcel without the written consent of the owner of the Parcel.

(b) Exclusive Easement. The City hereby declares and grants an exclusive, appurtenant easement over the Exclusive Easement Area for the benefit of Lot 3. The easement

is to permit the owner of Lot 3 and such owner's tenants and the owner's and owner's tenants' guests and invitees to use the 275 stalls in the Exclusive Easement Area (the "Exclusive Use Stalls") and to exclude all others from the use of such stalls. The owner of Lot 3 shall have exclusive authority to determine how the Exclusive Use Stalls are allocated among and used by such owner's tenants and the owner's and owner's tenants' guests and invitees. The easement is to permit the parking of vehicles of a size not to exceed the design parameters of the District A Parking Improvements. The Exclusive Use Stalls may not be used for any purpose other than the parking of motor vehicles. For example, the Exclusive Use Stalls may not be used for the storage of any personal property other than motor vehicles, and the owner of Lot 3 and such owner's tenants and the owner's and owner's tenants' guests and invitees may not attach or affix anything to the District A Parking Improvements except that the owner of Lot 3 may, upon the receipt of the City's written consent, which consent may not be unreasonably withheld, affix signs to the District A Parking Improvements to identify the Exclusive Use Stalls, to distinguish the Exclusive Use Stalls from other stalls in the District A Parking Improvements and to distinguish Exclusive Use Stalls from one another. The City Council may not approve an amendment to the District A Parking Plan that impairs the exclusive easement rights granted in this Section 4.2 without the written consent of the owner of Lot 3 and the holder of any mortgage recorded against title to Lot 3.

5. **Operation of the District A Parking Improvements.** The City will operate the Public Parking Areas as public parking facilities. The Public Parking Areas will be available to beneficiaries of the easement described in Section 4.1 and to the public on a first-come, first-served basis subject to the following:

(a) The City will establish handicapped parking stalls within the Public Parking Areas as required by law. The owner of Lot 3 must establish and maintain handicapped parking stalls within the Exclusive Easement Area as required by law.

(b) The City may designate, with appropriate signage, parking stalls within the Public Parking Areas that may only be used for a specified period of time (for example, without limitation, "One Hour Parking," "Overnight Parking," and "No Overnight Parking").

(c) The City may designate parking stalls in the Public Parking Areas as "park and ride" stalls for the exclusive use of public transit patrons during designated days and hours as provided for in the District A Parking Plan. The number of designated "park and ride" stalls may not exceed the number of stalls the Parking Plan allocates for "park and ride" use. The City must utilize signage and other parking control mechanisms in an attempt to limit "park and ride" use to the number of parking stalls designated for "park and ride" use in the District A Parking Plan and must make a good faith effort to enforce restrictions the City adopts to control such use.

(d) The City may elect to charge fees for parking in the Public Parking Areas; provided the costs associated with the operation of the Public Parking Areas on a fee basis will be Parking Maintenance Costs under Section 7 below, and the proceeds received from the operation of the Public Parking Areas on a fee basis will be applied to reduce the budgeted Parking Maintenance Costs allocated among the Parcels pursuant to Section 9 below.

(e) The City may, from time to time, temporarily limit or deny access to parking spaces within the District A Parking Improvements as the City determines to be necessary or desirable in connection with the maintenance, repair or replacement of District A Parking Improvements or the construction of expansions of or additions to the District A Parking Improvements. The City must use all commercially reasonable efforts to minimize any interference with the use of the parking stalls in the Exclusive Use Area.

6. **Maintenance, Repair and Replacement of the District A Parking Improvements.** The City will maintain, repair and replace the District A Parking Improvements in a manner consistent with other public parking facilities in the greater Minneapolis-St. Paul, Minnesota metropolitan area.

7. **Parking Maintenance Costs.** For purposes of this Agreement, the term "Parking Maintenance Costs" means all costs and expenses that the City incurs to operate, maintain, repair and replace District A Parking Improvements, including, but not limited to, costs associated with snow removal, insurance, security, elevator maintenance and repair, lighting, landscaping, signage, parking control facilities, staff and contributions to a reserve fund for future maintenance, repair and replacement costs. Parking Maintenance Costs include both amounts the City pays to third parties to operate, maintain, repair and replace District A Parking Improvements and administer this Agreement and the fair market value of any services provided by City employees in connection with the operation, maintenance, repair or replacement of District A Parking Improvements or the administration of this Agreement. Parking Maintenance Costs may also include periodic contributions to a reserve fund the City establishes to provide a source of funds for major repairs, renovations and replacement.

8. **Budget of Parking Maintenance Costs.** The City may, from time to time, establish a fiscal year for the purposes of budgeting for Parking Maintenance Costs. If the City does not establish a fiscal year, the fiscal year for budgeting Parking Maintenance Costs is the fiscal year. On or before the date thirty (30) days prior to the beginning of the first full or partial fiscal year and thirty (30) days prior to the beginning of each full fiscal year thereafter, the City's staff must prepare and the City Council must approve a proposed budget of anticipated Parking Maintenance Costs for the next fiscal year.

9. **Charges for Parking Maintenance Costs.** On or before the date thirty (30) days prior to the beginning of the first full or partial fiscal year and thirty (30) days prior to each full fiscal year thereafter, the City Council must adopt a resolution allocating the budgeted Parking Maintenance Costs for that fiscal year among the Parcels. The allocations will be based on the budgets described in Section 8 above. The share of the anticipated annual Parking Maintenance Costs the City allocates to each Parcel for a given fiscal year will be determined by multiplying the Parcel's "Allocated Share," as determined pursuant to Section 10 below, by the budgeted Parking Maintenance Costs for that fiscal year.

10. **Determination of Each Parcel's Allocated Share.** The District A Parking Plan assigns each Parcel an "Allocated Share" which is a fraction, the numerator of which is the number of parking spaces assigned to that Parcel in the District A Parking Plan and the denominator of which is the total number of parking spaces in the District A Parking Improvements. If and each time the District A Parking Plan is amended in a manner that

modifies the Allocated Share assigned to any Parcel, the amendment must describe when such modification is effective for purposes of the calculation and payment of Parking Maintenance Costs for the fiscal year in which amendment is effective.

11. **Annual Notice.** On or before date fifteen (15) days prior to the commencement of the first full or partial fiscal year and fifteen (15) days prior to each full fiscal year thereafter, the City will mail to the owner of each Parcel, at the address the Anoka County Assessor's office maintains for the distribution of real estate tax statements for the Parcel, a notice setting forth the Parking Maintenance Costs set forth in the City Council's approved budget of Parking Maintenance Costs for the upcoming fiscal year, the Allocated Share attributable to the owner's Parcel for the upcoming year, the amount of the Parking Maintenance Costs for the upcoming fiscal year that the City Council has allocated to the Parcel for that fiscal year pursuant to the resolution described in Section 9 and the amount of the monthly installment of the allocated amount. The notice will not include a copy of the approved budget, but a Parcel owner may obtain a copy of an approved budget from the City upon request.

12. **Payment of Allocated Parking Maintenance Costs.** The owner(s) of each Parcel must pay to the City the amount of the Parking Maintenance Costs that the City Council has allocated to the Parcel for that fiscal year pursuant to the resolution described in Section 9 and such amount is due and payable to the City in a single installment or in multiple installments on the date or dates set forth in said resolution. Each Parcel owner is personally liable for the payment of the share of Parking Maintenance Costs the City allocates to the owner's Parcel and any additional amounts due pursuant to Section 14. The City may commence an action in Anoka County District Court against any owner that does not pay such amounts to the City when and as they are due. If a Parcel has more than one owner, all owners are jointly and severally liable to the City for the full amount of the Parking Maintenance Costs the City allocates to the owners' Parcel and any additional amounts due pursuant to Section 14. An owner may not withhold payment of amounts due under this Agreement as a set-off against claims which the owner asserts against the City under this Agreement or otherwise. If an owner fails to pay an installment of Parking Maintenance Costs on or before the date due, the unpaid installment accrues interest from the date due until the installment is paid in full at a rate of interest equal to the lesser of 12% per annum or the highest rate allowed by law. If the City uses all commercially reasonable efforts to collect delinquent payments, but as a result of an owner's bankruptcy or otherwise the City is unable to recover the delinquent payments from the responsible owner, the amount of the unrecoverable, delinquent payments shall be a Parking Maintenance Cost. If a Parcel owner fails to pay the annual installment of Parking Maintenance Costs when due and the City engages legal counsel to assist the City in collecting the delinquent payments, the City may also recover its reasonable attorneys' fees and costs associated with the collection of the delinquent payments from the Parcel owner. To the extent the City is unable to recover its reasonable attorneys' fees from the delinquent owners, such fees shall be a Parking Maintenance Cost.

13. **Failure to Approve a Budget or to Adopt a Resolution Allocating Costs.** The City Council's failure to approve a budget or to adopt a resolution allocating Park Maintenance Costs among the Parcels pursuant to Sections 8 and 9 above or the City's failure to send the notice described in Section 11 above does not constitute the City's waiver or release of a Parcel owner's obligation to pay its Allocated Share of Parking Maintenance Costs, and in the absence

of an approved budget, a resolution allocating Park Maintenance Costs among the Parcels or an annual notice, for a given fiscal year, each Parcel owner must pay, on or before the first day of each fiscal year, an amount equal to the amount of the prior fiscal year's allocation of Parking Maintenance Costs until the City Council approves a budget and adopts a resolution allocating Parking Maintenance Costs for that fiscal year and the City provides mailed notice of the information described in Section 11.

14. **Deficits, Surpluses, Annual Audit and Audit Rights.** On or before the 60<sup>th</sup> day of each fiscal year the City will determine if the actual Parking Maintenance Costs for the prior fiscal year were more than or less than the amount set forth in the City Council's approved budget for that prior fiscal year and will mail to the owner of each Parcel, at the address the Anoka County Assessor's office maintains for the distribution of real estate tax statements for the Parcel, a notice stating the amount of the deficit or surplus or a statement that there is no deficit or surplus. If there is a deficit, each owner is obligated to pay to the City, within 30 days after the owner's receipt of the notice described in this Section 14, an amount determined by multiplying the amount of the deficit by the Allocated Share assigned to the owner's parcel during the prior fiscal year. If there is a surplus, the City must credit against the amounts due from each Parcel owner in the following fiscal year an amount determined by multiplying the amount of the surplus by the Allocated Share assigned to the owner's Parcel during the prior fiscal year. The notice described in this Section 14 must, in addition to stating the amount of the surplus or deficit, state the Allocated Share assigned to each Parcel in the prior fiscal year and, in the case of a deficit, the additional amount each Parcel owner is obligated to pay pursuant to this Section 14 or, in the case of a surplus, the amount of the credit each owner will receive. The City must maintain a separate fund which isolates the financial activities relating to the operation, maintenance, repair and replacement of the District A Parking Improvements. The City will have this fund included in the City's annual audit. Any additional auditing cost the City incurs to include this separate fund in the City's annual audit is a Parking Maintenance Cost for the year in which the audit is conducted. The City must make the City's books and records relating to the Parking Maintenance Costs the City incurs and the City's allocation of the Parking Maintenance costs among and collection of Parking Maintenance Costs from the Parcel owners available for to Parcel owners for inspection, examination and copying during the City's regular business hours. The City may require a Parcel owner that desires to inspect, examine or copy the City's books and records to provide the City with reasonable advance notice to allow the City to assemble the books and records and may charge the Parcel owner the City's actual cost for i) any staff time devoted to assembling the books and records and monitoring the Parcel owner or its representative during his or her inspection and examination and ii) any copies the Parcel owner requests. At the request of a Parcel owner, the City will submit the City's books and records to an independent certified accountant selected by the Parcel owner for review and audit. If the review and audit discloses an error in the City's calculation or allocation of Parking Maintenance Costs, the City will determine the amount of the deficit or surplus resulting from such error and refund such surplus or collect such deficit from the Parcel owners in the manner described in this Section; provided, however, the City will only address errors occurring during the fiscal year in which the audit is conducted and the preceding two fiscal years. The Parcel owner or owners who commissioned the review and audit are solely responsible for its cost.

15. **The City's Lien for Unpaid Parking Maintenance Cost.** The City has a lien on each Parcel for the amount of the Parking Maintenance Costs the City Council allocates to the

Parcel pursuant to Section 9 and for any additional amounts due with respect to the Parcel under Section 14. To provide record notice of its lien, the City must record a notice of lien in the Anoka County land records. A notice of lien must include the legal description of the Parcel subject to the City's lien and the amounts due with respect to the Parcel as of the date of the notice of lien. The City's lien has priority over all liens, encumbrances and other interests that are first recorded in the Anoka County land records after the City's recording of its notice of lien. The City may only foreclose its lien by judicial action. Foreclosure by advertisement is not permitted. The period of redemption for Parcel owners is six months from the date of the foreclosure sale. If the City brings an action to recover a judgment for unpaid Parking Maintenance Costs (whether or not the City elects to also foreclose its lien), the City may also recover interest, as described above, and all costs of collection, including reasonable attorneys' fees and costs. The City may, in the future, seek to amend its Charter to permit the City to specially assess amounts due under this Agreement against a Parcel if such amounts are not paid when and as they are due under the terms of this Agreement.

16. **Damage or Destruction, Insurance and Waivers of Claims.** If the District A Parking Improvements are damaged or destroyed, the City will repair such damage or destruction or, if the City determines that it is in the City's best interest to replace the damaged District A Parking Improvements, the City will replace the damaged or destroyed District A Parking Improvements. The City must commence such repair or replacement within 6 months of the date of the damage or destruction and must complete such repair or replacement within 12 months of the date of such damage or destruction. The cost of such repair or replacement will be a Parking Maintenance Cost, but the City must use insurance proceeds and reserve funds, to the extent available, to finance such repair or replacement. If insurance proceeds and reserve funds are insufficient to finance the cost of repair or replacement, the City may finance the repair or replacement from other sources and reimburse itself or repay third parties from future collections of Parking Maintenance Costs. The City must obtain and maintain casualty insurance insuring the District A Parking Improvements. The City must obtain the casualty insurance through the League of Minnesota Cities or from an insurance company that is licensed in the State of Minnesota and that has a B general policyholder's rating or a financial performance index of 6 or better in the Best's Insurance Reports. The City must maintain insurance for the full replacement cost of any insurable improvements that constitute a part of the District A Parking Improvements, subject to a deductible in an amount the City Council determines; provided the amount of the deductible may not exceed one-half of one percent of the replacement cost of the District A Parking Improvements as reasonably estimated by the City Council from time-to-time. The cost of the casualty insurance and the amount of any deductible, in the event of an insured loss, are Parking Maintenance Costs. The City hereby releases the Parcel owners, the Parcel owners' tenants, and the Parcel owners' and Parcel owners' tenants, employees, customers, guests and invitees from claims for damage to or destruction of the District A Parking Improvements to the extent, and only to the extent, that damage to the District A Parking Improvements are covered by the insurance the City maintains pursuant to this Section 16 and the City is actually able to recover the cost of repairing the damage under its insurance policy.

17. **Amendments.** This Agreement may be amended, at any time, with the written consent of the fee owner of each Parcel in Parking District A. To be effective the amendment must be executed and acknowledged by each such Parcel owner and the amendment must be

recorded in the appropriate County land records. In addition, the City may amend this Agreement pursuant to Section 18 and 19 below.

18. **Changes to Parking District A.** At any time and from time to time and without the consent of the Parcel owners, except as provided in Section 18.1 below, the City may (A) amend this Agreement to redefine Parking District A to include additional portions of the HRA Property; to subject the included portions of the HRA Property to covenants and restrictions set forth in this Agreement and to extend the easements granted in Section 4.1 to the included portions of the HRA Property; or (B) amend this Agreement to remove all or portions of the HRA Property or all or portions of the City Property from Parking District A; release the removed property from the covenants and restrictions set forth in this Agreement and terminate the easements this Agreement grants to those Parcels; provided that:

(a) The owner of any Parcel removed from Parking District A consents to the amendment removing the owner's Parcel from Parking District A, and the owner of any property added to Parking District A consents in writing to the amendment adding the owners property to Parking District A; and

(b) The City also amends the District A Parking Plan to reflect the removal of Parcels and/or the addition of property. In the amended District A Parking Plan, the number of parking spaces in the District A Parking Improvements that are allocated to the property being added to Parking District A must equal the number of Parking Spaces allocated to the Parcel(s) being removed from Parking District A unless the City is also amending the District A Parking Plan as described in Section 4 above to increase or decrease the number of Parking Spaces allocated to Parcels that are not being added to or removed from Parking District A. In any event, an amendment to the District A Parking Plan that the City adopts in connection with an amendment to this Agreement cannot increase a Parcel owner's Allocated Share without the consent of that Parcel owner.

19. **Additional Parking Improvements.** At any time and from time to time and without the consent of the Parcel owners, except as provided in Section 19.2 below, the City may amend this Agreement to include expansions of the District A Parking Improvements, additional parking ramps in Parking District A or surface parking lots in Parking District A (collectively, "**Future Parking Improvements**") in the definition of the District A Parking Improvements and may adopt a corresponding amendment to the District A Parking Plan provided that:

(a) The City also amends the District A Parking Plan to allocate the parking spaces in the Future Parking Improvements among Parcels in Parking District A, as the same may be redefined pursuant to Section 18 above, and to amend the Allocated Share of each Parcel to reflect the number of Parking Spaces allocated to that Parcel by the amendment and to reflect the increase in the total number of parking spaces in the District A Parking Improvements; and

(b) The owner of each Parcel to which the amended District A Parking Plan allocates additional parking spaces consents in writing to the amendment.

20. **Transfers.** Whenever a transfer occurs in the ownership of a Parcel, the transferor has no liability for defaults under this Agreement occurring after the date the

instrument of transfer is recorded in the Anoka County land records, but the transferee is liable for defaults occurring prior to the date of the transfer except to the extent the City is barred from asserting a claim against the transferee as a result of an estoppel certificate the City has provided pursuant to Section 21 below.

21. **Estoppel Certificates.** Upon the written request of a Parcel owner, the City will provide the Parcel owner and any prospective purchaser from or lender to the Parcel owner with an estoppel certificate stating, to the best of the City's actual knowledge, that this Agreement is in full force and effect, that this Agreement has not been modified or amended except as described in the estoppel certificate and that the Parcel owner requesting the certificate is not in default in the payment of any amounts due under this Agreement or if such a default exists, the amount in default.

22. **Easements and Covenants to Run With Title.** The benefits and the burdens of the easements and the covenants in this Agreement run with title to each Parcel in Parking District A and inure to the benefit of and are binding on the Parcel owners and their respective heirs, personal representatives, and successors in title.

23. **Termination of the Original PUMA.** Upon the recording of this Agreement in the Anoka County Land Records, the Original PUMA is terminated and is of no further force or effect.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first stated above.

*(Signatures appear on following pages)*







EXHIBIT A

LEGAL DESCRIPTION OF THE CITY PROPERTY

Lots 1, 1A, and 2, Block 1 COR ONE, Anoka County, Minnesota, according to the recorded plat thereof.

EXHIBIT B

LEGAL DESCRIPTION OF THE HRA PROPERTY

Lot 3, Block 1 and Outlots A and B, COR ONE, Anoka County, Minnesota, according to the recorded plat thereof.

EXHIBIT C

LEGAL DESCRIPTION OF PARKING DISTRICT A

Lots 1, 1A, 2 and 3, Block 1, COR ONE, Anoka County, Minnesota, according to the recorded plat thereof.

EXHIBIT D-1

DEPICTION OF THE EXCLUSIVE EASEMENT AREA

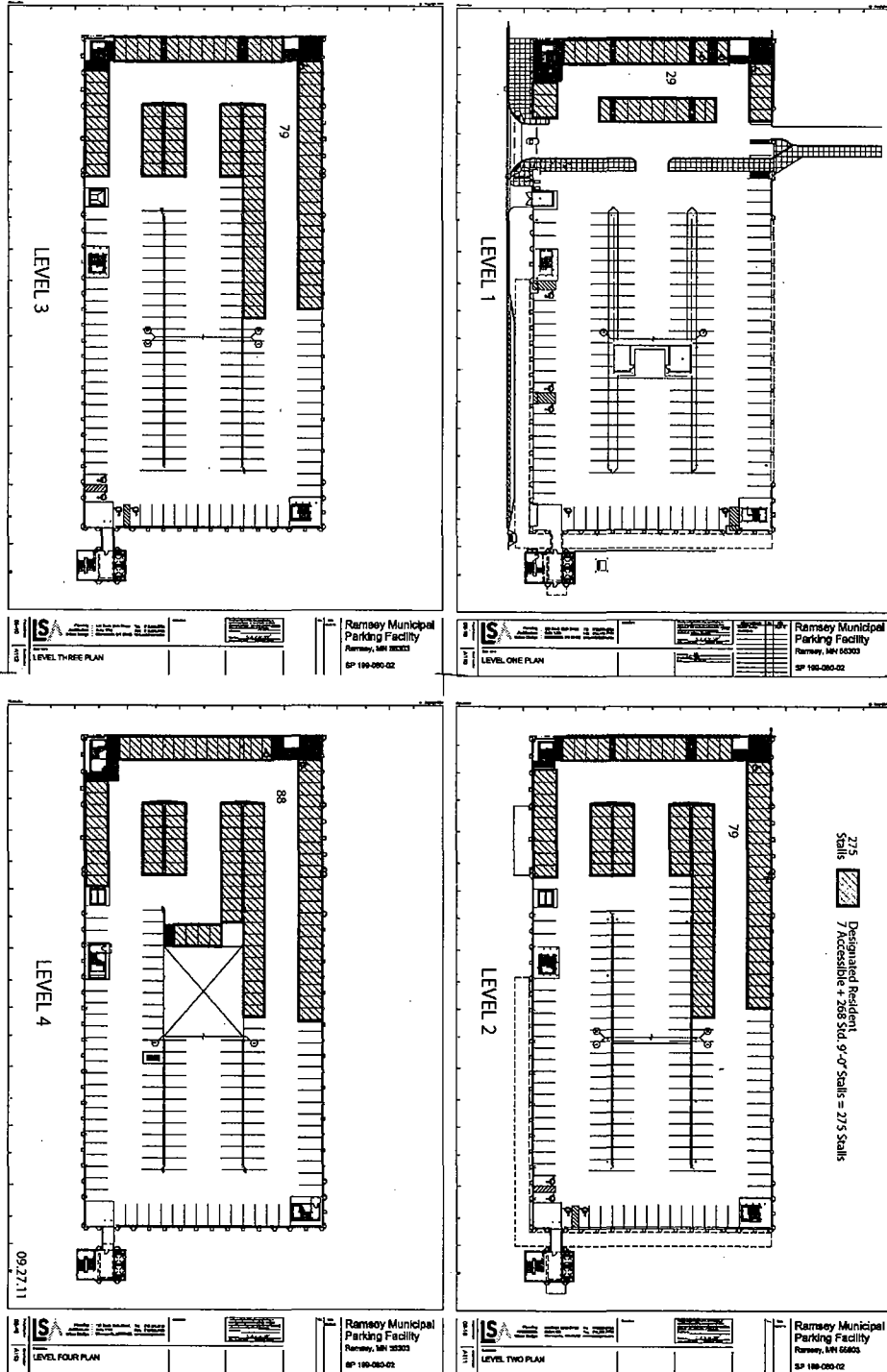


EXHIBIT D-2

LEGAL DESCRIPTION OF THE EXCLUSIVE EASEMENT AREA

**[To be completed after recording, by subsequent amendment, pursuant to Section 3(l)]**

ANOKA COUNTY MINNESOTA

Document No.: 508341.011 TORRENS

I hereby certify that the within instrument was filed in this  
office for record on: 05/03/2012 3:14:00 PM

Fees/Taxes In the Amount of: \$66.00

LARRY W. DALIEN

Anoka County Property Tax

Administrator/Recorder/Registrar of Titles

CGT, Deputy *LRK*

Record ID: 2491126

ANOKA COUNTY MINNESOTA

Document No.: 2031856.006 ABSTRACT

I hereby certify that the within instrument was filed in this  
office for record on: 05/03/2012 3:14:00 PM

Fees/Taxes In the Amount of: \$46.00

LARRY W. DALIEN

Anoka County Property Tax

Administrator/Recorder/Registrar of Titles

CGT, Deputy

Record ID: 2491124

Commercial Partners Title, LLC  
200 South Sixth Street  
Suite 1300  
Minneapolis, MN 55402

**FIRST AMENDMENT TO  
AMENDED AND RESTATED PARKING IMPROVEMENT USE AND MAINTENANCE  
AGREEMENT FOR PARKING DISTRICT A**

1. **Recitals.**

1.1 **Recital One.** On or about April 27, 2012 the City of Ramsey, a Minnesota municipal corporation (the "City"), the Economic Development Authority of the City of Ramsey, a Minnesota body politic and corporate under the laws of the state of Minnesota (the "EDA") and the Housing and Redevelopment Authority in and for the City of Ramsey, Minnesota, a body politic and corporate under the laws of the state of Minnesota (the "HRA") executed an Amended and Restated Parking Improvement Use and Maintenance Agreement for Parking District A (the "Agreement"), which is dated, for reference purposes, as of April 30, 2012, and which was recorded in the office of the Anoka County Recorder and in the office of the Anoka County Registrar of Titles on May 3, 2012, as Document No. 2031856.006 (Abstract) and 508341.011 (Torrens).

1.2 **Recital Two.** Among other things, the Agreement grants the owner of Lot 3, Block 1, COR ONE, Anoka County, Minnesota an exclusive easement to use 275 parking stalls located on the property depicted on Exhibit D-1 of the Agreement (the "Exclusive Easement Area").

1.3 **Recital Three.** Exhibit D-1 to the Agreement is a depiction of the Exclusive Easement Area. Section 3(l) of the Agreement obligates the City to survey the Exclusive Easement Area after the construction of the Ramp A Addition is completed and obligates the City and the owner of Lot 3 to execute an amendment to the Agreement to add the legal description of the Exclusive Easement Area to the Agreement as Exhibit D-2.

1.4 **Recital Four.** The City has completed construction of the Ramp A Addition.

1.5 **Recital Five.** Prior to adding a new Exhibit D-2 to the Agreement to set forth the legal description of the Exclusive Easement Area, the City and F&C Ramsey Apartments, LLC, an Indiana limited liability company ("F&C"), the current owner of Lot 3, Block, COR ONE, Anoka County, Minnesota ("Lot 3"), desire to amend the Agreement to: (a) change the location of a portion of the Exclusive Easement Area; and (b) grant F&C an exclusive easement over certain vestibules that have been constructed as a Part of the Ramp A Addition at the access points between the Ramp A Addition and the improvements F&C is constructing on Lot 3.

1.6 **Recital Six.** The City and F&C are entering into this Agreement in consideration of the mutual benefits each will receive by relocating the Exclusive Easement Area and as required by Section 3(l) of the Agreement.

1.7 **Recital Seven.** The EDA is not a party to this Agreement because the "Ground Lease" and the "Sub-Lease," as defined in the Agreement, have been terminated, and the EDA no longer has any right, title or interest in or two the property

defined in the Agreement as “Parking District A.” The HRA is not a party to this Agreement because it has conveyed its interest in the Lot 3 to F&C, and the HRA no longer has any right, title or interest in or two the property defined in the Agreement as “Parking District A.”

2. **Amendment to Section 4(a).** The first sentence of Section 4(a) of the Agreement is deleted in its entirety and replaced with the following:

The City hereby declares and grants a non-exclusive, appurtenant easement over the portion of District A Parking Parcel and the portion of the District A Parking Improvements that are not located within the boundaries of the Exclusive Easement Area or the Vestibule Easement Area (the “Public Parking Areas”) for the benefit of each Parcel to permit the owner of each Parcel, each owners’ tenants and each owners’ and each owner’s tenants’ employees, customers, agents, guests and invitees to use, on a first-come, first-served basis and in common with members of the public, the number of parking spaces in the Public Parking Areas that the District A Parking Plan allocates to such owner’s Parcel and to use the driveways and pedestrian elevators, stairways, sidewalks and walkways that are a part of the District A Parking Improvements.

3. **New Section 4(c).** The City hereby declares and grants an exclusive, appurtenant easement over the vestibule areas depicted on the attached **Exhibit E** (the “Exclusive Vestibule Areas”) for the benefit of Lot 3. The easement is to permit the owner of Lot 3 and such owner’s tenants and the owner’s and owner’s tenants’ guests and invitees to use the Exclusive Vestibule Areas as an entry way between the improvements F&C is constructing on Lot 3 and the Ramp A Addition and to exclude all others from the use of the Exclusive Vestibule Areas. The City shall construct the demising walls of each vestibule and shall install a door between the Exclusive Parking Area or Public Parking Area, as the case may be, and the interior of each vestibule. F&C, as the owner of Lot 3, must, at its sole cost and expense, maintain, repair and, as necessary, replace the interiors of the vestibules and interior finishes, if any, to the walls, floors and ceilings of the vestibules; any doors between the vestibules and the improvements constructed on Lot 3; any doors constructed between the vestibules and the Exclusive Parking Area or Public Parking Area, as the case may be; and any access control or other security equipment F&C may elect to install on the vestibule doors. F&C must at all times maintain the vestibules and the doors between the interior of each vestibule and the Exclusive Parking Area, the Public Parking Area and the improvements constructed on Lot 3, as the case may be, in compliance with all applicable fire codes and any other applicable federal, state, county or municipal statute, law, ordinance, rule or regulation. The Exclusive Vestibule Areas may not be used for any purpose other than as an entry way between the improvements F&C is constructing on Lot 3 and the Ramp A Addition. For example, the Exclusive Vestibule Areas may not be used for the storage of any personal property.

4. **Amendment to Section 6.** Section 6 is deleted in its entirety and replaced with the following:

The City will maintain, repair and replace the District A Parking Improvements, exclusive of the Exclusive Vestibule Areas, in a manner consistent with other public parking facilities in the greater Minneapolis-St. Paul, Minnesota metropolitan area. The

owner of Lot 3, must, at its sole cost and expense, maintain, repair and, as necessary, replace the vestibules, the interior finishes, if any, to the walls, floors and ceilings of the vestibules; the doors between the vestibules and the Exclusive Parking Area, the Public Parking Area and the improvements constructed on Lot 3; and any access control or other security equipment such owner may elect to install on the vestibule doors.

5. **Exhibit D-1.** **Exhibit D-1** attached to the Agreement is hereby deleted in its entirety and replaced with the **Exhibit D-1** attached hereto.

6. **Exhibit D-2.** **Exhibit D-2** to the Agreement is hereby deleted in its entirety and replaced with **Exhibit D-2** attached hereto.

7. **Defined Terms.** Capitalized terms used in this First Amendment and not otherwise defined herein have the meaning set forth for such terms in the Agreement.

8. **No Further Changes.** Except as expressly modified in this First Amendment, the Agreement remains unmodified and in full force and effect.

*[Remainder of Page Intentionally Left Blank – Signature Pages Follow]*







**EXHIBIT D-1**

Depiction of the Exclusive Easement Areas

## **EXHIBIT D-2**

### Legal Description of the Exclusive Easement Areas

Due to variations in elevations across the floors and ceilings of the various levels of the District A Parking Improvements the descriptions below may inadvertently include structural portions of the District A Parking Improvements. It is the intent of the parties that any structural portions of the District A Parking Improvements encompassed within the descriptions set forth on this Exhibit D-2 be excluded from the Exclusive Easement Area and that, on each level of the District A Parking Improvements, the Exclusive Easement Area only include those areas of the District A Parking Improvements which lie above the interior, unfinished surfaces of the floor and below the interior, unfinished surfaces of the ceiling.

**EXHIBIT E-1**

Depiction of the Exclusive Vestibule Areas

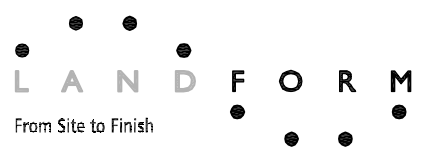
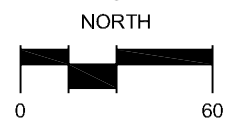
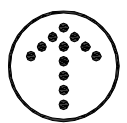
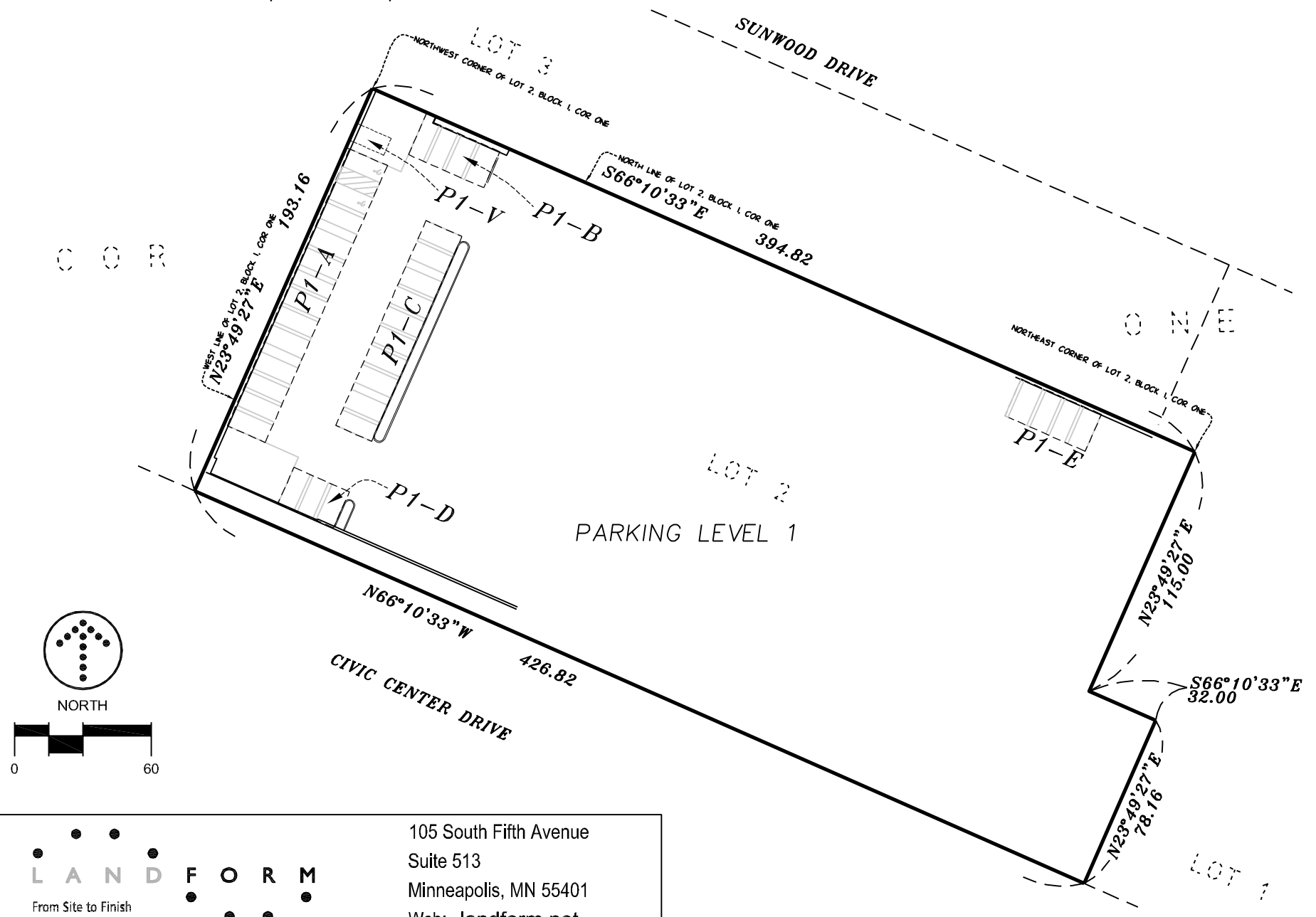
## **EXHIBIT D-2**

### Legal Description of the Exclusive Vestibule Areas

Due to variations in elevations across the floors and ceilings of the various levels of the District A Parking Improvements the descriptions below may inadvertently include structural portions of the District A Parking Improvements. It is the intent of the parties that any structural portions of the District A Parking Improvements encompassed within the descriptions set forth on this Exhibit D-2 be excluded from the Exclusive Vestibule Area and that, on each level of the District A Parking Improvements, the Exclusive Vestibule Area only include those areas of the District A Parking Improvements which lie above the interior, unfinished surfaces of the floor, below the interior, unfinished surfaces of the ceiling and within the interior, unfinished surfaces of the vestibules constructed with the Exclusive Vestibule Areas.

# DESCRIPTION SKETCH

FOR: PART OF LOT 2, BLOCK 1, COR ONE



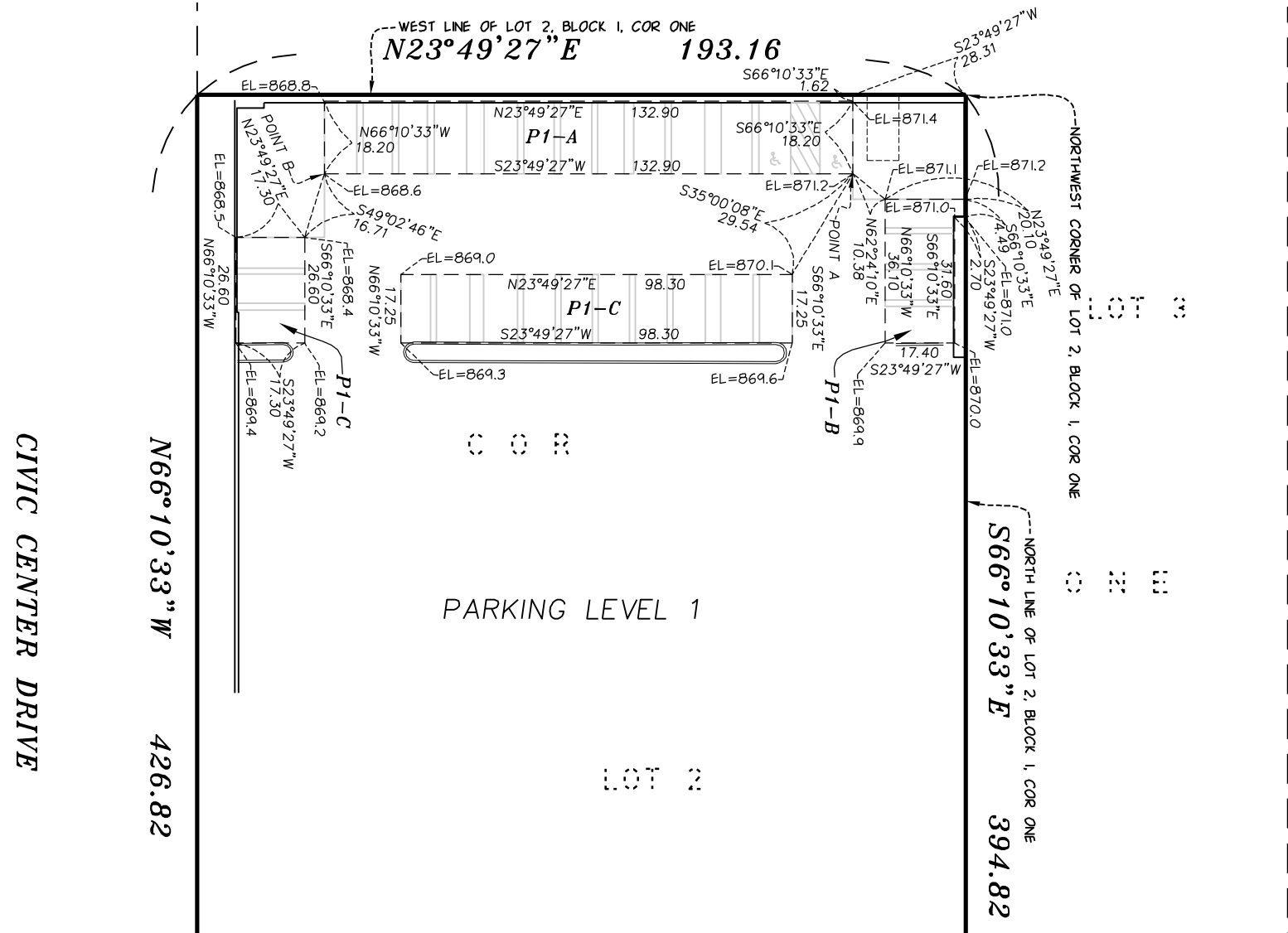
From Site to Finish

105 South Fifth Avenue  
 Suite 513  
 Minneapolis, MN 55401  
 Web: [landform.net](http://landform.net)

Job No. RAM001 Drawing: PUMA EASE By: SCT

# DESCRIPTION SKETCH

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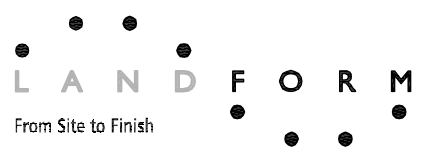


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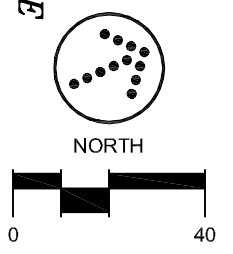
SUNWOOD DRIVE  
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PARKING LEVEL 1

LOT 2



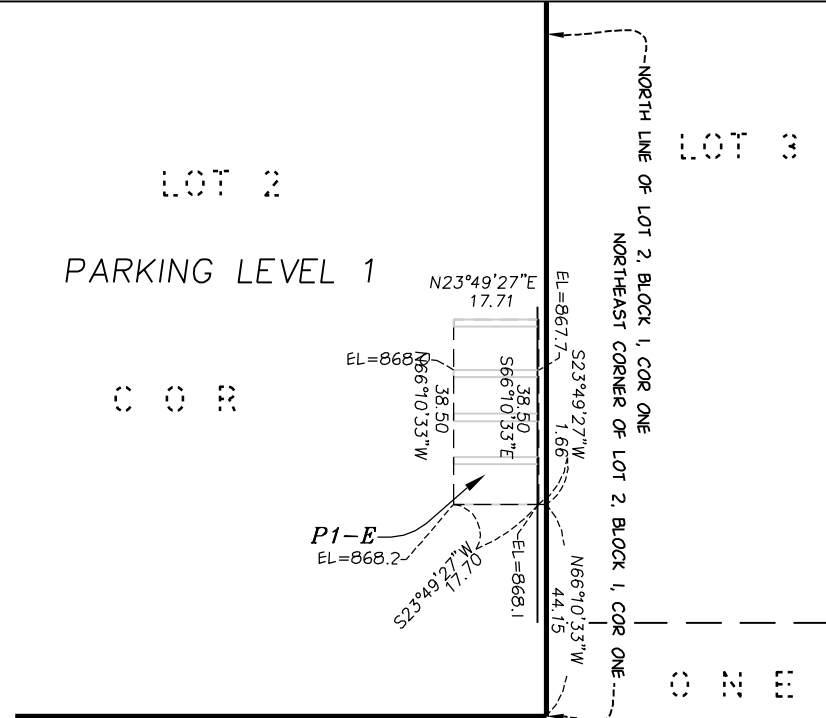
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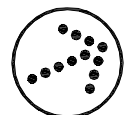
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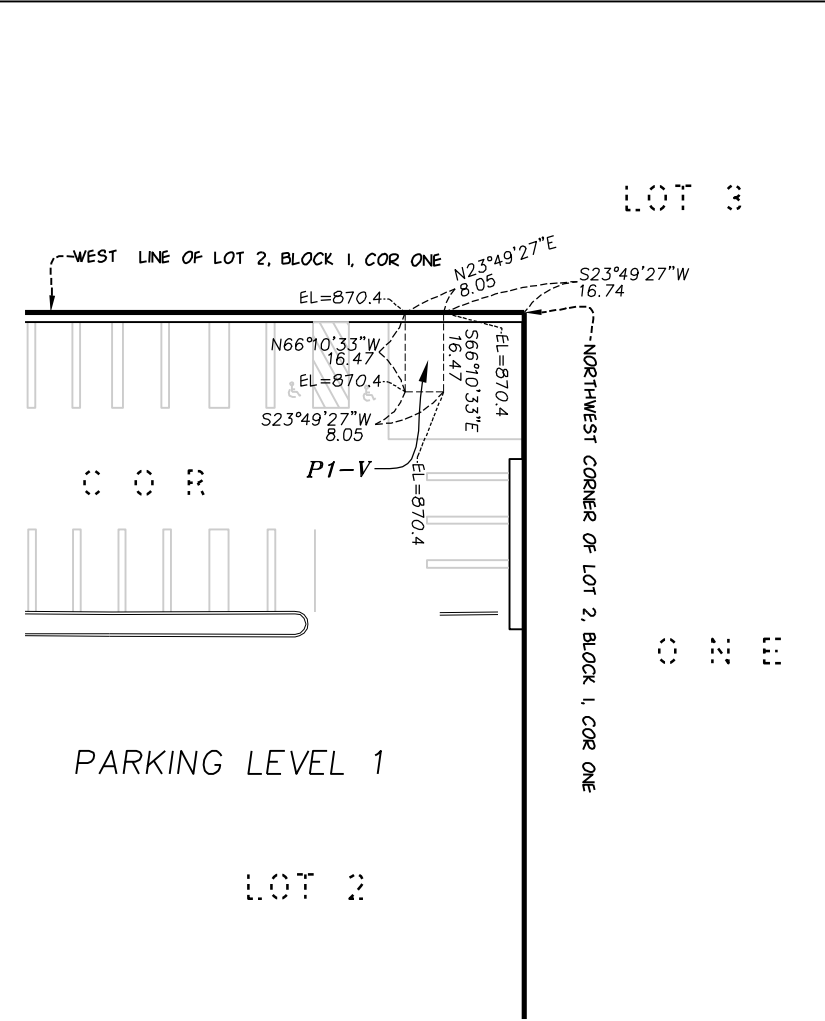
FOR: PART OF LOT 2, BLOCK 1, COR ONE



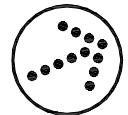
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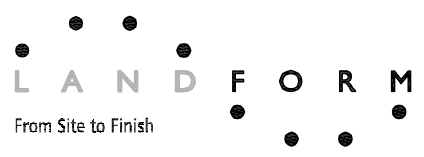
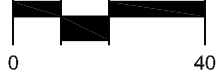
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LOT 2



NORTH

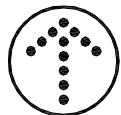
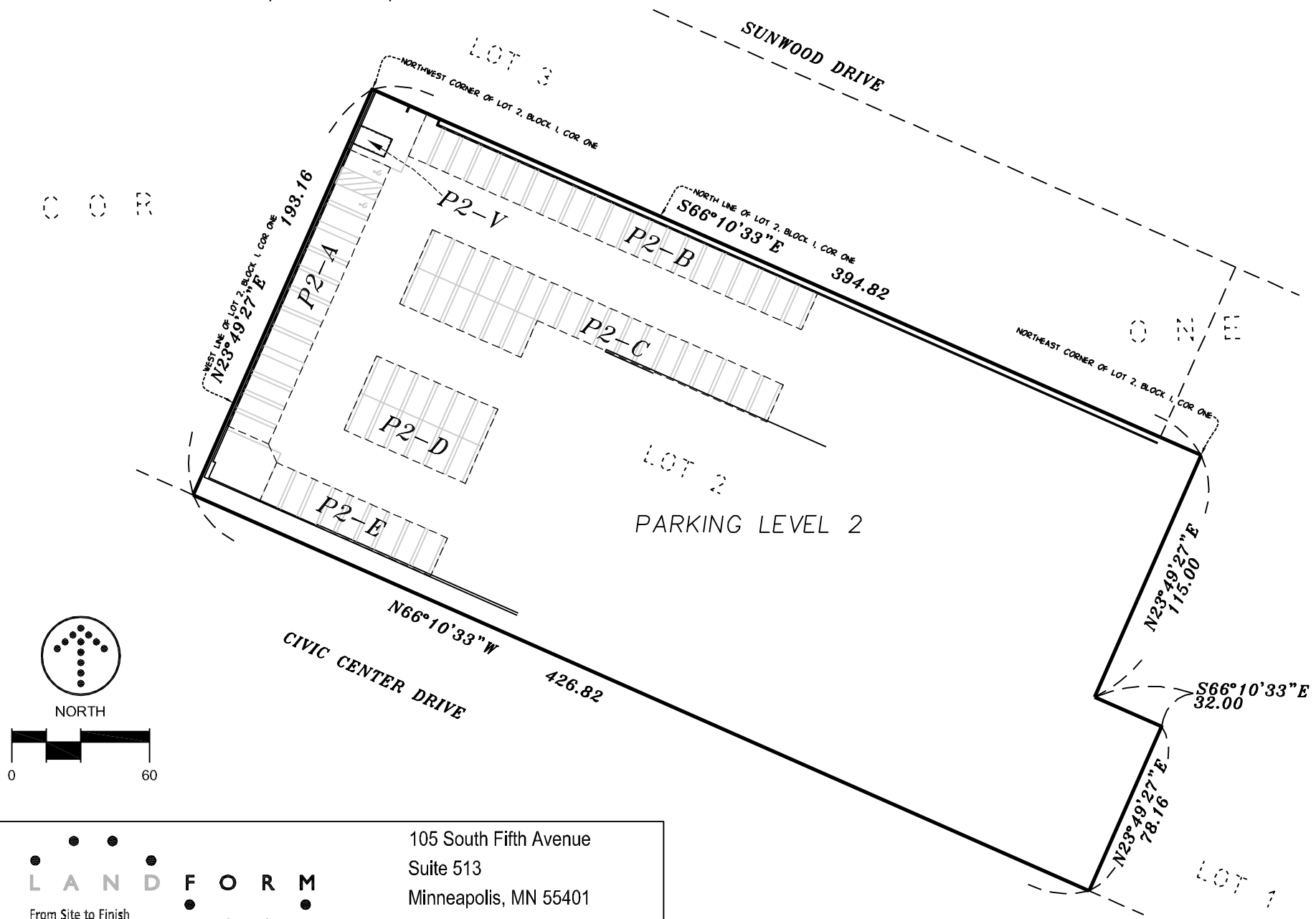


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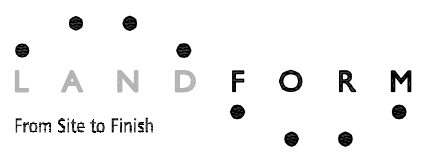
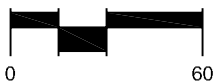
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# DESCRIPTION SKETCH

FOR: PART OF LOT 2, BLOCK 1, COR ONE



NORTH



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 Suite 513  
 Minneapolis, MN 55401  
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Job No. RAM001 Drawing: PUMA EASE By: SCT

# DESCRIPTION SKETCH

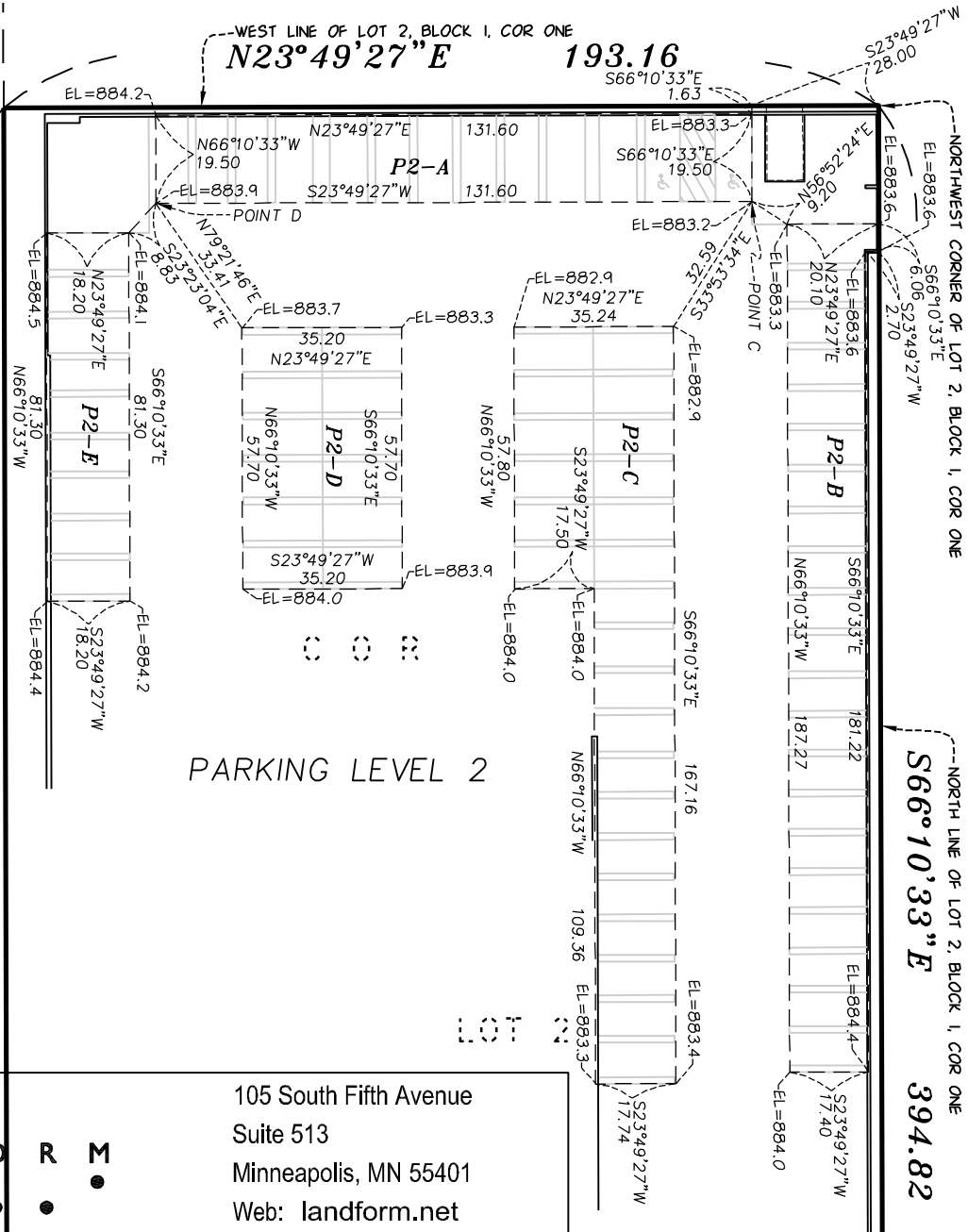
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CIVIC CENTER DRIVE

N66°10'33"W

426.82

WEST LINE OF LOT 2, BLOCK 1, COR ONE  
N23°49'27"E 193.16



PARKING LEVEL 2

LOT 2

LANDFORM  
From Site to Finish

105 South Fifth Avenue  
Suite 513  
Minneapolis, MN 55401  
Web: landform.net

Job No. RAM001 Drawing: PUMA EASE By: SCT

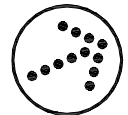
SUNWOOD DRIVE

S66°10'33"E

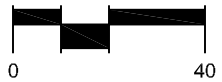
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NORTHWEST CORNER OF LOT 2, BLOCK 1, COR ONE

NORTH LINE OF LOT 2, BLOCK 1, COR ONE

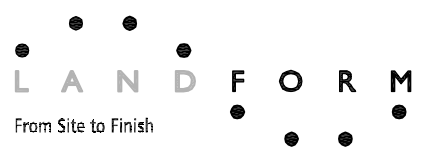
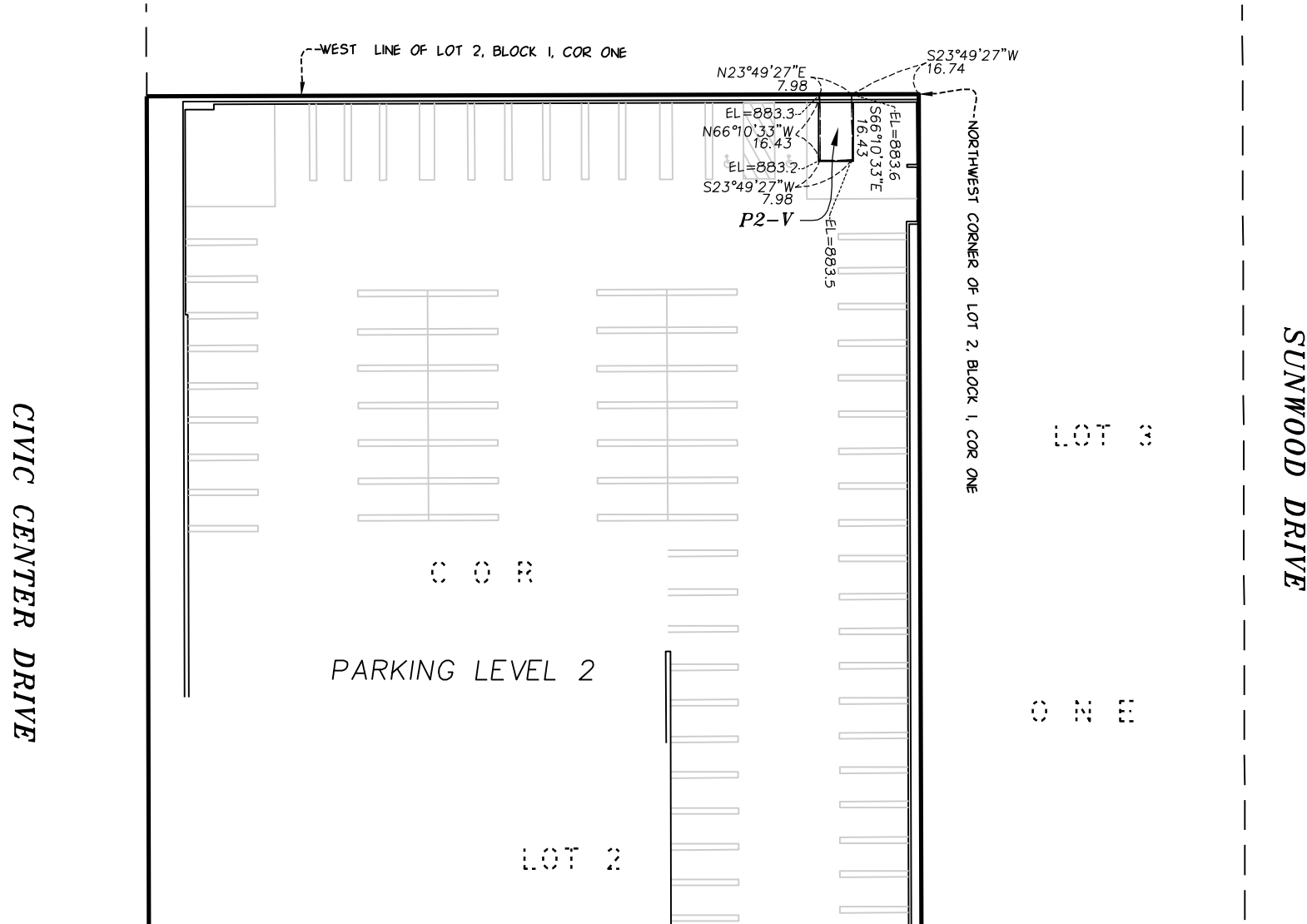


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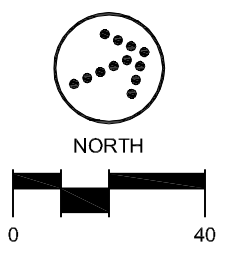


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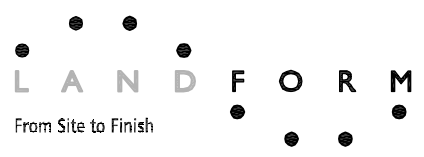
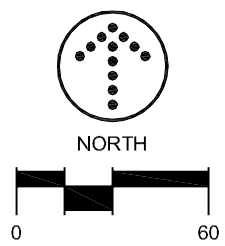
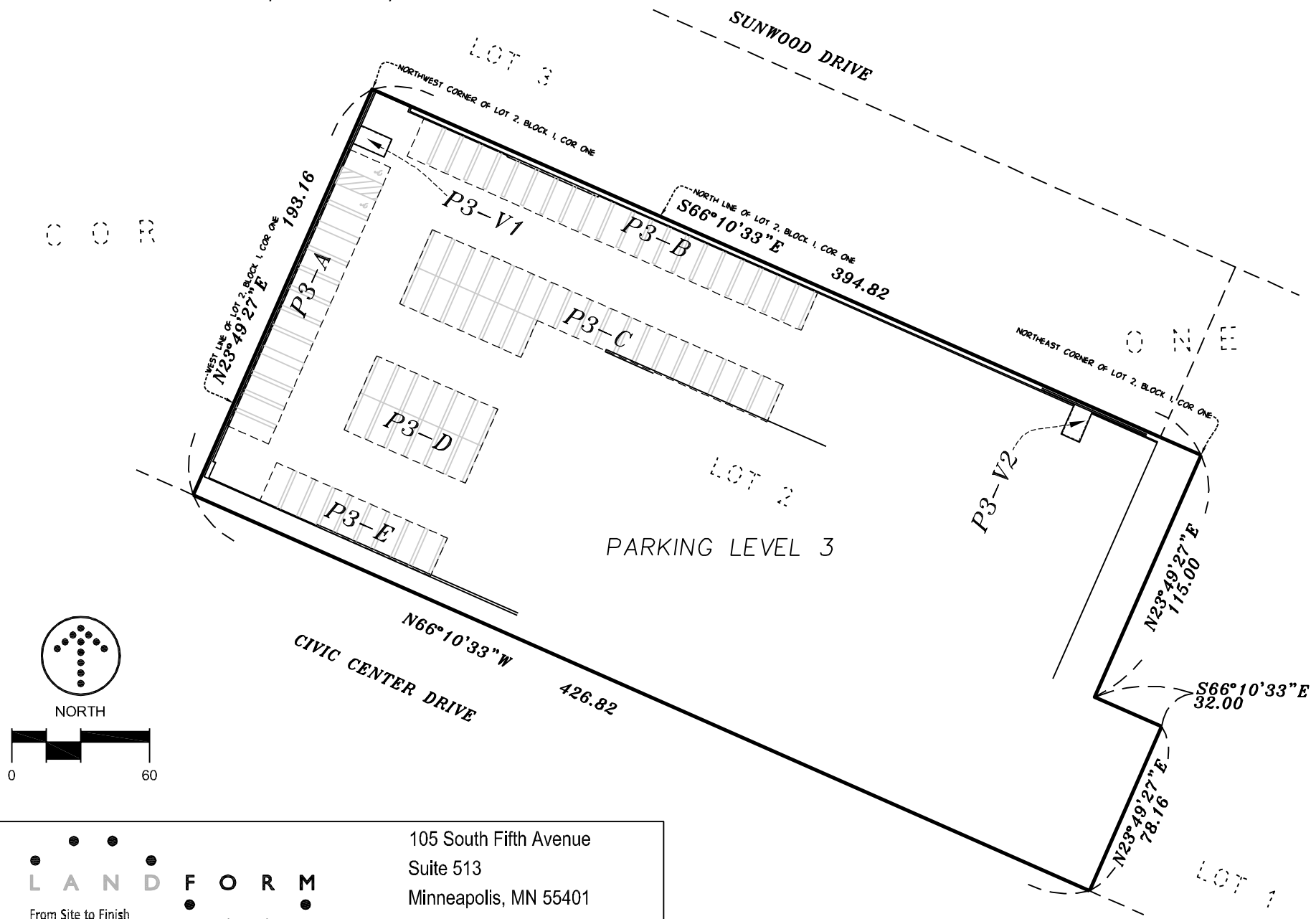
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Job No. RAM001 Drawing: PUMA EASE By: SCT

# DESCRIPTION SKETCH

FOR: PART OF LOT 2, BLOCK 1, COR ONE



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 Minneapolis, MN 55401  
 Web: [landform.net](http://landform.net)

# DESCRIPTION SKETCH

## FOR: PART OF LOT 2, BLOCK 1, COR ONE

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N66°10'33"W 426.82

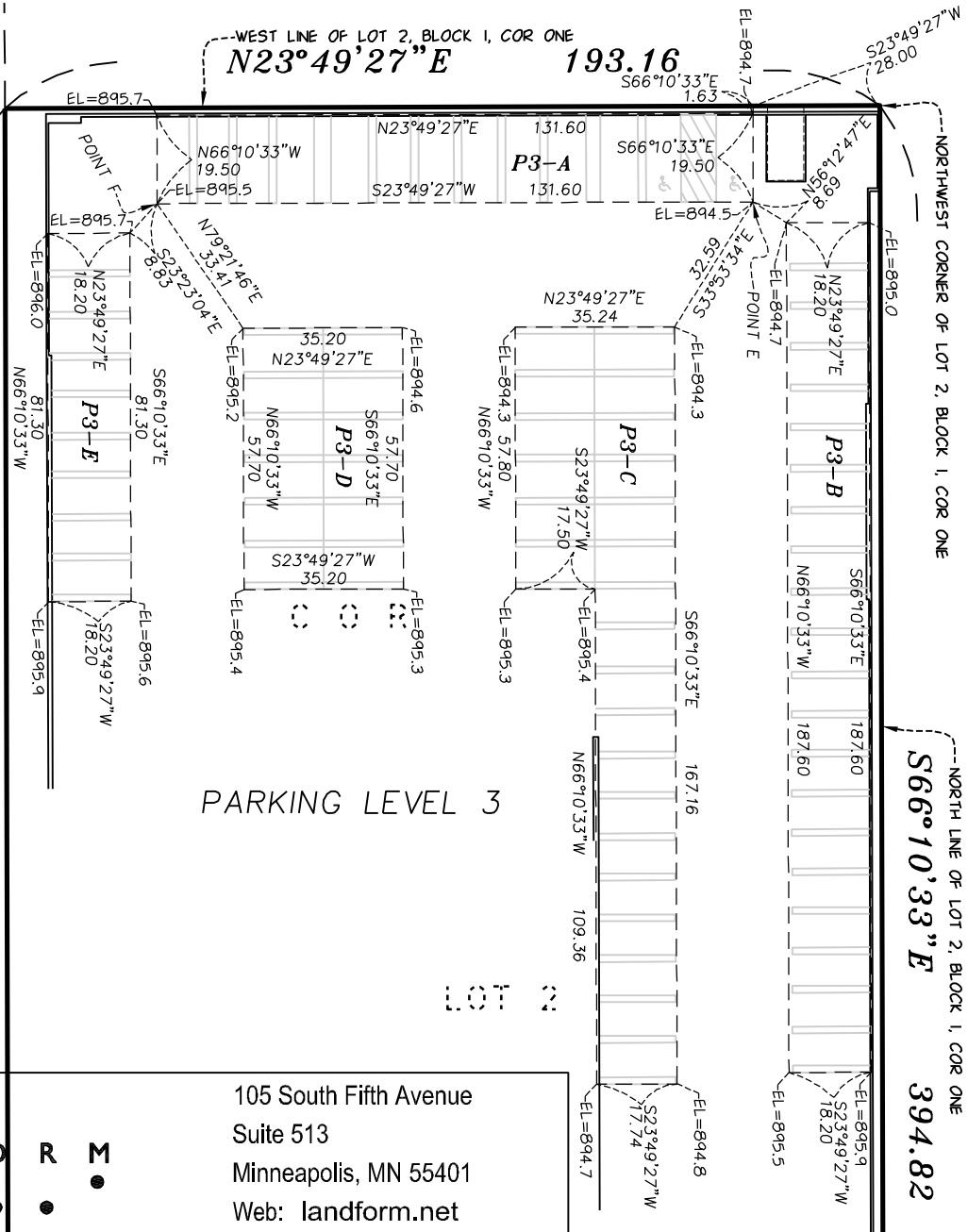
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LOT 2

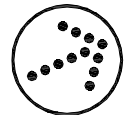
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LANDFORM  
From Site to Finish

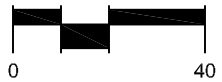
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SUNWOOD DRIVE

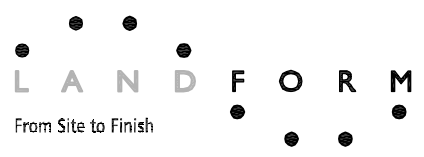
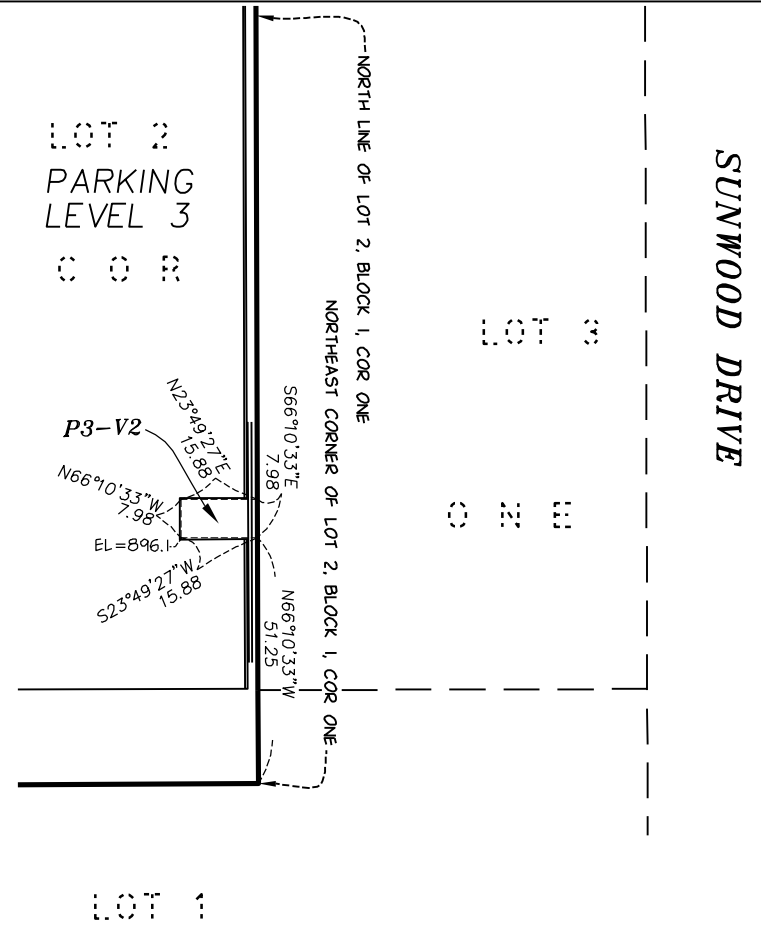
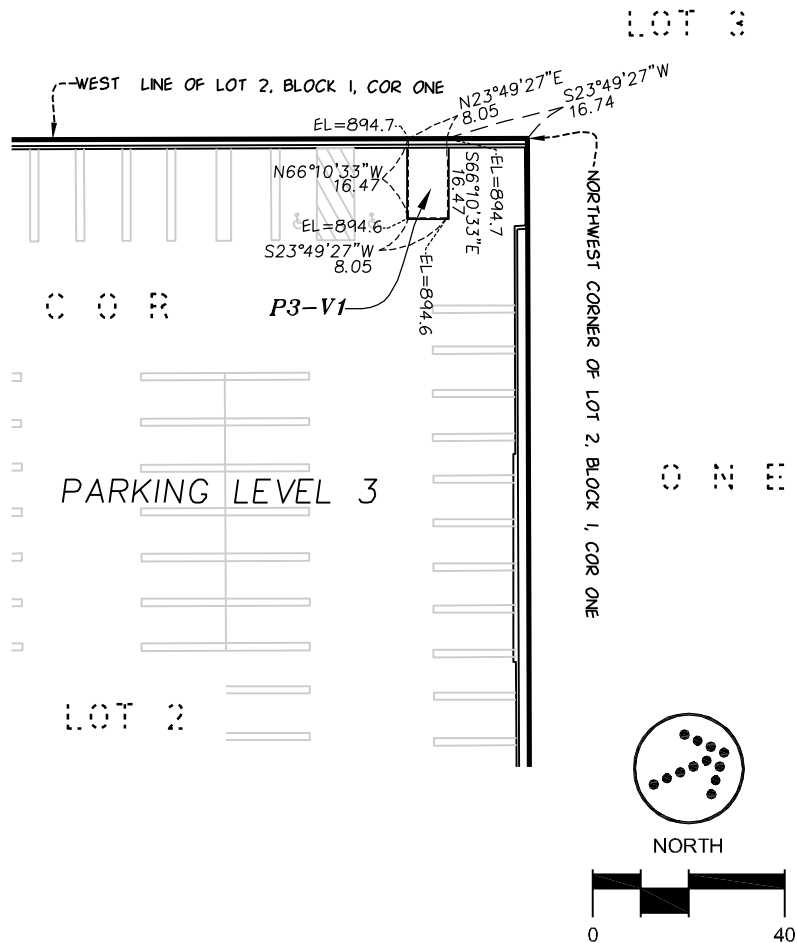


NORTH



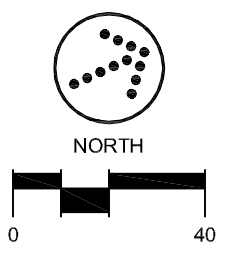
# DESCRIPTION SKETCH

## FOR: PART OF LOT 2, BLOCK 1, COR ONE



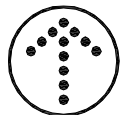
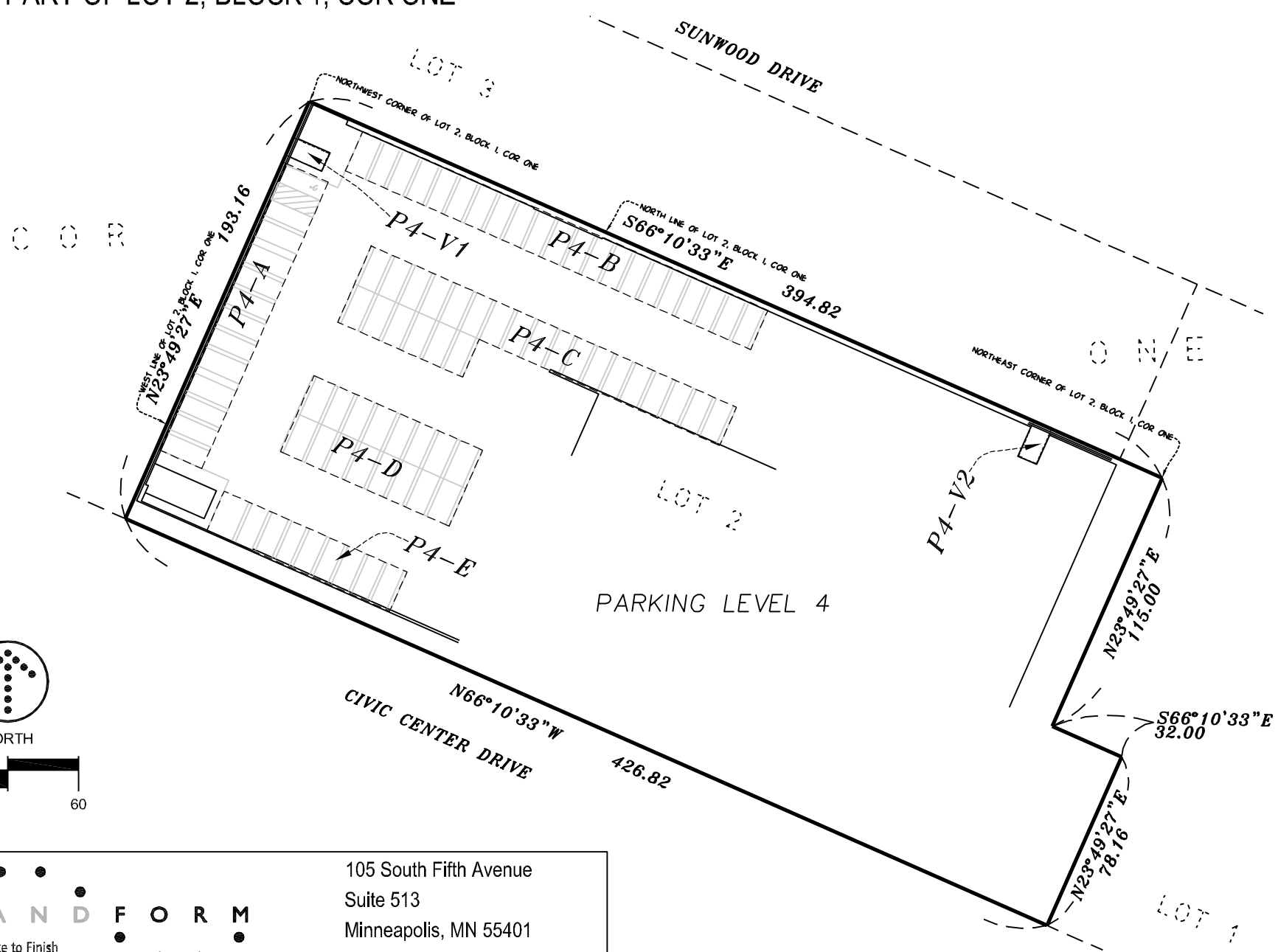
105 South Fifth Avenue  
 Suite 513  
 Minneapolis, MN 55401  
 Web: [landform.net](http://landform.net)

Job No. RAM001 Drawing: PUMA EASE By: SCT

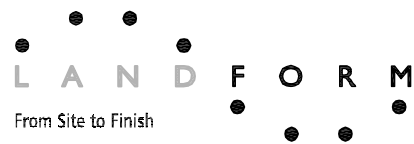
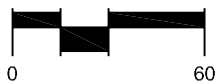


# DESCRIPTION SKETCH

FOR: PART OF LOT 2, BLOCK 1, COR ONE



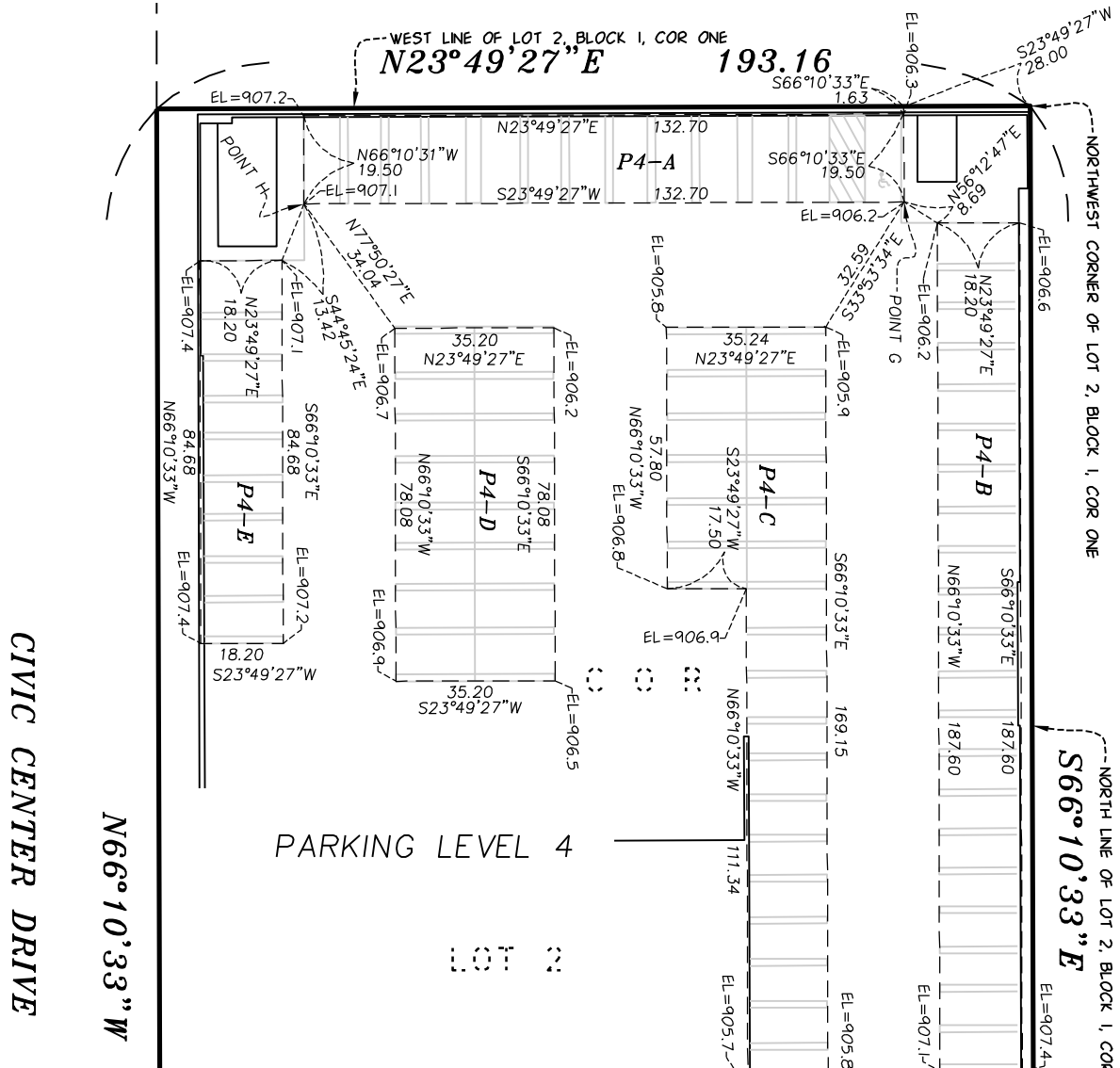
NORTH



105 South Fifth Avenue  
 Suite 513  
 Minneapolis, MN 55401  
 Web: [landform.net](http://landform.net)

# DESCRIPTION SKETCH

## FOR: PART OF LOT 2, BLOCK 1, COR ONE



CIVIC CENTER DRIVE

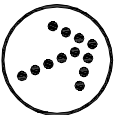
N66°10'33"W

PARKING LEVEL 4

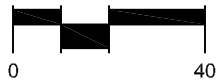
LOT 2

NORTH LINE OF LOT 2, BLOCK 1, COR ONE  
S66°10'33"E 394.82

SUNWOOD DRIVE



NORTH

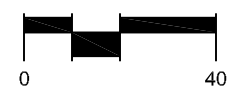
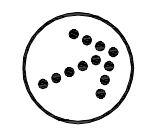
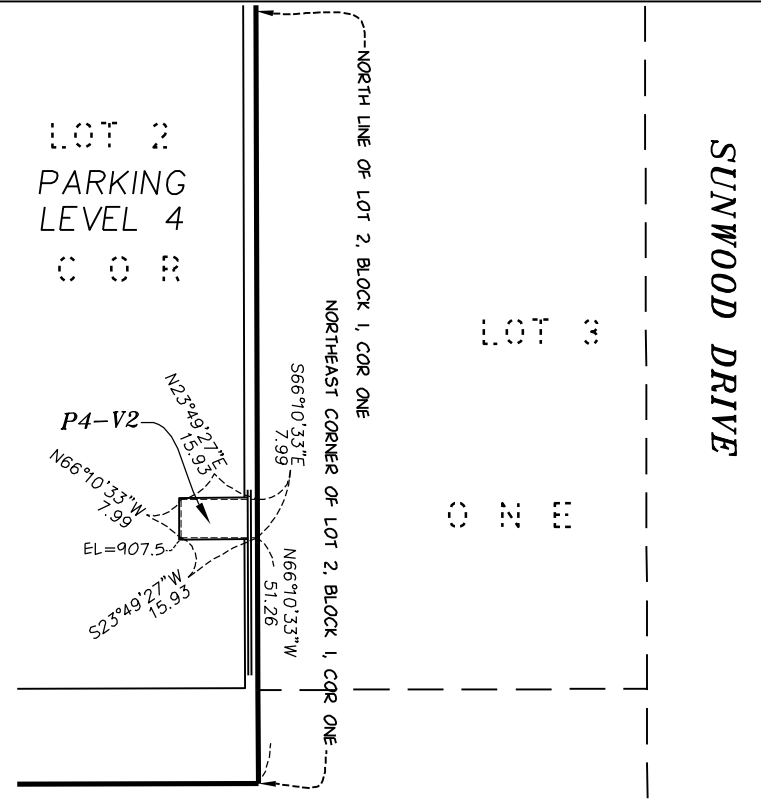
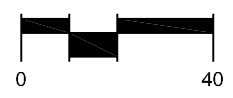
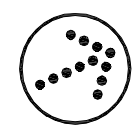
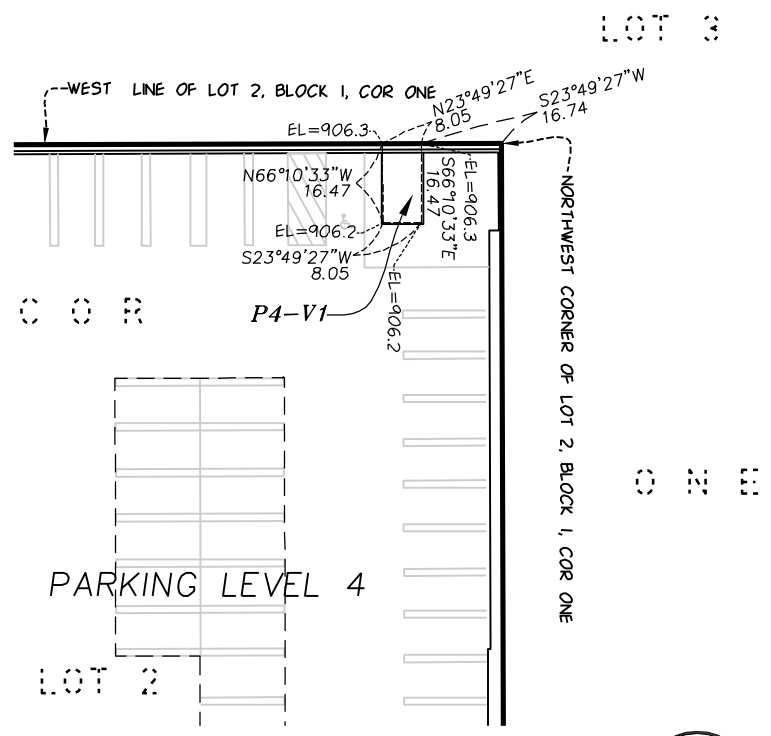


LANDFORM  
From Site to Finish

105 South Fifth Avenue  
Suite 513  
Minneapolis, MN 55401  
Web: landform.net

# DESCRIPTION SKETCH

## FOR: PART OF LOT 2, BLOCK 1, COR ONE



LANDFORM

From Site to Finish

105 South Fifth Avenue  
Suite 513  
Minneapolis, MN 55401  
Web: [landform.net](http://landform.net)

Job No. RAM001 Drawing: PUMA EASE By: SCT

Meeting Date: 01/08/2013

Submitted For: Patrick Brama

By: Patrick Brama, Administrative Services

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**Information**

**Title:**

Consider Offer to Purchase Surplus City Owned Land -- Windsorwood Property--PORTIONS MAY BE CLOSED TO THE PUBLIC

**Background:**

As part of the Council's 2011 and 2012 strategic planning process, developing an inventory of surplus City owned land was identified as a priority. A parcel located at 178th Ave and Vicuna St, known as the Windsorwood property, was identified as surplus City owned land ("Subject Property"). With Council direction, Staff has worked with nearby property owners to negotiate a sale of the Subject Property.

The purpose of this case is to consider an offer of \$40,000 from David Pomroy to purchase the Subject Property.

**Notification:**

NA

**Observations:**

The Subject Property was brought before the Council a number of times in 2012; and was rezoned R1 Residential in October. Staff worked with nearby property owners to gauge interest in purchasing the Subject Property. Interest in the Subject Property was expressed by three nearby property owners. At an October Council worksession, Staff was directed to give nearby property owners the "first chance" to purchase the Subject Property.

Since October, Staff sent a letter to nearby property owners indicating they had a "first chance" to negotiate a sale. Since then, Staff has received one written offer to purchase the Subject Property: \$40,000, David Pomroy, 8950 178th Circle NW.

The County values the Subject Property at \$50,000. A private appraisal of the Subject Property came in at \$49,000. Mr. Pomroy's offer is below both the County and privately appraised values (\$40,000).

Attached to this case is all correspondence between the City and nearby property owners, a property profile, adopted ordinance to rezone the Subject Property, written offer from Mr. Pomroy, findings of fact, private appraisal and Policy for the Disposition of City Owned Land.

**Recommendation:**

Listed below are three options the Council should consider regarding the standing offer (\$40,000) from David Pomroy to purchase the Subject Property:

**1. Accept the offer of \$40,000 from Mr. Pomroy [STAFF RECOMMENDATION]**

The Council indicated a preference to sell the Subject Property to surrounding property owners (rather than the general public).

Given the current strength of the real estate market, especially residential, an offer of \$40,000 to purchase the Subject Property is realistic and competitive.

**2. Re-negotiate with Mr. Pomroy for a higher sale price**

Attempting to renegotiate with Mr. Pomroy would result in one of two scenarios. First, the City yields a premium. Two, Mr. Pomroy decides he no longer wants to negotiate, and would rather wait until the Subject Property is opened to the general public. In either case, the City loses tax revenues (until the property is sold) and takes the risk of getting offers less than \$40,000--which is not unrealistic.

NOTE: More specific information regarding this explanation can be provided at the closed session meeting (if needed).

### **3. Open the sale of the Subject Property to the general public**

Attempting to sell the Subject Property to the general public would yield a small premium (best case scenario). However, opening to the general public would likely require the use of a real estate agent; and subsequently a commission fee. In the end, the City would "net" a similar revenue, or potentially even less than the standing offer.

Additionally, the longer it takes to sell the Subject Property the greater the tax revenue loss.

#### **Funding Source:**

NA

#### **Council Action:**

**Staff Recommendation:** Accept the standing offer of \$40,000 from David Pomroy to purchase the Subject Property.

NOTE: staff will bring forward a purchase agreement and required ordinance to sell publicly owned land at the next regular City Council meeting.

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#### **Attachments**

[Notification Letter 1](#)

[Notification Letter 2](#)

[Notification Letter 3](#)

[Notification Letter 4](#)

[Notification Letter 5](#)

[Property Profile](#)

[Appraisal \(49K\)](#)

[Findings \(Windsorwood\)](#)

[Rezoning Ordinance](#)

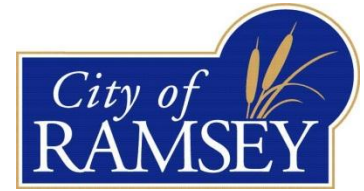
[Disposition Policy](#)

[Written Offer](#)

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#### **Form Review**

| <b>Inbox</b>                    | <b>Reviewed By</b> | <b>Date</b>                     |
|---------------------------------|--------------------|---------------------------------|
| Bill Goodrich                   | Kathy Schmitz      | 01/03/2013 08:35 AM             |
| Kurt Ulrich                     | Kurt Ulrich        | 01/03/2013 03:47 PM             |
| Form Started By: Patrick Brama  |                    | Started On: 01/02/2013 02:34 PM |
| Final Approval Date: 01/03/2013 |                    |                                 |



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 176<sup>th</sup> 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*

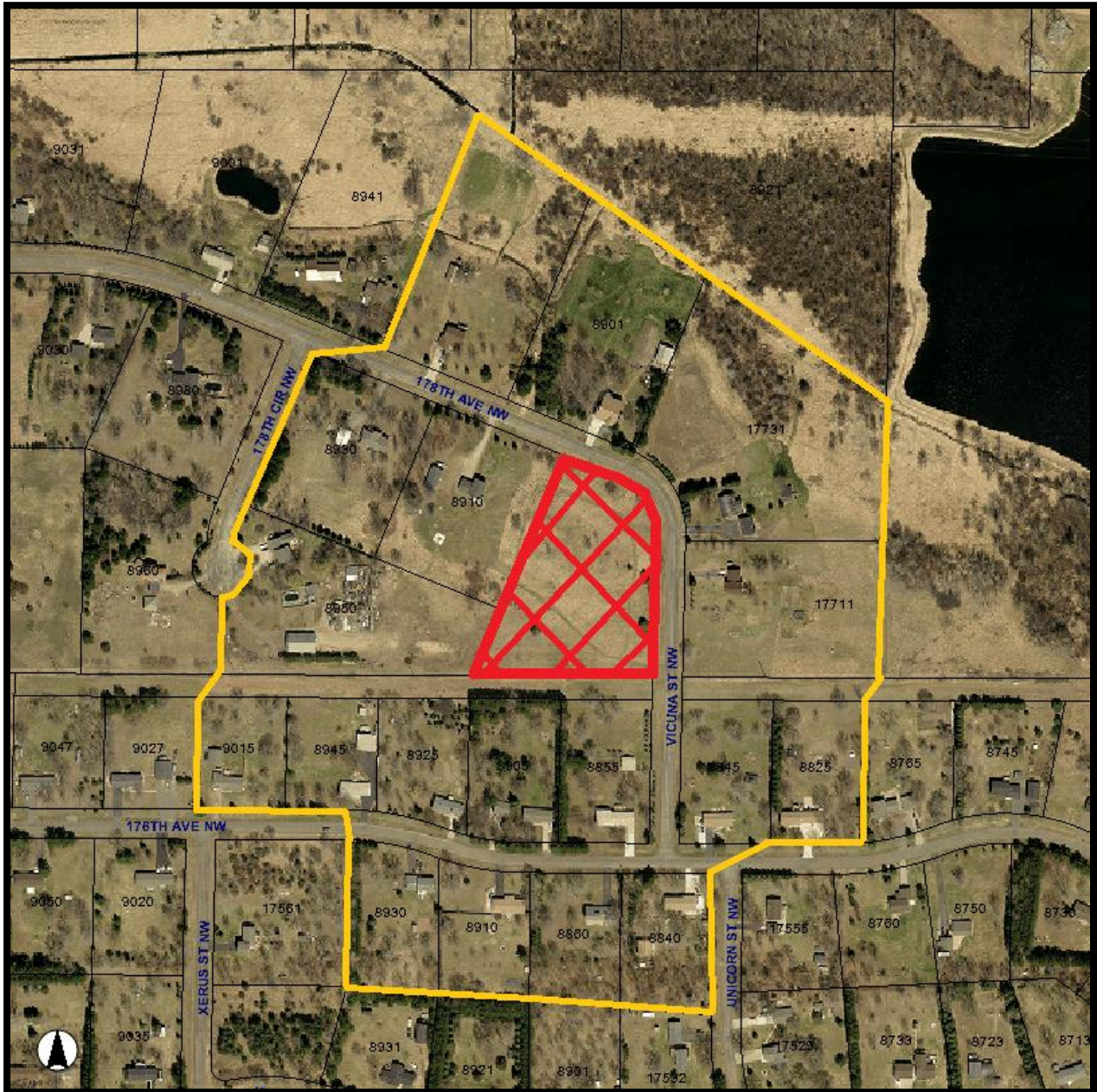
Patrick J. Brama  
Management Analyst, City of Ramsey

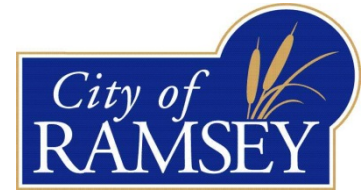
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**OFFICE:** (763) 433-9903 **CELL:** (763) 412-7609  
**ADDRESS:** 7550 Sunwood Drive NW, Ramsey, MN 55303

Enclosures (1)  
Subject Property Map

SUBJECT PROPERTY: Windsorwood (Red), 176<sup>th</sup> 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 176<sup>th</sup> 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*

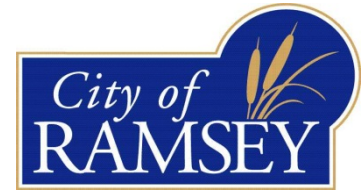
Patrick J. Brama  
Management Analyst, City of Ramsey

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

Enclosures (1)  
Subject Property Map





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 the Ramsey City Council has approved selling the parcel known as Windsorwood, located off 176<sup>th</sup> and Vicuna Street NW. The Ramsey City Council has directed City Staff to work with surrounding property owners (within 700') of the Subject Property to negotiate a sale.

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

If you are interested in purchasing the Subject Property, please contact Patrick Brama by Friday, November 2, 2012. After November 2, Staff will contact said interested buyers to negotiate a sale of the Subject Property.

Best Regards,

*Patrick J. Brama*

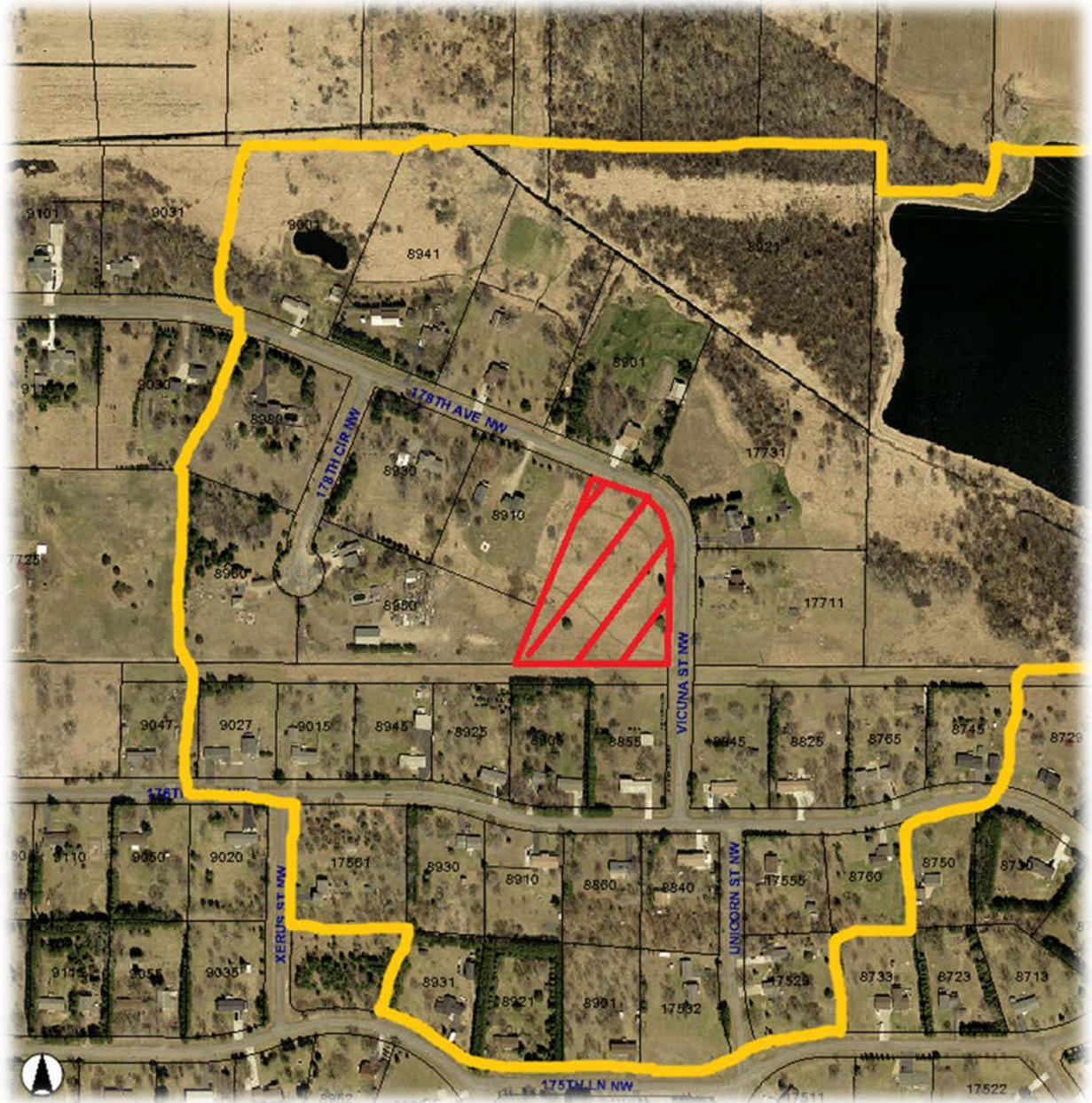
Patrick J. Brama  
Management Analyst, City of Ramsey

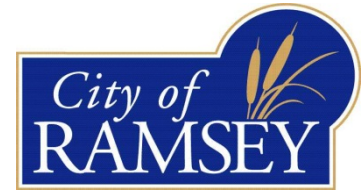
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**OFFICE:** (763) 433-9903 **CELL:** (763) 412-7609  
**ADDRESS:** 7550 Sunwood Drive NW, Ramsey, MN 55303

Enclosures (1)  
Subject Property Map

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





November 21, 2012

Brian Hansen  
8910 178<sup>th</sup> Ave NW  
Ramsey, MN 55303

Brian Hansen:

*You are receiving this notification because you have expressed interest in purchasing the Subject Property outlined below.*

Subject Property: Windsorwood, located off 176<sup>th</sup> & Vicuna Street NW, PID 063225140009,  
LOT 9 BLK 2 WINDSORWOOD

As you have been informed, the County places a value of \$50,000 on the Subject Property. The City recently obtained an appraisal for the Subject Property, and it came in near the County valuation. The estimated annual property taxes for 2013 are \$498. The property is now zoned R1-Residential.

The City will be accepting written offers for the Subject Property until Friday, December 7, 2012. Upon review of said offers, the City will contact interested parties to negotiate a sale.

Please contact Patrick Brama with any comments, questions or concerns.

Best Regards,

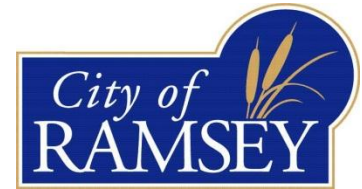
*Patrick J. Brama*

Patrick J. Brama  
Management Analyst, City of Ramsey

---

**OFFICE:** (763) 433-9903 **CELL:** (763) 412-7609

**ADDRESS:** 7550 Sunwood Drive NW, Ramsey, MN 55303



December 26, 2012

David Pomroy  
8950 178<sup>th</sup> Circle NW  
Ramsey, MN 55303

Mr. Pomroy:

You are receiving this notification because you have expressed interest in purchasing the Subject Property outlined below.

“Subject Property”: Windsorwood, located off 176<sup>th</sup> & Vicuna Street NW, PID  
063225140009, LOT 9 BLK 2 WINDSORWOOD

The City has received your written offer of \$40,000 for the Subject Property, dated December 13, 2012.

The City Council will be discussing your offer on Tuesday, January 8, 2013 at a closed session City Council worksession (meeting). You will be contacted on Wednesday, January 9, 2013 with a response from the City Council.

Please contact Patrick Brama with any comments, questions or concerns.

Best Regards,

*Patrick J. Brama*

Patrick J. Brama  
Management Analyst, City of Ramsey

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

## 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 176<sup>th</sup> 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:**



## COUNCIL DIRECTION:

- Direct Staff to move forward with selling Windsorwood (06-32-25-14-009).
- Select a method of sale (i.e. for sale by owner, auction, listing with a realtor).
- Consider a request by the two neighboring property owners to allow a first right to purchase the property. A time limit for negotiations should be set.

**APPRAISAL OF REAL PROPERTY**

**LOCATED AT:**

Unassigned  
Lot 9, Block 2 Windsorwood, subj to ease of record  
Ramsey, MN 55303

**FOR:**

City of Ramsey  
7550 Sunwood Dr NW, Ramsey, MN 55303

**AS OF:**

September 19, 2012

**BY:**

David C. Hughes

## APPRAISER DISCLOSURE STATEMENT

WINDSORWOODL9B2  
File No. 12SEP19D

**Name of Appraiser:** David C. Hughes

**Class of Certification/Licensure:**     Certified General  
     Certified Residential  
     Licensed Residential  
     Temporary     General     Licensed

**Certification/Licensure Number:** 20111284

**Scope:**    This Report     is within the scope of my Certification or License  
     is not within the scope of my Certification or License

**Service Provided By:**     Disinterested & Unbiased Third Party  
     Interested & Biased Third Party  
     Interested Third Party on Contingent Fee Basis

**Signature of person preparing and reporting the Appraisal:**

*David C. Hughes*

**This form must be included in conjunction with all appraisal assignments or specialized services performed by a state-certified or state-licensed real estate appraiser.**

The scope of this assignment is to provide an opinion of value of an unimproved site located Lot 9, Block 2, Windsorwood, in the city of Ramsey, in Anoka County.

I have not been previously engaged in professional services for the property which is the subject of this assignment.

The value estimate is based upon the assumption that the subject property described in the appraisal is not negatively affected by the existence of hazardous substances or detrimental environmental conditions. The appraiser is not an expert in the identification of hazardous substances or detrimental environmental conditions. The appraiser's routine inspection of the subject property did not develop any significant conclusions regarding hazardous substances or detrimental environmental conditions which would affect the property negatively unless otherwise stated in this report.

All signatures on this report have a security feature maintained by individual passwords for each signing appraiser. No other person can alter the appraisal with exception of the original signing appraiser(s).

**LAND APPRAISAL REPORT**

Borrower n/a Census Tract 0502.24 Map Reference 34 C2  
 Property Address Unassigned  
 City Ramsey County Anoka State MN Zip Code 55303  
 Legal Description Lot 9, Block 2 Windsorwood, subj to ease of record  
 Sale Price \$ n/a Date of Sale n/a Loan Term n/a yrs. Property Rights Appraised  Fee  Leasehold  De Minimis PUD  
 Actual Real Estate Taxes \$ exempt (yr) Loan charges to be paid by seller \$ n/a Other sales concessions n/a  
 Lender/Client City of Ramsey Address 7550 Sunwood Dr NW, Ramsey, MN 55303  
 Occupant vacant Appraiser David C. Hughes Instructions to Appraiser Estimate the fair market value of an unimproved site located in Windsorwood Lot 9, Block 2, in the city of Ramsey in Anoka County.

**IDENTIFICATION**

Location  Urban  Suburban  Rural  
 Built Up  Over 75%  25% to 75%  Under 25%  
 Growth Rate  Fully Dev.  Rapid  Steady  Slow  
 Property Values  Increasing  Stable  Declining  
 Demand/Supply  Shortage  In Balance  Oversupply  
 Marketing Time  Under 3 Mos.  4-6 Mos.  Over 6 Mos.

**NEIGHBORHOOD**

Present Land Use 85% 1 Family 00% 2-4 Family % Apts. % Condo 10% Commercial  
 % Industrial % Vacant 05% vacant  
 Change in Present Land Use  Not Likely  Likely (\*)  Taking Place (\*)  
 (\*) From public-quasi-public To residential  
 Predominant Occupancy  Owner  Tenant 5 % Vacant  
 Single Family Price Range \$ 30,000 to \$ 655,000 Predominant Value \$ 160  
 Single Family Age 00 yrs. to 70 yrs. Predominant Age 18 yrs.

|  |                          |                                     |                          |                          |
|--|--------------------------|-------------------------------------|--------------------------|--------------------------|
| Employment Stability                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Convenience to Employment              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Convenience to Shopping                | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Convenience to Schools                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Adequacy of Public Transportation      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Recreational Facilities                | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Adequacy of Utilities                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Property Compatibility                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Protection from Detrimental Conditions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Police and Fire Protection             | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| General Appearance of Properties       | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Appeal to Market                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise): Subject is located in Ramsey, an area consisting of single family homes of various styles, sizes, ages and values. Schools are in the Elk River School District. Ramsey has limited employment opportunities. Recreation (primarily outdoor) and police and fire protection are adequate. No adverse noise factor, typical nature and residential views.

Dimensions 153x315x393x523x133 = 3.10 Sq. Ft. or Acres  Corner Lot  
 Zoning classification R1 - Single Family Residential Present Improvements  do  do not conform to zoning regulations  
 Highest and best use  Present use  Other (specify) site is currently un-improved, highest and best use is improved SFR  
 Elec.  Gas  Water  San. Sewer  Underground Elect. & Tel.

**SITE**

OFF SITE IMPROVEMENTS  
 Street Access  Public  Private  
 Surface bituminous  
 Maintenance  Public  Private  
 Storm Sewer  Curb/Gutter  
 Sidewalk  Street Lights

Topo basically level  
 Size conforms to area  
 Shape irregular  
 View nature/res  
 Drainage runoff to ditch & culvert  
 Is the property located in a HUD Identified Special Flood Hazard Area?  No  Yes

Comments (favorable or unfavorable including any apparent adverse easements, encroachments, or other adverse conditions): The subject site does not appear to be in a FEMA designated flood zone. No adverse easements, encroachments or any other adverse conditions were noted by the appraiser. The subject is a garden level vacant lot of a developed subdivision.

The undersigned has recited three recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to or more favorable than the subject property, a minus (-) adjustment is made thus reducing the indicated value of subject; if a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made thus increasing the indicated value of the subject.

| ITEM                             | SUBJECT PROPERTY                                     | COMPARABLE NO. 1   | COMPARABLE NO. 2  | COMPARABLE NO. 3  |
|----------------------------------|--|--|---|---|
| Address                          | Unassigned 178th Ave NW<br>Ramsey, 55303, Anoka Cnty | xxx25 Iman Ave NW<br>Elk River, 55330, Anoka Cnty        | xxx27 Iman Ave NW<br>Elk River, 55330, Anoka Cnty                         | xxxx 222nd Ave NW<br>Nowthen, MN 55330                                    |
| Proximity to Subject             |  | 1.44 miles NW  | 1.49 miles NW   | 5.61 miles N  |
| Sales Price                      | \$ n/a   | \$ 52,250  | \$ 52,500   | \$ 25,000   |
| Price                            |  | \$ 17,131/ac   | \$ 20,834/ac  | \$ 7,716/ac   |
| Data Source                      | inspect/county                                       | County/RealtorMLS  | County/RealtorMLS   |   |
| Date of Sale and Time Adjustment | DESCRIPTION<br>n/a                                   | DESCRIPTION<br>05/12 dom 1,304                           | DESCRIPTION<br>05/12 dom 206  | DESCRIPTION<br>09/12 dom 1  |
| Location                         | Ramsey   | Nowthen  | Nowthen   | Nowthen +2,500  |
| Site/View                        | 3.1 a., corner/res                                   | 3.05 a., corner/res 0                                    | 2.52 a., interior/res +2,500  | 3.24 a., cor/pd -2,500  |
| wooded                           | open   | open   | open  | open  |
| topography                       | level/lookout  | level/lookout  | level/lookout   | rolling/walkout -2,500  |
| utilities                        | ng/el/tele   | ng/el/tele   | ng/el/tele  | lp/el/tele +2,500   |
| appeal                           | average  | average  | average   | average   |
| Sales or Financing Concessions   | n/a  | Cash   | Conventional  | other 'reo' +2,500  |
| Net Adj. (Total)                 |  | <input type="checkbox"/> + <input type="checkbox"/> - \$ | <input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 2,500 | <input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 2,500 |
| Indicated Value of Subject       |  | \$ 52,250  | \$ 55,000   | \$ 27,500   |

Comments on Market Data: See General Text Addendum

Comments and Conditions of Appraisal: The subject has not been sold within the last three years. No other previous sales were noted within the last one year for any of the comparable sales used in this report.

Final Reconciliation: The income and cost approaches to value were not used due to the lack of sufficient data with which to form a meaningful value estimate. The direct sales comparison approach is deemed to offer the most reliable indication of value. The final value is rounded up to the nearest \$1,000 influenced by the adjusted values of comparables one and two.

**RECONCILIATION**

I ESTIMATE THE MARKET VALUE, AS DEFINED, OF SUBJECT PROPERTY AS OF September 19, 2012 to be \$ 49,000  
 David C. Hughes  Did  Did Not Physically Inspect Property  
 Appraiser(s) Review Appraiser (if applicable)

**Supplemental Addendum**

File No. 12SEP19D

|                  |                |          |       |
|------------------|----------------|----------|-------|
| Client           | City of Ramsey |          |       |
| Property Address | Unassigned     |          |       |
| City             | Ramsey         | County   | Anoka |
|                  |                | State    | MN    |
|                  |                | Zip Code | 55303 |
| Lender/Client    | City of Ramsey |          |       |

- **Market Data**

Due to a lack of recent sales in the pool of available data in the immediate neighborhood, some comparables are located across man made or natural boundaries. Markets are similar however a 10% location adjustment is made on comparable three as a result of distance from local and regional commerce. Comparables for the subject were dominated by short sales and bank owned 'reo' sales. The number of these types of sales has impacted the market value of all unimproved lots/land in this area. The use of these sales is reasonable as they have become a major influence on the value of the subject property. A 10% adjustment is made one comparable three for the stigma associated with a foreclosed bank owned sale. Comparable selection was made by choosing sales which have the most similar physical characteristics to the subject. A visual inspection was performed as part of the scope of work for this assignment. The comparables are located in similar rural/suburban settings. Most weight is place on comparables one and two.

**DEFINITION OF MARKET VALUE:** The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions\* granted by anyone associated with the sale.

\* Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgement.

## STATEMENT OF LIMITING CONDITIONS AND APPRAISER'S CERTIFICATION

**CONTINGENT AND LIMITING CONDITIONS:** The appraiser's certification that appears in the appraisal report is subject to the following conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.
2. The appraiser has provided a sketch in the appraisal report to show approximate dimensions of the improvements and the sketch is included only to assist the reader of the report in visualizing the property and understanding the appraiser's determination of its size.
3. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
4. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
5. The appraiser has estimated the value of the land in the cost approach at its highest and best use and the improvements at their contributory value. These separate valuations of the land and improvements must not be used in conjunction with any other appraisal and are invalid if they are so used.
6. The appraiser has noted in the appraisal report any adverse conditions (such as, needed repairs, depreciation, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property or adverse environmental conditions (including the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.
7. The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
8. The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice.
9. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that completion of the improvements will be performed in a workmanlike manner.
10. The appraiser must provide his or her prior written consent before the lender/client specified in the appraisal report can distribute the appraisal report (including conclusions about the property value, the appraiser's identity and professional designations, and references to any professional appraisal organizations or the firm with which the appraiser is associated) to anyone other than the borrower; the mortgagee or its successors and assigns; the mortgage insurer; consultants; professional appraisal organizations; any state or federally approved financial institution; or any department, agency, or instrumentality of the United States or any state or the District of Columbia; except that the lender/client may distribute the property description section of the report only to data collection or reporting service(s) without having to obtain the appraiser's prior written consent. The appraiser's written consent and approval must also be obtained before the appraisal can be conveyed by anyone to the public through advertising, public relations, news, sales, or other media.

**APPRAISER'S CERTIFICATION:** The Appraiser certifies and agrees that:

1. I have researched the subject market area and have selected a minimum of three recent sales of properties most similar and proximate to the subject property for consideration in the sales comparison analysis and have made a dollar adjustment when appropriate to reflect the market reaction to those items of significant variation. If a significant item in a comparable property is superior to, or more favorable than, the subject property, I have made a negative adjustment to reduce the adjusted sales price of the comparable and, if a significant item in a comparable property is inferior to, or less favorable than the subject property, I have made a positive adjustment to increase the adjusted sales price of the comparable.
2. I have taken into consideration the factors that have an impact on value in my development of the estimate of market value in the appraisal report. I have not knowingly withheld any significant information from the appraisal report and I believe, to the best of my knowledge, that all statements and information in the appraisal report are true and correct.
3. I stated in the appraisal report only my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the contingent and limiting conditions specified in this form.
4. I have no present or prospective interest in the property that is the subject to this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or the estimate of market value in the appraisal report on the race, color, religion, sex, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property.
5. I have no present or contemplated future interest in the subject property, and neither my current or future employment nor my compensation for performing this appraisal is contingent on the appraised value of the property.
6. I was not required to report a predetermined value or direction in value that favors the cause of the client or any related party, the amount of the value estimate, the attainment of a specific result, or the occurrence of a subsequent event in order to receive my compensation and/or employment for performing the appraisal. I did not base the appraisal report on a requested minimum valuation, a specific valuation, or the need to approve a specific mortgage loan.
7. I performed this appraisal in conformity with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place as of the effective date of this appraisal, with the exception of the departure provision of those Standards, which does not apply. I acknowledge that an estimate of a reasonable time for exposure in the open market is a condition in the definition of market value and the estimate I developed is consistent with the marketing time noted in the neighborhood section of this report, unless I have otherwise stated in the reconciliation section.
8. I have personally inspected the interior and exterior areas of the subject property and the exterior of all properties listed as comparables in the appraisal report. I further certify that I have noted any apparent or known adverse conditions in the subject improvements, on the subject site, or on any site within the immediate vicinity of the subject property of which I am aware and have made adjustments for these adverse conditions in my analysis of the property value to the extent that I had market evidence to support them. I have also commented about the effect of the adverse conditions on the marketability of the subject property.
9. I personally prepared all conclusions and opinions about the real estate that were set forth in the appraisal report. If I relied on significant professional assistance from any individual or individuals in the performance of the appraisal or the preparation of the appraisal report, I have named such individual(s) and disclosed the specific tasks performed by them in the reconciliation section of this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in the report; therefore, if an unauthorized change is made to the appraisal report, I will take no responsibility for it.

**SUPERVISORY APPRAISER'S CERTIFICATION:** If a supervisory appraiser signed the appraisal report, he or she certifies and agrees that: I directly supervise the appraiser who prepared the appraisal report, have reviewed the appraisal report, agree with the statements and conclusions of the appraiser, agree to be bound by the appraiser's certifications numbered 4 through 7 above, and am taking full responsibility for the appraisal and the appraisal report.

**ADDRESS OF PROPERTY APPRAISED:** Unassigned , Ramsey, MN 55303

**APPRAISER:**

Signature: *David C. Hughes*  
 Name: David C. Hughes  
 Date Signed: September 20, 2012  
 State Certification #: 20111284  
 or State License #: \_\_\_\_\_  
 State: MN  
 Expiration Date of Certification or License: 08/31/2014

**SUPERVISORY APPRAISER (only if required):**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_  
 State Certification #: \_\_\_\_\_  
 or State License #: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Expiration Date of Certification or License: \_\_\_\_\_

Did  Did Not Inspect Property

### Subject Photos

|                  |                |          |       |
|------------------|----------------|----------|-------|
| Client           | City of Ramsey |          |       |
| Property Address | Unassigned     |          |       |
| City             | Ramsey         | County   | Anoka |
| Lender/Client    | City of Ramsey | State    | MN    |
|                  |                | Zip Code | 55303 |



**Front View**  
Unassigned 178th Ave NW



**Rear View**



**Street View**

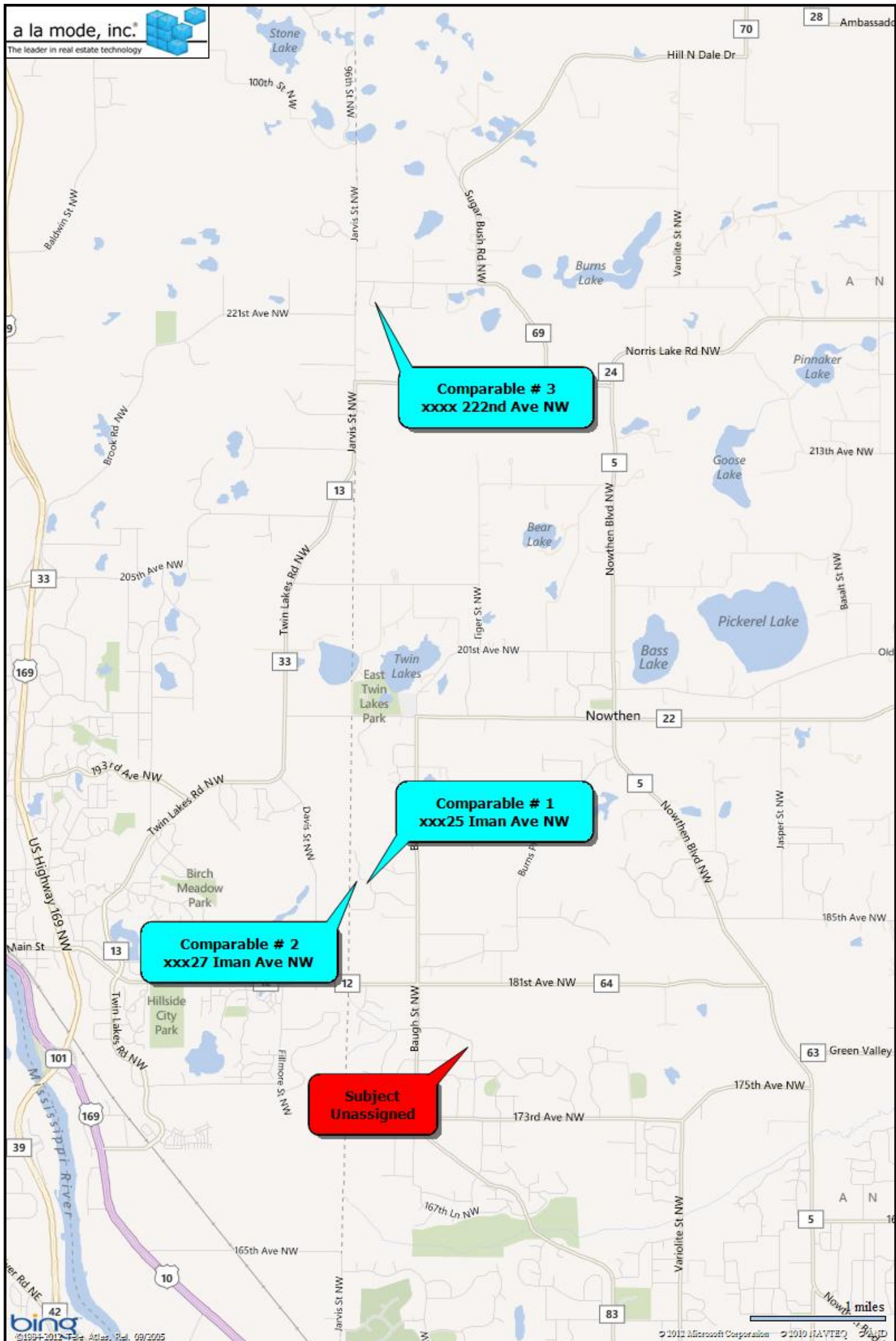
# Vicinity Map

|                  |                |              |                         |
|------------------|----------------|--------------|-------------------------|
| Client           | City of Ramsey |              |                         |
| Property Address | Unassigned     |              |                         |
| City             | Ramsey         | County Anoka | State MN Zip Code 55303 |
| Lender/Client    | City of Ramsey |              |                         |



### Comparable Sales Map

|                  |                |          |       |
|------------------|----------------|----------|-------|
| Client           | City of Ramsey |          |       |
| Property Address | Unassigned     |          |       |
| City             | Ramsey         | County   | Anoka |
|                  |                | State    | MN    |
|                  |                | Zip Code | 55303 |
| Lender/Client    | City of Ramsey |          |       |

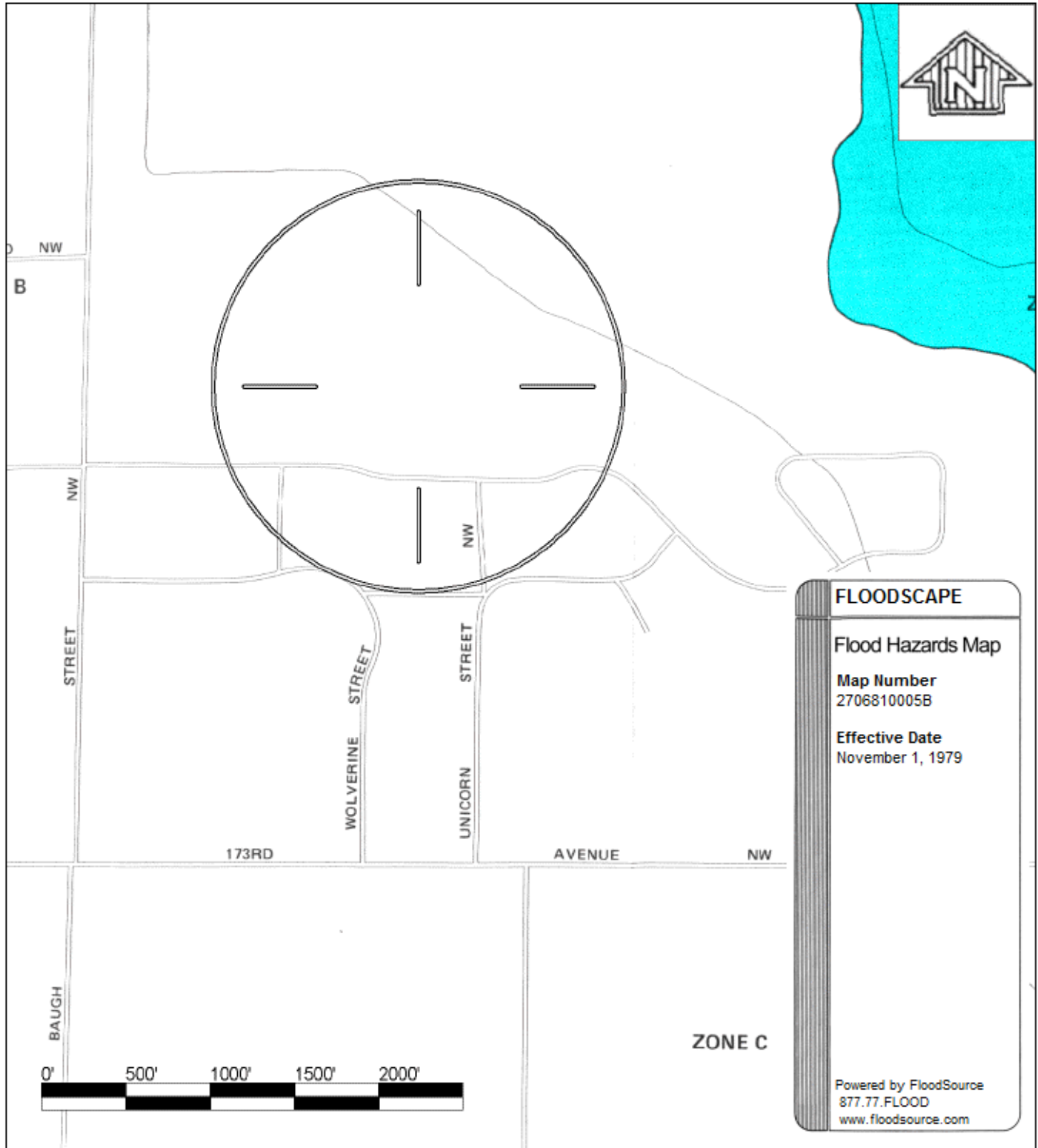


# Flood Map

|                  |                |          |       |
|------------------|----------------|----------|-------|
| Client           | City of Ramsey |          |       |
| Property Address | Unassigned     |          |       |
| City             | Ramsey         | County   | Anoka |
| State            | MN             | Zip Code | 55303 |
| Lender/Client    | City of Ramsey |          |       |



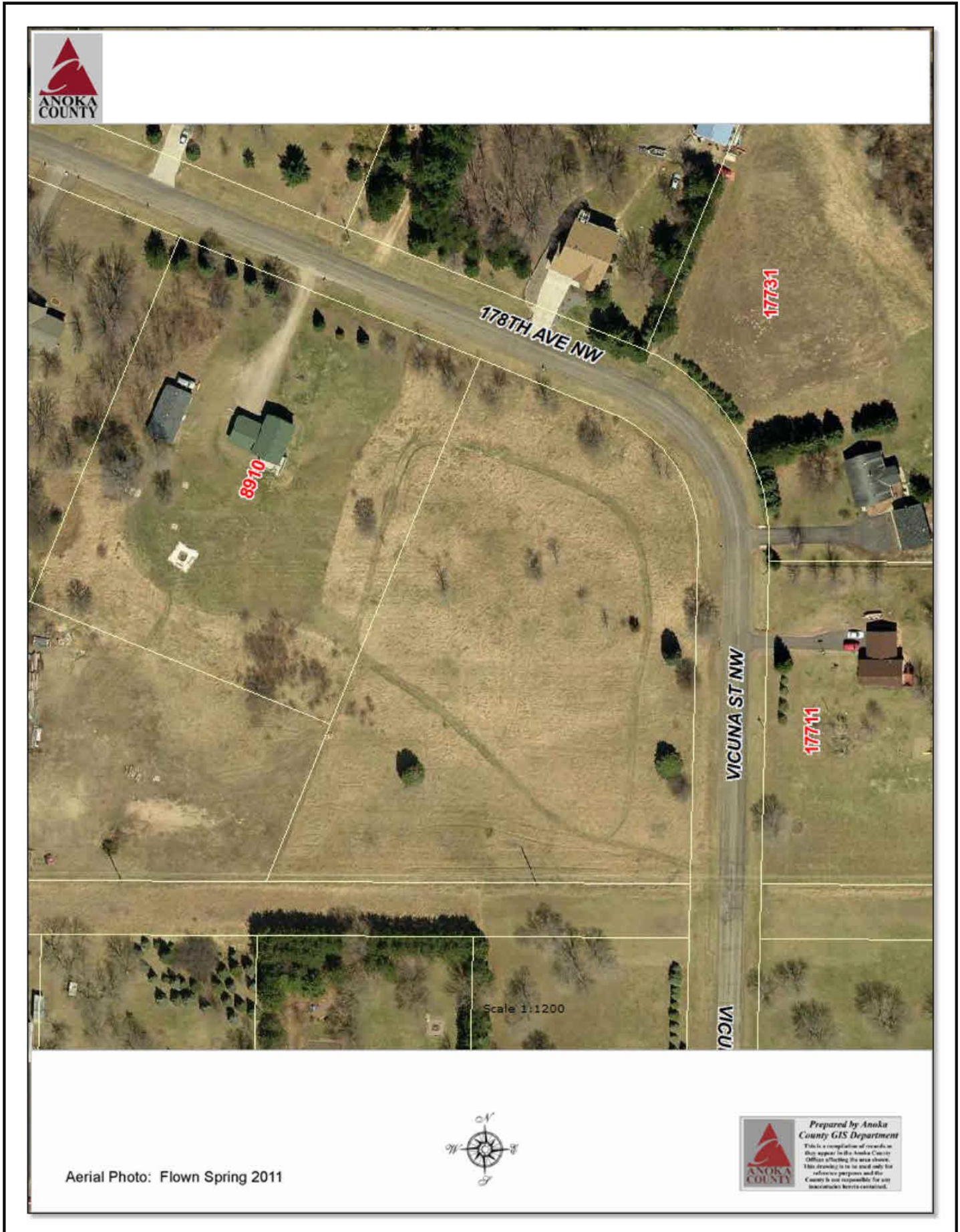
**Prepared for:**  
Hughes Appraisal Services  
  
Unassigned  
Ramsey, MN 55303



© 1999-2012 SourceProse and/or FloodSource Corporations. All rights reserved. Patents 6,631,326 and 6,678,615. Other patents pending. For Info: info@floodsource.com.

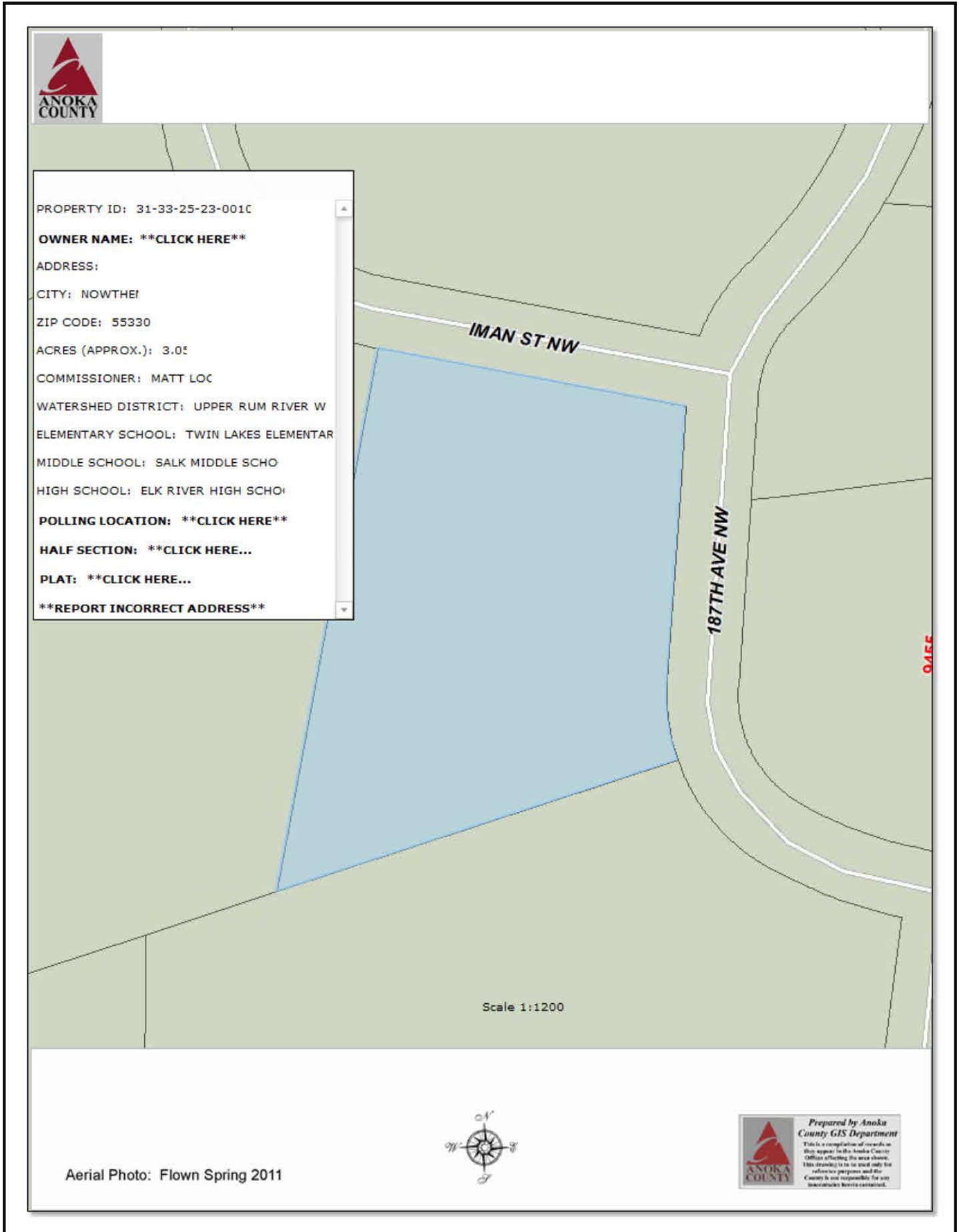
### Subject Partial Plat Map

|                  |                |        |       |       |    |          |       |
|------------------|----------------|--------|-------|-------|----|----------|-------|
| Client           | City of Ramsey |        |       |       |    |          |       |
| Property Address | Unassigned     |        |       |       |    |          |       |
| City             | Ramsey         | County | Anoka | State | MN | Zip Code | 55303 |
| Lender/Client    | City of Ramsey |        |       |       |    |          |       |



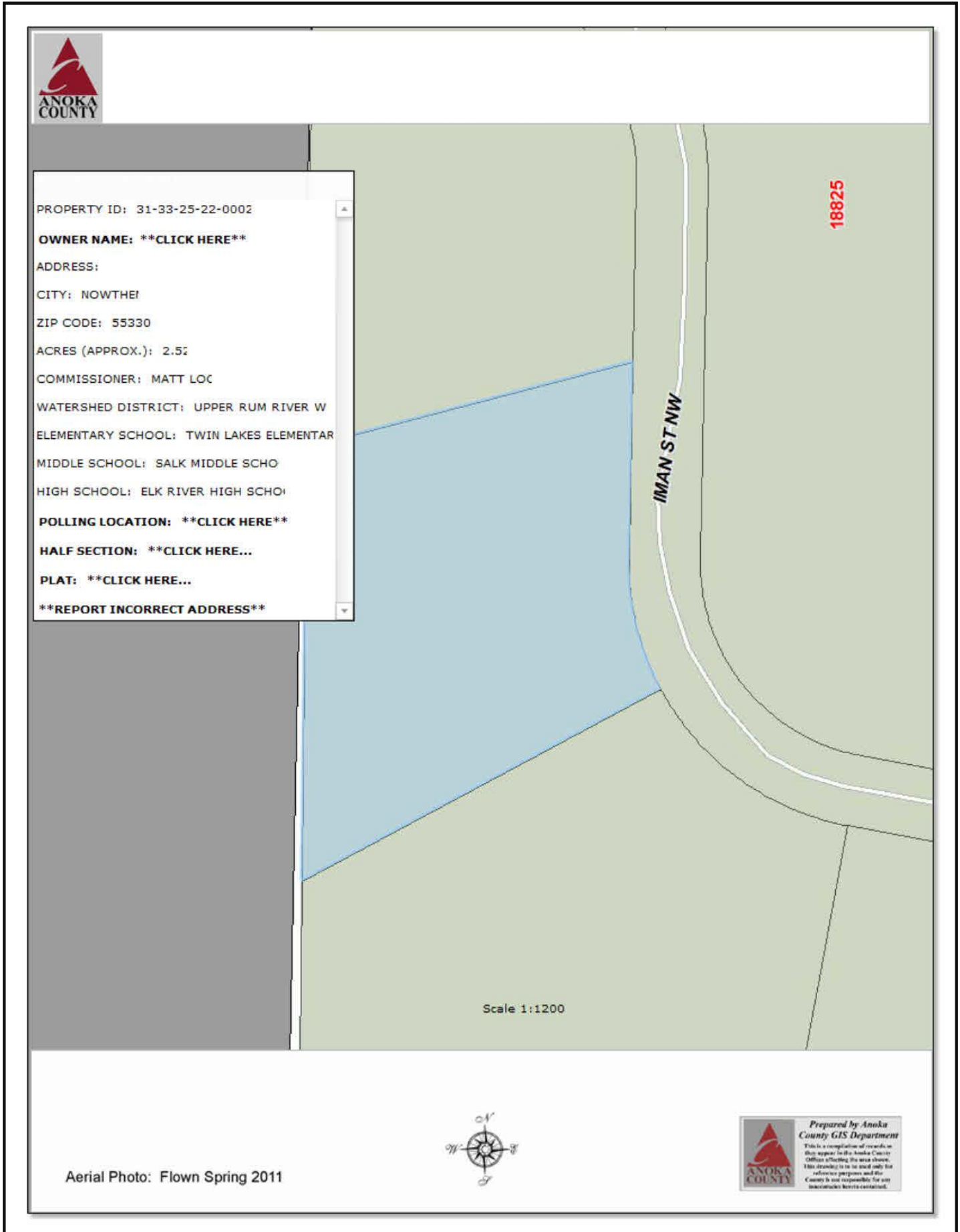
### Comparable 1 Partial Plat Map

|                  |                |          |       |
|------------------|----------------|----------|-------|
| Client           | City of Ramsey |          |       |
| Property Address | Unassigned     |          |       |
| City             | Ramsey         | County   | Anoka |
|                  |                | State    | MN    |
|                  |                | Zip Code | 55303 |
| Lender/Client    | City of Ramsey |          |       |



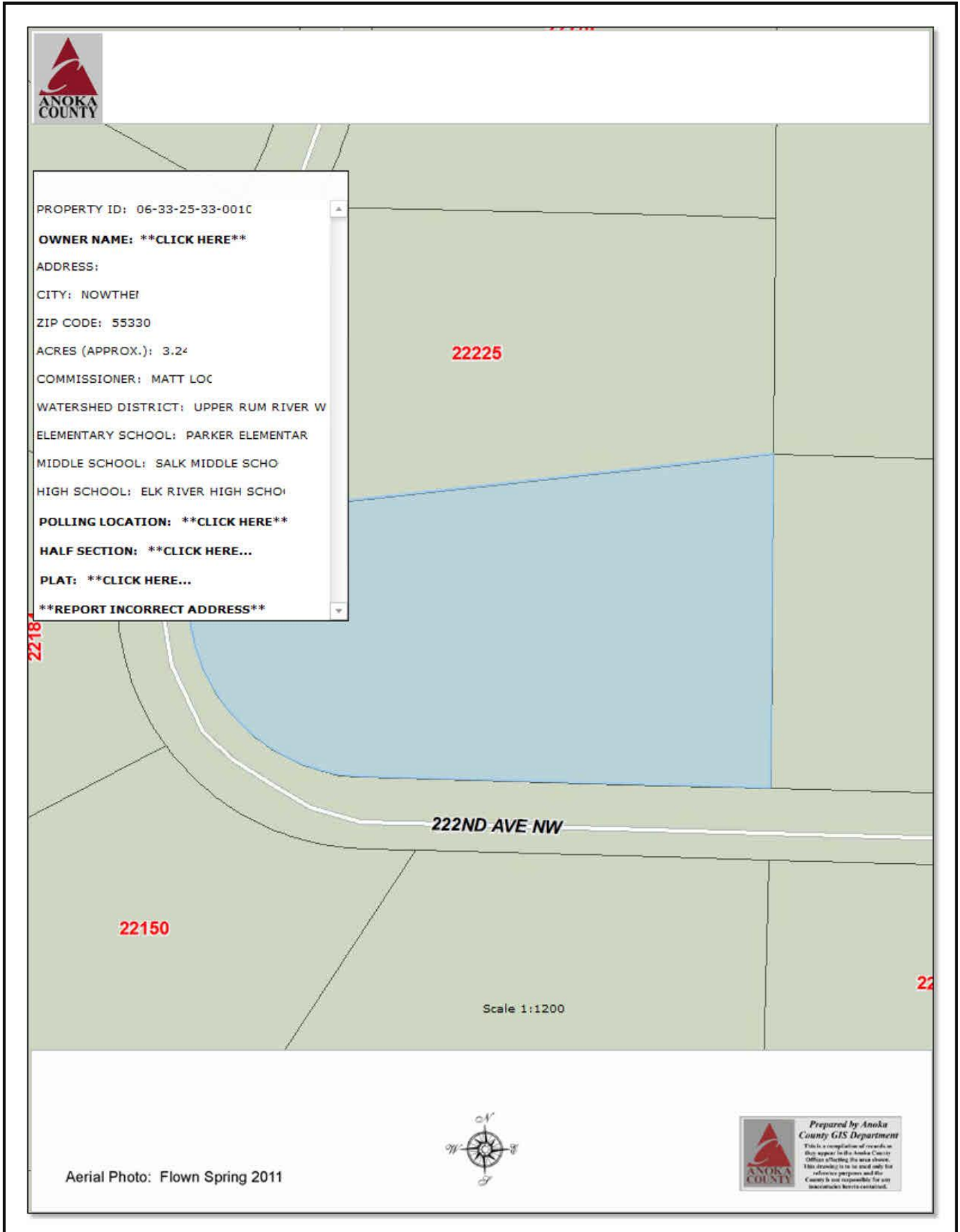
### Comparable 2 Partial Plat Map

|                  |                |          |       |
|------------------|----------------|----------|-------|
| Client           | City of Ramsey |          |       |
| Property Address | Unassigned     |          |       |
| City             | Ramsey         | County   | Anoka |
|                  |                | State    | MN    |
|                  |                | Zip Code | 55303 |
| Lender/Client    | City of Ramsey |          |       |



### Comparable 3 Partial Plat Map

|                  |                |          |       |
|------------------|----------------|----------|-------|
| Client           | City of Ramsey |          |       |
| Property Address | Unassigned     |          |       |
| City             | Ramsey         | County   | Anoka |
|                  |                | State    | MN    |
|                  |                | Zip Code | 55303 |
| Lender/Client    | City of Ramsey |          |       |



# Resume

|                  |                |              |                         |
|------------------|----------------|--------------|-------------------------|
| Client           | City of Ramsey |              |                         |
| Property Address | Unassigned     |              |                         |
| City             | Ramsey         | County Anoka | State MN Zip Code 55303 |
| Lender/Client    | City of Ramsey |              |                         |

## DAVID C. HUGHES

### Certified Residential Real Property Appraiser

#### Formal Education

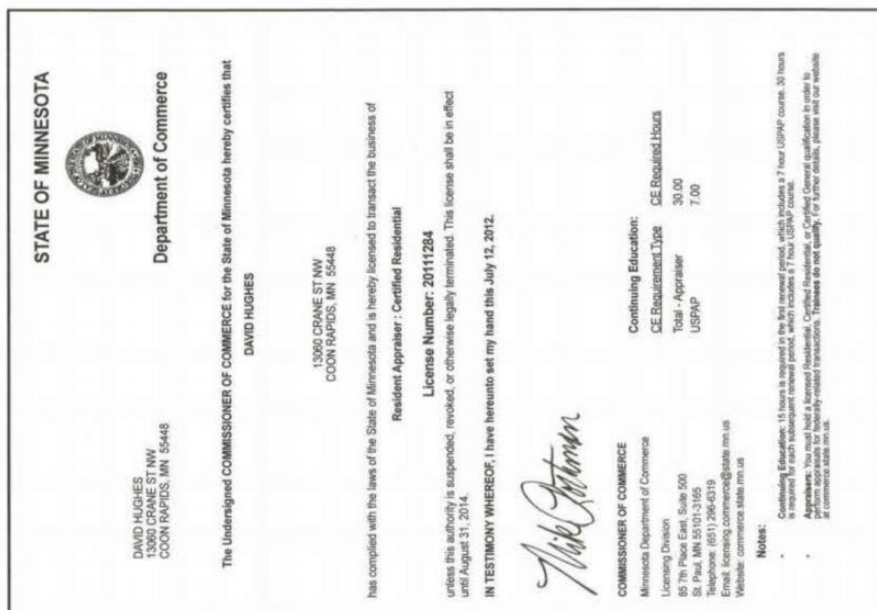
|  |                         |
|--|-------------------------|
| Anoka Technical College (Architectural Tech) | Anoka, Minnesota        |
| Centennial High School                       | Circle Pines, Minnesota |

#### Professional Education

|   |      |  |
|---|------|--|
| USPAP Update                                  | 2012 | Kaplan   |
| 2011 Appraisal Update UAD                     | 2011 | Kaplan   |
| USPAP Update                                  | 2011 | Kaplan   |
| Understanding Todays HVAC                     | 2011 | Kaplan   |
| Design/Functional Utility                     | 2010 | Appraisal Institute                            |
| REO Appraisal                                 | 2010 | Appraisal Institute                            |
| USPAP Update                                  | 2009 | Kaplan   |
| Form 1004MC & HVCC Conduct                    | 2009 | Kaplan   |
| Assessment Laws & Procedures                  | 2009 | MN Assoc. of Assessing Officers                |
| FHA Procedures & Roster Eligibility           | 2009 | Appraisal Institute                            |
| Hire & Supervise New Appraisers               | 2008 | Kaplan   |
| Data Analysis Declining Mkt.                  | 2008 | Kaplan   |
| Advanced Exteriors                            | 2008 | Kaplan   |
| USPAP Update                                  | 2006 | Prosource                                      |
| How to Perform an Appraisal Inspection        | 2005 | Prosource                                      |
| How to Prepare The New URAR                   | 2005 | Prosource                                      |
| National USPAP update                         | 2005 | Prosource                                      |
| Small Residential Investment Properties       | 2004 | Prosource                                      |
| FHA Appraisals/New HUD Guidelines             | 2004 | Prosource                                      |
| National USPAP Course                         | 2003 | Prosource                                      |
| USPAP Update                                  | 2002 | Prosource                                      |
| Fannie Mae Update Presentation                | 2001 | National Association of Real Estate Appraisers |
| Frauds And Flips                              | 2001 | National Association of Real Estate Appraisers |
| Appraising the Single Family Residence        | 2001 | National Association of Real Estate Appraisers |
| Appraisal Practices & Principals              | 2000 | National Association of Real Estate Appraisers |
| Appraisal Guidelines & Updates                | 2000 | National Association of Real Estate Appraisers |
| Appraisal Regulations                         | 2000 | National Association of Real Estate Appraisers |
| USPAP Update                                  | 2000 | Prosource                                      |
| Appraisal Office Management                   | 1999 | University of St. Thomas                       |
| Supporting Sales Grid Adjustments             | 1999 | University of St. Thomas                       |
| Registered Home Inspector (RHI)               | 1998 | Prosource                                      |
| Introduction to Appraisal Principles I        | 1997 | Prosource                                      |
| Introduction to Appraisal Principles II       | 1997 | Prosource                                      |
| Introduction to Appraisal Practices I         | 1997 | Prosource                                      |
| Introduction to Appraisal Practices II        | 1997 | Prosource                                      |
| USPAP Standards & Ethics                      | 1997 | Prosource                                      |
| Appraiser's guide to Residential Construction | 1997 | Prosource                                      |
| Building Inspection Tech Course Studies       | 1994 | North Hennepin Community College               |
| Field Inspection Building Insp-Plan Review    |      |  |
| Building Codes & Their Standards              |      |  |
| Electrical Insp Building Insp-Dept. Admin     |      |  |

#### Professional History

|                                   |              |                    |
|-----------------------------------|--------------|--------------------|
| Certified Real Property Appraiser | 1997-Present | State of Minnesota |
| Structural Technician             | 1976-Present | Central Minnesota  |



## Engagement Letter

|                  |                |        |       |          |       |
|------------------|----------------|--------|-------|----------|-------|
| Client           | City of Ramsey |        |       |          |       |
| Property Address | Unassigned     |        |       |          |       |
| City             | Ramsey         | County | Anoka | State    | MN    |
| Lender/Client    | City of Ramsey |        |       |          |       |
|                  |                |        |       | Zip Code | 55303 |

Mark

----- Forwarded message -----  
 From: "Patrick Brama" <[pbrama@ci.ramsey.mn.us](mailto:pbrama@ci.ramsey.mn.us)>  
 Date: Sep 17, 2012 4:59 PM  
 Subject: RE: Estimate for an appraisal  
 To: "Mark Schwab" <[mrsinc55@gmail.com](mailto:mrsinc55@gmail.com)>

Mark,

Per our phone conversation, please move forward with appraising the said property below (and attached). Please note, said property is currently zoned public/quasi-public and is being rezoned to R-1 residential. Please appraise as R-1 residential.

Thank you for your assistance.

Patrick J. Brama

<http://web.mail.comcast.net/zimbra/h/printmessage?id=317941&tz=America/Chicago&xim=1>

9/20/2012

## **Findings-of-Fact**

Subject Property: PID 063225140009, located on the south side of 176<sup>th</sup> Avenue and the west side of Vicuna Street

- (1) Public input and feedback regarding a potential disposition
  - a. Staff received no unfavorable responses regarding the potential disposition of the Subject Property. Generally speaking, the only concerns raised were “we would like to see the Subject Property sold to a nearby property owner (not an outside developer) and left as open space. A number of inquiries were received regarding the potential purchase of the Subject Property.
- (2) Maintenance costs
  - a. The City has no maintenance costs regarding the Subject Property.
- (3) Title restrictions
  - a. Based on an Owner and Encumbrance Report attained by the City, the Subject Property has free and clear title.
- (4) Ability to develop
  - a. The Subject property is flat, clean and is large enough to build two to three single family homes.
- (5) Stormwater and drainage limitations
  - a. There are no stormwater or drainage issues regarding the Subject Property.
- (6) Proposed future zoning
  - a. R-1 Rural Single Family Residential
- (7) Utilities availability
  - a. Electric, well water, septic waste water.
- (8) Long term City needs and plans
  - a. Un needed for current or future City functions; reviewed by each City department.
- (9) Assessed value
  - a. \$49,000
- (10) Method to market and sell property
  - a. Internal, negotiate with surrounding property owners.
- (11) Cost to market and sell property
  - a. Staff time

**ORDINANCE #12-\_\_\_-\_\_\_**

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

**AN AMENDMENT TO CHAPTER 117 WHICH IS KNOWN AS THE ZONING AND SUBDIVISIONS CHAPTER OF THE CITY CODE OF RAMSEY, MINNESOTA.**

**AN ORDINANCE AMENDING SECTION 117-90 "MAP" OF CHAPTER 117 OF THE CITY CODE OF RAMSEY, MINNESOTA.**

**SECTION 1. AMENDMENT**

The following legally described properties or portions thereof are hereby rezoned from Public/Quasi Public to R1 Rural Residential:

Lot 9, Block 2, Windsorwood, Anoka County, Minnesota; which was conveyed to the County of Anoka by Warranty Deed dated October 31, 1989, as Document No. 869962. Abstract Property, 06-32-25-14-009.

(the "Subject Property")

**SECTION 2. MAP**

The City is hereby instructed to cause this amendment to be shown on the "City of Ramsey Zoning Map", which map was adopted pursuant to Section 117-90 of the Ramsey City Code.

**SECTION 3. 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 \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

Introduction date:

Posting dates:

Adoption date:

Publication date:

Effective date:

# **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.

DEC 13, 20012  
Thursday.

Att. Patrick Brama:

To David Pomroy would like make  
an offer of \$40,000 on property located  
on 176<sup>th</sup> Vicuna street N.W. P1D06322-  
514009,  
Lot 9 BLK 2 WINDSORWOOD.

Thank you for taking  
consideration,

Dave Pomroy