

**City of Ramsey**  
**Agenda**  
**Regular City Council**  
**Tuesday March 12, 2013**

**7:00 pm**

**Council Chambers, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Presentation**
  - 1. Swearing in of New Police Officer**
- 3. Citizen Input**
- 4. Consent Agenda**
  1. Receive Cash and Investments for Period Ending January 31, 2013
  2. Receive Cash and Investments for Period Ending February 28, 2013
  3. Receive 2013 Building Division Month End Report: February
  4. Approve the Following Meeting Minutes:
    1. City Council Special Session - February 26, 2013
    2. City Council Work Session - February 26, 2013
    2. City Council Regular Session - February 26, 2013
  5. Approve Memorandum of Understanding Between the City of Ramsey and 21st Century Bank Related to Future Landscape Obligations in TOWN CENTER GARDENS 3RD ADDITION; Case of Seasons of Ramsey Limited Partnership and 21st Century Bank
  6. Adopt Resolution 13-03-056 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 21, 2013 through March 6, 2013
  7. Adopt Resolution #13-03-059 Granting Authorization to Hire a City Engineer and to Approve a Transition Period with the Engineering Consultant
  8. Adopt Resolution #13-03-058 Appointing Board and Commission Members
  9. Adopt Resolution #13-03-055 Granting an Access Easement Over and Across Tract A, Registered Land Survey No. 249 to Benefit the Property Located at 6781 Highway 10 NW
  10. Adopt Policy for Leasing City Owned Property
  11. Report From the Finance Committee of 2-26-13.
  12. Report from the Personnel Committee - Meeting Date: February 26, 2013
- 5. Approve Agenda**

**6. Public Hearing**

**7. Council Business**

1. Introduce an Ordinance to Amend City Code Chapter 34, Sec 34-21 Weapons
2. Introduce Ordinance #13-06 Authorizing the City of Ramsey to Sell/Convey Surplus Land (Windsorwood Property)
3. Consider Request to Waive Fees for Easement Vacation on the Property Located at 6100 Bunker Lake Blvd NW; Case of Dennis Sharp
4. Consider Offer to Purchase City Owned Property Located at 14280 Azurite Street NW (PORTIONS MAY BE CLOSED TO THE PUBLIC)

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

**9. Adjournment**

**CC Regular Session**

**4. 1.**

**Meeting Date:** 03/12/2013

**By:** Diana Lund, Finance

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**Information**

**Title:**

Receive Cash and Investments for Period Ending January 31, 2013

**Background:**

Report on the city's cash and investments for the period ending January 31, 2013. Cash balances graph reflects the changes in cash balances on the city's major funds for the period ending January 31, 2013 in comparison to year-ending December 31, 2012. December 2012 numbers reflect unaudited numbers that may change after the final audit is completed in April 2013.

**Council Action:**

None Required. Informational Only.

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**Attachments**

Cash & Investments for Period Ending January 31, 2013

Cash Balances on Major City Funds - January 31, 2013

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

**Reviewed By**

Kurt Ulrich

**Date**

03/06/2013 03:36 PM

Started On: 03/01/2013 01:35 PM

Final Approval Date: 03/06/2013

**CITY OF RAMSEY**  
**REPORT OF POOLED CASH FLOWS**  
**Period Ended January 31, 2013**

	January-13 CURRENT MONTH	2013 YEAR-TO-DATE
<b>CASH AND TEMPORARY INVESTMENTS</b>		
<b>BEGINNING BALANCE</b>	\$ 42,990,689.01	\$ 42,990,689.01
<b>CASH INFLOWS:</b>		
Daily Deposit	169,320.62	169,320.62
Tax Settlements	65,164.10	65,164.10
U/B Receipts	51,452.77	51,452.77
Credit Cards	31,171.98	31,171.98
Interest Earnings [Net of Interest Paid on Investments]	32,412.56	32,412.56
Bond Proceeds	-	-
<b>TOTAL CASH INFLOW</b>	<u>\$ 349,522.03</u>	<u>\$ 349,522.03</u>
<b>TOTAL CASH AVAILABLE</b>	<u>\$ 43,340,211.04</u>	<u>\$ 43,340,211.04</u>
<b>CASH OUTFLOWS:</b>		
Prepaid Checks	503,587.48	\$ 503,587.48
Bills Lists	167,809.28	167,809.28
Pay Estimates	64,990.55	64,990.55
Credit Cards	579.14	579.14
Payroll - Net	369,476.01	369,476.01
Flex Reimbursement	5,152.69	5,152.69
Void Checks/Dormant Checks Paid	-	-
Debt Service	407,056.25	407,056.25
Miscellaneous [Bank Charges; etc.]	237.00	237.00
<b>TOTAL CASH OUTFLOW</b>	<u>\$ 1,518,888.40</u>	<u>\$ 1,518,888.40</u>
<b>POOLED CASH AND TEMPORARY INVESTMENTS</b>		
<b>ENDING BALANCE</b>	<u>\$ 41,821,322.64</u>	<u>\$ 41,821,322.64</u>
<b>MEMO - NET 2012 CASH INFLOW ( OUTFLOW)</b>	(1,169,366.37)	(1,169,366.37)
<b>INVESTMENT PORTFOLIO SUMMARY</b>		
<b>BEGINNING BALANCE</b>	\$ 35,341,145.16	\$ 35,341,145.16
Purchases	495,000.00	495,000.00
Maturities/Sales	(122,551.48)	(122,551.48)
<b>ENDING BALANCE</b>	<u>\$ 35,713,593.68</u>	<u>\$ 35,713,593.68</u>

2013 CASH AND INVESTMENT ACTIVITY

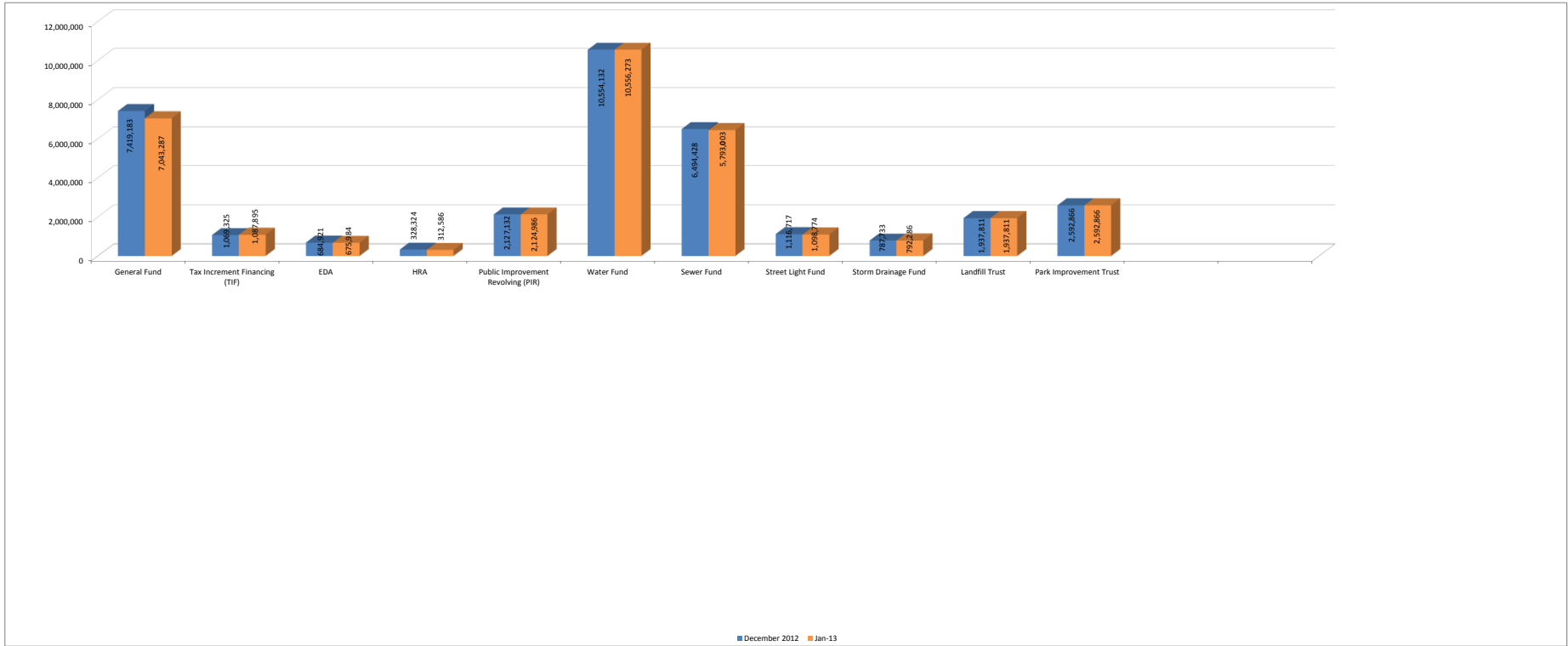
CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	CUSIP	PRIN	PURCH 2013	SOLD/ MATURE	BV PRIN	PAR	YTM
					BAL 1/1/2013		2013	BAL 12/31/2013		
031029	9/15/2012	Landmark	CD-Landmark	old-12456 new-13672	317,299.14			317,299.14 317,299.14	256,633	1.50%
121203A	5/31/2013	4M	Term Series 4M		4,000,000.00		0.00	4,000,000.00	4,000,000	0.20%
121203B	11/29/2013	4M	Term Series 4M		1,000,000.00		0.00	1,000,000.00 5,000,000.00	1,000,000	0.25%
091229D	12/29/2014	BOW	FFCB	31331JAN3	1,000,000.00		0.00	1,000,000.00 1,000,000.00	1,000,000	2.75%
110803A	2/4/2013	ICD SEC	CD-BANCO POPULAR	05967EGL7	200,000.00		0.00	200,000.00	200,000	0.65%
120208B	2/7/2013	ICD SEC	CD-SOVEREIGN BANK	84603MV29	249,000.00		0.00	249,000.00	249,000	0.40%
110225	2/25/2013	ICD SEC	CD-GE CAPITAL FINANC	36160TQJ8	200,000.00		0.00	200,000.00	200,000	0.95%
110921	3/21/2013	ICD SEC	CD-GOLDMAN SACHS	3814265W1	100,000.00		0.00	100,000.00	100,000	0.65%
120307	4/8/2013	ICD SEC	CD-SAFRA NATIONAL B/	786580A59	100,000.00		0.00	100,000.00	100,000	0.35%
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%
120621	6/21/2013	ICD SEC	CD-BANK BALBAO	059457UY5	150,000.00		0.00	150,000.00	150,000	0.50%
110629A	7/1/2013	ICD SEC	CD-DISCOVER BANK	254670G48	248,000.00		0.00	248,000.00	248,000	0.85%
120713	7/12/2013	ICD SEC	CD-BANK OF BARODA	060624JZ7	249,000.00		0.00	249,000.00	249,000	0.45%
120427	7/29/2013	ICD SEC	CD-PRIVATEBANK & TR	742676SB4	100,000.00		0.00	100,000.00	100,000	0.35%
120808	8/8/2013	ICD SEC	CD-GOLDMAN SACHS	38143AX46	48,000.00		0.00	48,000.00	48,000	0.45%
120810	8/9/2013	ICD SEC	CD-FIRST BANK OF PUEF	33764JJA4	150,000.00		0.00	150,000.00	150,000	0.50%
120210	8/12/2013	ICD SEC	CD-BMW BANK	05568PV46	100,000.00		0.00	100,000.00	100,000	0.60%
120926	9/26/2013	ICD SEC	CD-BANK HAPOALIM	062S1AYM6	100,000.00		0.00	100,000.00	100,000	0.50%
110930	9/30/2013	ICD SEC	CD-COMPASS BANK	20449E3C8	100,000.00		0.00	100,000.00	100,000	1.00%
081009	10/9/2013	ICD SEC	CD-CAPITOL CITY BANK	33938	100,000.00		0.00	100,000.00	100,000	5.25%
121019	10/18/2013	ICD SEC	CD-FIRST BANK OF PUEF	33764JMR3	100,000.00		0.00	100,000.00	100,000	0.50%
111014	10/21/2013	ICD SEC	CD-COMPASS BANK	20449E3Z7	100,000.00		0.00	100,000.00	100,000	1.05%
111221B	12/23/2013	ICD SEC	CD-BANK OF CHINA	06425HVS3	100,000.00		0.00	100,000.00	100,000	1.10%
11121A	12/23/2013	ICD SEC	CD-GOLDMAN SACHS	38143AEB7	100,000.00		0.00	100,000.00	100,000	1.10%
081028	10/28/2013	ICD SEC	CD-AMERICAN CHARTEF	27006	100,000.00		0.00	100,000.00	100,000	5.50%
121031	10/30/2013	ICD SEC	CD-BANK OF INDIA	062782T98	100,000.00		0.00	100,000.00	100,000	0.50%
120718	11/18/2013	ICD SEC	CD-APPLE BANK FOR SA	037830MN3	78,000.00		0.00	78,000.00	78,000	0.45%
121129	11/29/2013	ICD SEC	CD-EVERBANK	29976DQC7	200,000.00		0.00	200,000.00	200,000	0.50%
081212I	12/12/2013	ICD SEC	CD-WORLDS FOREMOST	57079	100,000.00		0.00	100,000.00	100,000	4.95%
110613	12/13/2013	ICD SEC	CD-MEDALLION BANK	58403BUW4	100,000.00		0.00	100,000.00	100,000	1.10%
081223	12/23/2013	ICD SEC	CD-BANK OF HOLLAND	34862	100,000.00		0.00	100,000.00	100,000	4.95%
101221	12/23/2013	ICD SEC	CD-DORAL BANK	25811LYN3	249,000.00		0.00	249,000.00	249,000	1.45%
121231	12/31/2013	ICD SEC	CD-BANK OF CHINA	06426NVL3	149,000.00		0.00	149,000.00	149,000	0.55%
110831	2/28/2014	ICD SEC	CD-CIT BANK	172854AWZ7	200,000.00		0.00	200,000.00	200,000	1.05%
110629C	4/29/2014	ICD SEC	CD-LAKESIDE BANK	51210SG47	249,000.00		0.00	249,000.00	249,000	1.00%
110609	6/9/2014	ICD SEC	CD-AMERICAN EXPRESS	02587DAX6	250,000.00		0.00	250,000.00	250,000	1.25%
120711	7/11/2014	ICD SEC	CD-ALLY BANK	02005QM67	73,000.00		0.00	73,000.00	73,000	0.90%
120815	8/15/2014	ICD SEC	CD-SALLIE MAE BANK	795450NU5	249,000.00		0.00	249,000.00	249,000	0.90%
120817B	8/18/2014	ICD SEC	CD-GE CAPITAL BANK	361611TDW2	49,000.00		0.00	49,000.00	49,000	0.90%
091203	12/3/2014	ICD SEC	CD-BANK OF AMERICA N	3510	100,000.00		0.00	100,000.00	100,000	3.50%
121219B	12/19/2014	ICD SEC	CD-ALLY BANK	02005QU84	115,000.00		0.00	115,000.00	115,000	0.70%
120123	1/23/2015	ICD SEC	CD-STATE BANK OF INDI	33664	150,000.00		0.00	150,000.00	150,000	1.10%
120131	1/30/2015	ICD SEC	CD-SAFRA NATIONAL B/	786584YA2	100,000.00		0.00	100,000.00	100,000	1.00%
121219A	12/21/2015	ICD SEC	CD-ALLY BANK	02005QU76	58,000.00		0.00	58,000.00	58,000	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%
111005	10/5/2026	ICD SEC	CD-WELLS FARGO BANK	949748K97	150,000.00		0.00	150,000.00	150,000	3.00%
120629	7/1/2013	ICD SEC	CD-STATE BANK OF INDI	33664	100,000.00		0.00	100,000.00	100,000	0.80%
								6,062,000.00		
090102A	1/25/2033	Com Sec	FNR 2003-19 ME	31392JG5	43,778.37		3,789.94	39,988.43	165,176	3.95%
090102B	12/25/2018	Com Sec	FNR 2003-120 BY	31393UGR8	132,527.24		11,029.83	121,497.41	200,000	3.98%
080128C	1/15/2038	Com Sec	FHR 3404 JC	31397PTH3	218,355.51		87,132.57	131,222.94	1,000,000	4.74%
			Add Back prn paydown in 1/13					292,708.78		
120214B	4/1/2017	Northland	ST FRANCIS ISD#15	789466-PU-7	250,000.00		0.00	250,000.00	250,000	4.40%
130125A	3/1/2019	Northland	WITTENBERG WIS SCHOI	97746PBL2	0.00	110,000.00	0.00	110,000.00	110,000	5.30%
130125b	12/1/2020	Northland	PALATINE ILL TAX	696089QL8	0.00	100,000.00	0.00	100,000.00	100,000	5.05%
130125C	12/1/2019	Northland	PALATINE ILL TAX	696089QK0	0.00	200,000.00	0.00	200,000.00	200,000	5.00%
130125D	12/1/2018	Northland	PALATINE ILL TAX	696089QJ3	0.00	85,000.00	0.00	85,000.00	85,000	4.85%
121211A	6/1/2014	Northland	IOWA WESTERN COMM C	462612-QJ-4	130,000.00		0.00	130,000.00	130,000	0.40%
121211B	6/1/2015	Northland	IOWA WESTERN COMM C	462612-QK-1	175,000.00		0.00	175,000.00	175,000	0.50%
121211C	6/1/2016	Northland	IOWA WESTERN COMM C	462616-QL-9	100,000.00		0.00	100,000.00	100,000	0.65%

2013 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	CUSIP	PRIN BAL 1/1/2013	PURCH 2013	SOLD/ MATURE 2013	BV PRIN BAL 12/31/2013	PAR	YTM
121228A	6/1/2017	Northland	IOWA WESTERN COMM C	462612-QM-7	100,000.00		0.00	100,000.00	100,000	0.85%
121228B	9/1/2023	Northland	MIDDLETON WIS REFUN	596782-T6-7	300,000.00		0.00	300,000.00	300,000	2.36%
120214B	9/1/2025	Northland	MIDDLETON WIS REFUN	596782-TJ-1	315,000.00		0.00	315,000.00	315,000	2.85%
120215A	1/1/2028	Northland	MINNETONKA ISD #276	604195-SB-4	50,000.00		0.00	50,000.00	50,000	5.20%
120215B	6/1/2026	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 SUPERIOR	958522-WV-4	100,000.00		0.00	100,000.00	100,000	3.15%
040518	2/1/2013	Northland	FNMA 254663	31371K-Z4-6	1,137.96		362.56	775.40	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 BANK	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	FREEPORT NE ELEC TAX	356730-T7-6	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-0	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-TF-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	951172-7R-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%
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%
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 TAXABLE	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%
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%
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%
								14,864,775.40		
971212	11/28/2002	UBS	CD-FNB KEYSTONE, Nev	320950AJ7R	96,000.00		0.00	96,000.00	96,000	6.25%
010328	6/25/2023	UBS	FHG14A	312916PD5R	8,000.00		0.00	8,000.00	152,000	6.00%
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%

2013 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	CUSIP	PRIN	PURCH 2013	SOLD/ MATURE	BV PRIN	PAR	YTM
					BAL 1/1/2013		2013	BAL 12/31/2013		
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%
121221	12/21/2027	UBS	FHLB	313381FPS	750,000.00		0.00	750,000.00	750,000	2.00%
120730	7/30/2024	UBS	FHLB-STEP	3133803H8	500,000.00		0.00	500,000.00	500,000	1.90%
120228	2/28/2017	UBS	FHLMC	313463NA4	400,000.00		0.00	400,000.00	400,000	1.31%
120328	3/28/2022	UBS	FHLMC	3134G3SF8	500,000.00		0.00	500,000.00	500,000	2.13%
000417	8/15/2021	UBS	FHLMC REMIC 181e	312904AU9C	2,276.81		97.84	2,178.97	88,604	7.00%
970917B	9/15/2021	UBS	FHLMC REMIC SERIES FF	312904GT6C	3,637.37		57.33	3,580.04	255,714	7.21%
020826	10/15/2022	UBS	FHR 1391D	312912LUO	2,539.24		28.25	2,510.99	59,990	6.00%
030630A	6/15/2018	UBS	FHR 2628 AB	31393VMQ1C	26,639.15		1,361.18	25,277.97	200,000	3.12%
030930A	9/15/2018	UBS	FHR 2677 KH	31394JTP2	57,367.18		2,563.24	54,803.94	300,000	4.50%
040730A	7/15/2019	UBS	FHR 2822 DB	31395C3S8	95,514.35		3,866.63	91,647.72	500,000	5.00%
040730B	7/15/2019	UBS	FHR 2822 DQ	31395C3U3	20,216.44		1,138.09	19,078.35	500,000	5.00%
120322	3/22/2027	UBS	FNMA	3136FT6A2	500,000.00		0.00	500,000.00	500,000	1.49%
120329B	3/29/2027	UBS	FNMA	3136FT7E3	500,000.00		0.00	500,000.00	500,000	2.00%
970625	2/25/2021	UBS	FNMA FNR-1991-7 H	31358FZW2	3,000.00		0.00	3,000.00	129,000	7.84%
0210004	8/25/2022	UBS	FNR 1992-125L	31358PS40C	2,974.07		28.17	2,945.90	52,000	7.00%
031030A	11/25/2018	UBS	FNR 2003-113KA	31393T2P0	7,082.57		1,705.63	5,376.94	197,000	4.50%
030430B	4/25/2018	UBS	FNR 2003-41-JH	31393BD36C	11,621.53		1,283.41	10,338.12	300,000.00	5.00%
030730A	8/25/2018	UBS	FNR 2003-74-KN	31393EAL3C	55,357.71		3,140.65	52,217.06	300,000.00	3.59%
040830	8/25/2019	UBS	FNR 2004 68 BT	31394AYU4	1,636.64		401.49	1,235.15	500,000	
001127	7/25/2022	UBS	FNR G92-35	31358PHV2C	2,688.86		32.08	2,656.78	75,215	7.49%
020816B	1/25/2024	UBS	FNR G94-2D	31359GR40	134.80		48.69	86.11	46,221	6.45%
040430	4/25/2019	UBS	FNR-2004-31-DA	31393YAJ4	35,360.22		4,483.90	30,876.32	500,000	4.50%
101228	4/1/2013	UBS	MPLS SCHOOL DISTR	603792PR7	615,000.00		0.00	615,000.00	615,000	1.70%
121207	11/1/2018	UBS	NYC GEN TAX	64971QH55	500,000.00		0.00	500,000.00	500,000	1.28%
120817A	5/1/2018	UBS	NYC-TAXABLE	64971QTU7	500,000.00		0.00	500,000.00	500,000	1.60%
								<u>8,176,810.36</u>		
Money Mkt							0.00	0.00		
TOTAL INVESTMENTS					35,341,145.16	495,000.00	122,551.48	35,713,593.68		
Unamortized Premiums					1,221,206.69	15,132.20		1,236,338.89		
Unamortized Discounts					(2,854,357.28)			-2,854,357.28		
BOW					2,600,100.00	1,666,659.19	2,031,038.96	2,235,720.23		
Village Bank Checking					25,522.39	10,403.37	3,220.72	32,705.04		
Money Market Accounts					6,657,072.05	250.03	1,200,000.00	5,457,322.08		
Net Cash and Investments					42,990,689.01	2,187,444.79	3,356,811.16	41,821,322.64		



**CC Regular Session**

4. 2.

**Meeting Date:** 03/12/2013

**By:** Diana Lund, Finance

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**Information**

**Title:**

Receive Cash and Investments for Period Ending February 28, 2013

**Background:**

Report on the city's cash and investments for the period ending February 28, 2013. Cash balances graph reflects the changes in cash balances on the city's major funds for the period ending February 28, 2013 in comparison to year-ending December 31, 2012. December 2012 numbers reflect unaudited numbers that may change after the final audit is completed in April 2013.

**Council Action:**

None Required. Informational Only.

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**Attachments**

Cash & Investments for Period Ending February 28, 2013

Cash Balances on Major City Funds - February 28, 2013

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

**Reviewed By**

Kurt Ulrich

**Date**

03/06/2013 03:37 PM

Started On: 03/01/2013 01:35 PM

Final Approval Date: 03/06/2013

**CITY OF RAMSEY**  
**REPORT OF POOLED CASH FLOWS**  
**Period Ended February 28, 2013**

	February-13 CURRENT MONTH	2013 YEAR-TO-DATE
<b>CASH AND TEMPORARY INVESTMENTS</b>		
<b>BEGINNING BALANCE</b>	\$ 41,821,322.64	\$ 42,990,689.01
<b>CASH INFLOWS:</b>		
Daily Deposit	823,213.03	992,533.65
Tax Settlements	-	65,164.10
U/B Receipts	598,256.03	649,708.80
Credit Cards	54,889.93	86,061.91
Interest Earnings [Net of Interest Paid on Investments]	78,323.82	110,736.38
Bond Proceeds	-	-
<b>TOTAL CASH INFLOW</b>	<b>\$ 1,554,682.81</b>	<b>\$ 1,904,204.84</b>
<b>TOTAL CASH AVAILABLE</b>	<b>\$ 43,376,005.45</b>	<b>\$ 44,894,893.85</b>
<b>CASH OUTFLOWS:</b>		
Prepaid Checks	1,452,277.34	\$ 1,955,864.82
Bills Lists	466,640.31	634,449.59
Pay Estimates	53,048.21	118,038.76
Credit Cards	1,156.95	1,736.09
Payroll - Net	220,214.72	589,690.73
Flex Reimbursement	5,452.61	10,605.30
Void Checks/Dormant Checks Paid	-	-
Debt Service	-	407,056.25
Miscellaneous [Bank Charges; etc.]	-	237.00
<b>TOTAL CASH OUTFLOW</b>	<b>\$ 2,198,790.14</b>	<b>\$ 3,717,678.54</b>
<b>POOLED CASH AND TEMPORARY INVESTMENTS</b>		
<b>ENDING BALANCE</b>	<b>\$ 41,177,215.31</b>	<b>\$ 41,177,215.31</b>
<b>MEMO - NET 2012 CASH INFLOW ( OUTFLOW)</b>	<b>(644,107.33)</b>	<b>(1,813,473.70)</b>
<b>INVESTMENT PORTFOLIO SUMMARY</b>		
<b>BEGINNING BALANCE</b>	\$ 35,713,593.68	\$ 35,341,145.16
Purchases	449,000.00	944,000.00
Maturities/Sales	(1,017,938.92)	(1,140,490.40)
<b>ENDING BALANCE</b>	<b>\$ 35,144,654.76</b>	<b>\$ 35,144,654.76</b>

2013 CASH AND INVESTMENT ACTIVITY

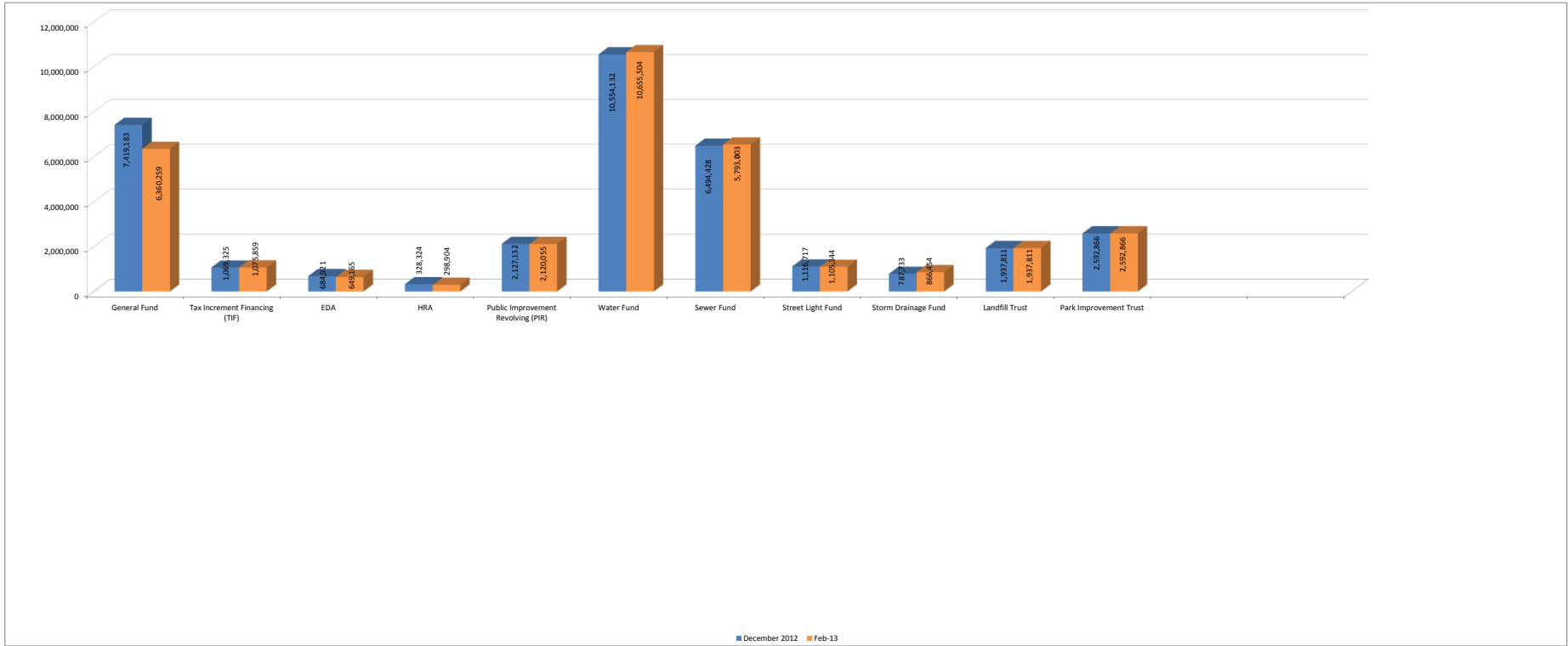
CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	CUSIP	PRIN	PURCH 2013	SOLD/ MATURE	BV PRIN	PAR	YTM
					BAL 1/1/2013		2013	BAL 12/31/2013		
031029	3/15/2013	Landmark	CD-Landmark	old-12456 new-13672	317,299.14			317,299.14 317,299.14	256,633	1.50%
121203A	5/31/2013	4M	Term Series 4M		4,000,000.00		0.00	4,000,000.00	4,000,000	0.20%
121203B	11/29/2013	4M	Term Series 4M		1,000,000.00		0.00	1,000,000.00 5,000,000.00	1,000,000	0.25%
091229D	12/29/2014	BOW	FFCB	31331JAN3	1,000,000.00		0.00	1,000,000.00 1,000,000.00	1,000,000	2.75%
110803A	2/4/2013	ICD SEC	CD-BANCO POPULAR	05967EGL7	200,000.00		200,000.00	0.00	200,000	0.65%
130213	8/13/2014	ICD SEC	CD-KEY BANK NA	49306SRC2		249,000.00	0.00	249,000.00	249,000	0.35%
130206	2/8/2016	ICD SEC	CD-ORIENTAL BANK & T	6861845S2		200,000.00	0.00	200,000.00	200,000	0.90%
120208B	2/7/2013	ICD SEC	CD-SOVEREIGN BANK	84603MV29	249,000.00		249,000.00	0.00	249,000	0.40%
110225	2/25/2013	ICD SEC	CD-GE CAPITAL FINANCI	36160TQJ8	200,000.00		200,000.00	0.00	200,000	0.95%
110921	3/21/2013	ICD SEC	CD-GOLDMAN SACHS	3814265W1	100,000.00		0.00	100,000.00	100,000	0.65%
120307	4/8/2013	ICD SEC	CD-SAFRA NATIONAL B/	786580A59	100,000.00		0.00	100,000.00	100,000	0.35%
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%
120621	6/21/2013	ICD SEC	CD-BANK BALBAO	059457UY5	150,000.00		0.00	150,000.00	150,000	0.50%
110629A	7/1/2013	ICD SEC	CD-DISCOVER BANK	254670G48	248,000.00		0.00	248,000.00	248,000	0.85%
120713	7/12/2013	ICD SEC	CD-BANK OF BARODA	060624JZ7	249,000.00		0.00	249,000.00	249,000	0.45%
120427	7/29/2013	ICD SEC	CD-PRIVATEBANK & TR	742676SB4	100,000.00		0.00	100,000.00	100,000	0.35%
120808	8/8/2013	ICD SEC	CD-GOLDMAN SACHS	38143AX46	48,000.00		0.00	48,000.00	48,000	0.45%
120810	8/9/2013	ICD SEC	CD-FIRST BANK OF PUEB	33764JJA4	150,000.00		0.00	150,000.00	150,000	0.50%
120210	8/12/2013	ICD SEC	CD-BMW BANK	05568PV46	100,000.00		0.00	100,000.00	100,000	0.60%
120926	9/26/2013	ICD SEC	CD-BANK HAPOALIM	06281AYM6	100,000.00		0.00	100,000.00	100,000	0.50%
110930	9/30/2013	ICD SEC	CD-COMPASS BANK	20449E3C8	100,000.00		0.00	100,000.00	100,000	1.00%
081009	10/9/2013	ICD SEC	CD-CAPITOL CITY BANK	33938	100,000.00		0.00	100,000.00	100,000	5.25%
121019	10/18/2013	ICD SEC	CD-FIRST BANK OF PUEB	33764JMJ3	100,000.00		0.00	100,000.00	100,000	0.50%
111014	10/21/2013	ICD SEC	CD-COMPASS BANK	20449E3Z7	100,000.00		0.00	100,000.00	100,000	1.05%
111221B	12/23/2013	ICD SEC	CD-BANK OF CHINA	06425HV53	100,000.00		0.00	100,000.00	100,000	1.10%
11121A	12/23/2013	ICD SEC	CD-GOLDMAN SACHS	38143AEB7	100,000.00		0.00	100,000.00	100,000	1.10%
081028	10/28/2013	ICD SEC	CD-AMERICAN CHARTEP	27006	100,000.00		0.00	100,000.00	100,000	5.50%
121031	10/30/2013	ICD SEC	CD-BANK OF INDIA	062782T98	100,000.00		0.00	100,000.00	100,000	0.50%
120718	11/18/2013	ICD SEC	CD-APPLE BANK FOR SA	037830MN3	78,000.00		0.00	78,000.00	78,000	0.45%
121129	11/29/2013	ICD SEC	CD-EVERBANK	29976DQC7	200,000.00		0.00	200,000.00	200,000	0.50%
081212I	12/12/2013	ICD SEC	CD-WORLDS FOREMOST	57079	100,000.00		0.00	100,000.00	100,000	4.95%
110613	12/13/2013	ICD SEC	CD-MEDALLION BANK	58403BUW4	100,000.00		0.00	100,000.00	100,000	1.10%
081223	12/23/2013	ICD SEC	CD-BANK OF HOLLAND	34862	100,000.00		0.00	100,000.00	100,000	4.95%
101221	12/23/2013	ICD SEC	CD-DORAL BANK	25811LYN3	249,000.00		0.00	249,000.00	249,000	1.45%
121231	12/31/2013	ICD SEC	CD-BANK OF CHINA	06426NVL3	149,000.00		0.00	149,000.00	149,000	0.55%
110831	2/28/2014	ICD SEC	CD-CIT BANK	172854AWZ7	200,000.00		0.00	200,000.00	200,000	1.05%
110629C	4/29/2014	ICD SEC	CD-LAKESIDE BANK	51210SG47	249,000.00		0.00	249,000.00	249,000	1.00%
110609	6/9/2014	ICD SEC	CD-AMERICAN EXPRESS	02587DAX6	250,000.00		0.00	250,000.00	250,000	1.25%
120711	7/11/2014	ICD SEC	CD-ALLY BANK	02005QM67	73,000.00		0.00	73,000.00	73,000	0.90%
120815	8/15/2014	ICD SEC	CD-SALLIE MAE BANK	795450NU5	249,000.00		0.00	249,000.00	249,000	0.90%
120817B	8/18/2014	ICD SEC	CD-GE CAPITAL BANK	36161TDW2	49,000.00		0.00	49,000.00	49,000	0.90%
091203	12/3/2014	ICD SEC	CD-BANK OF AMERICA N	3510	100,000.00		0.00	100,000.00	100,000	3.50%
121219B	12/19/2014	ICD SEC	CD-ALLY BANK	02005QU84	115,000.00		0.00	115,000.00	115,000	0.70%
120123	1/23/2015	ICD SEC	CD-STATE BANK OF INDI	33664	150,000.00		0.00	150,000.00	150,000	1.10%
120131	1/30/2015	ICD SEC	CD-SAFRA NATIONAL B/	786584YA2	100,000.00		0.00	100,000.00	100,000	1.00%
121219A	12/21/2015	ICD SEC	CD-ALLY BANK	02005QU76	58,000.00		0.00	58,000.00	58,000	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%
111005	10/5/2026	ICD SEC	CD-WELLS FARGO BANK	949748K97	150,000.00		0.00	150,000.00	150,000	3.00%
120629	7/1/2013	ICD SEC	CD-STATE BANK OF INDI	33664	100,000.00		0.00	100,000.00 5,862,000.00	100,000	0.80%
090102A	1/25/2033	Com Sec	FNR 2003-19 ME	31392JG5	43,778.37		5,219.42	38,558.95	165,176	3.95%
090102B	12/25/2018	Com Sec	FNR 2003-120 BY	31393UGR8	132,527.24		16,188.95	116,338.29	200,000	3.98%
080128C	1/15/2038	Com Sec	FHR 3404 JC	31397PTH3	218,355.51		159,729.90	58,625.61	1,000,000	4.74%
			Add Back prn paydown in 1/13					213,522.85		
120214B	4/1/2017	Northland	ST FRANCIS ISD#15	789466-PU-7	250,000.00		0.00	250,000.00	250,000	4.40%
130125A	3/1/2019	Northland	WITTENBERG WIS SCHO	97746PBL2	0.00	110,000.00	0.00	110,000.00	110,000	5.30%
130125B	12/1/2020	Northland	PALATINE ILL TAX	696089QL8	0.00	100,000.00	0.00	100,000.00	100,000	5.05%
130125C	12/1/2019	Northland	PALATINE ILL TAX	696089QKO	0.00	200,000.00	0.00	200,000.00	200,000	5.00%
130125D	12/1/2018	Northland	PALATINE ILL TAX	696089QJ3	0.00	85,000.00	0.00	85,000.00	85,000	4.85%
121211A	6/1/2014	Northland	IOWA WESTERN COMM	462612-QJ-4	130,000.00		0.00	130,000.00	130,000	0.40%

2013 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	CUSIP	PRIN	PURCH 2013	SOLD/ MATURE	BV PRIN	PAR	YTM
					BAL 1/1/2013		2013	BAL 12/31/2013		
121211B	6/1/2015	Northland	IOWA WESTERN COMM C	462612-QK-1	175,000.00		0.00	175,000.00	175,000	0.50%
121211C	6/1/2016	Northland	IOWA WESTERN COMM C	462616-QL-9	100,000.00		0.00	100,000.00	100,000	0.65%
121228A	6/1/2017	Northland	IOWA WESTERN COMM C	462612-QM-7	100,000.00		0.00	100,000.00	100,000	0.85%
121228B	9/1/2023	Northland	MIDDLETON WIS REFUN	596782-T6-7	300,000.00		0.00	300,000.00	300,000	2.36%
120214B	9/1/2025	Northland	MIDDLETON WIS REFUN	596782-TJ-1	315,000.00		0.00	315,000.00	315,000	2.85%
120215A	1/1/2028	Northland	MINNETONKA ISD #276	604195-SB-4	50,000.00		0.00	50,000.00	50,000	5.20%
120215B	6/1/2026	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 SUPERIC	958522-WV-4	100,000.00		0.00	100,000.00	100,000	3.15%
040518	2/1/2013	Northland	FNMA 254663	13171K-Z4-6	1,137.96		1,003.64	134.32	272,453	3.77%
090212A	2/1/2013	Northland	ROSEMOUNT ISD#196	777594-WW-8	150,000.00		150,000.00	0.00	150,000	3.00%
090820A	2/1/2013	Northland	LACQUI PARLE VALLEY	505468-AH-1	115,000.00		115,000.00	0.00	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 BANH	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	FREEPORT NE ELEC TAX	356730-T7-6	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-0	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-TF-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	951172-7R-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%
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%
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 TAXABLE	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%
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%
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	MADISION 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%
								14,599,134.32		
971212	11/28/2002	UBS	CD-FNB KEYSTONE, Nev	320950AJ7R	96,000.00		0.00	96,000.00	96,000	6.25%
010328	6/25/2023	UBS	FHG14A	312916PD5R	8,000.00		0.00	8,000.00	152,000	6.00%

2013 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED	BROKER	SECURITY DESCRIP	CUSIP	PRIN	PURCH	SOLD/	BV	PAR	YTM	
	MAT DATE				BAL 1/1/2013		MATURE 2013	PRIN BAL 12/31/2013			
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%	
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%	
121221	12/21/2027	UBS	FHLB	313381FPS	750,000.00		0.00	750,000.00	750,000	2.00%	
120730	7/30/2024	UBS	FHLB-STEP	3133803H8	500,000.00		0.00	500,000.00	500,000	1.90%	
120228	2/28/2017	UBS	FHLMC	313463NA4	400,000.00		0.00	400,000.00	400,000	1.31%	
120328	3/28/2022	UBS	FHLMC	3134G3SF8	500,000.00		0.00	500,000.00	500,000	2.13%	
000417	8/15/2021	UBS	FHLMC REMIC 181e	312904AU9C	2,276.81		171.93	2,104.88	88,604	7.00%	
970917B	9/15/2021	UBS	FHLMC REMIC SERIES FF	312904GT6C	3,637.37		128.30	3,509.07	255,714	7.21%	
020826	10/15/2022	UBS	FHR 1391D	312912LUO	2,539.24		56.03	2,483.21	59,990	6.00%	
030630A	6/15/2018	UBS	FHR 2628 AB	31393VMQ1C	26,639.15		2,835.87	23,803.28	200,000	3.12%	
030930A	9/15/2018	UBS	FHR 2677 KH	31394JTP2	57,367.18		3,843.51	53,523.67	300,000	4.50%	
040730A	7/15/2019	UBS	FHR 2822 DB	31395C3S8	95,514.35		8,845.92	86,668.43	500,000	5.00%	
040730B	7/15/2019	UBS	FHR 2822 DQ	31395C3U3	20,216.44		5,580.32	14,636.12	500,000	5.00%	
120322	3/22/2027	UBS	FNMA	3136FT6A2	500,000.00		0.00	500,000.00	500,000	1.49%	
120329B	3/29/2027	UBS	FNMA	3136FT7E3	500,000.00		0.00	500,000.00	500,000	2.00%	
970625	2/25/2021	UBS	FNMA FNR-1991-7 H	31358FZW2	3,000.00		0.00	3,000.00	129,000	7.84%	
0210004	8/25/2022	UBS	FNR 1992-125L	31358PS40C	2,974.07		56.59	2,917.48	52,000	7.00%	
031030A	11/25/2018	UBS	FNR 2003-113KA	31393T2P0	7,082.57		3,656.74	3,425.83	197,000	4.50%	
030430B	4/25/2018	UBS	FNR 2003-41-JH	31393BD36C	11,621.53		2,386.45	9,235.08	300,000.00	5.00%	
030730A	8/25/2018	UBS	FNR 2003-74-KN	31393EAL3C	55,357.71		5,889.04	49,468.67	300,000.00	3.59%	
040830	8/25/2019	UBS	FNR 2004 68 BT	31394AYU4	1,636.64		488.07	1,148.57	500,000		
001127	7/25/2022	UBS	FNR G92-35	31358PHV2C	2,688.86		72.90	2,615.96	75,215	7.49%	
020816B	1/25/2024	UBS	FNR G94-2D	31359GR40	134.80		116.01	18.79	46,221	6.45%	
040430	4/25/2019	UBS	FNR-2004-31-DA	31393YAJ4	35,360.22		10,220.81	25,139.41	500,000	4.50%	
101228	4/1/2013	UBS	MPLS SCHOOL DISTR	603792PR7	615,000.00		0.00	615,000.00	615,000	1.70%	
121207	11/1/2018	UBS	NYC GEN TAX	64971QH55	500,000.00		0.00	500,000.00	500,000	1.28%	
120817A	5/1/2018	UBS	NYC-TAXABLE	64971QTU7	500,000.00		0.00	500,000.00	500,000	1.60%	
								8,152,698.45			
Money Mkt								0.00	0.00		
TOTAL INVESTMENTS					35,341,145.16	944,000.00	1,140,490.40	35,144,654.76			
Unamortized Premiums					1,221,206.69	15,132.20		1,236,338.89			
Unamortized Discounts					(2,854,357.28)			-2,854,357.28			
BOW					2,600,100.00	4,239,426.47	4,679,162.99	2,160,363.48			
Village Bank Checking					25,522.39	10,403.37	3,220.72	32,705.04			
Money Market Accounts					6,657,072.05	438.37	1,200,000.00	5,457,510.42			
Net Cash and Investments					42,990,689.01	5,209,400.41	7,022,874.11	41,177,215.31			



**CC Regular Session**

**4.3.**

**Meeting Date:** 03/12/2013

**Submitted For:** MaryJo Warner

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

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**Information**

**Title:**

Receive 2013 Building Division Month End Report: February

**Background:**

Attached is the Monthly Building Permit Report for February 2013.

**Council Action:**

Motion to receive the Building Permit Report for February 2013.

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**Attachments**

February Summary Report

February Detail Report

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Katy Okerstrom	JoAnn Shaw	03/05/2013 10:00 AM
Tim Gladhill	Tim Gladhill	03/05/2013 10:14 AM
Kurt Ulrich	Kurt Ulrich	03/06/2013 03:50 PM
Form Started By: MaryJo Warner		Started On: 03/05/2013 08:36 AM
Final Approval Date: 03/06/2013		

## City of Ramsey Permits Issued

----- CURRENT RANGE -----  
 2/1/2013 - 2/28/2013

----- PREVIOUS RANGE -----  
 2/1/2012 - 2/28/2012

	QTY	BASE FEE	VALUATION	PLAN REVIEW	QTY	BASE FEE	VALUATION	PLAN REVIEW
<b>Building</b>								
Commercial	1	265.50	14,500.00	172.58	0	0.00	0.00	0.00
Residential	21	11,608.25	947,606.00	2,766.28	21	7,898.75	453,547.00	2,555.49
<b>Subtotal</b>	<b>22</b>	<b>11,873.75</b>	<b>962,106.00</b>	<b>2,938.86</b>	<b>21</b>	<b>7,898.75</b>	<b>453,547.00</b>	<b>2,555.49</b>
<b>Electrical</b>								
Commercial	5	283.75	0.00	0.00	4	169.00	0.00	0.00
Residential	22	1,392.00	0.00	0.00	21	1,372.00	0.00	0.00
<b>Subtotal</b>	<b>27</b>	<b>1,675.75</b>	<b>0.00</b>	<b>0.00</b>	<b>25</b>	<b>1,541.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fire</b>								
Burning	3	75.00	0.00	0.00	5	125.00	0.00	0.00
Fire Alarm / Device	1	593.25	45,000.00	385.61	0	0.00	0.00	0.00
Fire Sprinkler	0	0.00	0.00	0.00	0	0.00	0.00	0.00
Fireworks	0	0.00	0.00	0.00	0	0.00	0.00	0.00
Tent / Temp Membrane	0	0.00	0.00	0.00	0	0.00	0.00	0.00
Underground Storage Tank	0	0.00	0.00	0.00	0	0.00	0.00	0.00
<b>Subtotal</b>	<b>4</b>	<b>668.25</b>	<b>45,000.00</b>	<b>385.61</b>	<b>5</b>	<b>125.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Mechanical</b>								
Commercial	1	1,460.00	146,000.00	949.00	1	274.85	27,485.00	0.00
Residential	16	799.00	4,000.00	0.00	3	141.00	0.00	0.00
<b>Subtotal</b>	<b>17</b>	<b>2,259.00</b>	<b>150,000.00</b>	<b>949.00</b>	<b>4</b>	<b>415.85</b>	<b>27,485.00</b>	<b>0.00</b>
<b>Plumbing</b>								
Commercial	0	0.00	0.00	0.00	0	0.00	0.00	0.00
Residential	22	618.00	0.00	0.00	7	344.00	1,500.00	0.00
<b>Subtotal</b>	<b>22</b>	<b>618.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7</b>	<b>344.00</b>	<b>1,500.00</b>	<b>0.00</b>
<b>Sign</b>								
Commercial	3	75.00	0.00	0.00	6	300.00	0.00	0.00
Institutional	0	0.00	0.00	0.00	0	0.00	0.00	0.00
Residential	0	0.00	0.00	0.00	0	0.00	0.00	0.00
<b>Subtotal</b>	<b>3</b>	<b>75.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>

## City of Ramsey Permits Issued

----- CURRENT RANGE -----  
 2/1/2013 - 2/28/2013

----- PREVIOUS RANGE -----  
 2/1/2012 - 2/28/2012

	QTY	BASE FEE	VALUATION	PLAN REVIEW	QTY	BASE FEE	VALUATION	PLAN REVIEW
<b>Temporary Use</b>								
Commercial	0	0.00	0.00	0.00	0	0.00	0.00	0.00
Residential	1	7,000.00	0.00	0.00	0	0.00	0.00	0.00
<b>Subtotal</b>	<b>1</b>	<b>7,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>User Defined</b>								
Commercial	0	0.00	0.00	0.00	0	0.00	0.00	0.00
Residential	0	0.00	0.00	0.00	0	0.00	0.00	0.00
<b>Subtotal</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Zoning</b>								
Residential	1	25.00	0.00	0.00	2	50.00	0.00	0.00
<b>Subtotal</b>	<b>1</b>	<b>25.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total</b>	<b>97</b>	<b>24,194.75</b>	<b>1,157,106.00</b>	<b>4,273.47</b>	<b>70</b>	<b>10,674.60</b>	<b>482,532.00</b>	<b>2,555.49</b>

Report Name:  
 Permits Issued with Description  
 Issued Dates:  
 2/1/2013 to 2/28/2013

## City of Ramsey Permits Issued with Description

Printed: 3/4/2013  
 Page: 1

<u>Permit Description</u>	<u>Permit Count</u>	<u>Base Fee</u>	<u>Plan Review</u>	<u>Valuation</u>
<b>Building</b>				
<u>Commercial</u>				
Interior	1	265.50	172.58	14,500
<b>Sub Total:</b>	<b>1</b>	<b>265.50</b>	<b>172.58</b>	<b>14,500</b>
<u>Residential</u>				
Accessory Structure	1	206.50	134.23	10,850
Basement Finish	6	846.00	0.00	0
Dwelling	3	2,261.50	1,144.98	173,814
Multi-Family Unit	2	188.00	0.00	0
New Dwelling	3	7,448.25	1,487.07	762,942
Siding	1	94.00	0.00	0
Siding & Window Replacement	1	188.00	0.00	0
Window Replacement	4	376.00	0.00	0
<b>Sub Total:</b>	<b>21</b>	<b>11,608.25</b>	<b>2,766.28</b>	<b>947,606</b>
<b>TOTAL:</b>	<b>22</b>	<b>11,873.75</b>	<b>2,938.86</b>	<b>962,106</b>
<b>Electrical</b>				
<u>Commercial</u>				
Miscellaneous	4	248.75	0.00	0
Order For Payment	1	35.00	0.00	0
<b>Sub Total:</b>	<b>5</b>	<b>283.75</b>	<b>0.00</b>	<b>0</b>
<u>Residential</u>				
Basement Finish	5	328.00	0.00	0
Dwelling	4	460.00	0.00	0
Furnace	3	105.00	0.00	0
Furnace & Air Conditioner	4	140.00	0.00	0
Miscellaneous	1	35.00	0.00	0
Order For Payment	2	74.00	0.00	0
Panel	2	215.00	0.00	0
Plumbing	1	35.00	0.00	0
<b>Sub Total:</b>	<b>22</b>	<b>1,392.00</b>	<b>0.00</b>	<b>0</b>
<b>TOTAL:</b>	<b>27</b>	<b>1,675.75</b>	<b>0.00</b>	<b>0</b>
<b>Fire</b>				
<u>Burning</u>				
Residential	3	75.00	0.00	0
<b>Sub Total:</b>	<b>3</b>	<b>75.00</b>	<b>0.00</b>	<b>0</b>
<u>Fire Alarm / Device</u>				
Apartment	1	593.25	385.61	45,000
<b>Sub Total:</b>	<b>1</b>	<b>593.25</b>	<b>385.61</b>	<b>45,000</b>
<b>TOTAL:</b>	<b>4</b>	<b>668.25</b>	<b>385.61</b>	<b>45,000</b>
<b>Mechanical</b>				

Report Name:  
 Permits Issued with Description  
 Issued Dates:  
 2/1/2013 to 2/28/2013

## City of Ramsey Permits Issued with Description

Printed: 3/4/2013  
 Page: 2

<u>Permit Description</u>	<u>Permit Count</u>	<u>Base Fee</u>	<u>Plan Review</u>	<u>Valuation</u>
<b><u>Commercial</u></b>				
Miscellaneous	1	1,460.00	949.00	146,000
<b>Sub Total:</b>	<b>1</b>	<b>1,460.00</b>	<b>949.00</b>	<b>146,000</b>
<b><u>Residential</u></b>				
Dwelling	1	94.00	0.00	4,000
Furnace	8	376.00	0.00	0
Furnace & Air Conditioner	7	329.00	0.00	0
<b>Sub Total:</b>	<b>16</b>	<b>799.00</b>	<b>0.00</b>	<b>4,000</b>
<b>TOTAL:</b>	<b>17</b>	<b>2,259.00</b>	<b>949.00</b>	<b>150,000</b>
<b><u>Plumbing</u></b>				
<b><u>Residential</u></b>				
Water Heater	9	423.00	0.00	0
Water Softener	13	195.00	0.00	0
<b>Sub Total:</b>	<b>22</b>	<b>618.00</b>	<b>0.00</b>	<b>0</b>
<b>TOTAL:</b>	<b>22</b>	<b>618.00</b>	<b>0.00</b>	<b>0</b>
<b><u>Sign</u></b>				
<b><u>Commercial</u></b>				
Temporary	3	75.00	0.00	0
<b>Sub Total:</b>	<b>3</b>	<b>75.00</b>	<b>0.00</b>	<b>0</b>
<b>TOTAL:</b>	<b>3</b>	<b>75.00</b>	<b>0.00</b>	<b>0</b>
<b><u>Temporary Use</u></b>				
<b><u>Residential</u></b>				
Landscape	1	7,000.00	0.00	0
<b>Sub Total:</b>	<b>1</b>	<b>7,000.00</b>	<b>0.00</b>	<b>0</b>
<b>TOTAL:</b>	<b>1</b>	<b>7,000.00</b>	<b>0.00</b>	<b>0</b>
<b><u>Zoning</u></b>				
<b><u>Residential</u></b>				
Accessory Structure 120 Sq. Ft. or Smaller	1	25.00	0.00	0
<b>Sub Total:</b>	<b>1</b>	<b>25.00</b>	<b>0.00</b>	<b>0</b>
<b>TOTAL:</b>	<b>1</b>	<b>25.00</b>	<b>0.00</b>	<b>0</b>
<b>Grand Total:</b>	<b>97</b>	<b>24,194.75</b>	<b>4,273.47</b>	<b>1,157,106</b>

**CC Regular Session**

4. 4.

**Meeting Date:** 03/12/2013

**By:** Jo Thieling, Administrative Services

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**Information**

**Title:**

Approve the Following Meeting Minutes:

1. City Council Special Session - February 26, 2013
2. City Council Work Session - February 26, 2013
2. City Council Regular Session - February 26, 2013

**Background:**

The meeting minutes are attached for Council review and approval.

**Council Action:**

Motion to approve the Following Meeting Minutes:

1. City Council Special Session - February 26, 2013
  2. City Council Work Session - February 26, 2013
  3. City Council Regular Session - February 26, 2013
- 

**Attachments**

CC Special 22513

CC Work Session 22613

CC Regular 22513

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**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

03/06/2013 03:43 PM

Form Started By: Jo Thieling

Started On: 03/01/2013 04:09 PM

Final Approval Date: 03/06/2013

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

The Ramsey City Council conducted a City Council Special Meeting on Tuesday, February 26, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen  
Councilmember Randy Backous  
Councilmember David Elvig (arrived at 5:56 p.m.)  
Councilmember Mark Kuzma  
Councilmember John LeTourneau  
Councilmember Chris Riley  
Councilmember Jason Tossey

Members Absent: None

Also Present: City Administrator Kurtis Ulrich  
Human Resources Manager Colleen Lasher  
City Attorney William Goodrich  
League of Minnesota Cities Legal Counsel Bill Everett

**1. CALL TO ORDER**

Mayor Strommen called the City Council Special Meeting to order at 5:49 p.m.

**2. CITIZEN INPUT**

There was none.

**3. APPROVE AGENDA**

Motion by Councilmember Kuzma, seconded by Councilmember Tossey, to approve the agenda as submitted.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Kuzma, Tossey, Backous, LeTourneau, and Riley. Voting No: None. Absent: Councilmember Elvig.

**4. COUNCIL BUSINESS**

**4.01: Attorney – Client Privileged Discussion Regarding a Personnel Matter**

City Attorney Goodrich advised that under Minnesota Statutes, Section 13D.05, Subd.3(b), the meeting can move into closed session to hold attorney client privileged discussion of threatened

litigation against the City. He indicated closed session discussion will relate to an individual, C.K., who has threatened to bring suit against the City for alleged tortuous conduct by City personnel. The purpose for closing the meeting is to discuss strategy for responding to this threat of a lawsuit.

Motion by Councilmember Backous, seconded by Councilmember Tossey, to move to Closed Session to hold attorney client privileged discussion of threatened litigation against the City.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Backous, Tossey, Kuzma, LeTourneau, and Riley. Voting No: None. Absent: Councilmember Elvig.

The City Council meeting moved into a Closed Session at 5:50 p.m.

Councilmember Elvig arrived during the Closed Session at 5:56 p.m.

The City Council reconvened in Open Session at 6:18 p.m.

**5. MAYOR / COUNCIL / STAFF INPUT**

None.

**6. ADJOURNMENT**

Mayor Strommen adjourned the City Council Special Meeting at 6:18 p.m.

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

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

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, February 26, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen  
Councilmember Randy Backous  
Councilmember David Elvig  
Councilmember Mark Kuzma  
Councilmember John LeTourneau  
Councilmember Chris Riley  
Councilmember Jason Tossey (arrived at 6:27 p.m.)

Also Present: City Administrator Kurtis Ulrich  
Finance Director Diana Lund  
Fire Chief Dean Kapler  
Police Chief James Way  
Parks and Assistant Public Works Superintendent Mark Riverblood  
Public Works Superintendent Grant Riemer  
Human Resources Manager Colleen Lasher  
Development Services Manager Timothy Gladhill  
Management Analyst Patrick Brama

**1. CALL TO ORDER**

Mayor Strommen called the City Council Work Session to order at 6:19 p.m.

**2. TOPICS FOR DISCUSSION**

**2.01: Discuss 2013 Municipal Center Policy and Room Rental Fee Adjustments**

Parks and Assistant Public Works Superintendent Riverblood reviewed the staff report, discussion by the Personnel Committee, and recommendation to change the Municipal Center Policy and associated adjustment to meeting room rental fees, finding that the increases and reductions closed the gap in funding for the part-time building maintenance position. He noted the revisions made to the proposed rate schedule for meeting rooms at the Municipal Center as part of the general Facility Use Policy revisions. He noted there would be a new Minimum Maintenance Fee proposed for those users whose room rental is waived (non-profits and business networking groups). In addition, general resident meeting room rates are proposed to be lower. Parks and Assistant Public Works Superintendent Riverblood stated staff is recommending Council approval of the proposed Facility Use Policy and rates changes and that future revenue

from these rents be considered as a funding source for the part-time building maintenance position.

The Council raised no questions and acknowledged that the Municipal Center Facility Use and Rental Policy are to be adopted under the February 26, 2013, Council consent agenda.

## **2.02: Discuss the Use of LCD TVs / Monitors in the Ramsey Municipal Center**

Management Analyst Brama reviewed the staff report and reintroduced the discussion of using LCD TVs/monitors in the Municipal Center for programming and private advertising. He reviewed the Council's past consideration of this request, noting revenues from private advertisers had been slated to give to the Ramsey Foundation with the goal of developing a consistent annual funding source and the Ramsey Foundation had originally brought this initiative forward to the Council. Management Analyst Patrick Brama explained that with the changes in staff and Council members, staff would like to reintroduce this topic and receive direction on how to move forward. Management Analyst Brama reviewed the Council's past discussion of this item and direction to staff to draft a policy, which was adopted by the Council in 2011. He explained the difference between an LCD TV and monitor and asked the Council to provide comment on three questions: 1. Generally, is there an appetite for this project? 2. If the Council is interested, what is the purpose of the TVs/monitors (QCTV or programming or advertising)? 3. What will the project look like specifically? Management Analyst Brama noted prices for each have been provided.

City Administrator Ulrich stated staff believes monitors in the hallways would increase visibility even if just the QCTV events bulletin board is displayed. However, staff finds the initial investment is not worth it in terms of revenue generator and the \$40,000 of QCTV funding is dedicated for replacement of Council Chambers and/or meeting room equipment.

Councilmember Kuzma, speaking as the President of the Ramsey Foundation, stated they have no one on staff to do programming and due to the minimal revenue generation, he thinks it is probably not worth the time it would take. He stated he would support having monitors in the Municipal Center that the Foundation may also use on occasion.

Councilmember Backous stated this option has been discussed before. He noted there is a captive audience in the Municipal Center while people wait to be served at the License Center. He asked whether the License Center's number being served could be displayed so people waiting in the lobby, watching programming/private business advertisement/Foundation information, can see it. Councilmember Backous questioned a cost of \$7,000 for a TV and what type of programming would entail a cost of \$9,700. He supported using the existing monitor(s) and working with the License Center to also show its customer number.

Councilmember Riley stated people do not come to the Municipal Center to be advertised to so he does not support spending money on that option.

Councilmember Elvig stated he thinks it is a good idea because the City does not have a regular method to communicate with its residents even though it has tried through newsletters and school

flyers. He stated he has a dream of developing more of a community spirit by this method. Councilmember Elvig stated he liked the idea of a display monitor on Highway 10 that is large enough to read and attached to programming to advertise City functions/special events. He noted that Colburn's has one as does the Medical Center and maybe all can be tied together to create an opportunity to get resident's attention and inform them of what is going on.

Councilmember LeTourneau stated he appreciates that dream but for now, does not see a return on the investment and has no appetite to consider this option. He stated he appreciates the suggestion of Councilmember Backous, which may provide opportunity.

Mayor Strommen stated another location for a TV/monitor might be by the Alexander Ramsey Room. She indicated she also likes the suggestion to have a place for people to sit while waiting for the Licensing Center service number, but it may not work at all hours of the day. Mayor Strommen suggested staff explore that idea with the License Center.

Councilmember Backous stated the QCTV funds are a tax on residents with cable and should be saved for when equipment needs to be updated in the Council Chambers and meeting rooms.

Councilmember Tossey agreed with the need to save the QCTV funds, which is a tax on cable users, for use when technology needs to be updated.

Councilmember Backous suggested staff explore an opportunity with the License Center, noting the City may have to pay to accommodate that technology but he thinks it would be a nice amenity for residents who are standing in line waiting to be served.

Councilmember Elvig noted the License Center advertises for Anoka County but he would not like the City's monitors to broadcast pictures of the Ramsey Council.

The consensus of the Council was to direct staff to contact the License Center about the opportunity to tie in their numbering system.

### **2.03: 15153 Nowthen Boulevard: Review Cost Benefit Analysis of Former Municipal Center Site**

Management Analyst Brama reviewed the staff report, provided an update on the shovel ready certification program application for using the former municipal center site as a data center. He advised that the EDA recommended, at its last meeting, that the City move ahead with the use for a data center. Management Analyst Brama presented the cost benefit analysis for three development concepts (one data center, two data centers, and residential development).

Councilmember Elvig stated the proposal for a single data center would be very large so it may make more sense to consider two data centers with multiple buildings instead of one large building. In that regard, he would ask if this is the right site for buildings of that scale, even with the required setbacks.

Management Analyst Brama stated based off research, he knows there are data centers in the 280,000 sq. ft. range in the metro area but agreed there is less of a market for the larger user. He stated those researched indicated the scenario with two data centers of 100,000 sq. ft. each is more realistic.

Councilmember Backous noted the buildings will require a lot of cooling, which can include fan noise, and asked how sound will be dampened.

Management Analyst Brama agreed that noise pollution will be a major component that needs to be addressed through the planning process. He stated technology for generators and fans have become quieter and restrictions can be included to address those issues. In addition, some users have internal systems that exhaust to the outside.

City Administrator Ulrich suggested staff conclude the presentation and Fire Chief Kapler make comment prior to additional Council questions and direction.

Management Analyst Brama continued presentation of the cost benefit analysis and annual cash flow. It was noted that from an annual cash flow prospective, data center development scenarios result in a significantly higher general tax revenue stream than does a residential development. A single data center would generate cash flow of \$276,742; two data centers would generate cash flow of \$223,714; and, residential would generate cash flow \$28,263.97 after expenses. From a one-time land transaction perspective, a residential development scenario results in a higher return for the City with data centers equaling \$500,000 and residential generating \$1 million. Considering the City's strategic plan of using revenues from the subject party to pay for a new fire station, staff concluded the data center scenarios provide a stronger and more complete financial solution than does a residential development.

Mayor Strommen noted adjournment will occur in about five minutes and asked staff if this item should be discussed following tonight's Council meeting or continued to the next Work Session.

Councilmember Tossey supported rescheduling this topic to a future meeting.

City Administrator Ulrich stated it is not time sensitive and can be rescheduled to a future Work Session.

Fire Chief Kapler asked the Council what type of detail it needs to make this decision. He stated going forward, the key point is that funding from this use would generate funding for a new fire station. He noted an issue to address is that the City cannot just close the building down since it is part of the service blanket to the community, to have that staff and vehicles, so there would have to be a merge in and out. Fire Chief Kapler stated the time the building is started and completed could be shortened to make this property as salable as possible.

Councilmember Elvig asked about the option of a temporary structure.

Fire Chief Kapler agreed that is an option and staff had considered the grocery store at 167<sup>th</sup> Avenue.

Councilmember Elvig agreed that a data center in this corridor would be timely and advantageous, which would warrant consideration of temporary space.

Fire Chief Kapler stated staff will look into that option.

Mayor Strommen asked staff to provide additional information on a merge in/out, anticipated schedule, and sites that may be available, which would provide a sense of timing.

The consensus of the Council was to direct staff to schedule this topic for a future Work Session.

**3. FUTURE TOPICS FOR DISCUSSION**

Noted.

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

None

**5. ADJOURNMENT**

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

The Work Session of the City Council was adjourned at 6:56 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

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

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

The Ramsey City Council conducted a regular meeting on Tuesday, February 26, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen  
Councilmember Randy Backous  
Councilmember David Elvig  
Councilmember Mark Kuzma  
Councilmember John LeTourneau  
Councilmember Chris Riley  
Councilmember Jason Tossey

Members Absent: None

Also Present: City Administrator Kurtis Ulrich  
Finance Director Diana Lund  
Fire Chief Dean Kapler  
Police Chief James Way  
Parks and Assistant Public Works Superintendent Mark Riverblood  
Public Works Superintendent Grant Riemer  
Human Resources Manager Colleen Lasher  
Development Services Manager Timothy Gladhill  
Management Analyst Patrick Brama  
City Attorney William Goodrich  
Interim Engineer Shane Nelson

**1. CALL TO ORDER**

At the invitation of Mayor Strommen, Boy Scouts in attendance introduced themselves.

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

**2. PRESENTATION**

None.

**3. CITIZEN INPUT**

Jenny Brock, 15240 Kangaroo Street NW, described problems she is experiencing with snowmobilers who are disrespectful and asked the City to provide more information to residents about snowmobile safety and the need to respect the rights of private property owners, especially farm land that is damaged by heavy snowmobile traffic.

Mayor Strommen stated this is a good reminder about the responsibility for snowmobilers to follow the rules and respect private property rights. She requested the Police Chief provide information on the number of complaints received and that a notice relating to this issue be included in the *Ramsey Resident*.

Wayne Buccholz, 14621 Neon Street NW, referenced the February 15, 2013, *Anoka County Union*, article relating to receipt and action on an anonymous letter and stated his objection to the City a hiring a strategic planner without receiving bids, and to the Council's action to hire an outside attorney to review the work of the City's Attorneys when drafting the Landform contract.

#### **4. CONSENT AGENDA**

Motion by Councilmember Riley, seconded by Councilmember LeTourneau, to approve the following items on the Consent Agenda:

4.01: Approve License Applications:

Pawnbroker

Ramsey Pawn LLC, 6550 Highway #10 NW, Ramsey, MN 55303

Special Events

Minnesota State Society DAR, 27157 Dakota Avenue, Elko, MN 55020

Northern Light Church, 6701 Highway #10 NW, Ramey, MN 55303

Peddlers / Solicitors

American Exteriors of Minnesota LLC, 1408 Northlane Drive, Suite 106, Mendota Heights, MN

Elite House Services of MN, Inc., 210 Old Highway #8 SW, New Brighton, MN 55112

4.02: Approve the following Meeting Minutes:

1) City Council Work Session – February 12, 2013

2) City Council Regular – February 12, 2013

4.03: Approval from Exemption for a Gambling License for Isanti County Chapter of the MN Deer Hunters Association

4.04: Approval from Exemption for a Gambling License for Capable Partners

4.05: Authorization for Request for Proposals (RFP) for Legal Services

4.06: Authorization to Seek Proposals for City Towing Services

4.07: Authorization to Seek Proposals for Nuisance Abatement Services

4.08: Adopt Resolution #13-02-050 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 7, 2013 through February 20, 2013

4.09: Adopt Resolution #13-02-044 Awarding Contract to Pearson Brothers, Inc. for 2013 Street Sweeping

4.10: Adopt Resolution #13-02-043 Authorizing Partial Payment to County Line Excavating, LLC for IP 12-25 North Commons

- 4.11: Adopt Resolution #13-02-041 Authorizing Partial Payment to North Pine Aggregate for IP 12-20; CSAH 83 (Armstrong Boulevard) – Sunwood Drive
- 4.12: Adopt Resolution #13-02-040 Authorizing Partial Payment to Sauter & Sons, Inc. for the Nordvick Property Demolition and Site Clean Up and Review Change Order Number One (1)
- 4.13: Adopt Municipal Center Facility Use and Rental Policy
- 4.14: Introduce Ordinance #2013-06 Authorizing the City of Ramsey to Sell / Convey Surplus Land (Windsorwood Property)
- 4.15: Report from the Personnel Committee Meeting dated February 12, 2013:
  - 1) Discuss Municipal Center Meeting Room Revenue for Building Maintenance Staffing Needs – *No action necessary at this time.*
  - 2) Resolution to Address Building Maintenance Staffing Needs – *Ratify the recommendation of the Personnel Committee to adopt Resolution #13-02-051, Hiring Mr. Jeff Strelow as a regular part-time building maintenance worker, at Step 1 of the 2012 Wage Scale at \$15.99 per hour for 20 hours per week; with the option to work up to 30 hours per week on occasion, as necessary, as determined by the Public Works Superintendent and approved by the City Administrator.*
  - 3) Discussion Regarding 2013 Union Contract Negotiations for ASFCME, LELS – Patrol and LELS – Sergeant (Discussion closed to the public) – *No action necessary at this time.*

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Riley, LeTourneau, Backous, Elvig, Kuzma, and Tossey. Voting No: None.

## **5. APPROVE AGENDA**

Motion by Councilmember Kuzma, seconded by Councilmember Backous, to approve the agenda as presented.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Kuzma, Backous, Elvig, LeTourneau, Riley, and Tossey. Voting No: None.

## **6. PUBLIC HEARING**

None.

## **7. COUNCIL BUSINESS**

### **7.01: Consider Lease Agreement with Pro Power Sports & Marine, Inc.**

Management Analyst Brama reviewed the staff report and terms of the proposed lease agreement with the owner and manager of Pro Power Sports & Marine, Inc. for the City-owned property located directly west and adjacent to 6781 Highway 10. It was noted they are requesting a one-year term, which would coincide with the one-year termination clause for the City. Management Analyst Brama indicated a rent analysis was conducted and found to be reasonable but at the lower end of the market.

Councilmember LeTourneau disclosed that Pro Power Sports & Marine had sponsored the equipment he used when participating in the Mayor's Trail Run. He indicated he did not realize this item would be considered by the Council tonight and had not discussed it with the Pro Power Sports manager, but felt uncomfortable participating and would recuse himself from this decision.

Fire Chief Kapler stated this building is on the municipal water system and asked the Council to provide flexibility for the City Attorney to include a lease clause to provide access to the fire hydrants at the back of the lot.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to authorize staff to draft and execute Lease with Pro Power Sports, Inc., as revised to require the lease to provide access to the fire hydrants at the back of the lot and subject to final approval as to legal form by the City Attorney.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Backous, Kuzma, Elvig, Riley, and Tossey. Voting No: None. Abstain: Councilmember LeTourneau.

#### **7.02: Request by TK Entertainment (DBA Ramsey Raceway) to Amend Lease Agreement**

Management Analyst Brama reviewed the staff report and request by TK Entertainment (dba Ramsey Raceway) to amend its lease agreement for 14550 Armstrong Boulevard, to coincide with the approved Interim Use Permit (IUP) term that is set to expire May 16, 2016. TK also requested elimination of the early termination provision that allows the City to terminate the agreement with a six-month notice without penalty. Management Analyst Brama presented staff's recommendation that the Lease be amended to have a term coincide with the IUP with an expiration date of May 16, 2016, and that the early termination provision be retained but that the six-month notice required by the City be extended to a twelve-month notice. He advised the property will be taxed at \$40,000 and under this lease be the responsibility of TK Entertainment.

City Attorney Goodrich stated this case was discussed previously. The rent is proposed to be \$100/month plus the City receiving 50% of the profits and payment of taxes.

Development Services Manager Gladhill explained it would be difficult to revise and align the IUP to meet the lease since no terms of the IUP have been violated.

The Council discussed and indicated support for the lease terms noting, however, that the City was being asked to make concessions but receiving nothing in return for that consideration. The Council agreed the City enjoyed a good partnership with Ramsey Raceway, which provided contributions for Happy Days. During discussion, support was expressed for a standard 12-month lease term with a six-month early termination clause in the event the Armstrong Boulevard interchange project moves forward.

The Council next considered the payment of property taxes (estimated at \$40,000) and debated whether it should be deducted from profits prior to calculating the City's 50% share.

Carl Janzen, 9131 178<sup>th</sup> Avenue, stated they were willing to pay the property tax but felt it should be considered as another expense and come off the top as an expense.

Tim Marchiafava, 19119 Waco Street, Elk River, explained their only income generators are events held and they have no other way to create revenue. He also supported deducting property taxes from profits generated. Mr. Marchiafava pointed out that last year was their first full season and they expect they can draw more people and increase income during this upcoming second season.

Mr. Janzen stated the amount being discussed will not “make it or break it” either way and if they grow as expected, it will not be a problem. He assured the Council they know that once the bridge comes in, they (Ramsey Raceway use) will be gone and knew that was the case four years ago and have no problem with that.

Mr. Marchiafava suggested the lease include the standard 12-month notice other than for the interchange construction.

The Council acknowledged that if this land is empty, it generates nothing for the City and Ramsey Raceways has provided funding towards Happy Days so it was willing to consider the requested shorter term and property taxes as an expense of doing business, subject to an early termination clause for the Armstrong interchange.

City Attorney Goodrich indicated staff understands the changes to be made to the lease.

Motion by Councilmember Backous, seconded by Councilmember Elvig, to authorize staff to draft and execute Lease revisions with TK Entertainment to have the lease term expiration date be May 16, 2016, a twelve-month Leaser notice for early termination, a six-month notice for termination for construction of the interchange, indication this property will be taxed and TK Entertainment would be responsible for payment of taxes in addition to the rent, and that the taxes would be considered as an expense, subject to final approval as to legal form by the City Attorney.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Backous, Elvig, Kuzma, LeTourneau, Riley, and Tossey. Voting No: None.

### **7.03: Adopt Ordinance to Amend Chapter 117 Related to Stormwater Controls and Illicit Discharges**

Interim Engineer Nelson reviewed the staff report and recommendation of the Planning Commission to adopt the proposed ordinance relating to stormwater management.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to waive the City Charter requirement to read the Ordinance aloud and introduce Ordinance No. 13-01 to Amend Subdivision II and add Subdivision III to Chapter 117, Article II, Division of City Code Related to Stormwater Management.

Further discussion: Interim Engineer Nelson answered questions of the Council relating to this required regulation and possibility that additional changes may be required due to future State and/or Federal regulations. Councilmember Tossey stated his intent, on principle, to oppose this ordinance as it is dictated to the City by other agencies.

A roll call vote was performed by the Recording Secretary:

Councilmember Tossey	nay
Councilmember Riley	aye
Councilmember LeTourneau	aye
Councilmember Backous	aye
Councilmember Elvig	aye
Councilmember Kuzma	aye
Mayor Strommen	aye

Motion carried.

#### **7.04: Consider Policy for Leasing City-Owned Land**

Management Analyst Brama reviewed the staff report and presented the draft policy that would develop consistent and fair leases, provide staff formal support, and a baseline in which leases are negotiated. Staff recommends a third-party opinion be obtained from a real estate professional on private sector lease rates with that rate being considered the mean rate and staff negotiating a lease as directed and supported by the Council. Management Analyst Brama asked the Council to provide direction on the lease rate.

City Administrator Ulrich indicated this case was scheduled for a Work Session but tonight the Policy is before the Council and recommended for adoption.

The Council discussed the draft Policy, noting it goes a long way to maintain a structure of fairness when considering leases.

With regard to payment of property taxes, Management Analyst Brama explained most leases include property taxes within the base rent. Staff proposes a base rent with a tax rate calculated and together it would equal the rent. The City would take a monthly check and would then pay property taxes to Anoka County.

The Council discussed the amount of staff time consumed by lease negotiation and option to instead use a professional leasing agent. City Administrator Ulrich indicated a cost analysis of staff time spent in this effort will be presented at the March 12, 2013, Council meeting; however, the proposed Policy would be helpful regardless.

Motion by Councilmember Elvig, seconded by Councilmember Backous, to direct staff to draft a Lease Policy that is business friendly.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Elvig, Backous, Kuzma, LeTourneau, Riley, and Tossey. Voting No: None.

**7.05: Consider Purchase of 14590 Armstrong Boulevard NW, Ramsey, Minnesota (Wiser Choice Liquor Store) from M&W Holding Company LLC (the “Property”) Portions of this discussion were closed to the public**

City Attorney Goodrich indicated a counter offer has been received which can be discussed in Closed Session. He advised that under Minnesota Statutes, Section 13D.05, Subd.3(c), the meeting can move into closed session to discuss confidential or non-public appraisal data and acquisition negotiations. He indicated closed session discussion will relate to the counter offer received for the acquisitions of 14590 Armstrong Boulevard NW, Wiser Choice Liquor Store, from M&W Holding Company, LLC for right-of-way purposes and future development. The closed session will be tape recorded and that tape will be maintained for a period of eight years.

Motion by Councilmember Elvig, seconded by Councilmember Tossey, to move to Closed Session to discuss acquisition negotiations.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Elvig, Tossey, Backous, Kuzma, LeTourneau, and Riley. Voting No: None.

The City Council meeting moved into a Closed Session at 8:10 p.m.

The City Council reconvened in Open Session at 8:27 p.m.

City Attorney Goodrich stated the Council held discussion during Closed Session to consider the purchase and terms for the possible purchase of 14590 Armstrong Boulevard NW, Wiser Choice Liquor Store, from M&W Holding Company, LLC for right-of-way purposes and future development and reached consensus to authorize a purchase agreement at a price of \$940,000 based on two qualified appraisals that determined the appropriate price. The purchase agreement includes trade fixtures, reservation of relocation rights, lease back provision of up to two years for the current seller at \$3,550/month plus property taxes, expenses, for a net/net/net lease, the seller to leaseback the property as is. He indicated this is a cash sale to the seller and the seller paying all taxes current. The lease term commences February 27, 2013, for a two-year period with a 90-day termination by the City or by the tenant under certain circumstances. City Attorney Goodrich presented the proposed resolution detailing how the current Council reached this decision, authorizing the purchase by the City, and authorizing the Mayor and City Administrator to execute the agreement.

Motion by Councilmember Elvig, seconded by Councilmember Backous, to adopt Resolution #13-02-052 Authorizing the Purchase of the Real Property located at 14590 Armstrong Boulevard NW for a purchase price of \$940,000 and that the other purchase terms be pursuant to the terms of the Purchase Agreement reviewed by staff and the City Attorney at tonight’s meeting, which Purchase Agreement is subject to final approval as to legal form by the City Attorney.

Further discussion: Councilmember Riley stated he had previously asked “why now” and “why this amount” and since then determined that “why now” is because there is currently a lot of momentum for the Armstrong interchange project so he intended to support the motion. Councilmember LeTourneau stated that while he agrees with the need for the purchase and price, he does not think the property needs to be purchased now. He preferred the City receive confirmation of the overpass funding prior to this purchase, noting if not received in the next three months, it may be ten years before the project occurs.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Elvig, Backous, Riley, and Tossey. Voting No: Councilmembers LeTourneau and Kuzma.

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

City Administrator Ulrich announced upcoming meetings and events.

City Administrator Ulrich and Councilmember Tossey reported on the City’s continued effort to lobby for Armstrong Boulevard interchange funding.

Councilmember Riley referenced a *StarTribune* article indicating Ramsey housing starts are up and foreclosures are down.

Councilmember Elvig advised that the Metropolitan Council’s Land Use Advisory Committee passed on a recommendation that fresh water become a regional issue as opposed to a local issue. Should the Metropolitan Council take up that recommendation, the City may qualify for funding of its \$20 million freshwater treatment plant.

## **9. ADJOURNMENT**

Motion by Councilmember Tossey, seconded by Councilmember Backous, to adjourn the meeting.

Motion carried.

The regular meeting of the City Council adjourned at 8:39 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

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

Meeting Date: 03/12/2013

By: Tim Gladhill, Community Development

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### Information

**Title:**

Approve Memorandum of Understanding Between the City of Ramsey and 21st Century Bank Related to Future Landscape Obligations in TOWN CENTER GARDENS 3RD ADDITION; Case of Seasons of Ramsey Limited Partnership and 21st Century Bank

**Background:**

On August 9, 2005 the City approved the final plat for TOWN CENTER GARDENS 3RD ADDITION (the "Plat"). Among other improvements, the approved landscaping plan included a scenic overlook on Outlot E of the Plat.

On March 19, 2009, the City approved an Amended and Restated Development Agreement for the Plat. Included in the Revised Agreement was a work plan to complete Stage I and Stage II Improvements utilizing the existing financial sureties. In addition, the Amended Agreement outlined an agreement for future landscape financial sureties. As it relates specifically to this request, it was agreed that the required financial sureties would be collected with individual building permits, thus allowing the existing Letter of Credit to be released. To memorialize the agreement, a declaration was recorded against the affected properties with the Anoka County Recorder. That declaration impacts the current SEASONS OF RAMSEY plat, as well as Outlot E and two (2) single-family lots of TOWN CENTER GARDENS 3RD ADDITION.

On February 12, 2013 the City approved the final plat for SEASONS OF RAMSEY, which is a re-subdivision of a partially undeveloped portion of TOWN CENTER GARDENS 3RD ADDITION. Included in the required Development Agreement for Seasons is a new financial surety posted for required improvements.

21st Century Bank and The Seasons of Ramsey Limited Partnership have requested that the Declaration be released in favor of the Development Agreement for the SEASONS OF RAMSEY and further documentation of the future landscape improvement on Outlot E (scenic overlook). It appears that the scenic overlook was not a City requirement, but offered as an amenity to the Plat. It is anticipated that Outlot E will be subdivided consistent with the underlying zoning district and that the scenic overlook would be constructed at that time. When Outlot E is subdivided, a Development Agreement with financial sureties shall be required. The scenic overlook is identified as Item #5 on the two (2) landscape plan sheets attached hereto.

With that in mind, Staff suggested a recordable agreement that outlines the current landscape plan and the need to construct at time of development of Outlot E. A draft Memorandum of Understanding is included for review.

**Observations:**

Alternative #1

Approve the draft Memorandum of Understanding as presented. This documents the future improvement that is part of the approved plans at a logical time of development. The necessary securities will be collected at that time.

Alternative #2

Deny the draft Memorandum of Understanding as presented. Builders would be required to present their pro-rata share of the scenic overlook prior to issuance of a building permit. This is at heart of the issue with the Owners (current and future). Staff believes that the City would be adequately protected from liability with Alternative #1 above.

**Recommendation:**

Staff recommends Alternative #1, releasing the existing Declaration and replacing with the attached Memorandum of Understanding on Outlot E only.

**Funding Source:**

All costs associated with review of the Application are the responsibility of the Applicant.

**Council Action:**

Motion to approve the Release of Declaration for TOWN CENTER GARDENS 3RD ADDITION and approve a Memorandum of Understanding to be recorded on Outlot E, TOWN CENTER GARDENS 3RD ADDITION, subject to review by the City Attorney as to legal form.

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**Attachments**

Site Location Map

Release of Declaration

Memorandum of Understanding

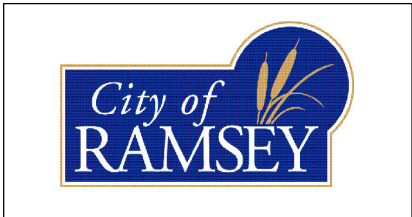
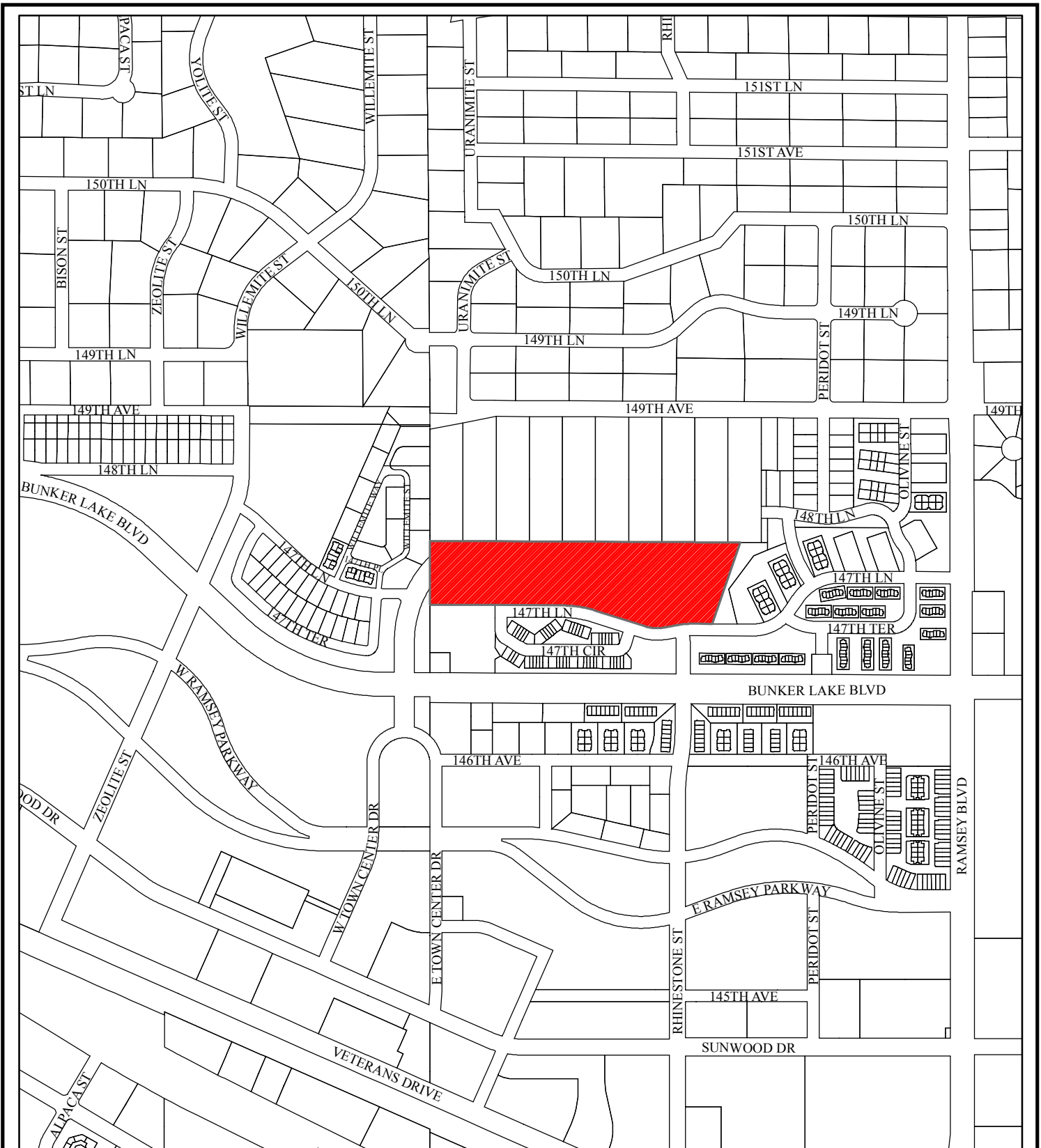
Landscape Plan Sheets

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**Form Review**

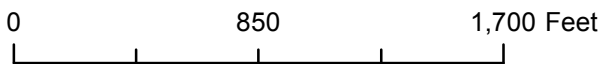
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Chris Anderson	Chris Anderson	03/07/2013 11:37 AM
Kurt Ulrich	Kurt Ulrich	03/07/2013 04:14 PM
Form Started By: Tim Gladhill		Started On: 03/07/2013 10:47 AM
	Final Approval Date: 03/07/2013	



Outlot E, Town Center Gardens  
3rd Addition

**Legend**

- Site
- Parcels



**PARTIAL RELEASE**  
**OF**  
**REVOCAION OF DECLARATION**

Whereas 21<sup>st</sup> Century Bank, a Minnesota Corporation acting as Declarant executed that certain document titled Declaration, which Declaration is dated March 19, 2009 and recorded in the off ice of the Anoka County Recorder on March 20, 2009 as Anoka County Recorder’s Document No. 2006223.010 (the “Declaration”); and

Whereas the subject of the Declaration is certain real property located in Anoka County Minnesota legally described as follows:

Lot 10, Block 3;  
Lot 1, Block 4;  
Lots 1 through 24, inclusive, Block 6;  
Lots 1 through 28, inclusive, Block 5;  
All in the plat of Town Center Gardens 3<sup>rd</sup> Addition;  
(the “Lots”)

Whereas the Declaration was made for the benefit of the City of Ramsey, a Minnesota municipal corporation (the “City”) and title owners of the Lots; and

Whereas the Declaration, Section 4 provides that it may be amended and/or revoked only upon the approval of two-thirds of the fee title owners of the Lots for which no building permit has been issued AND the approval of the City; and

Whereas Declarant is owner of all the Lots for which no building permit have been issued; and

Whereas Declarant and City desire to revoke the Declaration as to all of the above described lots, the following Lots, ~~to wit~~:

~~Lots 1 through 24, inclusive, Block 6;~~  
~~Lots 1 through 28, inclusive, Block 5;~~

~~All in the plat of Town Center Gardens 3<sup>rd</sup> Addition.~~

**NOWTHEREFORE the Declarant and the City agree as follows:**

1. That the Declaration is REVOKED in its entirety, as to the following Lots only, to wit:

~~Lots 1 through 24, inclusive, Block 6;~~  
~~Lots 1 through 28, inclusive, Block 5;~~  
~~All in the plat of Town Center Gardens 3<sup>rd</sup> Addition.~~

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This Instrument was drafted by:  
William K. Goodrich  
Randall, Goodrich & Haag, P.L.C.  
2140 Fourth Avenue North  
Anoka, MN 55303  
Telephone: 763-421-5424

**MEMORANDUM OF UNDERSTANDING**

**This Memorandum of Understanding** is entered into between the City of Ramsey, Minnesota, a Minnesota Municipal Corporation (“City”) and 21<sup>st</sup> Century Bank, a Minnesota Corporation (“Owner”);

Owner is the owner of the following parcel:

**Outlot E, Town Center Gardens 3<sup>rd</sup> Addition, Anoka County, Minnesota**

Town Center Gardens 3<sup>rd</sup> Addition (“TCG3”) was a part of an overall series of plats known collectively as Town Center Gardens (the “Project”) that involved mixed housing, including single family residential, row townhomes and eight-plex townhomes. The Project stretched from Ramsey Boulevard on the east, to Town Center Drive on the west, north of County Road 116 and south of 149<sup>th</sup> Avenue NW. The northeast and southeast portions of The Project were fully developed, and an “Entry Garden and Overlook” was installed at the northeast and southeast corners of the Project, consisting of a landscaped scenic overlook and entrance sign. When TCG3 was platted, it was at that time the intent of the City and the developer to install a third Entry Garden and Overlook in the future, at a westerly location within the Project. However, market conditions became such that a large portion of TCG3 was sold and replatted as The Seasons of Ramsey, a senior housing project, not tied to the Town Center Gardens name or housing style. Accordingly, certain agreements between City and Owner relative to a future Entry Garden and Overlook in the westerly portion of the Project were terminated.

It is at present unknown what future development will occur on Outlot E, but it is possible that a future residential development that bears a visual or spatial relationship to the existing original Project may justify the placement of an Entry Garden and Overlook on Outlot E, to blend with and be consistent with the remainder of the existing project.

**It is understood** by Owner (such understanding to be communicated to successors in title to Outlot E through the recording of this instrument) that at the time of development of all or a portion of Outlot E, City may require as a feature thereof that an Entry Garden and Overlook be installed within Outlot E.

**City of Ramsey**

**21<sup>st</sup> Century Bank**

\_\_\_\_\_  
**Sarah Strommen, Mayor**

\_\_\_\_\_  
**Thomas P. Dolphin, CEO**

\_\_\_\_\_  
**Kurt Ulrich, Administrator**

*Acknowledgment page follows.*

STATE OF MINNESOTA )

) ss

COUNTY OF ANOKA )

This instrument was acknowledged before me on March \_\_\_\_, 2013, by Sarah Strommen, as Mayor, and by Kurt Ulrich, as City Administrator of the City of Ramsey, a Minnesota Municipal Corporation, on behalf of the corporation.

---

Notary Public

STATE OF MINNESOTA )

) ss

COUNTY OF ANOKA )

This instrument was acknowledged before me on March \_\_\_\_, 2013, by Thomas P. Dolphin, the CEO of 21<sup>st</sup> Century Bank, a Minnesota Corporation, on behalf of the corporation.

---

Notary Public

Drafted by:  
Dorn Law Firm, Ltd.  
9380 Central Av NE  
Blaine, MN 55434

**CANOPY CALCULATIONS:**

Required Canopy Cover Square Footage:

	Acre	Square Feet	
Total Lot Size	23.62	1,028,887	100% of Total Lot Size
Impervious Surface Area	12	522,720	51% of Total Lot Size
Pervious Surface Area	11.62	506,167	49% of Total Lot Size

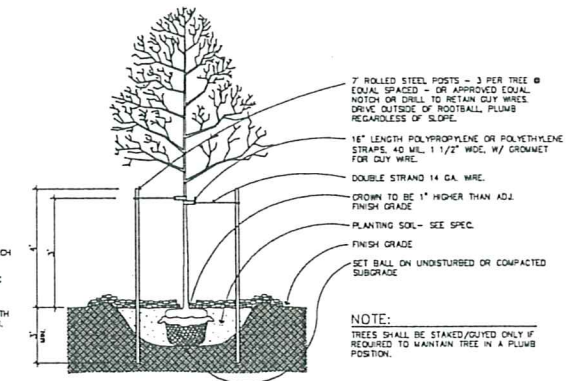
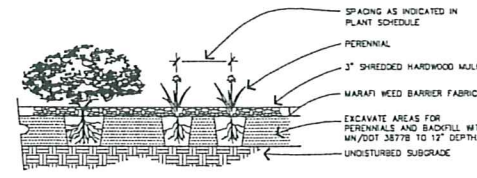
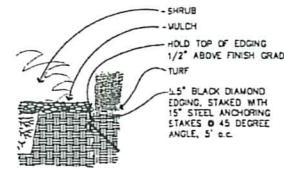
Required Canopy Cover = (Impervious Surface Area / Total Lot Size) x Pervious Surface Area

(522,720 sq. ft. / 1,028,887 sq. ft.) x 506,167 sq. ft. = 257,155 sq. ft. of required canopy cover

257,155 sq. ft. of required canopy cover  
 64,289 maximum sq. ft. of canopy cover for shrubs and ornamental trees  
 64,289 minimum sq. ft. for evergreen trees

**GENERAL NOTES:**

- COORDINATE ALL TREE PLANTINGS WITH SMALL UTILITIES. TREES SHALL BE PLANTED A MIN. OF 2 FEET FROM ANY JOINT UTILITY TRENCH.
- COORDINATE ALL IRRIGATION SLEEVING W/ GRADING / PAVING CONTRACTOR.



**PLANT SCHEDULE:**

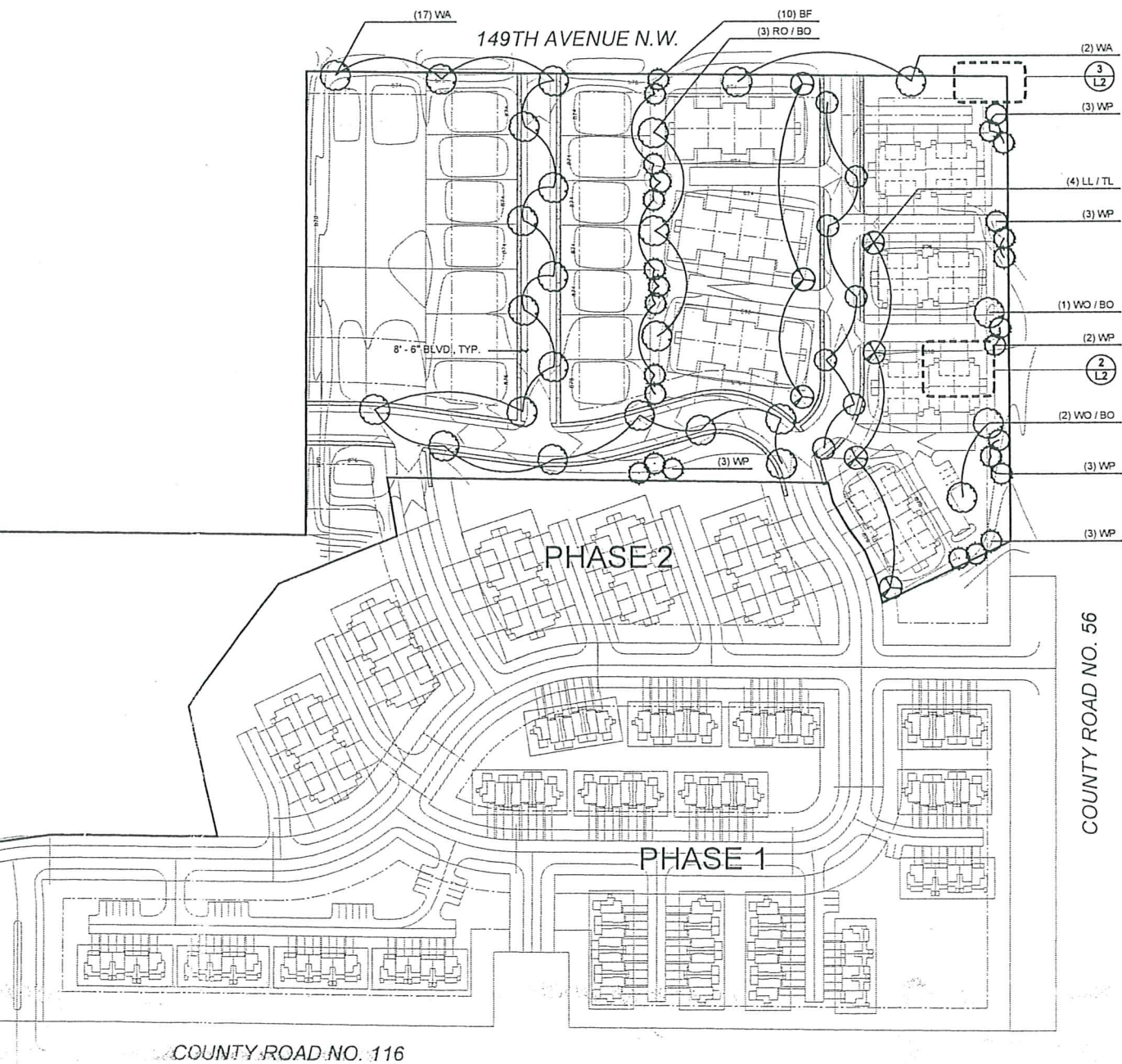
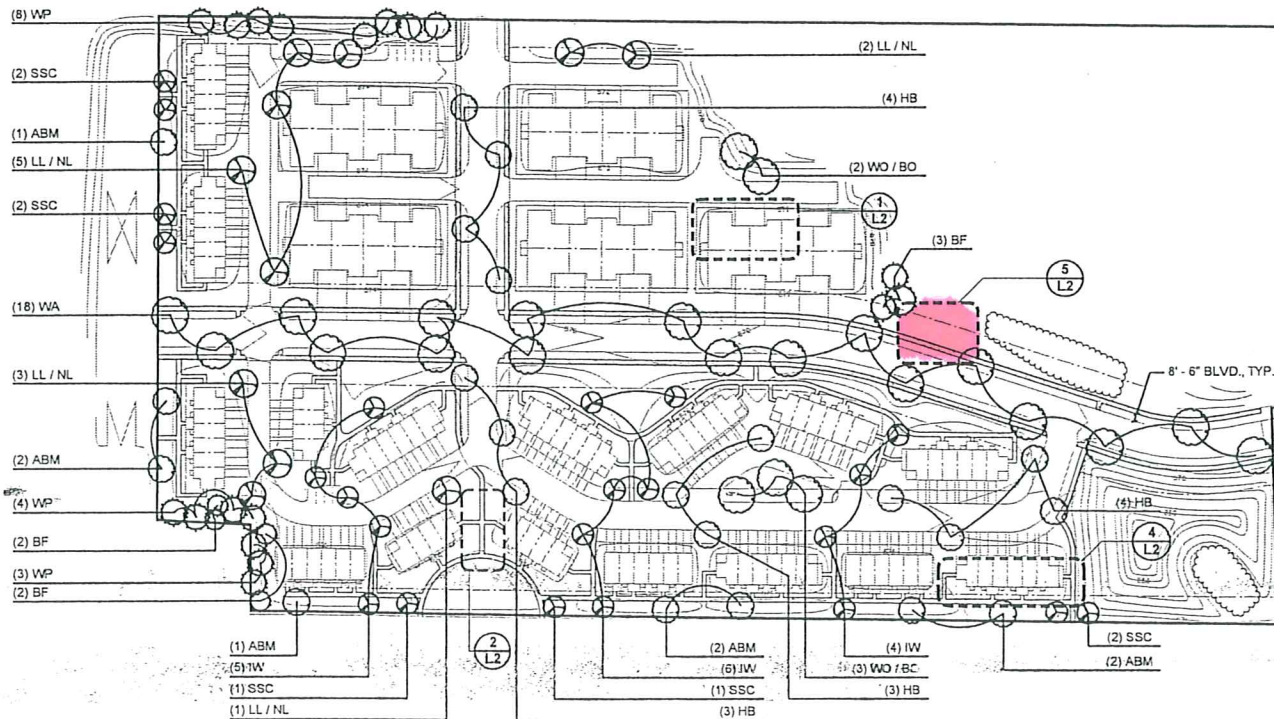
Preferred Species -							
Trees	Code	Common Name	Scientific Name	Qty.	Size	Root	Remark
Deciduous	HB	Common Hackberry	<i>Celtis occidentalis</i>	21	2.5" Cal.	B&B	Single, straight trunk
	WA	White Ash	<i>Fraxinus americana</i>	37	3" Cal.	B&B	Single, straight trunk
	WO / BO	White Oak / Bur Oak	<i>Quercus alba / macrocarpa</i>	11	2.5" Cal.	B&B	Single, straight trunk
Evergreen	BF	Balsam Fir	<i>Abies Balsama</i>	17	8" HL	B&B	Single, straight trunk
	WP	Eastern White Pine	<i>Pinus strobus</i>	32	6" HL	B&B	Single, straight trunk
Shrubs	RSB	Regent Serviceberry	<i>Aamelanchier alnifolia (Regent)</i>	45	# 5 Cont.	Pot	Space 6' O.C.
	ASB	Allegheny Serviceberry	<i>Aamelanchier laevis</i>	25	4" HL	B&B	Clump form
	GBC	Glossy Black Chokeberry	<i>Aronia melanocarpa elata</i>	32	# 5 Cont.	Pot	Space 6' O.C.
Accepted Species -							
Trees	Code	Common Name	Scientific Name	Qty.	Size	Root	Remark
Deciduous	ABM	Autumn Blaze Maple	<i>Acer x freemanii</i>	8	2.5" Cal.	B&B	Single, straight trunk
	SDC / SSC	Snowdrift / Spring Snow Crab	<i>Malus 'Snowdrift' / 'Spring Snow'</i>	8	2.5" Cal.	B&B	Oval form
	IWI	Ironwood	<i>Ostrya virginiana</i>	15	2" Cal.	B&B	Single, straight trunk
	LL / NL	Littleleaf / Norland Linden	<i>Tilia cordata / cordata 'Ronald'</i>	18	2" Cal.	B&B	Single, straight trunk
Shrubs	FSY	Gold Tide Forsythia	<i>Forsythia 'Cortasol'</i>	20	# 7 Cont.	Pot	
	ABH	Annabelle Hydrangea	<i>Hydrangea arborescens 'Annabelle'</i>	154	# 3 Cont.	Pot	
	NBK	Summer Wine Nivebark	<i>Physocarpus opulifolius Duncan</i>	128	# 3 Cont.	Pot	Space 5' O.C.
	AWV	Anthony Waterer Spirea	<i>Spiraea x bumalda 'Anthony Waterer'</i>	173	# 3 Cont.	Pot	
	DWL	Donald Wyman Lilac	<i>Syringa x prestoniae 'Donald Wyman'</i>	76	# 3 Cont.	Pot	
	CAC	Compact American Cranberry Bush	<i>Viburnum trilobum 'Bailey Compact'</i>	351	# 3 Cont.	Pot	Space 5' O.C.
Evergreen	MJJ	Mint Julep Juniper	<i>Juniperus chinensis 'Montep'</i>	264	# 3 Cont.	Pot	
	SGJ	Sargent Green Juniper	<i>Juniperus chinensis 'Sargentii vinds'</i>	82	# 3 Cont.	Pot	
	MP	Dwarf Mugo Pine	<i>Pinus mugo pumilio</i>	58	# 3 Cont.	Pot	
	Perennials	SDO	Daylily	<i>Hemerocallis 'Stella de Oro'</i>	73	# 1 Cont.	Pot
RS		Russian Sage	<i>Perovskia 'Flagran'</i>	48	# 1 Cont.	Pot	
YCF		Coneflower	<i>Redbeckia 'Goldstrum'</i>	436	# 1 Cont.	Pot	
SLV		Salvia	<i>Salvia nemorosa 'Carradonna'</i>	206	# 1 Cont.	Pot	
FRG		Feather Reed Grass	<i>Calamagrostis 'Stricta'</i>	35	# 1 Cont.	Pot	

Canopy Spread Min.	Canopy Spread Max.	Canopy Cover (sq. ft.)	Total Canopy Cover
50	75	1,993	41,856
50	75	1,993	73,747
75	100	3,907	42,973
20	30	319	5,421
50	75	1,993	63,781
4	8	18	827
10	20	115	2,870
5	6	15	494
40	40	816	6,531
20	25	251	2,008
20	35	386	5,788
25	35	459	8,266
4	8	18	367
3	5	8	1,257
6	12	41	5,290
3	5	8	1,412
3	10	33	849
5	6	15	5,418
4	8	18	4,849
4	8	18	1,506
8	10	41	2,397
Total Sq. Ft. of Canopy Proposed			277,910
Total Sq. Ft. of Canopy Required			242,648
Total Canopy Above Required			35,262

2 LANDSCAPE EDGER  
L1 NOT TO SCALE

3 PERENNIAL & SHRUB PLANTING DETAIL  
L1 NOT TO SCALE

4 TREE PLANTING DETAIL  
L1 NOT TO SCALE



**Bright KEYS**  
BrightKEYS Development

DEVELOPER  
Bright Keys Development Corporation  
1808 Northwestern Avenue  
STILLWATER, MINNESOTA 55802  
651.430.1400  
651.430.1505 Fax

**HK 3i**  
LANDSCAPE ARCHITECT  
Hoisington Koegler Group Inc.  
123 North 3rd Street, Suite 100  
MINNEAPOLIS, MINNESOTA 55401  
612.338.0800  
612.338.6838 Fax

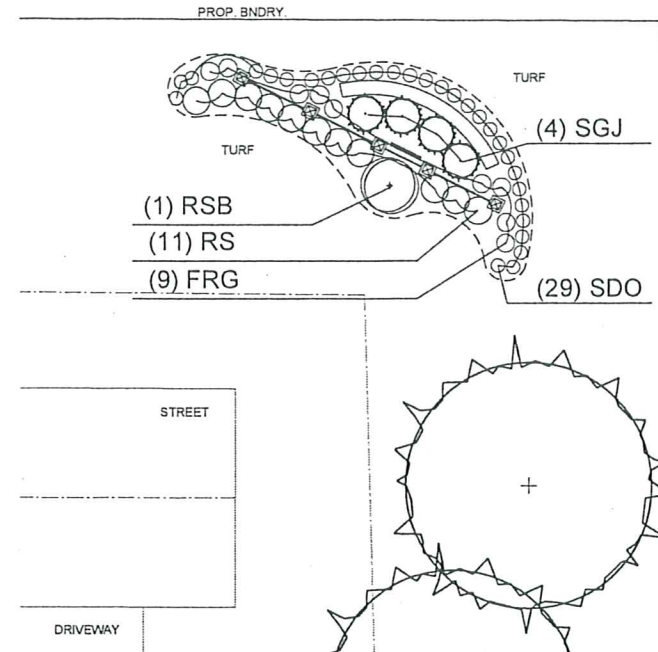
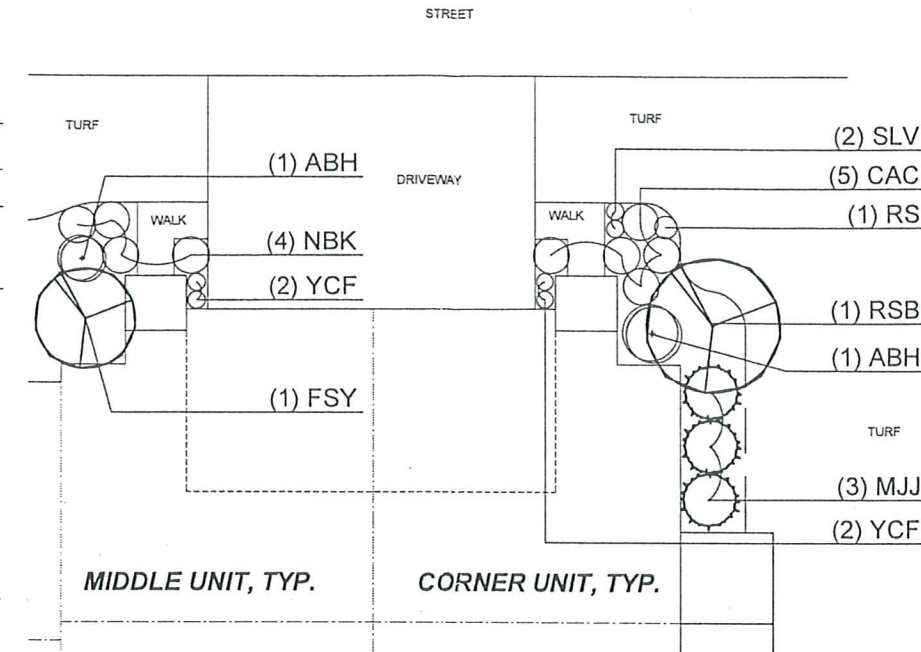
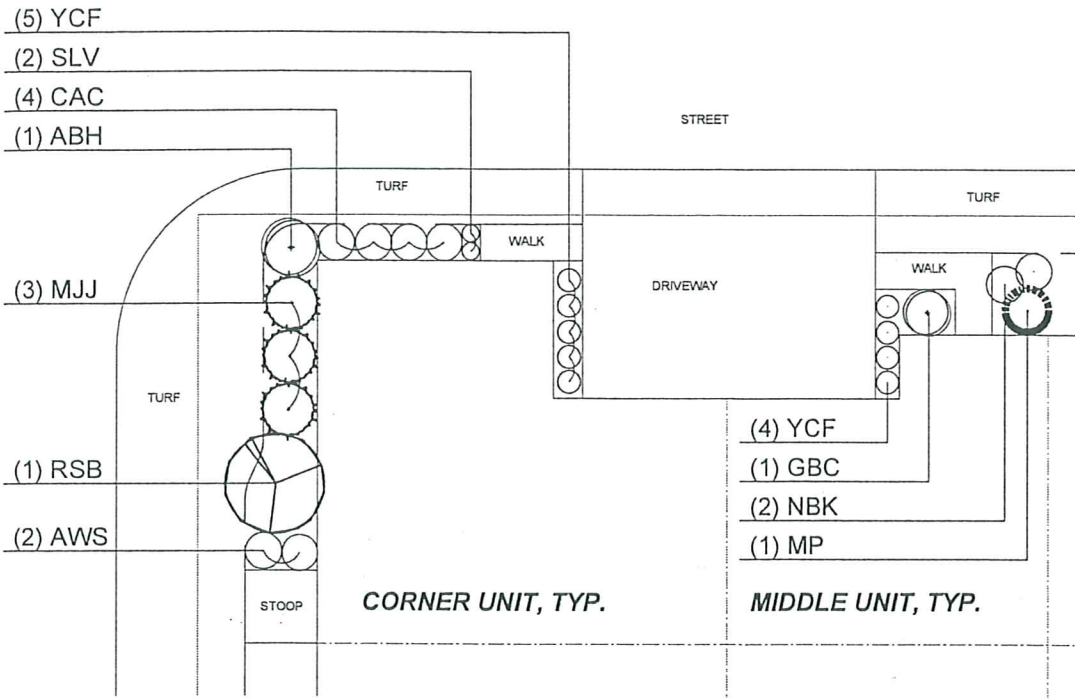
**TOWN CENTER GARDENS**  
Phase 3 - Landscape Plans  
RAMSEY, MINNESOTA

**CERTIFICATION:**  
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNED \_\_\_\_\_  
 REC. NO. : FINAL PLAN SUBMITTAL  
 BO. SET : 21-MAR-2005  
 DATE : 04  
 DRAWN : JPB  
 CHECKED : 03-22  
 PROJ. NO. :  
 REVISIONS:

1 SITE LANDSCAPE PLAN  
L1

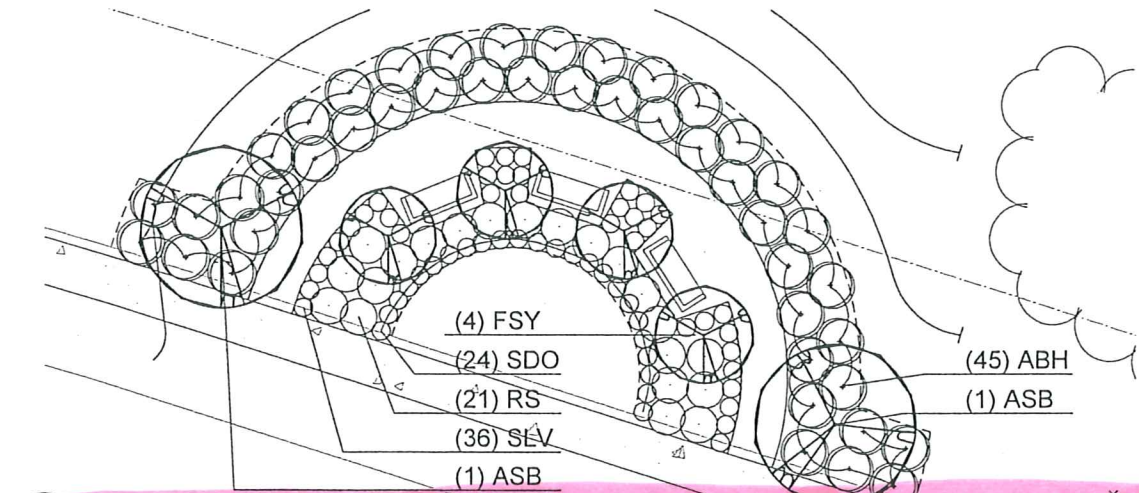
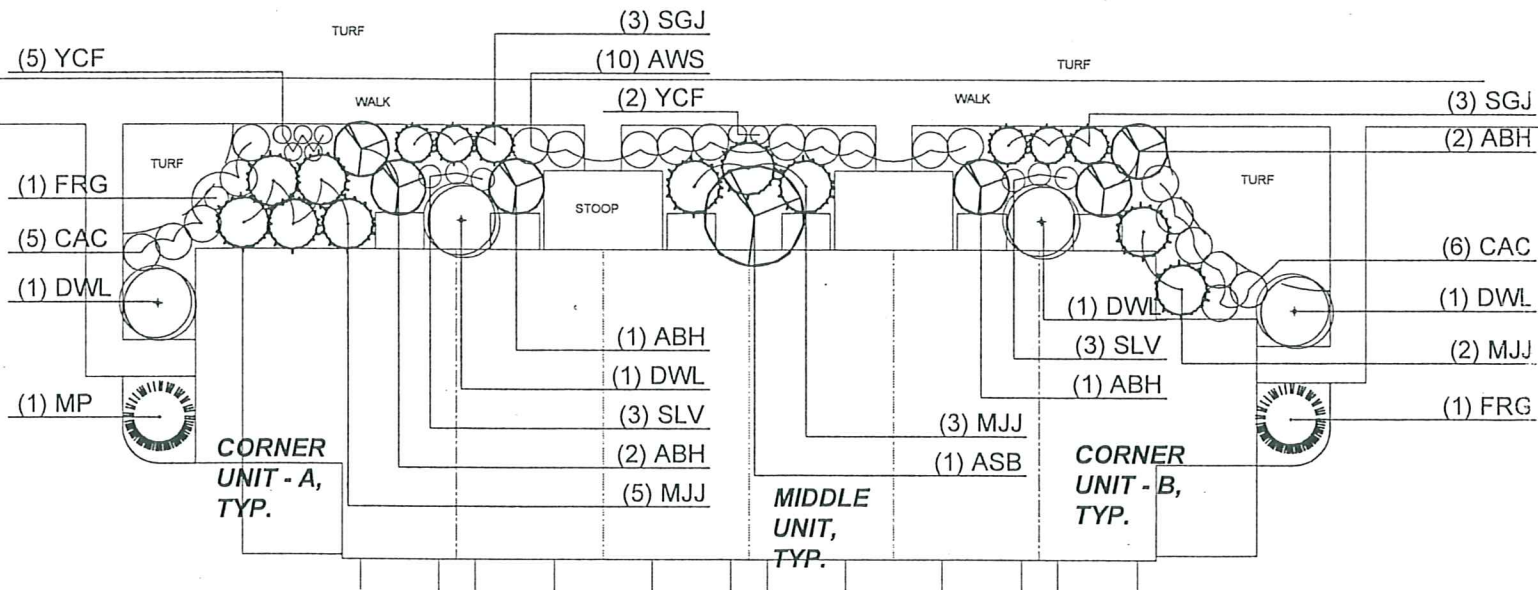




1 TYPICAL FOUNDATION LANDSCAPE PLAN - BACK-TO-BACK TYPE A

2 TYPICAL FOUNDATION LANDSCAPE PLAN - BACK-TO-BACK TYPE B

3 NORTHEAST ENTRY GARDEN - DETAIL PLAN

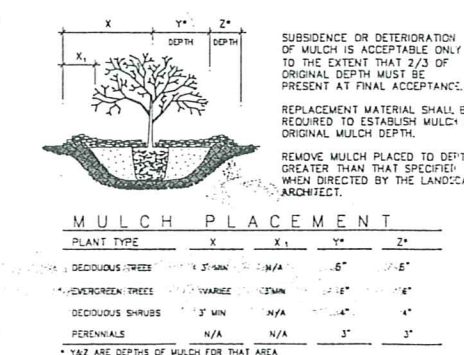
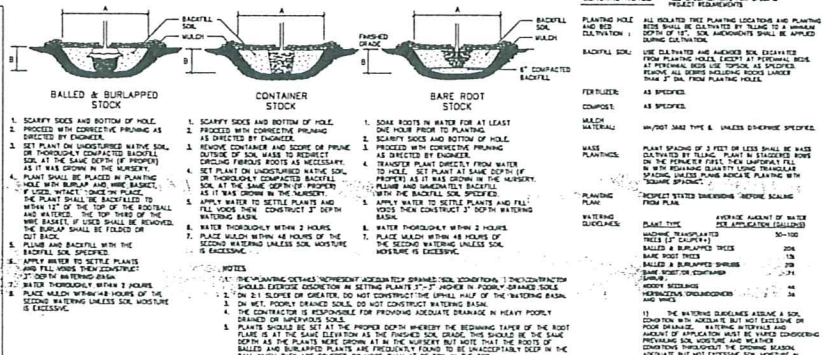


4 TYPICAL FOUNDATION LANDSCAPE PLAN - ROWHOUSE TOWNHOME

5 OVERLOOK GARDEN - DETAIL PLAN

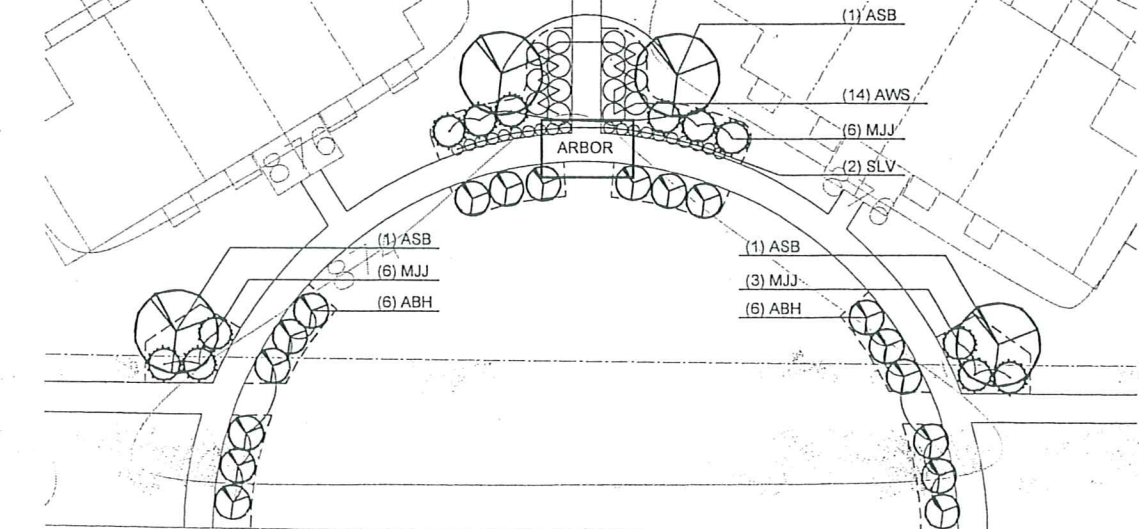
SEE NOTES FOR MASS PLANTING

PLANT TYPE	PLANTING HOLE DIMENSIONS		MIN. DEPTH
	PLANT SIZE	PLANTING HOLE DIMENSIONS	
EVERGREEN SHRUBS (SPREADING)	1" x 1" x 1"	12" x 12" x 12"	8"
	2" x 2" x 2"	18" x 18" x 18"	10"
	3" x 3" x 3"	24" x 24" x 24"	12"
DECIDUOUS SHRUBS	1" x 1" x 1"	12" x 12" x 12"	8"
	2" x 2" x 2"	18" x 18" x 18"	10"
	3" x 3" x 3"	24" x 24" x 24"	12"
CONTAINER GROWN PLANTS	1" x 1" x 1"	12" x 12" x 12"	8"
	2" x 2" x 2"	18" x 18" x 18"	10"
	3" x 3" x 3"	24" x 24" x 24"	12"



6 PLANTING SPECIFICATIONS

7 MULCH PLACEMENT DETAIL



8 ENTRY GARDEN - DETAIL PLAN



DEVELOPER  
Bright Keys Development Corporation  
1809 Northwestern Avenue  
STILLWATER, MINNESOTA 55002  
651.430.1400  
651.430.1505 Fax



LANDSCAPE ARCHITECT  
Hoisington Koegler Group Inc.  
123 North 3rd Street, Suite 100  
MINNEAPOLIS, MINNESOTA 55401  
612.338.0800  
612.338.6838 Fax

TOWN CENTER GARDENS  
Phase 3 - Landscape Plans  
RAMSEY, MINNESOTA

LANDSCAPE DETAILS

CERTIFICATION:  
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNED: \_\_\_\_\_  
DATE: \_\_\_\_\_  
DRAWN: \_\_\_\_\_  
CHECKED: \_\_\_\_\_  
PROJ. NO.: \_\_\_\_\_  
REVISIONS: \_\_\_\_\_

REG. NO.: FINAL PLAN SUBMITTAL  
NO. SET: 31-MAR-2003  
DATE: \_\_\_\_\_  
DRAWN: \_\_\_\_\_  
CHECKED: 03-27  
PROJ. NO.: \_\_\_\_\_  
REVISIONS: \_\_\_\_\_

L2

**CC Regular Session**

**4. 6.**

**Meeting Date:** 03/12/2013

**By:** Jackie Lipski, Finance

---

**Information**

**Title:**

Adopt Resolution 13-03-056 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 21, 2013 through March 6, 2013

**Funding Source:**

N/A

**Council Action:**

Motion to Adopt Resolution 13-03-056 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 21, 2013 through March 6, 2013.

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**Attachments**

Bills list 3/12/2013

Resolution 3/12/2013

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	03/06/2013 11:53 AM
Kurt Ulrich	Kurt Ulrich	03/06/2013 03:55 PM
Form Started By: Jackie Lipski		Started On: 03/06/2013 11:42 AM

Final Approval Date: 03/06/2013

<b>RAMSEY CITY COUNCIL MEETING</b>
<b>3/12/2013</b>
<b>BILLS LIST</b>

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 2/21/13-3/6/13	1,237,441.36
Accounts Payable 2/21/13-3/6/13	213,329.48
Payroll 2/28/13	114,254.45

**TOTAL SUBMITTED FOR APPROVAL THIS MEETING**

**\$ 1,565,025.29**

DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:	<u>APPROVED PREV. MTG</u>	<u>2012 Y.T.D.</u>
NET PAYROLL TOTAL	\$ 105,960.27	\$ 475,436.28
- CORRECTION TO PAYROLL		
PREPAIDS		
- PREPAID ADJUSTMENTS	163,736.24	1,209,860.71
WIRE TRANSFERS FOR DEBT SERVICE		407,056.25
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	128,494.71	661,518.11
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)	53,048.21	118,038.75
- CHECKS VOIDED	0.00	0.00

**TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED**

**\$ 451,239.43      \$ 2,871,910.10**

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
90890	2/21/2013		<b>100017 AIRGAS NORTH CENTRAL</b>						
		23.20	MISC GASES		66412	9906998719	0311.6249		MISCELLANEOUS OPERATING
		<u>23.20</u>							
90891	2/21/2013		<b>107587 ANOKA COUNTY TREASURY DEPARTME</b>						
		2,980.88	2012 4TH QTR SIGNAL MAINT.		66413	225431	0260.6382		MACHINERY & EQUIPMENT RE
		<u>2,980.88</u>							
90892	2/21/2013		<b>110734 CITY OF RAMSEY</b>						
		10.00	722381		66417	022113	9601.4651		WATER REVENUE
		16.26	722630		66417	022113	9601.4651		WATER REVENUE
		20.00	44943511		66417	022113	9601.4651		WATER REVENUE
		21.00	52894306		66417	022113	9601.4651		WATER REVENUE
		140.27	721662		66417	022113	9601.4651		WATER REVENUE
		177.96	5742743		66417	022113	9601.4651		WATER REVENUE
		200.00	663106169		66417	022113	9601.4651		WATER REVENUE
		200.00	721956		66417	022113	9601.4651		WATER REVENUE
		221.00	691292122		66417	022113	9601.4651		WATER REVENUE
		<u>1,006.49</u>							
90893	2/21/2013		<b>100184 FLEETWOOD COLLISION CENTER INC</b>						
		756.87	REPAIR ON 557		66414	3430-1	0220.6388	00000557	OTHER VEHICLE REPAIR
		<u>756.87</u>							
90894	2/21/2013		<b>100291 MET COUNCIL SAC</b>						
		24.35-	JAN 2013 SAC CHARGES		66416	021913	9602.4356		SEWER AVAILABILITY CHARGE
		2,435.00	JAN 2013 SAC CHARGES		66416	021913	9602.2083		SAC CHARGES
		<u>2,410.65</u>							
90895	2/26/2013		<b>111377 ANOKA MUNICIPAL UTILITY</b>						
		34.67	BUNKER LK BLVD/DYSP SIGNAL		66418	22-612000-01JAN 13	9603.6371		ELECTRIC UTILITIES
		59.12	14034 DYSPROSIUM ST- LIGHT		66419	22-610280-00JAN 13	9603.6371		ELECTRIC UTILITIES
		121.71	CTY RD116/HWY47 SIGNAL		66420	22-613120-01JAN 13	9603.6371		ELECTRIC UTILITIES
		58.35	RAMSEY STREET LIGHTS		66421	22-990005-01JAN 13	9603.6371		ELECTRIC UTILITIES
		<u>273.85</u>							
90896	2/26/2013		<b>113508 APPRIZE TECHNOLOGY SOLUTIONS</b>						
		295.00	MONTHLY ADMIN FEE FEB 13		66422	8085	0130.6315		MISCELLANEOUS PROFESSIO
		<u>295.00</u>							
90897	2/26/2013		<b>113027 BLUE CROSS BLUE SHIELD- EAP</b>						
		61.25	EAP JAN 13		66423	2619596	0130.6315		MISCELLANEOUS PROFESSIO
		<u>61.25</u>							
90898	2/26/2013		<b>100870 EDINA REALTY TITLE</b>						
		247.90	REFUND UB 14249 XKIMO ST		66424	022513	9601.4651		WATER REVENUE
		1.41	REFUND UB 9081 168TH AVE NW		66425	022513A	9601.4651		WATER REVENUE
		<u>249.31</u>							
90899	2/26/2013		<b>111356 EXECUTIVE TITLE</b>						
		2.24	REFUND UB 14180 URANIUM ST		66426	022513	9601.4651		WATER REVENUE
		<u>2.24</u>							

2/21/2013 -- 12/31/2013

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
90900	2/26/2013		<b>113517 FIRST AMERICAN TITLE</b>						
		1.99	REFUND UB 6820 159TH AVE NW		66427	022513	9601.4651		WATER REVENUE
		<u>1.99</u>							
90901	2/26/2013		<b>113040 FIRST PRESTON MANAGEMENT INC</b>						
		36.51	REFUND UB 14210 XENON ST #10		66428	022513	9601.4651		WATER REVENUE
		<u>36.51</u>							
90902	2/26/2013		<b>113560 HOLM, MEIGAN</b>						
		218.40	REFUND UB 16725 LIMONITE ST		66429	022513	9601.4651		WATER REVENUE
		<u>218.40</u>							
90903	2/26/2013		<b>113561 HOME TITLE INC</b>						
		151.01	REFUND UB 14656 HELIUM ST		66430	022513	9601.4651		WATER REVENUE
		<u>151.01</u>							
90904	2/26/2013		<b>100259 LEAGUE OF MN CITIES INS TRUST</b>						
		302.90	RE: G. VOIT		66431	C0010501	9702.6315		MISCELLANEOUS PROFESSIO
		342.91	RE: G. VOIT/ K. HEMMERICH		66432	C0017661/17767	9702.6315		MISCELLANEOUS PROFESSIO
		1,450.00	RENEW VOL ACCIDENT PLAN 13		66434	24426	9101.1550		PREPAID EXPENSE
		<u>2,095.81</u>							
90905	2/26/2013		<b>111865 LIBERTY TITLE INC</b>						
		72.87	REFUND UB 14210 XENON ST #12		66433	022513	9601.4651		WATER REVENUE
		<u>72.87</u>							
90906	2/26/2013		<b>113558 LPB ENERGY MANAGEMENT</b>						
		96.10	REFUND UB 14693 WACO ST		66435	022513	9601.4651		WATER REVENUE
		<u>96.10</u>							
90907	2/26/2013		<b>113557 MARKON, JESSIE</b>						
		4.77	REFUND UB 6913 139TH LN		66436	022513	9601.4651		WATER REVENUE
		<u>4.77</u>							
90908	2/26/2013		<b>100328 MN DEPT OF HEALTH WATER</b>						
		32.00	OPERATORS LIC-J.ERICKSON		66437	021913	9601.6335		TRAINING
		<u>32.00</u>							
90909	2/26/2013		<b>111685 REMAX RESULTS</b>						
		9.05	REFUND UB 7360 BUNKER LK BLVD		66439	022513	9601.6335		TRAINING
		292.32	REFUND UB 15470 TUNGSTEN ST		66440	022513A	9601.6335		TRAINING
		<u>301.37</u>							
90910	2/26/2013		<b>111855 REMAX RESULTS</b>						
		80.81	REFUND UB 7410 147TH LANE		66438	022513	9601.6335		TRAINING
		<u>80.81</u>							
90911	2/26/2013		<b>100506 US POSTMASTER</b>						
		1,329.23	POSTAGE MAR-APR RAM RES		66441	022513	0195.6322		POSTAGE
		<u>1,329.23</u>							
90912	2/26/2013		<b>100290 USA MOBILITY INC</b>						
		6.36	FEB 2013 BILLING		66443	W0317755B	0311.6323		CELLULAR PHONES
		168.60	FEB 2013 BILLING		66443	W0317755B	0220.6249		MISCELLANEOUS OPERATING
		<u>174.96</u>							
90913	2/26/2013		<b>100510 VERIZON WIRELESS</b>						

2/21/2013 -- 12/31/2013

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		26.02	JAN-FEB 13 BILLING		66444	2870218142	0301.6323		CELLULAR PHONES
		26.02	JAN-FEB 13 BILLING		66444	2870218142	0111.6249		MISCELLANEOUS OPERATING
		52.04	JAN-FEB 13 BILLING		66444	2870218142	0130.6323		CELLULAR PHONES
		104.08							
90914	2/26/2013		112719 WHEELS OF THUNDER						
		1,689.00	MAR/APR 13 RAM RES		66442	022113	9101.4609		OTHER MISCELLANEOUS REV
		1,689.00							
90982	2/28/2013		111364 ASSURANT EMPLOYEE BENEFITS						
		1,138.99	MARCH 2013 BILLING		66507	5413144 MAR 13	9101.2170		DENTAL/DISABILITY/LIFE
		1,138.99							
90983	2/28/2013		106564 BLUE CROSS BLUE SHIELD						
		50,110.00	MARCH 2013 HEALTH INS		66508	LOG41-E1 5 MARCH 2013	9101.2176		LIFE/HEALTH-EMPLOYEE
		50,110.00							
90984	2/28/2013		100297 CENTERPOINT ENERGY						
		4,670.93	7550 SUNWOOD DR JAN 13		66509	6702493-5 JAN13	0194.6373		GAS
		254.75	14515 E TOWN CENTER DR JAN 13		66510	8782239-1 JAN 2013	9601.6373		GAS
		4,925.68							
90985	2/28/2013		100117 CONNEXUS ENERGY						
		12,533.13	SERVICES 10/31/12		66503	A100000607	9496.6315		MISCELLANEOUS PROFESSIO
		12,533.13							
90986	2/28/2013		106583 DELTA DENTAL PLAN OF MINNESOTA						
		1,714.30	DENTAL MARCH 2013		66511	5064631	9101.2170		DENTAL/DISABILITY/LIFE
		1,714.30							
90987	2/28/2013		111501 LANDFORM PROFESSIONAL SERVICES						
		9,133.75	RE RAMSEY SUNWOOD		66504	21226A	9468.6315		MISCELLANEOUS PROFESSIO
		24.50	RE GO TO MEETING REIMB.		66505	21218	0295.6315		MISCELLANEOUS PROFESSIO
		9,158.25							
90988	2/28/2013		100293 MIDC ENTERPRISES						
		6,344.39	WATERTRONICS PUMP		66517	10031460A	0452.6381		BUILDING & STRUCTURE REP,
		6,344.39							
90989	2/28/2013		111815 MLEEA						
		1,152.00	REG CONF- 4 OFFICERS		66516	022713	0211.6335		TRAINING
		1,152.00							
90990	2/28/2013		100382 PITNEY BOWES INC						
		61.06	POSTAGE MACHINE RENTAL		66512	564981	0130.6405		OFFICE & DATA PROCESSING
		61.06							
90991	2/28/2013		100422 REGISTERED ABSTRACTERS INC						
		1,022,626.00	PURCHASE 14590 ARMSTRONG BLVD		66513	022813	9496.6510	00201220	LAND
		1,022,626.00							
90992	2/28/2013		101126 SAUTER AND SONS INC						
		21,150.00	DEMO 8020 147TH AVE		66506	3847	9230.6510		LAND
		2,400.00	WORK AT 8020 147TH AVE		66514	3860	9230.6510		LAND
		23,550.00							

CITY OF RAMSEY  
Council Check Register

2/21/2013 -- 12/31/2013

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
<b>90993</b>	<b>2/28/2013</b>		<b>101103 SPRINT</b>						
		47.50	JAN-FEB 2013 BILLING		66515	570683319-135	0191.6323		CELLULAR PHONES
		70.54	JAN-FEB 2013 BILLING		66515	570683319-135	0111.6249		MISCELLANEOUS OPERATING
		84.27	JAN-FEB 2013 BILLING		66515	570683319-135	0130.6323		CELLULAR PHONES
		112.09	JAN-FEB 2013 BILLING		66515	570683319-135	0194.6323		CELLULAR PHONES
		165.18	JAN-FEB 2013 BILLING		66515	570683319-135	0220.6323		CELLULAR PHONES
		199.41	JAN-FEB 2013 BILLING		66515	570683319-135	0301.6323		CELLULAR PHONES
		222.60	JAN-FEB 2013 BILLING		66515	570683319-135	0311.6323		CELLULAR PHONES
		222.68	JAN-FEB 2013 BILLING		66515	570683319-135	9601.6323		CELLULAR PHONES
		243.30	JAN-FEB 2013 BILLING		66515	570683319-135	0452.6323		CELLULAR PHONES
		621.20	JAN-FEB 2013 BILLING		66515	570683319-135	0211.6323		CELLULAR PHONES
		<u>1,988.77</u>							
<b>90995</b>	<b>2/28/2013</b>		<b>107962 GENESIS EMPLOYEE BENEFITS</b>						
		3,875.00			66452	02271314295910	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>3,875.00</u>							
<b>90996</b>	<b>2/28/2013</b>		<b>100257 LAW ENFORCEMENT LABOR SRV INC</b>						
		405.00			66296	0212131414445	9101.2177		UNION DUES
		405.00			66459	0227131429595	9101.2177		UNION DUES
		<u>810.00</u>							
<b>90997</b>	<b>2/28/2013</b>		<b>100298 MN AFSCME COUNCIL 5</b>						
		468.40			66297	0212131414446	9101.2177		UNION DUES
		468.40			66460	0227131429596	9101.2177		UNION DUES
		<u>936.80</u>							
<b>90998</b>	<b>3/5/2013</b>		<b>100033 ANOKA COUNTY ATTORNEY</b>						
		20.60	DRUG FORFEITURE 12-035451		66519	030113	0223.6389		TOWING SERVICES
		26.78	DRUG FORFEITURE 12-035451		66519	030113	0230.6249		MISCELLANEOUS OPERATING
		<u>47.38</u>							
<b>90999</b>	<b>3/5/2013</b>		<b>110734 CITY OF RAMSEY</b>						
		20.00	56054622		66571	030513	9601.4651		WATER REVENUE
		220.00	720561		66571	030513	9601.4651		WATER REVENUE
		<u>240.00</u>							
<b>91000</b>	<b>3/5/2013</b>		<b>110469 MN STATE PATROL</b>						
		18.00	DOT INSPECTION STICKERS		66520	022613	0311.6249		MISCELLANEOUS OPERATING
		<u>18.00</u>							
<b>91001</b>	<b>3/5/2013</b>		<b>100678 PETTY CASH</b>						
		3.20	SYMPATHY CARD		66521	030513	0130.6249		MISCELLANEOUS OPERATING
		5.39	CC DESSERT		66521	030513	0111.6249		MISCELLANEOUS OPERATING
		17.00	LICENSE TABS 365		66521	030513	0211.6489	00000365	OTHER CONTRACTED SERVIC
		17.00	LICENSE TABS 364		66521	030513	0211.6489	00000364	OTHER CONTRACTED SERVIC
		24.41	LUNCHESES- REIMBURSEMENT		66521	030513	0211.6331		TRAVEL & LODGING
		<u>67.00</u>							
<b>91002</b>	<b>3/5/2013</b>		<b>100413 RANDALL AND GOODRICH, P L .C</b>						
		2,833.00	FEB 2013 PROSECUTION BILLING		66522	030113	0161.6304		LEGAL FEES
		<u>2,833.00</u>							
<b>91003</b>	<b>3/5/2013</b>		<b>113273 STATE OF MINNESOTA</b>						
		10.30	DRUG FORFEITURE 12-035451		66523	030113	0223.6389		TOWING SERVICES
		<u>10.30</u>							

CITY OF RAMSEY

Council Check Register

2/21/2013 -- 12/31/2013

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
90241127	2/28/2013		100398 PUBLIC EMPLOYEES RETIREMENT AS						
		100.00			66448	0226131321434	9101.2174		PERA-EMPLOYEE
		100.00			66449	0226131321435	9101.2183		PERA-EMPLOYER
		12,715.24			66461	0227131429597	9101.2174		PERA-EMPLOYEE
		17,024.44			66462	0227131429598	9101.2183		PERA-EMPLOYER
		<u>29,939.68</u>							
91984477	2/28/2013		100113 BANK OF THE WEST						
		5.00			66445	0226131321431	9101.2171		FEDERAL WITHHOLDING
		358.62			66446	0226131321432	9101.2173		FICA & MEDICARE-EMPLOYEE
		358.62			66447	0226131321433	9101.2182		FICA & MEDICARE-EMPLOYER
		17,775.16			66451	0227131429591	9101.2171		FEDERAL WITHHOLDING
		8,282.13			66456	0227131429592	9101.2173		FICA & MEDICARE-EMPLOYEE
		8,282.13			66457	0227131429593	9101.2182		FICA & MEDICARE-EMPLOYER
		<u>35,061.66</u>							
93086720	2/28/2013		100601 MN DEPT OF REV WH						
		14.93			66450	0226131321436	9101.2172		STATE WITHHOLDING
		7,390.32			66463	0227131429599	9101.2172		STATE WITHHOLDING
		<u>7,405.25</u>							
96180098	2/28/2013		110305 HARTFORD LIFE INSURANCE COMPAN						
		487.21			66290	02121314144411	9101.2176		LIFE/HEALTH-EMPLOYEE
		579.19			66453	02271314295911	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>1,066.40</u>							
99022851	2/28/2013		111465 STATE STREET BANK						
		2,729.00			66454	02271314295912	9101.2175		DEFERRED COMPENSATION
		<u>2,729.00</u>							
99022854	2/28/2013		111465 STATE STREET BANK						
		428.11			66455	02271314295913	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>428.11</u>							
99736832	2/28/2013		100223 ICMA RETIREMENT TRUST 457						
		2,222.56			66458	0227131429594	9101.2175		DEFERRED COMPENSATION
		<u>2,222.56</u>							
		<u>1,237,441.36</u>	Grand Total						
							Payment Instrument Totals		
							Check Total	1,158,588.70	
							Transfer Total	78,852.66	
							Total Payments	<u>1,237,441.36</u>	

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

Payee Number      Name / Mailing Address	Stub Message	Document Ty   Number   Itm   Co	Due Date	Invoice Number	Payment Amount
100012 ACE SOLID WASTE INC	CITY RECYCLE CONTRACT MAR13	PV   66464   001   09604	3/1/2013	0010210728	23,617.70
ACE SOLID WASTE INC 6601 MCKINLEY STREET NW RAMSEY MN 55303	FIRE STATION 1 MAR 13	PV   66465   001   09101	3/1/2013	0010211317	27.10
				Summary Total	23,617.70
				Summary Total	27.10
				Payment Amount	23,644.80
100013 ADVANCE CONSULTING GROUP INC	FEBRUARY 2013 BILLING	PV   66572   001   09230	3/1/2013	030113	1,668.08
ADVANCE CONSULTING GROUP INC 13868 CRANE STREET NW SUITE 100 ANDOVER MN 55304				Summary Total	1,668.08
				Payment Amount	1,668.08
100021 AMERICAN PUBLIC WORKS ASSN	MEMBERSHIP RENEWAL 5/13-4/14	PV   66524   001   09101	2/12/2013	021213	211.25
AMERICAN PUBLIC WORKS ASSN PO BOX 802296 KANSAS CITY MO 64108-2296				Summary Total	211.25
				Payment Amount	211.25
108664 AMERICAN VENDING INC	COFFEE-SUGAR-CREAM	PV   66466   001   09101	2/12/2013	7116	213.00
AMERICAN VENDING INC 10787 93RD AVENUE N MAPLE GROVE MN 55369				Summary Total	213.00
				Payment Amount	213.00



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

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
	1200 MISSISSIPPI BLVD NW COON RAPIDS MN 55433								
									395.00
									Payment Amount
100056	ANOKA, CITY OF	MISS. RIVER TRAIL	PV	66467	001	09101	2/15/2013	201302152229	5,862.50
	CITY OF ANOKA 2015 - 1ST AVENUE NORTH ANOKA MN 55303								Summary Total
									5,862.50
									Payment Amount
100063	ASPEN MILLS	S. SCHLENDER MISC UNIFORM	PV	66470	001	09101	2/22/2013	132090	94.90
	ASPEN MILLS 8201 C CENTRAL AVE NE SPRING LAKE PARK MN 55432								Summary Total
									94.90
									Summary Total
									46.95
									Summary Total
									46.95
									Summary Total
									46.95
									Summary Total
									2,035.44
									Summary Total
									2,035.44
									Summary Total
									14.94
									Summary Total
									14.94
									Summary Total
									288.00
									Summary Total
									288.00
									Payment Amount
									2,527.18
101084	BATTERIES PLUS STORE	DEEP CYCLE BATTERY	PV	66527	001	09101	2/19/2013	033-801714-01	517.25

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Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2013

Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
BATTERIES PLUS STORE 18180 ZANE STREET NW ELK RIVER MN 55330				Summary Total	517.25
				Payment Amount	517.25
100116 CONNEXUS ENERGY	SIRENS	PV 66575 001 09101	2/21/2013	759126-303095FEB13	90.78
CONNEXUS ENERGY PO BOX 1808 MINNEAPOLIS MN 55480-1808				Summary Total	90.78
	STREET LIGHTS	PV 66576 001 09603	2/21/2013	759126-303101FEB13	10,012.80
				Summary Total	10,012.80
	LIFT STAT/WELL/WTR TOWER	PV 66592 001 09601	2/21/2013	759126-303102FEB13	5,800.71
	LIFT STAT/WELL/WTR TOWER	PV 66592 002 09601	2/21/2013	759126-303102FEB13	567.05
				Summary Total	6,367.76
	SUNWOOD TREE LIGHTS	PV 66593 001 09101	2/18/2013	444931-303785FEB13	12.13
				Summary Total	12.13
				Payment Amount	16,483.47
100122 COOP'S LOCKSMITH SERVICES	10 KEYS PD	PV 66574 001 09101	3/1/2013	030113	21.38
COOP'S LOCKSMITH SERVICES 220 WEST MAIN STREET RAMSEY MN 55303				Summary Total	21.38
				Payment Amount	21.38
100125 COUNTRYSIDE PRINTING INC	RAMSEY RES MAR/APR 2013	PV 66577 001 09101	2/27/2013	31537	4,225.00

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

Payee Number      Name / Mailing Address	Stub Message	Document Ty   Number   Itm   Co	Due Date	Invoice Number	Payment Amount
COUNTRYSIDE PRINTING 6250 BUNKER LAKE BLVD NW SUITE 113 RAMSEY MN 55303					Summary Total 4,225.00
					Payment Amount 4,225.00
100127 CROW RIVER FARM EQUIPMENT COMPANY	MISC SUPPLIES	PV   66594 001 09101	2/7/2013	159247	155.78
CROW RIVER FARM EQUIPMENT COMPANY 17685 - 53RD STREET NE ROGERS MN 55374					Summary Total 155.78
					Payment Amount 155.78
100129 CRYSTEEL TRUCK EQUIPMENT	CUTTING EDGES	PV   66528 001 09101	2/8/2013	FP149557	413.56
CRYSTEEL MANUFACTURING P O BOX 76154 CLEVELAND OH 44101-4755					Summary Total 413.56
	REPAIR ON 672	PV   66529 001 09101	2/11/2013	F32098	1,951.20
	REPAIR ON 672	PV   66529 002 09101	2/11/2013	F32098	756.00
					Summary Total 2,707.20
					Payment Amount 3,120.76
111818 DEANO'S COLLISION SPECIALISTS INC	REPAIR ON 364	PV   66476 001 09702	2/13/2013	35371	880.57
DEANO'S COLLISION SPECIALISTS INC 11063 173RD AVENUE ELK RIVER MN 55330					Summary Total 880.57
					Payment Amount 880.57

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Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2013

Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
100144 DEHN OIL COMPANY	PERF GOLD BIO	PV 66477 001 09101	2/6/2013	19356	411.47
DEHN OIL COMPANY		Summary Total			411.47
6735 141ST AVENUE NW	DIESEL FUEL	PV 66478 001 09101	2/6/2013	19037	2,649.50
RAMSEY MN 55303		Summary Total			2,649.50
	DIESEL FUEL	PV 66530 001 09101	2/22/2013	20635	889.73
		Summary Total			889.73
	DIESEL FUEL	PV 66531 001 09101	2/22/2013	20634	1,594.00
		Summary Total			1,594.00
		Payment Amount			5,544.70
113306 DOCUMENT TECHNOLOGY SOLUTIONS	CONTRACT 2-22-3/21/2013	PV 66578 001 09101	2/22/2013	70427	220.79
DOCUMENT TECHNOLOGY SOLUTIONS		Summary Total			220.79
9401 JAMES AVENUE SOUTH SUITE 120					
BLOOMINGTON MN 55431		Payment Amount			220.79
113509 DUCKOR AND ASSOCIATES INC	3 YR IMPL PLAN	PV 66579 001 09101	2/28/2013	2021	9,375.00
DUCKOR AND ASSOCIATES INC		Summary Total			9,375.00
3141 DEAN COURT SUITE 804					
MINNEAPOLIS MN 55416		Payment Amount			9,375.00
100158 ECM PUBLISHERS INC	AMEND CODE- DRIVE THRU	PV 66479 001 09101	2/22/2013	01811204	56.38

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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
	ECM PUBLISHERS INC			Summary Total					56.38
	4095 COON RAPIDS BLVD	RE:GARDENS/SEASONS OF RAMSEY	PV	66480	001	09101	2/22/2013	01811114	56.38
	COON RAPIDS MN 55433			Summary Total					56.38
		AD-STREET SWEEPING	PV	66532	001	09605	2/8/2013	01810654	102.50
				Summary Total					102.50
				Payment Amount					215.26
100160	EH RENNER AND SONS INC	RE: WELL 4	PV	66533	001	09601	2/27/2013	000129010000	16,743.00
	EH RENNER AND SONS INC			Summary Total					16,743.00
	15688 JARVIS STREET								
	ELK RIVER MN 55330			Payment Amount					16,743.00
100167	ELK RIVER FORD INC	REPAIR ON 386	PV	66481	001	09101	1/30/2013	16041565/1	87.00
	ELK RIVER FORD INC	REPAIR ON 386	PV	66481	002	09101	1/30/2013	16041565/1	15.22
	17219 HIGHWAY 10 NW			Summary Total					102.22
	PO BOX 304	REPAIR ON 351	PV	66534	001	09101	2/19/2013	16042949/1	227.00
	ELK RIVER MN 55330	REPAIR ON 351	PV	66534	002	09101	2/19/2013	16042949/1	445.88
				Summary Total					672.88
				Payment Amount					775.10
100169	EMERGENCY APPARATUS MAINTENANCE INC	REPAIR ON 560	PV	66482	001	09101	2/12/2013	66091	1,425.28
	EMERGENCY APPARATUS MAINTENANCE INC			Summary Total					1,425.28
	7512 4TH AVENUE								

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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2013

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
LINO LAKES MN 55014									1,425.28
Payment Amount									1,425.28
100170	EMERGENCY MEDICAL PRODUCTS INC	PD MISC SUPPLIES	PV	66483	001	09101	2/20/2013	1534436	617.60
EMERGENCY MEDICAL PRODUCTS INC 25196 NETWORK PLACE CHICAGO IL 60673-1251									617.60
Summary Total									617.60
Payment Amount									617.60
113321	FACTORY MOTOR PARTS	SPLASHWASH	PV	66535	001	09101	2/8/2013	6-1314879	20.39
FACTORY MOTOR PARTS 3731 THURSTON AVENUE ANOKA MN 55303									20.39
Summary Total									20.39
		BRAKES FOR 301	PV	66536	001	09101	2/20/2013	6-1316100	172.00
Summary Total									172.00
		BATTERY FOR 318	PV	66537	001	09101	2/12/2013	6-1315169	114.72
Summary Total									114.72
Payment Amount									307.11
107099	FASTENAL	MISC PARTS	PV	66484	001	09101	2/19/2013	MNTC895190	23.47
FASTENAL COMPANY P O BOX 978 WINONA MN 55987									23.47
Summary Total									23.47
Payment Amount									23.47
106428	FORCE AMERICA INC	JOYSTICK BOOT COVER	PV	66538	001	09101	2/15/2013	01400280	136.75
FORCE AMERICA INC									136.75
Summary Total									136.75

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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2013

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
	501 EAST CLIFF ROAD SUITE 100 BURNSVILLE MN 55337								
									136.75
110388	FRATTALLONE'S ACE HARDWARE STORES	MISC SUPPLIES	PV	66595	001	09601	2/28/2013	.018420/J	33.09
	FRATTALLONE'S ACE HARDWARE STORES 3527 LEXINGTON AVENUE N ARDEN HILLS MN 55126								33.09
									33.09
100189	G AND K SERVICES INC	FD STATION 1 MATS	PV	66539	001	09101	2/20/2013	1006382870	125.86
	G AND K SERVICES INC PO BOX 1450-NW 7536 MINNEAPOLIS MN 55485-7536								125.86
		UNIFORM CLEANING	PV	66540	001	09101	2/13/2013	1006371771	82.00
		UNIFORM CLEANING	PV	66540	002	09101	2/13/2013	1006371771	10.00
		UNIFORM CLEANING	PV	66540	003	09101	2/13/2013	1006371771	64.75
		UNIFORM CLEANING	PV	66540	004	09101	2/13/2013	1006371771	64.75
									221.50
		UNIFORM CLEANING	PV	66541	001	09101	2/20/2013	1006382872	84.00
		UNIFORM CLEANING	PV	66541	002	09101	2/20/2013	1006382872	10.00
		UNIFORM CLEANING	PV	66541	003	09101	2/20/2013	1006382872	113.06
		UNIFORM CLEANING	PV	66541	004	09101	2/20/2013	1006382872	113.06
									320.12
		UNIFORM CLEANING	PV	66542	001	09101	2/27/2013	1006394108	84.00
		UNIFORM CLEANING	PV	66542	002	09101	2/27/2013	1006394108	10.00
		UNIFORM CLEANING	PV	66542	003	09101	2/27/2013	1006394108	69.20
		UNIFORM CLEANING	PV	66542	004	09101	2/27/2013	1006394108	69.20

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Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2013

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
Summary Total									232.40
Payment Amount									899.88
100650	GRAINGER	CABINET	PV	66485	001	09101	2/5/2013	9059563560	99.27
Summary Total									99.27
Payment Amount									99.27
110462	GRAND RENTAL STATION	FLOOR POLISHER/ MISC	PV	66543	001	09601	2/15/2013	19147-1	74.75
Summary Total									74.75
Payment Amount									74.75
100209	HAKANSON ANDERSON ASSOC INC	ENGINEER SERVICES JAN 13	PV	66486	001	09101	2/15/2013	31224	8,600.00
Summary Total									8,600.00
Payment Amount									8,600.00
100211	HAWKINS INC	CHEMICALS	PV	66544	001	09601	2/14/2013	3437311	6,590.66
Summary Total									6,590.66
Payment Amount									6,590.66
	HAWKINS INC	CHEMICALS	PV	66545	001	09601	2/19/2013	3437315	4,148.55
Summary Total									4,148.55
Payment Amount									4,148.55

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Version LOGIS003V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2013

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
Payment Amount									10,739.21
110389	ICEMAN INDUSTRIES INC	LIQUID ICE MELT	PV	66546	001	09101	2/14/2013	5567	5,031.41
Summary Total									5,031.41
Payment Amount									5,031.41
100877	IIMC	MEMBERSHIP-J. THIELING	PV	66487	001	09101	2/20/2013	022013	185.00
Summary Total									185.00
Payment Amount									185.00
111501	LANDFORM PROFESSIONAL SERVICES	RAMSEY AUAR JAN 2013	PV	66547	001	09295	2/12/2013	21224	160.00
Summary Total									160.00
Payment Amount									160.00
100256	LANO EQUIPMENT INC	CONTROLLER	PV	66488	001	09101	2/9/2013	222583	31.20
	LANO EQUIPMENT INC	CONTROLLER	PV	66488	002	09101	2/9/2013	222583	123.84
	6140 HIGHWAY 10 NW	CONTROLLER	PV	66488	003	09101	2/9/2013	222583	1,135.39
	ANOKA MN 55303	CONTROLLER	PV	66488	004	09101	2/9/2013	222583	284.85

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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2013

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
Summary Total								1,575.28	
Payment Amount								1,575.28	
100258	LEAGUE OF MINNESOTA CITIES	CONF-K.ULRICH/P. BRAMA	PV	66580	001	09101	2/27/2013	180736	190.00
Summary Total								190.00	
Payment Amount								190.00	
112622	LOFFLER COMPANIES INC	TONER	PV	66548	001	09101	2/15/2013	1528604	702.17
Summary Total								702.17	
	LOFFLER COMPANIES INC 1101 EAST 78TH STREET # 200 BLOOMINGTON MN 55420	CREDIT-RETURN TONER	PD	66549	001	09101	2/5/2013	1391568A	541.86-
Summary Total								541.86-	
Payment Amount								160.31	
100266	LOGIS	JAN 2013 BILLING	PV	66581	001	09101	1/31/2013	36282	12,725.00
Summary Total								12,725.00	
	LOGIS 5750 DULUTH STREET	NETWORK WELLNESS	PV	66582	001	09101	1/31/2013	36312	3,352.00
Summary Total								3,352.00	
	GOLDEN VALLEY MN 55422-4036	JAN 2013 BILLING	PV	66583	001	09101	1/31/2013	36230	10,391.00
Summary Total								10,391.00	
		NETWORK-VARIOUS	PV	66584	001	09101	1/31/2013	36393	495.00

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Originator JLIPSKI  
Payment Instrument Check Payment  
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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
Summary Total									495.00
Payment Amount									26,963.00
100271	MAIN MOTORS	RESISTOR/CONNECTOR 651	PV	66550	001	09601	2/19/2013	287870	122.99
Summary Total									122.99
Payment Amount									122.99
100273	MALLOY MONTAGUE KARNOWSKI RADOSEVIC	SERVICES THROUGH JAN 2013	PV	66489	001	09101	1/31/2013	32461	4,905.00
Summary Total									4,905.00
Payment Amount									4,905.00
106616	MARTIN MCALLISTER, INC	EVAL- B. WESTBY	PV	66585	001	09101	2/28/2013	8343	850.00
Summary Total									850.00
Payment Amount									850.00
100283	MENARDS COON RAPIDS	BATTERIES	PV	66490	001	09101	2/9/2013	15993	25.54
Summary Total									25.54

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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2013

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	3045 MAIN STREET COON RAPIDS MN 55433								25.54
								Payment Amount	25.54
100284	MENARDS ELK RIVER	MISC SUPPLIES- PARKS	PV	66491	001	09101	2/6/2013	14145	1,048.60
								Summary Total	1,048.60
	MENARDS ELK RIVER 19521 EVANS STREET NW	MISC PARTS	PV	66551	001	09601	2/13/2013	14656	138.31
								Summary Total	138.31
	ELK RIVER MN 55330-1077	MISC SUPPLIES	PV	66552	001	09601	2/21/2013	15142	131.89
								Summary Total	131.89
								Payment Amount	1,318.80
100287	METRO FIRE INC	HOSE STRAP	PV	66492	001	09101	2/8/2013	46410	247.27
								Summary Total	247.27
	METRO FIRE INC 13915 LINCOLN ST NE SUITE D	PIKE POLE/HANDLE WALL HOOK	PV	66493	001	09101	2/8/2013	46384	118.14
								Summary Total	118.14
	HAM LAKE MN 55304	MISC SUPPLIES FD	PV	66553	001	09101	2/14/2013	46433	550.40
								Summary Total	550.40
								Payment Amount	915.81
108208	METRO PRODUCTS INC	MISC PARTS	PV	66554	001	09101	2/25/2013	90475	120.12
								Summary Total	120.12
	METRO PRODUCTS INC 7401 CENTRAL AVENUE NE FRIDLEY MN 55432							Payment Amount	120.12

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Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2013

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
106555	MINNEAPOLIS, CITY OF	JAN 2013 TRANSACTIONS	PV	66494	001	09101	2/8/2013	400413003566	86.40
	MINNEAPOLIS FINANCE DEPT P O BOX 77038 MINNEAPOLIS MN 55480-7738							Summary Total	86.40
								Payment Amount	86.40
100328	MN DEPT OF HEALTH WATER	1ST QTR 2013	PV	66555	001	09601	3/1/2013	1020035 RAMSEY 1ST QTR 13	6,106.00
	MN DEPT OF HEALTH DRINKING WATER PROTECTION SECTION P O BOX 64494 ST PAUL MN 55164-0494							Summary Total	6,106.00
								Payment Amount	6,106.00
100313	MN RECREATION AND PARK ASSN	BEST PRACTICES-M. RIVERBLOOD	PV	66556	001	09101	2/15/2013	7653	79.00
	MN RECREATION AND PARK ASSN 200 CHARLES STREET NE FRIDLEY MN 55432							Summary Total	79.00
								Payment Amount	79.00
100341	MTI DISTRIBUTING INC	WHEEL/RIM WHEEL	PV	66495	001	09101	2/8/2013	887784-00	176.18
	MTI DISTRIBUTING INC SDS 12-1900							Summary Total	176.18
	P O BOX 86	WHEEL	PV	66557	001	09101	2/11/2013	887784-01	193.02
								Summary Total	193.02

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Payment Instrument Check Payment  
Pay Through Date 12/31/2013

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount	
MINNEAPOLIS MN 55486-1900								369.20	
Payment Amount								369.20	
100345	NAPAAUTO PARTS ELK RIVER	HEADLIGHT 406	PV	66496	001	09101	2/21/2013	667854	7.47
Summary Total								7.47	
	NAPAAUTO PARTS ELK RIVER	TRAILER BALL	PV	66497	001	09101	2/15/2013	667114	11.21
	17137 YALE STREET NW	TRAILER BALL	PV	66497	002	09101	2/15/2013	667114	11.21
	P O BOX 1041								
Summary Total								22.42	
	ELK RIVER MN 55330	PD SHOP SUPPLIES	PV	66586	001	09101	2/26/2013	668645	33.44
Summary Total								33.44	
		CAR WASH SOAP	PV	66587	001	09101	12/4/2012	656664	12.80
Summary Total								12.80	
Payment Amount								76.13	
107150	NORTH AMERICAN SALT CO	ROAD SALT	PV	66558	001	09101	2/15/2013	70944049	1,972.26
Summary Total								1,972.26	
	NORTH AMERICAN SALT CO	ROAD SALT	PV	66559	001	09101	2/13/2013	70942389	6,111.54
	P O BOX 277043								
Summary Total								6,111.54	
	ATLANTA GA 30384-7043	ROAD SALT	PV	66560	001	09101	2/14/2013	70943216	2,078.42
Summary Total								2,078.42	
		ROAD SALT	PV	66561	001	09101	2/11/2013	70940276	4,301.78
Summary Total								4,301.78	
		ROAD SALT	PV	66562	001	09101	2/12/2013	70941249	4,236.63
Summary Total								4,236.63	

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

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
Payment Amount									18,700.63
100363	NORTHERN SANITARY SUPPLY CO	MISC SUPPLIES	PV	66498	001	09101	2/6/2013	159914	215.95
	NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433			Summary Total					215.95
Payment Amount									215.95
110547	NORTHWEST LIGHTING SYSTEMS CO.	MISC BULBS	PV	66563	001	09101	2/21/2013	74279	254.64
	NORTHWEST LIGHTING SYSTEMS CO. 12001 RIVERWOOD DRIVE BURNSVILLE MN 55337			Summary Total					254.64
Payment Amount									254.64
110480	OPUS 21 MANAGEMENT SOLUTIONS	FEB 2013 SERVICES	PV	66596	001	09601	3/3/2013	130266	159.06
	OPUS 21 MANAGEMENT SOLUTIONS	FEB 2013 SERVICES	PV	66596	002	09601	3/3/2013	130266	127.25
	680 COMMERCE DRIVE SUITE 160	FEB 2013 SERVICES	PV	66596	003	09601	3/3/2013	130266	127.25
	WOODBURY MN 55125	FEB 2013 SERVICES	PV	66596	004	09601	3/3/2013	130266	95.43
		FEB 2013 SERVICES	PV	66596	005	09601	3/3/2013	130266	127.25
Summary Total									636.24
Payment Amount									636.24
100391	POSTMASTER	PERMIT PI	PV	66500	001	09101	2/20/2013	022013	200.00

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

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Amount
		131-STANDARD MAIL			
	POSTMASTER			Summary Total	200.00
	2168 - 7TH AVENUE NORTH				
	ANOKA MN 55303			Payment Amount	200.00
113444	PRECISE	PILOT FEE GPRS	PV	66564 001 09101 2/19/2013 306232	64.13
	PRECISE			Summary Total	64.13
	501 EAST CLIFF ROAD SIUTE 100				
	BURNSVILLE MN 55337			Payment Amount	64.13
100421	REGAL AWARDS AND TROPHIES	PLAQUES/ENGRAVING FD	PV	66499 001 09101 2/22/2013 13417	82.29
	REGAL AWARDS AND TROPHIES			Summary Total	82.29
	530 WEST MAIN STREET				
	ANOKA MN 55303			Payment Amount	82.29
100469	STREICHER'S POLICE EQUIPMENT	MISC SUPPLIES	PV	66588 001 09101 2/22/2013 I1001319	267.14
	STREICHER'S POLICE EQUIPMENT			Summary Total	267.14
	LB# 7873				
	P O BOX 9438				
	MINNEAPOLIS MN 55440-9438			Payment Amount	267.14

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

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
113562	SUBMERSIBLE MOTOR ENGINEERING USA	REPAIR ON MOTOR	PV	66565	001	09601	12/31/2012	2781B	11,313.00
	SUBMERSIBLE MOTOR ENGINEERING USA 950 S. 67TH AVENUE PHOENIX AZ 85043							Summary Total	11,313.00
								Payment Amount	11,313.00
110889	SUSA	2013 MEMBERSHIP J. NELSON	PV	66566	001	09601	2/28/2013	022813	125.00
	SUSA C/O KEVIN CROOKS 7901 PARK PLACE CHANHASSEN MN 55317							Summary Total	125.00
								Payment Amount	125.00
100485	TIMESAVER OFF SITE SECRETARIAL INC	JAN/FEB MEETINGS	PV	66567	001	09101	2/13/2013	M19614	956.10
	TIMESAVER OFF SITE SECRETARIAL INC 28601 HUB DRIVE MADISON LAKE MN 56063-4179							Summary Total	956.10
								Payment Amount	956.10
105706	TINKLENBERG GROUP INC	RE: ARMSTRONG	PV	66589	001	09400	3/1/2013	1890	7,909.18
	THE TINKLENBERG GROUP INC 11234 FOREST COURT NE BLAINE MN 55449-5920							Summary Total	7,909.18
								Payment Amount	7,909.18

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

Payee	Stub	Document	Due	Invoice	Payment					
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	
112688	TITAN MACHINERY	THERMOSTAT FOR 634	PV	66568	001	09605	2/15/2013	205353	55.31	
	TITAN MACHINERY									
	14375 JAMES ROAD								Summary Total	55.31
	ROGERS MN 55374									
									Payment Amount	55.31
108522	TOTAL CONTROL SYSTEMS, INC	REPAIR PUMP 2	PV	66569	001	09602	2/20/2013	6434	743.86	
	TOTAL CONTROL SYSTEMS, INC									
	P O BOX 40								Summary Total	743.86
	STANCHFIELD MN 55080									
									Payment Amount	743.86
111742	TWIN CITY WATER CLINIC INC	10 WATER TESTS	PV	66597	001	09601	2/10/2013	3172	150.00	
	TWIN CITY WATER CLINIC INC									
	617 13TH AVENUE SOUTH								Summary Total	150.00
	HOPKINS MN 55343									
									Payment Amount	150.00
106990	USA BLUE BOOK	BALL VALVE	PV	66570	001	09601	2/7/2013	878916	154.04	
	USA BLUE BOOK									
	PO BOX 9004								Summary Total	154.04
	GURNEE IL 60031-9004									
									Payment Amount	154.04

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

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item itm	Co	Due Date	Invoice Number	Payment Amount	
105628	WELLS CATERING SERVICE	MEETING- DINNER	PV	66590	001	09101	2/28/2013	27511	239.40	
	WELLS CATERING SERVICE								Summary Total	239.40
	7533 SUNWOOD DRIVE	MEETING-INTERVIEWS	PV	66591	001	09101	3/5/2013	27549	106.77	
	SUITE 108								Summary Total	106.77
	RAMSEY MN 55303								Payment Amount	346.17
112318	WINTER EQUIPMENT COMPANY	BLADES	PV	66501	001	09101	2/8/2013	IV17293	2,243.01	
	WINTER EQUIPMENT COMPANY								Summary Total	2,243.01
	1900 JOSEPH LLOYD PARKWAY								Payment Amount	2,243.01
	WILLOUGHBY OH 44094									
100543	ZIEGLER INC	BLADES	PV	66502	001	09101	2/7/2013	PC001444620	2,942.16	
	ZIEGLER INC								Summary Total	2,942.16
	SDS 12-0436								Payment Amount	2,942.16
	PO BOX 86									
	MINNEAPOLIS MN 55486-0436									
									Total Amount to be Processed	213,329.48
									Total Number of Payments to be Processed	72

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #13-03-056**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF FEBRUARY 21, 2013 THROUGH MARCH 6, 2013.**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of February 21, 2013, through March 6, 2013, in the amount of \$1,565,025.29; 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 February 21, 2013, through March 6, 2013, in the amount of \$1,565,025.29.

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:

Mayor Strommen  
Councilmember Riley  
Councilmember LeTourneau  
Councilmember Backous  
Councilmember Elvig  
Councilmember Kuzma  
Councilmember Tossey

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12th day of March 2013.

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Mayor

**ATTEST:**

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City Clerk

**CC Regular Session**

4. 7.

**Meeting Date:** 03/12/2013

**By:** Colleen Lasher, Administrative Services

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**Information**

**Title:**

Adopt Resolution #13-03-059 Granting Authorization to Hire a City Engineer and to Approve a Transition Period with the Engineering Consultant

**Background:**

Earlier this evening the Personnel Committee motioned to recommend approval of this case.

The background was presented as follows:

At the June 5, 2012, City Council meeting, staff received authorization to recruit for the position of City Engineer and to use a consulting engineer during the recruitment period.

Hakanson Anderson Engineering was brought on board in July and a recruitment process was conducted; however, staff was not able to recommend a candidate for the City Engineer position at that time. Consequently, at the September 25, 2012 meeting, the City Council authorized Hakanson Anderson to continue serving the City for up to an additional six months or through March 27, 2013. At that same meeting, the City Council directed staff to recruit again in January or February.

A second recruitment was conducted in January. Staff received six applications and interviewed two candidates. The interview panel included the City Administrator, the Public Works Superintendent, the Human Resources Manager, and the Interim City Engineer.

Staff considered both finalists to be excellent candidates for the City's new City Engineer position and both candidates were interviewed a second time. The second interview panel included the management team, as well as the engineering staff. It was the consensus of both groups to advance Mr. Bruce Westby in recruitment process.

Mr. Westby received a contingent job offer on February 26, 2013. Following that, Mr. Westby has successfully passed the City's background check, reference checks, physical and drug screen, as well as the work-style assessment.

At this time, staff is asking the City Council to consider: 1) hiring Mr. Bruce Westby, and 2) extending Hakanson Anderson's contract through at least Mr. Westby's start date of April 8, 2013, and 3) preferably retaining Hakanson Anderson part-time for an additional one-month period following Mr. Westby's start date, in order to ensure a successful transition and continuity of service within the City.

Hakanson Anderson's fee would include 24 hours per week for the first two weeks, followed by 16 hours per week for the second two weeks (one month all together) and would not exceed \$5200. In the event that the City opted for less than one month of transition time, the amount would be prorated accordingly. Note: \$5200 is the City's negotiated rate; if the City were to require 16 hours per week for one month at the normal rate (\$110/hr.) the cost would be approximately \$7040.

**Observations:**

The alternatives were presented as follows:

approve hiring Mr. Bruce Westby, effective April 8, 2013. This alternative is not recommended.

Pros: Hakanson Anderson Interim City Engineer expenses would end as of the end of March.

Cons: There would be a gap in Engineering coverage from March 27, 2013 through April 8, 2013 and no transition period.

Alternatives #2: Approve hiring Mr. Bruce Westby and approve extending the contract with Hakanson Anderson through April 8, 2013, but not allow for a one month transition period. This alternative is not recommended.

Pros: The City would realize a savings of \$5200.

Cons: Without some level of a transition period Mr. Westby will have a longer learning curve and the City may be vulnerable to losses.

**Recommendation:**

The Personnel Committee recommended that the City Council authorize hiring Mr. Bruce Westby as the City's new City Engineer, effective on April 8, 2013, at \$43.67 per hour or \$90,834 per year (step 4 of the 2013 wage scale) with a credit of 5 vacation days; extending Hakanson Anderson's contract through Mr. Westby's start date of April 8, 2013; and retaining Hakanson Anderson for an additional one-month period following Mr. Westby's start date, in order to ensure a successful transition and continuity of service within the City.

**Funding Source:**

The annual cost (wages and benefits) for this position is \$120,519 (\$89,050 coming from the General Fund and \$31,469 from the Enterprise Fund). With an April start date, the actual funding required for 2013 is approximately \$90,387. The funding required to extend the current contract with Hakanson Anderson through April 8, 2013 is approximately \$2000 and an additional \$5200 for one-month of service beyond April 8, 2013.

**Council Action:**

Motion to approve resolution #13-03-059, which confirms the recommendation of the Personnel Committee to do the following:

- 1) Hire Mr. Bruce Westby as the City's new City Engineer, effective on April 8, 2013, at \$43.67 per hour (step 4 of the 2013 wage scale) with a credit of 5 vacation days; and
- 2) Extend Hakanson Anderson's contract through Mr. Westby's start date of April 8, 2013; and
- 3) Retain Hakanson Anderson part-time for an additional one-month period following Mr. Westby's start date, in order to ensure a successful transition and continuity of service within the City.

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**Attachments**

Resolution

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**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
03/07/2013 10:38 AM  
Started On: 03/06/2013 04:29 PM

Form Started By: Colleen Lasher

Final Approval Date: 03/07/2013

Councilmember      introduced the following resolution and moved for its adoption:

**RESOLUTION #13-03-059**

**RESOLUTION TO HIRE A CITY ENGINEER AND TO APPROVE A  
TRANSITION PERIOD WITH THE ENGINEERING CONSULTANT**

**WHEREAS**, at the September 25, 2012, City Council meeting staff was authorized to conduct a delayed recruitment process in January or February to fill the City Engineer position which was left vacant as of June 29, 2012; and

**WHEREAS**, a recruitment process was conducted and two candidates were interviewed; and

**WHEREAS**, staff has completed the necessary background checks and is recommending that Mr. Bruce Westby be hired as the City's new City Engineer at \$43.67 per hour, effective on April 8, 2013, with a five day vacation credit; and

**WHEREAS**, staff recommends extending Hakanson Anderson's contract through Mr. Westby's start date of April 8, 2013; and

**WHEREAS**, staff recommends retaining the Hakanson Anderson's services for an additional one-month period following Mr. Westby's start date.

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

Confirms the recommendation of the Personnel Committee to do the following:

Motion to approve resolution #13-03-059, which confirms the recommendation of the Personnel Committee to do the following:

- 1) Hire Mr. Bruce Westby as the City's new City Engineer, effective on April 8, 2013, at \$43.67 per hour (step 4 of the 2013 wage scale) with a credit of 5 vacation days; and
- 2) Extend Hakanson Anderson's contract through Mr. Westby's start date of April 8, 2013; and
- 3) Retain Hakanson Anderson for an additional one-month period following Mr. Westby's start date, in order to ensure a successful transition and continuity of service within the City.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12<sup>th</sup> day of March 2013.

Meeting Date: 03/12/2013

By: Colleen Lasher, Administrative Services

---

**Information**

**Title:**

Adopt Resolution #13-03-058 Appointing Board and Commission Members

**Background:**

In November 2012, staff began the annual recruitment and selection process to fill seats on the Economic Development Authority, the Environmental Policy Board, the Park and Recreation Commission and the Planning Commission; all seats set to expire on March 31, 2013. All vacancies were advertised in the Ramsey Resident, the Anoka County Union, the City's website, the City's community sign, on QCTV, in the utility billing statements, and via the city's email notification system.

On March 5, 2013, the City Council conducted nine interviews to fill eight vacancies. Incumbents seeking reappointment and new applicants were considered in one collective recruitment, interview and selection process.

**Observations:**

At the March 5th work session, the consensus of the Council was to request that the Personnel Committee review and recommend revisions to the process of filling commission seats. This topic will be added to a future Personnel Committee agenda.

**Recommendation:**

At the March 5, 2013, City Council Work Session, per Minnesota Statue 469.095, pertaining to the Mayor's authority to appointment members to the Economic Develop Authority (EDA), Mayor Strommen indicated that she will select Mr. Glen Hardin and Mr. Phillip Brunt to serve on the EDA; and the City Council informally indicated approval with the Mayor's selection, as follows:

Economic Development Authority

Appoint Mr. Glen Hardin to a partial term ending March 31, 2017

Appoint Mr. Phillip Brunt to a partial term ending March 31, 2014

Also at the March 5, 2013, City Council Work Session, the City Council agreed by consensus to the following remaining appointments to the boards and commissions, as follows:

Environmental Policy Board

Appoint Ms. Tara Prendergast to a full term ending March 31, 2017

Park and Recreation Commission

Appoint Ms. Angela Olsen to a full term ending March 31, 2017

Appoint Mr. Thomas Mobry to a full term ending March 31, 2017

Planning Commission

Appoint Mr. Mathew Maul to a partial term ending March 31, 2016

Appoint Mr. Gary Levine to a full term ending March 31, 2017

Appoint Ms. Cindy Nosan to a full term ending March 31, 2017

**Funding Source:**

Funding for the City's boards and commissions is included in the 2013 General Fund Budget; therefore, there are no additional budgetary implications associated with making the recommended appointments.

**Council Action:**

Adopt resolution #13-03-058 appointing the following board and commission members:

That the City of Ramsey's Mayor makes the following appointments, with approval of the City Council:

Economic Development Authority

Appoint Mr. Glen Hardin to a partial term ending March 31, 2017

Appoint Mr. Phillip Brunt to a partial term ending March 31, 2014

and,

That the City Council of the City of Ramsey makes the following appointments:

Environmental Policy Board

Appoint Ms. Tara Prendergast to a full term ending March 31, 2017

Park and Recreation Commission

Appoint Ms. Angela Olsen to a full term ending March 31, 2017

Appoint Mr. Thomas Mobry to a full term ending March 31, 2017

Planning Commission

Appoint Mr. Mathew Maul to a partial term ending March 31, 2016

Appoint Mr. Gary Levine to a full term ending March 31, 2017

Appoint Ms. Cindy Nosan to a full term ending March 31, 2017

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**Attachments**

Resolution

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**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

03/06/2013 03:54 PM

Form Started By: Colleen Lasher

Started On: 03/06/2013 09:22 AM

Final Approval Date: 03/06/2013

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION  
#13-03-058**

**CONSIDER A RESOLUTION APPOINTING  
BOARD AND COMMISSION MEMBERS**

**WHEREAS**, there will be eight open seats on the City's boards and commissions as of April 1, 2013; and

**WHEREAS**, all vacancies were advertised in the Ramsey Resident, the Anoka County Union, on the City's website, on the City's community sign, on QCTV, in the utility billing statements, and via the city's email notification system.; and

**WHEREAS**, at its March 5, 2013, work session, per Minnesota Statue 469.095, pertaining to the Mayor's authority to appointment members to the Economic Develop Authority (EDA), Mayor Strommen indicated that she will select Mr. Glen Hardin and Mr. Phillip Brunt to serve on the EDA; and the City Council informally indicated approval with the Mayor's selection, as follows:

Economic Development Authority

Appoint Mr. Glen Hardin to a partial term ending March 31, 2017

Appoint Mr. Phillip Brunt to a partial term ending March 31, 2014

**WHEREAS**, at its March 5, 2013, work session, the City Council agreed by consensus to the following remaining appointments to the boards and commissions, as follows:

Environmental Policy Board

Appoint Ms. Tara Prendergast to a full term ending March 31, 2017

Park and Recreation Commission

Appoint Ms. Angela Olsen to a full term ending March 31, 2017

Appoint Mr. Thomas Mobry to a full term ending March 31, 2017

Planning Commission

Appoint Mr. Mathew Maul to a partial term ending March 31, 2016

Appoint Mr. Gary Levine to a full term ending March 31, 2017

Appoint Ms. Cindy Nosan to a full term ending March 31, 2017

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

That the City of Ramsey's Mayor makes the following appointments, with approval of the City Council:

Economic Development Authority

Appoint Mr. Glen Hardin to a partial term ending March 31, 2017

Appoint Mr. Phillip Brunt to a partial term ending March 31, 2014

and,

That the City Council of the City of Ramsey makes the following appointments:

Environmental Policy Board

Appoint Ms. Tara Prendergast to a full term ending March 31, 2017

Park and Recreation Commission

Appoint Ms. Angela Olsen to a full term ending March 31, 2017

Appoint Mr. Thomas Mobry to a full term ending March 31, 2017

Planning Commission

Appoint Mr. Mathew Maul to a partial term ending March 31, 2016

Appoint Mr. Gary Levine to a full term ending March 31, 2017

Appoint Ms. Cindy Nosan to a full term ending March 31, 2017

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 12 day of March 2013.

**CC Regular Session**

4. 9.

**Meeting Date:** 03/12/2013**By:** Chris Anderson, Community  
Development

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**Information****Title:**

Adopt Resolution #13-03-055 Granting an Access Easement Over and Across Tract A, Registered Land Survey No. 249 to Benefit the Property Located at 6781 Highway 10 NW

**Background:**

On November 27, 2012, the City Council, by motion, approved an Access Easement benefiting the property located at 6781 Highway 10 NW (Pro Power Sports and Marine). That case is attached for reference. On March 1, 2013, City Staff was notified by Registered Abstractors in Anoka that the documents were rejected for recording by Anoka County because the county requires a resolution as opposed to a motion due to the fact that the land is Torrens. A proposed resolution is attached. The resolution simply reaffirms the action taken by the City Council last November. As was noted in the November case, the property in question was acquired through the RALF revolving loan fund and thus, the Metropolitan Council also must approve the easement which the Metropolitan Council did in November of 2012.

**Notification:**

Not applicable.

**Observations:**

In 2009, the City acquired a vacant parcel directly west of Pro Power Sports on Highway 10 utilizing the RALF program. Pro Power Sports had, until recently, been leasing their space from PSG, LLC. However, late in 2012, Pro Power Sports acquired 6781 Highway 10 NW from PSG, LLC and as part of that purchase agreement, wanted to secure an access easement to ensure customer access to their property. This stipulation was made because sometime ago, the State of Minnesota acquired the right-of-way access to the City owned parcel as well as the the adjacent parcels to the west and east, leaving only a forty (40) foot opening near the southeast corner of the City owned property. This essentially created a shared access for three (3) lots with the majority of the forty (40) foot opening being on the City owned parcel. While there is a forty (40) foot wide service road easement across each of these three (3) lots, the proposed access easement reaffirms and reiterates lawful access to the Pro Power Sports site utilizing the shared access.

**Recommendation:**

Staff recommends approving Resolution 13-03-055 granting an ingress/egress permanent easement over and across the southerly thirty (30) feet of the easterly thirty (30) feet of Tract A, Registered Land Survey No. 249.

**Funding Source:**

This process is being handled as part of Staff's regular duties.

**Council Action:**

Motion to Approve Resolution 13-03-055 granting an ingress/egress permanent easement over and across the southerly thirty (30) feet of the easterly thirty (30) feet of Tract A, Registered Land Survey No. 249 as described on the proposed easement document attached hereto. The granting of the easement was subject to the approval of the Metropolitan Council which gave its approval in November, 2012.

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**Attachments**

Site Location Map

November 27, 2012 City Council Case

Exhibit Showing Easement Area on Tract A, RLS No. 249

Aerial View of Access Point

Deed of Easement

Resolution

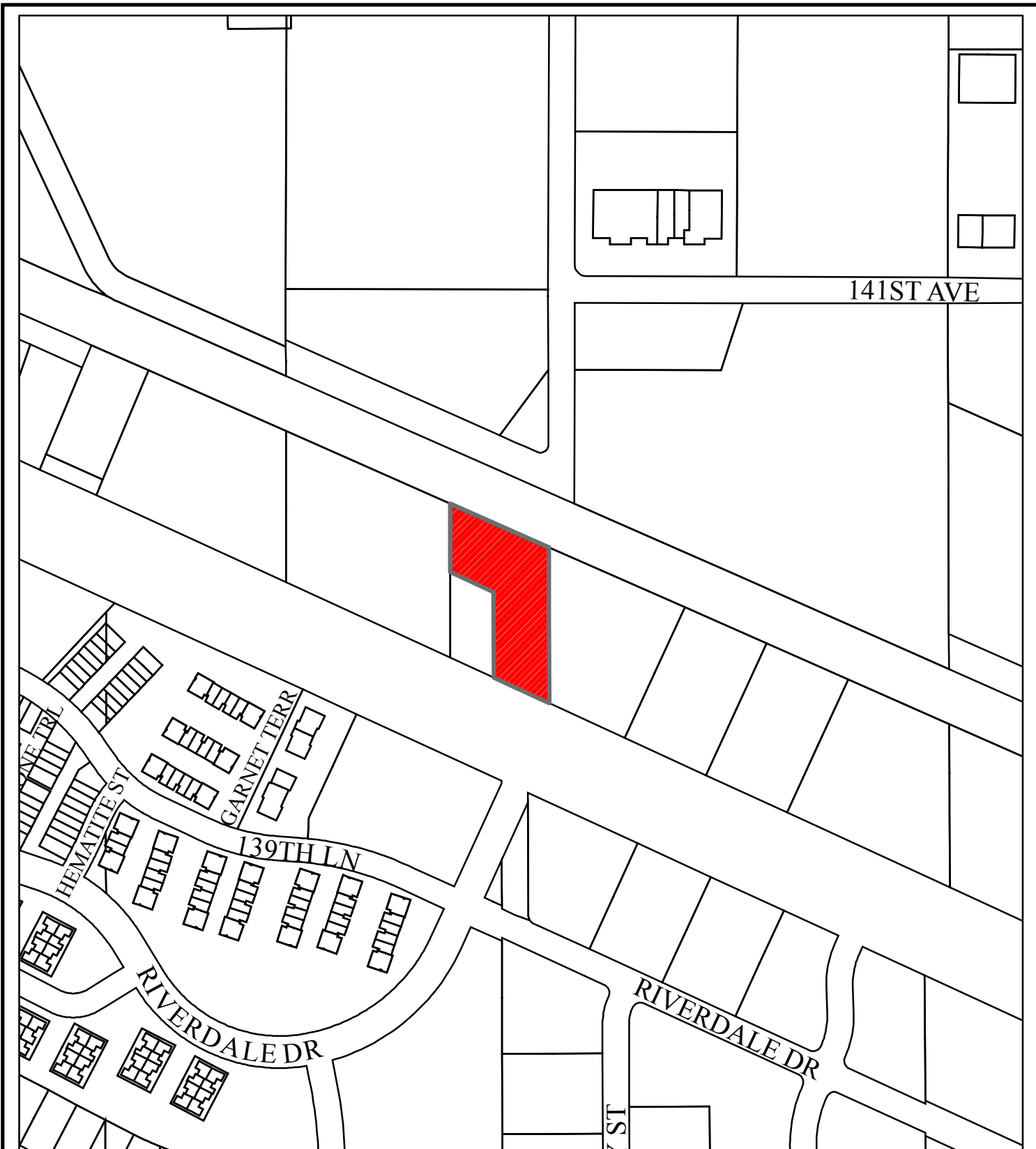
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### Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill	Tim Gladhill	03/06/2013 04:11 PM
Bill Goodrich	Chris Anderson	03/07/2013 10:44 AM
Chris Anderson	Chris Anderson	03/07/2013 10:48 AM
Tim Gladhill	Kathy Schmitz	03/07/2013 10:49 AM
Bill Goodrich	Kathy Schmitz	03/07/2013 10:49 AM
Kurt Ulrich	Kurt Ulrich	03/07/2013 03:44 PM

Form Started By: Chris Anderson      Started On: 03/01/2013 03:37 PM

Final Approval Date: 03/07/2013

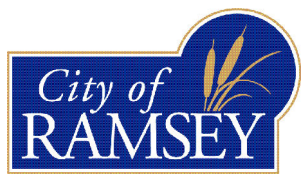


141ST AVE

139TH LN

RIVERDALE DR

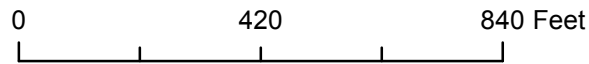
RIVERDALE DR



Tract A  
RLS #249

**Legend**

-  Site
-  Parcels



**CC Regular Session****4. 6.****Meeting Date:** 11/27/2012**Submitted For:** Kurt Ulrich**By:** Bill Goodrich, Administrative Services**Information****Title:**

Approve Highway 10 access easement to benefit property located at 6781 Highway 10 NW.

**Background:**

The City through the RALF program purchased a vacant lot in 2009 located on Highway 10 and directly west of Pro Power Sports and Marine whose address is 6781 Highway 10 NW. The legal description of the City lot is Tract A, Registered Land Survey No. 249, Anoka County, Minnesota. Attached is a drawing depicting the lot.

The State of Minnesota, sometime ago, acquired the right-of-way access to the City lot and the lots lying directly east (6781 Hwy 10) and west of the City lot, except for a 40' opening located in the southeast corner of the City lot.

PSG, LLC the owner of 6781 Hwy 10 is now selling that lot and wants to confirm its Hwy 10 access by a recorded easement across the southerly 30 feet of the easterly 30 feet of the City lot. This area is already encumbered by a 40 foot wide service road easement which lies adjacent to Highway 10 and encumbers all three lots. Staff recommends granting the access easement. A copy of the proposed easement document is attached. Since this is a RALF acquired property, Metropolitan Council approval of the easement grant will be required.

**Funding Source:**

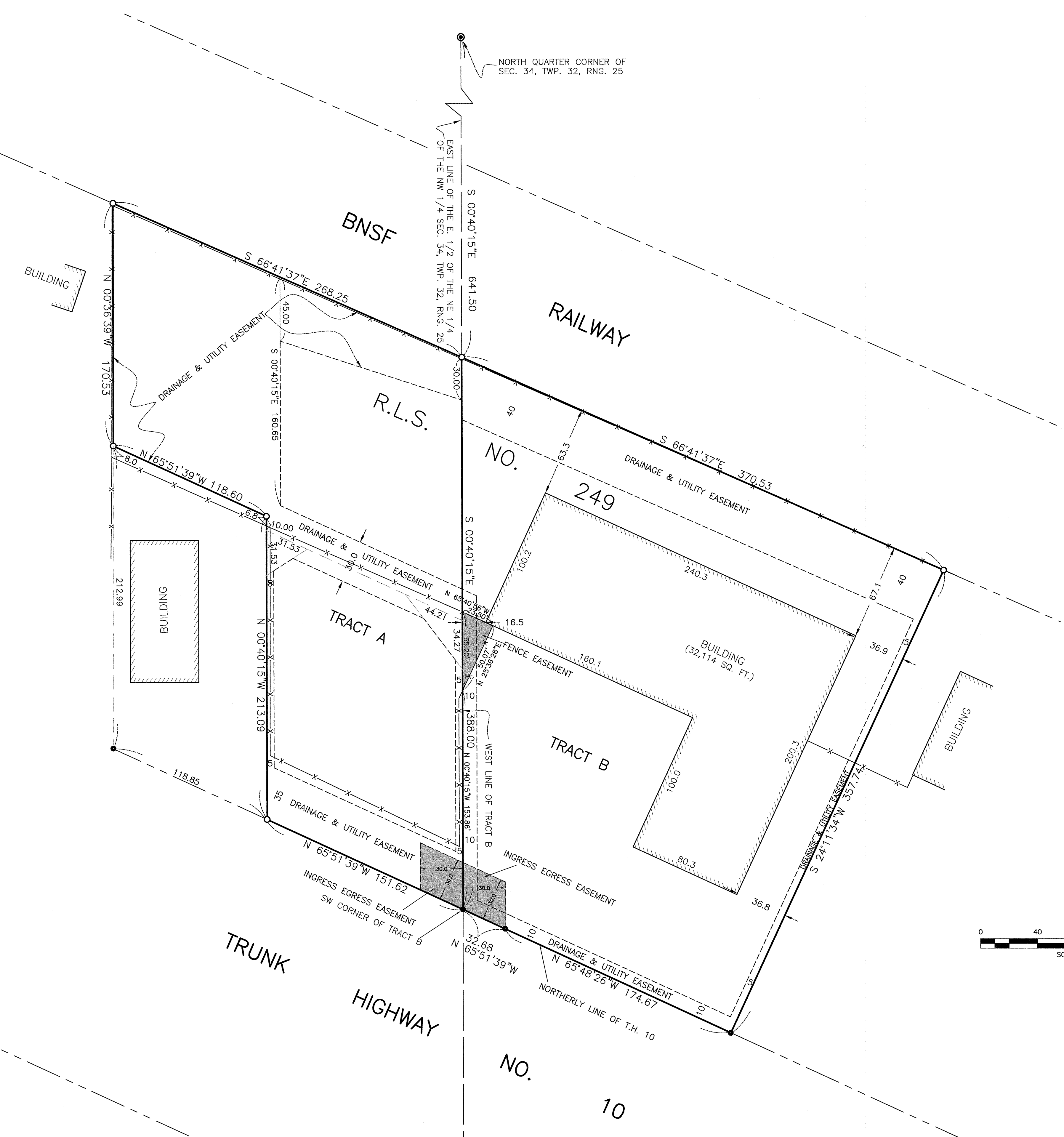
N/A

**Council Action:**

Motion to grant an ingress/egress permanent easement over and across Tract A, Registered Land Survey No. 249 which easement is more specifically described on the proposed easement document attached hereto. The grant of this easement is subject to the approval of the Metropolitan Council.

**Attachments**RLS 249 and Easement**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	11/21/2012 01:23 PM
Form Started By: Bill Goodrich		Started On: 11/21/2012 10:19 AM
		Final Approval Date: 11/21/2012



**TRACT A**

Tract A, Registered Land Survey No. 249, City of Ramsey, Anoka County, Minnesota.

Together with an ingress egress easement across the southerly 30.00 feet of the westerly 30.00 feet of Tract B, Registered Land Survey No. 249, as measured at right angles to the south and west lines thereof and adjoining the northerly line of State Trunk Highway No. 10.

And;

Together with a fence easement over under and across that portion of said Tract B, Registered Land Survey No. 249, described as follows:

Commencing at the southwest corner of said Tract B; thence North 00 degrees 40 minutes 15 seconds West, along the west line of said Tract B, a distance of 153.86 feet to the point of beginning of the easement to be described; thence North 25 degrees 36 minutes 28 seconds East, a distance of 50.07 feet; thence North 65 degrees 40 minutes 56 seconds West, a distance of 23.50 feet to the west line of said Tract B; thence South 00 degrees 40 minutes 15 seconds East, along said west line, a distance of 55.20 feet to the point of beginning.

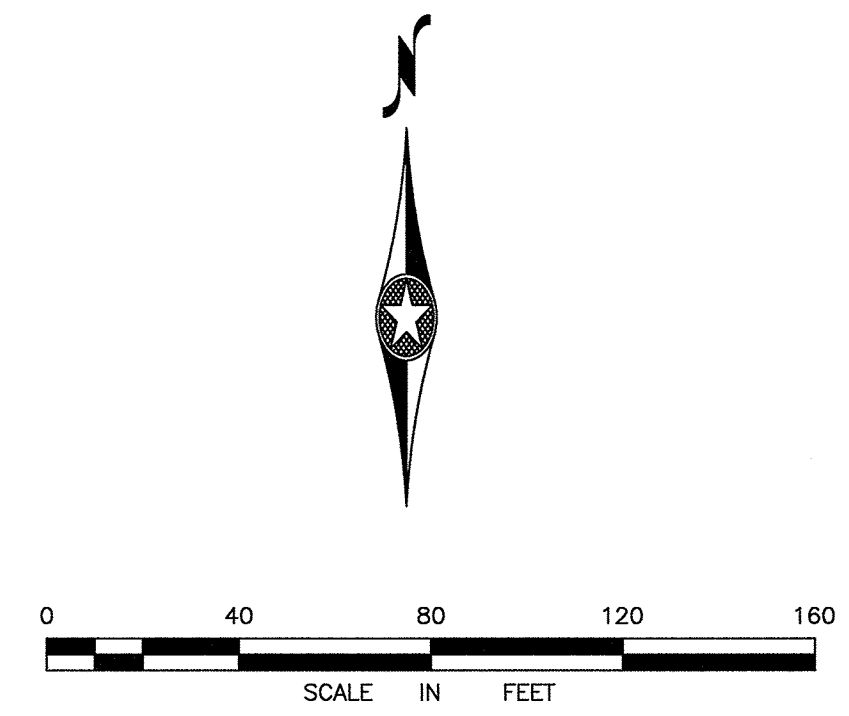
**TRACT B**

Tract B, Registered Land Survey No. 249, City of Ramsey, Anoka County, Minnesota.

Together with an ingress egress easement across the southerly 30.00 feet of the easterly 30.00 feet of Tract A, Registered Land Survey No. 249, as measured at right angles to the south and east lines thereof and adjoining the northerly line of State Trunk Highway No. 10.

**LOT AREAS**

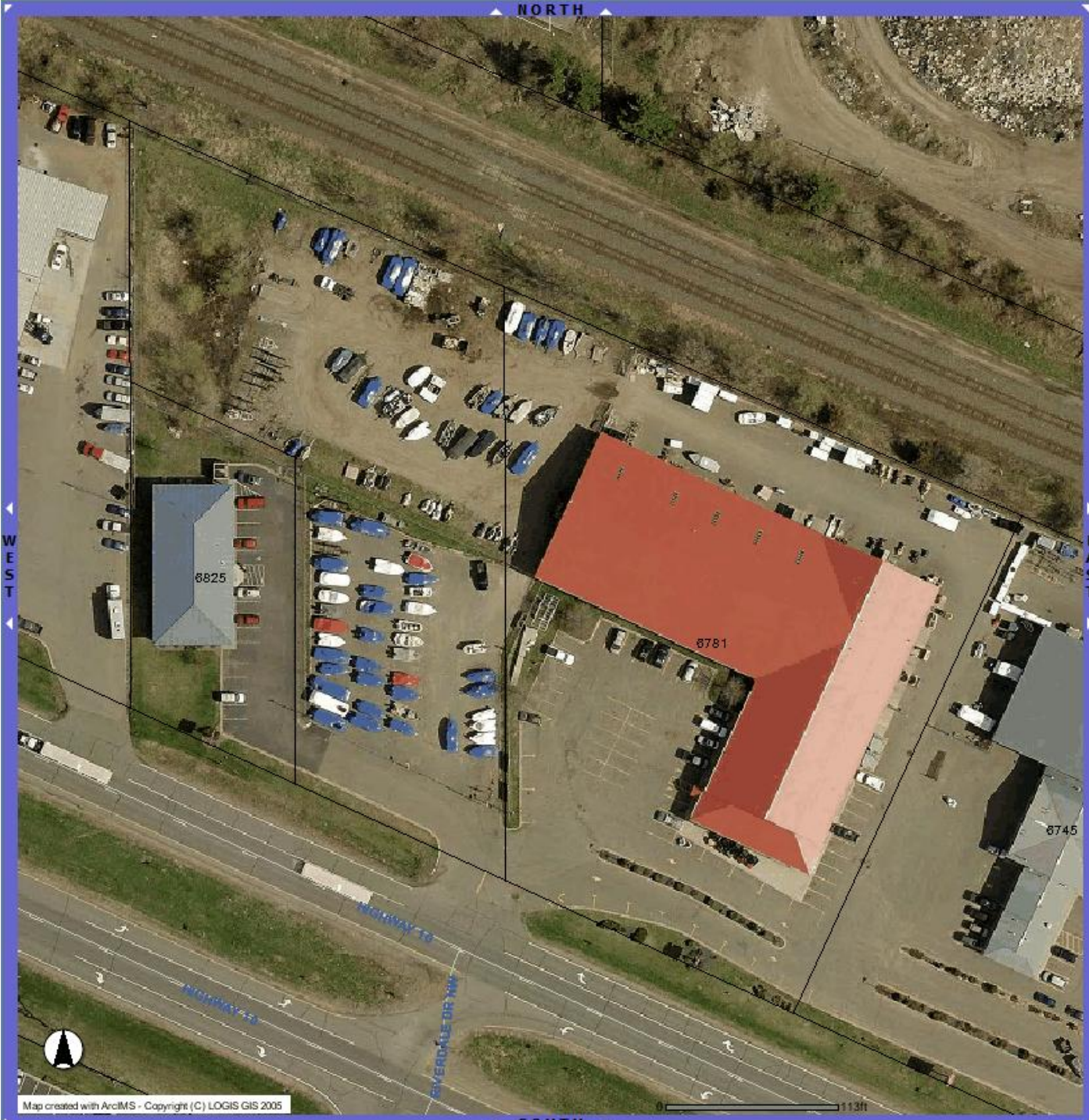
TRACT A = 71,686 SQ. FT.  
TRACT B = 102,766 SQ. FT.



**SURVEYOR'S CERTIFICATION**  
I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

*Craig E. Johnson*  
Craig E. Johnson  
License Number 44530  
Date: 08/04/2009

<b>CERTIFICATE OF SURVEY</b> REGISTERED LAND SURVEY NO. 249		TRACTS A & B, R.L.S. NO. 249
<b>BOLTON &amp; MENK, INC.</b> Consulting Engineers & Surveyors 7533 SUNWOOD DRIVE, RAMSEY, MN 55303 (763) 433-2851 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN CHASKA, MN RAMSEY, MN AMES, IA		CITY OF RAMSEY ANOKA COUNTY, MINNESOTA
		FOR: P.S.D.



NORTH

WEST

EAST

8825

8781

8745



SOUTH

**DEED OF EASEMENT**

**This Indenture**, made and entered in this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Ramsey, grantor, and PSG, LLC, a Minnesota limited liability company, grantee,

**WHEREAS**, said grantor is the owner of the tract of land in the County of Anoka, State of Minnesota, legally described as:

**Tract A, Registered Land Survey No. 249, City of Ramsey, Anoka County, Minnesota.**

**WHEREAS**, said grantee is the owner of **Tract B, Registered Land Survey No. 249, City of Ramsey, Anoka County, Minnesota.**

**NOW, THEREFORE**, the said grantor, in consideration of the mutual easements and other good and valuable consideration, hereby grants to said grantee, its successors and assigns, an easement for the purposes of ingress and egress over and across that part of said grantor’s property described as follows:

**The southerly 30.00 feet of the easterly 30.00 feet of Tract A, Registered Land Survey No. 249, as measured at right angles to the south and east lines thereof and adjoining the northerly line of State Trunk Highway No. 10.**

TO HAVE AND TO HOLD THIS EASEMENT unto the grantee, its successors, and assigns, forever as appurtenant to grantee said land.

**IN WITNESS WHEREOF**, said grantor has hereunto set its hand the day and year first above written.

CITY OF RAMSEY

By \_\_\_\_\_  
Sarah Strommen, Mayor

By \_\_\_\_\_  
Kurt Ulrich, City Administrator

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF ANOKA     )

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Sarah Strommen, as Mayor, and by Kurt Ulrich, as City Administrator, of the City of Ramsey, a Minnesota municipal corporation, on behalf of the municipal corporation.

Notarial Stamp or Seal

\_\_\_\_\_  
Signature of Person Taking  
Acknowledgment

THIS INSTRUMENT WAS DRAFTED BY:

William A. Erhart, Esq. (ID#027066)

ERHART & ELFELT, LLC

316 East Main Street, Suite 110

Anoka, MN 55303

Phone: (763) 427-7800

Fax: (763) 427-3803

E-Mail: [erhart@erhartlegal.com](mailto:erhart@erhartlegal.com)

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

**RESOLUTION #13-03-055**

**RESOLUTION GRANTING AN INGRESS/EGRESS PERMANENT EASEMENT OVER AND ACROSS TRACT A, REGISTERED LAND SURVEY NO. 249**

**WHEREAS**, on August 6, 2009, the City of Ramsey acquired a parcel legally described as Tract A, Registered Land Survey No. 249 utilizing a Metropolitan Council RALF loan; and

**WHEREAS**, Pro Power Sports and Marine had leased the adjacent property generally described as 6781 Highway 10 NW from PSG, LLC; and

**WHEREAS**, late in 2012, Pro Power Sports and Marine acquired 6781 Highway 10 NW from PSG, LLC but wanted to ensure customer access to their site via the shared access on Tract A, Registered Land Survey No. 249; and

**WHEREAS**, on November 27, 2012, the Ramsey City Council approved, by motion, an access easement over and across the southerly thirty (30) feet of the easterly thirty (30) feet of Tract A, Registered Land Survey No. 249 subject to the approval of the Metropolitan Council; and

**WHEREAS**, the access easement was executed on November 28, 2012; and

**WHEREAS**, the Metropolitan Council, in November of 2012, did approve the access easement; and

**WHEREAS**, the access easement was sent to Anoka County for recording on December 24, 2012; and

**WHEREAS**, on March 1, 2013, the City of Ramsey was informed that a resolution is required to be adopted by the City in order to record the access easement.

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

- 1) That the Ramsey City Council hereby grants an ingress/egress permanent easement over and across Tract A, Registered Land Survey No. 249, which easement is more specifically described on the proposed easement document attached hereto.

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 12<sup>th</sup> day of March, 2013.

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Mayor

**ATTEST:**

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City Clerk

Meeting Date: 03/12/2013

Submitted For: Patrick Brama

By: Patrick Brama, Administrative Services

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### Information

**Title:**

Adopt Policy for Leasing City Owned Property

**Background:**

The City of Ramsey owns an inventory of real property. A number of City owned properties hold economic value and provide the City with the opportunity of leasing properties to the private sector.

The Community benefits by leasing City owned properties to the private sector as they become taxable. Increasing the overall tax capacity of a community by leasing City owned properties lowers the tax burden for individual tax payers.

The purpose of the proposed policy is to guide the process of developing and negotiating leases for the use of City owned properties. Specifically, this policy outlines standards City Staff shall follow as they negotiate with prospective lessors.

The desired outcome of this policy is to develop a clear, consistent, transparent, and fair process the City Council, prospects, lessees and Staff can rely on as leasing negotiations transpire.

**Notification:**

NA

**Observations:**

Due in large part to a number of transportation projects throughout the community, the City has acquired a number of parcels for future right-of-way (ROW). As a result, the City has negotiated a number of leases with private organizations on various City owned properties.

Internally, the responsibility of negotiating leases has shifted over the past five years. At one time, the City contracted said function with Premier Commercial Realty (outside vendor). Over the past few years, with turnover in City staff, this function has changed hands multiple times internally.

Looking back, it is Staff's observation the City has maintained an inconsistent and unclear policy on how lease agreements are negotiated. This issue has the following real or perceived consequences:

- \*Favoritism or politics
- \*City being "NOT" business friendly
- \*Staff "CONFLICT OF INTEREST"
- \*The City "SHOULD" lease City owned land, even at a discount, to keep it on the tax roles
- \*Frustration and disagreements regarding the following specific inconsistencies:

Taxes

*City or tenant responsibility?*

*Paid monthly to the City or by tenant independently; should the City have an escrow?*

Insurance

*Certificate of Insurance, due before closing or not?*

Base rent

*What is it and what does it not include?*

*How do we define and how do we arrive at this number?*

*Does the City have a price floor?*

Stormwater Utility Fee

*City or tenant responsibility?*

Deposit

*How much, due when?*

Late Fee

*How much, due when?*

Utilities

*Who is responsible for what specifically?*

Political Signage

*Is it allowed?*

Staff believes the attached policy addresses the real or perceived issues outlined above. By adopting said policy, the City will be in position to develop consistent and fair leases and provide Staff formal support and a baseline in which leases are negotiated. Additionally, this policy will empower Staff to make decisions at the time of negotiation, based on whether or not proposals meet the minimum adopted criteria. For example, if a lessee makes a rent offer for less than 80% of the market rate--Staff would not bring said proposal back to the Council for consideration (less unique circumstances).

**ALTERNATIVES:**

- A.) Adopt the proposed Policy for Leasing City Owned Property
- B.) Do not adopt the proposed Policy for Leasing City Owned Property
- C.) Direct Staff to pursue an alternative direction or amend the proposed policy

**Recommendation:**

Adopt the proposed Policy for Leasing City Owned Property

Staff believes the attached policy addresses the real or perceived issues outlined in this case. By adopting said policy, the City will be in position to develop consistent and fair leases and provide Staff formal support and a baseline in which leases are negotiated. Additionally, this policy will empower Staff to make decisions at the time of negotiation, based on whether or not proposals meet the minimum adopted criteria. For example, if a lessee makes a rent offer for less than 80% of the market rate--Staff would not bring said proposal back to the Council for consideration (less unique circumstances).

**Funding Source:**

NA

**Council Action:**

Adopt the proposed Policy for Leasing City Owned Property

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**Attachments**

Policy For Leasing City Owned Land

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## Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	02/28/2013 10:02 AM
Patrick Brama	Patrick Brama	02/28/2013 10:07 AM
Diana Lund	Diana Lund	02/28/2013 10:31 AM
Kurt Ulrich	Kathy Schmitz	03/05/2013 08:44 AM
Patrick Brama	Patrick Brama	03/05/2013 02:44 PM
Kurt Ulrich	Kurt Ulrich	03/06/2013 03:30 PM

Form Started By: Patrick Brama      Started On: 02/28/2013 09:08 AM

Final Approval Date: 03/06/2013

City of Ramsey  
**POLICY FOR LEASING CITY OWNED PROPERTY**

**BACKGROUND**

The City of Ramsey owns an inventory of real property. A number of City owned properties hold economic value and provide the City with an opportunity for leasing properties to the private sector.

The community benefits by leasing City owned properties to the private sector as the local property tax base is increased. Increasing the overall tax capacity of a community by leasing City owned properties lowers the tax burden for City residents.

**PURPOSE**

The purpose of this policy is to guide the process of developing and negotiating leases for the use of City owned properties. Specifically, this policy outlines standards City Staff shall follow as they negotiate with prospect lessees.

The desired outcome of this policy is to develop a clear, consistent, transparent and fair process the Council, prospective lessees and Staff can rely on in lease negotiations.

**LEASE CONDITIONS**

The City Council shall make the final decision on all lease agreements. Lease conditions identified below are particularly important in lease negotiations. Additional lease conditions may be included in City owned land leases on a case-by-case basis.

*1. Lease Term*

Negotiable. Where appropriate, leases shall include an early termination clause, at the City's discretion, in order to facilitate City need for higher priority uses; such as, right of way or other public purposes.

*2. Rental Rate*

Rental rates shall be structured as follows:

- a. The tenant shall be responsible for base rent. Base rent shall be determined by market value rent. Staff shall solicit recommendations from creditable real estate professionals for a market rental rate. The average rate of said recommendations shall be the City's target rental rate. The City shall not lease City owned property for less than 80% of said market rate.
- b. The tenant shall be responsible for purchasing public liability insurance in addition to base rent. See section three below for details.

- c. Tenant shall be responsible for all routine property maintenance in addition to base rent. Examples include, replacing light bulbs, removing trash, snowplowing, lawn maintenance, landscaping, etc.
- d. The tenant shall be responsible for paying property taxes in addition to base rent. City Staff shall calculate property taxes separate from base rent; then, will charge tenant a premium to cover the said costs. The City maintains the responsibility of physically sending a payment to Anoka County for property taxes.
- e. At a minimum, lease agreements must cover all City costs associated with a particular property. Examples included: finance, administration, legal, taxes, property maintenance account, real estate fees, insurance, etc.

Leases are intended to be net-net-net (triple net); such that, the lessee pays all expenses.

### *3. Insurance*

- a. Lessee is responsible for providing public liability insurance on leased City owned property. The City must be listed as an additional insured on lessee's insurance policy. The City Attorney shall make a recommendation for minimum policy value. \$1,000,000 shall serve as a minimum and \$2,000,000 as a baseline. The use of a property shall be a factor in determining the appropriate public liability insurance policy.
- b. Lessee is responsible for providing hazard insurance for the insurable value of the property.

### *4. Security Deposit*

Lessee is responsible for providing a security deposit in the amount of one month base rent upon entering a lease with the City.

### *5. Late Fee*

Lessee shall pay a late fee to Landlord of \$50.00 each time the rent is not paid by the 1<sup>st</sup> day of each month when due plus \$10.00 per day after the 1<sup>st</sup> day of the month the rent is not paid up to a maximum late fee of \$100.00 per month.

### *6. Utilities*

#### *a. Municipal Utilities*

Municipal utility bills shall not be considered a fixed cost for the Landlord; and shall not be included in the calculation of base rent. The Tenant shall be responsible for payment of all applicable municipal utility bills in addition to base rent. Examples include: Stormwater, sewer, water, etc.

b. Service Utilities

Service utility bills shall not be considered a fixed cost for the Landlord; and shall not be included in the calculation of base rent. The Tenant shall be responsible for payment of all applicable service utility bills in addition to base rent. Examples include: electricity, natural gas, cable, internet, garbage, etc.

7. Political Signage

Lessee shall under no circumstance be allowed to post any political signage or marketing materials on City owned property.

**POLICY STATEMENT**

In an effort to avoid undercutting the private market, the Ramsey City Council desires to keep rates for leasing City owned property as close to market rates as possible. The City does not want to unfairly compete with private landowners. See Lease Terms Section, paragraph 2A.

**CC Regular Session**

**4. 11.**

**Meeting Date:** 03/12/2013

**By:** Diana Lund, Finance

**Information**

**Title:**

Report From the Finance Committee of 2-26-13.

**Background:**

Three cases were presented to the Finance Committee:

Case #1: Amend 2012 Enterprise Budgets and Adopt 2013 Enterprise Budgets.

Motioned that the City Council authorize Resolution #13-02-048 Amending the 2012 Enterprise Budgets and authorize Resolution #13-02-049 Adopting the 2013 Enterprise Budgets.

Case #2: Adopt Resolution #13-02-045 Amending the 2012 General Fund Budget. The Finance Committee motioned that the City Council authorize Resolution #13-02-045 Amending the 2012 General Fund Budget.

Case #3: Amend 2012 Economic Development Authority Budget and Adopt 2013 Economic Development Authority Budget. Motioned that the City Council authorize Resolution #13-02-046 Amending the 2012 Economic Development Authority Budget and authorize Resolution #13-02-047 Adopting the 2013 Economic Development Authority Budget.

**Recommendation:**

Ratify the recommendations of the Finance Committee.

**Council Action:**

Ratify the Recommendations of the Finance Committee in authorizing the adoption of the following Resolutions:

#13-02-045 - Amending the 2012 General Fund Budget

#13-02-046 - Amending the 2012 Economic Development Authority Budget

#13-02-047 - Adopting the 2013 Economic Development Authority Budget

#13-02-048 - Amending the 2012 Enterprise Fund Budgets

#13-02-049 - Adopting the 2013 Enterprise Fund Budgets

**Attachments**

Resolution #13-02-045 Amending the 2012 General Fund Budget

Resolution #13-02-046 Amending the 2012 Economic Development Authority Budget

Resolution #13-02-047 Adopting the 2013 Economic Development Authority Budget

Resolution #13-02-049 Resolution Amending the 2012 Enterprise Budgets

Resolution #13-02-049 Adopting the 2013 Enterprise Budgets

**Form Review**

**Inbox**

Kurt Ulrich

**Reviewed By**

Kurt Ulrich

**Date**

03/06/2013 02:57 PM

Form Started By: Diana Lund

Started On: 02/26/2013 06:07 PM

Final Approval Date: 03/06/2013

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #13-02-045**

**RESOLUTION AUTHORIZING 2012 FINAL BUDGET AMENDMENT FOR THE PURPOSE OF AMENDING THE CITY'S GENERAL FUND BUDGET**

**WHEREAS**, during the year 2012, the Ramsey City Council acted on matters impacting revenue and expenditures budgets of the City's General fund for items that were not included in the original budget for December 31, 2012; and

**WHEREAS**, for financial reporting purposes, amendments to the City's General Fund Budget are to be made in the form of a Budget Amendment Resolution; and

**WHEREAS**, the following budget amendments are in addition to those previously adopted and are required to reflect actual activity for the year ended December 31, 2012;

GENERAL FUND #101

To amend revenue activities based on budget amendments made by Council action during 2012 and actual moneys received over (under) budget from \$9,648,075 to \$9,594,524 for a total net decrease of \$53,551:

Taxes	\$	(66,311)
Licenses and Permits		95,390
Intergovernmental Revenues		15,472
Changes for Services		(51,236)
Fines and Penalties		(33,280)
Miscellaneous Revenues		(13,586)
Interest Earnings		(0)
Transfers in From Other Funds		<u>0</u>
Net Decrease in General Fund Budgeted Revenues	\$	<u>(53,551)</u>

To amend expenditure activities based on actual moneys spent over (under) budget for the 2012 calendar year. This amendment incorporates budget amendments made by Council action during 2012. This amendment will amend expenditure activities from \$9,648,075 to \$9,247,361 for a net decrease of \$400,714.

General Government	\$	(37,723)
Public Safety		(209,384)
Public Works		(98,143)
Parks and Recreation		(43,038)
Transfers to Other Funds		<u>(12,426)</u>
Net Decrease in General Fund Budgeted Expenditures	\$	<u>(400,714)</u>

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

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 12th day of March, 2013.

---

Mayor

**ATTEST:**

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City Clerk

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #13-02-046**

**RESOLUTION AMENDING THE 2012 ECONOMIC DEVELOPMENT AUTHORITY OPERATING BUDGET**

**WHEREAS**, during the year 2012, the Ramsey City Council acted on matters impacting revenue and expenditures budget of the Economic Development Authority for items that were not included in the original budget for the year ending December 31, 2012; and

**WHEREAS**, for financial reporting purposes, amendment to the Economic Development Authority budget is to be made in the form of a Budget Amendment Resolution; and

**WHEREAS**, the following budget amendments are required to confirm Council's actions taken by motion and/or discussion and to reflect actual activity for the year ending December 31, 2012:

To amend revenue activities based on budget amendments made by Council action during 2012 and actual moneys received over (under) budget from \$172,853 to \$173,916 or a total net increase of \$1,063.

Taxes	\$1,063
Interest Earnings	0
Miscellaneous Revenues	<u>0</u>
Net increase Budgeted Revenues	<u>\$1,063</u>

To amend expenditure activities based on budget amendments made by Council action during 2012 and actual moneys spent over (under) budget from 172,722 to \$722,039 or a net increase of \$549,317:

Personal Service	\$(49,870)
Supplies	108
Other Services and Charges	(921)
Capital Outlay	600,000
Transfers to Other Funds	<u>0</u>
Net Increase Budgeted Expenditures	<u>\$549,317</u>

**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 directs the Finance Director to enter these budget amendments into the City's financial records.

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 12<sup>th</sup> day of March, 2013.

---

Mayor

**ATTEST:**

---

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #13-02-047**

**RESOLUTION ADOPTING THE 2013 CITY OF RAMSEY ECONOMIC DEVELOPMENT AUTHORITY FUND BUDGET**

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

- 1) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2013 is hereby adopted for the Economic Development Authority Fund as follows:

**ECONOMIC DEVELOPMENT FUND**

Revenues:	
Taxes (EDA Levy)	\$104,466
Interest Earnings	<u>\$ 2,000</u>
<b>Total Revenues</b>	<b><u>\$106,466</u></b>
Operating and Capital Expenditures:	
Personal Services	35,086
Supplies	11,000
Services and Charges	60,380
Capital Outlay	0
Other Financing Uses –	
Operating Transfers	<u>0</u>
<b>Total Operating and Capital Expenditures</b>	<b><u>\$106,466</u></b>

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 12<sup>th</sup> day of March, 2013.

---

Mayor

**ATTEST:**

---

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #13-02-049**

**RESOLUTION AMENDING THE 2012 CITY OF RAMSEY ENTERPRISE FUNDS BUDGETS**

**WHEREAS**, during the year 2012, the Ramsey City Council acted on matters impacting revenue and expenditures budgets of the City's enterprise funds for items that were not included in the original budget for the year ended December 31, 2012; and

**WHEREAS**, for financial reporting purposes, amendments to the City's enterprise funds budgets are to be made in the form of a Budget Amendment Resolution; and

**WHEREAS**, the following budget amendments are required to confirm Council's actions taken by motion and/or discussion and to reflect actual activity for the year ended December 31, 2012:

WATER UTILITY FUND #601

To amend revenue activities based on budget amendments made by Council action during 2012 and actual moneys received over (under) budget from \$1,907,758 to \$2,302,168 for a total net increase of \$394,410:

Water Sales	\$341,208
Miscellaneous-Internal Loan Repayment-Muni Center	<u>53,202</u>
Net Increase in Water Utility Fund Budgeted Revenues	<u>\$394,410</u>

To amend expenditure activities based on wage contract settlements, budget amendments made by Council action during 2012 and actual moneys spent over (under) budget from \$1,444,060 to \$1,275,488 for a total net decrease of \$168,572:

Personal Services	\$(25,387)
Supplies (meter reading system)	(102,845)
Other Services and Charges	(40,340)
Transfers	0
Depreciation	<u>0</u>
Net Decrease in Water Utility Fund Budgeted Expenses	<u>\$(168,572)</u>

SEWER UTILITY FUND #602

To amend revenue activities based on budget amendments made by Council action during 2012 and actual moneys received over (under) budget from \$1,330,713 to \$1,392,889 for a total net increase of \$62,176:

Sewer Charges	\$31,057
Miscellaneous Revenue	<u>31,119</u>

Net Increase in Sewer Utility Fund Budgeted Revenues \$62,176

To amend expenditure activities based on wage contract settlements, budget amendments made by Council action during 2012 and actual moneys spent over (under) budget from \$1,269,471 to \$1,236,984 for a total net decrease of \$32,487:

Personal Services	\$(47,801)
Supplies	(6,287)
Other Services and Charges	21,601
Depreciation	<u>0</u>
Net increase in Sewer Utility Fund Budgeted Expenses	<u>\$(32,487)</u>

STREET LIGHT UTILITY FUND #603

To amend revenue activities based on budget amendments made by Council action during 2012 and actual moneys received over (under) budget from \$192,038 to \$199,123 for a total net increase of \$7,085:

Street Light Charges	\$7,085
Interest Earned on Investments	<u>0</u>
Net Increase in St Light Utility Fund Budgeted Revenues	<u>\$7,085</u>

To amend expenditure activities budget amendments made by Council action during 2012 and actual moneys spent over (under) budget from \$182,325 to \$181,203 for a total net decrease of \$1,122:

Other Services and Charges	(1,122)
Depreciation	<u>0</u>
Net Increase in St Light Utility Fund Budgeted Expenses	<u>\$(1,122)</u>

RECYCLING FUND #604

To amend revenue activities based on budget amendments made by Council action during 2012 and actual moneys received over (under) budget from \$335,965 to \$346,722 for a total net increase of \$10,757:

Recycling Revenue	\$10,060
Miscellaneous Revenue	697
Investment Earnings	<u>0</u>
Net Increase in Recycling Fund Budgeted Revenues	<u>\$10,757</u>

To amend expenditure activities based on wage contract settlements, budget amendments made by Council action during 2012 and actual moneys spent over (under) budget from \$320,746 to \$311,447 for a total net decrease of \$9,299:

Personal Services	\$74
Supplies	(1,910)
Other Services and Charges	<u>(7,463)</u>
Net Decrease in Recycling Fund Budgeted Expenses	<u><u>\$(9,299)</u></u>

**STORM WATER UTILITY FUND #605**

To amend revenue activities based on budget amendments made by Council action during 2012 and actual moneys received over (under) budget from \$625,587 to \$652,168 for a total net increase of \$26,581.

Storm Water Charges	\$26,581
Miscellaneous Revenue	<u>0</u>
Net increase in Storm Water Fund Budgeted Revenues	<u><u>\$26,581</u></u>

To amend expenditure activities based on wage contract settlements, budget amendments made by Council action during 2012 and actual moneys spent over (under) budget from \$490,446 to \$532,967 for a total net increase of \$42,521:

Personal Services	\$ 23,853
Supplies	(10,237)
Other Services and Charges	28,905
Transfers	0
Depreciation	<u>0</u>
Net increase in Storm Water Fund Budgeted Expenses	<u><u>\$42,521</u></u>

**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 directs the Finance Director to enter these budget amendments into the City's financial records.

That 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:

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 12th of March, 2013.

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Mayor

**ATTEST:**

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City Clerk

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #13-02-049**

**RESOLUTION ADOPTING THE 2013 CITY OF RAMSEY ENTERPRISE FUNDS OPERATING BUDGETS**

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

- 1) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2013 is hereby adopted for the Water Utility Fund as follows:

**WATER UTILITY FUND**

Revenues:

Operating Revenues	\$1,701,905
Other Revenues-	
Transfers In	61,853
Interest Earnings	<u>120,000</u>
<b>Total Revenues</b>	<b><u>\$1,883,758</u></b>

Expenses:

Operating Expenses	\$647,085
Other Expenses	
Depreciation	654,473
Administrative Transfer	<u>35,000</u>
<b>Total Expenses</b>	<b><u>\$1,336,558</u></b>

- 2) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2013 is hereby adopted for the Sewer Utility Fund as follows:

**SEWER UTILITY FUND**

Revenues:

Operating Revenues	\$1,258,167
Other Revenues-	
Transfers In	18,546
Interest Earnings	<u>40,000</u>
<b>Total Revenues</b>	<b><u>\$1,316,713</u></b>

Expenses:

Operating Expenses	\$769,257
Other Expenses	
Depreciation	512,357
Administrative Transfer	<u>29,000</u>
<b>Total Expenses</b>	<b><u>\$1,310,614</u></b>

- 3) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2013 is hereby adopted for the Street Light Utility Fund as follows:

**STREET LIGHT UTILITY FUND**

Revenues:	
Operating Revenues	\$178,260
Other Revenues-	
Interest Earnings	<u>15,000</u>
<b>Total Revenues</b>	<b><u>\$193,260</u></b>
Expenses:	
Operating Expenses	\$135,328
Other Expenses	
Depreciation	35,012
Administrative Transfer	<u>15,000</u>
<b>Total Expenses</b>	<b><u>\$185,340</u></b>

- 4) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2013 is hereby adopted for the Recycling Utility Fund as follows:

**RECYCLING UTILITY FUND**

Revenues:	
Operating Revenues	\$366,205
Other Revenues-	
Miscellaneous Revenue	0
Interest Earnings	<u>200</u>
<b>Total Revenues</b>	<b><u>\$366,405</u></b>
Expenses:	
Operating Expenses	\$331,502
Other Expenses	
Administrative Transfer	<u>9,000</u>
<b>Total Expenses</b>	<b><u>\$340,502</u></b>

- 5) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2013 is hereby adopted for the Storm Water Utility Fund as follows:

**STORM WATER UTILITY FUND**

Revenues:

Operating Revenues	\$670,185
Other Revenues-	
Interest Earnings	<u>4,000</u>

**Total Revenues** \$674,185

Expenses:

Operating Expenses	\$240,158
Other Expenses	
Depreciation	242,582
Administrative Transfer	<u>24,000</u>
<b>Total Expenses</b>	<u>\$506,740</u>

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

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 12th of March, 2013.

---

Mayor

**ATTEST:**

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City Clerk

Meeting Date: 03/12/2013

By: Colleen Lasher, Administrative Services

**Information**

**Title:**

Report from the Personnel Committee - Meeting Date: February 26, 2013

**Background:**

Case 1 of 1: Consider a Resolution to Promote the Management Analyst and Hire an Intern. The Personnel Committee unanimously motioned to promote the Management Analyst and to hire a temporary intern. The Committee sought clarification regarding the role of the Management Analyst as compared to that of the Assistant to the City Administrator, as well as the difference between the proposed Assistant to the City Administrator and a Assistant City Administrator; see the attached draft Personnel Committee minutes for details.

**Notification:**

The February 26, 2013, draft Personnel Committee minutes are attached.

**Recommendation:**

Case 1 of 1: The Personnel Committee recommended the City Council authorize promoting Mr. Patrick Brama to the position of Assistant to the City Administrator, at step 1 of the wage scale/\$27.91 per hour, and to authorize hiring a part-time temporary Intern to work the equivalent of 20 to 30 hours per week at \$11.00 per hour for 6-months.

**Funding Source:**

Case 1 of 1: The additional funding required to promote the Management Analyst (assuming a mid-March, 2013 effective date) is approximately \$12,000 (85% General Fund/15% HRA).

The additional funding required to hire a part-time temporary Intern ranges from \$6203 at 20 hours per week to \$9305 at 30 hours per week.

The total budget impact for both changes would not exceed \$18,203 to \$21,305. The 2013 budget, through current projected savings to the General Fund, would satisfy these funding requirements.

**Council Action:**

Case 1 of 1: Motion to approve resolution #13-03-057 confirming the recommendation of the Personnel Committee to authorize promoting Mr. Patrick Brama to the position of Assistant to the City Administrator, at step 1 of the wage scale/\$27.91 per hour, and authorize hiring a part-time temporary Intern to work the equivalent 20-30 hours per week at \$11.00 per hour for 6-months.

**Attachments**

Resolution

Draft PC Minutes of 02-26-13

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
03/06/2013 03:46 PM  
Started On: 03/03/2013 04:05 PM

Form Started By: Colleen Lasher

Final Approval Date: 03/06/2013



Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION # 13-03-057**

**RESOLUTION TO PROMOTE THE MANAGEMENT ANALYST AND HIRE AN INTERN**

**WHEREAS**, it is the City Council's desire to align the City's staffing with the needs of the community; and

**WHEREAS**, the City Administrator is in support of promoting Mr. Patrick Brama, the current Management Analyst, to the position of Assistant to the City Administrator; and

**WHEREAS**, the City Administrator has determined that adding an Intern would complement this staffing change; and

**WHEREAS**, since 2010, the City is down by 5 employees within Administrative Services and Community Development and Mr. Brama brings great utility to both of these departments; and

**WHEREAS**, Mr. Brama is working beyond his current job class and is not well-aligned with the City's internal equity structure.

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

Confirms the recommendation of the Personnel Committee to do the following:

Motion to approve resolution # 13-03-057 to promote Mr. Patrick Brama to the position of Assistant to the City Administrator, at step 1 of the wage scale/\$27.91 per hour, and authorize hiring a part-time temporary Intern to work the equivalent of 20 to 30 hours per week at \$11.00 per hour for 6-months.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12<sup>th</sup> day of March 2013.

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

The Personnel Committee conducted a regular meeting on Tuesday, February 26, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Jason Tossey  
                            Councilmember Randy Backous  
                            Councilmember Mark Kuzma

Also Present:         City Administrator Kurtis Ulrich  
                            Human Resources Manager Colleen Lasher  
                            Police Chief James Way  
                            Parks and Assistant Public Works Superintendent Mark Riverblood  
                            Public Works Superintendent Grant Riemer  
                            City Clerk Jo Ann Thieling  
                            Development Services Manager Timothy Gladhill  
                            Mayor Sarah Strommen (Alternate)  
                            Councilmember John LeTourneau  
                            Councilmember Chris Riley

**1.     CALL TO ORDER**

Chairperson Tossey called the regular meeting of the Personnel Committee to order at 5:00 p.m.

**2.     CITIZEN INPUT**

There was none.

**3.     APPROVE AGENDA**

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to approve the agenda as submitted.

Motion carried.   Voting Yes:   Chairperson Tossey, Councilmembers Backous and Kuzma.  
Voting No: None.

**4.     COMMITTEE BUSINESS**

**4.01:   Consider a Resolution to Promote the Management Analyst and Hire and Intern**

Human Resources Manager Lasher reviewed the staff report and support of the City Administrator to promote Management Analyst Brama to the position of Assistant to the City Administrator and to hire an intern to handle event specific work (i.e, Happy Days). She

indicated this position is not like the Deputy City Administrator's position. It was noted that since 2010, the City is down by five employees within Administrative Services and Community Development and Management Analyst Brama is familiar with both areas and worked with the EDA and other Boards and Commissions as well as other City-wide initiatives. In addition, Management Analyst Brama has exhibited exemplary service and holds a Bachelor's Degree in Planning and Community Development and a Master's Degree in Public Institutions. Human Resources Manager Lasher stated Management Analyst Brama averages at least 56-58 hours per week and is not eligible for overtime pay to complete necessary work. Mr. Brama is working beyond his current job class and is not well-aligned with the City's internal equity structure. Human Resources Manager Lasher noted the City is currently recruiting for an Economic Development Manager, which will alleviate some of Mr. Brama's workload but the Council is also terminating the contract with The COR Development Manager.

Human Resources Manager Lasher presented four alternatives to consider and the pros and cons of each. She indicated staff's recommendation is to promote Management Analyst Brama to the position of Assistant to the City Administrator, at Step 1 of the wage scale at \$27.91 per hour and to authorize hiring a part-time temporary Intern to work the equivalent of 20 to 30 hours per week at \$11.00 per hour for six months. The additional funding required to promote the Management Analyst, assuming a mid-March 2013 effective date, is approximately \$12,000 (85% General Fund / 15% HRA). The additional funding required to hire a part-time temporary Intern ranges from \$6,203 at 20 hours per week to \$9,305 at 30 hours per week. The total budget impact for the changes would not exceed \$18,203 to \$21,305. The 2013 budget, through current projected savings to the General Fund, would satisfy these funding requirements.

Councilmember Backous stated he thinks highly of Management Analyst Brama and knows he covers a lot of ground and well represents the City. However, some have expressed concern with the proposed title of this position and perception the City is top-heavy with administrators, which he wanted to avoid. Councilmember Backous stated he is not hung up on titles and it may not be an issue, but he would like the title discussed so it does not imply staff is becoming top heavy. Councilmember Backous stated he thinks the additional help is needed and this step is necessary to cover the work Management Analyst Brama is covering that requires 56-58 hours per week.

City Administrator Ulrich stated this position started at Management Analyst since it was an entry level position and did not imply the City's staff was top heavy. But since Management Analyst Brama started, he has advanced beyond that classification. He explained this is a typical step but appreciates the comment by Councilmember Backous that the public may not perceive the difference between "Assistant to the City Administrator" and "Deputy Administrator." He stated an "Assistant to the City Administrator" is still an entry level administrative position.

Councilmember Backous asked whether it is a typical step from the Management Analyst position.

City Administrator Ulrich answered in the affirmative.

Councilmember Backous asked where this would be in the pay scale, noting Management Analyst Brama has his Master's Degree and works well for Ramsey. He asked where this salary step would put him when compared to Assistant to the City Administrators in other communities.

Chairperson Tossey stated he agrees with Councilmember Backous that when he started on the Council, the public considered City staff to be top heavy and he would not want to give the impression the City has a lot of administrators when that is not the case. However, if this is a common title and known in public employment, he has no objection to the recommended promotion/title.

Human Resources Manager Lasher stated in researching with other municipal human resource managers, she found a range with the title "Assistant to the City Administrator." She stated she found it to be a good title for Management Analyst Brama's work tasks but in some communities it has an impression of being more secretarial/clerical related.

Councilmember Backous asked if it is hard to gauge where this salary fits with Ramsey's employees.

Human Resources Manager Lasher stated she is confident the recommended salary is a good fit and also for the duties being performed.

Councilmember Kuzma stated he thinks Management Analyst Brama works even longer hours than indicated in staff report. He stated he also does not want to give the illusion that staffing is top heavy but agrees this promotion is the standard next step.

Councilmember Backous noted it is a big jump in salary and though deserved, would ask if there is concern with the internal perception.

Human Resources Manager Lasher stated she received one question, which she addressed, and that person was in full agreement after receiving an explanation.

Chairperson Tossey asked if Management Analyst Brama's duties would be more involved with the HRA so those levied monies could be used towards the salary.

City Administrator Ulrich stated the Economic Development Manager position will be paid from the HRA and the Assistant to the City Administrator position could be partially funded depending on the activity level.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council adopt a Resolution to authorize promoting Mr. Patrick Brama to the position of Assistant to the City Administrator at Step 1 of the Wage Scale, \$27.91 per hour, and authorize hiring a part-time temporary Intern to work the equivalent of 20-30 hours per week at \$11.00 per hour for six months.

Further discussion: Councilmember Kuzma stated his impression that the last intern paid \$7,000 to get the internship so he would ask if the City also pays a salary. City Administrator Ulrich

stated the City pays an intern level wage in the \$10-\$12 per hour range. Councilmember Kuzma stated when his daughter got an internship, they also paid for her to get it. Human Resources Manager Lasher explained that the IT Intern was for a nine-week period while that person was going to school so he was paying his tuition to go to school but those funds did not come back to the City.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma.  
Voting No: None.

#### **COMMITTEE INPUT**

None.

#### **ADJOURNMENT**

Motion by Councilmember Kuzma, seconded by Councilmember Backous, to adjourn the regular meeting of the Personnel Committee.

Motion carried.

The regular meeting of the Personnel Committee adjourned at 5:18 p.m.

Respectfully submitted,

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Colleen Lasher  
Human Resources Manager

ATTEST:

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Jo Ann M. Thieling  
City Clerk

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

Meeting Date: 03/12/2013

By: Jim Way, Police

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**Information**

**Title:**

Introduce an Ordinance to Amend City Code Chapter 34, Sec 34-21 Weapons

**Background:**

The current City Code that covers Weapons and the use of Firearms and Bows and Arrows was adopted in 2009. Since that time, the Police Department has been issuing permits to hunt and discharge weapons within the City. It was brought to the attention of the Police Chief that the existing ordinance may be confusing to some. Staff would like to eliminate any confusion in the ordinance by making some minor changes. The changes do not alter the code, it only clarifies it.

Attached to this case is the portion of City Code showing proposed amendment as well as an ordinance amending same.

**Observations/Alternatives:**

The existing code has areas within it that contradict one another. Removal of confusing information will eliminate any questions citizens would have in regard to permitting firearms or bows.

**Recommendation:**

Staff recommends removing Sec 34-21. Weapons. (a) Firearms (8) b. Discharge of firearms shall not be permitted within 1,500 feet of any residential dwelling or other structure, park or playground without a city permit that specifically grants permission.

Subdivision (9) covers this by stating that a permit is needed to hunt or discharge a firearm within the City.

Staff recommends removing Sec. 34-21-Weapons. (b) Bows and Arrows. (1) b., c. and (4).

Sec. 34-21-Weapons. (b) Bows and Arrows. (3) shall then be changed to read- *Permits for bow hunting and target practice*. A permit for bow hunting and target practice shall be required prior to such activity. Applicants for a bow hunting or target practice permit shall apply to the Police Chief or his designated representative.

This change makes it clear that a permit is needed anytime a bow is used within the City.

**Funding Source:**

None

**Council Action:**

Motion to introduce the Ordinance to amend Chapter 34, Article II, Offenses Involving Public Safety, Sec 34-21 Weapons Division of City Code.

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**Attachments**

Weapons

Proposed Ord Amending Code re Weapons

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## Form Review

### Inbox

Jo Thieling

Kurt Ulrich

### Reviewed By

Jo Thieling

Kurt Ulrich

Form Started By: Jim Way

### Date

02/27/2013 12:44 PM

03/06/2013 02:56 PM

Started On: 02/26/2013 09:53 AM

Final Approval Date: 03/06/2013

PART II - CODE OF ORDINANCES  
Chapter 34 - OFFENSES AND MISCELLANEOUS PROVISIONS

ARTICLE II. - OFFENSES INVOLVING PUBLIC SAFETY

**Sec. 34-21. - Weapons.**

(a) *Firearms.*

- (1) *Firearms use instruction required.* Minnesota State Statutes known as M.S.A. 97B.015, 97B.021, and 97B.025 which pertain to the safe use of firearms and instructions in using are hereby adopted by reference. Every provision contained in said statutes are made a part of this Code as if fully set forth herein.
- (2) *Firearm.* "Firearm" means a gun that discharges shot or projectile by means of an explosive, a gas, or compressed air.
- (3) *Discharge prohibited.* Except as hereinafter provided, no person shall fire or discharge any gun, pistol or firearm of any description within the limits of the city without first obtaining a city permit.
- (4) *Possession prohibited.* Except as hereinafter provided, no person shall have in their possession any gun, pistol or firearm of any description within the limits of the city unless said pistol, gun or firearm is dismantled or broken apart or carried in a case in such a manner that it cannot be discharged, nor shall any person carry or conceal any pistol or firearm upon their person without a proper permit required under this section or by state statute.
- (5) *Law enforcement officers.* The terms of this section shall not prohibit the possession or discharge of firearms by duly authorized peace officers or military authorities.
- (6) *Firing ranges.* The terms of this section shall not prohibit the possession or discharge of firearms upon a firing range, either indoor or outdoor, provided said range is properly equipped and supervised to insure reasonable safety as determined by the certificate of the chief of police of the city or pursuant to licensing ordinances hereinafter enacted for such ranges.
- (7) *Protection of home and family.* Nothing in this section shall prevent the possession, storage or use of a firearm within the home when done in the lawful defense of person, family or property.
- (8) *Discharge of firearms.*
  - a. The owner or tenant or persons having written authorization of such owner or tenant may, upon the land of the owner or the owner's tenant, discharge firearms in hunting wild game in accordance with the laws of the State of Minnesota and this section.
  - ~~b. Discharge of firearms shall not be permitted within 1,500 feet of any residential dwelling or other structure, park or playground without a city permit that specifically grants permission.~~
  - e.b. The use of a lead shot or a lead round of any kind may only be used by permit only.
- (9) *Permit to hunt or discharge.* A permit to hunt or discharge a firearm within the city is required and shall be issued by the police chief.
- (10) *Target shooting.* A permit to "target shoot" is required for either firearm or bow and arrow, and may be issued by the police chief. The police chief or his designee must inspect the location prior to a permit being issued.

(b) *Bows and arrows.*

- (1) *Use of bows and arrows.*
  - a. The use of a bow and arrow for hunting or target shooting purposes shall be permitted in the city in accordance with the laws of the State of Minnesota and this section.

PART II - CODE OF ORDINANCES  
Chapter 34 - OFFENSES AND MISCELLANEOUS PROVISIONS

ARTICLE II. - OFFENSES INVOLVING PUBLIC SAFETY

~~b. Bow and arrow hunting shall not be permitted within 500 feet of any residential dwelling or other structure, park or playground without a city permit that specifically allows it.~~

~~c. Hunting shall not be permitted within 500 feet of any trunk highway without a city permit that specifically grants permission.~~

~~(3)~~(2) *Permits for bow and arrow hunting and target practice.* A permit for bow and arrow hunting and target practice shall be required prior to such hunting activity, in the city. Applicants for a bow and arrow hunting or target practice permit shall apply to the police chief or his/her designated representative.

~~(4) Restrictions.~~ Bow and arrow hunting shall not be within 500 feet of any residential structure, commercial structure, park or playground, or any trunk highway without a city permit that specifically grants permission.

(c) *Permit issuance and administration.*

(1) *Authority.* The police chief shall be granted the authority to administer the permit process and issue permits under this section.

(2) *Permit denials.* Any party that has a permit request denied under this section may appeal to the board of administrative hearings. The request for a hearing must be in writing, detailing the reason for the appeal, and shall include the filing fee as set in the city rates and fees schedule. The filing fee would be refunded if the Hearing Board reverses the denial and issues a permit.

(Code 1978, § 5.07; Ord. No. 73-10, 8-20-1973; Ord. No. 73-14; Ord. No. 83-15; Ord. No. 05-26, 11-14-2005; Ord. No. 08-06, § 2, 2-12-2008; Ord. No. 09-10, § 2, 7-14-2009)

**State law reference**— Local firearms ordinances, Minn. Stats. § 471.633.

**ORDINANCE #13-07**

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

**AN AMENDMENT TO CHAPTER 34 OF THE CITY CODE, WHICH CHAPTER IS KNOWN AS  
OFFENSES AND MISCELLANEOUS PROVISIONS**

**AN ORDINANCE AMENDING SECTION 34-21 WEAPONS**

The City of Ramsey Ordains:

**SECTION 1 AUTHORITY**

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

**SECTION 2 AMENDMENTS**

Section 34-21 is hereby amended as follows: (additions indicated as underline, deletions indicated as ~~strike through~~):

(8) *Discharge of firearms.*

a. The owner or tenant or persons having written authorization of such owner or tenant may, upon the land of the owner or the owner's tenant, discharge firearms in hunting wild game in accordance with the laws of the State of Minnesota and this section.

~~b. Discharge of firearms shall not be permitted within 1,500 feet of any residential dwelling or other structure, park or playground without a city permit that specifically grants permission.~~

~~e.~~**b.** The use of a lead shot or a lead round of any kind may only be used by permit only.

(b) *Bows and arrows.*

(1) *Use of bows and arrows.*

a. The use of a bow and arrow for hunting or target shooting purposes shall be permitted in the city in accordance with the laws of the State of Minnesota and this section.

~~b. Bow and arrow hunting shall not be permitted within 500 feet of any residential dwelling or other structure, park or playground without a city permit that specifically allows it.~~

~~c. Hunting shall not be permitted within 500 feet of any trunk highway without a city permit that specifically grants permission.~~

~~(3)~~**(2)** *Permits for bow and arrow hunting and target practice.* A permit for bow and arrow hunting **and target practice** shall be required prior to such hunting activity ~~in the city~~. Applicants for a bow and arrow hunting **or target practice** permit shall apply to the police chief or his/her designated representative.

~~(4) *Restrictions.* Bow and arrow hunting shall not be within 500 feet of any residential structure, commercial structure, park or playground, or any trunk highway without a city permit that specifically grants permission.~~

**SECTION 3. EFFECTIVE DATE**

The effective date of this Ordinance is thirty (30) days after its passage and publication, subject to City Charter Section 5.07.

Adopted by the Ramsey City Council the XXX day of XXXXXX, 2013.

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Mayor

**ATTEST:**

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City Clerk

**Introduction Date:**

**Posting Dates:**

**Adoption Date:**

**Publication Date:**

**Effective Date:**

Meeting Date: 03/12/2013

Submitted For: Patrick Brama

By: Patrick Brama, Administrative Services

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**Information**

**Title:**

Introduce Ordinance #13-06 Authorizing the City of Ramsey to Sell/Convey Surplus Land (Windsorwood Property)

**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 worked with nearby property owners to negotiate a sale of the Subject Property.

**PURPOSE OF CASE:** adopt an ordinance to sell the Subject Property.

**CASE HISTORY:**

--This case was originally reviewed by the City Council on December 8, 2012. At which time, the original offer from Mr. Pomroy was rejected by the City and a counter offer was made (90% of appraised value).

--On February 12, 2013 the City Council reviewed a second offer from Mr. Pomroy. The Council agreed to Mr. Pomroy's second offer by consensus and directed Staff to move forward with the transaction.

--The Council introduced the attached ordinance on February 26, 2013.

**Notification:**

NA

**Observations/Alternatives:**

The Subject Property was brought before the Council a number of times in 2012 and it was rezoned R1 Residential in October. Staff worked with nearby property owners to gauge interest in their purchase of the Subject Property. Interest in it was expressed by three nearby property owners. At an October Council work session, Staff was directed to give nearby property owners the "first chance" to purchase the Subject Property.

The County values the Subject Property at \$50,000. A private appraisal of the Subject Property came in at \$49,000. Mr. Pomroy's second offer is \$42,000.

Attached to this case is all correspondence between the City and nearby property owners, a property profile, adopted ordinance to rezone the Subject Property, two written offers from Mr. Pomroy, findings of fact, private appraisal and Policy for the Disposition of City Owned Land.

**Recommendation:**

Adopt Ordinance #13-06 AUTHORIZING THE CITY OF RAMSEY TO SELL/CONVEY SURPLUS LAND; and to waive reading as required by the City Charter.

-and-

Authorize the City Attorney to draft and execute a purchase agreement in accordance with the terms set out in Ordinance #13-06 and sell the Subject Property for a price of \$42,000 to David Francis Pomroy.

**Funding Source:**

NA

**Council Action:**

Adopt Ordinance #13-06 AUTHORIZING THE CITY OF RAMSEY TO SELL/CONVEY SURPLUS LAND; and to waive reading as required by the City Charter.

-and-

Authorize the City Attorney to draft the purchase agreement selling the property to David Francis Pomroy in accordance with the terms approved by the City Council including a sale price of of \$42,000 and authorizing the Mayor and City Administrator to sign the purchase agreement on behalf of the City.

Roll Call Vote:

- Councilmember Tossey
- Councilmember Riley
- Councilmemeber LeTourneau
- Councilmember Backous
- Councilmember Elvig
- Councilmember Kuzma
- Mayor Strommen

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**Attachments**

Property Profile

Disposition Policy

Findings (Windsorwood)

Rezoning Ordinance

Appraisal (49K)

Notification Letter 1

Notification Letter 2

Notification Letter 3

Notification Letter 4

Notification Letter 5

Notification Letter 6

Notification Letter 7

Notification Letter 8

Written Offer 2 (public ver)

Written Offer

ORDINANCE 13 06 AUTHORIZING THE CITY OF RAMSEY TO SELL SURPLUS LAND

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**Form Review**

**Inbox**  
Bill Goodrich  
Kurt Ulrich

**Reviewed By**  
Bill Goodrich  
Kurt Ulrich

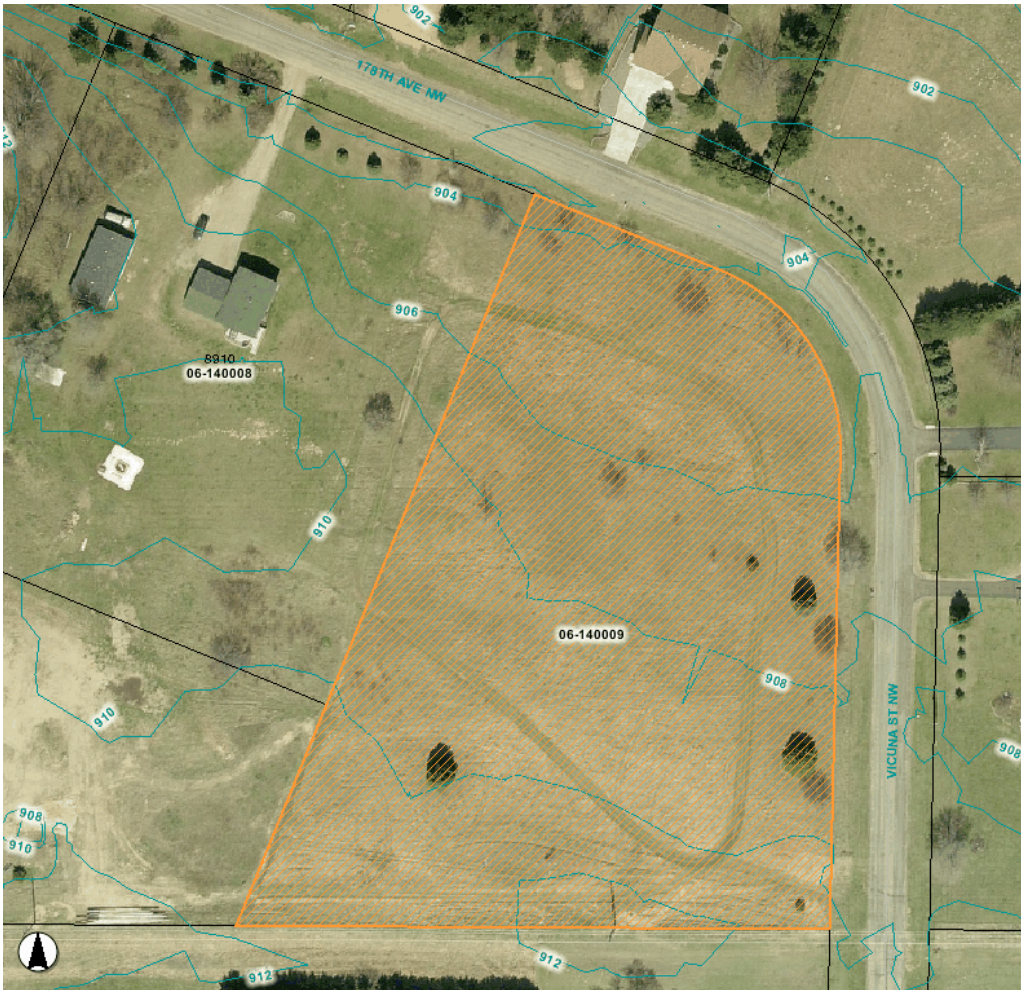
**Date**  
03/07/2013 11:07 AM  
03/07/2013 04:09 PM  
Started On: 03/06/2013

Form Started By: Patrick Brama

Final Approval Date: 03/07/2013

## 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.

# **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.

## **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:

**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 Ramsey, 55303, Anoka Cnty	xxx25 Iman Ave NW Elk River, 55330, Anoka Cnty	xxx27 Iman Ave NW Elk River, 55330, Anoka Cnty	xxxx 222nd Ave NW 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 n/a	DESCRIPTION 05/12 dom 1,304	DESCRIPTION 05/12 dom 206	DESCRIPTION 09/12 dom 1
Location	Ramsey	Nowthen	Nowthen	Nowthen +2,500
Site/View	3.1 a., corner/res	3.05 a., corner/res	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.

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**

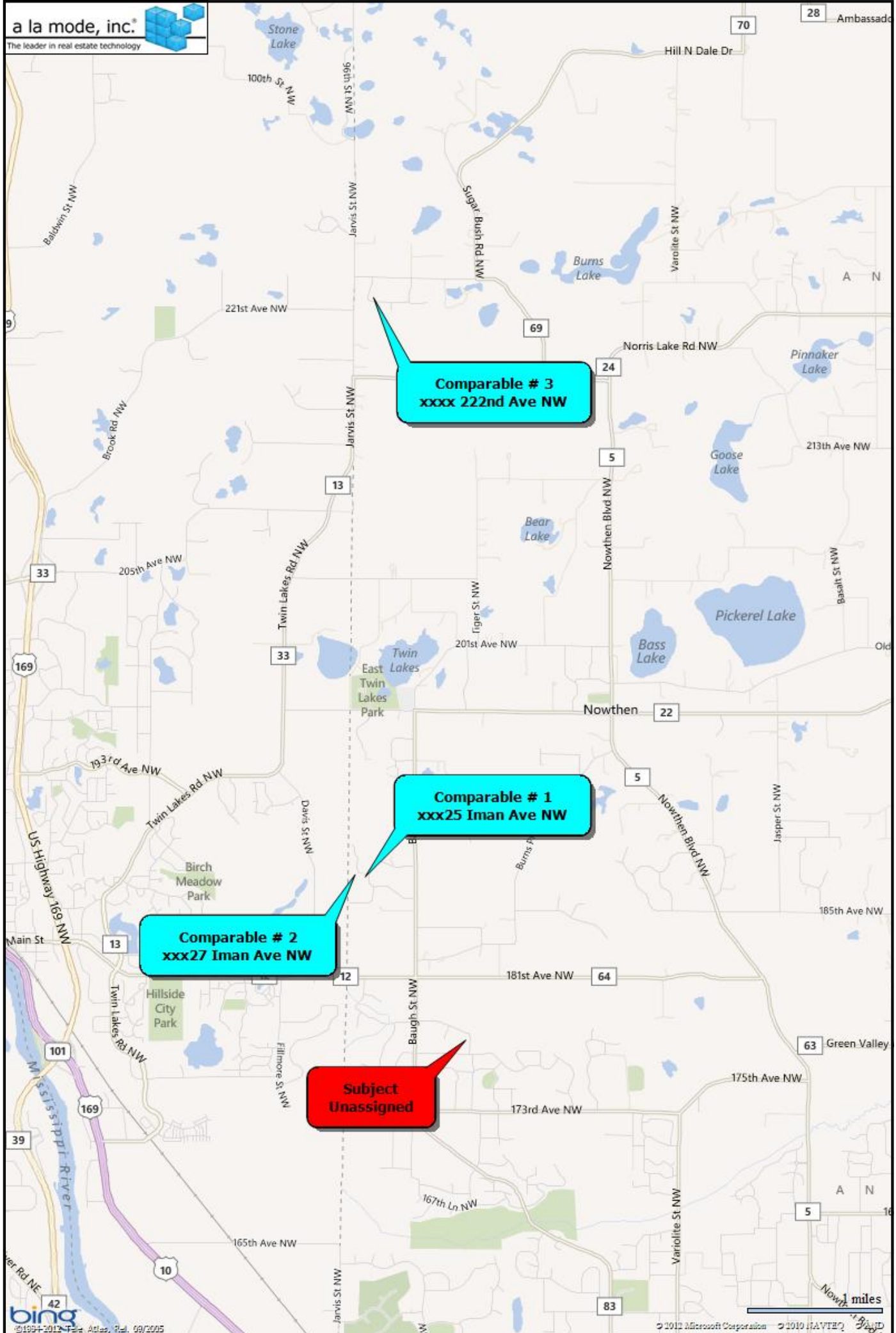
# Vicinity Map

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		

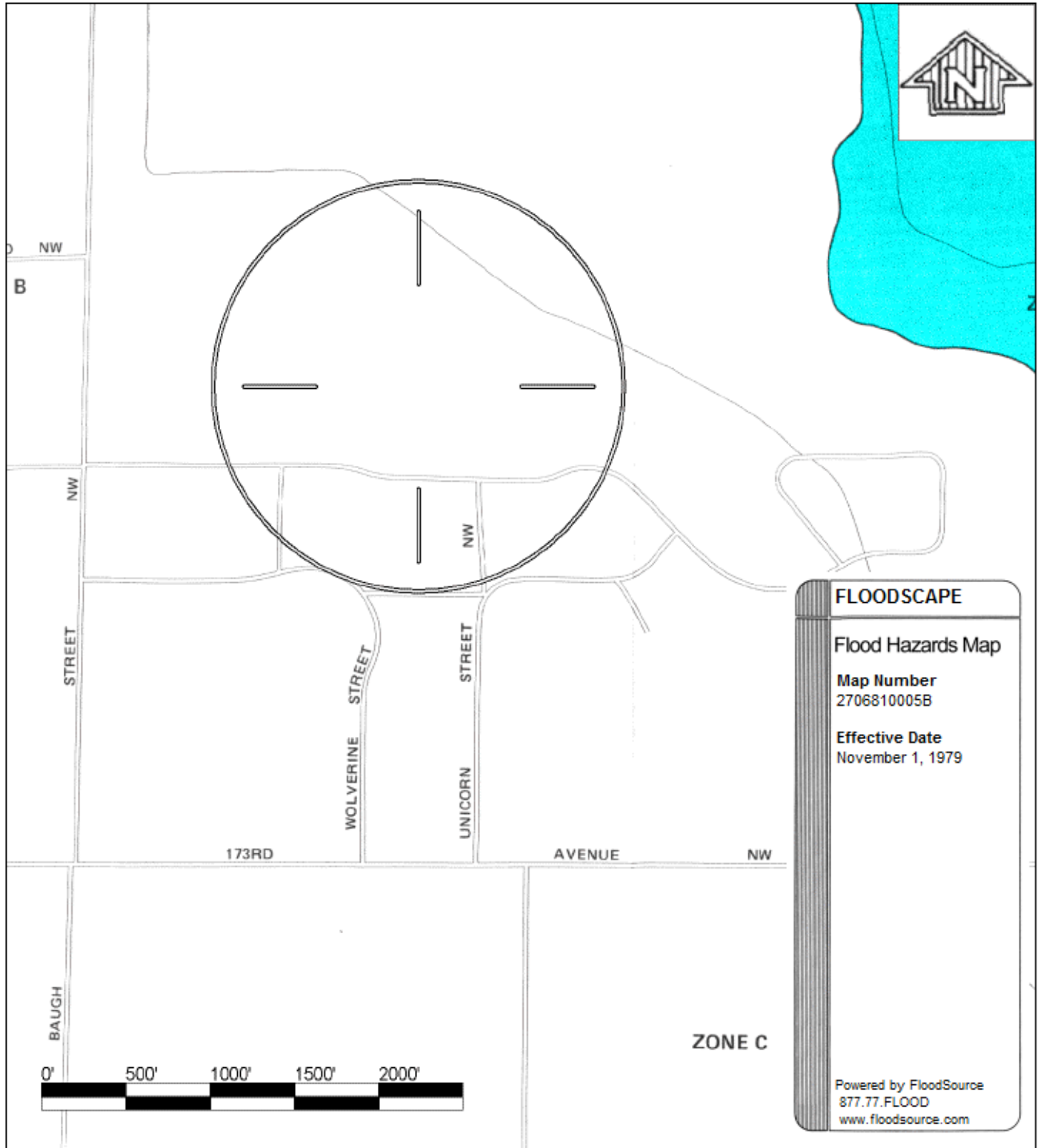


# Flood Map

Client	City of Ramsey		
Property Address	Unassigned		
City	Ramsey	County	Anoka
State	MN	Zip Code	55303
Lender/Client	City of Ramsey		



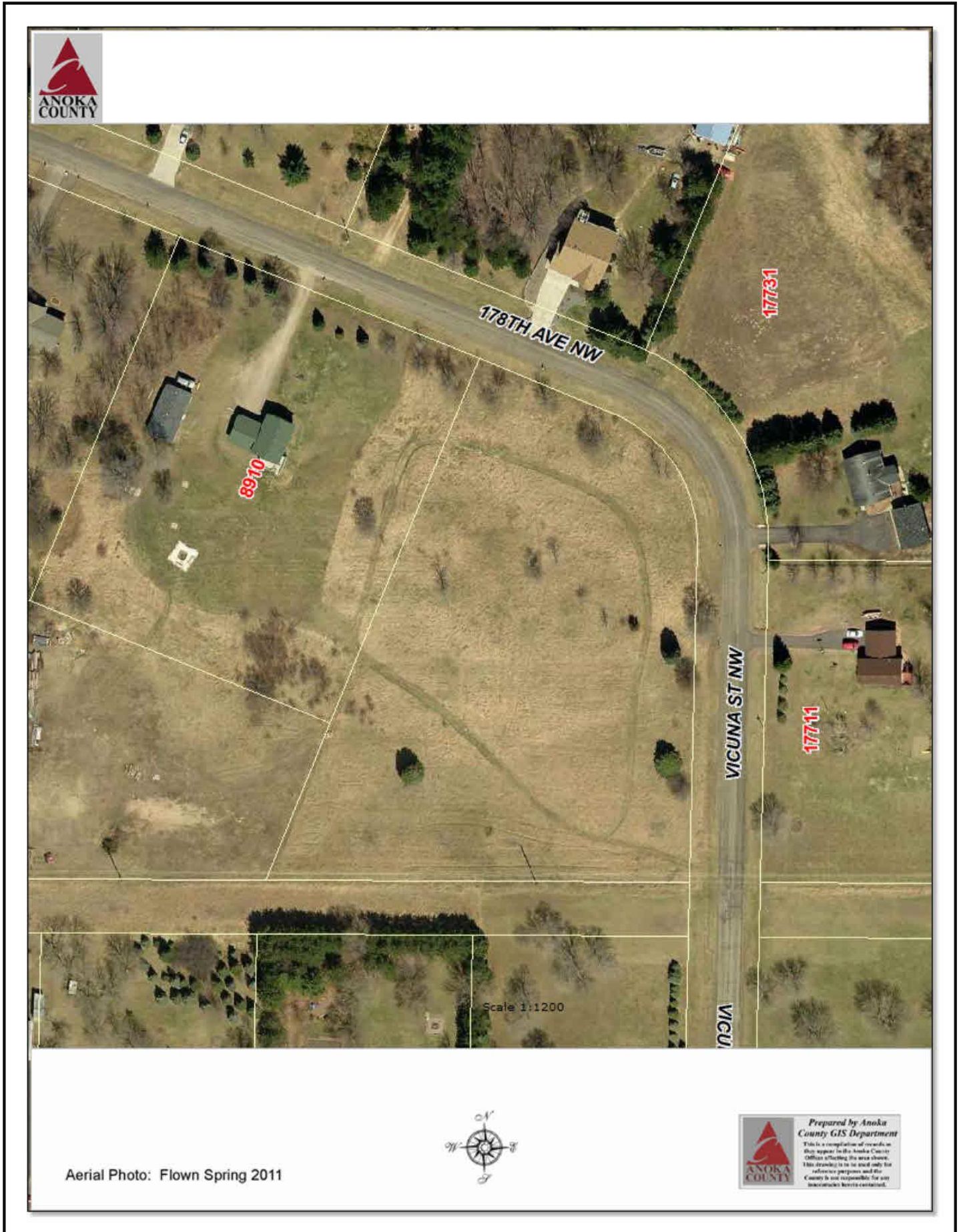
**Prepared for:**  
Hughes Appraisal Services  
  
Unassigned  
Ramsey, MN 55303



© 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.

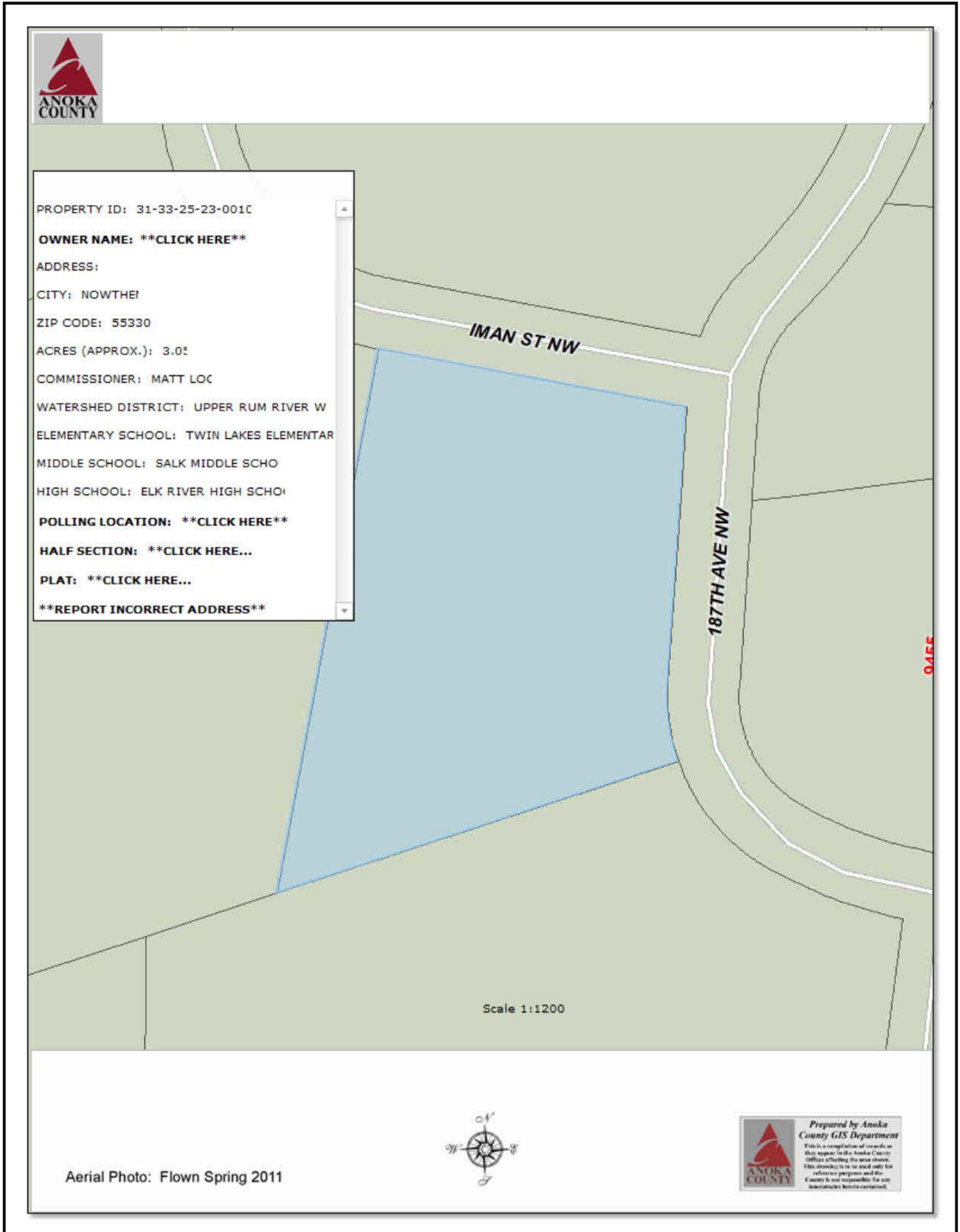
### Subject Partial Plat Map

Client	City of Ramsey						
Property Address	Unassigned						
City	Ramsey	County	Anoka	State	MN	Zip Code	55303
Lender/Client	City of Ramsey						



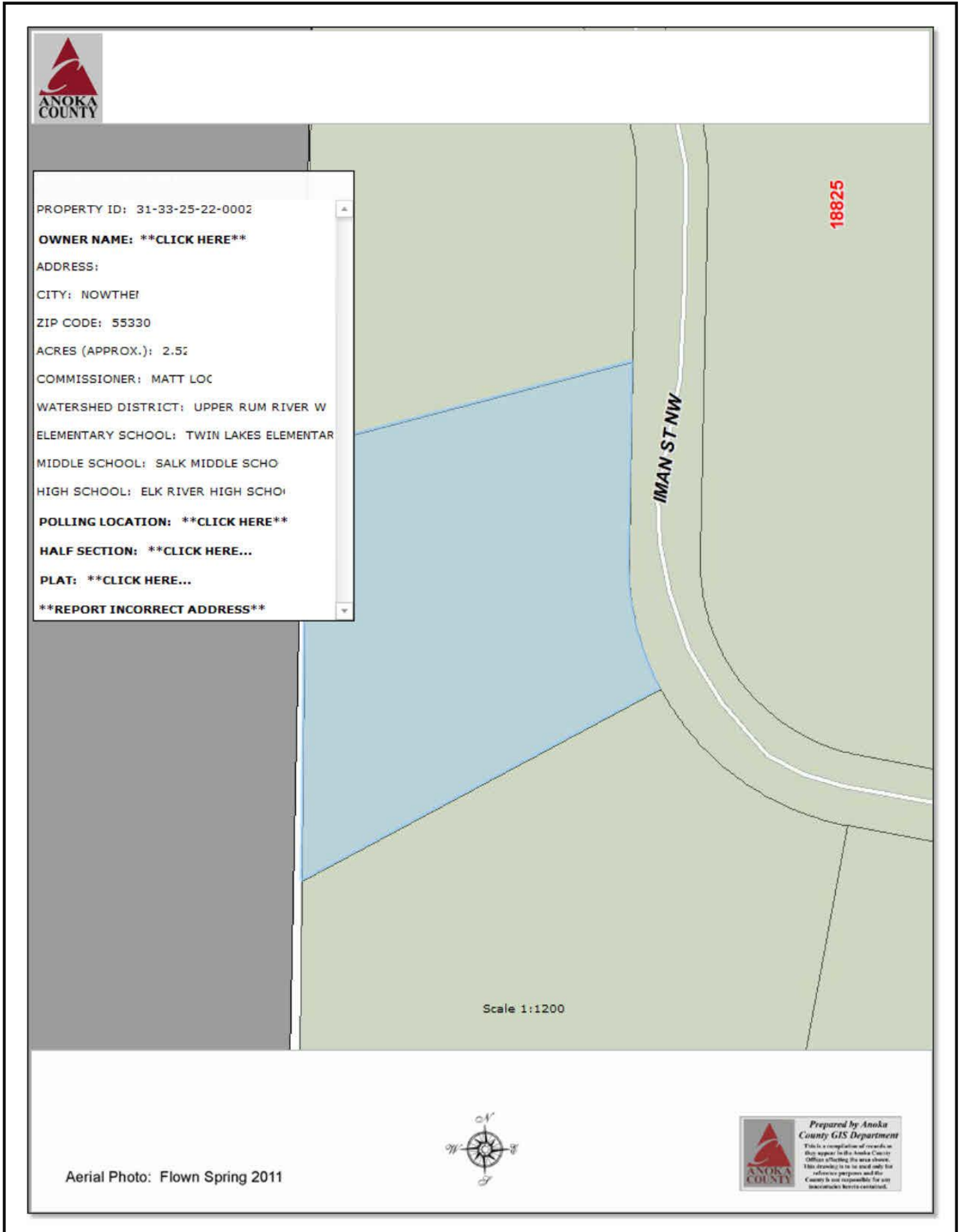
### Comparable 1 Partial Plat Map

Client	City of Ramsey		
Property Address	Unassigned		
City	Ramsey	County	Anoka
		State	MN
		Zip Code	55303
Lender/Client	City of Ramsey		



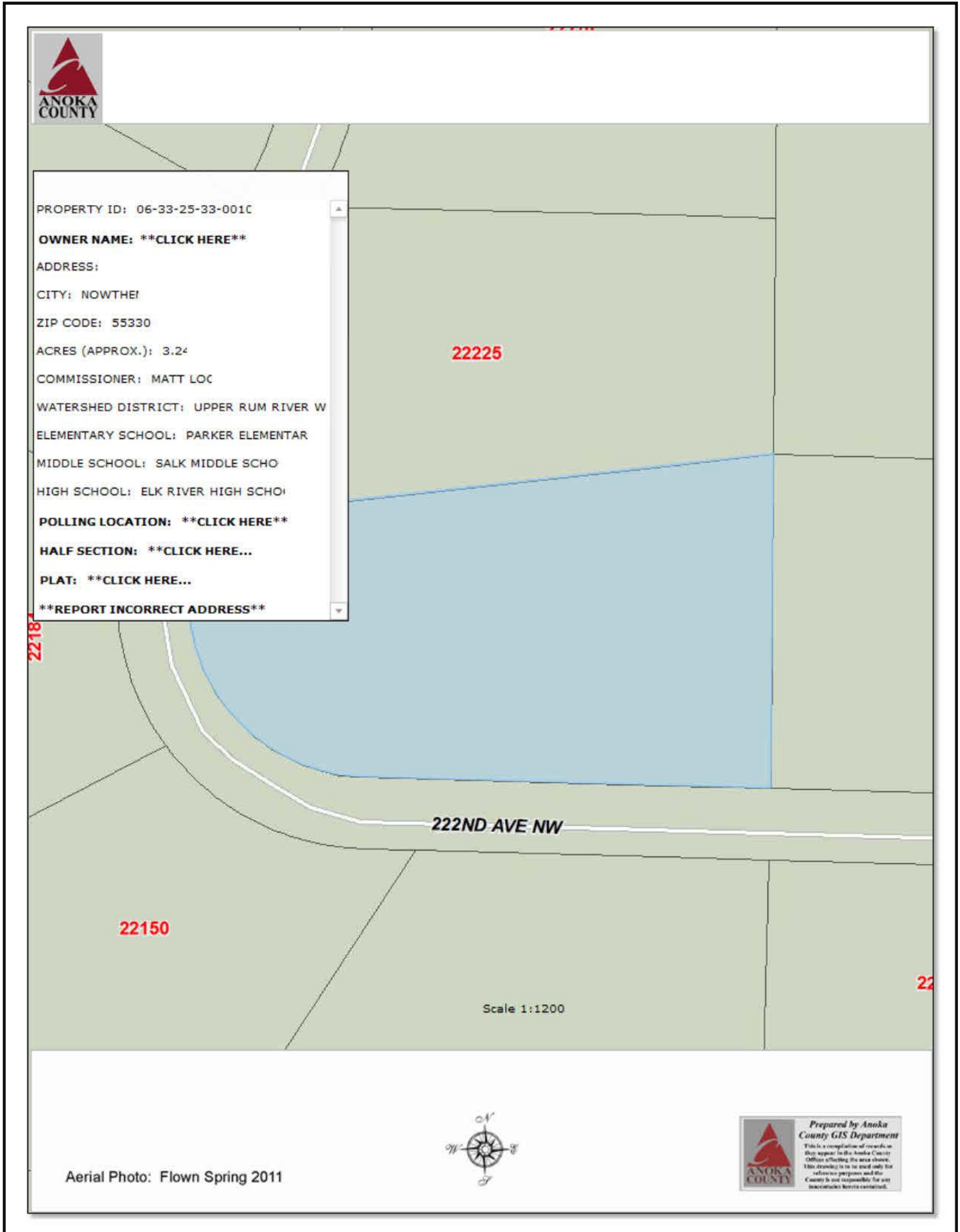
### Comparable 2 Partial Plat Map

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

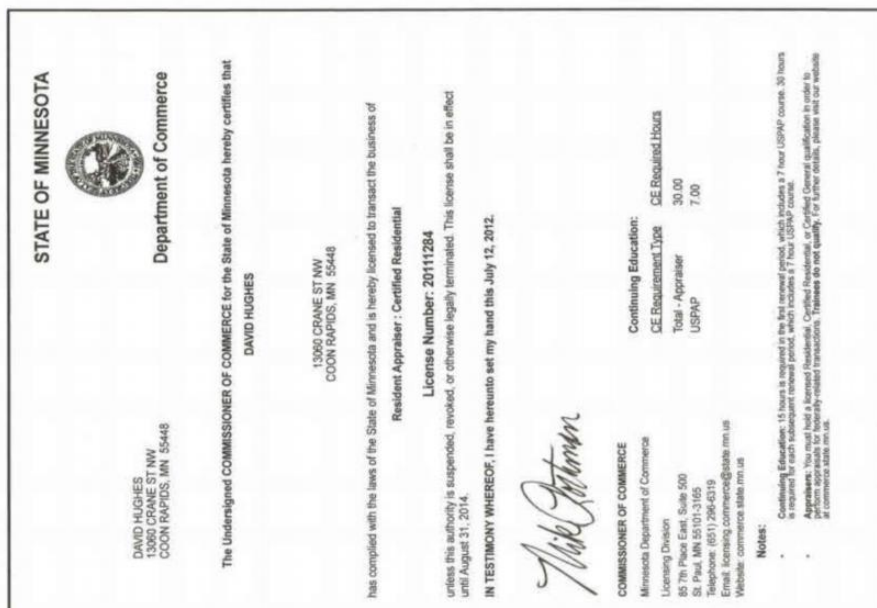
Anoka Technical College (Architectural Tech)	Anoka, Minnesota
Centennial High School	Circle Pines, Minnesota

#### 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
		Zip Code	55303
Lender/Client	City of Ramsey		

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,

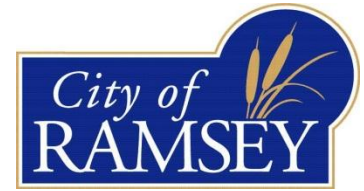
Per our phone conversation, please move forward with appraising the said property below (and attached). Please note, said property is currently zoned public/quasi-public and is being rezoned to R-1 residential. Please appraise as R-1 residential.

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



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*

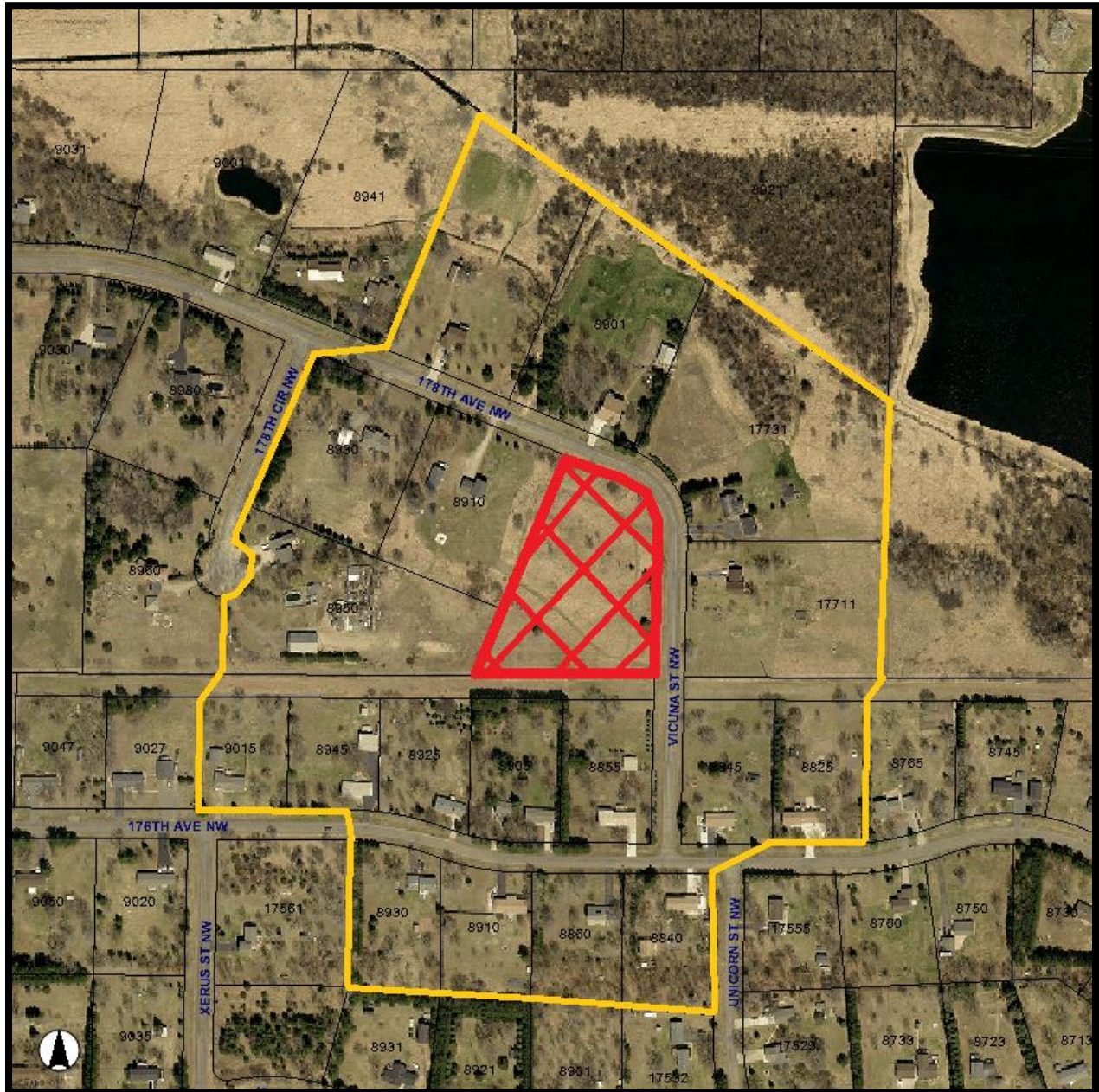
Patrick J. Brama  
Management Analyst, City of Ramsey

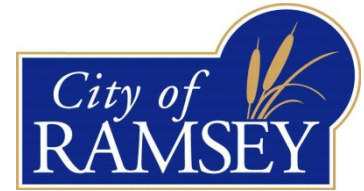
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**OFFICE:** (763) 433-9903 **CELL:** (763) 412-7609  
**ADDRESS:** 7550 Sunwood Drive NW, Ramsey, MN 55303

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*

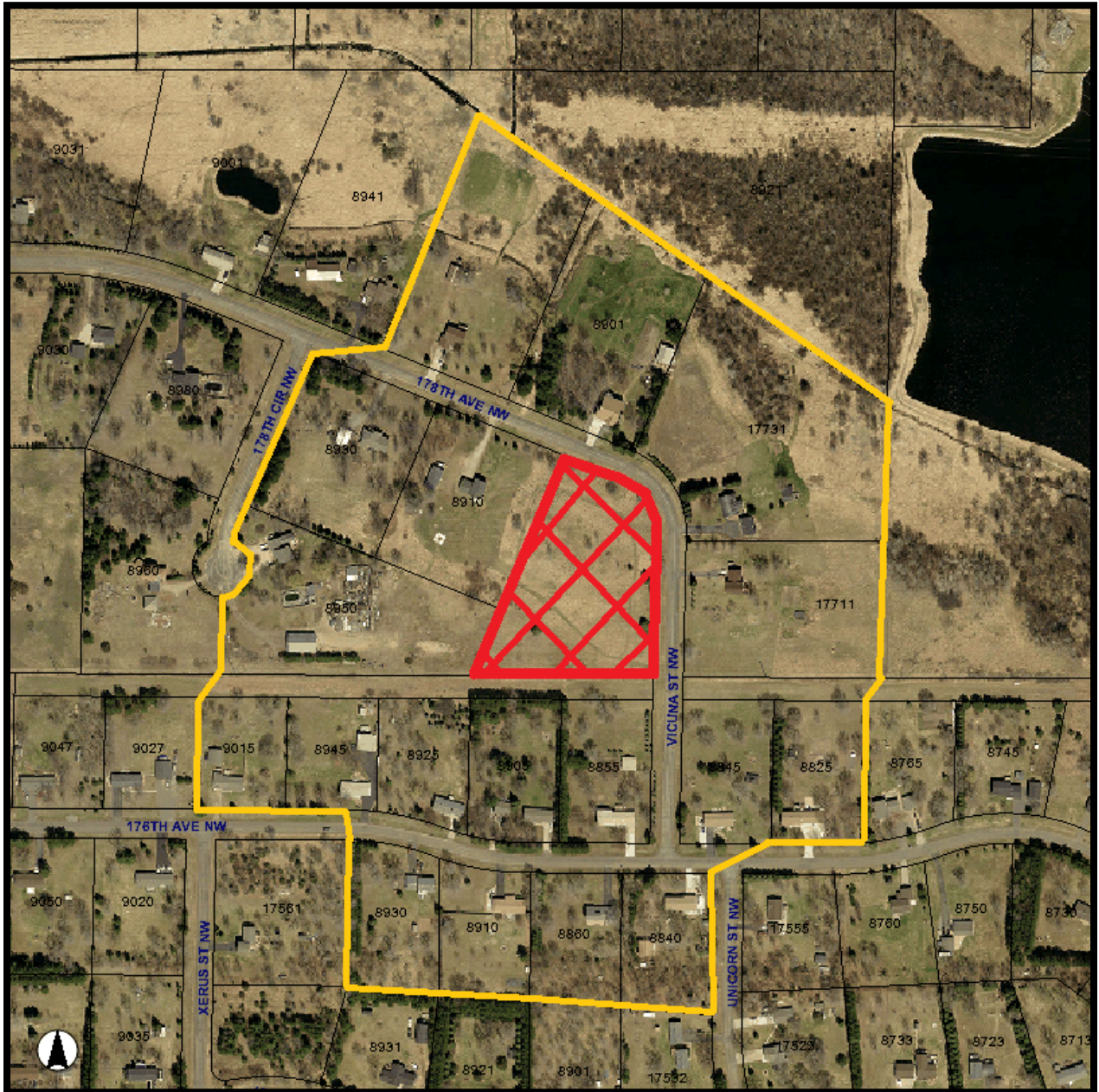
Patrick J. Brama  
Management Analyst, City of Ramsey

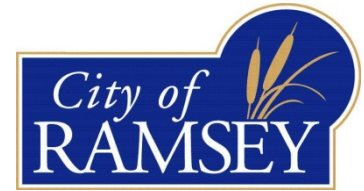
---

**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 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*

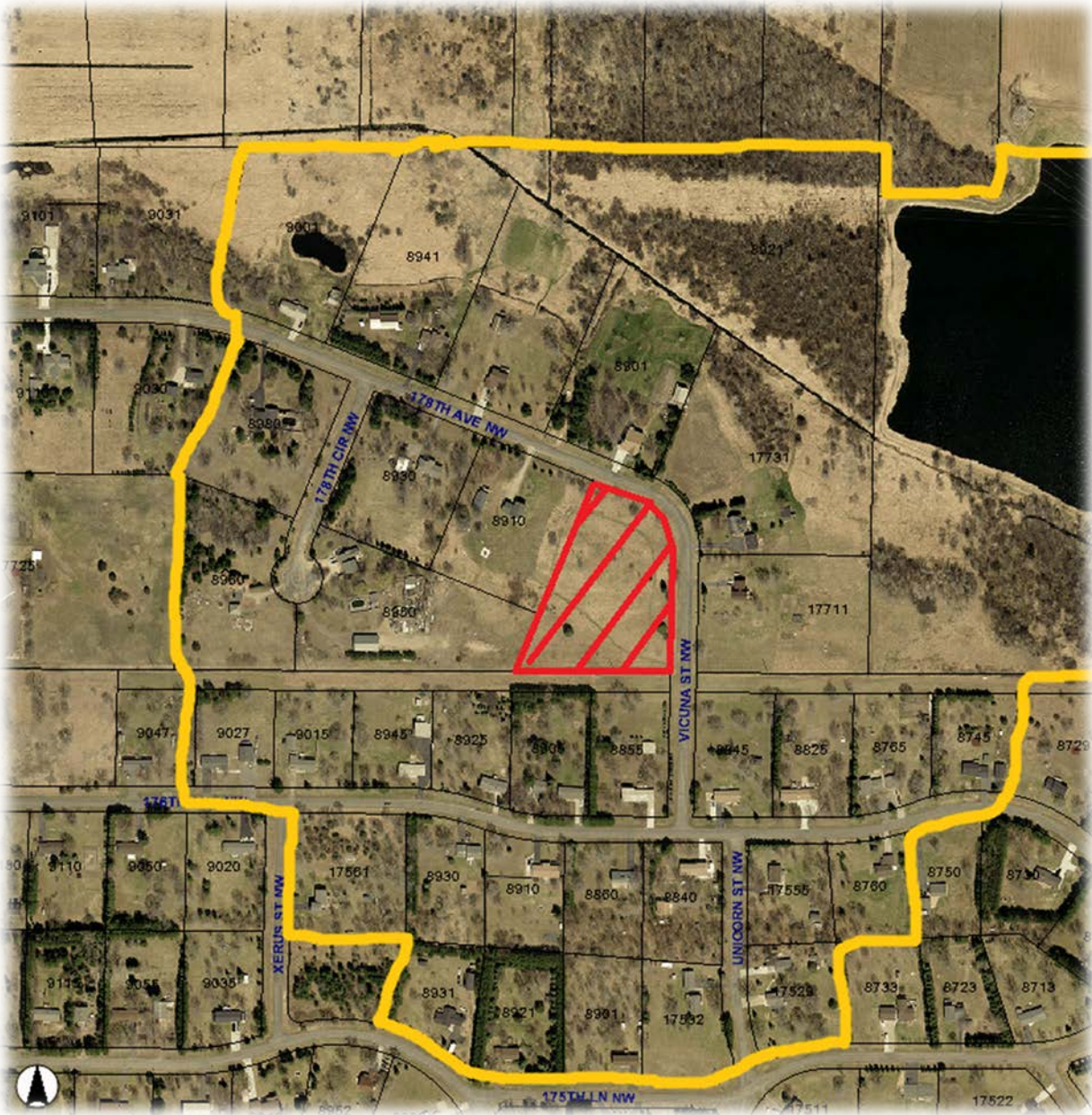
Patrick J. Brama  
Management Analyst, City of Ramsey

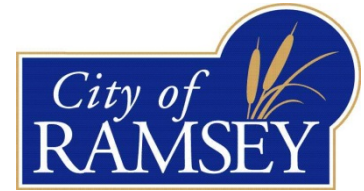
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**OFFICE:** (763) 433-9903 **CELL:** (763) 412-7609  
**ADDRESS:** 7550 Sunwood Drive NW, Ramsey, MN 55303

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,

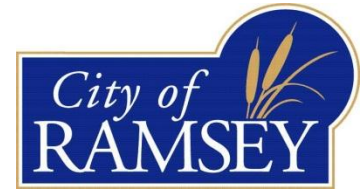
*Patrick J. Brama*

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.

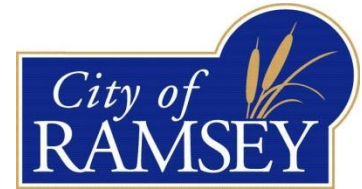
Best Regards,

*Patrick J. Brama*

Patrick J. Brama  
Management Analyst, City of Ramsey

---

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



January 13, 2013

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 discussed your offer on Tuesday, January 8, 2013 at a closed session City Council meeting.

The City Council is countering your original offer with a reduced asking price of \$44,100 (90% of appraised value, \$49,000).

Please submit your response in writing by Friday, January 25, 2013. 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



February 4, 2013

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 second written offer of \$42,000 for the Subject Property, dated January 25, 2013. The City Council will discuss your offer on Tuesday, February 12, 2013 at a closed session City Council meeting (7:00pm).

Please contact Patrick Brama with any comments, questions or concerns.

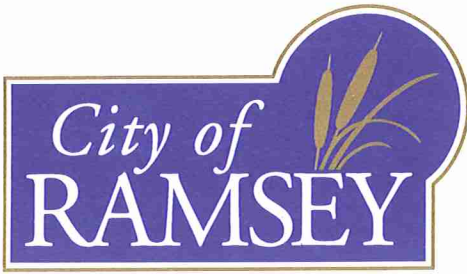
Best Regards,

*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



7550 Sunwood Drive NW • Ramsey, Minnesota 55303  
City Hall: 763-427-1410 • Fax: 763-427-5543  
[www.ci.ramsey.mn.us](http://www.ci.ramsey.mn.us)

February 20, 2013

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 second written offer of \$42,000 for the Subject Property, dated January 25, 2013. The City Council discussed your second offer on Tuesday, February 12, 2013 at a closed session City Council meeting; at which time, the City Council agreed to your second offer of \$42,000.

Moving forward the City needs to (A) pass an ordinance to sell the Subject Property and (B) execute a purchase agreement. Below is an estimated timeline:

- 02/26/2013 Introduce Ordinance
- 03/13/2013 Adopt Ordinance and Approve Purchase Agreement
- 03/XX/2013 Closing Date (TBD based on your schedule)

After the March 13 Council meeting, Staff will contact you to arrange a closing date. Please contact Patrick Brama with any comments, questions or concerns.

Best Regards,

Patrick J. Brama  
Management Analyst, City of Ramsey

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

January 25, 2013

Attention: Patrick Brama,

I DAVID POMROY would like to make  
my final offer of \$ [REDACTED] for the property  
located on 178<sup>th</sup> + Vicuna street N.W.  
PIDP63225140009 Lot 9 BLOCK 2 Windsorwood.

THANK YOU

Dave Pomroy

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

**ORDINANCE #13-06**

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

**AN ORDINANCE AUTHORIZING THE CITY OF RAMSEY TO SELL/CONVEY LOT 9  
BLK 2 WINDSORWOOD, SUBJECT TO EASEMENT OF RECORD, ANOKA COUNTY,  
MINNESOTA TO DAVID FRANCIS POMROY.**

The City of Ramsey Ordains:

**SECTION 1. PURPOSE**

It is the purpose of this Ordinance to authorize the City of Ramsey to convey certain real property which property the City Council has determined is no longer necessary for the City's purposes. This chapter is adopted pursuant to and under the authority of Section 12.5 of the City Charter.

**SECTION 2. SALE/CONVEYANCE AUTHORIZATION**

The City Council hereby declares the following legally described real property owned by the City, as surplus property and authorizes said property to be conveyed/sold to DAVID FRANCIS POMROY. Said property is legally described as follows:

LOT 9 BLK 2 WINDSORWOOD, SUBJECT TO EASEMENT OF RECORD, ANOKA  
COUNTY, MINNESOTA

**SECTION 3. TERMS OF SALE/CONVEYANCE**

The City Council has by a properly enacted action determined the consideration and terms upon which the above-described property may be conveyed/sold.

**SECTION 4. EFFECTIVE DATE**

This Ordinance becomes effective upon its passage and thirty (30) days after its publication according to law, subject to City Charter Provision, Section 5.7.

**PASSED** by the City Council of the City of Ramsey, Minnesota, the 12<sup>th</sup> day of March 2013.

---

Mayor Sarah Strommen

**ATTEST:**

---

City Clerk Jo Ann M. Thieling

Introduction date: February 26, 2013  
Posting dates: XXXXX  
Adoption date: XXXXX  
Publication date: XXXXX  
Effective date: XXXXX

## CC Regular Session

7.3.

**Meeting Date:** 03/12/2013

**By:** Chris Anderson, Community  
Development

---

### Information

**Title:**

Consider Request to Waive Fees for Easement Vacation on the Property Located at 6100 Bunker Lake Blvd NW;  
Case of Dennis Sharp

**Background:**

In 2004, Mr. Dennis Sharp received Site Plan approval from the City for a mini storage facility located at 6100 Bunker Lake Blvd. There was and remains a perpetual easement for street and utility purposes over, under and across the west sixty-six (66) feet of Lots 1 and 2, Block 1, Park 67 Industrial Park for the benefit of Lots 1-3, Block 1, Park 67 Industrial Park. Since approval of the Site Plan in 2004, the mini-storage facility has been constructed and portions of two (2) of the buildings are within this easement area. Mr. Sharp is requesting that the standard fees associated with requesting an easement vacation be waived.

**Notification:**

No notification is required for this case. However, should the easement vacation process proceed, in accordance with State Statute, Staff will attempt to notify property owners within 350 feet of the Subject Property of the required Public Hearing via Standard US Mail and a Notice of Public Hearing will be published in the Anoka County Union.

**Observations/Alternatives:**

The easement was granted to the City via a Quit Claim Deed in 1991 and doesn't appear on the plat for Park 67 Industrial Park nor on the County half section maps, but is reflected on the Certificate of Title for Lots 1 and 2 Block 1 Park 67 Industrial Park. In researching the Park 67 Industrial Park Subdivision files, it appears that the easement was required for access for Lots 1-3 Block 1 Park 67 Industrial Park. It seems that there was agreement to vacate the easement once a public road was constructed for access to these lots, which now exists via Unity Street. Unity Street was constructed slightly west of the easement, as indicated on the attached exhibit.

The Easement Vacation presumably should have been processed concurrently with the Site Plan review for the min-storage facility located on Lot 1 Block 1 Park 67 Industrial Park. Had either the City or the Applicant discovered this easement, the Applicant would have been responsible for the typical application and escrow fees for such a request.

Alternative Options:

Require all standard fees be collected at time of application. Standard fees for an easement vacation request are a \$200.00 application fee and \$300.00 escrow payment to cover costs associated with the request (public hearing notice, staff time, recording fees etc). Had this easement been identified at the time of Site Plan review, it would have been reasonable to expect the Applicant to be responsible for all costs; however, since neither the Applicant nor the City discovered the easement during that review and the City allowed the project to proceed, this option may not be appropriate.

Waive all standard fees. Again, the combined fees for an easement vacation request are \$500.00. This would generally cover all expenses incurred by the City in processing such a request. While it may be reasonable to forego the expense of some of the soft costs associated with this request (Staff time namely), there are still hard costs that should be born by the Applicant (these costs would include public hearing costs, mailings, recording fees).

Waive the standard application fee and a portion of the required escrow fee. This option, which Staff recommends, seems most reasonable. Regardless of whether the existence of this easement was discovered during the initial Site Plan review process (by either the City or the Applicant) or at some later date, there are still certain hard costs incurred to vacate it. Specifically, the hard costs associated with vacating an easement relate to the Public Hearing (publishing the notice in the local paper [~\$60.00] and postage for mailings [~\$10.00]) and recording fees (~\$50.00). The City could assume responsibility for the soft costs incurred while processing this request, which would principally be staff time.

It should be noted that this same street and utility easement extends across Lot 2 Block 1 Park 67 Industrial Park, which is owned by Park 67, LLC. Staff will be attempting to contact that property owner as well regarding this matter. If there are no encroachments, then that property owner may choose whether they would prefer to have this easement vacated (would be beneficial in 'cleaning up' the title work if nothing else). However, if there are any encroachments, such as with structures and/or parking, the easement would need to be vacated. Staff believes that whatever action is given by City Council regarding Mr. Sharp's request to waive fees should also be applicable to Lot 2 as well.

**Recommendation:**

Staff would recommend waiving the standard application fee and a portion of the standard escrow fee for processing an Easement Vacation. The collected escrow would be used for all costs the City is charged for including, but not necessarily limited to, publishing a Notice of Public Hearing in the Anoka Union newspaper, postage for the Public Hearing mailings to properties within 350 feet of the Subject Property, and the recording fee to record the Ordinance, assuming it is ultimately approved by City Council.

**Funding Source:**

The request to consider waiving fees is being handled as part of regular Staff duties.

**Council Action:**

Motion to waive the standard application fee and half of the required escrow fee for an Easement Vacation request, requiring that the Applicant pay for all hard costs incurred by the City including, but not limited to, public hearing fees, mailing fees, copying charges, and recording fees, but not require the Applicant to be charged for City Staff time to process the request.

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**Attachments**

Site Location Map

Easement Exhibit

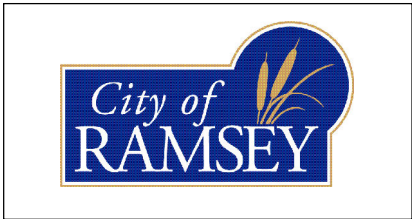
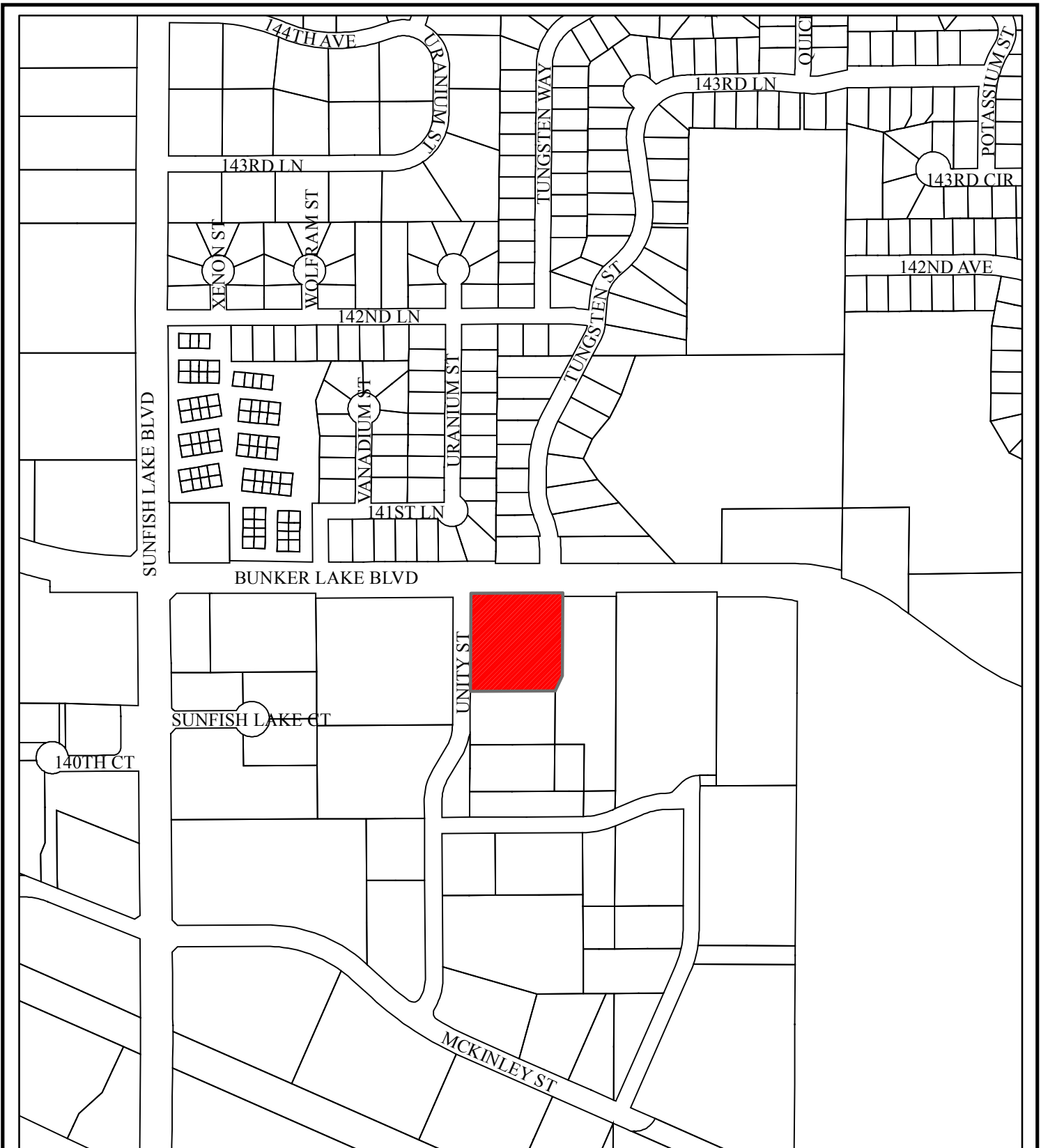
Quit Claim Deed

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**Form Review**

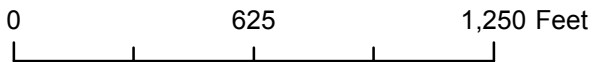
<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill	Tim Gladhill	03/05/2013 02:33 PM
Kurt Ulrich	Kurt Ulrich	03/06/2013 03:42 PM
Form Started By: Chris Anderson		Started On: 03/01/2013 03:19 PM
Final Approval Date: 03/06/2013		



6100 Bunker Lake Blvd.

**Legend**

-  Site
-  Parcels

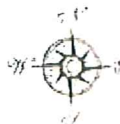





# EASEMENT VACATION EXHIBIT



Aerial Photo: Flown Spring 2011



Prepared by Anoka County GIS Department

This is a compilation of records as they appear in the Anoka County Office's existing GIS data. The drawing is to be used only for reference purposes and the County is not responsible for any errors or omissions contained herein.

1077-58

Corporation or Partnership  
to Corporation or Partnership



Record ID 2020913

*Out Claim  
July 23, 1991*

No delinquent taxes and transfer entered; Certificate of Real Estate Value ( ) filed ( ) not required Certificate of Real Estate Value No. \_\_\_\_\_, 19 \_\_\_\_\_

County Auditor

by \_\_\_\_\_ Deputy

STATE DEED TAX DUE HEREON: \$ 1.65

Date: July 23, 1991

(reserved for recording data)

FOR VALUABLE CONSIDERATION, PARK ACQUISITION, INCORPORATED, a corporation under the laws of the State of Minnesota, Grantor, hereby conveys and quitclaims to CITY OF RAMSEY, Grantee, a municipal corporation under the laws of the State of Minnesota, real property in Anoka County, Minnesota, described as follows:

A perpetual easement for street and utility purposes over, under and across the West 66 feet of Lots 1 and 2, Block 1, Park 67 Industrial Park, according to the recorded plat thereof for the benefit of Lots 1, 2 and 3, Block 1, of Park 67 Industrial Park,

The Seller certifies that the Seller does not know of any wells on the above described real property.

The total consideration for this transfer of property is \$500.00 or less.

(If more space is needed, continue on back)

together with all hereditaments and appurtenances belonging thereto.

Date 9-20-91 Receipt# 7698  
Deed tax hereon of \$ 1.65 paid  
Affix Deed Tax Stamp Here  
Ag Fee hereon of \$ 3.00 paid  
Edward M. Treska  
Anoka County Property Tax Administrator  
By K Shackelford Deputy

STATE OF MINNESOTA

COUNTY OF ANOKA

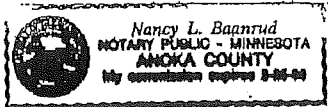
PARK ACQUISITION, INCORPORATED

By Laura J. Lebakken, Pres.  
Its President

By \_\_\_\_\_  
Its \_\_\_\_\_

The foregoing was acknowledged before me this 23rd day of July, 1991, by Laura J. Lebakken ~~xxx~~ the President ~~xxx~~ of Park Acquisition, Incorporated, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)



Nancy L. Baanrud  
SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

Tax Statements for the real property described in this instrument should be sent to (include name and address of Grantee):

GRANTEE: City of Ramsey  
15153 N.W. Nowthen Boulevard  
Ramsey, MN 55303

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

RANDALL, DEHN & GOODRICH  
2140 Fourth Avenue North  
Anoka, MN 55303

ENTERED  
ON 9-20-1991  
EDWARD M. TRESKA  
PROPERTY TAX ADMINISTRATOR  
BY K Shackelford  
DEPUTY PROPERTY TAX ADMINISTRATOR

Meeting Date: 03/12/2013

Submitted For: Patrick Brama

By: Patrick Brama, Administrative Services

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**Information**

**Title:**

Consider Offer to Purchase City Owned Property Located at 14280 Azurite Street NW (PORTIONS MAY BE CLOSED TO THE PUBLIC)

**Background:**

The City owns a property located at 14280 Azurite Street NW ("Subject Property"). The Subject property is 4.8 acres in size, is located on the north side of Bunker Lake Boulevard adjacent to MultiSource Manufacturing and Diamond Graphics. The Subject Property is zoned Employment 1 (E1) and is available for sale.

The City received an inquiry from a prospect regarding the Subject Property in early January 2013. Staff met with said prospect on January 11, 2013 to discuss the Subject Property. Subsequent to meeting with the prospect, Staff ordered a market appraisal on the Subject Property. Staff contacted the prospect on February 15, 2013 indicating the City's position and the result of the market appraisal. The prospect made an offer to purchase the Subject Property on February 28, 2013.

The purpose of this case is to review an offer to purchase the Subject Property.

**Observations/Alternatives:**

Staff will provide copies of correspondence between the City and the prospect, along with a recommendation, in closed session. Attached to this case is background information on the Subject Property.

**NOTE:**

The appraised value of the Subject Property is \$420,000. Based on the City's adopted Business Subsidy Policy, any discount in land value greater than \$25,000 would be considered a "Business Subsidy." In which case, certain filing and reporting with the State of Minnesota would be required; and potentially, an agreement, for job creation and/or retention would need to be established. Staff would be required to work with the prospect annually to complete required reporting to the State of Minnesota.

**Recommendation:**

Staff will provide copies of correspondence between the City and the prospect, along with a recommendation, in closed session. Attached to this case is background information on the Subject Property.

**Funding Source:**

NA

**Council Action:**

**Accept:**

Accept offer to purchase City owned property located at 14280 Azurite Street NW; and, authorize Staff to draft a purchase agreement and the required ordinance

**Counter:**

Authorize Staff to draft a counter offer to the prospect for the sale of City owned property located at 14280 Azurite Street NW

**Deny:**

Deny standing offer and do not direct Staff to draft a counter offer to the prospect for the sale of City owned property located at 14280 Azurite Street NW

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**Attachments**

[Reference Map](#)

[Appraisal](#)

[Abstract](#)

[Profile](#)

[Plat](#)

[Business Subsidy Policy](#)

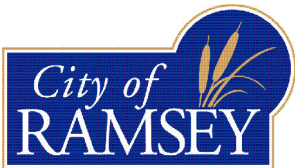
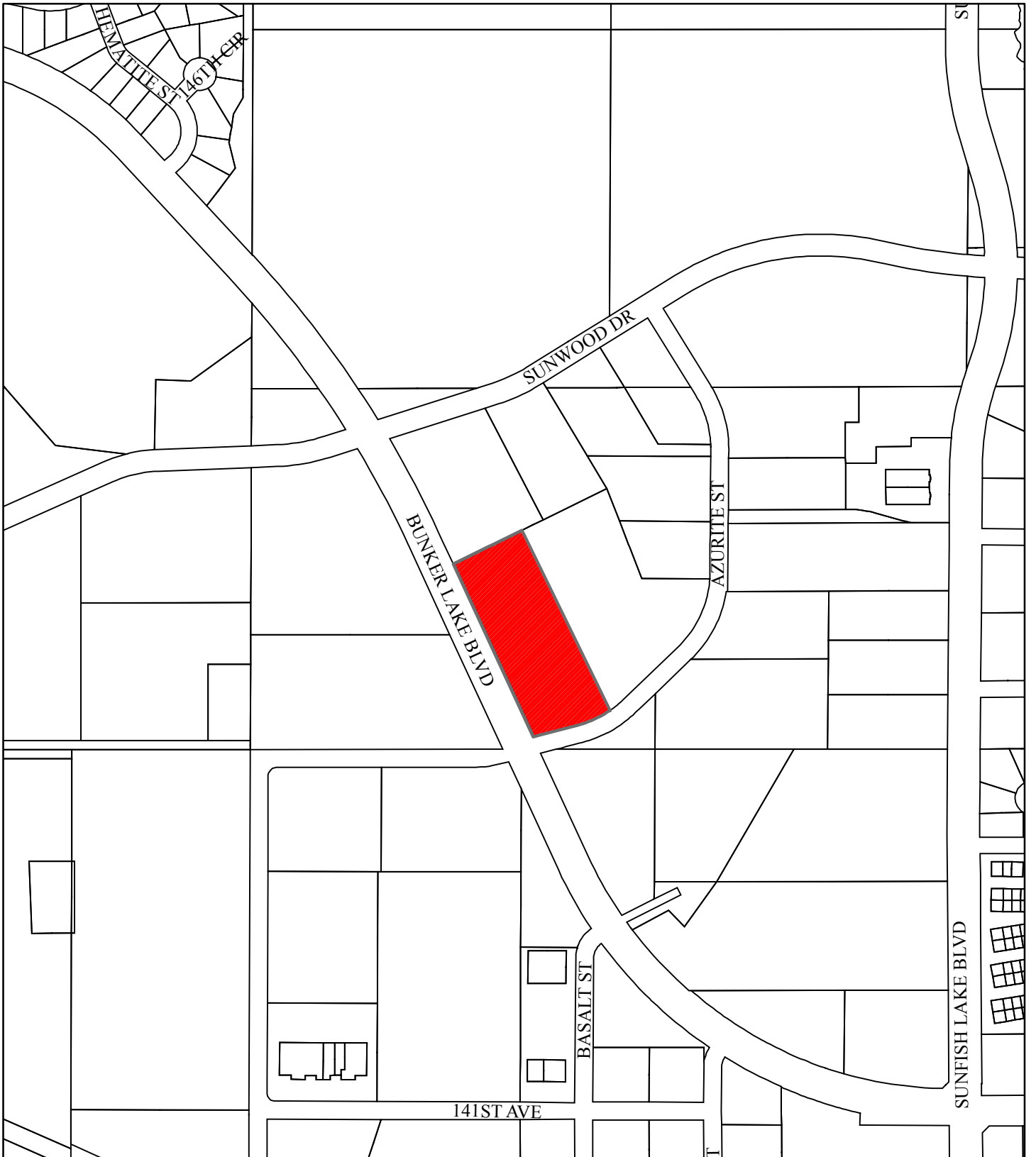
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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Bill Goodrich	Bill Goodrich	03/06/2013 02:18 PM
Kurt Ulrich	Kurt Ulrich	03/06/2013 03:49 PM
Form Started By: Patrick Brama		Started On: 03/04/2013 06:24 PM

Final Approval Date: 03/06/2013



14280 Azurite Street NW  
PID: 27-32-25-42-0015

**Legend**

-  Site
-  Parcels



# **MARKET VALUE APPRAISAL**

of

Approximately 4.80± Acres of Vacant Industrial Land

located at the

14280 Azurite Street Northwest  
Ramsey, Minnesota 55303

in

Anoka County  
Minnesota

BY

**Certified Appraisal Services**

Mark R. Schwab  
License #20005641

as of

January 31, 2013

# Certified Appraisal Services

Federally Certified Appraisers  
13016 Owatonna Street Northeast  
Blaine, Minnesota 55449

## THIS IS A RESTRICTED USE REPORT

(The cost and income approaches are not relevant to estimate value)

This report is intended for the use of the client only and may not be fully understood without data contained in the appraisers' workfile.

February 5, 2013

Mr. Patrick Brama, Management Analyst  
City of Ramsey  
7550 Sunwood Drive Northwest  
Ramsey, Minnesota 55303

RE: 4.80± Acres of Vacant Industrial Land  
14280 Azurite Street Northwest  
Ramsey, Minnesota 55303

Dear Mr. Brama:

Pursuant to your request, we have made a careful inspection of the captioned property, which is more particularly described as Lot 1, Block 1, Sunfish Lake Business Park 4<sup>th</sup> Addition, Ramsey, Minnesota, and have made a study of the conditions affecting its value. The property rights appraised consist of title in fee simple, subject to easements and special assessments of record, if any.

### THE PURPOSE AND INTENDED USE OF THIS APPRAISAL IS:

To estimate the market value of subject property, as of our inspection date which is January 31, 2013, which value will be used by The City of Ramsey as a resource for making internal business decisions.

This appraisal conforms to "USPAP" and is made subject to certain limiting conditions and assumptions as hereinafter expressed. Such facts and information contained herein were obtained from sources that we considered reliable and are true to the best of our knowledge.

The following is a restricted use report and states our method of approach, contains data gathered in our investigation, but **does not** demonstrate our analysis in arriving at the estimation of market value for the subject property. All analysis is contained in the appraisers' workfile and may be viewed by the client only. **THE APPRAISERS HAVE ELECTED TO INCLUDE ALL ANALYSIS IN THE CLIENTS REPORT.** The client has been informed that a restricted use report contains minimum analysis and a photocopy will not be provided for any other party. The client has been informed that a restricted use report should not be used for underwriting purposes. The client has been informed that a restricted use report is intended for internal uses such as, foreclosures, OREO's and abundance of caution only.

DEFINITION OF MARKET VALUE:

Market value as defined in *The Appraisal of Real Estate, Appraisal Institute, 12<sup>th</sup> Edition*, is "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 sale as of a specific 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 acting in what they consider their best interests;
3. a reasonable time is allowed for exposure in the open market;
4. payment is made in terms of cash in United States 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 sale concessions granted by anyone associated with the sale."

This federal definition is compatible with the definition of market value cited in the current edition of *The Dictionary of Real Estate Appraisal*. The federal definition requires that the effect on property value of any special or creative financing or sales concessions be determined and that the opinion of value reflect cash equivalent terms. Special financing or sales concessions often characterize transactions in depressed markets. This definition was developed to address categories of appraisal assignments in a real estate market characterized by unique circumstances.

EXTENT OF THE PROCESS OF COLLECTING, CONFIRMING AND REPORTING DATA: includes (1) an inspection of the subject site, (2) consideration of neighborhood characteristics, (3) use of sales data from the county assessor and private data collection services, (4) use of the closed appraisal files, and (5) personal inspection of all comparable sales.

CONTINGENT AND LIMITING CONDITIONS AND ASSUMPTIONS:

1. The certification of the appraisers appearing in the appraisal report is subject to the following conditions and assumptions and to such other specific and limiting conditions and assumptions as are set forth by the appraisers in the report.
2. The appraisers assume no responsibility for matters of a legal nature affecting the property appraised or the title thereto, nor do the appraisers render any opinion as to the title, which is assumed to be good and marketable. The property is appraised as though under responsible ownership.
3. Any sketch in the report shows approximate dimensions and is included to assist the reader in visualizing the property. The appraisers have made no survey of the property.
4. The appraisers have examined the available flood maps that are provided by the Federal Emergency Management Agency and have noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraisers are not surveyors, no guarantee, express or implied, is made regarding this determination.

5. The appraisers are not required to give testimony or appear in court because of having made the appraisal with reference to the property in question, unless arrangements to do so have been made beforehand.
6. Any distribution of the valuation in the report between land and improvements applies only under the existing program of utilization. The separate valuations for land and building must not be used in conjunction with any other appraisal and are invalid if so used.
7. Disclosure of the contents of the appraisal report is governed by the Uniform Standards of Professional Appraisal Practice and the Laws of the State of Minnesota.
8. Neither all nor any part of the content of the report, or copy thereof (including conclusions as to the property value, the identity of the appraisers, professional designations, reference to any professional appraisal organizations, or the firm with which the appraisers are connected) shall be used for any purpose by anyone except the client specified in the report, by any department, agency, or instrumentality of the United States, or by any department, agency, or instrumentality of the State of Minnesota without the previous written consent and approval of the appraisers.
9. The appraisers are aware of the competency provision of the USPAP and the appraisers of this report meet the standards. The appraisers have extensive appraisal experience with similar properties in and around the Minneapolis-St. Paul Metropolitan area. The appraisers have full knowledge and experience in the nature of this assignment.
10. The appraisers are aware of the Gramm-Leach-Bliley Act (G-L-B Act) effective July 1, 2001. The Federal Trade Commission (FTC) has adopted regulations to implement the G-L-B Act.<sup>1</sup> These regulations apply to appraisers as well as other providers of financial services and states that non-public personally identifiable information is not to be disseminated or re-used.

The appraisers have formed the opinion that income and expense information (lease comparables) and newly constructed building information (new building cost comparables) obtained, either through interviews in the field or appraisal assignments, are considered non-public personally identifiable information and can not be disseminated under the G-L-B Act and FTC Privacy Rule.

11. The value herein assigned is based on conditions which are applicable as of the date of the appraised value. This value may be the same but also may vary at a later date due to changing market conditions. It is the appraiser's opinion that the subject property would sell in an appropriate time period should it be offered on the open real estate market at this time at about the appraised value subject to the appraisal assumptions; but a guarantee of such sale is not implied or warranted.
12. It is assumed that there is full compliance with all applicable federal, state and local environmental regulations and laws unless in compliance is stated, defined and considered in the appraisal report.
13. It is assumed that all required licenses, consents or other legislative or administrative authority from any local, state or national governmental or private entity or organization have been or can be obtained or renewed for any use on which the opinion of value contained in this report is based.
14. It is assumed that the utilization of the land is within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted within the report.

<sup>1</sup> Federal Trade Commission, Privacy of Consumer Financial Information; Final Rule, 16 CFR Part 313, herein referred to as "FTC Privacy Rule".

15. If the attached appraisal report considers an analysis of existing lease data, this analysis is restricted to the lease terms as provided to the appraiser and not on our review of lease documents. Any review of lease data is also restricted to only economic considerations and not legal provisions or restrictions.
16. Acceptance of and/or use of this appraisal report constitutes acceptance of the foregoing general assumptions and general limiting conditions. After the report is complete and delivered, the scope of this assignment is finished. Certified Appraisal Services, Inc. is available for additional consultation or evaluation work, billed at an hourly rate.
17. This is a Restricted-Use Appraisal Report and is intended to comply with the developing and reporting requirements under Standard Rules 1 & 2 of the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation and the Financial Institution Reform, Recovery and Enforcement Act of 1989 (FIRREA) Title XI regulations. It is written in a somewhat abbreviated narrative style but is considered to be sufficiently descriptive to allow the reader to follow the reasoning and logic of the appraisal.
18. This is a RESTRICTED USE APPRAISAL REPORT for use by the client only and no part of the report, or copy thereof (including conclusions as to the property value, the identity of the appraisers or the firm with which the appraisers are connected) shall be used for any purpose by anyone but the client specified in the report without the previous written consent and approval of the appraisers.

HYPOTHETICAL CONDITIONS:

1. This appraisal and the value herein estimated assume the subject property is as follows:

According to county records the subject site contains a gross area of 209,284 square feet or about 4.80± acres and the site is 100% buildable. See AERIAL MAP on page 19 for visual representation. The areas mentioned above were obtained from Anoka County Property Records. The appraisers were not supplied with a professional survey of the subject site. If a professional survey is supplied at a later date and it determines the subject site to be larger or smaller than reported in this appraisal, the appraisers reserve the rights to amend this appraisal.

ORDINARY ASSUMPTIONS:

(1) Information, estimates, and opinions furnished to the appraisers, and contained in the report, were obtained from sources considered reliable and believed to be true and correct. The review appraiser assumes all facts, discovered by the appraiser signing this report, are reliable, true and correct. However, the appraisers do not assume responsibility for accuracy of such items that were furnished by other parties.

(2) According to the City of Ramsey Officials, the subject site can not be split due to lack of access. Bunker Lake Boulevard is a county owned road and has restricted access rights. The city owned road, Azurite Street Northwest, does not have adequate frontage to split the parcel.

(3) The effective date of this appraisal is the same as the inspection date.

EXTRAORDINARY ASSUMPTIONS:

1. The appraisers assume that there are no hidden or unapparent conditions of the property, subsoil, or structures, which would render it more or less valuable. The appraisers assume no responsibility for such conditions, or for engineering which might be required to discover such factors.
2. The value estimated is based on the assumption that the property is not negatively affected by the existence of hazardous substances or detrimental environmental conditions unless otherwise stated in the report. The appraisers are not experts in the identification of hazardous substances or detrimental environmental conditions. The appraisers' routine inspection of and inquiries about the subject property did not develop any information that indicated any apparent significant hazardous substances or detrimental environmental conditions which would affect the property negatively unless otherwise stated in this report. It is possible that tests and inspections made by a qualified hazardous substance and environmental expert would reveal the existence of hazardous substances or detrimental environmental conditions on or around the property that would negatively affect its value.

SALE HISTORY:

The subject property **has not** been sold during the past three years. **It should be noted, the subject is currently listed by the City of Ramsey for sale and the asking price is \$376,500 or about \$1.80 per square foot.** The appraisers have estimated the market value of the subject property at \$420,000 or \$2.00 per square foot with a marketing time of twelve to twenty-four months. The listing price should reflect a shorter marketing time.

MARKETING TIME:

(1) A reasonable exposure time for the subject is estimated to have been from one to two years. (2) A reasonable marketing time for the subject site is estimated to be about twelve to twenty-four months.

ZONING-FLOOD INFORMATION:

(1) According to the Ramsey Zoning Ordinance the subject is currently zoned E1; Employment District. The subject property is vacant land and no discussion is necessary on legal and/or conforming use in this zoning district. (2) According to the FEMA Flood Map Number 270681-0020B, dated November 1, 1979, the subject property is located in Zone C. Zone C is not within the 100 year flood hazard zone. A copy of the flood map is contained in the appraisers' file.

TITLE:

Fee title to the subject property is vested in: **City of Ramsey**. See copy of county property records in the addendum.

LEGAL DESCRIPTION:

PID#'s 27-32-25-42-0015. Lot 1, Block 1, Sunfish Lake Business Park 4<sup>th</sup> Addition.

ASSESSOR'S MARKET VALUE:

The Anoka County Assessor has placed estimated market values on the subject property as follows:

Land	(2010 EMV)	all parcels		\$ 395,900
Improvements	(2010 EMV)			<u>0</u>
Total	(2010 EMV)	all parcels		\$ 395,900
Land	(2011 EMV)	all parcels	(05%↓)	\$ 376,500
Improvements	(2011 EMV)			<u>0</u>
Total	(2011 EMV)	all parcels		\$ 376,500
Land	(2012 EMV)	all parcels	(11%↓)	\$ 339,000
Improvements	(2012 EMV)			<u>0</u>
Total	(2012 EMV)	all parcels		\$ 339,000

PROPERTY TAX INFORMATION:

Real estate taxes due in 2012:	City Owned - Tax Exempt
Special Assessment taxes due in 2012:	City Owned - Tax Exempt

The value herein estimated assumes that delinquent real estate taxes and special assessments, if any, are paid in full.

NEIGHBORHOOD DESCRIPTION:

The City of Ramsey is a mostly stable community with convenient access to all areas. The latest population records available indicate the population in 2010 was 23,668 which is an increase of about 28% from the population in 2000 of 18,510. The topography is mostly level to rolling land under mixed uses of mixed styles, sizes, ages and values. Growth rate is stable and property values have mostly stabilized since 2007 and in many cases (residential) are declining. Supply and demand of residential single family lots appears to be out of balance. There is an over supply and under demand of residential building sites as the residential market continues to recover. Most developer's are holding steady and are not purchasing land for future developments and many have discounted existing lot prices to sell off inventory. The number of foreclosed properties in the market have stabilized since 2010/2011. The result of many bank owned properties is declining sale prices. Commercial/industrial land values stabilized through 2006 and have been declining from 2007 through the end of 2011. Commercial/industrial land values appear to be mostly stable during 2012. It appears there is a slight over supply and under demand of vacant commercial/industrial land for future development in the area which is driving prices down and marketing times longer. According to the City of Ramsey, there are 3 industrial land parcels on the market for sale and many commercial and residential parcels on the market. One industrial parcel is .95 acres and listed for \$112,100 or \$2.71 per square foot, another is 4.14 acres and listed at \$488,700 or \$2.71 per square foot and 1.24 acres and listed at \$176,800 or \$3.27 per square foot. Property compatibility and appearance are average. Most commercial buildings are wholly or partially owner occupied and the vacancy rate has been increasing to about 8% to 15%.

According to land reports completed by Welsh Company, the Twin Cities land market continues a slow recovery. Land values, led by residential land, have decreased significantly in the last 3 to 4 years. The demand that does exist is limited to opportunistic purchases and smaller retail uses with limited development of office and industrial product. Pricing now appears to be at or near the bottom.

The presence of lender-owned land continues to be influential on land sales. Some lenders are able to take lower prices on their foreclosed land while others hold the land and wait for the market to recover. Any landowner putting property on the market for sale feels the drag of reduced bank-owned sale prices as they attempt to place a value on their properties.

Senior and residential multi-unit housing developers are active in the market as demand for these product types surges. The ability to secure financing on land purchase can be an impediment to closing deals. We are starting to see increasing interest from developers motivated to secure land positions in preparation for the next development cycle. They expect demand to be strong from large retailers seeking new locations over the next 18 to 36 months. In addition, corporations that survived the recession are beginning to consider building new facilities and will be looking for land sites. We are optimistic about the stronger close to 2011 and expect increasing growth in 2012 and 2013.

**SUBJECT SITE DESCRIPTION:**

The subject site is located on the northeast corner of Bunker Lake Boulevard and Azurite Street Northwest in the southeastern part of the City of Ramsey. See CITY MAP and ZONING MAP for visual representation. The subject site consists of one platted lot. See AERIAL MAP for visual representation.

The subject of this appraisal has a total area is 209,284 square feet or about 4.80± acres, of which 100% is usable. The topography is mostly level and is at, and above street grade. The subject site has approximately 700± lineal feet of frontage along Bunker Lake Boulevard and approximately 300± lineal feet of frontage along Azurite Street Northeast.

**SUBJECT SITE IMPROVEMENTS DESCRIPTION:**

The subject has access to city sewer and water. All public utilities (natural gas, electric and telephone) are available.

**SUBJECT BUILDING DESCRIPTION:**

There are no structural improvements on the subject site.

**SUBJECT INSPECTION:**

Neither the owner nor the owner's representative were present at the inspection. Photos of the subject are on pages 11 through 14, a city map is on page 16, a zoning map is on page 17, a plat map is on page 18 and a aerial map is on page 19.

**FUNCTIONAL AND EXTERNAL OBSOLESCENCE:**

1. After personally inspecting the subject site, the appraisers have formed the opinion that no functional obsolescence exists.

2. After personally inspecting the immediate vicinity of the subject property, the appraisers have formed the opinion that external obsolescence exists in the form of poor economic market conditions, vacant land values have been declining from 2007 to the present.

HIGHEST AND BEST USE:

The zoning, function and utility of the subject property clearly indicate that the highest and best use of the subject property, as unimproved, is as vacant industrial land, and, as improved, is as a building site for an industrial enterprise as market conditions improve.

EXCLUSION OF USUAL VALUATION APPROACHES:

Two of the usual valuation approaches were excluded; one of the three universally accepted approaches to value was used in this analysis. The cost approach and income approaches are not relevant to estimate the value of vacant land.

APPRAISAL PROCEDURES FOLLOWED:

The appraisers have considered the following specific data about the subject property.

1. location
2. absorption
3. view
4. appeal
5. access

The appraisers have considered the following specific market data and neighborhood characteristics.

1. supply and demand for industrial land
2. comparable sales of industrial land

CERTIFICATION:

The appraisers certify that, to the best of our knowledge and belief: (1) The statements of fact contained in this report are true and correct. (2) The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, impartial, and unbiased professional analyses, opinions and conclusions. (3) We have no present or prospective interest in the property that is the subject of this report, and we have no personal interest with respect to the parties involved. (4) We have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment. (5) Our engagement in this assignment was not contingent upon developing or reporting predetermined results. (6) Our compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal. (7) The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics & Standards of Professional Appraisal Practice. (8) The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives. (9) Mr. Mark Schwab personally inspected the subject property. (10) No one provided significant real property appraisal assistance to the person signing this certification. (11) We are aware of the competency provision of the USPAP and the appraisers of this report meet the standards. (12) The appraiser signing this report has not previously appraised the subject property in the past three years.

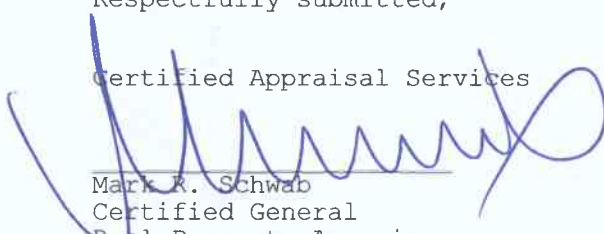
ESTIMATE OF VALUE:

By virtue of our investigation and analysis we have formed the opinion that the value of the subject property, based on an exposure time of twelve to twenty-four months and a marketing time of twelve to twenty-four months, as of January 31, 2013, which is the date of our inspection, is:

**\$ 420,000**

Respectfully submitted,

Certified Appraisal Services



Mark R. Schwab  
Certified General  
Real Property Appraiser  
License Number 20005641  
All Types of Property

PHOTO PAGE 1

PHOTO #1



VIEW OF  
SUBJECT  
SITE

Taken from  
POINT 1

Looking  
to the  
NORTHWEST

PHOTO #2



VIEW OF  
SUBJECT  
SITE

Taken from  
POINT 1

Looking  
to the  
SOUTHWEST

PHOTO PAGE 2

PHOTO #3



VIEW OF  
SUBJECT  
SITE

Taken from  
POINT 2

Looking  
to the  
SOUTHEAST

PHOTO #4



VIEW OF  
SUBJECT  
SITE

Taken from  
POINT 2

Looking  
to the  
NORTHEAST

PHOTO PAGE 3

PHOTO #5



STREET  
SCENE

Taken from  
POINT 3

Looking  
to the  
NORTH  
along  
Bunker  
Lake  
Boulevard

PHOTO #6



STREET  
SCENE

Taken from  
POINT 3

Looking  
to the  
SOUTH  
along  
Bunker  
Lake  
Boulevard

PHOTO PAGE 4

PHOTO #7



STREET  
SCENE

Taken from  
POINT 3

Looking  
to the  
EAST  
along  
Azurite  
Street  
Northwest

PHOTO #8



STREET  
SCENE

Taken from  
POINT 3

Looking  
to the  
WEST  
along  
143<sup>rd</sup>  
Avenue  
Northwest

SECTION 21  
MAPS, DIAGRAMS, SKETCHES

The following four pages detail Maps, Diagrams and Sketches.

**CITY MAP**                                Shows the location of the subject in relation to the City of Ramsey.

**ZONING MAP**                              Shows the location of the subject in relation to the various zoning districts in the City of Ramsey.

**PLAT MAP**                                 Shows the location of the subject site in relation to other parcels in the immediate area.

**AERIAL MAP**                               Shows detail aerial view of the subject site and shows the location of the various photo shots.

# CITY MAP

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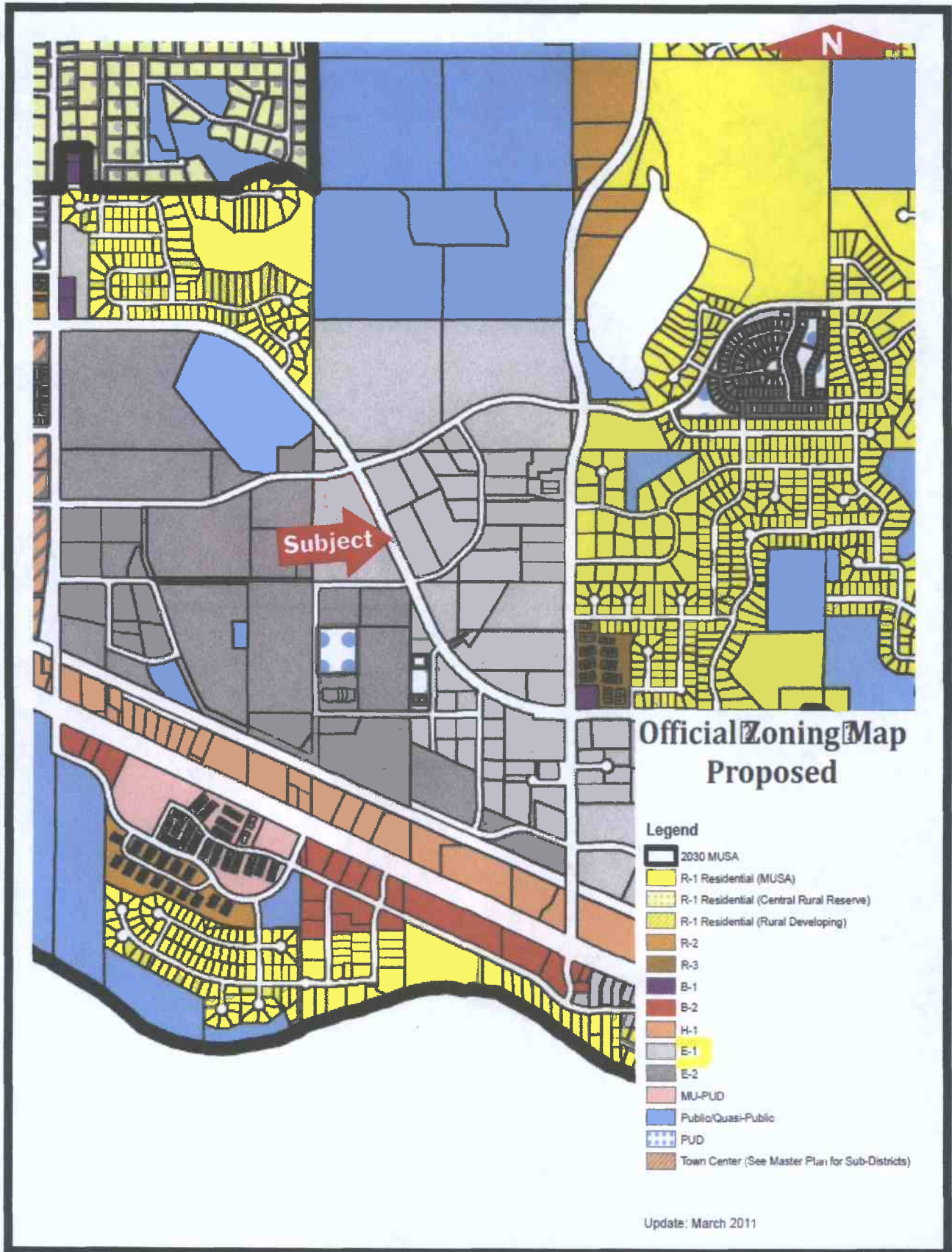
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Data Zoom 12-0

# ZONING MAP



# PLAT MAP



# AERIAL MAP



ADDENDUM

SECTION 28  
DIRECT SALES COMPARISON APPROACH

The appraisers have cited four recent sales of industrially zoned parcels located in the subject's immediate market area and/or surrounding similar communities and have considered them in the direct sales comparison analysis which follows. The description includes a percentage adjustment reflecting market reaction to those items of significant variation between the subject and the comparable land sales. If a significant item in the comparable land sale is superior to, or more favorable than, the subject site, a minus (-) adjustment is made, thus reducing the value of the subject site. If a significant item in the comparable land sale is inferior to, or less favorable than, the subject site, a plus (+) adjustment is made, thus increasing the value of the subject site.

All parcels have been personally viewed by the appraisers and detail sheets for each are contained in the addendum. If possible, Certificates of real estate value for all land sales are contained in the appraisers' files.

Appropriate adjustments are made to adjust for market condition (-10% per year from 2008 to the present), financing, time (no adjustment made), location, zoning, size, utility, utilities and appeal. All sizes listed are for the net area only. Appeal adjustments take into consideration platting, access, corner influence and other factors that may positively or negatively affect value.

The appraisers will use a -10% per year marketing condition adjustment on all sales from 2008 to the present in the following analysis.

The subject and comparable land sales one, two, three and four are arrayed on the next page in the Direct Sales Comparison Grid.

DIRECT LAND COMPARISON GRID

ITEM	SUBJECT	COMPARABLE 1	COMPARABLE 2	COMPARABLE 3	COMPARABLE 4
SALE DATE	01/31/13	06/14/12	07/01/11	04/04/12	10/07/09
PROXIMITY		4.2 miles NW	13 miles SE	14.8 miles SE	4 lots NE
SALE PRICE		\$ 471,772	\$ 760,000	\$ 282,660	\$ 325,000
FINANCING		Cash	Cash Equival	Cash Equival	Conventional
SIZE/SQ FT	209,284 SF	269,636 SF	239,580 SF	92,458 SF	130,680 SF
	<u>DESCRIPTION</u>	<u>DSCPTN ± ADJ</u>	<u>DSCPTN ± ADJ</u>	<u>DSCPTN ± ADJ</u>	<u>DSCPTN ± ADJ</u>
ADJ \$/SQ FT		1.75	3.17	3.06	2.49
MARKET CONDITION		- 06%	- 15%	- 08%	- 33%
<b>ADJ \$/SQ FT</b>		<b>1.65</b>	<b>2.69</b>	<b>2.82</b>	<b>1.67</b>
FINANCING		<u>nil</u>	<u>nil</u>	<u>nil</u>	<u>nil</u>
<b>ADJ \$/SQ FT</b>		<b>1.65</b>	<b>2.69</b>	<b>2.82</b>	<b>1.67</b>
TIME ADJUST		<u>nil</u>	<u>nil</u>	<u>nil</u>	<u>nil</u>
<b>ADJ \$/SQ FT</b>		<b>1.65</b>	<b>2.69</b>	<b>2.82</b>	<b>1.67</b>
LOCATION	RAMSEY BUNKER/AZURITE	ELK RV GATEWAY RD	FRIDLEY - 10% HICKORY ST	BLAINE 103TH CT	RAMSEY SUNFISH LK BLVD
<b>ADJ \$/SQ FT</b>		<b>1.65</b>	<b>2.42</b>	<b>2.26</b>	<b>1.67</b>
ZONING	E-1	I-3	M-4	I-1	E-1
SIZE/SQ FT	209,284	269,636	239,580	92,458	130,680
UTILITY	AVERAGE	AVERAGE	AVERAGE	AVERAGE	AVERAGE
UTILITIES	ALL CITY	WELL/SEP + 25%	ALL CITY	ALL CITY	ALL CITY
APPEAL	AVERAGE	AVG/FR + 05%	AVERAGE	AVERAGE	AVERAGE
ADJUSTMENTS		+ 30%	nil	- 10%	- 05%
IND VAL/SQ FT		2.15	2.42	2.03	1.59

CORRELATION OF THE LAND SALES COMPARISON APPROACH

The subject property was compared to the preceding four land sales. These sale properties are considered to be the best available for comparison to the subject property and are considered to be an accurate reflection of the current demand for these types properties.

Comparable sales one and three are about equally most recent. Comparable sale two is least adjusted and most similar in size. Comparable sale three is most proximate but is the oldest sale.

The direction of adjustments is mixed; subject is bracketed. The range in price indicated by the forgoing adjustment analysis is from \$1.59 to \$2.42 per square foot. The midpoint of the range is \$2.01 per square foot and the average is \$2.05 per square foot. The median sale price is \$2.09 per square foot.

In consideration of the data presented and after analysis and adjustment of the previously reported comparable sales, we have estimated a value of \$2.00 per square foot of the land size for the subject property.

$$209,284 \text{ Sq Ft (Land Size)} \times \$2.00 \text{ (Value/Sq Ft)} = \$ 418,568$$

**INDICATED VALUE BY DIRECT LAND COMPARISON APPROACH (ROUNDED) :**

**\$ 419,000**

SECTION 29  
RECONCILIATION AND FINAL VALUE ESTIMATE

Indicated Value of Subject by the Cost Approach	<b>Not Estimated</b>
Indicated Value of Subject by the Income Approach	<b>Not Estimated</b>
Indicated Value of Subject by the Direct Sales Comparison Approach	<b>\$ 419,000</b>

The Cost Approach will not be used to estimate value, because there are no structural improvements to the subject property. This appraisal is of the subject vacant land.

The Income Approach will not be used to estimate value, because vacant land is seldom purchased for income production.

The Direct Sales Comparison Approach is believed to offer a good indication of value since it reflects current decisions of buyers in the marketplace. All weight is placed on the direct sales comparison approach.

ESTIMATED VALUE OF SUBJECT PROPERTY	\$ 419,000
<b>ROUNDED</b>	<b>\$ 420,000</b>

## FIRREA STATEMENT

As per FIRREA bulletin #94-55, last updated June 7, 1994, the OCC, FRB, FDIC and OTS have agreed to reduce the original FIRREA supervisory appraisal standards from 14 to 5. The accompanying appraisal **does** meet or exceed the following FIRREA Standards:

1. Complies with Uniform Standards for Professional Appraisal Practice (USPAP).
2. Is sufficiently written and informative to support the institution's lending decision.
3. Analysis, deductions and/or discounts are appropriately discussed, when necessary.
4. Is based on the definition of Market Value as stated earlier in this appraisal.
5. This appraisal was performed by a State licensed or Certified appraiser.

**MARK R. SCHWAB**  
Certified General Real Property Appraiser

**Formal Education**

Hennepin Technical College (Appraisal)	Eden Prairie, Minnesota
Anoka Technical College (Electrician)	Anoka, Minnesota
Harding High School	Saint Paul, Minnesota

**Professional Education**

14 <sup>th</sup> Annual Market Trends	2012	Appraisal Institute
13 <sup>th</sup> Annual Market Trends	2011	Appraisal Institute
USPAP Update	2011	Appraisal Institute
Analyzing Tenant Credit Risk	2011	Appraisal Institute
Architectural Tour - Target Field	2010	Appraisal Institute
Appraising Distressed Comm. RE	2009	Appraisal Institute
Supporting Capitalization Rates	2009	Appraisal Institute
Subdivision Valuation	2009	Appraisal Institute
USPAP Update	2009	Appraisal Institute
RE Finance, Statistics & Valuation	2008	Appraisal Institute
Appraising for Alternate Use	2008	Appraisal Institute
Office Building Valuation	2008	Appraisal Institute
USPAP Update	2007	Appraisal Institute
USPAP Update	2005	Appraisal Institute
Subdivision Valuation	2005	Appraisal Institute
Evaluating Commercial Construction	2005	Appraisal Institute
2004 Real Estate Trends	2004	Appraisal Institute
RE Investmt Analysis & Valuation I	2004	Appraisal Institute
RE Investmt Analysis & Valuation II	2004	Appraisal Institute
USPAP Update	2003	Appraisal Institute
DNR Appraisal Changes	2002	Department of Natural Resources
USPAP Update	2002	Prosource
Appraisal Consulting	2002	Appraisal Institute
Real Estate Trends	2002	Appraisal Institute
Damages: Assessment and Testimony	2001	McKissock Data Systems
Appraiser as Expert Witness	2001	McKissock Data Systems
2001 USPAP Review	2000	Prosource
Investment & Financial Analysis	2000	Prosource
2000 USPAP Review	1999	The Appraisal Foundation
Instructor Training	1999	The Appraisal Foundation
1999 USPAP Standards & Ethics Update	1998	Prosource
Basic Financial Training	1998	Prosource
Independent Contractor or Employee?	1998	Prosource
Business Planning for Appraisal Prof	1998	Prosource
Office and Retail Appraisal	1996	Prosource
Advanced Yield Capitalization	1996	Prosource
URAR Report (1993 Rev) Seminar	1994	Prosource
Market Data by Abstraction, Part 2	1994	MN Assoc of Prof Appraisers
Environmental Hazards	1994	MN Assoc of Prof Appraisers
Direct Capitalization, Part Two	1994	MN Assoc of Prof Appraisers
New Construction, Residential-1	1993	MN Assoc of Prof Appraisers
Retail and Shopping Center Trends	1993	MN Assoc of Prof Appraisers
Minnesota DNR Lakeshore Sales	1993	MN Assoc of Prof Appraisers
Direct Capitalization, Part One	1993	MN Assoc of Prof Appraisers
Principals of Market Abstraction	1993	MN Assoc of Prof Appraisers
Standards of Professional Practice	1992	Hennepin Technical College
Residential Real Estate Appraisal	1992	Hennepin Technical College
Commercial Blueprint Readings	1988	Anoka Technical College
Residential Blueprint Reading	1986	Anoka Technical College

**Professional History**

Real Estate Appraiser	1994-Present	State of Minnesota
Real Estate Appraiser	1998-2003	Western Wisconsin
Real Estate Appraiser	1992-1994	East Central Minnesota
Electrical Inspector; Honeywell	1979-1991	Minneapolis, Minnesota

**Affiliations**

Minnesota Association of Real Estate Appraisers  
Minnesota Association of Professional Appraisers



Welcome to the Web site of

# Anoka County

Minnesota

## Property Account Summary

### Current General Information

Property ID	<a href="#">27-32-25-42-0015</a>
Situs Address	14280 AZURITE ST NW , RAMSEY, MN 55303
Property Description	LOT 1 BLOCK 1 SUNFISH LAKE BUSINESS PARK 4TH, SUBJ TO EASE OF REC
Last Sale Price	
Last Sale Date	
Last Sale Document Type	
Linked Property Group Position	
Status	Active
Abstract/Torrens	All Torrens

### Parties

Role	Name
Owner	RAMSEY CITY OF

### Document Recording Process Dates

Abstract Documents Have Been Recorded Through	01/25/2013
Abstract Documents Have Been Mailed Through	01/25/2013
Torrens Documents Have Been Recorded Through	01/24/2013
Torrens Documents Have Been Mailed Through	01/24/2013

### Active Certificates Of Title

Type	Certificate Number	Certificate Date
CRTST CERTIFICATE OF TITLE - STANDARD	97074	10/22/2002
CRTST CERTIFICATE OF TITLE - STANDARD	113700	08/18/2008

### Documents Recorded Within 30 Days Of "Recorded Through" Dates Above

Type	Abstract/Torrens	Recorded Number	Recorded Date
No Documents Found			

### Property Characteristics

Lot Size	SE300*699*280*763
----------	-------------------

\* Lot Size: Approximate lot size in feet, clockwise beginning with the direction the lot faces

### Tax District Information

City Name	RAMSEY
School District Number and Name	ANOKA-HENNEPIN SCHOOL DISTRICT #11

### Property Classification

Tax Year	Classification
2012	5E-Exempt Properties
2011	5E-Exempt Properties

### Property Values

Tax Year	Description	Amount
2013	Est Market (MKTTL)	339,000
2013	Taxable Market (TMTV)	339,000
2013	Market Value Prior to Hstd Excl. (TMVP)	339,000
2013	Est Market Land (MKLND)	339,000
2012	Market Value Prior to Hstd Excl. (TMVP)	376,500
2012	Taxable Market (TMTV)	376,500

2012	Est Market (MKTTL)	376,500
2011	Taxable Market (TMTV)	395,900
2011	Est Market (MKTTL)	395,900

**Tax Amounts for M1PR**

Tax Year	Description	Amount
2012	Total Tax Amounts - Before Payments	0.00
2012	Special Assessments (Included in Total)	0.00

**Payment History for Past Three Years**

Date Paid	Tax Year	Principal	Interests, Penalties and Costs	Amount Paid
No Payment Records Found				

No Charges are currently due.

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Version 1.0.4367.23769

## PROPERTY PROFILE: CITY OF RAMSEY

**NUMBER:** 27  
**ADDRESS:** 14280 AZURITE ST NW  
**PID:** 273225420015  
**LEGAL:** Lot 1, Block 1, Sunfish Lake Business Park Fourth Addition, Anoka County, Minnesota  
**ACRES:** 4.80  
**VALUATION:** \$376,500  
**ZONING:** E1 Employment District  
**MUSA:** Yes  
**GIS IMAGE:**



**DESCRIPTION:** The subject property is located on the north side of Azurite Street and the east side of Bunker Lake Boulevard. This property is zoned Employment District, it is surrounded by manufacturing, and is part of the Sunfish Lake Business Park. The City acquired the subject property from Waste Management in 1991.

**WETLAND:** No reason to use property for wetland banking. There are no issues with stormwater/drainage that would make this property unusable; or, effect adjacent properties.



#### BACKGROUND:

Located in the Twin Cities Metro, the City of Ramsey enjoys many of the amenities of a large city while retaining the benefits of a small community.

#### EDA

Ramsey EDA  
The primary objective of the Economic Development Commission is to aid, assist and promote the growth and expansion of commercial, retail and industrial development in the City of Ramsey.

# City of Ramsey

## COMMUNITY PROFILE

### Quick Facts

#### DEMOGRAPHICS:

- 2010 Population 23,668 (23% increase, #1 in Anoka)
- Median Household Income: 76,560
- Unemployment: 8.6%

#### LABOR MARKET:

- Labor Force: 14,577
- Over 10,000 peoples between ages 20-49 (over 50%)
- 2,000 manufacturing jobs in 2011 (30.5%)
- Over 600 existing businesses & non-profit organizations

#### EDUCATION:

- Over 50 universities located within 50 miles (Anoka Technical College)

#### UTILITIES:

- Electric Provider: Connexus Energy
- Gas Provider: CenterPoint Energy
- Water/Sewer: City of Ramsey

Source: Minnesota Department of Employment and Economic Development, 2012



Patrick Brama, Management Analyst

PHONE: 763-433-9903 EMAIL: pbrama@ci.ramsey.mn.us  
ADDRESS: 7550 Sunwood Drive, Ramsey, MN 55303

# Ramsey

## Full Community Details (Ramsey, Minnesota)

People	
Population	24,097
Labor Force	14,664
Job Growth Rate	25.04%
Unemployment Rate	7.45%
Median Age	34.32
Labor Force	
Bachelors Degree or higher	26.73%
High School Degree or higher	94.35%
White Collar Workers	51%
Blue Collar Workers	48%
Universities in Community	0
Universities in Community + 50 miles	53
Community Colleges in Community	1
Community Colleges in Community + 50 miles	12

Budgets	
Household Expenditures (Average)	64,639
Household Income (Median)	81,357
Home Values	233,600
Transportation	
Commute Travel Time (minutes)	29
International Airports in Community	0
International Airports in Community + 50 miles	1
Domestic Airports in Community	0
Domestic Airports in Community + 50 miles	1
Distance to Interstate (miles)	4
Distance to Rail (miles)	In Community
Latitude	45.2618587751
Longitude	-93.4493853035

### Overview

The City of Ramsey is a northwestern Twin Cities metropolitan city that has much to offer to businesses, residents and visitors. Ramsey is currently involved in developing an exciting transit oriented project called Ramsey Town Center that will include housing, commercial, office and mixed use elements. US Trunk Highway 10, which is the fastest growing corridor in the State of Minnesota and second fastest in the nation, runs through the heart of Ramsey and possesses great development potential. The City of Ramsey is bordered entirely on the south and east by the scenic beauty of the Mississippi and Rum Rivers. Many parks and an extensive trail system are readily accessible to residents, visitors and the workforce. Ramsey is an exciting community that has unlimited potential.

### Population

1990 Census	12,408
2000 Census	18,510

### Electricity

Provider Name	Connexus Energy
Phone	763-323-2650
Website	<a href="http://www.connexusenergy.com">www.connexusenergy.com</a>
Contact	Connexus Energy
Contact Phone	763-323-2650

### Natural Gas

Provider Name	CenterPoint Energy Minnegasco
Phone	612-372-4664
Website	<a href="http://www.minnegasco.centerpointenergy.com">www.minnegasco.centerpointenergy.com</a>
Contact	CenterPoint Energy
Contact Phone	612-372-4664

# Labor Force Report (Ramsey, Minnesota)

<b>Total Establishments</b>	<b>588</b>
<b>Total Employees</b>	<b>6,524</b>

Total Establishments by Size (2012)		
	TOTAL	%
1-4 Employees	327	55.61
5-9 Employees	111	18.88
10-19 Employees	70	11.90
20-49 Employees	53	9.01
50-99 Employees	17	2.89
100-249 Employees	7	1.19
250-499 Employees	3	0.51
500-999 Employees	0	0.00
1000+ Employees	0	0.00

Total Employees by Major SIC (2012)		
	TOTAL	%
Agricultural, Forestry, Fishing (SIC Range 01-09)	108	1.66
Mining (SIC 10-14)	0	0.00
Construction (SIC 15-17)	658	10.09
Manufacturing (SIC 20-39)	2,047	31.38
Transportation and Communications (SIC 40-49)	507	7.77
Wholesale Trade (SIC 50-51)	359	5.50
Retail Trade (SIC 52-59)	1,043	15.99
Finance, Insurance And Real Estate (SIC 60-69)	245	3.76
Services (SIC 70-89)	1,393	21.35
Public Administration (SIC 90-98)	143	2.19
Unclassified (SIC 99)	21	0.32

Total Businesses by Establishment Type (2012)			Total Employees by Establishment Type (2012)		
	TOTAL	%		TOTAL	%
Agriculture, Forestry and Fishing	2	0.34	Agriculture, Forestry and Fishing	51	0.78
Agricultural Services	18	3.06	Agricultural Services	57	0.87
Coal and Ore Mining	0	0.00	Coal and Ore Mining	0	0.00
Oil and Gas	0	0.00	Oil and Gas	0	0.00
General Construction	32	5.44	General Construction	164	2.51
Heavy Construction	67	11.39	Heavy Construction	494	7.57
Food Manufacturing	0	0.00	Food Manufacturing	0	0.00
Tobacco Manufacturing	0	0.00	Tobacco Manufacturing	0	0.00
Textile Mills	1	0.17	Textile Mills	5	0.08
Apparel and Textile Manufacturing	2	0.34	Apparel and Textile Manufacturing	2	0.03
Lumber and Wood Production	3	0.51	Lumber and Wood Production	60	0.92
Furniture Manufacturing	1	0.17	Furniture Manufacturing	10	0.15
Paper Manufacturing	3	0.51	Paper Manufacturing	114	1.75
Printing and Publishing	5	0.85	Printing and Publishing	29	0.44
Chemicals	0	0.00	Chemicals	0	0.00
Petroleum Refining	1	0.17	Petroleum Refining	5	0.08
Rubber and Plastics	2	0.34	Rubber and Plastics	60	0.92
Leather Manufacturing	0	0.00	Leather Manufacturing	0	0.00
Stone, Glass, and Concrete	0	0.00	Stone, Glass, and Concrete	0	0.00
Metals Fabrication	11	1.87	Metals Fabrication	201	3.08
Machinery and Equipment Manufacturing	47	7.99	Machinery and Equipment Manufacturing	1,561	23.93
Transportation	9	1.53	Transportation	49	0.75
Travel Services	1	0.17	Travel Services	2	0.03
Transport Services	1	0.17	Transport Services	2	0.03
Communications	3	0.51	Communications	23	0.35
Utilities	4	0.68	Utilities	431	6.61
Durables Wholesale	32	5.44	Durables Wholesale	238	3.65
Non Durables Wholesale	7	1.19	Non Durables Wholesale	121	1.85
Building Materials, Hardware and Garden	16	2.72	Building Materials, Hardware and Garden	113	1.73
General Merchandise Stores	4	0.68	General Merchandise Stores	6	0.09
Food Markets	3	0.51	Food Markets	76	1.16
Convenience Stores	5	0.85	Convenience Stores	86	1.32
Other Food Stores	1	0.17	Other Food Stores	2	0.03
Auto Dealers and Gas Stations	24	4.08	Auto Dealers and Gas Stations	183	2.81
Clothing Stores	3	0.51	Clothing Stores	13	0.20
Furniture Stores	8	1.36	Furniture Stores	86	1.32
Home Furnishings	4	0.68	Home Furnishings	27	0.41
Electronics and Computer Stores	3	0.51	Electronics and Computer Stores	8	0.12
Music Stores	0	0.00	Music Stores	0	0.00
Restaurants	11	1.87	Restaurants	184	2.82
Other Food Service	8	1.36	Other Food Service	122	1.87
Bars	0	0.00	Bars	0	0.00
Drug Stores	1	0.17	Drug Stores	4	0.06

Liquor Stores	4	0.68	Liquor Stores	25	0.38
Specialty Stores	12	2.04	Specialty Stores	98	1.50
Catalog and Direct Sales	1	0.17	Catalog and Direct Sales	10	0.15
Banks and Financial Institutions	12	2.04	Banks and Financial Institutions	102	1.56
Insurance Carriers	0	0.00	Insurance Carriers	0	0.00
Insurance Agents and Brokers	11	1.87	Insurance Agents and Brokers	61	0.94
Real Estate	20	3.40	Real Estate	82	1.26
Hotels and Lodging	2	0.34	Hotels and Lodging	33	0.51
Dry Cleaning and Laundry	2	0.34	Dry Cleaning and Laundry	22	0.34
Beauty and Barber Shops	6	1.02	Beauty and Barber Shops	37	0.57
Other Personal Service	5	0.85	Other Personal Service	12	0.18
Advertising	1	0.17	Advertising	60	0.92
Computer Services	5	0.85	Computer Services	18	0.28
Other Business Services	33	5.61	Other Business Services	282	4.32
Auto Repair/Services	21	3.57	Auto Repair/Services	108	1.66
Miscellaneous Repair Services	11	1.87	Miscellaneous Repair Services	23	0.35
Motion Pictures	5	0.85	Motion Pictures	5	0.08
Entertainment and Recreation Services	9	1.53	Entertainment and Recreation Services	161	2.47
Health and Medical Services	18	3.06	Health and Medical Services	165	2.53
Hospitals	2	0.34	Hospitals	6	0.09
Legal Services	1	0.17	Legal Services	2	0.03
Primary and Secondary Education	3	0.51	Primary and Secondary Education	248	3.80
Colleges and Universities	0	0.00	Colleges and Universities	0	0.00
Social Services	2	0.34	Social Services	6	0.09
Child Care Services	6	1.02	Child Care Services	36	0.55
Museums and Zoos	1	0.17	Museums and Zoos	2	0.03
Membership Organizations	15	2.55	Membership Organizations	81	1.24
Professional Services	20	3.40	Professional Services	83	1.27
Government	5	0.85	Government	143	2.19
Unclassified Establishments	10	1.70	Unclassified Establishments	21	0.32

Total Employees by Occupation (2012)		
	TOTAL	%
Executive, Managers, and Administrators	665	10.19
Business and Financial Operations	235	3.60
Computer and Mathematical Occupations	113	1.73
Architecture and Engineering	206	3.16
Life/Physical/Social Science Occupations	36	0.55
Community and Social Services	53	0.81
Legal	25	0.38
Education/Training/Library	231	3.54
Health Diagnosing and Treating Practitioners	78	1.20
Health Technologists/Technicians	37	0.57
Healthcare Support	42	0.64
Protective Services	50	0.77
Food Preparation/Serving	211	3.23
Building and Grounds Maintenance	230	3.53
Personal Care and Service	160	2.45
Sales	743	11.39
Office and Administrative Support	817	12.52
Farming/Fishing/Forestry	61	0.94
Construction and Extraction	535	8.20
Installation/Maintenance and Repair Workers	270	4.14
Production Workers	1,183	18.13
Transportation Workers	203	3.11
Material Moving	237	3.63

Source: Applied Geographic Solutions, 2012

# Demographics Report (Ramsey, Minnesota)

Population (2012)	
	TOTAL
Population (2012)	24,097

Sex (2012)		
	TOTAL	%
Male	12,111	50.26
Female	11,986	49.74

Age Distribution (2012)		
	TOTAL	%
0-4	1,752	7.27
5-9	1,825	7.57
10-19	3,812	15.82
20-29	2,867	11.9
30-39	3,437	14.26
40-49	3,839	15.93
50-59	3,395	14.09
60-64	1,341	5.57
65+	1,829	7.59

Race Distribution (2012)		
	TOTAL	%
White	21,812	90.52
Black	748	3.1
American Indian	128	.53
Asian	635	2.64
Pacific Islander	6	.02
Other	30	.12
Multirace	738	3.06
Hispanic	624	2.59

Total Households (2012)		
	TOTAL	%
Households	8,135	
Families	6,565	80.7

Household Income Distribution (2012)		
	TOTAL	%
<\$10 K	80	.98
\$10-\$20K	279	3.43
\$20-\$30K	246	3.02
\$30-\$40K	443	5.45
\$40-\$50K	583	7.17
\$50-\$60K	687	8.44
\$60-\$75K	1,139	14
\$75-\$100K	1,939	23.84
> \$100K	2,739	33.67

Labor Force Status (2012)		
	TOTAL	%
Labor Force	14,664	
Employed	13,557	92.45
Unemployed	1,093	7.45
In Armed Forces	14	
Not In Labor Force	3,518	

Total Number of Housing (2012)		
	TOTAL	%
Total Dwellings	8,399	
Owner-Occupied Dwellings	7,382	89.74
Renter-Occupied Dwellings	753	9.26
Housing Units Occupied	8,135	96.86

Population (2017)	
	TOTAL
Population (2017)	25,047

Sex (2017)		
	TOTAL	%
Male	12,567	50.17
Female	12,480	49.83

Age Distribution (2017)		
	TOTAL	%
0-4	1,764	7.04
5-9	1,755	7.01
10-19	3,779	15.09
20-29	3,275	13.08
30-39	3,286	13.12
40-49	3,462	13.82
50-59	3,673	14.66
60-64	1,627	6.5
65+	2,426	9.69

Race Distribution (2017)		
	TOTAL	%
White	21,931	87.56
Black	951	3.8
American Indian	179	.71
Asian	769	3.07
Pacific Islander	6	.02
Other	44	.18
Multirace	1,167	4.66
Hispanic	750	2.99

Total Households (2017)		
	TOTAL	%
Households	8,368	
Families	6,745	80.6

Household Income Distribution (2017)		
	TOTAL	%
<\$10 K	77	.92
\$10-\$20K	221	2.64
\$20-\$30K	262	3.13
\$30-\$40K	361	4.31
\$40-\$50K	429	5.13
\$50-\$60K	536	6.41
\$60-\$75K	914	10.92
\$75-\$100K	1,907	22.79
> \$100K	3,661	43.75

Labor Force Status (2017)		
	TOTAL	%
Labor Force	15,551	
Employed	14,670	94.33
Unemployed	865	5.56
In Armed Forces	16	
Not In Labor Force	3,700	

Total Number of Housing (2017)		
	TOTAL	%
Total Dwellings	8,617	
Owner-Occupied Dwellings	7,452	89.05
Renter-Occupied Dwellings	916	10.95
Housing Units Occupied	8,368	97.11

Education Attainment (2012)		
	TOTAL	%
Population Age 25+	15,300	
< Grade 9	389	2.54
Grade 9-12	476	3.11
High School	4,164	27.22
Some College	4,144	27.08
Assoc Degree	2,038	13.32
Bach Degree	3,127	20.44
Grad Degree	962	6.29

Education Attainment (2017)		
	TOTAL	%
Population Age 25+	16,020	
< Gr 9	409	2.55
Gr 9-12	500	3.12
High School	4,368	27.27
Some College	4,343	27.11
Assoc Degree	2,137	13.34
Bach Degree	3,259	20.34
Grad Degree	1,004	6.27

Size of Household (2012)		
	TOTAL	%
1 Person	1,122	13.79
2 Person	2,701	33.2
3 Person	1,560	19.18
4 Person	1,644	20.21
5 Person	726	8.92
6+ Person	245	3.01

Size of Household (2017)		
	TOTAL	%
1 Person	1,159	13.85
2 Person	2,784	33.27
3 Person	1,604	19.17
4 Person	1,686	20.15
5 Person	744	8.89
6+ Person	245	2.93

Source: Applied Geographic Solutions, 2012

# Consumer Spending Report (Ramsey, Minnesota)

Consumer Expenditures (2012)		
\$ PER HOUSEHOLD	TOTAL \$000'S	
<b>Apparel</b>		
Totals:	\$3,081	\$25,069
Men's Apparel	\$592	\$4,824
Boys' Apparel	\$149	\$1,213
Women's Apparel	\$1,015	\$8,258
Girls' Apparel	\$209	\$1,703
Infants Apparel	\$139	\$1,138
Footwear	\$473	\$3,848
Apparel Services and Accessories	\$502	\$4,086
<b>Education</b>		
Totals:	\$1,607	\$13,079
Books And Supplies	\$225	\$1,838
Tuition	\$1,381	\$11,240
<b>Entertainment</b>		
Totals:	\$3,661	\$29,786
Fees And Admissions	\$987	\$8,037
Video And Audio Equipment	\$1,229	\$10,004
Recreational Equipment And Supplies	\$1,443	\$11,745
<b>Food and Beverages</b>		
Totals:	\$9,692	\$78,847
Food At Home	\$4,895	\$39,822
Food Away From Home	\$4,042	\$32,889
Alcoholic Beverages	\$754	\$6,136
<b>Health Care</b>		
Totals:	\$3,771	\$30,680
Health Care Insurance	\$1,821	\$14,814
Health Care Services	\$907	\$7,385
Health Care Supplies And Equipment	\$1,042	\$8,482
<b>Household Furnishings</b>		
Totals:	\$2,982	\$24,259
Household Textiles	\$206	\$1,677
Furniture	\$824	\$6,704
Floor Coverings	\$106	\$867
Major Appliances	\$333	\$2,713
Housewares And Small Appliances	\$1,511	\$12,298
<b>Shelter</b>		
Totals:	\$12,502	\$101,709
Mortgage Interest	\$5,404	\$43,968
Property Taxes	\$2,289	\$18,627
Miscellaneous Owned Dwelling Costs	\$1,730	\$14,080
Rental Costs	\$2,297	\$18,687
Other Lodging	\$780	\$6,347
<b>Household Operations</b>		
Totals:	\$2,415	\$19,646
Babysitting And Elderly Care	\$564	\$4,593
Household Services	\$434	\$3,534
Alimony And Child Support	\$344	\$2,802
Household Supplies	\$1,071	\$8,717
<b>Miscellaneous Expenses</b>		
Totals:	\$1,055	\$8,588
Legal And Accounting	\$127	\$1,039
Funeral And Cemetery	\$117	\$953
Finance Charges Excluding Mortgage And Vehicle	\$680	\$5,534
Other Miscellaneous Expenses	\$130	\$1,063

Consumer Expenditures (2012), Cont'd		
\$ PER HOUSEHOLD	TOTAL \$000'S	
<b>Personal Care</b>		
Totals:	\$932	\$7,585
Hair Care	\$71	\$586
Electric Personal Care Appliances	\$18	\$150
Personal Care Services	\$624	\$5,080
Personal Care Products	\$217	\$1,769
<b>Reading</b>		
Totals:	\$210	\$1,716
Newspapers	\$90	\$735
Magazines	\$43	\$352
Books	\$77	\$629
<b>Tobacco</b>		
Totals:	\$379	\$3,088
Cigarettes	\$341	\$2,779
Other Tobacco Products	\$38	\$309
<b>Transportation</b>		
Totals:	\$13,150	\$106,980
New Vehicle Purchase	\$3,586	\$29,173
Used Vehicle Purchase	\$1,992	\$16,206
Motorcycles (New And Used)	\$99	\$806
Vehicle Finance Charges	\$632	\$5,141
Gasoline And Oil	\$2,878	\$23,418
Vehicle Repair And Maintenance	\$1,002	\$8,156
Vehicle Insurance	\$1,456	\$11,847
Public Transportation	\$754	\$6,141
Other Transportation Costs	\$748	\$6,092
<b>Utilities</b>		
Totals:	\$4,322	\$35,160
Natural Gas	\$607	\$4,942
Electricity	\$1,559	\$12,686
Fuel Oil And Other Fuels	\$164	\$1,342
Telephone Service	\$1,481	\$12,054
Other Utilities	\$508	\$4,137
<b>Gifts</b>		
Totals:	\$1,753	\$14,261
Gifts Of Apparel	\$348	\$2,836
Gifts Of Apparel Accessories	\$43	\$353
Gifts Of Education	\$351	\$2,856
Gifts Of Recreation	\$119	\$969
Gifts Of Food And Beverages	\$164	\$1,338
Gifts Of Household Furnishings And Equipment	\$286	\$2,330
Gifts Of Household	\$73	\$598
Gifts Of Transportation	\$96	\$788
Gifts Elsewhere Unspecified	\$269	\$2,193
<b>Personal Insurance</b>		
	\$685	\$5,574
<b>Contributions</b>		
	\$2,435	\$19,813

Source: Applied Geographic Solutions, 2012



Mark Schwab <mrsinc55@gmail.com>

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## Restricted appraisal order

1 message

---

**Patrick Brama** <pbrama@ci.ramsey.mn.us>  
To: "Mrsinc55@gmail.com" <Mrsinc55@gmail.com>

Tue, Jan 22, 2013 at 5:27 PM

Mark,

Per our phone conversation--

We are a "go" for a restricted appraisal on the City owned commercial property in Ramsey. The City was quoted \$1,200 dollars, and is expecting a reply in the next 3-4 weeks.

I sent the specs in a different email, located off Azurite, 4.8 acres (about).

Thanks,

Patrick Brama  
City of Ramsey  
[763-433-9903](tel:763-433-9903)  
Sent from my iPhone

REGISTERED ABSTRACTERS, INC.  
2115 NORTH THIRD AVENUE  
ANOKA, MN 55303

**TO:** Bill Goodrich  
2140 Fourth Avenue N  
Anoka, MN 55303  
Bill Goodrich

**YOUR FILE NUMBER:** CITY OF RAMSEY  
**OUR FILE NUMBER:** A11-08015  
**LEGAL DESCRIPTION:** Lot 1, Block 1, Sunfish Lake Business Park  
Fourth Add.  
**DATE:** 08/08/2011

**PLEASE FIND THE FOLLOWING ATTACHED:**

*X Our Statement*  
*Tract check*  
*X Owners & Encumbrance Report*  
*Abstract of Title*  
*Registered Property Abstract*  
*Name Searches*  
*X Copies of Documents*

**SPECIAL INSTRUCTIONS:**

**BY: Karri B**  
Registered Abstracters, Inc.

Remit Payment To:  
Registered Abstracters, Inc.  
2115 North Third Avenue  
Anoka, MN 55303

# INVOICE

Billed To:  
Bill Goodrich  
2140 Fourth Avenue N  
Anoka, MN 55303

Invoice Date: August 8, 2011  
Please Pay Before: August 19, 2011  
Our File Number: A11-08015  
Your Reference Number: CITY OF RAMSEY

Property:  
14280 Azurite Street NW  
Ramsey, MN 55303  
Anoka County

Brief Legal: Lot 1, Block 1, Sunfish Lake  
Business Park Fourth Add.

DESCRIPTION	AMOUNT
-------------	--------

O&E Report Service Fee	125.00
------------------------	--------

Invoice Total Amount Due \$ 125.00

ATTN: Bill Goodrich  
PIN No.: 27-32-25-42-0015

(A11-08015.PFD/A11-08015/1)

REGISTERED ABSTRACTERS, INC.

REPORT OF RECORD OWNERSHIP  
AND ENCUMBRANCES

File Number: All-08015

Legal Description: Lot 1, Block 1, Sunfish Lake Business Park Fourth Addition, Anoka County, Minnesota

Torrrens Property - Certificate Number: 113700 (Covers Additional Land)  
PIN #: 27-32-25-42-0015

I. Registered Abstracters, Inc. does hereby certify that as of the 26th day of July, 2011, at 8 A.M. the records in the office of the Registrar of Titles in and for Anoka County, Minnesota, discloses as grantee in the last recorded conveyance to the above captioned property by Limited Warranty Deed recorded on November 19, 2001, as Document No. 384535 the following:

The City of Ramsey, a Minnesota municipal corporation

II. The above captioned property appears to be subject to the following Recitals:

Subject to drainage and utility easements as shown on the plat, Sunfish Lake Business Park Fourth Addition, filed as Document No. 493539.001 on November 28, 2007.

Subject to County of Anoka the Right of Access onto County State Aid Highway No. 116 as shown on the plat, Sunfish Lake Business Park Fourth Addition, filed as Document No. 493539.001 on November 28., 2007.

Subject to drainage and utility easements as shown on the plat, Sunfish Lake Business Park Second Addition, filed as Document No. 484366.001 on September 7, 2005.

Subject to drainage and utility easements as shown on the plat, Sunfish Lake Business Park, filed as Document No. 408857 on October 9, 2007.

III. The above captioned property appears to be subject to the following encumbrances:  
(SEE ATTACHED DOCUMENTS)

DOCUMENT NUMBER	DOCUMENT TYPE	FILED DATE
*308554	Easement	March 11, 1998
*308555	Declaration	March 11, 1998
*308557	Agreement	March 11, 1998
*493598.004	Agreement	December 5, 2007

\*Governing Documents are not attached. Copies will be provided upon Request at an additional charge.  
Also subject to assessments, if any, and any easements of record.

REGISTERED ABSTRACTERS, INC.

BY \_\_\_\_\_

(Authorized Signature)

KB

This report is an Ownership and Encumbrance Report, which only cites matters appearing in the public records of Anoka County, Minnesota and is not to be construed as an Opinion of Title. Registered Abstracters, Inc. disclaims any liability for errors or omissions.

File Number: All-08015

REGISTERED ABSTRACTERS, INC. CERTIFIES that it has made a search of the records in the office of the County Recorder in and for Anoka County, Minnesota, and finds no unsatisfied notices of Internal Revenue Tax Liens for the last eleven years, no unsatisfied notices of State Tax Liens, no unsatisfied notices of Federal Judgments for the last twenty years, and no Bankruptcy Proceedings filed or recorded in said office against the names hereon, between the dates set opposite the respective names, except as shown herein.

REGISTERED ABSTRACTERS, INC. FURTHER CERTIFIES that it has made a search of the Judgment Lien Docket in the following named Courts.

District Court, Tenth Judicial District, Anoka County, MN,  
County Court, Tenth Judicial District, Anoka County, MN,

and finds no unsatisfied judgments appearing therein against the names hereon between the dates set opposite the respective names, except as shown hereof.

No search made as to the parties the middle initial of whose name is other than as stated below.

NAMES	DATES
The City of Ramsey, a Minnesota Municipal Corporation	July 25, 2000                      July 26, 2011

REGISTERED ABSTRACTERS, INC.

BY

(Authorized Signature)

CERTIFICATE OF REAL ESTATE TAXES

REGISTERED ABSTRACTERS, INC., CERTIFIES that it has made a search of the General Tax Books of Anoka County, Minnesota for taxes assessed against the following described lands:

Same land as described at caption hereof.

and according to the Current General Tax Books maintained by the Anoka County Treasurer for real estate taxes payable in the year 2011 are listed below:

Pin #: 27-32-25-42-0015  
Municipality: Ramsey  
Homestead Credit: EXEMPT  
Special Assessments: NONE  
TOTAL TAXES AND ASSESSMENTS: EXEMPT

and said company further certifies there are no Delinquent real estate taxes or unredeemed Tax Judgment Certificates against the above described property according to the Anoka County Auditor except as follows:

NONE

LIMITED WARRANTY DEED (Corporation or Partnership to Corporation or Partnership)

384535

1621212

No delinquent taxes and transfer entered; Certificate of Real Estate Value filed ( ) not required Certificate of Real Estate Value No. 19, 2001

Maureen J. Devine

County Auditor

By

Deputy

State Deed Tax Due Herson: \$ 5477.15

Date: November 14, 2001

(reserved for recording date)

FOR VALUABLE CONSIDERATION, Waste Management of Minnesota, Inc., a Minnesota Corporation, a Corporation under the laws of Minnesota, Grantor, hereby conveys and quitclaims to The City of Ramsey, a Municipal Corporation, under the Laws of the State of Minnesota, real property in Anoka County, Minnesota, described as follows:

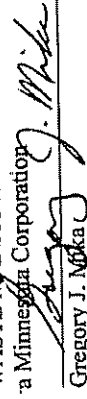
See Attached Legal Description

Together with all hereditaments and appurtenances belonging thereto, subject to: (a)Covenants, conditions, easements and restrictions of record, particularly, as created by the Landfill Cleanup Agreement between Waste Management of Minnesota, Inc. and The Commissioner of the Minnesota Pollution Control Agency pursuant to Minn. Stat. 115B.39-115B.46; (b) Encroachments, if any, which do not interfere with Purchaser's use and enjoyment of the Property; (c) General real estate taxes and installments of special assessments due after the date of closing; (d) Declaration of Restrictions and Covenants made October 15, 1997 by Waste Management of Minnesota, Inc. and recorded in Abstract March 11, 1998 as Document No. 1326784 and as registered in Torrens as Document 308555, which Declaration provides in pertinent part that the Minnesota Pollution Control Agency shall have access to the Property, the Owner shall cooperate with clean-up efforts, and that no new or additional drinking water wells shall be installed in or on the Property without the written approval of the Commissioner and the Minnesota Department of Health. This deed conveys after-acquired title. Grantor warrants that Grantor has not done or suffered anything to encumber the property EXCEPT: NONE

Check if applicable:

- ( ) The Seller certifies that the seller does not know of any wells on the described real property.
- ( x ) A well disclosure certificate accompanies this document.
- ( x ) I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

WASTE MANAGEMENT OF MINNESOTA, INC.,  
a Minnesota Corporation

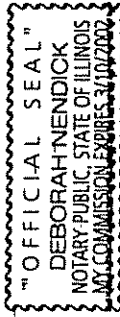
  
Gregory J. Miska

Senior Real Estate Project Manager

11/15/01

STATE OF ILLINOIS )  
 ) SS:  
COUNTY OF DU PAGE )

The foregoing was acknowledged before me this 14 day of November, 2001, by Gregory J. Milka the Senior Real Estate Project Manager of Waste Management of Minnesota, Inc. a Minnesota Corporation, a Corporation under the laws of Minnesota, on behalf of the corporation.



3-10-02

This Instrument Was Drafted By:

Gregory J. Constantino  
GOLDSTINE, SKRODZKI, RUSSIAN  
NEMEC & HOFF, LTD  
The Prairie Building  
835 McClintock Drive  
Burr Ridge, IL 60521

Tax Statements for the real property described  
In this instrument should be sent to:

The City of Ramsey  
15153 Dowden Blvd, NW  
Ramsey, Minnesota 55303

REGISTERED ABSTRACTERS, INC.  
115 Third Avenue  
Anoka, MN 55303

701-482-55

EXHIBIT "A"

Tract A and C, Registered Land Survey No. 189

AND ALSO

The Northeast Quarter of the Southeast Quarter, Section 27, Township 32, Range 25, EXCEPT the following described three tracts:

1. The East 500 feet of that part of said Northeast Quarter of the Southeast Quarter lying South of the North 750 feet of said Northeast Quarter of the Southeast Quarter, as measured along the north and east line of said Northeast Quarter of the Southeast Quarter.
2. The South 250 feet of the North 750 feet of the East 871 feet of said Northeast Quarter of the Southeast Quarter, as measured along the east and north line of said Northeast Quarter of the Southeast Quarter.
3. That part of Parcel 4, ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 1, lying north of Parcel 5, said plat. That part of Parcel 4, ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 1, lying south of Parcel 5, said plat.

TOGETHER WITH EASEMENTS FOR ROAD PURPOSES OVER THE NORTH 33 FEET AND OVER THE EAST 93 FEET OF:

The South 250 feet of the North 750 feet of the East 871 feet of the N 1/2 of the Southeast 1/4 of Section 27, Township 32 North of Range 25, West

AND

The East 500 feet of the South 200 feet of the Northeast Quarter of the Southeast Quarter of Section 27, Township 32 North of Range 25.

Together with an easement for road purposes over the East 63 feet as reserved in Warranty Deed filed as Doc. #87586 on October 16, 1975 over the East 500 feet of the NE 1/4 of the SE 1/4 of Section 27, Township 32 North of Range 25 West EXCEPT the South 400 feet and except the North 750 feet.

AND

The North 200 feet of the South 400 feet of the East 500 feet of the NE 1/4 of the SE 1/4 of Section 27, Township 32 North of Range 25 West.

AND ALSO

The East 500 feet of the South 200 feet (as measured along the East and South lines respectively) of the Northeast Quarter of the Southeast Quarter (NE 1/4 of SE 1/4) of Section numbered Twenty-seven (27), Township Thirty-Two (32) North of Range Twenty-five (25) West.

CONTINUED...

AND ALSO

That part of Government Lot 3, Section 26, Township 32, Range 25 that is described as follows: Beginning at a point on the west line of said Government Lot 3, 220 feet south to the northwest corner thereof proceeding thence south along said west line to a point which is 802 feet south of the northwest corner of said Lot 3 proceeding then east and parallel to the north line of said Government Lot 3 to the shore of Sunfish Lake proceeding thence northerly along the shore of Sunfish Lake to a point east of the point of beginning herein as measured on a line parallel with the north line of said Lot 3 proceeding thence west and parallel to the north line of said Government Lot 3 to the point of beginning. Except Parcel 8, Anoka County Highway Right-of-Way Plat No. 1.

AND ALSO

Government Lot 1, Section 26, Township 32, Range 25, EXCEPT that part described as follows: Beginning at the northwest corner of said Section; thence south 290 feet along the westerly section line; thence east at right angles to the shore of Sunfish Lake; thence northerly along said shoreline to the north line of said Section; thence westerly along said north line to the point of beginning. Also EXCEPT that part described as follows: Beginning at a point on the west line of said Government Lot 290 feet south of the northwest corner of said Section; thence south along said west line 255 feet; thence east at right angle 485.55 feet more or less to the shoreline of Sunfish Lake; thence northeasterly along said shoreline to its intersection with a line drawn at right angle to said west line from the point of beginning; thence west along said line 665.36 feet more or less to the point of beginning except that part platted as Anoka County Highway Right-of Way Plat No. 1.

AND ALSO

That part of Government Lot 3, Section 26, Township 32, Range 25 described as follows: Commencing at the northwest corner of Government Lot 3 and proceeding thence south along the west line of Government Lot 3 a distance of 220 feet; thence east and parallel to the south line of Government Lot 3 to the shore of Sunfish Lake; thence northwesterly along the shore of Sunfish Lake to the north line of Government Lot 3; thence west along the north line of Government Lot 3 to the point of beginning; except a strip for road described in Book 60 of Deeds, Page 86 and also except that part platted as Anoka County Highway Right-of-Way Plat No. 1.



**TORRENS**

Receipt # 11013/5575-A  Certified Copy Date Mailed \_\_\_\_\_  
 Date/Time: Nov 19 16:30  Tax Liens / Releases  
 Multi-Co Doc Tax Pd  
 Doc. Order: 1 of 1  Transfer  New Desc.  
 Division  GAC  
 Status  Def. Spec  
 Other  No Change  
 Filing Fees: 99.00 Notes: NS  
 Well Certificate Received this Date: 11/19/01  
 Refund Rec# (13014)  
 From See Attached Tract \_\_\_\_\_  
 Cert. # See Attached New Certs.: 2 Comp. Entry  
 Updated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Comp. Complete

BK 266 PG 61560 NO 61560  
266 94440 94440

266 62641 62641  
266 94441 94441

**ABSTRACT**

Receipt # 1110916/30  Certified Copy Date Mailed \_\_\_\_\_  
 Date/Time: 11/19 16:30  Tax Liens / Releases  
 Multi-Co Doc Tax Pd  
 Doc. Order: 1 of 1  Transfer  New Desc.  
 Division  GAC  
 Status  Def. Spec  
 Other  No Change  
 Filing Fees: 30.00  
 Well Certificate Received this Date: \_\_\_\_\_  
 Anoka County Recorder  
 Notes: NS form

DOCUMENT NO. 384535.0 TORRENS  
**ANOKA COUNTY MINNESOTA**  
 I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WAS FILED IN THIS OFFICE  
 FOR RECORD ON NOV 19 2001  
 AT 4:30 PM AND WAS DULY RECORDED.  
 FEES AND TAXES IN THE AMOUNT OF \$5575.15 PAID.

RECEIPT NO. 2001110913  
~~MAUREEN J. DEYNE~~ MAUREEN J. DEYNE  
 ANOKA COUNTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES  
 BY GKE  
 DEPUTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES

DOCUMENT NO. 1621212.0 ABSTRACT  
**ANOKA COUNTY MINNESOTA**  
 I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WAS FILED IN THIS OFFICE  
 FOR RECORD ON NOV 19 2001  
 AT 4:30 PM AND WAS DULY RECORDED.  
 FEES AND TAXES IN THE AMOUNT OF \$30.00 PAID.

RECEIPT NO. 2001110916  
 MAUREEN J. DEYNE  
 ANOKA COUNTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES  
 BY GKE  
 DEPUTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES

384535.0 TORRENS  
 REGISTERED ABSTRACTERS  
 2115 3RD AVE N  
 ANOKA, MN 55303

**FILE IN TORRENS**

## PROPERTY PROFILE: CITY OF RAMSEY

**NUMBER:** 27  
**ADDRESS:** 14280 AZURITE ST NW  
**PID:** 273225420015  
**LEGAL:** Lot 1, Block 1, Sunfish Lake Business Park Fourth Addition, Anoka County, Minnesota  
**ACRES:** 4.80  
**VALUATION:** \$376,500  
**ZONING:** E1 Employment District  
**MUSA:** Yes  
**GIS IMAGE:**



**DESCRIPTION:** The subject property is located on the north side of Azurite Street and the east side of Bunker Lake Boulevard. This property is zoned Employment District, it is surrounded by manufacturing, and is part of the Sunfish Lake Business Park. The City acquired the subject property from Waste Management in 1991 and is subject to various environmental restrictions due to its proximity to the landfill.

**WETLAND:** No reason to use property for wetland banking. There are no issues with stormwater/drainage that would make this property unusable; or, effect adjacent properties.

**MAINTENANCE:** There is no maintenance.

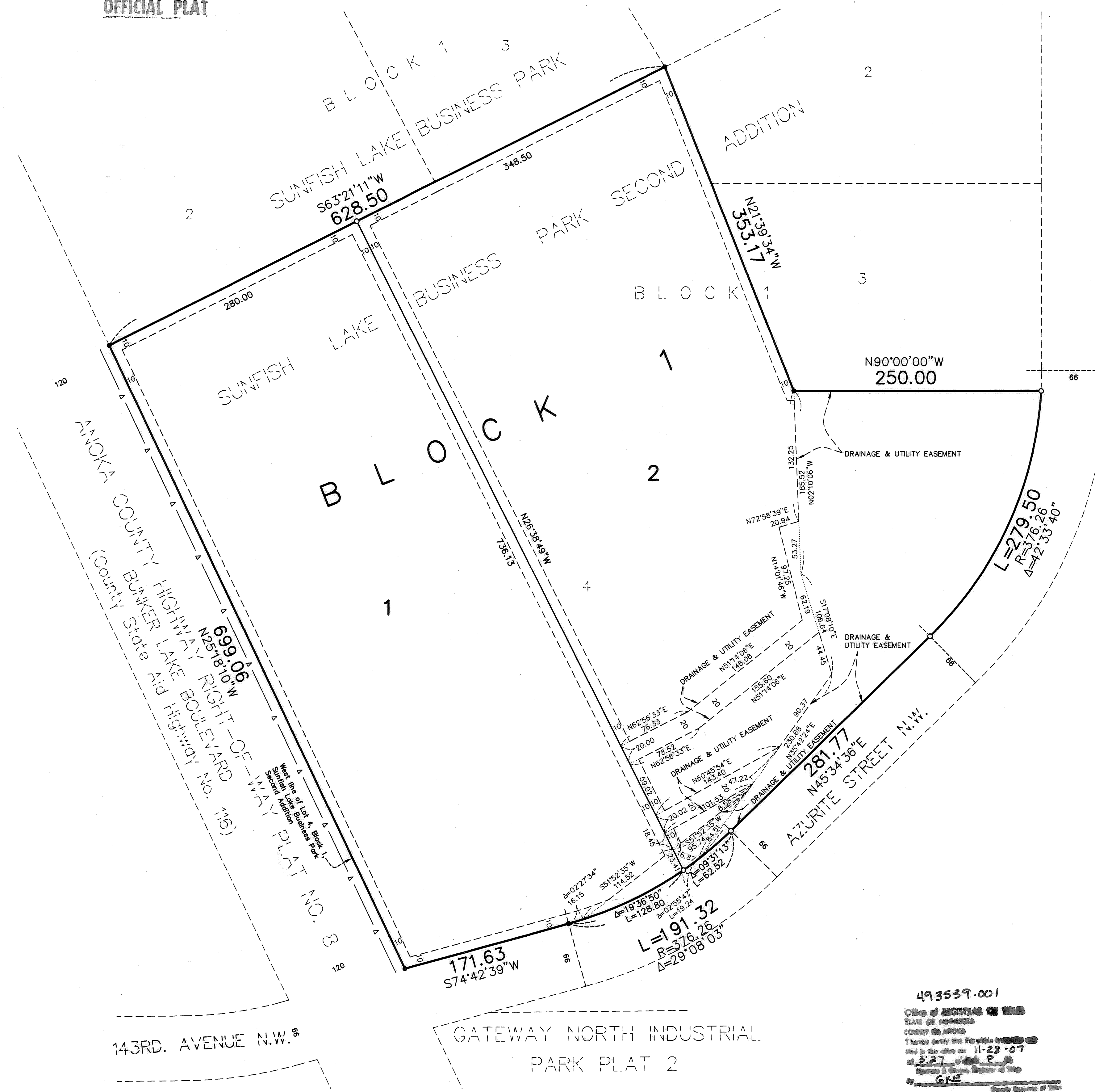


# SUNFISH LAKE BUSINESS PARK FOURTH ADDITION

Bk 21 of Toms Pa 5

CITY OF RAMSEY  
COUNTY OF ANOKA  
SECTION 27, T. 32, R. 25

OFFICIAL PLAT



KNOW ALL PERSONS BY THESE PRESENTS that the City of Ramsey, a Minnesota Municipal Corporation, fee owner of the following described property situated in the County of Anoka, State of Minnesota, to wit:

Lot 4, Block 1, SUNFISH LAKE BUSINESS PARK SECOND ADDITION, Anoka County, Minnesota.

Has caused the same to be surveyed and platted as SUNFISH LAKE BUSINESS PARK FOURTH ADDITION and does hereby dedicate to the public for public use forever the drainage and utility easements as shown on this plat. Also dedicating the right of access onto County State Aid Highway No. 116 to the County of Anoka as shown on this plat. In witness whereof said City of Ramsey, a Minnesota Municipal Corporation, has caused these presents to be signed by its Mayor and City Clerk, and its corporate seal to be hereunto affixed this 28<sup>th</sup> day of NOVEMBER, 2007.

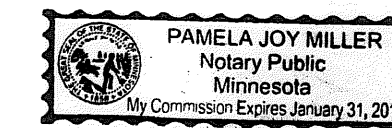
CITY OF RAMSEY

*Thomas Gamec*  
Thomas Gamec as Mayor

*JoAnn M. Thieling*  
JoAnn M. Thieling as City Clerk

STATE OF MINNESOTA, COUNTY OF Anoka

The foregoing instrument was acknowledged before me this 28<sup>th</sup> day of NOVEMBER, 2007 by Thomas Gamec, as Mayor, and JoAnn M. Thieling, as City Clerk of the City of Ramsey, a Minnesota Municipal Corporation, on behalf of the Municipal Corporation.



*Pamela Joy Miller*  
Notary Public, Minnesota  
My Commission Expires January 31, 2010.

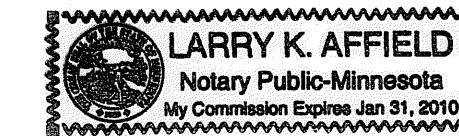
I hereby certify that I surveyed and platted or directly supervised the surveying and plating of the land described on this plat as SUNFISH LAKE BUSINESS PARK FOURTH ADDITION; this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated; all monuments depicted on the plat have been or will be correctly set within one year; all water boundaries and wet lands as of this date, as defined in Minnesota Statutes 505.01, Subd. 3, are shown and labeled; and all public ways are shown and labeled.

*Charles R. Christopherson*  
Charles R. Christopherson, Land Surveyor  
Minnesota Registration No. 18420

STATE OF MINNESOTA, COUNTY OF ANOKA

The foregoing instrument was acknowledged before me this 26<sup>th</sup> day of NOVEMBER, 2007 by Charles R. Christopherson, Land Surveyor.

*Larry K. Affield*  
Notary Public, Minnesota  
My Commission Expires January 31, 2010.



CITY OF RAMSEY

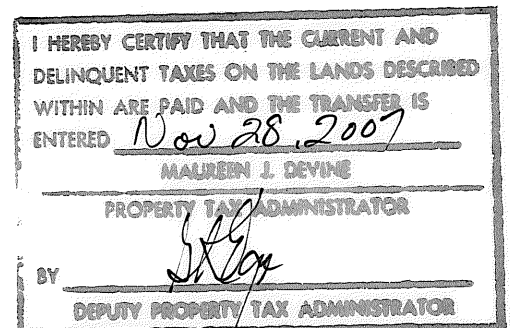
We hereby certify that the City Council of Ramsey, Anoka County, Minnesota, duly accepted and approved the plat of SUNFISH LAKE BUSINESS PARK FOURTH ADDITION at a regular meeting thereof held this 13<sup>th</sup> day of NOVEMBER, 2007. If applicable, the written comments and recommendations of the Commissioner of Transportation and the County Highway Engineer have been received by the City or the prescribed 30 day period has elapsed without receipt of such comments and recommendations, as provided by Minn. Statutes, Section 505.03, Subd 2.

*Thomas Gamec*  
Thomas Gamec, as Mayor

*JoAnn M. Thieling*  
JoAnn M. Thieling, as City Clerk

This plat of SUNFISH LAKE BUSINESS PARK FOURTH ADDITION was checked and approved by me this 28<sup>th</sup> day of NOVEMBER, 2007.

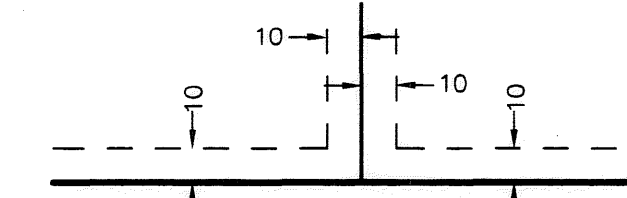
*Larry D. Holm*  
Larry Holm, Anoka County Surveyor



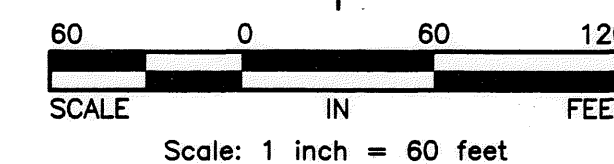
For the purposes of this plat the west line of Lot 4, Block 1, SUNFISH LAKE BUSINESS PARK SECOND ADDITION is assumed to bear North 25°18'10" West.

- Denotes 1/2 inch by 14 inch iron monument set and marked with Minnesota License No. 18420.
- Denotes iron monument found
- Δ - Denotes right of access dedicated to the County of Anoka

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



Being 10 feet in width and adjoining lot lines and street lines unless otherwise shown on the plat.



493539.001  
City of Ramsey, Minnesota  
STATE OF MINNESOTA  
COUNTY OF ANOKA  
I hereby certify that the above plat was filed in the office of the County Clerk of Ramsey, Minnesota, on this 11-28-07 day of NOVEMBER, 2007.  
Notary Public  
GWS

\$56.00



493539.001



Record ID 1873794

THIS DOCUMENT NUMBER REPRESENTS A PLAT

MUNICIPALITY: Ramsey CERTIFIED BY: gje ON \_\_\_\_\_

MAP # 3798 PLAT BOOK: 21 OF Turns PAGE 5

DOC. DATE: 11/28/07 NO. OF PAGES: 1 TRACT BOOK: \_\_\_\_\_ PAGE \_\_\_\_\_

PLAT SHORT NAME: Sunfish Lake Business Park 4

LONG NAME: Sunfish Lake Business Park 4 Youth Addition

A/T	PARENT PINS	RES	GRANTORS (Fees, C/Ps, Mortgagees)
T	27 32 25 42 0013	N	Ramsey City of

FILED BY: Kate Reg. Abstractors PHONE: 763 427 3012

TAXPAYER NAME: Ramsey City of

ADDRESS: 7550 Sunwood Dr

CITY: Ramsey STATE: MN ZIP: 55303

NEW PARCELS

LOT	BLOCK	LOT	BLOCK	LOT	BLOCK
1	1				
2					

DELTQ & CURRENT TAXES ARE PAID:	INITIALS: <u>gje</u>	DATE: <u>11/28/07</u>	DIV. NO.: _____
---------------------------------	----------------------	-----------------------	-----------------

ANOKA COUNTY MINNESOTA

Document No.: 493539.001 TORRENS

I hereby certify that the within instrument was filed in this  
office for record on: 11/28/2007 3:27:00 PM

Fees/Taxes In the Amount of: \$56.00

MAUREEN J. DEVINE

Anoka County Property Tax

Administrator/Recorder/Registrar of Titles

GKE, Deputy

Record ID: 1873794

The Economic Development Authority and City of Ramsey, Minnesota

**Business Subsidy Policy  
Tax Abatement Policy  
Tax Increment Policy**

**Dated January 13, 2009**

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## 1. City and EDA of Ramsey Business Subsidy Policy

The following business subsidy criteria are intended to satisfy the requirements of Minnesota Statutes, §§116J.993 through 116J.995 (the "Act"). The term "City" means the City of Ramsey. The term "project" means the property with respect to which the business subsidy is provided.

### A. MANDATORY CRITERIA

All projects must comply with the following criteria:

1. But For Test. There is a substantial likelihood that the project would not go forward without the business subsidy.
2. Wage Policy. If the project results in the creation of any jobs, the wage for each part-time and full-time job created must be, within two years of the date assistance is received (as defined in the Act), at least equal to 70% of the most recent median wage figure for the Twin City 7 County Metro County as published by the Minnesota Department of Employment and Economic Development or such greater amount as the City may require for a specific project.
3. Economic Feasibility. The recipient must demonstrate to the satisfaction of the City that it has adequate financing for the project and that the project will be completed in a timely fashion.
4. Compliance with Act. The business subsidy from the City must satisfy all requirements of the Act.
5. Minimum Subsidy Amount: Financial assistance in the form of a business subsidy of \$25,000 or more; and business loans and guarantees of \$75,000, must be reported to the Department of Employment and Economic Development. A public hearing is only required if the business subsidy is greater than \$150,000.

### B. POLICY

1. The City recognizes that the creation of good paying jobs is a desirable goal which benefits the community. Nevertheless, not all projects assisted with subsidies derive their public purposes and importance solely by virtue of job creation. In addition, the imposition of high job creation requirements and high wage level requirements may be unrealistic and counter-productive in the face of larger economic forces of influence and the financial and competitive circumstances of an individual business. In determining the requirements for a project under consideration for a business subsidy, the determination of the number of jobs to be created and the wage levels therefore will be guided by the following principles and criteria:

- a. The evaluation of projects will take into consideration the project's importance in and benefit to the community from all perspectives, including created or retained jobs.
  - b. If a particular project does not involve the creation of jobs, but is nonetheless found to be worthy of support and subsidy, assistance may be approved without any specific job or wage goals if permitted by applicable law.
  - c. In cases where the objective is the retention of existing jobs, the recipient of the subsidy will be required to provide evidence which demonstrates that the loss of those jobs is specific and demonstrable.
  - d. The setting of wage and job goals will be informed by (i) prevailing wage rates, (ii) local economic conditions, (iii) external economic forces over which neither the City nor the recipient of the subsidy has control, (iv) the financial resources of the recipient and (v) the competitive environment in which the recipient's business exists.
2. Because it is not possible to anticipate all the needs and requirements of every type of project and the ever-changing needs of the community and in order to retain the flexibility necessary to respond to all proposed projects, the City retains the right to approve projects and business subsidies which may vary from the principles and criteria set forth herein.

### **C. PROJECT EVALUATION CRITERIA**

The project review and evaluation criteria are the following:

1. Jobs and Wages
  - a. New Jobs. The minimum net number of direct full time equivalent jobs to be created or retained by the proposed project for a period of at least two years from the estimated benefit date.
  - b. Payroll. The minimum annual net payroll (including employer contributions for health benefits) to be generated at the end of the second anniversary date of the estimated benefit date.
2. Tax Base
  - a. Increase in Tax Base. The net increase in property taxes estimated to be generated by the project in the second full year of operation.

3. Land Use
  - a. Compliance with Comprehensive or Other Plans. Whether, apart from any needed services to the community described in section 5 below, the project is compatible with the comprehensive plan and permitted uses for the property.
  - b. Marginal Property. Whether the project is located on property which needs but is not likely to be developed or redeveloped because of blight or other adverse conditions of the property. For example property may be so blighted that the cost of making land ready for redevelopment exceeds the property's fair market value.
  - c. Design and/or Other Amenities. Whether, as a result of the business subsidy, the project will include design and/or amenity features not otherwise required by law. For example, the project may, at the request of the City, include landscaping, open space, public trails, employee work out facilities or day care facilities which serve a public purpose but are not required by law.
4. Impact on Existing and Future Public Investment
  - a. Utilization of Existing Infrastructure Investment. Whether and to what extent (a) the project will utilize existing public infrastructure capacity and (b) the project will require additional publicly funded infrastructure investments.
  - b. Direct Monetary Return on Public Investment. Arrangements made or to be made for the City to receive a direct monetary return on its investment in the project. For example, the business subsidy may be in the form of an interest bearing loan or may involve a project sharing arrangement.
5. Economic Development
  - a. Leveraged Funds. For every dollar of business subsidy to be provided for the project, the minimum amount of private funds which will be applied towards the capital cost of the project.
  - b. Spin Off Development. The dollar amount of non-subsidized development the project is expected to generate in the surrounding area and the need for and likelihood of such spin off development.

- c. *Growth Potential*. Based on recipient's market studies and plans for expansion, whether and to what extent the project is expected within five years of its completion, be expanded to produce a net increase of full time equivalent jobs and of payroll, over and above the minimum net increase in jobs and payroll described in section 1 above.
6. Quality of Life
    - a. *Community Services*. Whether the project will provide services in the community and the need for such services. For example, the project may provide health services, retail convenience services such as a nearby grocery store, or social services needed in the community.
    - b. *Natural Environment*. Whether the project will add to, or detract from, the environment. It is a reflection of what is important to the community - clean air and water, beautiful scenery, recreational opportunities, and a strong desire to pass along these attributes to future generations.
  7. Other
    - a. *Other Factors*. Depending on the nature of the project, such other factors as the City may deem relevant in evaluating the project and the business subsidy proposed for it.

#### **D. ADDITIONAL CONSIDERATIONS**

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

1. The City may consider the requirements of any other business subsidy received, or to be received, from a grantor other than the City.
2. If the business subsidy is a guaranty, the amount of the business subsidy may be valued at the principal amount of the guaranteed payment obligation.
3. If the business subsidy is real or personal property, the amount of the subsidy will be the fair market value of the property as determined by the City.

4. If the business subsidy is received over time, the City may value the subsidy at its present value using a discount rate equal to an interest rate which the City determines is fair and reasonable under the circumstances.

As used herein "benefit date" means the date the business subsidy is received. If the business subsidy involves the purchase, lease, or donation of physical equipment, then the benefit date occurs when the recipient puts the equipment into service. If the business subsidy is for improvements to property, then the benefit date refers to the earliest date of either: when the improvements are finished for the entire project, or when a business occupies the property.

#### **E. FINANCIAL ASSISTANCE NOT CONSIDERED A BUSINESS SUBSIDY**

The following forms of financial assistance are not a business subsidy as per Minnesota Statutes, §§116J.993, Subd.3 and therefore do not require a public hearing:

1. A business subsidy of less than \$150,000;
2. Assistance that is generally available to all businesses or to a general class of similar businesses, such as a line of business, size, location, or similar general criteria;
3. Public improvements to buildings or lands owned by the state or local government that serve a public purpose and do not principally benefit a single business or defined group of businesses at the time the improvements are made;
4. Redevelopment property polluted by contaminants as defined in section [116J.552](#), subdivision 3;
5. Assistance provided for the sole purpose of renovating old or decaying building stock or bringing it up to code and assistance provided for designated historic preservation districts, provided that the assistance is equal to or less than 50 percent of the total cost;
6. Assistance to provide job readiness and training services if the sole purpose of the assistance is to provide those services;
7. Assistance for housing;
8. Assistance for pollution control or abatement, including assistance for a tax increment financing hazardous substance subdistrict as defined under section [469.174](#), subdivision 23;
9. Assistance for energy conservation;
10. Tax reductions resulting from conformity with federal tax law;

11. Workers' compensation and unemployment insurance;
12. Benefits derived from regulation;
13. Indirect benefits derived from assistance to educational institutions;
14. Funds from bonds allocated under chapter 474A, bonds issued to refund outstanding bonds, and bonds issued for the benefit of an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended through December 31, 1999;
15. Assistance for a collaboration between a Minnesota higher education institution and a business;
16. Assistance for a tax increment financing soils condition district as defined under section [469.174](#), subdivision 19;
17. Redevelopment when the recipient's investment in the purchase of the site and in site preparation is 70 percent or more of the assessor's current year's estimated market value;
18. General changes in tax increment financing law and other general tax law changes of a principally technical nature;
19. Federal assistance until the assistance has been repaid to, and reinvested by, the state or local government agency;
20. Funds from dock and wharf bonds issued by a seaway port authority;
21. Business loans and loan guarantees of \$150,000 or less; and
22. Federal loan funds provided through the United States Department of Commerce, Economic Development Administration; and
23. Property tax abatements granted under section 469.1813 to property that is subject to valuation under Minnesota Rules, chapter 8100.

Adopted by: Ramsey EDA / City Council

Date of Adoption: 11-13-08/1-13-09

Date of Public Hearing: 1-13-09

## 2. City and EDA of Ramsey Tax Abatement and Tax Increment Financing Policy

### A. PURPOSE

The purpose of this policy is to establish the City's position relative to the use of Tax Abatement (§§469.1812 through §§469.1815) and Tax Increment Financing (§§469.174 through §§469.1799) (TIF), also referred to in this document as the *business assistance programs*, or *business assistance*. This policy shall be used as a guide in the processing and review of applications requesting the use of Tax Abatement and Tax Increment Financing. It is the expressed intent of the City to minimize the risk and amount of business assistance to a project and to leverage its public dollars to maximize private sector funding.

The City is granted the power to utilize the business assistance programs by Minnesota Statutes 2008 as cited. The fundamental purpose of the business assistance programs is to encourage desirable private development or redevelopment within the City that would not occur *but for* the assistance provided. Further information related to the States business assistance programs and links to State Statutes can be found at [www.state.mn.us](http://www.state.mn.us).

The City will approve or reject requests for business assistance on a case by case basis taking into consideration established policies, project criteria, and the project's demonstrated public purpose. Meeting all policy criteria does not guarantee approval of the requested business assistance. The City maintains its ability to approve or deny the request at its discretion.

### B. PUBLIC PURPOSE OBJECTIVES

The City will consider the use of business assistance programs which demonstrate the achievement of one or more of the following public purpose objectives:

1. To encourage redevelopment of priority sites within the City as determined by the City Council and EDA.
2. To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
3. To enhance and/or diversify the City's economic base.
4. To encourage additional unsubsidized private (re)development.
5. To remove blight and/or encourage (re)development of commercial and industrial areas.

6. To assist in creating environmental sustainability.
7. To provide a diversity of family housing and alternative housing choices.
8. To promote neighborhood stabilization and revitalization by the removal of blight and the upgrading of existing housing stock in residential areas.
9. To accomplish other public policies which may be adopted such as the promotion of quality urban or architectural design, energy conservation, and decreasing capital and/or operating costs of local government, or any of the following:
  - Utilization of architectural and landscaping techniques that will enable the components of the project to blend with the natural environment.
  - Mitigation of project impact on the natural environment.

### **C. POLICY POSITIONS**

1. Business assistance shall be provided in a form that minimizes the risk of public participation.
2. Business assistance requests for up-front project financing through the sale of bonds or other internal sources may require personal guarantees of the developer. These requests shall be addressed on a case by case basis.
3. Business assistance shall not be provided for projects requiring land and/or building purchases at prices in excess of fair market value.
4. Business assistance shall not be provided to developers/projects that cannot adequately demonstrate an ability to complete the proposed project on time and on budget.
5. Assistance will be provided based on \$25,000 per qualified job created as referenced in Section 1.A.2 in the Business Subsidy Policy unless a waiver is provided by the City Council.

### **D. PROJECT REQUIREMENTS**

All projects requesting business assistance must demonstrate the following:

1. That the project is not financially feasible but-for the use of Revolving Loan Fund, Tax Abatement or Tax Increment Financing.
2. That the project will comply with all provisions set forth in Minnesota Statute chapters 116j.993 through 116j.995, as amended (Business Subsidies).

3. That the business assistance request complies with all provisions set forth in Minnesota Statutes 2008 chapters 469.1812 through 469.1815 as amended (Tax Abatement), and chapters 469.174 through 469.1799 as amended (Tax Increment Financing).
4. That the project is consistent with the City's comprehensive plan, land use plan, and zoning ordinances.

#### **E. APPLICATION PROCESS**

1. Applicant submits a Business Assistance Application (Exhibit A) to the EDA and/or City.
2. Staff reviews the application and completes the Application Review Worksheet (Exhibit B).
3. Staff uses results of the Worksheet to inform the EDA/City.
4. EDA reviews proposal, provides comments, and makes an advisory recommendation to the City Council on denial or approval of the request within 30 days.
5. If advisory approval is granted, staff prepares all necessary notices, resolutions and certificates.
6. City Council holds public hearing(s) on the proposed project to consider the advisory recommendation(s).
7. The City Council grants final approval or denies the request.





**C. PUBLIC PURPOSE OBJECTIVES**

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

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

**D. SOURCES & USES OF FUNDS**

**Attach additional information as Part 8**

<u>SOURCES</u>	<u>AMOUNT</u>
Bank Loan	\$ _____
Other Loans	\$ _____
Owner Equity	\$ _____
Fed Grant/Loan	\$ _____
State Grant/Loan	\$ _____
Industrial Development Bonds	\$ _____
Tax Increment Financing	\$ _____
Tax Abatement	\$ _____
Revolving Loan Fund	\$ _____
Other	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

<u>USES</u>	<u>AMOUNT</u>
Land Acquisition	\$ _____
Site Development	\$ _____
Construction	\$ _____
Machinery & Equipment	\$ _____
Architectural/Engineering Fees	\$ _____
Debt Service Reserve	\$ _____
Contingencies	\$ _____
Other	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

Total Amount of business assistance requested from either Revolving Loan Fund, Abatement, Tax Increment Financing or another source: \$ \_\_\_\_\_

**E. ADDITIONAL DOCUMENTATION AND CHECKLIST**

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

- 1. Written business plan or a description of the business, ownership/ management, date established, products and services, and future plans.
- 2. Financial statements for past two years, including profit and loss statements and balance sheets.
- 3. Two year financial projections.
- 4. Personal financial statements of all major shareholders (principals) including the most recent 2 years of tax returns. (If requested.)
- 5. Letter of commitment from other sources of financing, stating terms and conditions of their participation in the project.
- 6. Administrative fee of up to \$5,000. In addition to defraying the cost of staff time, the fee will be used to pay costs associated with processing this request for financial assistance such as legal, engineering and financial analysis. The City reserves the right to stop the processing of the request until additional fees are paid should the original amount be insufficient to pay such costs. That portion which remains unspent, if any, will be returned only if the project is denied approval.
- 7. Attach the following documentation:
  - \_\_\_\_\_ Part 1 – Corporation/Partnership Description
  - \_\_\_\_\_ Part 2 – List of Shareholders/Partners
  - \_\_\_\_\_ Part 3 – Description of Project
  - \_\_\_\_\_ Part 4 – *But For* Analysis
  - \_\_\_\_\_ Part 5 – List of Prospective Lessees (If requested)
  - \_\_\_\_\_ Part 6 – Legal Description, Property Identification Numbers, maps of the project area, and project renderings
  - \_\_\_\_\_ Part 7 – Public Purpose Narrative
  - \_\_\_\_\_ Part 8 – Sources & Uses of Funds – Additional Information

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

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

**EXHIBIT B**  
**BUSINESS ASSISTANCE REVIEW WORKSHEET**  
**FOR COMMERCIAL/INDUSTRIAL PROJECTS**  
TO BE COMPLETED BY APPLICANT AND CITY STAFF

**A. The project meets which of the following objectives as set forth in Section C of the Business Assistance policy:**

- 1. To encourage redevelopment.
- 2. To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
- 3. To enhance and/or diversify the City's economic base.
- 4. To encourage additional unsubsidized private (re)development.
- 5. To remove blight and/or encourage (re)development of commercial and industrial areas.
- 6. To accomplish other public policies which may be adopted such as the promotion of quality urban or architectural design, energy conservation, and decreasing capital and/or operating costs of local government.
  - Utilization of architectural and landscaping techniques that will enable the components of the project to blend with the natural environment.
  - Mitigation of project impact on the natural environment.

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

\$ \_\_\_\_\_ Private Investment

\$ \_\_\_\_\_ Public Investment

\_\_\_\_\_ **Ratio Private : Public Financing**

**Points:** \_\_\_\_\_

5:1 5

4:1 4

3:1 3

2:1 2

Less than 2:1 1

**C. Job Creation:**

\_\_\_\_\_ Net *new* jobs (minimum 40 hours per week) or  
 \_\_\_\_\_ fulltime equivalents

**Points:** \_\_\_\_\_

50+ 5

20+ 4

10+ 3

5+ 2

Less than 2 1

**D. Wage Level of jobs created:**

Average hourly wage

Of *new* jobs \_\_\_\_\_

**Points:** \_\_\_\_\_

Over \$21/hour 5

\$18-21/hour 4

\$14-17/hour 3

\$10-13/hour 2

Under \$10/hour 1

<b>E. Ratio Of Business Assistance To New Jobs Created:</b>	<b>Points:</b>
\$ _____ Business assistance requested	\$5,000 or less <u>5</u>
_____ Number of net <i>new</i> jobs created	\$15,000 or less <u>4</u>
\$ _____ of business assist. per net <i>new</i> job created	\$25,000 or less <u>3</u>
	\$50,000 or less <u>2</u>
	Over \$75,000 <u>1</u>

<b>F. Project size:</b>	<b>Points:</b>
The project will result in the construction of _____ square feet	75,000+ <u>5</u>
	50,000+ <u>4</u>
	25,000+ <u>3</u>
	10,000+ <u>2</u>
	5,000 or less <u>1</u>

<b>G. Type of Project:</b>	<b>Points:</b>
_____ 100% Owner Occupied	<u>5</u>
_____ Mix Owner Occupied & Investment	<u>3</u>
_____ Investment Property	<u>1</u>

<b>H. Likelihood that the project will result in unsubsidized, spin-off development:</b>	<b>Points:</b>
_____ High	<u>5</u>
_____ Moderate	<u>3</u>
_____ Low	<u>1</u>

I. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Sub-Total Points \_\_\_\_\_ of a possible 35 points.**

<b>Bonus Points</b>	<b>Bonus Points:</b>
The project will be 100% <i>pay-as-you-go</i> financing.	<u>3</u>
The project is a redevelopment project.	<u>3</u>

**Total Points: \_\_\_\_\_**

Overall project analysis:	High	35 points
	Moderate	25 points
	Low	15 points
	Not Eligible	5 points

**APPENDIX I**  
**Business Subsidy Statute 2008**

**APPENDIX II**  
**Sample Business Subsidy Agreement**

**APPENDIX III**  
**Business Subsidy Reporting Form**

