

City of Ramsey
Agenda
Regular City Council
Tuesday, May 14, 2013
7:00 pm
Council Chambers, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Presentation**
3. **Citizen Input**
4. **Consent Agenda**
 1. Receive Cash and Investments for Period Ending April 30, 2013
 2. Receive 2013 Building Division Month End Report: April
 3. Approve the Following Meeting Minutes:
 1. City Council Work Session - April 23, 2013
 2. City Council Regular Session - April 23, 2013
 4. Approve License Applications
 5. Approval For Exemption for a Gambling License for Ramsey Fire Relief Association
 6. Approval of Contractor for Nuisance Abatement Services
 7. Consideration of approving Memorandum of Understanding and Easements for Riverdale Drive Extension to Traprock Street; Improvement Project 12-22
 8. Authorize Acceptance of Proposal From Premier Commercial Properties, Inc. for Property Management on Highway 10
 9. Award Contract for a Towing Vendor for the City of Ramsey
 10. Request for an Extension of Existing Interim Use Permit for Grading and Mining Activities on Outlots A & B Elmcrest Sanctuary; Case of Oakwood Land Development Inc.
 11. Request for Site Plan Approval for an Expansion of an Outdoor Patio and Addition of a Covered Bar at 6415 Highway 10 NW; case of Willy McCoys
 12. Introduce Ordinance #13-10 to Amend City Code Article II (Zoning) Division 5 (Tree Preservation)
 13. Adopt Resolution #13-05-082 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of April 18 through May 8, 2013

14. Report from the Personnel Committee - Meeting Date: April 23, 2013 / Resolution to Consider a Telecommuting Policy
15. Report from Public Works Committee dated April 16, 2013.
 3. APPROVE AGENDA: The agenda was approved as revised to consider a new item under Staff Input prior to Item 4 Approve Minutes.
 6. STAFF INPUT: Memorandum of Understanding with Anoka County: *This is being discussed tonight as a separate case.*
 5. COMMITTEE BUSINESS: Cost Estimate for Pedestrian Crosswalk at Alpine Drive and Zirconium Street: *The consensus of the Public Works Committee was to ask staff to determine elevations as discussed and whether it would be an option to create a more gradual pathway.*
 6. STAFF INPUT: Review of 2012-2013 Winter Maintenance Activities: *For informational purpose only.*
16. Report from the Personnel Committee - May 14, 2013

Case 1 of 4: Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.

Case 2 of 4: Resolution to Hire a Building Inspection Intern

Note: Case 3 and 4 will be brought forward for City Council action on May 28, 2013.

5. Approve Agenda

6. Public Hearing

7. Council Business

1. Adopt Resolution to Accept Metropolitan Council Transit Oriented Development (TOD) Grants
2. Introduce Ordinance #13-11 Amending 2013 Rates and Fees Related to Residential Rental Licensing Fee Structure for New Construction and Septic Pumping Permits
3. Introduce an Ordinance to Amend City Code Chapter 34, Sec 34-21 Weapons
4. Adopt Resolution 13-05-079 accepting Plans and Specifications and authorizing Advertisement for Bids for Riverdale Drive Reconstruction and Extension: City Improvement Project 12-22

8. Mayor/Council/Staff Input

- 1) Mayors' Prayer Breakfast - 7:30 a.m., Friday, May 17 - The Fountains of Ramsey
- 2) Blood Drive for the American Red Cross - Friday, May 17 - 8:00 a.m. - 1:00 p.m. - Parking lot of City Hall - Contact Pam Miller at 763-427-1410 to schedule a time to give!
- 3) Local Government Officials Meeting - Wednesday - May 29 - 6:00 p.m. - Alexander Ramsey Room, Ramsey Municipal Center
- 4) Filing for Candidacy to fill the Ward 1 Council vacancy opens on Friday, May 24 & closes Friday, June 7. You must reside in Ward 1 to file and there is a filing fee of \$5. Contact Jo Thieling at 763-433-9840 if you have questions

5) Absentee Voting for the Special Election will begin on June 28.

6) The Special Election to fill the vacancy for Councilmember in Ward 1 is scheduled for Tuesday, July 30, 2013 - 7:00 a.m. - 8:00 p.m. Ward 1 polling locations will be open from 7:00 a.m. to 8:00 p.m. Please contact Jo Thieling with any questions.

9. **Adjournment**

CC Regular Session

4. 1.

Meeting Date: 05/14/2013

By: Diana Lund, Finance

Information

Title:

Receive Cash and Investments for Period Ending April 30, 2013

Background:

Report on the City's cash and investments for the period ending April 30, 2013. Cash balances graph reflects the changes in cash balances on the city's major funds for the period ending April 30, 2013 in comparison to year-ending December 31, 2012. December 2012 numbers reflect final audited numbers.

Council Action:

None required. Informational only.

Attachments

Cash & Investments for Period Ending April 30, 2013

Cash Balances on Major City Funds - April 30, 2013

Form Review

Inbox

Kurt Ulrich

Reviewed By

Kurt Ulrich

Date

05/09/2013 10:11 AM

Form Started By: Diana Lund

Started On: 04/24/2013 02:02 PM

Final Approval Date: 05/09/2013

CITY OF RAMSEY
REPORT OF POOLED CASH FLOWS
Period Ended April 30, 2013

	April-13	2013
	CURRENT MONTH	YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE	\$ 40,799,678.33	\$ 42,990,689.01
CASH INFLOWS:		
Daily Deposit	578,257.40	2,033,676.14
Tax Settlements	-	65,193.40
U/B Receipts	30,853.88	809,535.93
Credit Cards	16,088.26	131,205.62
Interest Earnings [Net of Interest Paid on Investments]	54,454.46	213,230.42
Bond Proceeds	-	-
TOTAL CASH INFLOW	\$ 679,654.00	\$ 3,252,841.51
TOTAL CASH AVAILABLE	\$ 41,479,332.33	\$ 46,243,530.52
CASH OUTFLOWS:		
Prepaid Checks	542,484.60	\$ 2,790,949.75
Bills Lists	495,443.86	1,496,223.19
Pay Estimates	19,426.11	155,209.51
Credit Cards	1,014.81	4,485.67
Payroll - Net	259,613.15	1,066,481.05
Flex Reimbursement	5,740.19	22,492.59
Void Checks/Dormant Checks Paid	(25,299.28)	(27,803.88)
Debt Service	-	554,583.75
Miscellaneous [Bank Charges; etc.]	-	-
TOTAL CASH OUTFLOW	\$ 1,298,423.44	\$ 6,062,621.63
POOLED CASH AND TEMPORARY INVESTMENTS		
ENDING BALANCE	\$ 40,180,908.89	\$ 40,180,908.89
MEMO - NET 2012 CASH INFLOW (OUTFLOW)	(618,769.44)	(2,809,780.12)
INVESTMENT PORTFOLIO SUMMARY		
BEGINNING BALANCE	\$ 35,043,339.81	\$ 35,341,145.16
Purchases	1,600,000.00	3,683,000.00
Maturities/Sales	(1,942,812.61)	(4,323,617.96)
ENDING BALANCE	\$ 34,700,527.20	\$ 34,700,527.20

2013 CASH AND INVESTMENT ACTIVITY

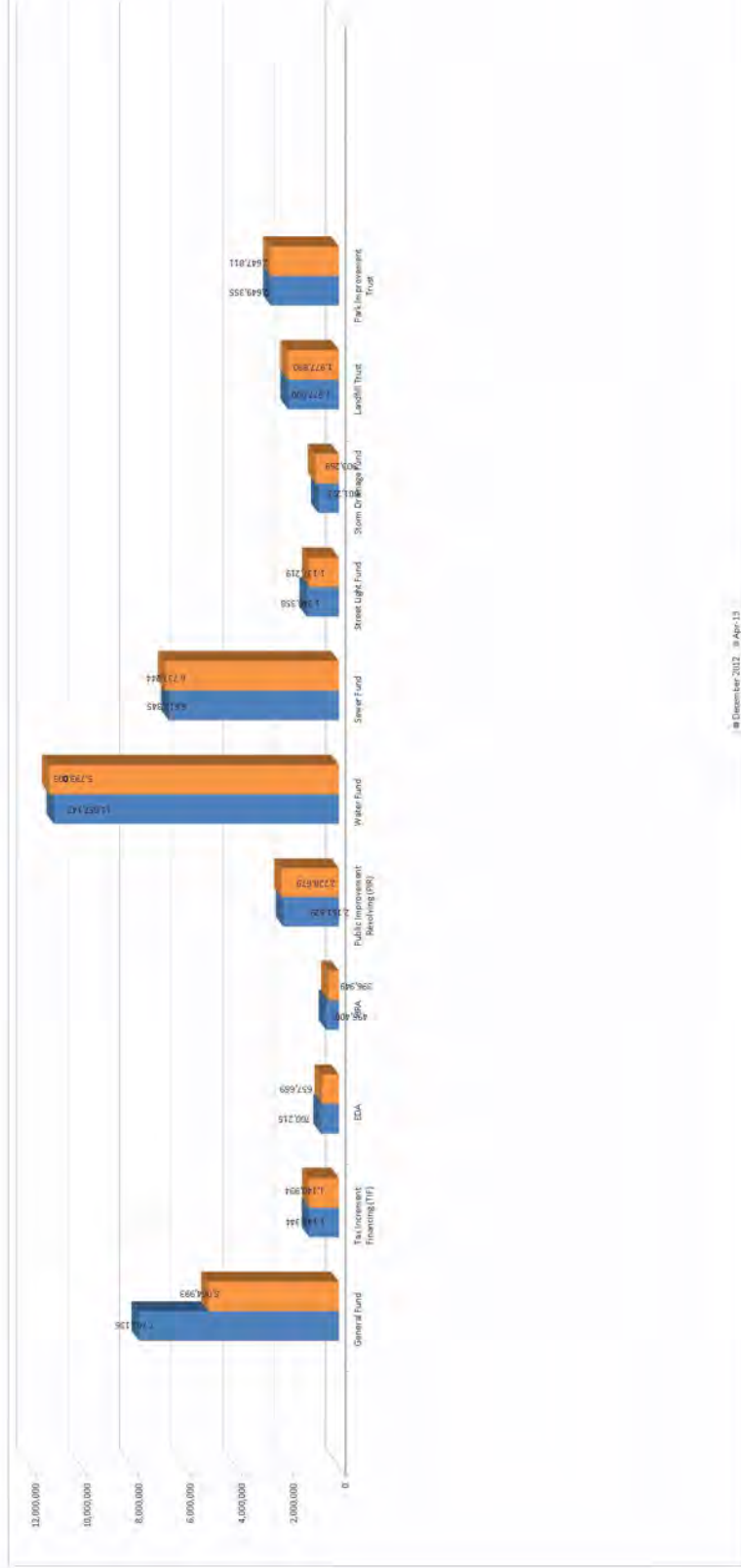
CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	CUSIP	PRIN BAL 1/1/2013	PURCH 2013	SOLD/ MATURE 2013	BV PRIN BAL 12/31/2013	PAR	YTM
031029	3/15/2013	Landmark	CD-Landmark	old-12456 new-13672	317,299.14		317,299.14	0.00 0.00	256,633	1.50%
121203A	5/31/2013	4M	Term Series 4M		4,000,000.00		0.00	4,000,000.00	4,000,000	0.20%
121203B	11/29/2013	4M	Term Series 4M		1,000,000.00		0.00	1,000,000.00	1,000,000	0.25%
								5,000,000.00		
091229D	12/29/2014	BOW	FFCB	31331JAN3	1,000,000.00		0.00	1,000,000.00	1,000,000	2.75%
								1,000,000.00		
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%
130417	10/16/2015	ICD SEC	CD-MARLIN BUSINESS B.	57116AFUS		200,000.00	0.00	200,000.00	200,000	0.45%
130327	9/28/2015	ICD SEC	CD-GOLDMAN SACHS	38147JCG5		100,000.00	100,000.00	0.00	100,000	0.65%
130325	9/25/2014	ICD SEC	CD-DORAL BANK	25811L3F4		249,000.00	249,000.00	0.00	249,000	0.40%
130301	3/1/2018	ICD SEC	CD-GE CAPITAL BANK	36161TIB2		200,000.00	0.00	200,000.00	200,000	1.10%
130424	4/23/2014	ICD SEC	CD-BANK OF INDIA	0627826D4		100,000.00	0.00	100,000.00	100,000	0.35%
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 FINANC	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		100,000.00	0.00	100,000	0.35%
120411	4/10/2013	ICD SEC	CD-BANK OF INDIA	06782D20	100,000.00		100,000.00	0.00	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		100,000.00	0.00	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 PUEB	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 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 NORJ	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	31392JIG5	43,778.37		7,179.81	36,598.56	165,176	3.95%
090102B	12/25/2018	Com Sec	FNR 2003-120 BY	31393UGR8	132,527.24		20,170.34	112,356.90	200,000	3.98%
080128C	1/15/2038	Com Sec	FHR 3404 JC	31397PTH3	218,355.51		218,355.51	0.00	1,000,000	4.74%
			Add Back prin paydown in 1/13					148,955.46		
120214B	4/1/2017	Northland	ST FRANCIS ISD#15	789466-PU-7	250,000.00		0.00	250,000.00	250,000	4.40%

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		
130125A	3/1/2019	Northland	WITTENBERG WIS SCHO	97746PBL2	0.00	110,000.00	0.00	110,000.00	110,000	5.30%
130312	12/1/2014	Northland	MENARD & CASS COUNT	76T-173301	0.00	590,000.00	0.00	590,000.00	590,000	3.50%
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%
130412	2/1/2024	Northland	BECKER MN TAX	075671LJ4	0.00	50,000.00	0.00	50,000.00	50,000	2.75%
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%
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-J6-7	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 SUPERIO	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		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 BANF	63736Q-JT-9	97,000.00		0.00	97,000.00	97,000	4.95%
090420A	11/1/2013	Northland	BURLINGTON VT PUB IM	122062-MJ-8	125,000.00		0.00	125,000.00	125,000	3.26%
080731	12/15/2013	Northland	BEAVER CITY PA TAX	074851-MQ-6	125,000.00		0.00	125,000.00	125,000	5.00%
100106	12/15/2013	Northland	FOX VALLEY PK DIST BA	351592-GC-8	400,000.00		0.00	400,000.00	400,000	2.06%
080324	12/30/2013	Northland	WHEATON IL PK TAX	96257-PB-0	475,000.00		0.00	475,000.00	475,000	4.15%
090630B	12/30/2013	Northland	MCGREGOR ISD #004	580705-GM-7	100,000.00		0.00	100,000.00	100,000	3.00%
090212B	2/1/2014	Northland	ROSEMOUNT ISD#196	777594-WX-6	300,000.00		0.00	300,000.00	300,000	3.50%
090715A	2/1/2014	Northland	MOWER CTY MIN JAIL	624662-AH-5	515,000.00		0.00	515,000.00	515,000	3.80%
090820B	2/1/2014	Northland	LACQUI PARLE VALLEY	505468-AJ-7	120,000.00		0.00	120,000.00	120,000	3.15%
080425A	3/1/2014	Northland	DAUPHIN COUNTY PA	238253-RU-4	150,000.00		0.00	150,000.00	150,000	5.00%
090217B	3/1/2014	Northland	STILLWATER ISC #834	860758-PY-1	200,000.00		0.00	200,000.00	200,000	3.40%
100223B	4/1/2014	Northland	WINNEBAGO CITY WIS	974603-MZ-2	200,000.00		0.00	200,000.00	200,000	2.10%
080507	5/1/2014	Northland	FREEMONT NE ELEC TAX	356730-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 COLI	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	122062-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 I	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%

2013 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	CUSIP	PRIN	PURCH	SOLD/	BV	PAR	YTM
					BAL 1/1/2013		MATURE 2013	PRIN BAL 12/31/2013		
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%
								<u>15,239,134.32</u>		
971212	11/28/2002	UBS	CD-FNB KEYSTONE, Neve	320950AJ7R	96,000.00		0.00	96,000.00	96,000	6.25%
010328	6/25/2023	UBS	FHG14A	312916PD5R	8,000.00		1,000.00	7,000.00	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	313380B7I	1,000,000.00		0.00	1,000,000.00	1,000,000	1.00%
130404	10/25/2027	UBS	FHLB	313380OU9	-	750,000.00	0.00	750,000.00	750,000	2.13%
130425	4/25/2023	UBS	FHLB	313382Q29	-	500,000.00	0.00	500,000.00	500,000	1.63%
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		500,000.00	0.00	500,000	2.13%
000417	8/15/2021	UBS	FHLMC REMIC 181e	312904AU9C	2,276.81		292.11	1,984.70	88,604	7.00%
970917B	9/15/2021	UBS	FHLMC REMIC SERIES FF	312904GT6C	3,637.37		281.17	3,356.20	255,714	7.21%
020826	10/15/2022	UBS	FHR 1391D	312912LUO	2,539.24		144.68	2,394.56	59,990	6.00%
030630A	6/15/2018	UBS	FHR 2628 AB	31393VMQ1C	26,639.15		5,006.65	21,632.50	200,000	3.12%
030930A	9/15/2018	UBS	FHR 2677 KH	31394JTP2	57,367.18		6,414.56	50,952.62	300,000	4.50%
040730A	7/15/2019	UBS	FHR 2822 DB	31395C3S8	95,514.35		14,628.28	80,886.07	500,000	5.00%
040730B	7/15/2019	UBS	FHR 2822 DQ	31395C3U3	20,216.44		9,701.77	10,514.67	500,000	5.00%
120322	3/22/2027	UBS	FNMA	3136FT6A2	500,000.00		500,000.00	0.00	500,000	1.49%
120329B	3/29/2027	UBS	FNMA	3136FT7E3	500,000.00		500,000.00	0.00	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		158.51	2,815.56	52,000	7.00%
031030A	11/25/2018	UBS	FNR 2003-113KA	31393T2P0	7,082.57		7,082.56	0.01	197,000	4.50%
030430B	4/25/2018	UBS	FNR 2003-41-JH	31393BD36C	11,621.53		5,586.23	6,035.30	300,000.00	5.00%
030730A	8/25/2018	UBS	FNR 2003-74-KN	31393EAL3C	55,357.71		10,180.96	45,176.75	300,000.00	3.59%
040830	8/25/2019	UBS	FNR 2004 68 BT	31394AYU4	1,636.64		1,629.83	6.81	500,000	
001127	7/25/2022	UBS	FNR G92-35	31358PHV2C	2,688.86		132.94	2,555.92	75,215	7.49%
020816B	1/25/2024	UBS	FNR G94-2D	31359GR40	134.80		134.81	-0.01	46,221	6.45%
040430	4/25/2019	UBS	FNR-2004-31-DA	31393YAJ4	35,360.22		19,234.46	16,125.76	500,000	4.50%
101228	4/1/2013	UBS	MPLS SCHOOL DISTR	603792PR7	615,000.00		615,000.00	0.00	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>7,250,437.42</u>		
Money Mkt							0.00	0.00		
TOTAL INVESTMENTS					35,341,145.16	3,683,000.00	4,323,617.96	34,700,527.20		
			Unamortized Premiums		1,221,206.69	40,207.20		1,261,413.89		
			Unamortized Discounts		(2,854,357.28)			-2,854,357.28		
			BOW		2,600,100.00	8,806,831.57	9,774,189.34	1,632,742.23		
			Village Bank Checking		25,522.39	10,403.37	3,220.72	32,705.04		
			Money Market Accounts		6,657,072.05	847.77	1,250,042.01	5,407,877.81		
			Net Cash and Investments		42,990,689.01	12,541,289.91	15,351,070.03	40,180,908.89		



CC Regular Session

4. 2.

Meeting Date: 05/14/2013

Submitted For: Katy Okerstrom

By: MaryJo Warner, Engineering/Public Works

Information

Title:

Receive 2013 Building Division Month End Report: April

Background:

Attached is the Monthly Building Permit Report for April 2013.

Council Action:

Motion to receive the Building Permit Report for April 2013.

Attachments

[April 2013 Summary](#)

[April 2013 Detail](#)

Form Review

Inbox	Reviewed By	Date
Katy Okerstrom	Katy Okerstrom	05/07/2013 02:55 PM
Tim Gladhill	Tim Gladhill	05/08/2013 10:26 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 11:05 AM
Form Started By: MaryJo Warner		Started On: 05/02/2013 08:23 AM
Final Approval Date: 05/09/2013		

City of Ramsey Permits Issued

----- CURRENT RANGE -----
 4/1/2013 - 4/30/2013

----- PREVIOUS RANGE -----
 4/1/2012 - 4/30/2012

	QTY	BASE FEE	VALUATION	PLAN REVIEW	QTY	BASE FEE	VALUATION	PLAN REVIEW
Building								
Commercial	2	94.00	732,000.00	3,000.89	1	94.00	0.00	0.00
Residential	56	40,669.50	3,191,778.00	10,375.70	59	15,082.75	633,334.00	4,638.89
Subtotal	58	40,763.50	3,923,778.00	13,376.59	60	15,176.75	633,334.00	4,638.89
Electrical								
Commercial	8	1,299.00	0.00	0.00	10	667.00	0.00	0.00
Residential	35	2,445.00	0.00	0.00	38	2,981.00	0.00	0.00
Subtotal	43	3,744.00	0.00	0.00	48	3,648.00	0.00	0.00
Fire								
Burning	6	150.00	0.00	0.00	3	75.00	62,000.00	0.00
Fire Alarm / Device	0	0.00	0.00	0.00	0	0.00	0.00	0.00
Fire Sprinkler	2	250.50	11,000.00	162.82	1	153.25	7,165.00	99.61
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
Subtotal	8	400.50	11,000.00	162.82	4	228.25	69,165.00	99.61
Mechanical								
Commercial	1	200.00	16,100.00	104.65	2	1,588.60	149,910.00	967.59
Residential	12	611.00	0.00	0.00	7	329.00	0.00	0.00
Subtotal	13	811.00	16,100.00	104.65	9	1,917.60	149,910.00	967.59
Plumbing								
Commercial	1	60.00	0.00	0.00	0	0.00	0.00	0.00
Residential	12	370.00	0.00	0.00	9	295.00	0.00	0.00
Subtotal	13	430.00	0.00	0.00	9	295.00	0.00	0.00
Sign								
Commercial	5	275.00	0.00	0.00	1	25.00	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
Subtotal	5	275.00	0.00	0.00	1	25.00	0.00	0.00

City of Ramsey Permits Issued

----- CURRENT RANGE ----- ----- PREVIOUS RANGE -----
 4/1/2013 - 4/30/2013 4/1/2012 - 4/30/2012

	QTY	BASE FEE	VALUATION	PLAN REVIEW	QTY	BASE FEE	VALUATION	PLAN REVIEW
Temporary Use								
Commercial	0	0.00	0.00	0.00	0	0.00	0.00	0.00
Residential	4	28,200.00	0.00	0.00	1	7,000.00	0.00	0.00
Subtotal	4	28,200.00	0.00	0.00	1	7,000.00	0.00	0.00
User Defined								
Commercial	0	0.00	0.00	0.00	0	0.00	0.00	0.00
Residential	5	1,520.00	0.00	0.00	6	850.00	0.00	0.00
Subtotal	5	1,520.00	0.00	0.00	6	850.00	0.00	0.00
Zoning								
Residential	7	175.00	0.00	0.00	10	250.00	0.00	0.00
Subtotal	7	175.00	0.00	0.00	10	250.00	0.00	0.00
Total	156	76,319.00	3,950,878.00	13,644.06	148	29,390.60	852,409.00	5,706.09

Report Name:
 Permits Issued with Description
 Issued Dates:
 4/1/2013 to 4/30/2013

City of Ramsey Permits Issued with Description

Printed: 5/2/2013
 Page: 1

<u>Permit Description</u>	<u>Permit Count</u>	<u>Base Fee</u>	<u>Plan Review</u>	<u>Valuation</u>
Building				
<u>Commercial</u>				
Demolition	1	94.00	0.00	0
Plan Review	1	0.00	3,000.89	732,000
Sub Total:	2	94.00	3,000.89	732,000
<u>Residential</u>				
Basement Finish	6	846.00	0.00	0
Deck	4	376.00	0.00	0
Dwelling	4	608.25	355.88	23,950
Fireplace	1	94.00	0.00	0
Miscellaneous	1	94.00	0.00	0
Multi-Family Unit	8	14,470.00	2,617.52	1,134,400
New Dwelling	10	21,345.50	7,402.30	1,959,428
Roofing	1	94.00	0.00	0
Siding	5	1,237.75	0.00	74,000
Window Replacement	16	1,504.00	0.00	0
Sub Total:	56	40,669.50	10,375.70	3,191,778
TOTAL:	58	40,763.50	13,376.59	3,923,778

Electrical				
<u>Commercial</u>				
Addition	2	884.00	0.00	0
Miscellaneous	4	277.00	0.00	0
Order For Payment	2	138.00	0.00	0
Sub Total:	8	1,299.00	0.00	0
<u>Residential</u>				
Accessory Structure	1	90.00	0.00	0
Basement Finish	7	490.00	0.00	0
Dwelling	10	1,125.00	0.00	0
Furnace	2	70.00	0.00	0
Furnace & Air Conditioner	3	105.00	0.00	0
Hot Tub	1	35.00	0.00	0
Miscellaneous	3	175.00	0.00	0
Order For Payment	4	160.00	0.00	0
Panel	1	90.00	0.00	0
Septic Pump	1	35.00	0.00	0
Siding	1	35.00	0.00	0
Water Heater	1	35.00	0.00	0
Sub Total:	35	2,445.00	0.00	0
TOTAL:	43	3,744.00	0.00	0

Fire				
<u>Burning</u>				
Residential	6	150.00	0.00	0

Report Name:
 Permits Issued with Description
 Issued Dates:
 4/1/2013 to 4/30/2013

City of Ramsey Permits Issued with Description

Printed: 5/2/2013
 Page: 2

<u>Permit Description</u>	<u>Permit Count</u>	<u>Base Fee</u>	<u>Plan Review</u>	<u>Valuation</u>
Sub Total:	6	150.00	0.00	0
<u>Fire Sprinkler</u>				
Commercial	2	250.50	162.82	11,000
Sub Total:	2	250.50	162.82	11,000
TOTAL:	8	400.50	162.82	11,000

Mechanical

<u>Commercial</u>				
New Building	1	200.00	104.65	16,100
Sub Total:	1	200.00	104.65	16,100
<u>Residential</u>				
Air Conditioner	1	47.00	0.00	0
Dwelling	1	94.00	0.00	0
Furnace	4	188.00	0.00	0
Furnace & Air Conditioner	6	282.00	0.00	0
Sub Total:	12	611.00	0.00	0
TOTAL:	13	811.00	104.65	16,100

Plumbing

<u>Commercial</u>				
Irrigation	1	60.00	0.00	0
Sub Total:	1	60.00	0.00	0
<u>Residential</u>				
Dwelling	1	94.00	0.00	0
Irrigation	1	47.00	0.00	0
Water Heater	1	47.00	0.00	0
Water Heater & Softener	1	62.00	0.00	0
Water Softener	8	120.00	0.00	0
Sub Total:	12	370.00	0.00	0
TOTAL:	13	430.00	0.00	0

Sign

<u>Commercial</u>				
Permenant	2	200.00	0.00	0
Temporary	3	75.00	0.00	0
Sub Total:	5	275.00	0.00	0
TOTAL:	5	275.00	0.00	0

Temporary Use

<u>Residential</u>				
Landscape	4	28,200.00	0.00	0
Sub Total:	4	28,200.00	0.00	0

Report Name:
 Permits Issued with Description
 Issued Dates:
 4/1/2013 to 4/30/2013

City of Ramsey Permits Issued with Description

Printed: 5/2/2013
 Page: 3

<u>Permit Description</u>	<u>Permit Count</u>	<u>Base Fee</u>	<u>Plan Review</u>	<u>Valuation</u>
TOTAL:	4	28,200.00	0.00	0
User Defined				
Residential				
Pumping Permit	3	1,220.00	0.00	0
Tank(s)	2	300.00	0.00	0
Sub Total:	5	1,520.00	0.00	0
TOTAL:	5	1,520.00	0.00	0
Zoning				
Residential				
Accessory Structure 120 Sq. Ft. or Smaller	3	75.00	0.00	0
Driveway	1	25.00	0.00	0
Fence	2	50.00	0.00	0
Spa	1	25.00	0.00	0
Sub Total:	7	175.00	0.00	0
TOTAL:	7	175.00	0.00	0
Grand Total:	156	76,319.00	13,644.06	3,950,878

CC Regular Session

4.3.

Meeting Date: 05/14/2013

By: Jo Thieling, Administrative Services

Information

Title:

Approve the Following Meeting Minutes:

1. City Council Work Session - April 23, 2013
2. City Council Regular Session - April 23, 2013

Background:

The meeting minutes are attached for Council review and approval.

Council Action:

Motion to approve the Following Meeting Minutes:

1. City Council Work Session - April 23, 2013
 2. City Council Regular Session - April 23, 2013
-

Attachments

042313CCWS Minutes

042313CC Minutes

Form Review

Form Started By: Jo Thieling

Started On: 05/09/2013

Final Approval Date: 03/06/2013

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, April 23, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: Councilmember David Elvig

Also Present: City Administrator Kurtis Ulrich
Finance Director Diana Lund
Parks and Assistant Public Works Superintendent Mark Riverblood
Human Resources Manager Colleen Lasher
Development Services Manager Timothy Gladhill
Assistant to the City Administrator Patrick Brama

1. CALL TO ORDER

Mayor Strommen called the City Council Work Session to order at 6:07 p.m.

2. TOPICS FOR DISCUSSION

2.01: Legal RFP Review Process

City Administrator Ulrich reviewed the staff report, indicating Requests for Proposals (RFPs) for legal services were published and 14 proposals were received. He noted Bill Goodrich has had the contract for 35 years and approved most recently three years ago. The policy is to submit major contractors (legal and auditors) through RFP process every three to five years. City Administrator Ulrich stated the last time the City Council was involved with interviews, staff narrowed the firms to six, prior to interview. He suggested scheduling interviews on May 17, 2013, and asked the Council to provide direction on the process for interviewing the firms and if it would like to be involved in narrowing down the firms to six.

The Council noted May 17, 2013, is the Mayor's Prayer Breakfast and also a Friday.

City Administrator Ulrich suggested consideration of May 7, 2013.

Mayor Strommen asked whether an RFP will also be undertaken for the HRA Attorney.

City Administrator Ulrich stated he will check the date when that was last undertaken.

The consensus of the Council was that all Council Members would participate in the final interview panel on May 7, 2013.

2.02: Consider Outsourcing of Property Management Services

Finance Director Lund reviewed the staff report and described the location and use of RALF properties. She stated it is staff's recommendation to outsource property management services for the RALF properties and six leases. It was noted those costs are eligible for reimbursement through RALF.

Assistant to the City Administrator Brama stated the function of leasing City-owned buildings is unique and outsourcing property management services would benefit the City considering lower staffing numbers and service level expectations. It would provide a higher level of professional service and could include negotiation of leases. Assistant to the City Administrator Brama stated the agreement will be written with a 120-day termination clause so if it is not working as expected, there is latitude.

Finance Director Lund noted up to January 2011, the City contracted with Premier Commercial Properties to oversee property management of the City's leased/leasable sites. That agreement called for \$200/month per site for property management and is proposed at the same rate. She pointed out that with the City handling property management services, it involves three departments: Finance, Administration, and Maintenance.

Councilmember Tossey stated after hearing staff's explanation and since these costs are eligible for RALF reimbursement, he supports staff's recommendation. In addition, it would free staff time.

Councilmember Backous asked if the management company will negotiate lease terms.

Finance Director Lund stated they will not be paid if a lease is extended but if a lease is renegotiated, they would be paid based on the lease.

Councilmember Backous stated he supports this option.

Mayor Strommen asked if this proposal covers all six of the leases: Northern Lights Church, RM Golf Carts, Independent Auto Care (two leases), Pro Sporting Goods, and Todd Bialon.

Finance Director Lund answered in the affirmative.

Mayor Strommen stated she also supports staff's recommendation as the City can recoup its costs and free staff time.

Councilmember Backous asked if another response had been received.

Finance Director Lund stated there was one viable response.

Councilmember LeTourneau asked if non-RALF properties would be under this contract.

Finance Director Lund stated they would not and if non-RALF properties were in the contract, it would have to be paid by City funds as it would not be RALF eligible.

The consensus of the Council was to support entering a property maintenance contract with Premier Properties at \$200 per month per site for the six RALF properties.

2.03: Memorandum of Understanding (MOU) for the Armstrong Interchange Project

City Administrator Ulrich reviewed the staff report and components of the Memorandum of Understanding (MOU) with Anoka County for financing the construction of a highway interchange at the intersection of Armstrong Boulevard and US 10. He stated an accounting of the City's contribution towards this project equaled \$7.059 million. It is estimated to be a \$35 million project for the full interchange across the railroad tracks and connecting to US 10 from Armstrong Boulevard. The MOU also caps the County and City contributions at \$10 million so the City's additional contribution would be approximately \$3 million. The MOU would show a commitment by both the County and City to fund the remaining portions of the project and be included as part of the TED grant.

Councilmember LeTourneau stated he supports moving forward and asked about reimbursement of the funding source and whether it is contingent upon future land sales.

City Administrator Ulrich stated the funding sources are Federal, State, County, and City. The \$3 million gap of funding would need to be identified and could come from a general tax capacity increase, bonding, existing TIF Districts, and/or undesignated fund reserves (i.e., Landfill Trust Fund).

Councilmember Tossey stated he understands the City would put forward \$10 million but the County would reimburse \$5 million back to the City.

City Administrator Ulrich stated with the MOU, the City is responsible for up to \$10 million and has already contributed \$7 million.

Councilmember Tossey asked what the County's share is.

City Administrator Ulrich stated Anoka County would be responsible for up to \$10 million and has indicated they put money- \$1.7 million - into the Sunwood Realignment Project.

Councilmember Tossey asked if that would leave \$15 million left to pay for the project.

City Administrator Ulrich stated he cannot say for certain but wanted to identify the City's contribution and that a cap of \$10 million was in place.

Mayor Strommen noted the City's contribution may be lower than \$10 million, depending on the project cost so if the County share and City share is each \$7 million, the City has already made its contribution.

Councilmember Tossey stated he wants to assure that Anoka County is responsible to make an equal contribution to Ramsey's contribution and will also cover the gap equally.

City Administrator Ulrich stated language could be added to address that concern.

Councilmember Kuzma asked how the funding to purchase the Wise property will be reimbursed.

Mayor Strommen stated that cost is included in the \$7 million total and counts towards the City's contribution.

Councilmember Tossey stated that is why it is important to have equal contribution between Anoka County and Ramsey. He noted that Anoka County Engineer Doug Fisher has assured the City that its costs to purchase Wisser Choice Liquor property would be part of the City's contribution. Councilmember Tossey stated Commissioner Look has indicated that County Transportation Improvement Board will also put in significant portions since the project is at a rail line, which will also be helpful.

City Administrator Ulrich stated he will revise the MOU language prior to Council consideration at its meeting tonight.

Mayor Strommen asked staff to assure the attachment is included in the documentation, as indicated.

The consensus of the Council was to support the MOU as revised.

3. FUTURE TOPICS FOR DISCUSSION

Assistant to the City Administrator Brama stated the EDA recently reviewed a case relating to the commercial node at Highway 47 and 167th Avenue. He advised that the potential user of the Super Value building has backed away so the EDA is considering how to move forward and directed staff to contact stakeholders to schedule a meeting mid- to late-May. He stated staff will be asking those stakeholders about their plans and will prepare a list of available tools to assist that commercial node.

Councilmember LeTourneau suggested staff also consider the golf course property owners.

4. MAYOR / COUNCIL / STAFF INPUT

Councilmember Riley stated he read the comments from the Commission surveys and a reoccurring theme was the Ramsey zip code. He stated this is an on-going issue and offered to champion a change in zip code to provide recognition to Ramsey.

Mayor Strommen stated a number of years ago, time was spent on that issue but it hit a dead end because there are only a certain number of zip codes available for this area and the post office would not issue a zip code without having a physical post office in the City.

City Administrator Ulrich agreed it may be time to revisit that issue.

5. ADJOURNMENT

Mayor Strommen adjourned the Work Session of the City Council at 6:41 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

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, April 23, 2013 at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen
Councilmember Randy Backous
Councilmember David Elvig (Read resignation and left the Council Chambers at 7:09 p.m.)
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
Parks and Assistant Public Works Superintendent Mark Riverblood
Human Resources Manager Colleen Lasher
Development Services Manager Timothy Gladhill
City Engineer Bruce Westby
Assistant to the City Administrator Patrick Brama
City Attorney William Goodrich

1. CALL TO ORDER

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

2. PRESENTATION

2:01: Second Annual 'Bark for Life' Event

Parks and Assistant Public Works Superintendent Riverblood announced that the Second Annual 'Bark for Life' event will be held at The Draw on Saturday, April 27, 2013.

Kimberly Gust, organizer of the event, stated last year's 'Bark for Life' was a success and narrated a slide show describing this American Cancer Society fundraising event.

2.02: Resignation of Councilmember Elvig

Councilmember Elvig read a prepared statement relating to his legal challenges and reasoning for stepping down as Councilmember and HRA Commissioner. He stated he is confident the sitting Council will usher Ramsey towards a new era of success. Councilmember Elvig stated he will miss his colleagues and staff, thanked residents for their support, and wished Ramsey a very prosperous future.

Mayor Strommen thanked Councilmember Elvig for his care of Ramsey through his tenure since election in 2002. She noted Councilmember Elvig had helped to launch a strategic planning process in 2013 and assured him the Council would carry forward.

City Administrator Ulrich added his appreciation to Councilmember Elvig for his support of the City and thinking of Ramsey in his actions tonight.

Councilmember Elvig stepped down from the Council dais at 7:09 p.m.

City Attorney Goodrich advised of the process, under City Charter, to declare and fill a Council vacancy. He explained that previously, special elections had been held without a primary and the highest vote getter received the office.

Mayor Strommen stated under Mayor/Council/Staff Input, the Council will consider when to schedule a Special Meeting to address this vacancy.

3. CITIZEN INPUT

None.

4. CONSENT AGENDA

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

- 4.01: Receive Cash & Investments for Period Ending March 31, 2013
- 4.02: Receive January 2013 Financial Reports – General Fund and Enterprise Funds
- 4.03: Receive February 2013 Financial Reports – General Fund and Enterprise Funds
- 4.04: Receive March 2013 Financial Reports – General Fund and Enterprise Funds
- 4.05: Note the following Boards and Commissions Meeting Minutes:
 - 1) Planning Commission Special Meeting Minutes dated January 31, 2013
 - 2) Planning Commission Work Session Minutes dated March 14, 2013
- 4.06: Extension of Agreement for Interim Fire Chief Services for the City of St. Francis
- 4.07: Approve License Applications:

Peddlers / Solicitors

AM&M Witt Vending Sales, LLC, 14224 Argon Street NW, Ramsey, MN 55303

Special Events Permit

American Cancer Society – Kimberly Gust

The Residence at The COR, 7700 Sunwood Drive NW, Ramsey, MN 55303

- 4.08: Approve Request to Declare Surplus Property
- 4.09: Approve the Following Meeting Minutes:
 - 1) City Council Work Session dated April 9, 2013
 - 2) City Council Regular Session dated April 9, 2013
- 4.10: Adopt Resolution #13-04-073 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of April 4, 2013 through April 7, 2013
- 4.11: Adopt Resolution #13-04-070 Authorizing Partial Payment to North Valley, Inc. for IP 12-23; Alpine Drive Reconstruction
- 4.12: Adopt Resolution #13-04-071 Authorizing Partial Payment to North Pine Aggregate, Inc. for IP 12-20; CSAH 83 (Armstrong Boulevard) – Sunwood Drive
- 4.13: Adopt Resolution #13-04-072 Granting Cross of Hope Lutheran Church an Extension for Completion of Required Improvement
- 4.14: Report from the Personnel Committee Meeting dated April 23, 2013:
 - 1) Accept Patrol Captain's Resignation
 - 2) Begin Promotional Process
 - 3) Recruit for a Patrol Officer – *Ratify the recommendation of the Personnel Committee to Adopt Resolution #13-04-077 to accept Patrol Captain Tim Dwyer's resignation; direct staff to begin a promotional process to address the job duties left vacant by the Patrol Captain's resignation; and, recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the promotional process and to invite the Patrol Officer who is currently out on the extended medical leave to apply for the Patrol Officer position; subject to his ability to meet the minimum requirements of the Patrol Officer position within the allotted recruitment timeframe.*

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

5. APPROVE AGENDA

Motion by Councilmember Kuzma, seconded by Councilmember LeTourneau, to approve the agenda as revised to add Case 7.04, Consider Memorandum of Understanding (MOU) for the Armstrong Interchange Project, and Case 7.05, Consider Scheduling Special Council Meeting.

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

6. PUBLIC HEARING

6.01: Public Hearing to Adopt Ordinance #13-09 to Vacate an Easement for Street and Utility Purposes on Lots 1 and 2, Block 1, Park 67 Industrial Park; Case of Sharp & Associates and Transwest, LLC

Mayor Strommen closed the regular portion of the City Council meeting at 7:16 p.m. in order to conduct a public hearing.

Public Hearing

Mayor Strommen called the public hearing to order at 7:16 p.m.

Presentation

Development Services Manager Gladhill reviewed the staff report and recommendation to vacate an easement for street and utility purposes as it is no longer necessary and should have been vacated previously.

Citizen Input

There was none.

Motion by Councilmember Backous, seconded by Councilmember Riley, to close the public hearing.

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

The public hearing was closed at 7:17 p.m.

Council Business

Mayor Strommen called the regular City Council meeting back to order at 7:17 p.m.

Motion by Councilmember LeTourneau, seconded by Councilmember Backous, to Adopt Ordinance #13-09 to Vacate an Easement for Street and Utility Purposes on Lots 1 and 2, Block 1, Park 67 Industrial Park; Case of Sharp & Associates and Transwest, LLC.

A roll call vote was performed by the Recording Secretary:

Councilmember Riley	aye
Councilmember Backous	aye
Councilmember LeTourneau	aye
Councilmember Kuzma	aye
Councilmember Tossey	aye

Mayor Strommen aye

Motion carried.

7. COUNCIL BUSINESS

7.01: Report from the Personnel Committee – April 23, 2013 / Adopt Resolution #13-04-075 to Hire an Economic Development Manager

Human Resources Manager Lasher presented the recommendation of the Personnel Committee to hire Mr. Sean Sullivan as the City's new Economic Development Manager.

Motion by Councilmember Riley, seconded by Councilmember LeTourneau, to Adopt Resolution #13-04-075, to hire Sean Sullivan as the City's Economic Development Manager, effective on or near May 28, 2013, at \$37.45 per hour with a credit of five vacation days

Further discussion: The Council acknowledged this was a 2013 budgeted position.

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

7.02: Adopt Resolution #13-04-074 Ordering Preparation of Feasibility Report for Improvement Project #13-10, Garnet Street and 168th Avenue

City Engineer Westby reviewed the staff report and recommendation to order preparation of a feasibility report for the reconstruction of Garnet Street and 168th Avenue.

The Council acknowledged this road is in poor condition and deteriorated to gravel in some locations.

Motion by Councilmember Kuzma, seconded by Councilmember Backous, to Adopt Resolution #13-04-074 Ordering Preparation of Feasibility Report for Improvement Project #13-10, Garnet Street and 168th Avenue.

Further discussion: City Engineer Westby stated staff would itemize costs for street lighting, water, and sewer but it would not commit the Council to approving those items.

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

7.03: Consider Authorization to Order (Begin Official Process and Comment Period) on Completed Draft of Alternative Urbanwide Area Review (AUAR) Update for The COR (formerly Ramsey Town Center)

Development Services Manager Gladhill reviewed the staff report and recommendation to update an existing Alternate Urbanwide Area Review (AUAR) for The COR. He answered

questions of the Council and indicated that Landform Professional Services had prepared this document, noting that is their area of expertise. He explained a specific dollar amount was part of this work order and it was funded through TIF District #14.

Motion by Councilmember LeTourneau, seconded by Councilmember Backous, to adopt Resolution #13-04-076 Ordering the AUAR.

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

7.04: Consider Memorandum of Understanding (MOU) for the Armstrong Interchange Project

City Administrator Ulrich presented the revised Memorandum of Understanding (MOU) with Anoka County to collaborate on a TED grant application for the interchange at US10 and Armstrong Boulevard. He stated language had been added, as directed by the Council, indicating: If for any reasons any of the funds identified cannot be obtained, then the County and the City agree to assume the responsibility to fund the shortfall by the City paying for one half of the shortfall and the County paying for the other half of the shortfall. . .

Motion by Councilmember Tossey, seconded by Councilmember Riley, to approve the revised Memorandum of Understanding with Anoka County.

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

7.05: Consider Scheduling Special Council Meeting

City Administrator Ulrich suggested holding a Special Meeting to declare a Council vacancy on May 7, 2013, noting it would meet the Charter timeline and accommodate a special election in August of 2013.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to direct staff to schedule a Special Meeting on May 7, 2013, at 5:30 p.m. to declare a Council vacancy.

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

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced upcoming meetings and events.

Councilmember Tossey announced the May 17, 2013, Mayor's Prayer Breakfast fundraiser for Youth First at The Fountains in Ramsey.

8.01: Reuse of Former Municipal Site

Councilmember Riley stated an open house was held last week to discuss reuse of the former municipal site and staff has a presentation on input received.

Development Services Manager Gladhill explained that Connexus Energy has approached the City to consider use of the former municipal site as a Data Center. He described the notification process, comment format, and resident input received at the open house that will be considered when preparing a final report.

Assistant to the City Administrator Brama stated comment was received from 12 residents via phone/voicemail/email and 18 residents who attended the open house, noting there had been general opposition to a data center concept and preference to a single-family concept. It was acknowledged there was no formal application under consideration by the City at this time. Next steps will be to go back to the Planning Commission and EDA for additional input and formal recommendation, preparation of a final staff report, and presentation to the City Council mid- to late-May. Assistant to the City Administrator Brama stated staff will follow up with a notification to residents of the outcome.

The Council acknowledged it had received resident comments as well and thanked staff for this helpful feedback. The consensus of the Council supported the next steps as presented.

8.02: Volunteer Opportunity

Parks and Assistant Public Works Superintendent Riverblood announced the opportunity to contribute community service hours, as needed by graduating High School seniors, on May 18, 2013, to plant trees at North Commons Park.

9. ADJOURNMENT

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

Motion carried.

The regular meeting of the City Council adjourned at 7:55 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

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

CC Regular Session

4. 4.

Meeting Date: 05/14/2013

By: Jo Thieling, Administrative Services

Information

Title:

Approve License Applications

Background:

Attached is a list of licenses for Council approval.

Council Action:

Motion to approve license applications.

Attachments

License Requests

Form Review

Form Started By: Jo Thieling

Started On: 05/09/2013

Final Approval Date: 02/21/2013

**License Applications
For Year 2013**

*Special Events Permit	Northgate Church	7250 E. Ramsey Parkway	Ramsey, MN 55303	763-205-6177
------------------------	------------------	------------------------	------------------	--------------

*Special Events Permit: Northgate Church is requesting their annual temporary special events permit to conduct outdoor worship services from 5/26/2013 through 09/01/13. The actual service begins at 10:00 a.m. – but there will be “sound/music” from 9:15 to 10:55 every Sunday. Staff is asking that Council waive the \$50 application fee as has been done in the past.

CC Regular Session

4. 5.

Meeting Date: 05/14/2013

By: Diana Lund, Finance

Information

Title:

Approval For Exemption for a Gambling License for Ramsey Fire Relief Association

Background:

The attached application is from the Ramsey Fire Relief Association for exemption from a lawful gambling license to hold a fund-raising raffle on October 12, 2013 at Ramsey Fire Station #1.

The Ramsey Fire Relief Association meets all of the requirements which allow them to remain exempt from licensing, primarily from the standpoint that commodities to be raffled are valued at less than \$12,000.

Approval requires nothing more than a motion followed by a letter to the Gambling Control Board, while if the request is denied, a formal resolution for denial would need to be prepared and submitted to the Gambling Control Board.

Recommendation:

Staff recommends that City Council approve the exemption from a lawful gambling license for the Ramsey Fire Relief Association to hold a raffle at Fire Station #1 on October 1, 2013.

Council Action:

Motion to recommend City Council approve the exemption from a lawful gambling license for the Ramsey Fire Relief Association to hold a raffle at Fire Station #1 on October 1, 2013 and authorize staff to submit a letter to the Gambling Control Board stating approval.

Attachments

Exemption Permit - Ramsey Fire Relief Association

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	05/09/2013 10:30 AM
Form Started By: Diana Lund		Started On: 04/24/2013 02:07 PM
	Final Approval Date: 05/09/2013	

REC'D APR 19 2013

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

<p>An exempt permit may be issued to a nonprofit organization that:</p> <ul style="list-style-type: none"> - conducts lawful gambling on five or fewer days, and - awards less than \$50,000 in prizes during a calendar year. <p>If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.</p>	<p>Application fee (non refundable)</p> <p>If application is postmarked or received 30 days or more before the event \$50; otherwise \$100.</p>
--	--

ORGANIZATION INFORMATION

Organization name Ramsey Fire Relief Association	Previous gambling permit number N/A
---	--

Minnesota tax ID number, if any	Federal employer ID number (FEIN), if any 41-1654031
---------------------------------	---

Type of nonprofit organization. Check one.

Fraternal
 Religious
 Veterans
 Other nonprofit organization

Mailing address 7550 Sunwood Dr.	City Ramsey	State MN	Zip code 55303	County Anoka
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Name of chief executive officer [CEO] Adam J. Gordon, President	Daytime phone number 763-300-6440	E-mail address agordon@ci.ramsey.mn.us
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NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

IRS income tax exemption [501(c)] letter in your organization's name.
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]
 If your organization falls under a parent organization, attach copies of **both** of the following:
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
 Ramsey Fire Station

Address [do not use PO box] 15050 Armstrong Blvd.	City or township Ramsey	Zip code 55303	County Anoka
--	----------------------------	-------------------	-----------------

Date[s] of activity. For raffles, indicate the date of the drawing.
 October 12, 2013

Check each type of gambling activity that your organization will conduct.

Bingo*
 Raffle
 Paddlewheels*
 Pull-tabs*
 Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.
 ___ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
 ___ The application is denied.

Print city name City of Ramsey
 Signature of city personnel [Signature]
 Title Finance Director Date 4/24/13

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

___ The application is acknowledged with no waiting period.
 ___ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
 ___ The application is denied.

Print county name _____
 Signature of county personnel _____
 Title _____ Date _____

TOWNSHIP. If required by the county.
 On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.
 [A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____
 Signature of township officer _____
 Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature [Signature] Date _____
 Print name Adam S. Gordon

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

- ___ a copy of your proof of nonprofit status, and
- ___ application fee (non refundable). Make check payable to "State of Minnesota."

To: Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Financial report and recordkeeping required
 A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?
 Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

INTERNAL REVENUE SERVICE
P. O. BOX 2506
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 11 2006

THE RAMSEY FIREFIGHTERS RELIEF
ASSOCIATION
15153 NOWTHEN BLVD NW
RAMSEY, MN 55303-6140

Employer Identification Number:
41-1654031
DLN:
17053067097025
Contact Person: ARIANE H. BARRS ID# 52662
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Effective Date of Exemption:
December 7, 1990
Contribution Deductibility:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(4) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Information for Organizations Exempt Under Sections Other Than 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Information for Organizations Exempt Under Sections Other Than 501(c)(3)

Letter 948 (DO/CG)

THE RAMSEY FIREFIGHTERS RELIEF

INFORMATION FOR ORGANIZATIONS EXEMPT UNDER SECTIONS
OTHER THAN 501(C)(3)

WHERE TO GET FORMS AND HELP

Forms and instructions may be obtained by calling toll free 1-800-829-3676, through the Internet Web Site at www.irs.gov, and also at local tax assistance centers.

Additional information about any topic discussed below may be obtained through our customer service function by calling toll free 1-877-829-5500 between 8:30 a.m. - 5:30 p.m. Eastern time.

NOTIFY US ON THESE MATTERS

If you change your name, address, purposes, operations or sources of financial support, please inform our TE/GE Customer Account Services Office at the following address: Internal Revenue Service, P.O. Box 2508, Cincinnati, Ohio 45201. If you amend your organizational document or by-laws, or dissolve your organization, provide the Customer Account Services Office with a copy of the amended documents. Please use your employer identification number on all returns you file and in all correspondence with the Internal Revenue Service.

FILING REQUIREMENTS

In your exemption letter we indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. Form 990 (or Form 990-EZ) is filed with the Ogden Submission Processing Center, Ogden UT 84201-0027.

You are required to file a Form 990 only if your gross receipts are normally more than \$25,000.

If your gross receipts are normally between \$25,000 and \$100,000, and your total assets are less than \$250,000, you may file Form 990-EZ. If your gross receipts are over \$100,000, or your total assets are over \$250,000, you must file the complete Form 990. The Form 990 instructions show how to compute your "normal" receipts.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. There are penalties for failing to timely file a complete return. For additional information on penalties, see Form 990 instructions or call our toll free number.

If your receipts are below \$25,000, and we send you a Form 990 Package, follow the instructions in the package on how to complete the limited return to advise us that you are not required to file.

If your exemption letter states that you are not required to file Form 990, you are exempt from these requirements.

THE RAMSEY FIREFIGHTERS RELIEF

UNRELATED BUSINESS INCOME TAX RETURN

If you receive more than \$1,000 annually in gross receipts from a regular trade or business you may be subject to Unrelated Business Income Tax and required to file Form 990-T, Exempt Organization Business Income Tax Return. Special rules for organizations exempt under sections 501(c)(7), (9), (17) and (19) are described in Publication 598.

There are several exceptions to the tax on unrelated business income.

1. Income you receive from the performance of your exempt activity is not unrelated business income.
2. Income from fundraisers conducted by volunteer workers, or where donated merchandise is sold, is not unrelated business income.
3. Income from routine investments such as certificates of deposit, savings accounts, or stock dividends is usually not unrelated business income.

There are special rules for income derived from real estate or other investments purchased with borrowed funds. This income is called "debt financed" income. For additional information regarding unrelated business income tax see Publication 598, Tax on Unrelated Business Income of Exempt Organizations, or call our toll free number shown above.

PUBLIC INSPECTION OF APPLICATION AND INFORMATION RETURN

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return, or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

EXCESS BENEFIT TRANSACTIONS

(Applies to 501(c)(4) organizations)

Excess benefit transactions are governed by section 4958 of the Code. Excess benefit transactions involve situations where a section 501(c)(4) organization provides an unreasonable benefit to a person who is in a position to exercise substantial influence over the organization's affairs. If you believe there may be an excess benefit transaction involving your organization, you should report the transaction on Form 990 or Form 990-EZ. Additional information can

THE RAMSEY FIREFIGHTERS RELIEF

be found in the instructions for Form 990 and Form 990-EZ, or you may call our toll-free number to obtain additional information on how to correct and report this transaction.

EMPLOYMENT TAXES

If you have employees, you are subject to income tax withholding and the social security taxes imposed under the Federal Insurance Contribution Act (FICA). You are required to withhold Federal income tax from your employee's wages and you are required to pay FICA on each employee who is paid more than \$100 in wages during a calendar year. To know how much income tax to withhold, you should have a Form W-4, Employee's Withholding Allowance Certificate, on file for each employee.

You are also liable for tax under the Federal Unemployment Tax (FUTA) for each employee you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter.

Employment taxes are reported on Form 941, Employer's Quarterly Federal Tax Return. The requirements for withholding, depositing, reporting and paying employment taxes are explained in Circular E, Employer's Tax Guide, (Publication 15), and Employer's Supplemental Tax Guide, (Publication 15-A). These publications explain your tax responsibilities as an employer.

Meeting Date: 05/14/2013

Submitted For: Jeff Katers

By: Jim Way, Police

Information

Title:

Approval of Contractor for Nuisance Abatement Services

Background:

The City of Ramsey has had a two-year contract for nuisance abatement services with Reshetar Systems that expires in May of 2013.

The City of Ramsey issued Request for Proposals (RFP) for abatement nuisance (clean-up) services on March 1, 2013. Proposals were due April 1, 2013. The RFP is attached to this case.

The City received three proposals for nuisance clean up services. Proposals were received from Sauter and Sons, Reshetar Systems and Dave Perkins Contracting.

A summary sheet is attached.

Notification:

Letters will be mailed to the two companies that are not selected.

Recommendation:

Staff reviewed the three proposals that the City received. A summary sheet was prepared and attached to this case. Based on the proposals submitted, Reshetar Systems had the lowest bid.

Staff recommends entering into a two year contract for abatement clean-up services with Reshetar Systems.

The City attorney will review the contract prior to the City signing.

Funding Source:

None required to enter into contract.

Council Action:

Motion to authorize City staff to enter into a two year contract with Reshetar Systems for nuisance abatement services.

Attachments

Abatement RFP

Summary Sheet

Perkins

Reshetar

Sauter

Form Review

Inbox

Jeff Katers

Jo Thieling

Kurt Ulrich

Reviewed By

Jeff Katers

Jo Thieling

Kurt Ulrich

Date

05/03/2013 10:31 AM

05/03/2013 10:57 AM

05/09/2013 11:08 AM

Form Started By: Jim Way

Started On: 05/02/2013 01:22 PM

Final Approval Date: 05/09/2013

CITY OF RAMSEY

**REQUEST FOR PROPOSALS
FOR
NUISANCE ABATEMENT SERVICES**

Request for Proposals Release Date: March 01, 2013
Request for Clarification of Proposals Due Date: March 15, 2013
Proposal Due Date: April 01, 2013

Chief James Way
Ramsey Police Department
7550 Sunwood Dr.
Ramsey, MN 55303
(753)-427-6812

INTRODUCTION

The City of Ramsey, Minnesota, (the "City") is inviting interested contractors to submit written proposals for Private Property Abatement Services Requests for Proposals ("RFP(s)"). Interested Abatement Service Contractors ("Contractors") may submit proposals for Cleanup Services. Each proposal must be submitted in a sealed envelope. To be considered a valid proposal, all Contractors must submit proposals consistent with the terms and conditions outlined within this RFP on or by 4:30 p.m. on April 01, 2013. A copy of the RFP can be requested by contacting Chief James Way, Ramsey Police Department, 7550 Sunwood Dr NW, Ramsey, MN 55303, or by calling (763) 427-6812 or email at jway@ci.ramsey.mn.us.

SCOPE OF SERVICES

The Scope of Services applicable to this RFP shall include abatement services on private property. The Abatement Services will include the abating of a public nuisance or violation of City Code as directed by the City Administrator or his or her designee. The public nuisances to be abated ("Abatement Services") shall include, but not be limited to junk automobiles, the storage of junk, trash, rubbish or refuse of any kind, all as defined by Ramsey City Code Section 30-3, Property Conditions Constituting a Public Nuisance. In addition, the abatement services shall also include storage/securement of removed automobiles and/or other removed items of personal property ("Property Securement Services").

The contract will be for a two (2) year term.

RFP PROCESS AND LIMITATIONS

Contractors should note that this is a request for proposals and not a request for bids. The City will take all factors into consideration when determining the appropriate service provider for the City. This RFP outlines minimum terms and conditions that must be met in order to be considered a viable proposal. Any proposal that does not meet the minimum requirements will be rejected. Contractors have the option of making a proposal that is above and beyond the minimum terms and conditions. There will be no public bid opening.

The RFP does not commit the City to award or pay any costs incurred in preparation of a Contractor's proposal. The City may modify any part of the RFP at any time prior to the contract selection. The City will modify the RFP only by issuing a written addendum. Addenda will be consecutively numbered in the order they are issued. The City reserves the right to reject any or all proposals. The City reserves the right to cancel this RFP if it is in the best interests of the City. The selection of the Contractor is subject to final approval of the Ramsey City Council.

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Contractor proposal deficiencies in the event the Contractor does not receive an addendum.

Each Contractor may supplement their proposal once in response to each addendum. Contractors may also clarify their proposals in response to a written request by the City for supplemental information. The City will consider no other proposal supplements.

All submissions by the selected Contractor may become part of the selected Contractor's City contract.

Any proposal received after April 01, 2013 will not be considered and will be returned to the proposer unopened. Once the City receives the proposals, Contractors cannot modify or withdraw their proposal unless directed by the City. All proposals become the property of the City, and will be considered public information after a proposal has been selected. Contractors may label certain sections as "Proprietary," as allowed by the Minnesota Government Data Practices Act, and those sections will not be made public.

SUBMITTAL OF RFP

Proposals shall be submitted to the attention of

Chief James Way
Ramsey Police Department
7550 Sunwood Dr NW
Ramsey, MN 55303

Deadline for submission of proposals is April 1, 2013 at 4:30 pm.

Questions relative to the RFP should be directed to Chief Way at (763) 427-6812. Requests for clarification(s) **must be provided in writing (letter or email)** and will be considered until ten (10) working days prior to proposal opening date.

TERMS AND CONDITIONS

1. **Equipment Available for Use:** In order to qualify for consideration of this RFP, the Contractor's proposal must state what equipment will be used in providing the Abatement Services and the Contractor's ownership/lessee interest in said equipment. A listing of all equipment to be utilized shall be submitted with the proposal. Such listing shall show the make and model of the equipment, together with its size and other relevant information, such as specialized equipment not necessarily herein specified, but which may be a factor in performing effectively and efficiently the Abatement Services. All equipment to be used by the Contractor shall be maintained in good repair and condition. The City reserves the right to inspect the equipment from time to time for the purpose of determining that it is in satisfactory conformance with the terms and conditions of the Contract.

2. **Trained Personnel:** Contractor employees shall be supervised by personnel qualified to perform the work required by the Contract in order to provide immediate and prompt service as ordered and requested by the City. The Contractor shall assume any and all responsibility for the conduct of its employees. The Contractor guarantees that all of the employees performing under this contract will be adequately trained in their profession, will respond promptly to all calls, will provide safe and adequate equipment (as herein specified), be clean and neat in appearance, use language free of profanity, and treat members of the public courteously at all times.
3. **Subcontractors:** Where two or more Contractors desire to submit a single proposal, the submission should be on a contractor/sub-contractor basis rather than as a joint venture. For this engagement, the City intends to contract with an individual contractor and not with multiple contractors doing business as a joint venture. If a sub-contractor is to be used, that fact must be disclosed in the proposal, together with the name of each sub-contractor and its duties in relation to the scope of work. The sub-contractor shall be subject to the same contract requirements as the Contractor.
4. **Loss or Damage to Abated Property:** The Contractor will be solely responsible for loss or damage to the personal property removed from the site ("Abated Property") from the time direction is given by the City turning the Abated Property over to the Contractor and until such time as the Abated Property is legally released to its owner or otherwise disposed of at the direction of the City. The site of the abatement will be returned to its original condition or grade by the Contractor. The cost of any site grading to bring the site to its original condition will be reimbursed to the Contractor at the rate provided on attached Sheet A.
5. **Recordkeeping:** The Contractor shall maintain proper records of all Abated property received. The record keeping system shall meet the approval of the Ramsey Chief of Police and records are to be available at all times for inspection by authorized City officials. All contents of such reports shall meet the approval of the Ramsey Chief of Police. *(A detailed inventory list to be submitted with invoice if applicable).*
6. **Billing:** The Contractor shall bill the City for all charges relating to contracted abatements within ten (10) days of completion of the abatement. The Contractor may bill the City for any pre-abatement briefings as required; however, site inspections by the Contractor will be at no cost to the City.
7. **Scheduling:** Abatements will be scheduled within five (5) business days of notification of an abatement request by the City. An extension may be given, when agreed to by both parties, for circumstances out of the control of the Contractor, such as inclement weather. There will be no cost to the

City for cancelled abatements when at least twenty-four (24) hours prior notice by the City has been given to the Contractor.

8. Performance: Should the Contractor fail to appear for an appointed abatement at the scheduled time, the City reserves the right to call another abatement Contractor to perform the work.

In the event that at any time, it becomes necessary for the City to request the services of another Contractor for the reasons detailed above, the City reserves the right to hold the Contractor responsible for any additional charges at the rate of charges agreed upon in the Contractor's Contract with the City. Any additional charges shall be assessed only if the response time is due to negligence on the part of the Contractor, which negligence may include equipment failure.

If the Contractor is called and is unable to respond due to conditions beyond its control, the authorized City officials shall be immediately so informed, and the right is hereby reserved to call another contractor to perform the work.

9. Storage Facility: The Contractor shall operate and maintain a storage facility for all Abated Property in compliance with the terms of this contract and all State and City applicable laws, ordinances, rules and regulations that are presently in effect or which may hereafter be adopted. Pursuant to Ramsey City Code Section 2-332, unclaimed property and vehicles are eligible for disposal or sale fifteen (15) days after the abatement, subject to Minnesota Chapter 168B titled "Abandoned Motor Vehicles," when applicable.
10. Reclaiming Property: Within 15 days of the abatement, the property owner can reclaim any items held by paying all fees incurred by the City associated with the abatement. Contractor shall be permitted to schedule appointments with the property owner during normal business hours for purposes of property owner's retrieval of Abated Property. The Contractor will invoice the City for all expenses associated with the Abatement prior to releasing any items to the property owner. The property owner will pay the fees directly to the City, and not the Contractor.
11. In the event of a breach by the Contractor of any terms or conditions of the Contract, the City shall have, in addition to any other legal recourse, the right to terminate the Contract immediately.
12. Either party may terminate the Contract without cause upon the serving of such termination notice to the other, in writing, thirty (30) days prior to the intended termination date.
13. A copy of the Contract(s) shall be readily available for inspection at the Contractor's place of business.

Failure to meet any or all of the requirements of this section may result in termination of the Contract at any time, as per the conditions specified for Contract termination.

INSURANCE

The successful Contractor shall not commence work under the Contract until the specified insurance coverages have been obtained. The Contractor shall file, within seven days following notification of proposal selection, with the Ramsey City Clerk, all certificates of insurance or documentation thereof indicating that all required insurance has been obtained and is in full force. The City shall be named as an additional insured on all required insurance policies.

The following insurance coverages are required as minimums:

- A.
 - 1. Public Liability Insurance: \$1,000,000 Comprehensive General Liability (including assault) and including Completed Operations coverage.
 - 2. Business Auto Policy with all coverages (all vehicles) with \$1,000,000 limits.
- B. Workers' Compensation Insurance covering all employees of the Contractor, or his/her agents, working under this Contract in accordance with the Minnesota Workers' Compensation Law.

The Contractor shall agree to provide to the Ramsey City Clerk, thirty (30) days prior written notice in the event any policy is canceled or a material change is effected and each policy must contain a provision that the insurer notify the Ramsey City Clerk immediately if a policy is canceled or a material change has been effected.

LICENSES AND PERMITS

The Contractor shall agree to obtain and retain all applicable licenses and permits as they may relate to transportation or disposal as required by the State of Minnesota, Anoka County, or the City including but not limited to a waste hauler's license permitting Contractor to haul mixed solid waste (MSW). Upon acceptance of a proposal, the awarded Contractor shall submit copies of all applicable licenses obtained to the City.

PROPOSAL EVALUATION AND SELECTION OF CONTRACT

It is the intent of the City to enter into a contract with the Contractor that will best serve the City's needs and who meets all of the terms and conditions set forth herein. In addition, the City will evaluate proposals in a manner consistent with the following:

PERFORMANCE STANDARDS

All abatement service proposals will be evaluated on the proposer's ability to provide services per the attached Price Summary Sheets and the cost that the Contractor will charge for providing each service. Contractor that offers to provide each service for the lowest cost may not necessarily be the Contractor that will best serve the City's needs.

All prices or rates for these services contained in a proposal are considered the prices that will be used when the City enters into the contract for these services with the Contractor. The Contractor may not change, modify, alter, or amend the prices or rates for services contained in its proposal when entering into the contract for such services. The Contractor also may not change, modify, alter, or amend the prices or rates for services contained in its proposal for the duration of the contract period, unless such change, modification, alteration, or amendment is made in writing and approved by both the City and the Contractor.

The City retains the right to waive any informality or irregularity in any proposal or proposals received; and to select the proposal(s) which in its judgment is in its own best interest. Upon selection, the Contractor shall negotiate with the City for the purpose of entering into a contract implementing the terms of the proposal. Unsuccessful proposers will receive notification within ten (10) working days after the selection of a Contractor.

ATTACHMENTS:

The following Price Summary Sheets shall be completed and submitted as part of the RFP: Supplemental documents may be submitted, but only in addition to the Price Summary Sheet.

Price Summary Sheet A - Clean Up and Removal Services

Price Summary Sheet A

Clean Up and Removal Services

Page 1 of 2

<i>Services</i>	<i>Hourly Rate</i>	<i>Daily Rate</i>	<i>Other</i>
Labor (laborer, machine operator, etc)			
Equipment (skid steer, dump truck, etc)			
Dumpsters (size and type):			
Mixed Waste			
Construction Waste			
Transportation Costs (mileage, mobilization, etc)			

Clean Up and Removal Services Continued

Page 2 of 2

<i>Services</i>	<i>Hourly Rate</i>	<i>Daily Rate</i>	<i>Other</i>
Storage Costs			
Disposal Fees			
Abatement Site Grading/Re-grading to Original Condition			

Abatement Services	Sauter	Sauter	Perkins	Perkins	Reshetar	Reshetar
	Per Hour	Minimum	Per Hour	Minimum	Per Hour	Minimum
Labor						
Truck/Machine Op	\$70.00	\$350.00	\$160.00	\$640.00	\$45.00	\$135.00
Laborer	\$60.00	\$300.00	\$65.00	\$260.00	\$40.00	\$120.00
Equipment						
Dump/Boom Truck	\$35.00	\$175.00	\$95.00	\$380.00	\$30.00	\$60.00
Pickup Truck	n/a	n/a	n/a	n/a	\$15.00	n/a
Dump Trailer	n/a	n/a	n/a	n/a	n/a	n/a
Skid Steer	\$50.00	\$250.00	\$95.00	\$380.00	\$40.00	\$80.00
Skid Steer with Tracks *	\$70.00	\$350.00	n/a	n/a	n/a	n/a
Loader*	\$70.00	\$350.00	\$115.00	\$460.00	\$70.00	\$140.00
Dozer*	\$50.00	\$250.00	n/a	n/a	n/a	n/a
Forklift*	n/a	n/a	n/a	n/a	\$50.00	\$100.00
Lowboy*	\$35.00	\$175.00	n/a	n/a	n/a	n/a
Street Sweeper*	n/a	n/a	\$115.00	\$460.00	n/a	n/a
Dumpsters - Construction/Mixed						
3 cubic yards	n/a	n/a	n/a	n/a	n/a	n/a
5 cubic yards	n/a	n/a	n/a	n/a	n/a	n/a
7 cubic yards	n/a	n/a	n/a	n/a	n/a	n/a
10 cubic yards	n/a	n/a	n/a	\$375.00/\$390.00	n/a	\$340.00/\$340.00
15 cubic yards	n/a	n/a	n/a	n/a	n/a	n/a
20 cubic yards	n/a	n/a	n/a	\$450.00/\$465.00	n/a	\$440.00/\$440.00
30 cubic yards	n/a	n/a	n/a	\$560.00/\$575.00	n/a	\$540.00/\$540.00
Transportation Costs	\$35.00	\$175.00	\$350.00	\$350.00	\$150.00	\$150.00
Storage Costs - Daily						
Vehicle	n/a	\$50.00	n/a	\$25.00	n/a	\$30.00
Truck	n/a	\$75.00	n/a	\$40.00	n/a	\$30.00
Inside or Enclosed Trailer*	n/a	\$150.00	n/a	\$40.00	n/a	\$20.00
Towing*						
Vehicle*	n/a	n/a	\$110.00	\$220.00	n/a	\$200.00
Trailer*	n/a	n/a	n/a	n/a	n/a	\$200.00
Oversized Vehicle*	n/a	n/a	n/a	n/a	n/a	\$300.00
Disposal Fees Const/Mixed						
Environmental Chg		\$25.00/\$50.00	included	included	Act Cost+Labor	Act Cost+Labor
Appliances*	n/a	n/a	n/a	n/a	n/a	\$50.00
Tires Car*	n/a	n/a	n/a	n/a	n/a	\$5.00
Tires Truck*	n/a	n/a	n/a	n/a	n/a	\$25.00
Site Grading						
Clean Fill per yard*	n/a	n/a	n/a	n/a	\$20.00	n/a
Black Dirt per yard*	n/a	n/a	\$15.00	\$180.00	\$30.00	n/a
Seed square yard*	n/a	n/a	\$3.00	n/a	n/a	n/a
Equipment Dozer*	n/a	n/a	\$135.00	\$540.00	n/a	n/a
Equipment Skid Steer*	n/a	n/a	\$95.00	\$380.00	\$40.00	\$80.00
Site Supervisor*	n/a	n/a	\$110.00	\$440.00	n/a	n/a
*Denotes items not specifically requested in RFP						

CITY OF RAMSEY

**REQUEST FOR PROPOSALS
FOR
NUISANCE ABATEMENT SERVICES**

Request for Proposals Release Date: March 01, 2013
Request for Clarification of Proposals Due Date: March 15, 2013
Proposal Due Date: April 01, 2013

Chief James Way
Ramsey Police Department
7550 Sunwood Dr.
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(753)-427-6812

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SUBMITTAL OF RFP

Proposals shall be submitted to the attention of

Chief James Way
Ramsey Police Department
7550 Sunwood Dr NW
Ramsey, MN 55303

Deadline for submission of proposals is April 1, 2013 at 4:30 pm.

Questions relative to the RFP should be directed to Chief Way at (763) 427-6812. Requests for clarification(s) **must be provided in writing (letter or email)** and will be considered until ten (10) working days prior to proposal opening date.

TERMS AND CONDITIONS

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3. **Subcontractors:** Where two or more Contractors desire to submit a single proposal, the submission should be on a contractor/sub-contractor basis rather than as a joint venture. For this engagement, the City intends to contract with an individual contractor and not with multiple contractors doing business as a joint venture. If a sub-contractor is to be used, that fact must be disclosed in the proposal, together with the name of each sub-contractor and its duties in relation to the scope of work. The sub-contractor shall be subject to the same contract requirements as the Contractor.
4. **Loss or Damage to Abated Property:** The Contractor will be solely responsible for loss or damage to the personal property removed from the site ("Abated Property") from the time direction is given by the City turning the Abated Property over to the Contractor and until such time as the Abated Property is legally released to its owner or otherwise disposed of at the direction of the City. The site of the abatement will be returned to its original condition or grade by the Contractor. The cost of any site grading to bring the site to its original condition will be reimbursed to the Contractor at the rate provided on attached Sheet A.
5. **Recordkeeping:** The Contractor shall maintain proper records of all Abated property received. The record keeping system shall meet the approval of the Ramsey Chief of Police and records are to be available at all times for inspection by authorized City officials. All contents of such reports shall meet the approval of the Ramsey Chief of Police. *(A detailed inventory list to be submitted with invoice if applicable).*
6. **Billing:** The Contractor shall bill the City for all charges relating to contracted abatements within ten (10) days of completion of the abatement. The Contractor may bill the City for any pre-abatement briefings as required; however, site inspections by the Contractor will be at no cost to the City.
7. **Scheduling:** Abatements will be scheduled within five (5) business days of notification of an abatement request by the City. An extension may be given, when agreed to by both parties, for circumstances out of the control of the Contractor, such as inclement weather. There will be no cost to the

City for cancelled abatements when at least twenty-four (24) hours prior notice by the City has been given to the Contractor.

8. Performance: Should the Contractor fail to appear for an appointed abatement at the scheduled time, the City reserves the right to call another abatement Contractor to perform the work.

In the event that at any time, it becomes necessary for the City to request the services of another Contractor for the reasons detailed above, the City reserves the right to hold the Contractor responsible for any additional charges at the rate of charges agreed upon in the Contractor's Contract with the City. Any additional charges shall be assessed only if the response time is due to negligence on the part of the Contractor, which negligence may include equipment failure.

If the Contractor is called and is unable to respond due to conditions beyond its control, the authorized City officials shall be immediately so informed, and the right is hereby reserved to call another contractor to perform the work.

9. Storage Facility: The Contractor shall operate and maintain a storage facility for all Abated Property in compliance with the terms of this contract and all State and City applicable laws, ordinances, rules and regulations that are presently in effect or which may hereafter be adopted. Pursuant to Ramsey City Code Section 2-332, unclaimed property and vehicles are eligible for disposal or sale fifteen (15) days after the abatement, subject to Minnesota Chapter 168B titled "Abandoned Motor Vehicles," when applicable.
10. Reclaiming Property: Within 15 days of the abatement, the property owner can reclaim any items held by paying all fees incurred by the City associated with the abatement. Contractor shall be permitted to schedule appointments with the property owner during normal business hours for purposes of property owner's retrieval of Abated Property. The Contractor will invoice the City for all expenses associated with the Abatement prior to releasing any items to the property owner. The property owner will pay the fees directly to the City, and not the Contractor.
11. In the event of a breach by the Contractor of any terms or conditions of the Contract, the City shall have, in addition to any other legal recourse, the right to terminate the Contract immediately.
12. Either party may terminate the Contract without cause upon the serving of such termination notice to the other, in writing, thirty (30) days prior to the intended termination date.
13. A copy of the Contract(s) shall be readily available for inspection at the Contractor's place of business.

Failure to meet any or all of the requirements of this section may result in termination of the Contract at any time, as per the conditions specified for Contract termination.

INSURANCE

The successful Contractor shall not commence work under the Contract until the specified insurance coverages have been obtained. The Contractor shall file, within seven days following notification of proposal selection, with the Ramsey City Clerk, all certificates of insurance or documentation thereof indicating that all required insurance has been obtained and is in full force. The City shall be named as an additional insured on all required insurance policies.

The following insurance coverages are required as minimums:

- A.
 - 1. Public Liability Insurance: \$1,000,000 Comprehensive General Liability (including assault) and including Completed Operations coverage.
 - 2. Business Auto Policy with all coverages (all vehicles) with \$1,000,000 limits.
- B. Workers' Compensation Insurance covering all employees of the Contractor, or his/her agents, working under this Contract in accordance with the Minnesota Workers' Compensation Law.

The Contractor shall agree to provide to the Ramsey City Clerk, thirty (30) days prior written notice in the event any policy is canceled or a material change is effected and each policy must contain a provision that the insurer notify the Ramsey City Clerk immediately if a policy is canceled or a material change has been effected.

LICENSES AND PERMITS

The Contractor shall agree to obtain and retain all applicable licenses and permits as they may relate to transportation or disposal as required by the State of Minnesota, Anoka County, or the City including but not limited to a waste hauler's license permitting Contractor to haul mixed solid waste (MSW). Upon acceptance of a proposal, the awarded Contractor shall submit copies of all applicable licenses obtained to the City.

PROPOSAL EVALUATION AND SELECTION OF CONTRACT

It is the intent of the City to enter into a contract with the Contractor that will best serve the City's needs and who meets all of the terms and conditions set forth herein. In addition, the City will evaluate proposals in a manner consistent with the following:

PERFORMANCE STANDARDS

All abatement service proposals will be evaluated on the proposer's ability to provide services per the attached Price Summary Sheets and the cost that the Contractor will charge for providing each service. Contractor that offers to provide each service for the lowest cost may not necessarily be the Contractor that will best serve the City's needs.

All prices or rates for these services contained in a proposal are considered the prices that will be used when the City enters into the contract for these services with the Contractor. The Contractor may not change, modify, alter, or amend the prices or rates for services contained in its proposal when entering into the contract for such services. The Contractor also may not change, modify, alter, or amend the prices or rates for services contained in its proposal for the duration of the contract period, unless such change, modification, alteration, or amendment is made in writing and approved by both the City and the Contractor.

The City retains the right to waive any informality or irregularity in any proposal or proposals received; and to select the proposal(s) which in its judgment is in its own best interest. Upon selection, the Contractor shall negotiate with the City for the purpose of entering into a contract implementing the terms of the proposal. Unsuccessful proposers will receive notification within ten (10) working days after the selection of a Contractor.

ATTACHMENTS:

The following Price Summary Sheets shall be completed and submitted as part of the RFP: Supplemental documents may be submitted, but only in addition to the Price Summary Sheet.

Price Summary Sheet A, Clean Up and Removal Services



4.1.13



Dave Perkins Contracting, Inc.
7060-143rd Ave NW Ste 100
Ramsey, MN 55303-6014



Dave Perkins Contracting, Inc.
7060-143rd Ave NW Ste 100
Plymouth MN 55303-6014

Price Summary Sheet A

Clean Up and Removal Services

Services	Hourly Rate	Daily Rate	Other
Labor (laborer, machine operator, etc)			
Labor	\$65.-	\$520.-	minimum 4 hours
314 Excavator w operator - 2003	\$160.-	\$1,280.-	minimum 4 hours
Supervisor w pickup & tools	\$110.-	\$880.-	minimum 4 hours
Equipment (skid steer, dump truck, etc)			
9x10 skidster w operator - 2002	\$95.-	\$760.-	minimum 4 hours
Quad Dump Truck w operator	\$95.-	\$760.-	minimum 4 hours
WA 350 3 1/2 yard Loader - 1992	\$115.-	\$920.-	minimum 4 hours
Street Pick-up Sweeper <small>Skidsteer</small> 2012	\$115.-	\$920.-	minimum 4 hours
Dumpsters (size and type):	week (2)		
Mixed Waste 2 week period	10 cubic yards 390.- 20 cubic yards 465.- 30 cubic yards 575.-		
Construction Waste 2 week period	10 cubic yards 375.- 20 cubic yards 450.- 30 cubic yards 560.-		
Transportation Costs (mileage, mobilization, etc)			
mobilization/demobilization	\$350.00		
haul equipment or vehicles	\$110.-	\$880.-	minimum 2 hours

Services	Hourly Rate	Daily Rate	Other
Storage Costs			
20 x 12 outside	\$6. -	\$25. -	minimum 4 hours
20 x 12 inside	\$8. -	\$40. -	minimum 4 hours
Enclosed Trailer 8 x 20'	\$8. -	\$40. -	minimum 4 hours
Disposal Fees			
Includes in Dumpster - fees			
Concrete or Blacktop \$6. - Per ton Plus trucking			
Abatement Site Grading/Re-grading to Original Condition			
Dozer DSH w/ operator	\$135. -		4 hour minimum
Black Dirt \$15. - per cubic yard			12 yard minimum
90 kt skid steer - 2000	\$95. -		4 hour minimum
seed & fabric \$3. - Sq. Yd.			

Price Summary Sheet A

Clean Up and Removal Services

Page 1 of 2

Services	Hourly Rate	Daily Rate	Other
Labor (laborer, machine operator, etc)			
MACHINE / EQUIPMENT OPERATOR	45 ⁰⁰		3 HR MIN.
GENERAL LABORER	40 ⁰⁰		3 HR MIN.
Equipment (skid steer, dump truck, etc)			
ONE TON TRUCK	15 ⁰⁰		
ROBOT SKID LOADER WITH ATTACHMENTS	40 ⁰⁰		2 HR MIN.
FL70 12YD DUMP TRUCK	30 ⁰⁰		2 HR MIN.
JCB FRONT END LOADER	70 ⁰⁰		2 HR MIN.
CAT TH33 ROUGH TERRAIN FORK LIFT	50 ⁰⁰		2 HR MIN.
Dumpsters (size and type):			
Mixed Waste	10 Yd 20 Yd 30 Yd		340 EA 440 EA 540 EA
Construction Waste	SAME		SAME
Transportation Costs (mileage, mobilization, etc)			
MOBILIZATION		150 ca.	

Clean Up and Removal Services Continued

Page 2 of 2

Services	Hourly Rate	Daily Rate	Other
Storage Costs			
PERSONAL BELONGINGS (IN 8x20 CON-EX BOX)		20 ⁰⁰	PER BOX
VEHICLE/TRAILER/MOTORCYCLE		30 ⁰⁰	PER DAY
TOWING - PASSENGER VEHICLE			200 EA.
- TRAILER			200 EA.
- OVERSIZE VEHICLE			300 EA.
Disposal Fees			
APPLIANCES			50 EA.
TIRES			5 EA.
			25 EA.
HAZARDOUS MATERIALS -			
Abatement Site Grading/Regrading to Original Condition			
DELIVERED CLEAN FILL			20 ⁰⁰ PER YD
DELIVERED BLACK DIRT			30 ⁰⁰ PER YD
FOR GRADING - SEE EQUIPMENT COSTS			



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/2/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Associated Insurance Agents, Inc. (AIA) 2800 Freeway Boulevard Brooklyn Center MN 55430	CONTACT NAME: Associated Insurance Agents PHONE (A/C No., Ext): 763-549-2200 E-MAIL ADDRESS: edankert@associatedagents.com		FAX (A/C, No): 763-549-2299
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Reshetar Systems, Inc. 730 Bunker Lake Blvd NW Anoka MN 55303	INSURER A: West Bend Mutual		15350
	INSURER B: Accident Fund Insurance Co		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 1965997311 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			BCO089318804	2/4/2013	2/4/2014	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$200,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BCO089318804	2/4/2013	2/4/2014	COMBINED SINGLE LIMIT (Ea accident) \$51,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ Waived			CUO089318904	2/4/2013	2/4/2014	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	WCV6088503	2/4/2013	2/4/2014	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

Ramsey Police Dept
7550 Sunwood Drive
Ramsey MN 55303

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Price Summary Sheet A

Clean Up and Removal Services

Page 1 of 2

<i>Services</i>	<i>Hourly Rate</i>	<i>Daily Rate</i>	<i>Other 5 hr Minimum</i>
Labor (laborer, machine operator, etc)			
Labor	60.00	5 hr minimum	300.00
Machine & Truck Operator	70.00	5 hr minimum	350.00
Equipment (skid steer, dump truck, etc)			
ASV 100 Skid Steer with Tracks	70.00	5 hr minimum	350.00
90 Case Skid Steer	50.00	5 hr minimum	250.00
Michigan Loader	70.00	5 hr minimum	350.00
D-31-P Dozer	50.00	5 hr minimum	250.00
Dumpsters (size and type):			
Mixed Waste	48.00/Ton		2 Ton Minimum 96.00
Construction Waste	35.00/Ton		2 ton Minimum 70.00
Transportation Costs (mileage, mobilization, etc)			
Truck & Trailer 70 cubic yard 60 cubic yard 50 cubic yard	35.00	5 hr minimum	175.00
Lowboy	50.00	5 hr minimum	250.00
Quad Dump Truck	35.00		175.00

Clean Up and Removal Services Continued

Page 2 of 2

<i>Services</i>	<i>Hourly Rate</i>	<i>Daily Rate</i>	<i>Other</i>
Storage Costs Vehicles		50.00	
Misc. Pickup Load		75.00	
Semi Load		150.00	
Disposal Fees			
Construction Debris	.35.00/Ton		2 ton Minimum 70.00
MWS Waste	60.00/Ton		2 ton Minimum 120.00
Does Not include Loading or Trucking See Rental Rate Sheet			
Abatement Site Grading/Re-grading to Original Condition			
See Machine Rental Rates for Which piece of equipment or truck applies			

ALL EQUIPMENT, LABOR & OPERATOR RATES ARE BASED ON 5 HOUR MINIMUM

SKID STEERS	HOURLY RATE (WITHOUT OPERATOR)
1990 CASE 90 SKID STEER RUBBER TIRED	\$ 50.00
2000 ASV 100 SKID STEER WITH TRACKS	\$ 70.00

LOADERS	HOURLY RATE (WITHOUT OPERATOR)
1991 120 MICHIGAN PAYLOADER WITH 4 YARD BUCKET	\$ 70.00
1998 450 KOMATSU PAYLOADER WITH 5 YARD BUCKET	\$ 85.00
1971 55 MICHIGAN PAYLOADER WITH 2 YARD BUCKET	\$ 40.00

HYDRAULIC EXCAVATORS	HOURLY RATE (WITHOUT OPERATOR)
400 HITACHI WITH 4 YARD BUCKET	\$ 100.00
300 KOMATSU WITH THUMB/3.5 YARD BUCKET	\$ 90.00
220 KOMATSU WITH 2 YARD BUCKET	\$ 80.00
270 KOMATSU WITH 2.25 YARD BUCKET	\$ 80.00
910 CASE WITH THUMB/1 YARD BUCKET	\$ 50.00

DOZERS	HOURLY RATE (WITHOUT OPERATOR)
D-6R CAT DOZER	\$ 90.00
D-5M CAT DOZER	\$ 60.00
D-37-P KOMATSU DOZER	\$ 50.00
D-65 DOZER WITH RIPPER	\$ 100.00

TRUCKS	HOURLY RATE (WITHOUT OPERATOR)
1991 PETERBILT 378 TRUCK TRACTOR WITH LOWBOY	\$ 50.00
2001 PETERBILT WITH 5TH WHEEL TRAILER	\$ 40.00
1994 PETERBILT TRUCK TRACTOR WITH DEMO TRAILER	\$ 35.00
2003 QUAD AXLE PETERBILT DUMP TRUCK WITH 20 YARD BOX	\$ 35.00
2006 QUAD AXLE PETERBILT DUMP TRUCK WITH 20 YARD BOX	\$ 35.00

CONSTRUCTION WASTE	HOURLY RATE (WITHOUT OPERATOR)
10 YARDS	\$ 99.70
20 YARDS	\$ 199.50
30 YARDS	\$ 299.25

MIXED WASTE	HOURLY RATE (WITHOUT OPERATOR)
10 YARDS	\$ 136.80
20 YARDS	\$ 273.60
30 YARDS	\$ 410.40

CC Regular Session

4. 7.

Meeting Date: 05/14/2013

By: Bruce Westby, Engineering/Public Works

Information

Title:

Consideration of approving Memorandum of Understanding and Easements for Riverdale Drive Extension to Traprock Street; Improvement Project 12-22

Background:

City Improvement Project 12-22 includes the extension of Riverdale Drive to Traprock Street from its current easterly terminus at the cul-de-sac east of Alpaca Street. This roadway extension will require the city to obtain permanent roadway, trail and utility easements from the owners of three properties including the Diamonds property and Tooth Acres Outlots A and B. The property owners of the Diamonds and Tooth Acres Outlot A parcels have indicated they are willing to dedicate the necessary easements to the city due to the benefit they will receive by having access to the new road, as well as city utilities which are being extended with the project. However, the city has been informed that the necessary easements will need to be purchased from Anoka County for their Tooth Acres Outlot B parcel.

Attached is the draft Memorandum of Understanding which is currently being reviewed by the private property owners. As of Thursday, May 9th, the city had not yet received any comments from the private property owners. If comments are received from any or all of the property owners prior to the Council meeting, staff will present those comments to Council during the presentation of this case. Otherwise, staff will simply review the draft MOU with Council and seek Council's comments, which would then be incorporated into the draft MOU and forwarded to the private property owners for review and execution. Upon receiving all comments, staff will present the final MOU to Council for final approval, along with final costs for purchasing the Anoka County property easement.

Recommendation:

The MOU addresses numerous conditions that will impact the ability to successfully deliver this project. Staff therefore recommends approving the Memorandum of Understanding at such time that all comments from the private property owners have been addressed to the satisfaction of Council, and after the costs to purchase roadway easements from Anoka County have been determined.

Funding Source:

The only funds required for this item are those necessary to purchase the roadway easements from Anoka County. Those funds are proposed to be issued from the MSA fund.

Council Action:

Motion to approve the Memorandum of Understanding and Easements for Riverdale Drive Extension to Traprock Street; Improvement Project 12-22 once review comments from the private property owners have been received and addressed to the satisfaction of the City Council. If comments have not yet been received and addressed prior to this meeting, Council could choose to table the item until such time that all comments have been addressed.

Attachments

Draft Riverdale MOU

Form Review

Inbox

Reviewed By

Date

Diana Lund
Kurt Ulrich

Diana Lund
Kurt Ulrich

Form Started By: Bruce Westby

05/09/2013 02:22 PM

05/09/2013 02:31 PM

Started On: 05/06/2013 07:43 AM

Final Approval Date: 05/09/2013

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made by and between City of Ramsey, a Minnesota municipal corporation, 7550 Sunwood Drive NW, Ramsey, Minnesota 55303 (the “City”) and 2-OI, LLC and PSG, LLC, both of which are Minnesota limited liability companies with the address of both being 7533 Sunwood Drive, Suite 220, Ramsey, Minnesota 55303 (collectively referred to as the “LLCs”). It is understood between the parties hereto that this MOU is intended to lead to definitive legally binding documents to be executed by the parties. This MOU is intended to set forth the following tentatively agreed upon terms and conditions of the parties:

I RECITALS

1. **LLC’s Ownership.** The LLCs are the owners of the real property described as Outlot A Tooth Acres, Anoka County, Minnesota (“Outlot A Tooth Acres”) and Lot 1, Block 1, The Diamonds, Anoka County, Minnesota (“Lot 1 Diamonds”). *See Exhibit 1.*
2. **City Ownership.** The City is the owner of Outlot A, The Diamonds, Anoka County, Minnesota (“Outlot A Diamonds”). *See Exhibit 1.*
3. **County Ownership.** The County of Anoka (the “County”) is the owner of Outlot B Tooth Acres, Anoka County, Minnesota (“Outlot B Tooth Acres”). *See Exhibit 1.*

II UNDERSTANDING

4. **Grant of Easement.** The LLCs agree to grant PERMANENT Right-of-way, Trail and Utility easements (“the Easements”) to the City outlined in the Minnesota Department of Transportation Engineering Plan for the Riverdale Extension dated March 6, 2013 (the “MN DOT Riverdale Extension Plan”) (generally shown as the yellow highlighted area on Exhibit 1) for purposes of extending Riverdale Drive from where it currently terminates close to the western edge of the Tooth Acres Plat to be connected to Traprock Street NW (“Riverdale Extension”). The form of the Easement documents will be generally as attached Exhibits 2 and 3.

5. **City Consideration for Easements.** In exchange for the grant of the Easements, the City will provide the following for the benefit of the LLCs at no expense to the LLCs:
- a. The City agrees that the proposed route of Riverdale Extension will allow sufficient land area (a minimum of 43,560 square feet) on that area of Outlot A Tooth Acres marked as “C” on attached Exhibit 1 (“C”) to provide one commercial, buildable lot. The remaining portion of “C” will be utilized for storm water purposes and the LLC’s agree to dedicate a drainage and utility easement to the City.
 - b. Construct Riverdale Extension consistent with the engineering specs referred to in the MN DOT Riverdale Extension Plan. Riverdale Extension shall provide access to Outlot A Tooth Acres, Lot 1 Diamonds, and to Outlot B Tooth Acres. The City agrees that any engineering or ancillary costs associated with constructing the Riverdale Extension will be the City’s expense.
 - c. The City will be responsible for any grading required for the construction of Riverdale Extension. The LLCs will grant to the City access over Lot 1 Diamonds and Outlot A Tooth Acres for purposes of transporting fill. In addition, the LLCs will allow the City to obtain fill from an area that will become a storm water pond that is designated as “D” on the attached Exhibit 1 (“D”).
 - d. The City with the cooperation of the LLCs will obtain the appropriate permits and governmental approvals relating to the following: (i) mitigation for the storm water pond within that parcel marked as “E” on Exhibit 1; and (ii) construction of a storm water pond within a portion of Lot 1 Diamonds designated as “D”. The LLCs will bear the expense of the actual filling, grading, or excavation of storm water ponds on “D” and “E” except that portion excavated and filled for the Riverdale Extension identified in paragraph 5.c. above. The LLCs shall obtain all necessary City permits and approvals for their excavation and improvements.
 - e. The City will provide up to six water stub / service locations on the Riverdale Extension at those locations determined by the LLCs.
 - f. The City will provide one sanitary sewer stub to Outlot A Tooth Acres and one additional sanitary sewer service to that portion of Outlot A Tooth Acres designated as “C” identified in paragraph 5.a above.
 - g. The City will provide four concrete aprons on the Riverdale Extension to access the property owned by the LLCs with the locations determined by the LLCs.
6. **Outlot B Tooth Acres.**

- a. The City shall use its best efforts to obtain title to Outlot B Tooth Acres from the County and if successful convey that portion of said Outlot B Tooth Acres designated as “E” to one of the LLCs as they shall select (except that portion retained by the City for the Riverdale Extension)
- b. The City will allow drainage into the storm water pond located on the property described on “F” for any improvements or developments on Tooth Acres, Diamonds, or the property designated as “E”, subject to the City acquiring ownership of Outlot B Tooth Acres

7. **Miscellaneous.**

- a. The LLCs shall have the responsibility of completing the necessary grading work relating to the storm water pond on the property described as “D”. The LLCs shall convey a permanent drainage and utility easement to the City over, under and across “D”.
- b. During the construction of the Riverdale Extension, the LLCs agree to allow access to the plats Tooth Acres, The Diamonds, and “E” for purposes of construction and road improvement at no charge. The City agrees to restore any disturbed areas that are caused by the construction that diminishes the value of the property or requires repair.
- c. The City agrees that until there is a filing of a plat or building permit application for the development of Tooth Acres, The Diamonds, or the property within “E” there will be no assessments or charges for water access connections, sewer access connections, park dedication, water management fee, escrow for street lights, inspection fees, water or sewer handling fee, and platting fees.
- d. The LLCs shall have the option, but not the requirement, to use the same contractor that the City selects to perform its portion of the work relating to the improvements.
- e. The City and the LLCs will work together to define the future access to service the lots of future subdivision of the Plats of Tooth Acres and The Diamonds.
- f. The proposed storm water pond in “D” and the current storm water pond in “F” shall be maintained by the City at its expense.
- g. The City agrees that the replacement construction of the existing pedestrian walkway will be installed and located consistent with the LLCs' potential use on a North/South alignment as much as reasonably as possible.
- h. The LLC's agree to dedicate an easement adjacent to the Riverdale Extension to the City for a pedestrian overpass such that an ADA compliant connection can be made with the proposed and existing pedestrian walkways.

- i. The LLCs agree that a permanent drainage and utility easement over, under and across a portion of Outlot "E" in the general alignment of the extended storm sewer will be reserved by the City and said easement shall not interfere with LLCs' intended use of the property.

**III
NON BINDING AGREEMENT**

This MOU merely sets forth some of the more significant terms and conditions of the subject matter and this MOU shall not be binding on either party.

THE CITY OF RAMSEY

Dated: _____, 2013

By: _____
Its: _____

2-OI, LLC

Dated: _____, 2013

By: _____
Its: _____

PSG, LLC

Dated: _____, 2013

By: _____
Its: _____

Exhibit 1

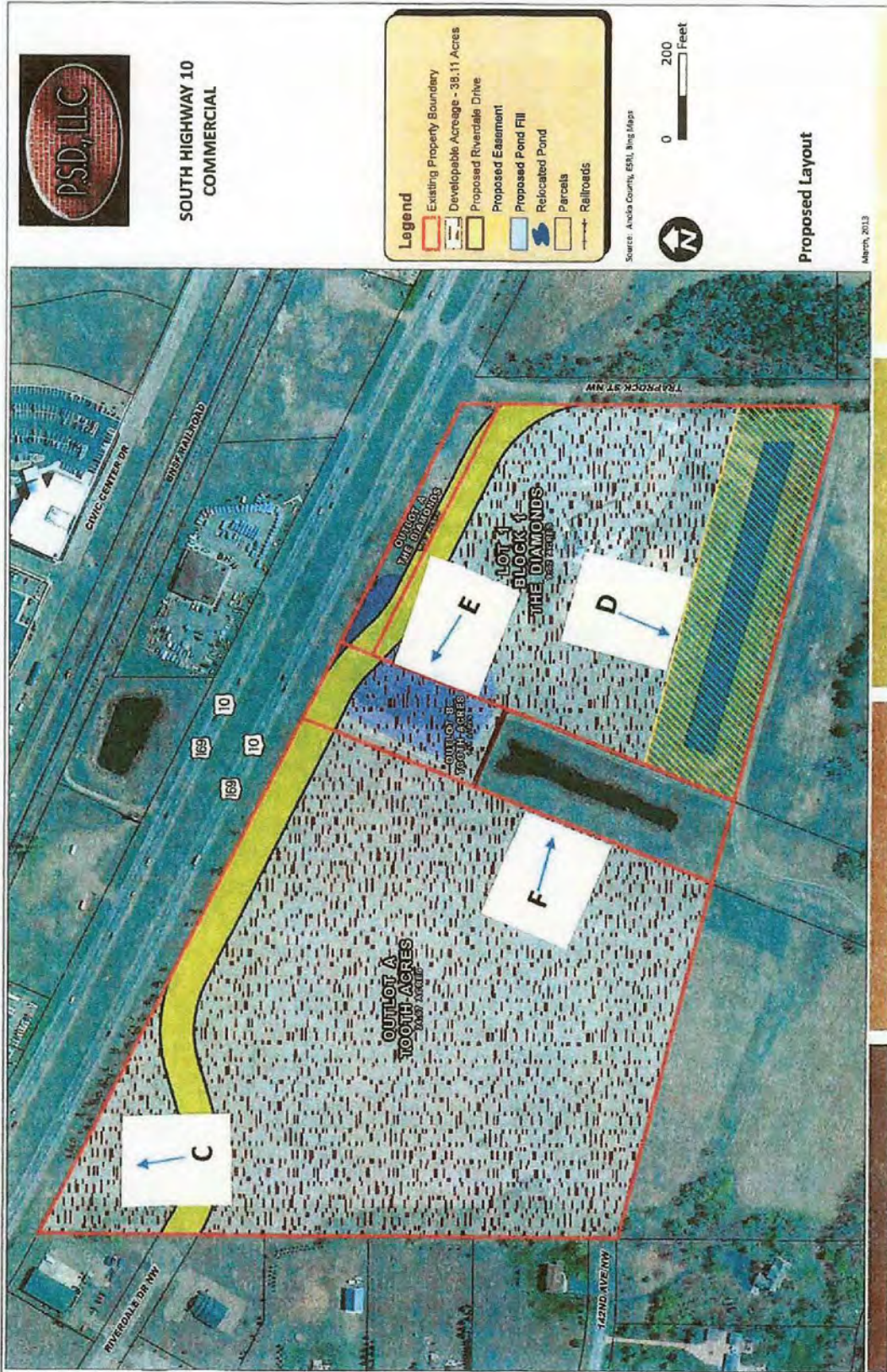


Exhibit 2

PUBLIC STREET, PEDESTRIAN TRAIL, DRAINAGE & UTILITY EASEMENT AGREEMENT

KNOW ALL MEN BY THESE PRESENTS, for valuable consideration, **2-OI**, a **limited liability company under the laws of the State of Minnesota**, “**LANDOWNER**”, hereby grants, sells, and conveys to the **CITY OF RAMSEY**, a **Minnesota municipal corporation**, “**CITY**”, a perpetual easement for the public purposes described in paragraph 1. below, including, without limitation, the construction, maintenance, repair and replacement thereof, and uses incident thereto, in, over, under and upon the real property, in Anoka County, Minnesota described as follows:

See attached **Exhibit A** for legal description
(the “Easement Area”)

EXEMPT FROM STATE DEED TAX

1. **The Easement Purposes.** The Easement shall be used for the following public purposes:
 - a. **Trail Easement.** The Easement Area shall be for pedestrian trail purposes to be used exclusively for outdoor recreation and commuter activities including, but not limited to, walking, jogging, skating, biking, and uses mandated by state law including, but not limited to, electric personal assistive devices. Motorized vehicles used by the City for maintenance, law enforcement or other public uses will be permitted. The trail easement shall not be used by other motorized vehicles, or by all terrain vehicles, or by snowmobiles, and the trail easement shall not be used for horseback riding. No structures, obstructions or fences shall be allowed in the trail easement area unless written approval is granted by the **CITY**.
 - b. **Public Street and Right-of-Way.** The Easement Area shall be used for the purposes of construction, maintenance, repair and/or replacement of a public street and road right-of-way and uses incident thereto.

- c. Drainage and Utility. The Easement Area shall be used for purposes of the construction, maintenance, repair and replacement of a storm water drainage system and sanitary sewer and municipal water system and such other public utilities as deemed necessary by the City, and uses incident thereto.

2. Hazardous Substances.

The CITY shall not be responsible for any costs, expenses, damages, demands, obligations, including penalties and reasonable attorney's fees, or losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to the Easement Area or adjacent property prior to the date hereof.

3. Liability and Indemnification.

The City hereby agrees to indemnify and save the LANDOWNER harmless from and against any and all suits, demands, liabilities, costs and other expenses, including reasonable attorneys' fees, incurred in connection with or arising out of the use of the Easement Area by the City, its contractors and agents or the general public for the purposes granted herein, excluding, however, from such indemnity and loss resulting from acts of LANDOWNER.

4. No Waiver of Governmental Immunity.

Nothing contained herein shall be deemed a waiver by the CITY of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by LANDOWNER, its successors or assigns, shall be subject to any governmental immunity defenses of the CITY and the maximum liability limits provided in Minnesota Statute Chapter 466.

5. Disposal of Excavated Material.

The right is hereby granted to the CITY to remove or otherwise dispose of all earth or other material excavated from the Easement Area as the CITY may deem fit and to remove trees, brush, undergrowth and other obstructions interfering with the location, construction and maintenance of the Easement Area.

6. Granting Clause.

LANDOWNER covenants that it is the owner of the Easement area and has the right, title, and capacity to grant the Easement for the purposes described herein.

IN WITNESS WHEREOF, the LANDOWNER has caused this Easement agreement to be executed on the ____ day of _____, 2013.

2-OI, LLC

By: _____
Its: Chief Manager

EXHIBIT A

A perpetual easement for public right-of-way, trail and drainage & utility over, under and across that part of LOT 1, BLOCK 1, THE DIAMONDS, Anoka County, Minnesota according to the recorded plat thereof, described as follows:

Beginning at the northwest corner of said LOT 1, BLOCK 1; thence on an assumed bearing South 21 degrees 57minutes 04 seconds West along the west line of said LOT 1, BLOCK 1 a distance of 26.14; thence South 46 degrees 04 minutes 01 seconds East a distance of 59.72 feet; thence southeast a distance of 104.37 feet along a tangential curve concave to the northeast having a radius of 340.00 feet and a central angle 17 degrees 35 minutes 16 seconds; thence South 63 degrees 39 minutes 17 seconds East a distance of 372.01 feet; thence southerly a distance of 255.12 feet to the east line of said LOT 1, BLOCK 1 along a tangential curve to the southwest having a radius of 260.00 feet and a central angle of 56 degrees 13 minutes 10 seconds; thence North 00 degrees 00 minutes 55 seconds East along the east line of said LOT 1, BLOCK 1 a distance of 195.46 to the northeast corner of said LOT 1, BLOCK 1; thence North 63 degrees 38 minutes 56 seconds West a distance of 662.99 to the point of beginning.

Exhibit 3

PUBLIC STREET, PEDESTRIAN TRAIL, DRAINAGE & UTILITY EASEMENT AGREEMENT

KNOW ALL MEN BY THESE PRESENTS, for valuable consideration, **PSG, LLC, a State of Minnesota limited liability company, “LANDOWNER”**, hereby grants, sells, and conveys to the **CITY OF RAMSEY, a Minnesota municipal corporation, “CITY”**, a perpetual easement for the public purposes described in paragraph 1. below, including, without limitation, the construction, maintenance, repair and replacement thereof, and uses incident thereto, in, over, under and upon the real property, in Anoka County, Minnesota described as follows:

See attached **Exhibit A** for legal description
(the “Easement Area”)

EXEMPT FROM STATE DEED TAX

7. **The Easement Purposes.** The Easement shall be used for the following public purposes:
 - a. **Trail Easement.** The Easement Area shall be for pedestrian trail purposes to be used exclusively for outdoor recreation and commuter activities including, but not limited to, walking, jogging, skating, biking, and uses mandated by state law including, but not limited to, electric personal assistive devices. Motorized vehicles used by the City for maintenance, law enforcement or other public uses will be permitted. The trail easement shall not be used by other motorized vehicles, or by all terrain vehicles, or by snowmobiles, and the trail easement shall not be used for horseback riding. No structures, obstructions or fences shall be allowed in the trail easement area unless written approval is granted by the **CITY**.
 - b. **Public Street and Right-of-Way.** The Easement Area shall be used for the purposes of construction, maintenance, repair and/or replacement of a public street and road right-of-way and uses incident thereto.

- c. Drainage and Utility. The Easement Area shall be used for purposes of the construction, maintenance, repair and replacement of a storm water drainage system and sanitary sewer and municipal water system and such other public utilities as deemed necessary by the City, and uses incident thereto.

8. Hazardous Substances.

The CITY shall not be responsible for any costs, expenses, damages, demands, obligations, including penalties and reasonable attorney's fees, or losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to the Easement Area or adjacent property prior to the date hereof.

9. Liability and Indemnification.

The City hereby agrees to indemnify and save the LANDOWNER harmless from and against any and all suits, demands, liabilities, costs and other expenses, including reasonable attorneys' fees, incurred in connection with or arising out of the use of the Easement Area by the City, its contractors and agents or the general public for the purposes granted herein, excluding, however, from such indemnity and loss resulting from acts of LANDOWNER.

10. No Waiver of Governmental Immunity.

Nothing contained herein shall be deemed a waiver by the CITY of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by LANDOWNER, its successors or assigns, shall be subject to any governmental immunity defenses of the CITY and the maximum liability limits provided in Minnesota Statute Chapter 466.

11. Disposal of Excavated Material.

The right is hereby granted to the CITY to remove or otherwise dispose of all earth or other material excavated from the Easement Area as the CITY may deem fit and to remove trees, brush, undergrowth and other obstructions interfering with the location, construction and maintenance of the Easement Area.

12. Granting Clause.

LANDOWNER covenants that it is the owner of the Easement Area and has the right, title, and capacity to grant the Easement for the purposes described herein.

IN WITNESS WHEREOF, the LANDOWNER has caused this Easement agreement to be executed on the ____ day of _____, 2013.

PSG, LLC

By: _____
Its: Chief Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me on the ____ day of _____, 2013, by _____, the Chief Manager of PSG, LLC, a limited liability company under the laws of the State of Minnesota, on behalf of the limited liability company.

Notary Public

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)

THIS INSTRUMENT WAS DRAFTED BY:

RANDALL, GOODRICH & HAAG P.L.C.
2140 Fourth Avenue North
Anoka, Minnesota 55303
Telephone: (763) 421-5424

EXHIBIT A

An 80 foot perpetual easement for public right-of-way, trail, drainage & utility over, under and across that part of OUTLOT A, TOOTH ACRES, Anoka County, Minnesota according to the recorded plat thereof, the centerline described as follows:

Commencing at the Northwest corner of said OUTLOT A; thence on an assumed bearing of South 00 degrees 09 minutes 27 seconds West along the west line of said OUTLOT A a distance of 330.02 feet to the point of beginning of said centerline; thence South 59 degrees 29 minutes 12 seconds East a distance of 27.45 feet; thence southeasterly a distance of 244.95 feet along a tangential curve concave to the north having a radius of 300.00 feet, and a central angle of 46 degrees 46 minutes 55 seconds; thence North 73 degrees 43 seconds 53 minutes East a distance of 143.41 feet; thence northeasterly a distance of 223.16 feet along a tangential curve concave to the south having a radius of 300.00 feet, and a central angle of 42 degrees 37 minutes 11 seconds; thence South 63 degrees 38 minutes 56 seconds East a distance of 644.74 feet to the east line of said OUTLOT A and there terminating, the side lines are lengthened and shortened to terminate on the west and east line of said OUTLOT A.

Meeting Date: 05/14/2013

By: Diana Lund, Finance

Information

Title:

Authorize Acceptance of Proposal From Premier Commercial Properties, Inc. for Property Management on Highway 10

Background:

The outsourcing of property management and the proposal submitted by Premier Commercial Properties, Inc was discussed at the worksession of April 23, 2013. During this worksession, there was a concensus among council members that it would be in the best interest of the city to outsource the function of property management services as the charge for such services is an eligible RALF expense.

The following was presented at the April 23, 2013 meeting:

The City of Ramsey has acquired several parcels (15) through the Right-of-Way Acquisition Loan Fund (RALF) program on Highway 10. Several of these buildings located on these parcels have been demolished. On occasion, Council has decided to retain those buildings that were in good structural shape and with the possibility of having them remain on the tax roles through leasing. Today, the city has six leases that pay a monthly rent - Northern Lights Church, RM Golf Carts, Independent Auto Care (2 leases), Pro Sporting Goods and Todd Bialon; One site that pays \$0 and requires maintenance (Youth First) and one site that is currently vacant (6701 Highway 10 - Cold Storage area).

In the past, up to January 2011, the City had contracted with Premier Commercial Properties to oversee the property management of the city's leased/lease-able sites. The prior agreement called for \$200/month per site for property management.

Current staff have been undertaking the property management role since the contract with Premier ended in 2011. Finance has been overseeing the management of the current leases, administration has been overseeing the leasing of vacant sites and maintenance overseeing any maintenance issues at Youth First. On average, Finance spends approximately seven hours per month with administrative tasks related to contacting businesses regarding delinquencies, reconciliations etc. In developing new leases, administration can spend up to 20 hours negotiating a new lease, developing profiles, etc. (this does not include professional legal charges), and maintenance spends approximately three hours per month on maintenance at Youth First. Our public works, maintenance and IT departments spent numerous hours at 6701 Highway 10 when the water-main break occurred in the building. Staff has also spent several hours related to hiring painters, roofers, plumbers and HVAC.

A cost estimate of staff time spent on RALF properties is approximately (not including hiring contractors & legal services):

Finance - 7 hours month \$350
Administration - 20 hours per lease \$650
Maintenance - 3 hours month \$100

With the reduction in staffing levels, the time spent on property management could be well used in other areas. In addition, the staff costs related to property management is not eligible for reimbursement through the RALF program. Payments to outside consultants are eligible, and thus the city would be reimbursed.

The City sent out a request for property management services to three vendors. Only one submitted a proposal by the closing date of Friday, April 3, 2013. That proposal from Premier Properties is attached. Premier is proposing the same \$200 monthly fee per site as per their previous contract with the city.

Notification:

The proposal from Premier Properties is attached.

Observations:

Observations/Alternatives:

The Council can approve, postpone, or reject this proposal. Staff recommends approval of this proposal at the \$200 per month per site rate. Postponing or rejecting this proposal would result in the continuation of the current process which has a negative impact on City operations. If the proposal was postponed, it would have the advantage of demonstrating competition for the work if staff was directed to further solicit other proposals.

Recommendation:

Staff recommends that the proposal for property management services be accepted from Premier Commercial Properties, Inc. at a fee of \$200.00 per month, per site, effective June 1, 2013.

Funding Source:

Current rental collections.

Council Action:

Motion to authorize staff to accept the proposal of Premier Commercial Properties, Inc. for property management services on Highway 10 at the rate of \$200.00 per month, per site, effective June 1, 2013.

Attachments

Premier Commercial Properties Proposal

Form Review

Inbox

Kurt Ulrich

Reviewed By

Kurt Ulrich

Date

05/09/2013 10:29 AM

Form Started By: Diana Lund

Started On: 04/24/2013 02:04 PM

Final Approval Date: 05/09/2013

Property Management Services Agreement

Premier's Property Management Services are led by Greg Fricke, Brian Bockwitz, Dina Erickson and Marty Fisher.

Our top level property management services include:

- Accounting and financial reporting for investment and managed properties including rent collections, expenses disbursements, budgeting and cash flow planning.
- Tenant relations including lease reviews and renewals, dispute resolutions and service assistance.
- Reviewing and coordinating vendor contracts and recurring services for tenants and properties.
- Coordinating service and repair needs and projects for properties.
- Property inspections.

Greg is a C.P.A. (*Inactive*) and has completed the Master of Business and Taxation at the Carlson School of Management at the University of MN. Prior to joining Premier, Greg spent 10 years as a tax manager with a national C.P.A. firm and has an additional 10 years experience operating the residential (multi-housing) and commercial property management business for a successful Fridley based property management firm with locations throughout Minnesota, South Dakota and Florida. Greg oversees all of Premier's internal and client accounting.

Brian Bockwitz has 15 years of property management experience and is our primary property manager for our client properties. Brian has experience in multi-tenant and single tenant properties including office, retail and industrial properties. Brian is detail orientated and focuses on maintaining strong relationships with both tenants and vendors. Brian responds to daily service calls, works with vendor scheduling, tenant maintenance issues and provides quality service to our clients.

Dina Erickson provides office support and coordination of the various vendor and tenant calls. Dina sets up vendor contracts, tracks performance and provides all of the data entry and administration support for Greg, Brian and Marty.

Marty Fisher is the Broker / Co-owner of Premier Commercial Properties, Inc. Marty is involved in Landlord and Tenant representation, as well as, Buyer and Seller transactions of Industrial, Retail, Office and Multi-family properties. For the last 24 months in particular, Marty has worked closely with local banks on the management, repositioning and disposition of distressed commercial properties. Marty has over 15 years Commercial Real Estate experience.

Ramsey Property

6701 Highway 10, 6745 Highway 10 and 67XX Land site

Property Description: 6701 Hwy 10 includes Youth First Community of Promise (front end of building) and vacant cold storage space.

6745 Hwy 10 includes front end retail (automotive) bay and vacant cold storage in the rear of the building.

67XX approximately one acre vacant land site

Services To Be Provided: Bi-monthly physical inspection of interior and exterior of property.

Handle vendor relationships, set up contracts and ensure proper services as required by Landlord and as written under current lease agreements

Rent collections, dispute resolution and service assistance

Disbursement of all necessary and substantiated rental property expenses.

Review leases and enforce tenant compliance with all terms and conditions of lease provisions; including late notices, delinquent rent and lease default issues.

Set up, implement and coordinate vendor contracts for HVAC, cleaning, maintenance, mowing, etc.

Quarterly financial reporting information and rent roll summaries to owners.

Management Fee: \$600.00 per month, payable on the 1st of every month.

Leasing fee's: Leasing Fee's payable at Lease Commencement are:

Office space and retail space:
\$1.00 / square foot for 1 year lease
\$2.00 / square foot for 2 year lease
\$3.00 / square foot for 3 year lease or longer

Cold storage and/or warehouse space and land lease:
5% of the total rent over the term of the Lease.

Listing Agreement: Standard State of Minnesota Commercial Listing Agreement for Lease
and a property management contract agreement.

The properties listed above will require an initial site visit to establish any on-site situations, lease obligations; exact issues with the property. We will perform this initial on-site visit included as part of our overall bid package. Please note we have previous experience in the management of both of these properties from previous on-site services provided. Our office sits almost directly across Highway 10 from these properties.

If a property requires additional on-site time for repair or maintenance issues, Premier will handle these issues by our property management team on an hourly basis with a rate of \$65.00 per hour.

We would welcome an opportunity to meet and discuss these services with you more directly.

Finally, we have no issue with the City of Ramsey Rental Property Management Agreement other than Section 5.2, Termination. We suggest that "Either party may terminate this Agreement without cause upon 120 days written notice to the other party".

Sincerely,



Marty Fisher
Broker / Owner
Premier Commercial Properties, Inc.

Meeting Date: 05/14/2013

Submitted For: Jeff Katers

By: Jim Way, Police

Information

Title:

Award Contract for a Towing Vendor for the City of Ramsey

Background:

The City of Ramsey has had a two-year contract for towing services with Champlin Towing that will expire June 30, 2013. Staff is requesting authorization to enter into a new contract for towing services with Champlin Towing for the City of Ramsey for another two-year period.

A notice was published in the Anoka County Union and a Request for Proposal (RFP) was released on March 1, 2013. The deadline for proposals was Monday, April 1, 2013 at 4:30 p.m. The same RFP that was used in 2011 was used with minor changes.

Staff was aware of four towing companies that had shown interest in providing a proposal for service. These four companies were mailed requests for proposals during the release date. Four proposals were received by the City that met the requirements as stated in the RFP. The four proposals that were received are attached to this case. A summary sheet has also been added that shows the various charges for services. Two of the proposals that were received are from Ramsey businesses (Champlin Towing and First Choice Towing) and the other two are from businesses outside of Ramsey (North Star - Anoka and Collins Brothers - Elk River). North Star Towing had the City contract from 2007-2009 and Champlin Towing has had the contract from 2009-2013.

Notification:

Letters will be mailed to the three companies not selected.

Recommendation:

Staff is recommending entering into a contract with Champlin Towing for two years. Champlin had the overall lowest bid prices and met all the conditions of the RFP. The City Attorney will review the contract prior to signing.

Funding Source:

Police, Fire and Public Works vehicles will be towed at no cost. Seized vehicles will be at a rate determined in the towing contract. Tows that occur due to arrest, accident, motorist aid or other police matter will be paid by the owner/driver of the vehicle at the rate determined in the selected proposal.

Council Action:

Motion to authorize City staff to enter into a two year contract with Champlin Towing.

Attachments

Towing RFP

Summary Sheet

Collins Bro Towing

Champlin Towing

North Star Towing

First Choice Towing

Inbox
Jo Thieling
Kurt Ulrich

Form Started By: Jim Way

Reviewed By
Jo Thieling
Kurt Ulrich

Date

05/02/2013 03:24 PM

05/09/2013 11:06 AM

Started On: 05/02/2013 09:36 AM

Final Approval Date: 05/09/2013

CITY OF RAMSEY

REQUEST FOR PROPOSAL

**TOWING, IMPOUNDING AND STORAGE
OF MOTOR VEHICLES**

Proposal Release Date: March 1, 2013
Proposal Due Date: April 1, 2013 4:30pm

Chief James Way
Ramsey Police Department
7550 Sunwood Dr.
Ramsey, MN 55303
(753)-427-6812

Introduction

The City of Ramsey, Minnesota, hereby issues a Request for Proposal for the intended purpose of retaining a service to provide Towing, Impounding and Storage of Motor Vehicles for the City 24 hours per day, 365 days per year, on an as needed and directed basis. Such direction is to be by the Chief of Police, the Fire Chief, the Director of Public Works and the Director of Fire and Building Inspections, of the City of Ramsey or their authorized and legal representatives.

Interested parties in the Towing service business may submit a proposal for Towing, Impounding and Storage of Motor Vehicles services. Each proposal must be submitted in a sealed envelope. To be considered a valid proposal, all interested Towing service businesses must submit proposals consistent with the terms and conditions outlined herein on or by 4:30 p.m. on Monday, April 1, 2013. A copy of the RFP may be received by contacting Chief James Way, Ramsey Police Department, 7550 Sunwood Dr NW, Ramsey, MN 55303.

The contract for service shall commence on July 1, 2013 and terminate on June 30, 2015.

RFP Process and Limitations

Prospective Towing service businesses please note that this is a request for proposal process and not a request for bids. The City of Ramsey will take all factors into consideration when determining the appropriate service provider for Ramsey. This RFP outlines minimum terms and conditions that must be met in order to be considered a viable proposal. Any proposal that does not meet the minimum requirements will be rejected. Towing service businesses have the option of making a proposal that is above and beyond the minimum terms and conditions. There will be no public bid opening.

The RFP does not commit the City of Ramsey to award or pay any costs incurred in preparation of a Towing service business's proposal. The City may modify any part of the RFP at any time prior to the contract selection. The City will modify the RFP only by issuing a written addendum. Addenda will be consecutively numbered in the order they are issued. The City reserves the right to reject all proposals. The City reserves the right to cancel this RFP if it is in the best interest of the City. The selection of this contract is contingent upon the approval of the Ramsey City Council.

Any addenda issued by the City will be mailed to all that are specifically known by the City to have received an original RFP. The City is not responsible for a Towing service business that does not receive an addendum.

Each towing service business may supplement their proposal once in response to each addendum. Towing service businesses may also clarify their proposals in response to a written request by the City for supplemental information. The City will consider no other proposal supplements.

All submissions by the towing service business will become part of the selected towing service business's contract by the City.

Any proposal received after 4:30 p.m. on April 1, 2013 will not be considered and will be returned to the towing service business unopened. Once the City receives the proposals, Towing service businesses cannot modify or withdraw their proposal unless directed by the City. All proposals become the property of the City of Ramsey, and will be considered public information after a proposal has been selected. Towing service businesses may label certain sections as "Proprietary," as allowed by the Minnesota Government Data Practices Act, and those sections will not be made public.

Submittal of RFP

Proposal shall be submitted to the attention of

Chief James Way
Ramsey Police Department
7550 Sunwood Dr NW
Ramsey, MN 55303

Deadline for submission of proposals is 4:30 p.m., Monday, April 1, 2013.

Questions relative to the RFP should be directed to Chief Way at (763) 427-6812. Requests for clarification(s) will be considered until five (5) working days prior to proposal due date.

Terms and Conditions

1. In order to qualify for consideration under these terms and conditions, the potential Contractor's proposal must state what satisfactory equipment the Towing service actually owns, plans to buy, or is planning to rent at the time the proposal is submitted. The potential Contractor must also have direct access to trained, available personnel at the time the contract begins, in order to provide immediate and prompt service as ordered and requested by the authorized City officials. The qualifying of proposals to meet this will be permitted, such as the acquisition of equipment being dependent upon proposal selection, etc. Failure to have or have access to the listed equipment when the contract is to commence will void the contract.
2. The successful Contractor must own or have available within a 10-mile radius of the Intersection of Ramsey Blvd NW (Co Rd 56) and Industry Ave NW (Co Rd 116), Ramsey, MN 55303, the following equipment as a minimum:
 - A. To tow passenger vehicles, including cars, light trucks, vans, utility vehicles, 4-wheel drive vehicles, motorcycles, and recreational vehicles (to include ATV's, snowmobiles and mini-bikes), one truck having a manufacturer's gross vehicle weight rating of 12,000 lbs., to be equipped with a crane and winch, and further equipped to control movement of the towed vehicle, and
 - B. To tow vehicles of $\frac{3}{4}$ ton to 1 $\frac{1}{2}$ ton capacity, one truck having a manufacturer's gross vehicle weight rating of 16,000 lbs., to be equipped with a crane and winch, and further equipped to control movement of the towed vehicle, and

- C. One truck having a manufacturer's gross vehicle weight rating of 52,000 lbs., to be equipped with a crane and winch, and further equipped to control movement of the towed vehicle, and
- D. Equipment sufficient and designed to move vehicles not amenable to towing or to move a completely demolished vehicle by means of dollies or low bed trailers.
- E. Equipment for 2-way communications with Anoka County Central Communications (Dispatch).

A listing of all equipment to be utilized shall be submitted with the proposal. Such listing shall show the make and model of all equipment available for use under this contract, along with size and all other pertinent information, such as specialized equipment not necessarily herein specified, but which may be a factor in performing effectively and efficiently.

All equipment to be used by the Contractor under this contract shall be maintained in good repair and condition. The City reserves the right to inspect the equipment from time to time for the purpose of determining that equipment condition is in conformance with the terms and conditions and the contract.

- 3. In order to be in consideration for proposal selection, all storage and parking lot facilities and all equipment to be used by the Contractor under this contract must be located within a 10-mile radius of the Intersection of Ramsey Blvd NW (Co Rd 56) and Industry Ave NW (Co Rd 116), Ramsey, MN 55303. The storage and parking lot facilities must meet all of the applicable State building code standard and municipal license and zoning requirements, including those relating to screening and landscaping of the City in which the facility is located.
- 4. The facilities proposed to be utilized under this contract must have the capability of storing a minimum of one (1) vehicle inside and a further capability of providing storage for a minimum of ten (10) vehicles outside. Inside storage will be necessary only when so requested or directed by an authorized official of the City of Ramsey as identified in these terms and conditions. When a direction is given to store a unit inside, such directions may be accompanied by certain instructions for security measures to be employed. The security responsibilities become the responsibility of the storing agent while the unit is in his/her keeping.
- 5. The Contractor performing under this contract shall assume all and full responsibility for the conduct of his/her employees. The Contractor guarantees that all of the employees performing under this contract will be adequately trained in their profession, will respond promptly to all calls, will provide safe and adequate equipment (as herein specified), be clean and neat in appearance, use decent language, free of profanity, and treat the public courteously at all times. Request for service from the Ramsey Police Department must be given first priority by all towing dispatchers serving as agents for the Contractor.

6. The Contractor will be solely responsible for loss or damage to any vehicle, including all equipment and contents, from the time direction is given by the authorized City representative turning the vehicle over to the Contractor or his Agency and until such time as the vehicle is legally released to the registered or actual owner or legal agent thereof.
7. The performing Contractor must agree to maintain proper records of all vehicles received. The record keeping system shall meet the approval of the Ramsey Chief of Police and records are to be available at all times for inspection by authorized City officials. The records must include a copy of the police impounding report. A report shall be submitted monthly to the Ramsey Chief of Police detailing all vehicles towed for the City and charges incurred during that current month. All contents of such reports shall meet the approval of the Ramsey Chief of Police.
8. All vehicles towed or impounded are to be released only upon receipt of the proper legal release form to be issued by the Ramsey Police Department, except for private tows. In special cases, a verbal release may be given by the Ramsey Police Department. The release form will then include the name of the department official that approved the release.
9. While performing under this contract and under these terms and conditions, the Contractor or his/her designated representative(s) must be present at the storage facility for the purpose of releasing vehicles to authorized persons Monday through Friday, between the hours of 8:30 a.m. and 4:30 p.m. (excluding legal holidays). During Saturdays, Sundays, and legal holidays, the Contractor must be available between 12:00 p.m. and 2:00 p.m. by appointment only. It is not necessary that the Contractor or his/her designated representatives be physically present at the storage facility, but the City must be able to contact the Contractor or his/her designated representative on an as needed basis during these times. Providing the City with a phone number where the Contractor can be reached during these times would be adequate for purposes of this paragraph.
10. It shall be agreed under this contract that motor vehicles will not be driven at anytime during the towing procedure. In the event that the vehicle is without tires or has flat tires, the performing Contractor agrees to tow the vehicle without damaging the wheels and further agrees not to tow any vehicle on its rims, on wheels without tires, or on flat tires.
11. Upon arrival at the scene of a tow where a vehicle accident has occurred, the performing Contractor, in addition to the physical removal of the vehicle, assumes full responsibility for removing any vehicular parts or other debris, excluding liquids and other commercial cargo, resulting from the accident. This clean-up is to be completed without any additional compensation.
12. The performing Contractor shall be entitled to a charge for his/her towing and storage services pursuant to the fees submitted in the accompanying proposal. The Contractor shall agree that neither the City nor any Department thereof is responsible for any charges as a result of towing and/or storage and that the Contractor assumes all liability for any and all unpaid charges. NOTE: This provision and these terms and conditions are in no way a law or regulation relating to the "price, route, or service of

any motor carrier... with respect to the transportation of property” under 49 U.S.C. Sec. 14501 (C)(1)(1997).

13. If an involved private owner/operator makes a timely request for a tow by other than our Contractor, such request shall be honored by the Police Department. In either instance, the owner/operator is solely responsible for all associated charges.
14. For vehicles identified by the Police Department as subject to forfeiture, and subsequently released to the Police Department pending the outcome of forfeiture proceedings, the performing Contractor shall indicate a flat rate charge per forfeited vehicle. The flat rate shall include towing, storage on the date of the tow, and three days of storage after the date of the tow. The flat rate applies to all cars, light trucks, vans, utility vehicles, 4-wheel drive vehicles, motorcycles, and recreational vehicles (to include ATV's, snowmobiles and mini-bikes), identified by the Police Department as subject to forfeiture by the City.
15. Should the Contractor fail to appear at a designated tow point **within twenty (20) minutes** after receiving a call for a tow, the City reserves the right to call another towing service to perform the work.

If the Contractor is called and is unable to respond due to conditions beyond his/her control, the authorized City officials shall be immediately so informed, and the right is hereby reserved to call another service to perform the work.

In the event that at any time, it becomes necessary for the City to request the services of another towing service for the reasons detailed above, the City retains the right to hold the Contractor retained under this contract responsible for any additional charges over and above the fee schedule recorded in this proposal. Such charges shall be assessed only if the response time is due to negligence or laxity on the part of the Contractor, which negligence might include equipment failure.

16. The Contractor performing under this contract shall operate and maintain its parking and storage facility in compliance with the terms of this contract and all State and City applicable laws, ordinances, rules and regulations that are presently in effect or which may hereafter be adopted. Pursuant to Minnesota Statutes sections 168B.06, subdivisions 1 and 2, it is the responsibility of the Contractor taking a vehicle in custody to give notice of the taking within five (5) days to the vehicle owner and/or lien holder(s).
17. The Contractor performing under this contract shall allow other towing companies into their facility to retrieve or claim vehicles that they have been authorized to removed.
18. No alterations or modifications of the terms of this contract shall be valid unless made in writing and signed by authorized representatives of both parties hereto.
19. In the event of a breach by the Contractor of any terms or conditions of this agreement, the City shall have, in addition to any other legal recourse, the right to terminate this agreement forthwith.

20. Either party may terminate this contract upon the serving of such termination notice to the other, in writing, thirty (30) days prior to the intended termination date.
21. A copy of this contract, along with the authorized fee schedule, shall be posted in a conspicuous place in the Contractor's place of business.

Failure to meet any or all of the requirements of this section may result in termination of the contract at any time, as per the conditions specified for contract termination.

Insurance

The successful Contractor shall not commence work under the contract until the specified insurance coverages have been obtained. The Contractor shall file, within seven (7) days following notification of proposal selection, with the Ramsey City Clerk, all certificates of insurance or documentation thereof indicating that all specific insurance has been obtained and is in full force. The City of Ramsey shall be named as an additional insured on said comprehensive general liability policy.

The following coverage's are required as minimums:

- A.
 1. Public Liability Insurance: \$1,000,000 Comprehensive General Liability (including assault)
 2. Business Auto Policy with all coverage's (all vehicles) with \$1,000,000 limits.
 3. Garage Keepers Legal Liability.
- B. Workers' Compensation Insurance covering all employees of the Contractor, or his/her agents, working under this contract in accordance with the Minnesota Workers' Compensation Law.

The Contractor shall agree to provide to the Ramsey City Clerk, thirty (30) days prior written notice in the event any policy is canceled or a material change is effected and each policy must contain a provision that the insurer notify the Ramsey City Clerk immediately if a policy is canceled or a material change has been effected.

Performance Bond

On or before the date that the contract between the City and the towing service becomes effective, the Contractor shall file with the Ramsey City Clerk an acceptable Corporate surety bond in the amount of \$10,000, payable to the City of Ramsey and subject to the approval by the Ramsey City Attorney for the faithful performance of all duties and obligations imposed under the terms and conditions of the contract.

Proposal Evaluation and Selection of Contract

It is the intent of the City to enter into a contract with the towing service that will best serve the City's needs and who meets all of the terms and conditions set forth herein. In addition, the City will evaluate proposals in a manner consistent with the following:

Performance Standards

All towing service proposals will be evaluated on their ability to provide the following services and the cost that each towing service business will charge for providing each service. The towing and storage services listed below have been given a point total based on service provided to citizens and the City of Ramsey. Proposals can score a maximum of **75 points**. The towing service business that offers to provide each service for the lowest cost shall receive the highest point value for that service. The towing service business with the highest aggregate point total is the low proposal in terms of cost, but is not necessarily the Towing service that will best serve the City's needs.

1. Base charge for towing of passenger vehicles; including cars, light trucks (3/4 ton or less), vans, utility vehicles, 4-wheel drive vehicles, motorcycles, and recreational vehicles (to include ATV's, snowmobiles and mini-bikes), i.e.- a basic impound tow. **10 points possible- 5 each**
 - a) tow truck
 - b) flat bed
2. Base charge for towing of passenger vehicles (listed above) that have been involved in an accident. **10 points possible- 5 each**
 - a) tow truck
 - b) flat bed
3. Base charge for towing of vehicles ¾ ton to 1½ ton capacity **5 points possible**
 - a) tow truck
 - b) flat bed
4. Base charge for towing of vehicles larger than 1½ ton capacity **5 points possible**
5. Base charge for towing of vehicles larger than 1½ ton capacity involved in an accident **5 points possible**
6. Wench out charge (use the following location for purposes of this proposal: median of Hwy 10 NW, 30 feet off roadway) **5 points possible**
7. "Hook up" or "Impound" charge (in lieu of fees charged in #1, #2, #3 or #4 above) Charge for vehicle dropped at same location- not removed **5 points possible**
8. "Loaded Mile" rate for transporting vehicle to impound lot **5 points possible**
9. Charge for each 24 hours of storage; including day of tow.
 - Inside storage **5 points possible**
 - Outside storage **5 points possible**

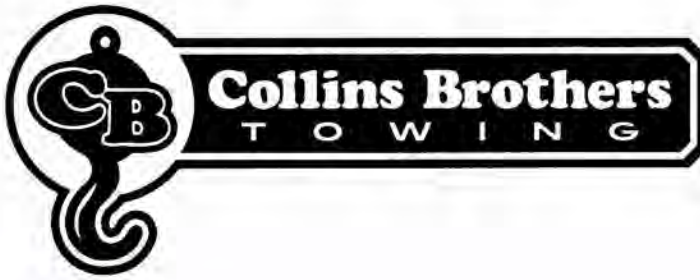
10. Flat rate charge for designated forfeiture vehicles released to Police **5 points possible**
11. Charge for towing of marked or unmarked police vehicles, fire department administrative vehicles, and public works utility vehicles and equipment **5 points possible**
12. Administrative fee (per tow) **5 points possible**

All prices or rates for these services contained in a towing business's proposal are considered the prices that will be used when the City enters into the contract for Towing services with the Contractor. The Contractor may not change, modify, alter, or amend the prices or rates for services contained in its proposal when entering into the contract for towing services. The Contractor also may not change, modify, alter, or amend the prices or rates for services contained in its proposal for the duration of the contract period, unless such change, modification, alteration, or amendment is made in writing and approved by both the City and the Contractor.

The City retains the right to waive any informality or irregularity in any proposal or proposals received; and to select the proposal(s) which in its judgment is in its own best interest. Upon selection, the Towing service shall negotiate with the City for the purpose of entering into a contract implementing the terms of the proposal. Unsuccessful Towing service businesses will receive notification within ten (10) working days after the selection of the Towing services.

Each proposal shall address items called out in the Terms and Conditions section along with each of the performance standards.

Towing Services	<i>Champlin Towing</i>	<i>Collins Brothers Towing</i>	<i>North Star Towing</i>	<i>First Choice</i>
Base Charge Tow Truck (Cars/Light Trucks/MC/ATV)	\$50.00	\$80.00	\$75.00	\$46.67
Involved in Accident	\$50.00	\$80.00	\$85.00	\$60.67
Base Charge Flat Bed (Cars/Light Trucks/MC/ATV)	\$65.00	\$95.00	\$75.00	\$56.01
Involved in Accident	\$65.00	\$95.00	\$85.00	\$70.01
Base Charge Tow Truck (Large Trucks 3/4-1 1/2 ton)	\$50.00	\$95.00	\$85.00	\$60.67
Base Charge Flat Bed (Large Trucks 3/4-1 1/2 ton)	\$65.00	\$110.00	\$85.00	\$70.01
Base Charge Med Duty Tow (L Trucks over 1 1/2 ton)	\$50.00	\$115.00	\$85.00	\$74.68
Involved in Accident	\$65.00	\$115.00	\$85.00	\$88.68
Base Charge Heavy Duty Tow (L Trucks over 1 1/2 ton)	\$65.00	\$155.00	\$95.00	\$88.68
Per Mile Additional Charge	\$0.00	\$4.00	\$0.00	\$0.00
Winch Out Charge	\$30.00	\$65.00	\$30.00	\$23.33
Winch Out + 30 Feet	\$30.00	\$95.00	\$30.00	\$46.67
Hook Up/Impound Charge	\$0.00	\$75.00	\$0.00	\$0.00
Loaded Mile Rate	\$0.00	\$3.50	\$0.00	\$0.00
Inside Storage (per day)	\$25.00	\$40.00	\$30.00	\$30.00
Outside Storage (per day)	\$10.00	\$30.00	\$30.00	\$30.00
Extra Large Storage (per day)	\$0.00	\$50.00	\$0.00	\$0.00
Police Forfeited Vehicle Flat Rate Charge	\$0.00	\$65.00	\$0.00	\$0.00
Police & Fire Vehicle Tows	\$0.00	\$25.00	\$0.00	\$0.00
Administrative Fee Per Tow ***	\$20.00	\$30.00	\$10.00	\$15.00
Fuel Surcharge	\$0.00	\$15.00	\$0.00	\$0.00
Clean Up Fee	\$0.00	\$45.00	\$0.00	\$0.00



March 22, 2013

Chief Jim Way
Ramsey Police Department
7550 Sunwood Drive NW
Ramsey, MN 55303

Dear Chief Way,

Enclosed is a copy of our proposal for the Towing, Impounding and Storage of Motor Vehicles for the City of Ramsey.

We would greatly appreciate the opportunity to serve the City of Ramsey. We currently work with several law enforcement agencies. We are a service provider for AAA, which includes the western portion of Anoka County. We provide service for Cross Country, Signature, Allstate and various other motor clubs. In addition, we are a member of MPTA (Minnesota Professional Towing Association). We are a community focused company that takes pride in servicing our area.

If you have any further questions, please feel free to contact me. We look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink that reads 'Phil Collins'.

Phil Collins
Owner

March 18, 2013

City of Ramsey – Request for Proposal for Towing, Impounding & Storage of Motor Vehicles

1. Charges for passenger vehicles; including cars, light trucks (3/4 ton or less), vans, utility vehicles, 4x4's, motorcycles, ATV's and snowmobiles.*
 - A) Tow Truck - \$80.00 hook-up plus \$4.00/mile, \$3.50 per mile after 20 miles
 - B) Flatbed Truck - \$95.00 hook-up plus \$4.00/mile, \$3.50 per mile after 20 miles
 - C) Hook-up or impound charge for vehicles dropped at same location-not removed-\$75.00
2. Charge for towing of vehicles $\frac{3}{4}$ ton to $1\frac{1}{2}$ ton capacity.*
 - A) Tow Truck - \$95.00 hook-up plus \$4.00/mile, \$3.50 per mile after 20 miles
 - B) Flatbed Truck - \$110.00 hook-up plus \$4.00/mile, \$3.50 per mile after 20 miles
 - C) Hook-up or impound charge for vehicles dropped at same location-not removed-\$75.00
3. Charge for towing of vehicles larger than $1\frac{1}{2}$ ton including RV's*
 - A) Medium Duty - \$115.00 per hour (port to port)
 - B) Heavy Duty - \$130.00-\$155.00 per hour (port to port)
 - C) Hook-up or impound charge for vehicles dropped at same location-not removed-\$75.00
4. Winch Out - Minimum of \$65.00*
 - A) Per your performance standard scenario (#4) winch out fee on a standard passenger vehicle would be \$60.00 + sales tax.
5. Winch Out plus Tow - Minimum \$35.00 in addition to charges listed in 1, 2 & 3*
6. Mileage – Any Mileage charges listed in 1, 2 & 3 will be on mileage towed only. We do not charge in route mileage.
7. Accident Clean Up when applicable - \$15.00 to \$45.00, includes oils and absorbents as well as debris from accident.

8. Storage Charge - \$30.00 per day for vehicles listed in 1 & 2. \$40.00 per day for vehicles stored inside. \$50.00 per day for larger vehicles (25-40 ft).
9. Flat rate for designated forfeiture vehicles and vehicles towed as evidence to RPD or RPD storage facility - \$65.00 plus sales tax. Charges listed in 1, 2 & 3 apply to vehicles that are not forfeited. *
10. Vehicle Service (towing, winching, tire change, unlock, jump starts) of marked or unmarked police vehicles, fire chief, fire marshal & duty officer vehicles - \$25.00
11. Administrative fee – \$30.00 on any vehicle impounded at Collins Brothers Towing. Administrative fee covers the cost of obtaining registered owner's information and notifying them by certified mail according to state requirements.*
12. Fuel Surcharge – maximum \$15.00 per tow when pump prices for diesel is over \$3.00/gallon*
13. Vehicle Release hours are 8:30am – 4:30pm Monday thru Friday, weekends and holidays between 12:00pm -2:00pm by appointment only.

*The services listed above are subjected to Minnesota state sales tax.

EQUIPMENT LIST

TOW TRUCKS

- 1) 2012 Ford F-350 Extended cab 4x4 with wheel lift dollies 12,000 lbs
- 2) 2002 Ford F-450 4x4 with wheel lift and dollies 15,000 lbs
- 4) If awarded this contract, we plan to purchase a truck to fulfill your requirements as stated in Section 2, Letter B of the Terms and Conditions.
- 3) 2001 Peterbilt heavy-duty under-reach recovery truck 52,000 lbs

FLATBEDS

- 1) 2006 Ford F-650 21' flatbed with wheel lift (2 car carrier) 15,000 lbs

MISCELLANIOUS EQUIPMENT

- 1) 2002 Chevy 2500 service truck (accident support vehicle)
- 2) Bobcat (accident support)

3) Air Compressor for tire changes – Light & Heavy Duty

REFERENCES

(Contact information available by request.)

- 1) A-T Repair
- 2) Cornerstone Auto Resource
- 3) Deano's Collision
- 4) Elk River Police Department
- 5) Minnesota State Patrol (St. Cloud district)
- 6) Sherburne County Sheriff's Department
- 7) Wright County Sheriff's Department

Champlin Towing Inc.

14300 Sunfish Lake Blvd.
Ramsey, MN 55303
763-421-5501

EQUIPMENT LIST

12' INTERNATIONAL FLATBED 26,000LB CAP.

11' INTERNATIONAL FLATBED 26,000LB CAP.

01' AM GENERAL WITH DTU HEAVY DUTY

99 HARSCO 270 DEG ROTATING BOOM - ARRIVING SOON.

05 KUBOTA 4X4 TRACTOR

03' BOBCAT WITH GRAPPLE BUCKET, BOOM, PALLET FORKS, AND DIRT BUCKET. AVAILABLE FOR CLEANING UP LARGE DEBRIS FIELDS OR LOAD SPILLAGE.

10,000LB FELLING LOWBOY TRAILER.

4X4 B-3030 FOR USE IN PARKS OR SENSITIVE AREAS TO RETRIEVE ATV'S OR SMALL VEHICLES. THEY ARE EQUIPED WITH PORTABLE WINCHING EQUIPMENT WITH A 12,000 WINCHING CAPACITY. THEY WORK GREAT FOR RECOVERY IN AREAS INACCESSIBLE TO CARS AND TRUCKS.

We also have a large clean secure release area where clients can be seated if so desired this is greatly appreciated by the elderly and those with children. We are commonly told by clients and insurance adjusters that we have the nicest release area in the industry . We are proud to say in our 23 year existence in the industry working with law enforcement. We have never had a complaint of anything missing from a vehicle while in our care and storage facility.

Champlin Towing Inc.

14300 Sunfish Lake Blvd. Ramsey, MN 55303

TOWING AND RECOVERY PRICE LIST

1. **Base Charge for towing of passenger vehicles; including cars, light trucks (less than $\frac{3}{4}$ ton, vans, utility vehicles, 4x4's and motorcycles ect).**
 - a. Tow Truck 50.00
 - b. Flat bed 65.00
2. **Base Charge for towing of passenger vehicles listed above that have been involved in an accident.**
 - a. Tow Truck 50.00
 - b. Flat bed 65.00
3. **Base Charge for towing of vehicles $\frac{3}{4}$ ton to $1\frac{1}{2}$ ton capacity.**
 - a. Tow Truck 50.00
 - b. Flat bed 65.00
4. **Base charge for towing of vehicles larger than $1\frac{1}{2}$ ton capacity.**

60.00
5. **Base charge for towing of vehicles larger than $1\frac{1}{2}$ ton capacity involved in an accident.**

65.00
6. **Wench out charge.**

30.00 min

- 7. Hook up or impound charge (in lieu of #1 #2 #3 #4) not removed.**

No charge

- 8. Loaded mile rate.**

No Charge

- 9. Charge for each 24 hours of storage.**

Inside 10.00 per day

Outside 25.00 per day

- 10. Flat rate charge for designated forfeiture vehicles released to police.**

No charge

- 11. Charge for towing of marked or unmarked police vehicles and fire department administrative vehicles.**

No charge

- 12. Adminstrative fee per stored vehicle.**

202

20.00

NORTH STAR TOWING INC.

833 NORTH STREET, ANOKA, MINNESOTA 55303

OFFICE: 763-427-4160

FAX: 763-323-7257

April 1, 2013

**Chief Jim Way
Ramsey Police Department
7550 Sunwood Drive NW
Ramsey, MN 55303**

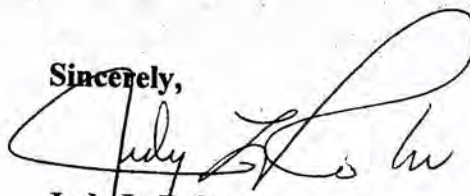
Chief Way,

Enclosed is our proposal for the towing, impounding and storage of vehicles for the City of Ramsey.

We at North Star Towing are a community-oriented organization. We donate cars to the fire department to cut up and supply cars to Anoka Technical College for their car classes. We are dispatched 24/7 from an on-duty dispatcher, from a non-wireless phone, with drivers who are professional, courteous, and knowledgeable. Our facility can store at least 200 vehicles outside and 5+ inside. Our regular business hours for releasing vehicles are 8 AM - 6 PM, Monday thru Friday, and 11 AM - 2 PM, Saturday and Sunday. We have always provided the best service possible for the cities we service.

North Star Towing would greatly appreciate being of service to the City of Ramsey. A brochure of our vehicles and services is enclosed. If you are any council members have any further questions or would like to visit our facilities, please feel free to contact me.

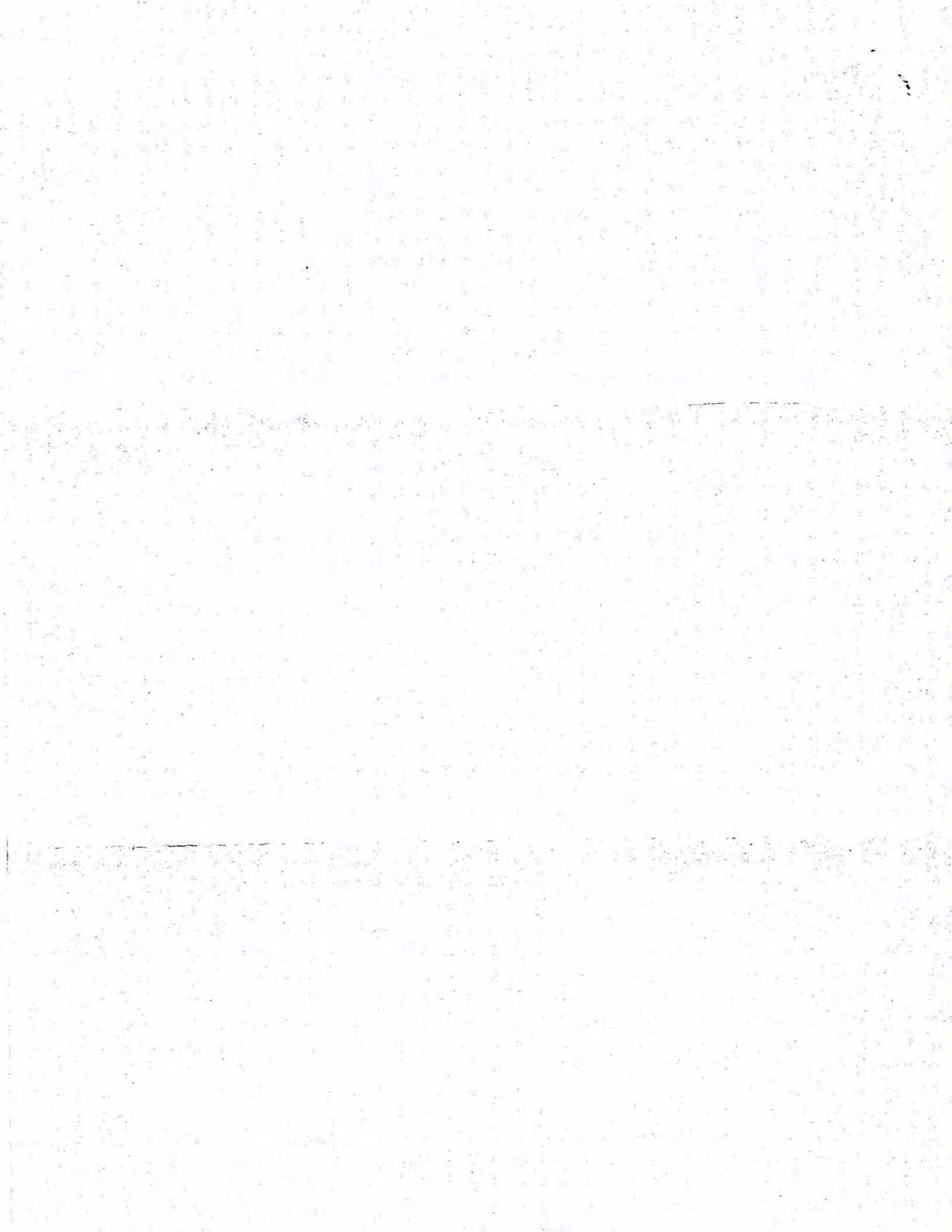
Sincerely,



Judy L. Rolow

President

Encl.



April 1, 2013

City of Ramsey – Request for Proposal for Towing, Impounding & Storage of Motor Vehicles

1. Base charge for passenger vehicles:
 - A. Tow Truck - \$75.00
 - B. Flatbed Truck - \$75.00
2. Base charge for accident passenger vehicles:
 - A. Tow Truck - \$85.00
 - B. Flatbed Truck - \$85.00
3. Charge for towing of vehicles from $\frac{3}{4}$ ton to $1\frac{1}{2}$ ton:
 - A. Tow Truck - \$85.00
 - B. Flatbed Truck - \$85.00
4. Base charge for towing of vehicles larger than $1\frac{1}{2}$ ton: \$85.00/hour.
5. Base charge for towing of accident vehicles larger than $1\frac{1}{2}$ ton: \$95.00/hour.
6. Winch out charge: \$30.00 minimum
7. Hookup charge: Included above
8. Loaded mile rate: Included above
9. Storage Charge: \$30.00 inside and outside
10. Forfeiture vehicles to forfeiture lot – No Charge
11. Marked and unmarked police vehicles & fire department administrative vehicles – No Charge
12. Administrative fee - \$10.00

EQUIPMENT List

Wrecker

- 1. 2012 GMC 3500 4x4 w/Century 311 Express wheel lift w/dollies**
- 2. 2011 Ford F350 Super duty 4x4 w/Century 311 Express wheel lift w/dollies**
- 3. 2007 Ford F350 4x4 w/Eagle wheel lift w/dollies**
- 4. 2007 Ford F350 Super duty 4x4 w/Century 311 Express wheel lift w/dollies**
- 5. 2002 Ford F350 Crew Cab Pickup Service Truck w/plow**

Flatbeds

- 6. 2012 Dodge 5500 w/Century 19'6" Aluminum car carrier w/wheel lift (2 car carrier)**
- 7. 2011 International 4300 ext. cab w/Century 21' steel car carrier w/wheel lift (2 car carrier)**
- 8. 2005 Ford F750 w/Century 22' steel car carries w/wheel lift (2 car carrier)**
- 9. 2004 International 4300 w/Century 21' steel car carrier w/wheel lift (2 car carrier)**

Medium Duty Trucks

- 10. 2007 International 4400EC w/Vulcan V30 wrecker**
- 11. 2005 International 4300 w/Century 3212 16 Ton wrecker**

Heavy Duty Trucks

- 12. 2004 Kenworth T800 w/Vulcan V100/50T wrecker**
- 13. 2002 Kenworth T800 w/Vulcan V70/35T wrecker**
- 14. 2000 Peterbilt Conventional 379 tractor w/2005 XL slide axel trailer**

Additional Equipment

- 1. Bobcat with pallet forks, bucket and sweeper**
- 2. '05 Arctic Cat 650 ATV w/winch**
- 3. 20' Tandem axle tilt bed trailer**
- 4. Converter dolly for semi trailers**

REFERENCES

- | | |
|---|---------------------------------|
| 1. Anoka Police Department | Chief Phil Johansen |
| 2. Coon Rapids Police Department | Former Chief Steve Wells |
| 3. Anoka County Sheriff's Office | Sheriff James Sturat |
| 4. Ramsey Police Department | Chief Jim Way |

FIRST CHOICE TOWING

6745 Highway 10. Ramsey, MN 55303

1. Base charge for towing of passenger vehicles; including cars, light trucks (3/4 ton or less), vans, utility vehicles, 4-wheel drive vehicles, motorcycles, and recreational vehicles (to include ATV's, snowmobiles and mini-bikes)

a) Tow truck \$46.67

b) Flatbed \$56.01

2. Base charge for towing of passenger vehicles (listed above) that have been involved in an accident.

a) Tow truck \$60.67

b) Flatbed \$70.01

3. Base charge for towing of vehicles ¾ ton to 1½ ton capacity

a) Tow truck \$60.67

b) Flatbed \$70.01

4. Base charge for towing of vehicles larger than 1½ ton capacity

\$74.68 per hour

5. Base charge for towing of vehicles larger than 1½ ton capacity involved in an accident

\$88.68 per hour

6. Winch out charge (use the following location for purposes of this proposal: median of Hwy 10 NW, 30 feet off roadway)

\$46.67 charge for example given.

\$23.33 Minimum charge for winching

7. "Hook up" or "Impound" charge (in lieu of fees charged in #1, #2, #3 or #4 above) Charge for vehicle dropped at same location- not removed

No Charge

8. "Loaded Mile" rate for transporting vehicle to impound lot

No Charge

9. Charge for each 24 hours of storage; including day of tow.

Inside storage \$30.00

Outside storage \$30.00

10. Flat rate charge for designated forfeiture vehicles released to Police

No Charge

11. Charge for towing of marked or unmarked police vehicles and fire department administrative vehicles

No Charge

12. Administrative fee (per tow)

\$15.00



6745 highway 10 NW. Ramsey, MN 55303

Current Equipment list

- 2011 Freightliner M2 Medium duty Flatbed
- 2012 FORD F650 LCG 12 Flatbed
- 2009 International VALCAN V- 30 Heavy Duty Wrecker
- 2012 POLARIS RANGER OFF ROAD RECOVERY VEHICLE W TRACKS AMD WINCH
- 2009 Chevy K3500 HD Tow truck. (with Dollies)
- 2012 KABOTA TRACTOR W LOADER AND POWER BROOM

Additional equipment to be added for contract

- 2013 dodge 5500 4X4 twin-line renegade

Additional equipment to be added if needed

- Kenworth T600, Century 5130 Heavy Duty Wrecker

Additional equipment as needed will be added to comply with the terms/requirements of the contract. Arrangements have been made with zips truck equipment and Twin cities wrecker sales to ensure I will have equipment available on or before contract start date.

FIRST CHOICE TOWING

6745 Highway 10 NW. Ramsey, MN 55303
612-325-0181

Chief Jim Way
Ramsey Police Department
7550 Sunwood Drive NW
Ramsey, MN 55303

Enclosed is our proposal for the towing, impounding and storage of vehicles for the Ramsey police department.

We, at First Choice Towing and Recovery Inc. are a locally owned and operated Ramsey company. We take pride in trying to support our local business and members of the community, we serve by buying local and hiring local whenever possible and we are also proud of the fact that most of our employees are residents of the City of Ramsey. We try to get involved in city events and activities such as Ramsey Happy Days, Ramsey police polar plunge whenever possible.

Our strong local connections and our dedicated staff along with our superior service has helped us here at First Choice Towing and Recovery Inc. become the fastest growing towing company in the area. We are the first choice for most of the areas businesses; with an impressive client list that includes Ramsey Paramount Goodyear, Star Auto, and Blatz automotive, Main Motors Chevrolet, Carlson Toyota, McCarthy Auto Mall as well as a large majority of the areas smaller repair facilities.

First Choice Towing and Recovery Inc. would greatly appreciate the opportunity to serve the City of Ramsey and its residents. If you have any further questions, please feel free to contact me.

Sincerely,



Scott Grams
Owner

References

(Contact Information furnished on request)

1. Star Auto
2. Independent Auto Service
3. Paramount Goodyear
4. Blatz Auto, Ramsey MN.
5. Main Motors Chevrolet/ Cadillac
6. Carlson Toyota
7. McCarthy Auto Mall
8. Heritage Auto Body

Meeting Date: 05/14/2013

By: Chris Anderson, Community
Development

Information

Title:

Request for an Extension of Existing Interim Use Permit for Grading and Mining Activities on Outlots A & B Elmcrest Sanctuary; Case of Oakwood Land Development Inc.

Background:

In July of 2012, Oakwood Land Development Inc. (Applicant) was granted an Interim Use Permit (IUP) for grading and mining activities on Outlots A & B, Elmcrest Sanctuary (original case attached). The IUP allowed the Applicant to export approximately 60,000 cubic yards of soil from the site to create/expand a wetland for the purposes of a wetland mitigation bank. At the time of approval of the IUP, the Applicant was still working through the permitting process with the Lower Rum River Water Management Organization (LRRWMO) and thus, the IUP was structured to expire on August 1, 2013 or six (6) months following approval by the LRRWMO, but not to exceed beyond December 31, 2013. At the public hearing in 2012, the Applicant was confident that that would provide sufficient time to complete the project.

In September of 2012, the Applicant received permit approval from the LRRWMO. However, the Applicant still needed to find a qualified contractor as well as an end market for the exported soil. That process extended beyond what had originally been anticipated, which has caused some delay in the commencement of the project and thus, the prompted this request for an extension.

Notification:

All property owners within 350 feet of the Subject Property were notified of the Public Hearing via Standard US Mail. A Notice of Public Hearing was also published in the Anoka County Union.

Observations:

The Applicant has now found a contractor, Forest Lake Contracting, which is not only capable of completing the project but has also agreed to be responsible for finding a 'home' for the exported soil. While it's possible that the work may still be completed in 2013, the contractor requested their contract with the Applicant to allow up to two (2) construction seasons to finalize the project, mainly to ensure time to find a home for the exported material. Thus, the Applicant has requested an extension of the existing IUP to December 31, 2014.

Through internal review of the proposal, several concerns were identified. First, the potential damage to Quicksilver Street from hauling 60,000 cubic yards of material from the site. Secondly, the potential nuisance to neighboring residential properties if the excavation and hauling was done in smaller quantities over time (only as material was needed in other jobs). Finally, the potential conflicts between park patrons and trucks hauling material from the site.

Staff is suggesting that a 'pre-excavation' meeting occur on site with the Applicant, the contractor and City Staff to review existing road conditions. The Applicant has agreed to include a term in the permit that states that at the end of the project, any road damage as a result of the hauling shall be repaired so the road is returned to the same/similar condition at the start of the project. Staff has communicated the concerns about conflicts between hauling activities and park patrons, especially during certain tournaments, and the Applicant was agreeable to including a term in the permit to work with the City in coordinating efforts to minimize potential impacts.

In reviewing the 2012 application submittal, the work was to be conducted in one phase with excavation/grading to take about three (3) months. However, due to uncertainties relating to the final disposition of the excavated soils, the Applicant has stated that it may need to be accomplished over several smaller phases. However, within their

contract with Forest Lake Contracting is a requirement for a bond to be posted with the Applicant once the first work is done on site to ensure that the project is completed.

The Planning Commission held a public hearing on May 2, 2013 and there were no verbal or written comments received. In reviewing the request with the Applicant, the Planning Commission determined that the concern really wasn't with the length of the permit but rather the duration of the excavation, grading and hauling activities.

Alternative Options

1) Approve the request for an extension of the IUP. Per City Code, interim use permits can be approved for up to five (5) years. The creation of a wetland mitigation bank within the community will be an asset for potential future private and public development projects (if they have wetland impacts). Considering that the work has yet to begin, Staff is supportive of extending the expiration date of the IUP to May 14, 2018 (five [5] years) on the condition that once excavation and hauling commences, that work be completed within twelve (12) months.

2) Deny the request for an extension and require the work to be completed in compliance with the terms of the existing IUP. Work has not yet begun on site and it may be somewhat weather dependent in terms of when it could commence this spring. There were no written or verbal comments received at the initial public hearing in 2012 opposing this request and Staff is not aware of any major changes in uses in the area that would be adversely affected by the project. Staff does not believe this option to be desirable.

Recommendation:

The Planning Commission recommends approval of the Interim Use Permit with the following conditions (each of which have been incorporated into the proposed Interim Use Permit):

- The IUP shall expire five (5) years from the date of City Council approval; and
- Excavating and hauling activities, once started, shall be completed within twelve (12) months; and
- The City shall be named on the contractor's bond; and
- Applicant shall be responsible for informing the City and surrounding residential properties prior to commencing excavation work.

Funding Source:

All costs associated with the application are the responsibility of the Applicant.

Council Action:

Motion to adopt Resolution #13-05-068 adopting Findings of Fact relating to the request for an extension of an existing Interim Use Permit.

-and-

Motion to adopt Resolution #13-05-069 approving the request for an extension of an existing Interim Use Permit to May 14, 2018 and declaring the terms as proposed, including the Planning Commission's recommended conditions.

Attachments

Site Location map

July 24, 2012 City Council Case Report

Proposed Wetland Creation Plan and Haul Route

Aerial Exhibit

Draft Planning Commission Meeting Minutes Dated May 2, 2013

Proposed Findings of Fact

Proposed Interim Use Permit

Inbox

Tim Gladhill
Kurt Ulrich

Reviewed By

Tim Gladhill
Kurt Ulrich

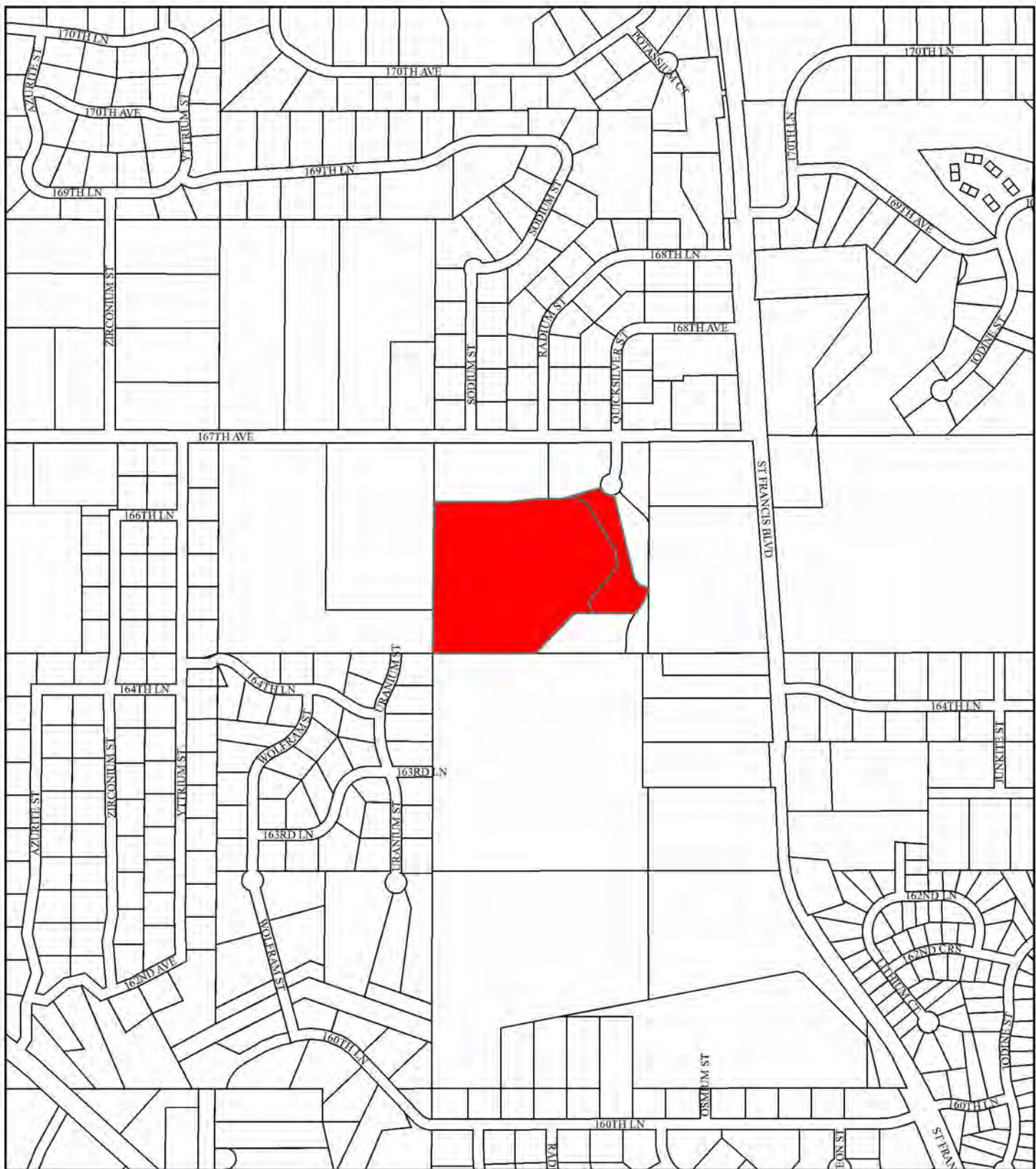
Date

05/08/2013 10:31 AM
05/09/2013 11:23 AM

Form Started By: Chris Anderson

Started On: 05/06/2013 05:28 PM

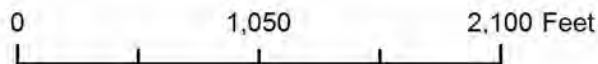
Final Approval Date: 05/09/2013



Outlots A and B
Elmcrest Sanctuary

Legend

- Site
- Parcels



CC Regular Session**4. 9.****Meeting Date:** 07/24/2012**By:** Kathy Schmitz, Administrative Services

Information**Title:**

Request for an Interim Use Permit for Grading and Mining Activities on Outlots A & B Elmcrest Sanctuary; Case of Oakwood Land Development Inc.

Background:

The City has received an application from Oakwood Land Development, Inc. for an Interim Use Permit (IUP) for grading and mining activities on Outlots A & B Elmcrest Sanctuary. The Applicant is requesting the IUP to export approximately 60,000 cubic yards of soil to create a wetland on these parcels for the purposes of a wetland mitigation bank. Per City Code Section 117-359, all excavations in excess of 400 cubic yards of material require an interim use permit.

Notification:

All property owners within 350 feet of the Subject Property were notified of the Public Hearing via Standard US Mail. A Notice of Public Hearing was also published in the Anoka County Union.

Observations:

The purpose of creating the wetland is to establish a wetland mitigation bank. A wetland mitigation bank is a wetland, stream, or other aquatic resource area that has been restored, established, enhanced, or (in certain circumstances) preserved for the purpose of providing compensation for unavoidable impacts to aquatic resources permitted under Section 404 or a similar state or local wetland regulation. A mitigation bank may be created when a government agency, corporation, nonprofit organization, or other entity undertakes these activities under a formal agreement with a regulatory agency, in this case the Lower Rum River Watershed Management Organization (LRRWMO), under the requirements of the Wetland Conservation Act (WCA). The Applicant proposes to create the wetland by excavating upland area down to water depths of six (6) feet or less and then re-vegetate the created wetland and adjacent upland with native herbaceous species. The area to be graded is approximately eleven (11) acres. The subject property seems to be an ideal site for a wetland bank due to its challenging development potential. The wetland bank would provide the property owner with some monetary return on the property.

The Applicant is proposing to complete the project in a single phase. The grading is anticipated to be completed within three (3) months, with the restoration (plantings) completed as areas are final graded. Through the wetland bank procedure requirements, maintenance and monitoring is required for a period of five (5) years after project completion. This monitoring will be completed by the LRRWMO. Due to this, Staff does not see any reason to require a landscape surety/guarantee; however, the IUP will be conditioned upon collection of an erosion control escrow of \$1,500 (per the standard rates and charges).

The Applicant provided plans for dust and noise control during excavating activities. Plans call for watering and sweeping of roads as needed to minimize dust. Any associated noise will be from the excavating equipment and trucks hauling soil away. Existing single family residences are located southwest, west and north of the subject property. Due to the proximity to existing residential homes, the IUP stipulates that the

grading/excavating activities be limited to 7:00am and 7:00pm Monday through Friday and 8:00am to 7:00pm on Saturdays.

The Applicant has indicated that the project is currently under review by other agencies, as required by the WCA, and that that review process is taking longer than initially anticipated. The Applicant is hopeful that the wetland bank plan will receive approval from the LRRWMO in August or September of 2012. City Engineering Staff reviewed the application and provided comments to the LRRWMO expressing support for the proposed wetland bank, with a request for some revisions to address potential overflow issues north of 167th Avenue. Properties north of 167th Ave NW and west of Sodium St NW have an unmapped wetland extending across the rear of several properties and they have experienced high water conditions in 2011 and 2012. City Engineering Staff have requested the plans be revised to provide greater separation between the existing homes and the 100 year HWL of the North Wetland. Staff recommends a condition requiring that these existing water issues be addressed in the plans and that no proposed excavation and restoration activity to create the wetland bank shall negatively impact existing drainage patterns. In addition, City Engineering Staff have identified an outlet ditch downstream from the main wetland that will require cleaning to be able to pass the proposed 100 year flow. The City proposes that this could be a joint City and Oakwood Land Development project.

The Planning Commission held a public hearing concerning this request on July 12, 2012 and there were no written or verbal comments received.

Recommendation:

The Planning Commission discussion focused mostly on two elements of the request. First, they discussed the days and hours of operation of the permit, with the one concern being the start time on Saturdays (originally proposed to be 7:00am). Secondly, they discussed the expiration date of the permit with the concern of whether it provided sufficient time to complete the project, considering the uncertainty of when the wetland bank plan would receive approval from the LRRWMO.

The initial draft of the interim use permit identified January 24th, 2013 as the expiration date (6 months); however, with the wetland bank approvals process taking longer than initially anticipated, it appears that the work may not commence until possibly September or October of this year (at the earliest). Therefore, after conferring with the engineering firm that prepared the plans, Staff suggested a revised expiration date of August 1, 2013. The Planning Commission still expressed concern that since the excavating work cannot begin until the wetland bank plan is approved and there is no certainty when that may be, the applicant may still need to possibly come back and request an extension to complete the work, which has added costs for the applicant and takes up more Staff time. Ultimately, the Planning Commission recommended approval of the interim use permit contingent upon the start time on Saturdays be 8:00am and that the term of the permit begin upon approval of the wetland bank plan by the LRRWMO and expire on August 1, 2013 or six (6) months following the LRRWMO approval, whichever occurs later.

Funding Source:

All costs associated with the application are the responsibility of the Applicant.

Council Action:

Motion to adopt Resolution # _____ adopting Findings of Fact relating to the request for an Interim Use Permit.

-and-

Motion to adopt Resolution # _____ approving the request for an Interim Use Permit and declaring the terms as proposed

Attachments

Site Location Map

Existing Conditions Map

Wetland Construction Plan

End Use Plan

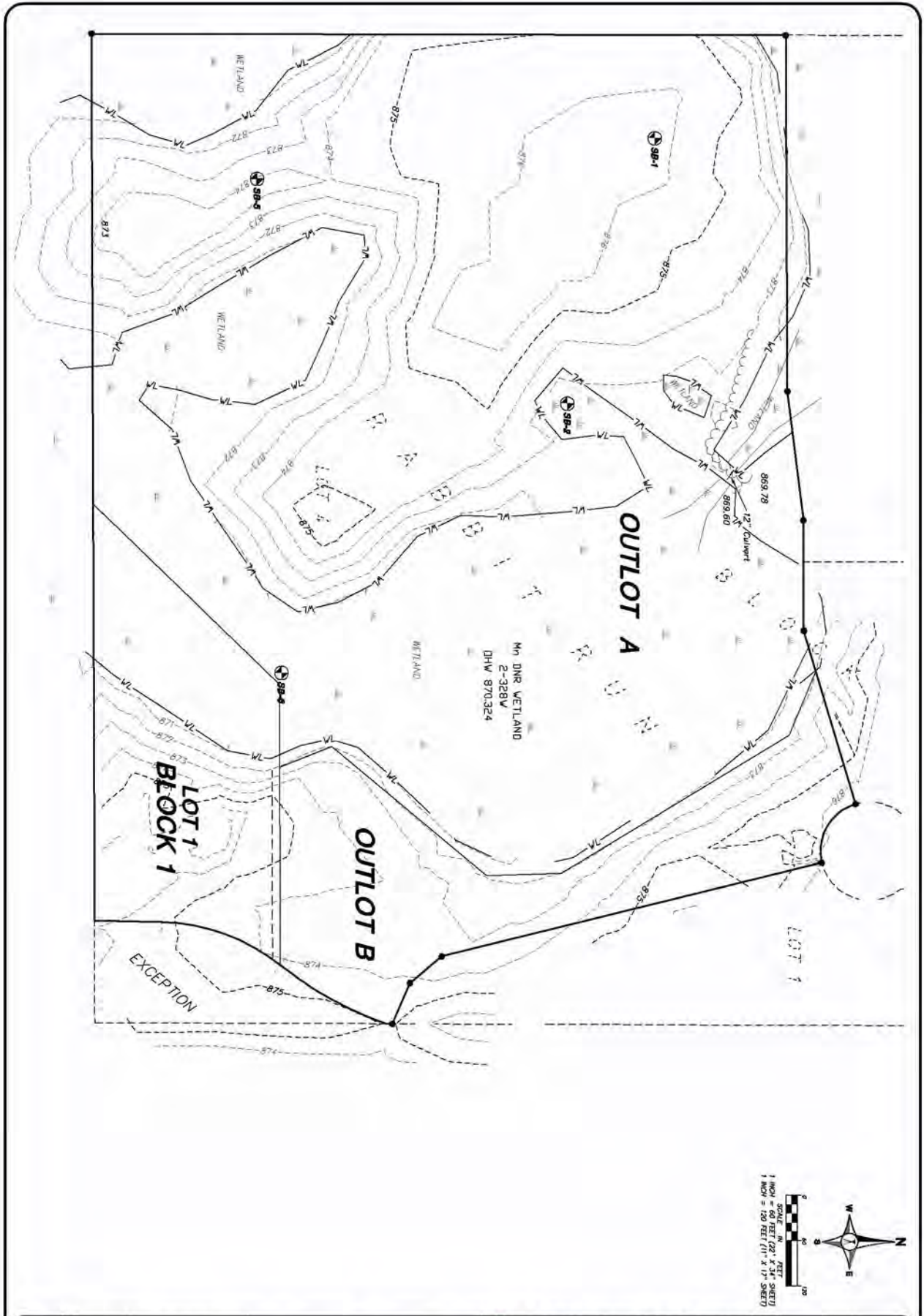
Proposed Haul Route

Proposed Findings of Fact

Proposed Interim Use Permit

Form Review

Inbox	Reviewed By	Date
Len Linton	Kathy Schmitz	07/18/2012 12:27 PM
Tim Gladhill	Kathy Schmitz	07/18/2012 12:27 PM
Kurt Ulrich	Kurt Ulrich	07/18/2012 11:35 PM
Form Started By: Kathy Schmitz		Started On: 07/18/2012 11:59 AM
Final Approval Date: 07/18/2012		



1 INCH = 60 FEET (21" X 34" SHEET)
 1 INCH = 120 FEET (11" X 17" SHEET)

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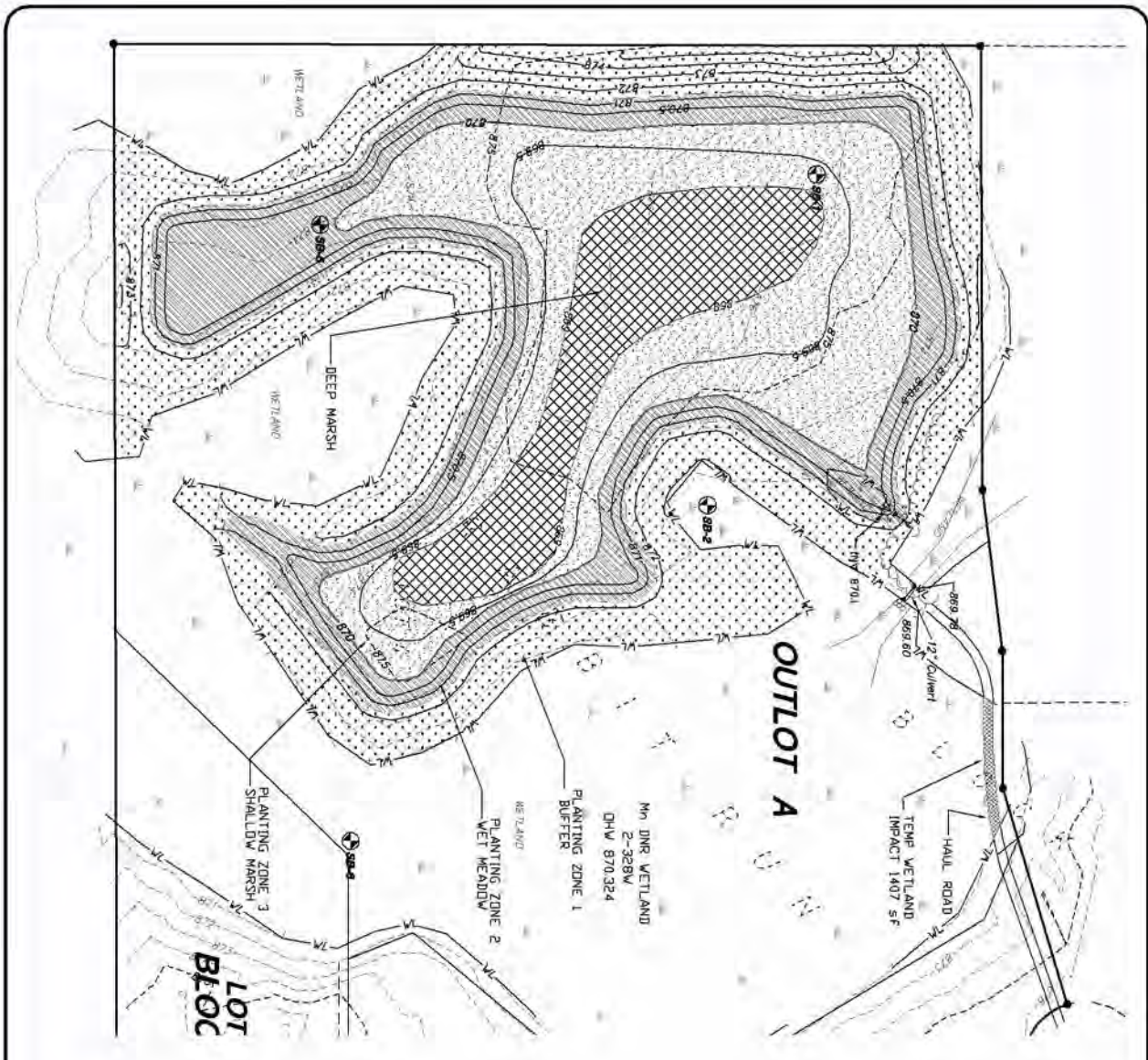
DATE	REVISIONS	BY

ELMCREST SANCTUARY
 EXISTING CONDITIONS PLAN
 RAMSEY, MINNESOTA

ANDERSON PASSE & ASSOCIATES

MAP 1

RECORD DRAWING



PLANTING ZONE 1 BUFFER 407 AC
 PLANTING ZONE 2 WET MEADOW 255 AC
 PLANTING ZONE 3 SHALLOW MARSH 302 AC
 PLANTING ZONE 4 DEEP MARSH 126 AC

LOT BLOC

OUTLOT A



DATE	5/20/10	BY	MS, W, D
SCALE	AS SHOWN	PROJECT	ELMCREST SANCTUARY
PROJECT	END USE PLAN	CLIENT	ANDERSON PASSE & ASSOCIATES
PROJECT	RAMSEY, MINNESOTA	DATE	5/20/10

ELMCREST SANCTUARY
 END USE PLAN
 RAMSEY, MINNESOTA


ANDERSON PASSE
 & ASSOCIATES

DATE	REVISIONS	BY

MAP 3



To see all the details that are visible on the screen, use the "Print" link next to the map.



MAP 4



Oakwood Land Development Interim Use Permit Request

Parcels

This map is an aerial photograph overlaid with parcel boundaries and other information for informational purposes only. It is not intended for use as a survey or for any other purpose. The City of Ramsey does not warrant the accuracy of this information and the user of this map acknowledges that the City of Ramsey is not responsible for any errors or omissions. The City does not measure areas of distance or directions or positions in the depiction of geographic features. Errors or discrepancies are found, please contact (763) 427-5420. The City of Ramsey disclaims any responsibility or liability for the accuracy of this information at this map. This map is provided pursuant to Minnesota Statute 466.03, Subd. 11 (2005), and the user of this map acknowledges that the City of Ramsey is not responsible for any errors or omissions. Errors or discrepancies are found, please contact (763) 427-5420.



Commissioner Bauer commented the primary access point to the former municipal site could greatly impact the adjacent residents if the site were to be developed as single family residential lots.

Senior Planner Gladhill reviewed the proposed access points as recommended by the Anoka County Highway Department.

Commissioner VanScoy questioned how the traffic would differ between a residential development and the data center. He anticipated that the data center would create less traffic to the neighborhood.

Senior Planner Gladhill stated the data center would not create a large number of jobs and traffic, but would create a large building adjacent to the residential neighborhood. He estimated the traffic trips per day to the data center would be less than the trips created by the proposed 47 unit single-family residential development.

Commissioner Brauer discussed the history of this property noting a residential development had been considered in the past; however, this was never completed. He commented there has also been discussion of a high school or middle school on this parcel. He noted this was not going to happen due to the fact an elementary school was located across the street. He discussed the valuable infrastructure the City of Ramsey had in place for future technology developments. He expressed frustration with Connexus Energy and their inability to work with the City on the data center. He questioned why the railroad tracks were a concern. He suggested the data center be located in the Town Center.

Senior Planner Gladhill commented the City would be receiving a second opinion on this matter. He stated the City welcomed the data center as well.

Commissioner Nosan asked if the data center were built if the current structure on the site would be taken down.

Senior Planner Gladhill stated this was the case.

Chairperson Levine thanked the Commission for their input this evening and recommended further comments be forwarded to Staff.

5.01: Public Hearing: Request for an Extension of Existing Interim Use Permit for Grading and Mining Activities on Outlot A & B Elmcrest Sanctuary; Case of Oakwood Land Development, Inc.

Public Hearing

Chairperson Levine called the public hearing to order at 7:47 p.m.

Presentation

Associate Planner/Environmental Coordinator Anderson presented the staff report. He explained that Oakwood Land Development, Inc. was granted an Interim Use Permit (IUP) for grading and mining activities on Outlot A and B, Elmcrest Sanctuary in July of 2012. The IUP allowed the applicant to export approximately 60,000 cubic yards of soil from the site to create/expand a wetland for the purposes of a wetland mitigation bank. The IUP was set to expire on August 1, 2013 or six months following approval by the Lower Rum River Watershed Management Organization (LRRWMO). The applicant received permit approval from LRRWMO; however, the applicant was unable to find a qualified contractor and end market for the exported soil.

Associate Planner/Environmental Coordinator Anderson indicated that Forest Lake Contracting has been hired for the work and would be capable of completing the project and finding a home for the exported soil. The applicant has requested an extension to the existing IUP to December 31, 2014 to allow for the completion of the grading and mining activities. He reported all other basic terms of the IUP would remain the same. Staff recommended the Commission approve an extension to the IUP.

Citizen Input

John Peterson, applicant, indicated he had difficulty in finding a contractor willing to remove the soil from the site. He stated Forest Lake Contracting has agreed to complete the work after they find a home for the material. This has taken time, which led to the request for the IUP extension. He noted all truck hauling operations would be conducted around the park use. Mr. Peterson thanked the Commission for considering his request this evening.

Motion by Commissioner Bauer, seconded by Commissioner Field, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, Field, Brauer, Maul, Nosan, and VanScoy. Voting No: None. Absent: None.

Chairperson Levine closed the public hearing closed at 8:01 p.m.

Commission Business

Commissioner VanScoy asked why the applicant was proposing to create a wetland bank.

Mr. Peterson stated the proposed wetland bank would give the City wetland credits with 7.4 acres of new ponding, which would be an asset to the community.

Associate Planner/Environmental Coordinator Anderson explained the site proposed for grading and mining would be challenging to develop due to the existing wetlands.

Commissioner Nosan approved of the proposed grading and mining.

Commissioner Brauer questioned if it would be possible to assure that the project was completed entirely by Forest Lake Contracting in one phase.

Mr. Peterson stated Forest Lake Contracting would be providing him with a bond to assure the work was done in its entirety. This would assure the project was not left half-done.

Commissioner VanScoy inquired if six months was an adequate amount of time to complete the project, once started.

Associate Planner/Environmental Coordinator Anderson stated the extension would allow 18 months to complete the entire project. It was Staff's opinion this was a reasonable amount of time to complete the proposed grading and mining. He commented that once the work begins the applicant would have six months to finish the work.

Mr. Peterson stated if the contractor was not able to find the right combination of projects to take all of the material he may be requesting another extension. He discussed that flexibility within the project was somewhat necessary as he did not know what projects the contractor would find for the soil. He requested he be allowed until December 31, 2014 to complete the project.

Associate Planner/Environmental Coordinator Anderson stated Staff was comfortable with this request noting the six month clause could be eliminated from the IUP.

Senior Planner Gladhill recommended the drop dead date remain five years from the IUP first being approved. He suggested that if the work does not begin in the next year, that another notification be sent to the surrounding neighbors. He commented the Commission could consider a six month clause, excluding the winter months.

Commissioner Bauer was in favor of having a 12 month completion clause once the hauling begins.

Chairperson Levine indicated the Planning Commission was trying to protect the surrounding properties and City streets to assure that gravel was not going to be hauled from this site "on and off" for the next five years.

Commissioner Brauer stated the applicant does not currently have a plan on how the dirt would be removed and that was what the Commission was looking for.

Senior Gladhill suggested the terms of the IUP be amended as follows to have the permit expire on December 31, 2018 and upon commencement of activities the applicant would have 12 months to complete the work. In addition, the City would be added to the contractor's bond and notification would be sent to the surrounding property owners upon commencement of the grading and mining work.

Mr. Peterson supported the recommended amendments.

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to amend the Interim Use Permit as recommended by Staff.

Further discussion

Commissioner VanScoy requested the permit expire five years from the date the Council approves the IUP.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, VanScoy, Brauer, Field, Maul, and Nosan. Voting No: None. Absent: None.

Motion by Commissioner VanScoy, seconded by Commissioner Maul, to recommend that City Council adopt Resolution #13-05-068 adopting Findings of Fact relating to the request for an extension of an existing Interim Use Permit.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners VanScoy, Maul, Bauer, Brauer, Field, and Nosan. Voting No: None. Absent: None.

Motion by Commissioner Bauer, seconded by Commissioner Field, to recommend that City Council adopt Resolution #13-05-069 approving the request for an extension of an existing Interim Use Permit with the following amendments to the IUP:

- Permit is extended to May 14, 2018 (five [5] years from the date of City Council approval); and
- Once excavation and hauling activities commence, that work shall be completed within twelve (12) months; and
- The City will be named on the contractor's bond; and
- Applicant would notify the City and surrounding property owners prior to commencing excavation and hauling activities.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, Field, Brauer, Maul, Nosan, and VanScoy. Voting No: None. Absent: None.

5.02: Public Hearing: Consider Amendments to the Tree Preservation Ordinance.

Public Hearing

Chairperson Levine called the public hearing to order at 8:26 p.m.

Presentation

Associate Planner/Environmental Coordinator Anderson presented the staff report. He commented in 2003 the City adopted a Tree Preservation Ordinance to establish reasonable protection of the community forest during development. The intent of this Ordinance was to guide more sustainable development and encourage preservation of existing trees. He indicated

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-068

A RESOLUTION ADOPTING FINDINGS OF FACT #0911 RELATING TO A REQUEST FROM OAKWOOD LAND DEVELOPMENT FOR AN EXTENSION OF AN INTERIM USE PERMIT FOR GRADING AND MINING ACTIVITIES AT THE PROPERTIES GENERALLY KNOWN AS OUTLOTS A & B ELMCREST SANCTUARY

Oakwood Land Development, Inc. hereinafter referred to as "Applicant", properly applied to the City of Ramsey (the "City") for an Interim Use Permit for grading and mining activities on the property generally known as Outlots A & B Elmcrest Sanctuary and legally described as follows:

Outlot A, Elmcrest Sanctuary, except road subject to easement of record, Anoka County, Minnesota.

and

Outlot B, Elmcrest Sanctuary, except road subject to easement of record, Anoka County, Minnesota

(the "Subject Property")

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

- 1) That the Applicant appeared before the Planning Commission for a public hearing pursuant to Section 117-52 (Interim Use Permits) of the Ramsey City Code on July 12th, 2012 and that the public hearing was properly advertised and that the minutes of said public hearing are hereby incorporated by reference.
- 2) That the Subject Property is approximately eleven (11) acres in size and is zoned R-1 Residential (Rural Developing); the surrounding properties are zoned R-1, Rural Developing.
- 3) That Section 117-52 (Interim Use Permits) of the Ramsey City Code allows for interim uses to allow a use for a limited period of time that reasonably utilizes the property where it is not reasonable to utilize it in the manner provided by the comprehensive plan and to allow a use that is presently acceptable but that, with anticipated development will not be acceptable in the future.
- 4) That Section 117-359 (Grading, Mining and Filling Permits) states that only excavation projects of less than 400 cubic yards of earth material shall be exempt from obtaining an Interim Use Permit.

- 5) That the Applicant submitted an application requesting an interim use permit to excavate and export approximately 60,000 cubic yards of soil from the Subject Property.
- 6) That the purpose of the excavation is to create a Wetland Mitigation Bank.
- 7) That the Subject Property is a good location for development of a wetland mitigation bank due to existing costly development constraints.
- 8) That security fencing or barricades must be in place to secure the areas of excavation and to prevent public access to the project area.
- 9) That the Applicant is required to obtain approvals and permits from the Lower Rum River Watershed Management Organization (LRRWMO) for the excavation and wetland creation. The LRRWMO will require monitoring and maintenance of the site for five (5) years after completion.
- 10) That the excavation work and use of equipment will be limited to the hours of 7:00 AM to 7:00 PM Monday through Friday and 8:00AM to 7:00PM on Saturdays.
- 11) That the Applicant has submitted a proposed haul route indicating the route the trucks shall travel when exiting the Subject Property.
- 12) That on July 24, 2012 the Applicant's request for an Interim Use Permit was approved by the City Council and said permit was to expire on August 1, 2013 or six (6) months after six (6) months following approval by the LRRWMO, whichever occurred first, but not to extend beyond December 31, 2013.
- 13) That the Applicant had some difficulty in locating and securing a capable contractor to complete the proposed project, which significantly delayed when the project could commence.
- 14) That the Applicant has now selected a contractor for the project, but has requested an extension of the Interim Use Permit to complete the work.
- 15) That the Applicant has agreed that the excavation and hauling activities, once started, will be completed within twelve (12) months.
- 16) That the proposed interim use will not result in adverse effects on the public health, safety and welfare of the residents of the City.
- 17) That the proposed use will not adversely impact traffic in the area.
- 18) That the proposed use will not be dangerous or detrimental to persons residing or working in the vicinity of the use or to the public welfare.

- 19) That the proposed use will not substantially or adversely impair the use, enjoyment or market value of surrounding properties.
- 20) That the proposed use will be operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and such use will not change the essential character of the area.
- 21) That the proposed use will not create additional requirements at public cost for public facilities and services.
- 22) That the proposed use will not be detrimental to the economic welfare of the community.
- 23) That the proposed use will not involve uses, activities, processes, materials and equipment and conditions of operation that may be detrimental to any persons, property or the general welfare, by reason of excessive production of traffic, noise, smoke or glare.
- 24) That the proposed use will be in accordance with the objectives of the Comprehensive Plan and the intent of Section 117-52 (Interim Use Permits) of the City Code.

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 14th day of May, 2013.

Mayor

ATTEST:

City Clerk

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-069

RESOLUTION APPROVING THE EXTENSION OF AN INTERIM USE PERMIT FOR GRADING AND MINING PURPOSES ON OUTLOTS A & B ELMCREST SANCTUARY BASED ON FINDINGS OF FACT #0911 AND DECLARING TERMS OF SAME.

WHEREAS, the Ramsey City Council adopted Resolution No. 13-05-068 adopting Findings of Fact #0911 for this use and herein approves an extension of the Interim Use Permit subject to the following conditions.

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

WHEREAS, Oakwood Land Development Inc., hereinafter referred to as "Permittee", has properly applied to the City of Ramsey (the "City") for an interim use permit (the "Permit") for grading and mining activities on the properties generally known as Outlots A & B Elmcrest Sanctuary and legally described as follows:

Outlot A, Elmcrest Sanctuary, except road subject to easement of record, Anoka County, Minnesota.

and

Outlot B, Elmcrest Sanctuary, except road subject to easement of record, Anoka County, Minnesota

(the "Subject Property")

WHEREAS, the Planning Commission met on July 12, 2012, conducted a public hearing and recommended that the City Council approve an Interim Use Permit request for grading and mining activities; and

WHEREAS, the City Council met on July 24, 2012, considered the request for an Interim Use Permit and adopted Resolution #12-07-108 approving the Interim Use Permit; and

WHEREAS, the Permittee requested an extension of the approved Interim Use Permit to December 31, 2014; and

WHEREAS, the Planning Commission met on May 2, 2013, conducted a public hearing and recommended that the City Council approve an extension of the Interim Use Permit for grading and mining activities for five (5) years from the date of approval and that once excavation and hauling activities commence, that work shall be completed within twelve (12) months.

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

This **Permit** is issued pursuant to Section 117-52 (Interim Use Permits) and 117-359 (Grading, Mining and Filling Permits) of the Ramsey City Code. The conditions of this **Permit** are as follows:

1. This **Permit** shall allow the **Permittee** to excavate and export approximately 60,000 cubic yards of earth material from the **Subject Property** for the purposes of creating a wetland.
2. This **Permit** shall expire on May 14, 2018 or upon completion of the exporting of materials, whichever occurs first; however, once excavation and hauling begins, that work shall be completed within twelve (12) months.
3. That the **Permittee** agrees to notify the **City** and surrounding property owners prior to commencement of excavation and hauling activities if work does not begin within one (1) year of date of approval of this **Permit**.
4. That in addition to this **Permit**, the **Permittee** shall be responsible for obtaining and complying with any permits deemed necessary from the LRRWMO, Anoka County, and/or any other applicable agency.
5. That the **Permittee**, the **Permittee's** contractor, and representatives of the **City** shall have a pre-excavation meeting on site to review the condition of Quicksilver Street.
6. That the **Permittee** shall be responsible for repairing any road damage to Quicksilver Street resulting from the hauling activities such that the road is returned to a same or similar condition as when the project commenced.
7. That the **Permittee** agrees to name the **City** on the bond that is being required from its contractor.
8. The **Permittee** shall be responsible for removing any spilled material from the public roads immediately; roads shall be swept daily or as directed by the City Engineer. Must have a sweeper on site or have one available within three (3) hours. Failure to do so shall be cause for the City Engineer to order the necessary work to be done and billed to the **Permittee**. The **City** may require an escrow to ensure the work is completed.
9. All excavation and mitigation operations shall be conducted in accordance with Figure Map 2, dated May 29, 2012 and submitted by the **Permittee**, incorporated herein as Exhibit 1. The proposed area to be graded is approximately eleven (11) acres in size.
10. All equipment used for grading and hauling operations shall be maintained and operated in such a manner to minimize noise, dust, and vibrations adversely affecting surrounding properties. All equipment shall be kept in good repair. No maintenance or repair is allowed on City owned property.

11. The **Permittee** shall deposit an erosion control escrow of \$1,500 with the **City** prior to excavation activities. The escrow may be drawn upon if erosion control measures are not secured throughout the duration of the project. The escrow will be refunded to **Permittee** upon establishment of vegetation in all disturbed areas and removal of silt fence.
12. Existing water/drainage issues north of 167th Avenue shall be addressed prior to the development of proposed wetland and that no proposed excavation and restoration activity to create the wetland bank shall negatively impact existing drainage patterns.
13. The **Permittee** and the **City** shall enter into a joint project to clean the existing outlet ditch downstream from the main wetland and ensure it has capacity for the 100 year storm.
14. All grading and excavation activities may occur only between the hours of 7:00 AM and 7:00 PM Monday through Friday and 8:00AM and 7:00PM on Saturdays.
15. That the project area shall be properly safeguarded to prevent the general public from depositing garbage or other refuse on the work site.
16. That safety fencing must be installed and maintained around the project area to prevent the general public from entering the project area.
17. The maximum noise level at the perimeter of the work site shall be within the limits set by the Minnesota Pollution Control Agency and the Environmental Protection Agency of the United States.
18. Upon completion of the grading activities, the restoration planting plan shall be completed in accordance with Map 3, End Use Plan herein incorporated as Exhibit 2.
19. That the **Permittee** agrees to coordinate hauling activities with the **City** during various tournaments to minimize potential conflicts between trucks and park patrons.
20. That this **Permit** shall not be considered modified, altered, changed or amended in any respect unless in writing and signed by the **City** and the **Permittee**.
21. That the **City** shall have the right to inspect the premises for compliance and safety purposes at any time, upon reasonable request.
22. That the terms of this **Permit** shall be binding upon its successors and assigns.
23. In the event the **Permittee**, or its successors, or assigns, violates the terms of this **Permit**, said violation shall be ground for suspension or revocation pursuant to Section 117-52 (d) of the Ramsey City Code.

- 24. In the event any part of this **Permit** is declared void or unenforceable by a court or competent jurisdiction, the other provisions shall not be affected but shall remain in full force and effect.
- 25. That all costs incurred by the **City** in administering and enforcing this **Permit** shall be the responsibility of the **Permittee**.

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 14th day of May, 2013.

Oakwood Land Development Inc. hereby acknowledges receipt of this Permit and that they have reviewed the conditions of this Permit and have agreed that they will comply with the terms of this permit.

By: _____ Its: _____

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

On this _____ day of _____, _____, before me, a Notary Public, personally appeared _____, the _____ of Oakwood Land Development, Inc, a Domestic Corporation under the laws of Minnesota, on behalf of the Corporation, to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public

CITY OF RAMSEY:

By: _____
Mayor

By: _____
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

On this _____ day of _____, _____, before me a Notary Public personally appeared Sarah Strommen and Jo Ann M. Thieling, to me personally known, who, being each by me duly sworn, did say that they are respectively the Mayor and City Clerk of the City of Ramsey, the Municipal Corporation named in the foregoing instrument, and seal affixed to said instrument is the corporate seal of said Municipal corporation, and the said instrument was signed and sealed on behalf of said Municipal Corporation by authority of its City Council, and said Sarah Strommen and Jo Ann M. Thieling acknowledge said instrument to be the free act and deed of said Municipal Corporation.

Notary Public

This document drafted by:
The City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

This document reviewed by:
Randall, Goodrich & Haag P.L.C.
2140 Fourth Avenue
Anoka, MN 55303

Meeting Date: 05/14/2013

By: Chris Anderson, Community
Development

Information

Title:

Request for Site Plan Approval for an Expansion of an Outdoor Patio and Addition of a Covered Bar at 6415 Highway 10 NW; case of Willy McCoys

Background:

Willy McCoys is proposing an expansion of its outdoor patio area as well as a new outdoor covered bar at their restaurant facility located at the south end of the Sunfish Commons retail center at the intersection of Highway 10 and Sunfish Lake Boulevard. The property originally received site plan approval and a variance to impervious surface restrictions in the Critical River Overlay District in 2001 for the construction of Sunfish Commons retail center.

Notification:

Notification is not required for site plans. However, both MnDOT and the MN DNR were notified of the proposed project due to its proximity to Highway 10 (MnDOT) and because a portion of the property is within the Critical River Overlay District (MN DNR).

Observations:

The site is zoned H-1 Highway 10 Business District and is part of an officially mapped area for the future expansion of Highway 10. Restaurants and on and off sale liquor establishments in a multi-tenant building are a permitted use in this zoning district.

As illustrated on the site plan, the development proposal consists of expanding an outdoor patio area at the southernmost portion of the building and adding a covered, outdoor bar in the center of the patio area. The proposed patio will be mainly hard-surfaced with a 266 square foot grass area at the west edge to help off-set impervious surface limits. The entire patio area will be enclosed with fencing that ties in to the south wall of the building. The western portion will be enclosed with a six (6) foot tall privacy fence (wooden, good-neighbor fence). The south and east sides of the patio will be enclosed with a more decorative split rail (or 'hitch and post') type fence and the north side will be lined with the building. The style will define and enclose the patio area but will maintain visibility into the patio from Highway 10 and the parking lot. The project proposes to remove eleven (11) parking stalls along the southern property line (between the building and Highway 10) to accommodate turning movements but will be adding two (2) parking stalls adjacent to the patio area for a net loss of nine (9) parking stalls.

A portion of the property is within the Critical River Overlay District and thus, there are limitations on the amount of impervious surface area. In 2001, a variance was approved allowing a maximum of sixty-nine percent (69%) impervious area on the portion of the property within this overlay district. The project shall be completed with no net gain of impervious area to avoid needing another variance. The DNR has reviewed the application and stated they have no comments on the proposed improvements provided the changes remain consistent with the variance granted in 2001.

The proposed outdoor patio tables will accommodate twenty-four (24) people plus an additional twenty (20) around the bar for a total of forty-four (44) additional seats. City Code requires one (1) parking space for every 200 square feet of floor space for retail uses under 20,000 square feet. The existing retail building is 23,312 square feet and of that, approximately 5,415 square feet is dedicated for Willy McCoys. Based on the retail use square footage (excluding the restaurant area) a total of eighty-nine (89) parking spaces are required. Restaurants and drinking establishments are required to provide one (1) space for each three (3) seats. The establishment will have a total of

134 seats (including the outdoor patio seats and seats around the covered bar), which requires forty-five (45) stalls, resulting in a net total of 134 required parking stalls for the site. Based on review of aerial photos of the site and the site plan provided, there appear to be 143 existing parking spaces. The proposed patio area results in a loss of nine (9) parking spaces for a total of 134 parking spaces.

The proposed covered bar will be twelve (12) feet in height, falling below the thirty-five (35) foot high maximum. The proposed elevations indicate that the bar will be constructed primarily of wood with a metal roof, but additional details are necessary to determine compliance with state building codes. This structure would be considered accessory and not fall under the requirements for building materials as no walls are associated with the structure. However, it is noted that the structural components of the structure will need to comply with Minnesota State Building Code and may require amendment to the plans as directed by the Building Official. Staff will work with the Applicant during Building Permit review as to this standard.

There are several considerations with outdoor seating related to serving of alcoholic beverages and potential noise conflicts. In order to provide some protection against the serving of alcohol beyond the outdoor patio area, Staff recommends the following conditions be added to the Site Plan approval:

- No alcoholic beverages or food shall be served to persons outside of the designated outdoor seating area. Signage shall be posted that restricts the consumption of alcohol outside of the designated outdoor seating area as approved by staff.
- Patrons shall access the outdoor seating area through the main entrance or host station and shall be seated by a staff person.

Any proposed lighting and sound associated with the proposed patio shall comply with standards set forth in City Code. City Code Chapter 30 includes standards for sound levels and in order to ensure the use falls within these parameters, Staff recommends a condition that any speaker devices be turned off by 10:00 p.m. to avoid potential disruption to neighboring properties.

Finally, past tenants of the Subject Property have erected temporary structures to act as a "smoking lounge" in winter months. Staff suggests a condition that no additional temporary fixtures (i.e. plastic tarps) are used to further enclose the patio area during winter months.

The Planning Commission reviewed the Site Plan request at their May 2, 2013 meeting.

Recommendation:

The Planning Commission recommends approval of the Site Plan contingent upon compliance with the City Staff Review Letter dated April 26, 2013, revised May 8, 2013 and the following suggested conditions:

1. No alcoholic beverages or food shall be served to persons outside of the designated outdoor seating area. Signage shall be posted that restricts the consumption of alcohol outside of the designated outdoor seating area as approved by staff.
2. Patrons shall access the outdoor seating area through the main entrance or host station and shall be seated by a staff person.
3. Any speaker devices used in the patio area shall be turned off by 10:00 p.m.
4. No temporary structures, other than those approved under separate permit, shall be erected during the winter months for smoking or other purposes.

Funding Source:

All cost associated with processing the application are the responsibility of the Applicant.

Council Action:

Motion to approve the Site Plan contingent upon compliance with the Staff Review File dated April 26, 2013, revised May 8, 2013 and upon execution of a Development Permit which includes the following conditions:

1. No alcoholic beverages or food shall be served to persons outside of the designated outdoor seating area. Signage shall be posted that restricts the consumption of alcohol outside of the designated outdoor seating area as approved by staff.
2. Patrons shall access the outdoor seating area through the main entrance or host station and shall be seated by a staff person.
3. Any speaker devices used in the patio area shall be turned off by 10:00 p.m.
4. No temporary structures, other than those approved under separate permit, shall be erected during the winter months for smoking or other purposes.

Attachments

Site Location Map

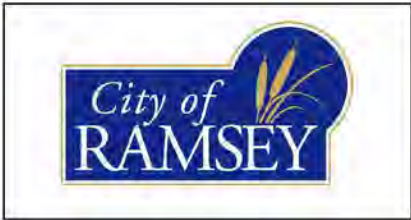
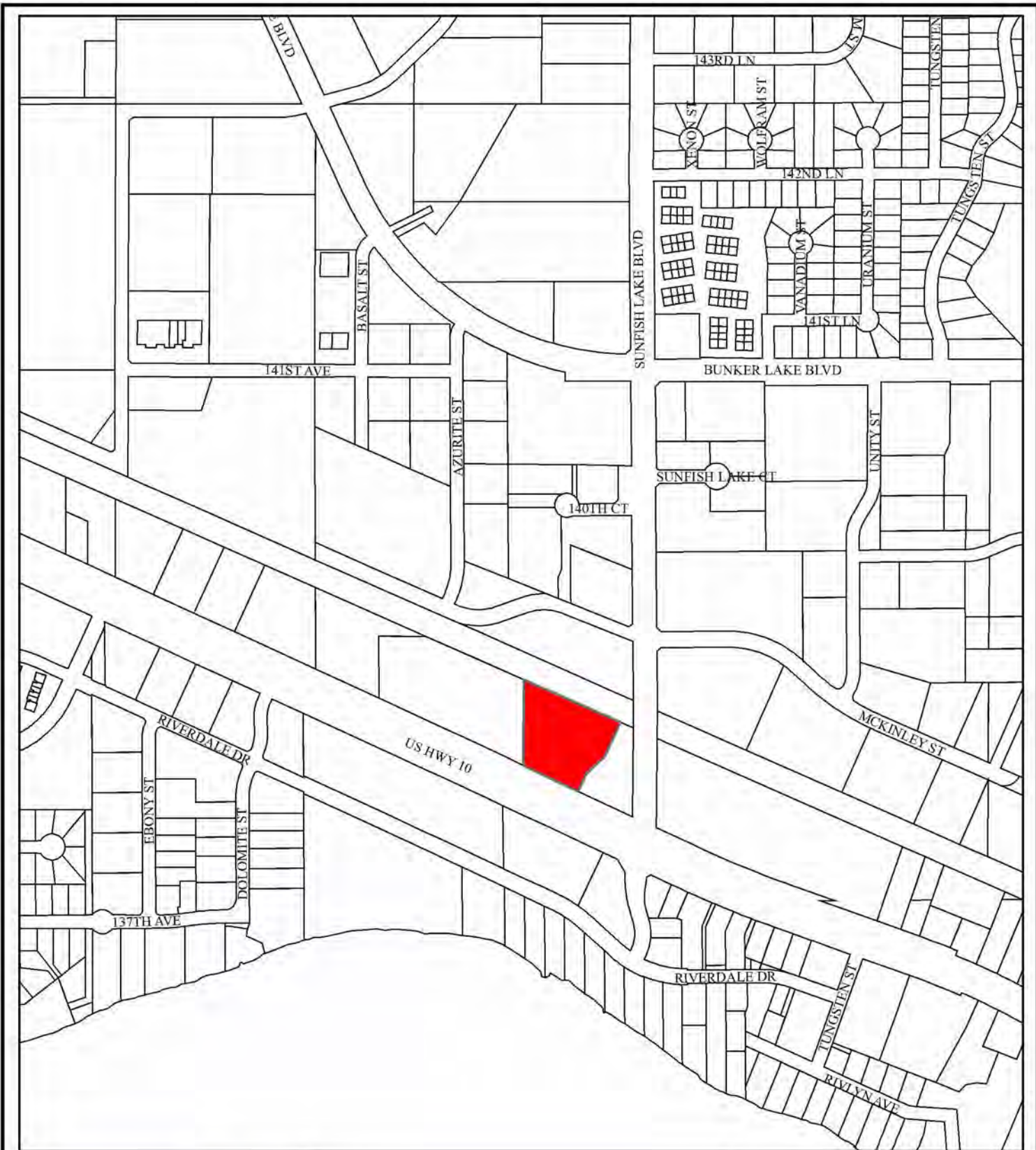
Site Plan

Proposed Development Permit

Staff Review File Dated May 8, 2013

Form Review

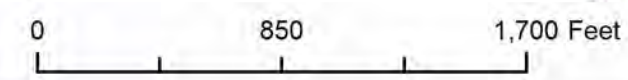

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	05/08/2013 03:35 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 02:26 PM
Form Started By: Chris Anderson		Started On: 05/07/2013 10:22 AM
	Final Approval Date: 05/09/2013	



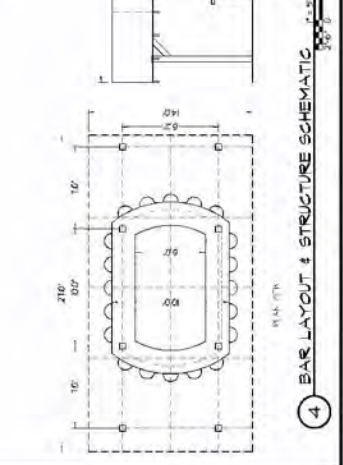
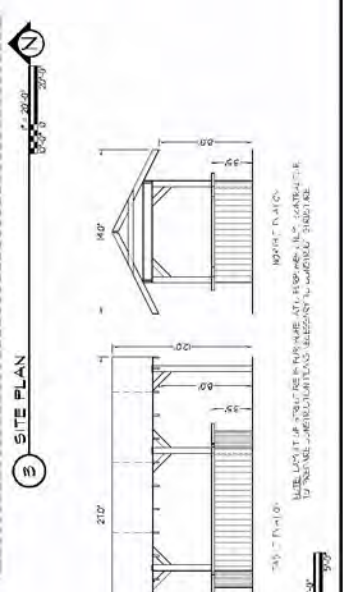
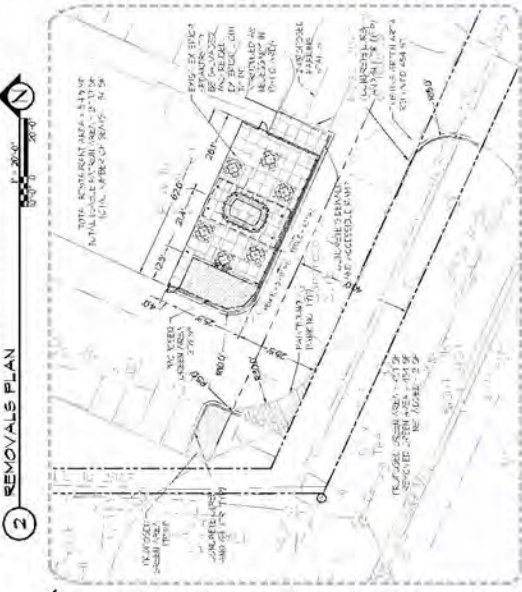
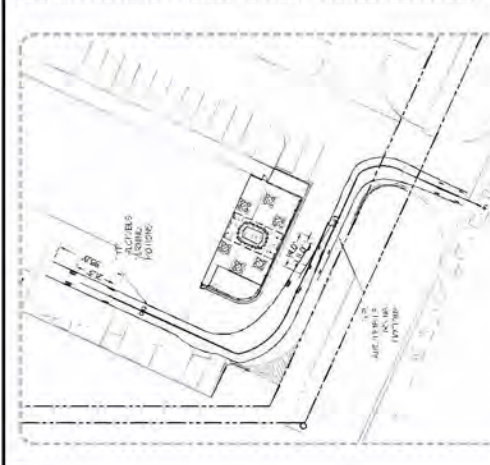
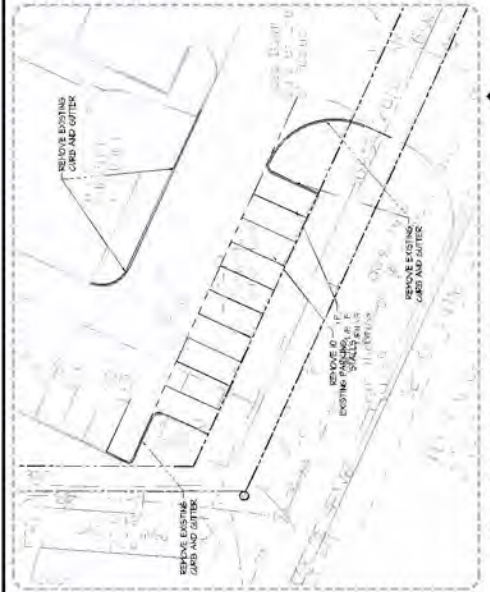
6415 Highway #10

Legend

- Site
- Parcels



NO.	REVISION / SUMMARY
1	ISSUE FOR PERMIT
2	REVISED PERMIT
3	REVISED PERMIT
4	REVISED PERMIT
5	REVISED PERMIT
6	REVISED PERMIT
7	REVISED PERMIT
8	REVISED PERMIT
9	REVISED PERMIT
10	REVISED PERMIT



**WILLY MCCOY'S PATIO EXPANSION AND OUTDOOR COVERED BAR
DEVELOPMENT PERMIT
CITY OF RAMSEY, ANOKA COUNTY, MINNESOTA**

THIS AGREEMENT, made and entered into by and between the **CITY OF RAMSEY**, a municipal corporation under the laws of the State of Minnesota (the "**CITY**"), and **Whiskey Jacks of Ramsey, LLC** whose address is 6415 Highway 10 NW, Ramsey, MN 55303 (the "**PERMITTEE**").

WITNESSETH:

WHEREAS, the **DEVELOPER** is a tenant of the following described property situated in the **CITY OF RAMSEY**, County of Anoka, State of Minnesota, and legally described as follows:

Lot 1 Block 1 Sunfish Commons, Anoka County, Minnesota

(the "**Subject Property**"); and

WHEREAS, on May 14, 2013 the **CITY** approved the **PERMITTEE**'s site plan for the expansion of an existing patio area and the addition of an outdoor covered bar on the **Subject Property**; and

WHEREAS, the **PERMITTEE** intends to cause the required improvements to the **Subject Property** to be constructed without financial participation by the **CITY**

NOW, THEREFORE, the **CITY** and **PERMITTEE** agree as follows:

**SECTION I
REQUIRED IMPROVEMENTS AND FINANCIAL RESPONSIBILITIES**

1. **City Code Compliance.** The **CITY** approves the **Site Plan** conditioned on the **PERMITTEE** developing the **Subject Property** in accordance with the applicable provisions of City Code.
2. **Conformance with Plan.** The **Site Plan** shall be developed pursuant to the plans consisting of one (1) sheet prepared by Civil Site Group, dated April 25, 2013 for the expansion of an existing patio and the addition of an outdoor covered bar.
3. **Incorporation of All City Code Requirements.** That the recitals above and the applicable provisions of the City Charter, Subdivision Code, Zoning Code and Public Improvement Code of the **CITY**, as amended to date hereof, are incorporated herein by reference.
4. **Fire Lanes.** Fire lanes shall be maintained on the Site. The exact locations of these items on the Site shall be as directed by the Fire Chief. The **PERMITTEE** herein agrees to post "No Parking" signs along private streets in accordance with City Code requirements and in conjunction with the instructions of the Fire Chief.
5. **Required Improvements.** The **PERMITTEE** shall construct and install the following site improvements on the Site in accordance with the specifications and location as shown on the **Site Plan**. The Required Improvements are as follows:

- a. Installation of bituminous driveways, parking lots, and maneuvering areas and installation of continuous, B-612 concrete curbing and gutter around the perimeter of all bituminous surfaces.
- b. Establishment of turf in areas disturbed during construction and in accordance with the Plat.
- c. Temporary and permanent erosion control

("Required Improvements").

The **PERMITTEE** agrees to construct the Required Improvements according to the terms and conditions of this agreement and in accordance with **PERMITTEE'S** plans submitted to the **CITY**.

6. **Required Improvements Completion Date.** The Required Improvements shall be completed on or before May 14, 2014.

SECTION II PERMITS AND OCCUPANCY

7. **Requirements for Building Permits.** No permit for any lot in the **Plat** shall be issued until: (a) a Class 5 driving surface is installed to within 300 feet of the structure; (b) a Certificate of Survey, including that survey information required by the **CITY** has been supplied to the **CITY** Building Official; and (c) all the financial guarantees required by the **CITY** have been satisfied, (d) Permit from the Lower Rum River Watershed Management Organization has been obtained [if necessary], (e) Permit from Anoka County Soil Conservation District has been obtained [if necessary], (f) this Development Permit has been signed and received by the **CITY**.

SECTION III GENERAL

8. The **PERMITTEE** hereby agrees to comply with the following conditions:
 - No alcoholic beverages or food shall be served to persons outside of the designated outdoor seating area. Signage shall be posted that restricts the consumption of alcohol outside of the designated outdoor seating area as approved by staff.
 - Patrons shall access the outdoor seating area through the main entrance or host station and shall be seated by a staff person.
 - Any speaker devices used in the patio area shall be turned off by 10:00 p.m.
 - No temporary structures, other than those approved under separate permit, shall be erected during the winter months for smoking or other purposes.
9. **Boulevard and Area Restoration.** The **PERMITTEE** shall be responsible for restoring all areas disturbed by the development grading operation in accordance with the approved **Site Plan**. The **PERMITTEE** shall also be responsible for the cost of cleaning any soil, earth or debris from the wetlands within and adjacent to this **Site Plan** resulting from grading performed in the development of the land.
16. **Construction Site Maintenance.** The **PERMITTEE** shall adhere to all City ordinances relating to, but not limited to, dumping of garbage, site development, construction debris, open burning, etc.

17. **Estimated Cost.** It is understood and agreed that cost amounts set forth in this Agreement as Required Improvements, unless specified as fixed amounts, are estimated. The **PERMITTEE** agrees to pay the entire cost of said improvements including interest, engineering and legal charges.
18. **Site Plan Approval Expenses.** The **PERMITTEE** agrees that it will pay to the **CITY** all **CITY** expenses incurred in the approval of the **Site Plan**, including, but not limited to administration expenses, engineering and legal fees. Said expenses shall be paid within fifteen (15) days of billing by the **CITY** and outstanding billings shall be paid prior to issuance of the building permit. Any expenses incurred after the release of the building permit shall also be paid within said fifteen (15) day billing period. Failure to pay the **CITY'S** expenses within the fifteen (15) day billing period will permit the **CITY** to draw upon any of the escrows required by this contract for payment.
19. **Reimbursement to the City.** The **PERMITTEE** agrees to reimburse the **CITY** for all costs incurred by the **CITY** in defense or enforcement of this Agreement, or any portion thereof, including court costs and reasonable engineering and attorney's fees.
20. **Invalidity of Any Section.** If any portion, section, subsection, sentence, clause, paragraph or phase of this Agreement is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not effect or void any of the other provisions of this Agreement.
21. **Proof of Authority.** When the **PERMITTEE** is a corporation, the **CITY** requires proof of authority by the corporation to execute this Agreement. This proof of authority may be satisfied by providing the **CITY** with a certified copy of minutes of the corporate Board of Directors granting such authority.
22. **Violation of This Permit.** If the **PERMITTEE** fails to perform any of the terms of this Permit in the manner required by the **CITY**, the **CITY** shall be entitled to recover, from the **PERMITTEE** or the issuer of **PERMITTEE** financial guarantee, the full amount of any and all financial guarantees. Breach of any of the terms of this Development Permit by the **PERMITTEE** shall also be grounds for denial of Building Permit or issuance of Certificate of Occupancy.
23. **Agreement Binding On Successors and Assigns.** The **PERMITTEE** agrees that this Development Permit shall be binding upon its successors and assigns.

IN WITNESS THEREOF, the parties have hereunto set their hands and seals, this _____ day of _____, _____.

Whiskey Jacks of Ramsey, LLC

CITY OF RAMSEY:

By: _____

By: _____

Its: _____

Its: _____ Mayor

ATTEST:

By: _____

Its: City Clerk

STATE OF MINNESOTA)
)
COUNTY OF ANOKA) ss.

On this _____ day of _____, _____, before me a Notary Public personally appeared Sarah Strommen and JoAnn M Thieling, to me personally known, being each by me duly sworn did say that they are respectively the Mayor and City Clerk of the City of Ramsey, the municipal corporation named in the foregoing instrument, and seal affixed to said instrument is the corporate seal of said municipal corporation, and the said instrument was signed and sealed on behalf of said municipal corporation by authority of its City Council and said Sarah Strommen and JoAnn M Thieling acknowledge said instrument to be the free act and deed of said municipal corporation.

Notary Public

STATE OF MINNESOTA)
)
COUNTY OF) ss.

The foregoing was acknowledged before me this _____ day of _____, _____, by _____ the _____ of Whiskey Jacks of Ramsey, LLC, a limited liability company under the laws of the State of Minnesota, on behalf of the limited liability company,

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
City of Ramsey
7550 Sunwood Dr. NW
Ramsey, MN 55303

REVIEWED BY:
Randall, Goodrich and Haag
2140 Fourth Avenue
Anoka, MN 55303

**CITY OF RAMSEY LAND USE APPLICATION
TECHNICAL REVIEW FILE**

DATE	4/26/2013 <i>REVISED 5/8/2013</i>	PROJECT ADDRESS	6415 HIGHWAY 10 NW
PROJECT. TITLE	WILLY MCCOYS		
ESCROW #	113584		
DEPARTMENT:	Community Development, Planning Division		
TECHNICAL REVIEWER:	Name: Chris Anderson Phone: 763-433-9905 Email: canderson@ci.ramsey.mn.us		

We are in receipt of the proposed Site Plan for an outdoor bar and patio expansion for Willy McCoy's. The submittal consists of the following:

- Sheet: C1.0 prepared by Civil Site Group Inc. and dated March 25, 2013, revised April 8, 2013, revised April 25, 2013.

(the "Plans")

We offer the following comments regarding your site plan:

Planning and Zoning

Reviewer: Chris Anderson, Associate Planner/Environmental Coordinator

canderson@ci.ramsey.mn.us

(763) 433-9905

General: The development proposal consists of expanding an outdoor patio area and adding a covered, outdoor bar. The expansion will result in an outdoor patio area of about 1,550 square feet and includes approximately forty-four (44) seats. The project proposes to remove eleven (11) parking stalls along the southern property line to accommodate turning movements but will be adding two (2) parking stalls adjacent to the patio area for a net loss of nine (9) parking stalls. A portion of the property is within the Critical River Overlay District and thus, there are limitations on the amount of impervious surface area. In 2001, a variance was approved allowing a maximum of sixty-nine percent (69%) impervious area on the portion of the property within this overlay district.

Zoning: The site is zoned H-1 Highway 10 Business District and is part of an officially mapped area for the future expansion of Highway 10. Restaurants and on and off sale liquor establishments in a multi-tenant building are a permitted use in this zoning district.

Lot Coverage: The property is 165,064 square feet in area (3.78 acres). In the H-1 Highway 10 Business District, lot coverage is limited to thirty-five percent (35%), which equates to 57,772 square feet. Based on the original site plan submittal in 2001, the existing building is 23,312 square feet. The proposed outdoor covered bar will be 378 square feet, resulting in a total lot coverage of 23,690 square feet or about fourteen percent (14%) of the lot area.

Setbacks: The proposed outdoor bar exceeds the thirty-five (35) foot front yard setback and the proposed expansion does not encroach on the existing (and required) twenty (20) foot green space requirement adjacent to all public roads.

Architectural Standards: City Code restricts building height to 35 feet, the proposed outdoor covered bar will be twelve (12) feet in height, which meets City standards. City Code restricts exterior wall finishes to natural or prefabricated brick or stone or pre-cast concrete panels or some other material approved by City Council. *While there are no walls associated with this structure, please provide a description of materials used for the outdoor covered bar, including roofing, as well as a description and sketch of proposed fencing. Please note that temporary, membrane structures to enclose the area or portions of the area will not be allowed unless under reviewed and approved under separate permit.*

Off-Street Parking - Design: In accordance with City Code, all driveways, off-street parking and maneuvering areas shall be surfaced with concrete or asphalt and finished with B-6/12 concrete curbing. *Please verify that all proposed curbing will be B-6/12 concrete curb.*

Off-Street Parking - Spaces Required: City Code requires one (1) parking space for every 200 square feet of retail space and one (1) space for every three (3) seats for restaurants and drinking establishments. Based on a review of aerial photos of the site, there appear to be 143 parking spaces existing currently. With the net loss of nine (9) spaces, that leaves a total of 134 parking spaces. Based on the seating information provided (134 total seats), required number of parking stalls is 134, thus, there appears to be sufficient on-site parking.

Exterior Lighting and Sound: Any proposed lighting associated with the expansion and any outdoor sound equipment shall comply with standards set forth in City Code.

Critical River Overlay District: A portion of the property is within the Critical River Overlay District and is subject to maximum impervious surface coverage of thirty percent (30%). However, in 2001, a variance was granted permitting up to sixty-nine percent (69%) impervious area. As long as there is no net increase of impervious area, another variance will not be required. Providing additional green space within the portion of the property that is in the overlay district or utilizing pervious pavers for the patio are two options to consider. If pervious pavers are utilized, a maintenance agreement, recorded against the property, outlining the ongoing maintenance to ensure that it continues to act as a pervious surface will be required. Per the revised site plan submittal, it appears that there will be a net *gain* of three (3) square feet of green pervious area.

Other Permits/Agency Review: The site plan proposal has been forwarded to both the Minnesota Department of Transportation (MnDOT) and the Department of Natural Resources (DNR) for review due to proximity to Highway 10 and being within the Critical River Overlay District. Both agencies have informed the City that they either find the proposed site plan acceptable (MnDOT) or have no comments regarding it (DNR).

Conditions of Approval: Staff and Planning Commission are recommending approval of the Site Plan with the following conditions:

Review File: Willy McCoy's

Site Plan Review

April 26, 2013

Revised May 8, 2013

Page 3 of 3

- No alcoholic beverages or food shall be served to persons outside of the designated outdoor seating area. Signage shall be posted that restricts the consumption of alcohol outside of the designated outdoor seating area as approved by staff.
- Patrons shall access the outdoor seating area through the main entrance or host station and shall be seated by a staff person.
- Any speaker devices used in the patio area shall be turned off by 10:00 p.m.
- No temporary structures, other than those approved under separate permit, shall be erected during the winter months for smoking or other purposes.

Vehicle Turning Radius Exhibit: A Turning Radius Exhibit was provided showing the turning movements of a bus/truck around the southwest corner of the patio area. However that exhibit only showed the turning movements of an automobile exiting the site onto Highway 10. *Please update the Turning Radius Exhibit to show the turning movements for semi-trucks and fire apparatus traveling east along the south end of patio and turning/entering onto Highway 10. This exhibit must indicate that these larger vehicles are able to exit the site without traversing into the ingress lane of the access or into the inside lane of Highway 10.*

Spot Elevations: While a complete grading plan is not required, the City must still be able to confirm that existing drainage patterns will still work on the site. *Spot elevations must be provided around the patio expansion area to show how stormwater will drain from the site.*

Meeting Date: 05/14/2013

By: Chris Anderson, Community
Development

Information

Title:

Introduce Ordinance #13-10 to Amend City Code Article II (Zoning) Division 5 (Tree Preservation)

Background:

In 2003, the City adopted a Tree Preservation Ordinance to establish reasonable protection of the community forest during development. While it is understood that there will be some tree loss associated with development, the intent of the Tree Preservation Ordinance is to guide more sustainable development and encourage, where possible, preservation of existing trees. Preservation of existing trees provide greater ecological services (stormwater retention, air filtering, wildlife habitat, carbon sequestration etc) than young trees that are planted.

One of the action items on the Environmental Policy Board's (EPB) City Council approved work plan was to review the Tree Preservation Ordinance and make suggested revisions, if needed. The intent was not to create more restrictions, but rather to look for opportunities to improve the ordinance. Thus, the EPB's first step was to review Ramsey's current standards along with tree preservation requirements of a number of similar communities to better understand how Ramsey and others approach this subject. The EPB reviewed model ordinances from adjacent and Twin Cities Metropolitan Area communities. This led the EPB to identify several recommended revisions that would improve the current ordinance by removing ambiguity while also incorporating more flexibility for replacement of trees removed during development.

Notification:

The Notice of Public Hearing was properly published in the Anoka County Union.

Observations:

As presently written, only multi-family developments are subject to a removal threshold and replacement standard. If more than sixty percent (60%) of trees are removed as part of a multi-family project, than the developer is responsible for replacing them on a one (1) to one (1) basis. This is in addition to the required landscaping for the applicable zoning district. Additionally, there is no flexibility within the ordinance if this replacement standard cannot be met other than a variance.

The existing ordinance contains definitions of a significant tree, which is important to the analysis below. A significant tree must be:

- At least four (4) inches at Diameter at Breast Height (DBH). DBH, according to City Code, is measured at fifty-four (54) inches from the ground for oak and evergreen trees
- At least eight (8) inches at Diameter at Breast Height (DBH). DBH, according to City Code, is measured at fifty-four (54) inches from the ground for all other deciduous trees

The EPB believes that the removal threshold should be applicable to any type of development, not just multi-family projects. However, the EPB also believes there should also be exemptions for other required improvements, such as storm water ponds and public trails and sidewalks. Thus, the proposed revisions clarify that:

Single-Family and Multi-Family Residential Districts: at least forty percent (40%) of the inches of existing significant tree DBH (see definition above) shall be retained on site.

Business and Employment Districts: at least thirty percent (30%) percent of the inches of existing significant tree DBH (see definition above) shall be retained on site.

The proposed revisions also specify that if removals exceed the allowable threshold as indicated above (30%/40%), that the developer shall either replace each significant tree inch removed with 1.25 inches (diameter) of new trees or provide the City with \$125.00 in restitution. These funds would be placed into a Community Reforestation Fund for reforestation efforts throughout the community. Finally, the proposed revisions specify that trees removed for water quality treatment ponds, public trails and sidewalks, and arterial and collector streets are exempt from the removal threshold calculation as are the removal of invasive (undesirable) species. All required reforestation plantings would also count toward the required landscaping for the applicable zoning district.

The Planning Commission conducted a public hearing on May 2, 2013 regarding the proposed amendments and there were no written or verbal comments received.

Alternative Options

Option #1. The proposed amendments will accomplish several things. First, it eliminates ambiguity by replacing the term Desirable Tree with Significant Tree. Desirable Tree is not defined in City Code and is subjective. Significant Tree is already defined in City Code. Secondly, the amendments clarify that all projects, not just multi-family projects, are subject to removal thresholds (forty percent (40%) for residential projects and thirty percent (30%) for business and employment projects). Finally, the proposed amendments incorporate more flexibility into the standards by identifying exemptions for certain required improvements and by providing multiple options to address excess removals as part of a project. Both the EPB and Staff believe that these amendments align more with the intent of the ordinance (protecting/enhancing the community forest) and support adopting them.

Option #2. Do not amend the current Tree Preservation Ordinance. While the current ordinance provides a measure of protection for the community forest, only multi-family projects are subject to replacement requirements. Presently, if a developer cannot comply with the replacement standards the only option available is a variance. Again, the replacement standards are in addition to the required landscaping standards for new development of the underlying zoning district. The current ordinance also does not provide exemptions for removals due to other required improvements or for removal of invasive (undesirable) species.

Recommendation:

The Environmental Policy Board (EPB) and the Planning Commission recommend adoption of Ordinance #13-10 amending City Code Article II (Zoning) Division 5 (Tree Preservation).

Funding Source:

Preparation of the Ordinance is being handled as part of regular Staff duties.

Council Action:

Motion to introduce Ordinance #13-10 amending City Code Article II (Zoning) Division 5 (Tree Preservation).

Attachments

Tree Preservation Ordinance with Mark Ups

Proposed Ordinance #13-10

Draft Planning Commission Meeting Minutes Dated May 2, 2013

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	05/08/2013 10:50 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 02:18 PM
Form Started By: Chris Anderson		Started On: 05/07/2013 09:16 AM

Final Approval Date: 05/09/2013

Sec. 117-324. - Purpose; intent; design and maintenance principles; administration.

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- (a) *Purpose.* The purpose of this division is to enhance the community and its citizenry, and not to be punitive or to cause hardship to any individual, private or public company.
- (b) *Intent.* The intent of this division is to provide regulations relating to the removal of trees to promote the orderly development of such areas and thereby minimizing public and private losses. Furthermore, this division will establish and maintain appropriate levels of diversity among tree species and age classes to provide a stable and sustainable community forest. The city council finds that the following objectives are important in achieving these goals:
 - (1) To continue to seek recognition as a Tree City U.S.A. and to take all reasonable steps to promote planting and conservation of trees throughout the city;
 - (2) To promote good design in new areas and provide sensitive and compatible infill development in existing commercial areas;
 - (3) To control epidemic tree diseases and insect infestations which threaten the health of trees in the community;
 - (4) To provide regulations that ensure the placement of trees along the street right-of-way for the purpose of protecting against excessive noise, heat, and glare, and to enhance the attractiveness and value of property;
 - (5) To ensure that landscaping is an integral part of development, not an afterthought;
 - (6) To foster and support community forest programs and encourage good tree management; and
 - (7) To maintain and preserve the many benefits that trees provide including, but not limited to, the following:
 - a. *Character and aesthetics.*
 - 1. Trees buffer different land uses for the visual screening, noise, glare and heat abatement in transitional zones;
 - 2. Trees conserve and enhance the city's quality of life and ecological and aesthetic environment, especially its valuable and rural atmosphere; and
 - 3. Trees provide important psychological benefits to the persons within the city and neighborhoods.
 - b. *Wildlife habitat.* Trees are essential to maintain wildlife habitat within the city.
 - c. *Energy conservation.* Trees assist in the moderation of climate by providing shade, windbreaks, and the cooling of air; thereby reducing the requirements for air conditioning and heating and the subsequent utilization of energy resources.
 - d. *Air and water quality.*
 - 1. Trees aid in the filtering of stormwater as it passes through the soil to the groundwater;

2. Trees maintain permeable land areas essential to surface water management and aquifer recharge; and
 3. Trees aid in the purification of the air through the removal of carbon dioxide, the generation of oxygen, and the precipitation of dust and other airborne pollutants.
- e. *Socioeconomic.*
1. Trees enhance property values; and
 2. Trees protect and preserve the unique identity and environment of the city and aid in the development of the economic base attracted to the city by such factors.
- f. *Erosion and flood control.*
1. Trees aid in the stabilization of soil by the prevention of erosion and sedimentation; and
 2. Trees reduce stormwater runoff and the costs associated therewith and aid in the replenishment of groundwater supplies.
- (c) *Creation of the Ramsey Tree Book.* The intent is to provide a set of landscape design and maintenance principles that promote the use of appropriate plant materials, which do not require special attention and which require little supplemental water to grow properly.
- (1) The Ramsey Tree Book will be available for reference and guidelines regarding principles for tree preservation in the city. The book is to be offered, upon request, to the citizens of the city as well as the development community and other interested parties. Copies will be available at city hall.
 - (2) The Ramsey Tree Book will also include lists of desirable and undesirable trees, shrubs, and natural vegetation for the city. The Ramsey Tree Book shall maintain an extensive list of recommended vegetation for planting. The intent is to maintain diversity in the total tree population within the city. The list of recommended species shall be updated periodically to reflect new developments or species that will affect the population of the community forest.
- (d) *Administration.*
- (1) The city shall administer and enforce the provisions of this division. The city is authorized to cause inspections on a scheduled basis when reason exists to believe that a violation of this division has been or is being committed.
 - (2) When the city determines a violation has occurred, the city's written evaluation of the deficiencies shall be considered prima facie evidence in any subsequent litigation

(Code 1978, § 9.24.01; Ord. No. 03-33, 9-15-2003; Ord. No. 06-25, § 2, 8-8-2006)

Sec. 117-325. - Landmark trees.

- (a) A landmark tree shall be any tree, public or private, that has been designated as such by the city council, after public hearing and due notice to the owner of the tree. The criteria of such designation shall include, but not necessarily be limited to, notable historical

interest and value to the city because of its location or historical association with the community.

(Code 1978, § 9.24.02; Ord. No. 03-33, 9-15-2003)

Sec. 117-326. - Public trees.

- (a) *Authority.* The city shall have the right, but does not have the obligation, to plant, prune, maintain and remove trees, plants and shrubs within the public right-of-way of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds.
- (b) *Removal of public trees.* No trees, brush, vines, shrubs and/or ground cover are to be removed by anyone, including adjacent landowners or agents of any landowner, from any city-owned land, greenways or access corridors from greenways without the permission of the city.
- (c) *Storage upon public land.* No person shall deposit, place, store, or maintain upon any public place of the municipality, any stone, brick, sand, concrete, vehicles, equipment, toxins, animals, tree carving, or other materials which may impede the free passage of water, air, or fertilizer to the roots of any tree growing therein, except by written permit of the [environmental specialistcity](#).
- (d) *Signage.* It shall be unlawful for any person, firm, or public utility to attach any sign, advertisement, political endorsement or notice to any public tree.
- (e) *Operation of equipment.*
 - (1) All maintenance equipment, implements, machines and tools shall be used or operated in such a manner as not to damage or destroy any tree, shrub or plant in any public right-of-way or park.
 - (2) During the erection, repair, alteration or removal of any building, house or structure, in the city, any person, firm, or corporation in charge of such work shall protect any tree in any public place within the city in the vicinity of such building or structure with sufficient guards or protectors to prevent injury to such tree.
- (f) *Notifying adjacent property owners of maintenance work.* An attempt may be made to inform adjacent property owners of maintenance work on trees and landscaping along boulevards, city property, and easements. This notification will be left with direct and adjacent property owners. Suitable precautions shall be taken to protect and warn the public that spraying is being done to public trees. Spraying will be done only if following an integrated pest management plan as exemplified under such topic within the state department of agriculture.
- (g) *Adjacent landowners' limited responsibility.* Trees planted along city property lines will be watered by those property owners adjacent to said trees. No one other than city employees or their designee may trim, prune, or remove public trees.

(Code 1978, § 9.24.03; Ord. No. 03-33, 9-15-2003)

Sec. 117-327. - Private trees in new development areas.

- (a) *Requirements for a tree preservation plan.* Prior to any development, land clearing, filling, or any other land alteration, as described in subsection (b) of this section, a tree preservation plan shall be submitted to and approved by the city. The developer shall be required to erect suitable protective barriers around all trees to be preserved and these protective structures, where required, shall remain until such time as they are authorized to be removed by the city or issuance of a final certificate of occupancy.
- (b) *Tree preservation plan.* A tree preservation plan shall be submitted with preliminary plats and/or site plans, drawn to the same scale as the other preliminary plat or site plan submittals. The submitted tree preservation plan must include a buffer, if required, and landscape plan for the project.
- (1) Residential and commercial development plans shall be designed to preserve natural vegetation areas as much as possible. Streets, parcels, structures and parking areas shall be laid out to minimize the destruction of wooded areas or outstanding tree specimens. Developers of land are encouraged to designate wooded areas as park reserves.
 - (2) The city may require either the clustering of dwellings or alternate locations of dwellings to preserve significant trees during the plat approval process.
 - (3) There shall be no movement, clearing, or storage of equipment within a designated tree protection zone. The owner, developer, or agent shall not permit the placement of construction materials, debris, soil deposits, or fill; nor cause or permit disposal of waste materials such as paints, oils, solvents, asphalt, concrete, mortar or any other harmful material within the dripline of any protected tree area.
- (c) *Plan specifications content.* The content of all tree preservation plans submitted shall, for purposes of city staff review, include the following:
- (1) Delineation of all areas located within a 100-year floodplain;
 - (2) A tree survey overlay on the grading plan, which locates all significant trees within the developable areas of the site, identifying both diameter and species. Dead or diseased trees shall be included in the survey. All tree surveys for subdivisions involving the construction of roads or drainage conveyances shall be performed by an International Society of Arboriculture Certified Arborist or a Society of American Foresters Certified Forester. For the purposes of this division, significant trees shall include:
 - a. All species of oak that have a DBH of four inches or greater;
 - b. All evergreen species that have a DBH of four inches or greater; and
 - c. All other trees that have a DBH of eight inches or more;
 - (3) Existing soil conditions throughout the parcel; and
 - (4) Existing contour data for the entire property with vertical contour data consistent with city standards for all areas to be disturbed by proposed tree removal operations, extending for a distance of at least 50 feet beyond the limits of such

areas. Indicated elevations may be based on United States Geological Survey data.

(d) *Tree preservation barriers.*

- (1) All tree protection areas are recommended to be designated as such with "Tree Save Area" signs posted in addition to the required protective fencing. Signs requesting sub-contractor cooperation and compliance with tree protection standards are recommended for site entrances.
- (2) Before any construction or grading takes place, snow fencing or erosion control fencing shall be placed around the borders of woodlots at the dripline of large trees to be preserved. Signs shall be placed along this fence line prohibiting grading beyond the fence line.
- (3) These fences will be orange polyethylene laminar safety fencing or of woven polyethylene fabric (silt fencing).
- (4) Passive forms of tree protection may be utilized to delineate tree save areas outside of the MUSA line with approval of the city. These areas must be completely surrounded with continuous rope or flagging (heavy mil - minimum four inches wide). "Keep Out" or "Tree Save" signage must accompany all passive tree protection methods.
- (5) No construction shall begin until this work has been completed, inspected, and accepted by the city.
- (6) Silt barriers or similarly effective erosion control barriers shall be required in any area where erosion or siltation may cause damage to protected trees.
- (7) All protective tree fencing, staking or continuous ribbon and all erosion control barriers must be installed prior to and maintained throughout the land disturbance and construction process, and should not be removed until acceptable vegetation is established.

(e) *Critical root zone.* The root system within the dripline is generally considered to be the critical root zone. To protect these critical root zones, a tree protection area shall be established around each tree or group of trees to be retained.

- (1) The tree protection area shall include no less than the total area beneath the tree canopy as defined by the dripline of the tree or group of trees collectively.
- (2) Wherein authorized excavations it becomes necessary to expose or cut roots more than one inch in diameter, it shall be the duty of the contractor to protect such root under advice from the city.
- (3) All open trenching is prohibited. Utility installation within the dripline of protected trees, during construction or thereafter, can only occur using trenchless methods.
- (4) The mowing, clearing, and grubbing of brush located within or under the dripline of protected trees may be allowed, provided such mowing, clearing, or grubbing is accomplished by hand or by mowers. The use of heavy equipment for this purpose shall not be allowed.

(f) Removal threshold.

- (1) Within residential developments, at least forty percent (40%) of the inches of existing significant tree DBH shall be retained on site.
- (2) Within business and employment developments, at least thirty percent (30%) of the inches of existing significant tree DBH shall be retained on site.

(g) Reforestation/restitution requirement. If a development exceeds the removal threshold specified in (f) above, the developer shall either reforest areas within the site, pay restitution, or some combination thereof.

- (1) For every one (1) significant tree inch that is removed in excess of the removal threshold, the developer shall replant 1.25 inches (diameter) of new trees or provide the City with \$125.00 in restitution.
- (2) Significant trees removed for water quality treatment ponds, public trails and sidewalks, and arterial and collector streets, or that are considered invasive species, are exempt from the removal threshold calculation.

(fh) Protection from disease and pestilence. All clearing in oak stands shall be performed prior to April 15 or after July 15 of each season. Any development involving oak trees on or adjacent to the development area must submit a plan in conjunction with the preliminary plat that identifies what precautionary steps will be taken to protect the trees from oak wilt.

(gi) Encroachment. If encroachment into a tree preservation area occurs that causes irreparable damage to ~~the a~~ tree(s), the tree preservation plan shall be revised to compensate for the loss. Under no circumstances shall the developer be relieved of responsibility for compliance with the provisions of this division, nor shall planned revision activities prevent the city from instituting action for violation of this division.

(hj) Planting requirements. All trees chosen shall be from the acceptable/preferred list (or have approval of the city) and native and/or adaptable to this region and climate as described in the Ramsey Tree Book. The quantity of the required plantings shall be in accordance with the performance standards established for the respective zoning district.

- (1) Size of trees at planting. For all required plantings, deciduous trees shall be a minimum of one-inch caliper at ~~the~~ at time of planting and all evergreen trees shall be a minimum of five feet in height at time of planting. Specifications shall be determined by the American Nurseryman's Standards.
- (2) Type of tree stock. For all required plantings, trees shall be free of insects, diseases, or mechanical injuries and have straight trunk and a form characteristic of the species.
- (3) Spacing at time of planting. The spacing of new trees must be compatible with spatial site limitations and with the responsible consideration toward species size when mature as outlined in the Ramsey Tree Book.
- (4) Planting standards. As outlined in the Ramsey Tree Book.
- (5) Planting standard: soil amendment. As outlined in the Ramsey Tree Book.
- (6) Planting standards: mulch. As outlined in the Ramsey Tree Book.

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- (7) *Planting distance along rural section streets.* Shall be at the right-of-way unless approved by the city.
- (8) *Planting distance from hydrants.* Trees shall be planted a minimum of ~~45~~ten (10) feet from hydrants.
- (9) *Vision clearance (sight triangle).* Tree plantings should not be within the vision clearance triangle as defined in [section 117-348](#)
- (10) *Planting distance from utilities.* Trees shall be planted a minimum of two feet from any joint utility trench whenever practicable.
- ~~(11) *Tree preservation tree density standard calculation.*~~ [Reforestation/restitution plan.](#)
- ~~a.~~ All multifamily residential developments shall retain 40 percent of the inches of tree DBH existing on the site after subdivision.
- ~~b.~~ ~~If in excess of 60 percent of desirable trees are removed from the plat due to construction, they shall be replaced, on a one to one basis, in addition to the required plantings specified within the applicable zoning district.~~
- ~~ba.~~ [If the total number of tree inches exceeds the removal threshold, the developer shall provide a reforestation plan \(can be included as part of landscaping plan, but must clearly identify those trees that are intended to satisfy the reforestation requirement\), or a calculation of restitution, or a combination thereof.](#)
- ~~b.~~ [Size at the time of planting shall comply with the planting standards outlined in the respective zoning district.](#)
- ~~c.~~ [No more than twenty-five percent \(25%\) of the trees to be planted shall be from any one species.](#)
- ~~d.~~ [Reforestation trees included in the reforestation plan may count toward the trees required for landscaping purposes within the applicable zoning district.](#)
- ~~e.~~ [Restitution, if applicable, shall be paid in cash to the City prior to the release of the final plat mylars for recording, or prior to approval of a minor subdivision, or prior to the issuance of a building permit subject to site plan review. Any restitution paid shall be deposited in the Community Reforestation Fund and be used for reforestation efforts within the City.](#)

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(Code 1978, § 9.24.04; Ord. No. 03-33, 9-15-2003; Ord. No. 06-25, § 2, 8-8-2006)

Sec. 117-328. - Hazardous and/or nuisance trees.

- (a) The city shall have the right to cause the removal of any dead or diseased trees on private property within the city, when such trees constitute a hazard to life or property, or harbor insects or disease which constitute a potential threat to other trees within the city. In the event of failure of owners to comply with such provisions, the city shall have the authority to remove such trees and charge the cost of removal to the property owner.

- (1) *Notice to take action.* An order for a "Notice to Take Action" will be issued upon determination by the city, or its designee, that maintenance work requiring the pruning, preservation, or removal of trees or plants upon private property when such action is necessary to ensure public safety and/or to prevent the spread of disease or insects to public trees and places.
 - a. Such notice shall describe the kind of tree, shrub, or other plant or plant part which has been declared to be a public nuisance; its location on the property; and the reason for declaring it a nuisance.
 - b. Proper disposal procedures of wood, bark and debris from said nuisance shall be detailed in said notice. These disposal procedures shall be followed within the time provided in the notice.
 - c. The notice of violation shall state the specific violation and indicate whether immediate enforcement will be sought or if 30 days will be allowed to correct and remove the violation.
 - d. If the owner of the property to whom an order has been issued fails or refuses to take remedial action in accordance with and within the time specified in an order, the city or its designate shall cause the remedial action so ordered to be performed at the expense of the owner. Appeals shall be in accordance with [section 117-55](#)
- (2) *Disease- or pest-infested trees.* Any tree located within the city, which is determined by a certified arborist to be afflicted with any dangerous or infectious insect infestation or plant disease, may be declared a public nuisance. This shall include trees and shrubs harboring injurious insects or pathogens that may cause significant potential danger to the community forest.
 - a. The city or its designate may remove or cause or order to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is infected with Oak Wilt or Dutch Elm Disease.
 - b. An evaluation of "imminent danger" means that the hazard to the public is immediate. If the property owner cannot be contacted or refuses to remove the hazard, the city will initiate action immediately.
 - c. An evaluation of "potentially dangerous" means that a hazard to the public will exist in the near future. The property owner will be notified and should remove the future hazard as soon as possible.

(Code 1978, § 9.24.05; Ord. No. 03-33, 9-15-2003; Ord. No. 06-25, § 2, 8-8-2006)

Sec. 117-329. - Exemptions.

- (a) Requirements of this division may be waived by the city for a project in which at least 75 percent of the land has already received a permit initiating clearing or grading activities prior to the effective date of the ordinance from which this division is derived.

- (1) The provisions of this division are not intended to prohibit agriculture, silviculture, horticulture, or nursery operations within the city.
- (2) The provisions of this division are intended to prevent the spread of disease or infestation of trees within the city. Authorization may be obtained to remove certain trees to prevent the transmission of disease or infestation and to alleviate potentially hazardous trees that may cause injury to persons or property.

(Code 1978, § 9.24.06; Ord. No. 03-33, 9-15-2003)

Secs. 117-330—117-346. - Reserved.

ORDINANCE #13-10
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN AMENDMENT TO CHAPTER 117 OF THE CITY CODE, WHICH CHAPTER IS KNOWN AS ZONING AND SUBDIVISIONS OF THE CITY CODE OF RAMSEY, MINNESOTA

AN ORDINANCE AMENDING DIVISION 5 (TREE PRESERVATION) OF THE RAMSEY CITY CODE.

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 117-324 (a) is hereby amended as follows (additions indicated as underline, deletions indicated as ~~strike through~~):

- (a) *Purpose.* The purpose of this division is to enhance the community and its citizenry, and not to be punitive or to cause hardship to any individual, private or public company.

Section 117-326 (c) is hereby amended as follows (additions indicated as underline, deletions indicated as ~~strike through~~):

- (c) *Storage upon public land.* No person shall deposit, place, store, or maintain upon any public place of the municipality; any stone, brick, sand, concrete, vehicles, equipment, toxins, animals, tree carving, or other materials which may impede the free passage of water, air, or fertilizer to the roots of any tree growing therein, except by written permit of the ~~environmental specialist~~ city.

Section 117-327 is hereby amended as follows additions indicated as underline, deletions indicated as ~~strike through~~):

- (f) *Removal threshold.*

- (1) Within residential developments, at least forty percent (40%) of the inches of existing significant tree DBH shall be retained on site.
- (2) Within business and employment developments, at least thirty percent (30%) of the inches of existing significant tree DBH shall be retained on site.

(g) Reforestation/restitution requirement. If a development exceeds the removal threshold specified in (f) above, the developer shall either reforest areas within the site, pay restitution, or some combination thereof.

(1) For every one (1) significant tree inch that is removed in excess of the removal threshold, the developer shall replant 1.25 inches (diameter) of new trees or provide the City with \$125.00 in restitution.

(2) Significant trees removed for water quality treatment ponds, public trails and sidewalks, and arterial and collector streets, or that are considered invasive species, are exempt from the removal threshold calculation.

(fh) *Protection from disease and pestilence.* All clearing in oak stands shall be performed prior to April 15 or after July 15 of each season. Any development involving oak trees on or adjacent to the development area must submit a plan in conjunction with the preliminary plat: that identifies what precautionary steps will be taken to protect the trees from oak wilt.

(gi) *Encroachment.* If encroachment into a tree preservation area occurs that causes irreparable damage to ~~the~~ a tree(s), the tree preservation plan shall be revised to compensate for the loss. Under no circumstances shall the developer be relieved of responsibility for compliance with the provisions of this division, nor shall planned revision activities prevent the city from instituting action for violation of this division.

(hj) *Planting requirements.* All trees chosen shall be from the acceptable/preferred list (or have approval of the city) and native and/or adaptable to this region and climate as described in the Ramsey Tree Book. The quantity of the required plantings shall be in accordance with the performance standards established for the respective zoning district.

(1) *Size of trees at planting.* For all required plantings, deciduous trees shall be a minimum of one-inch caliper at time of planting and all evergreen trees shall be a minimum of five feet in height at time of planting. Specifications shall be determined by the American Nurseryman's Standards.

(2) *Type of tree stock.* For all required plantings, trees shall be free of insects, diseases, or mechanical injuries and have straight trunk and a form characteristic of the species.

(3) *Spacing at time of planting.* The spacing of new trees must be compatible with spatial site limitations and with the responsible consideration toward species size when mature as outlined in the Ramsey Tree Book.

(4) *Planting standards.* As outlined in the Ramsey Tree Book.

(5) *Planting standard: soil amendment.* As outlined in the Ramsey Tree Book.

(6) *Planting standards: mulch.* As outlined in the Ramsey Tree Book.

(7) *Planting distance along rural section streets.* Shall be at the right-of-way unless approved by the city.

(8) *Planting distance from hydrants.* Trees shall be planted a minimum of ~~15~~ ten (10) feet from hydrants.

- (9) *Vision clearance (sight triangle)*. Tree plantings should not be within the vision clearance triangle as defined in section 117-348
- (10) *Planting distance from utilities*. Trees shall be planted a minimum of two feet from any joint utility trench whenever practicable.
- ~~(11) *Tree preservation tree density standard calculation*. Reforestation/restitution plan.~~
- ~~a. All multifamily residential developments shall retain 40 percent of the inches of tree DBH existing on the site after subdivision.~~
- ~~b. If in excess of 60 percent of desirable trees are removed from the plat due to construction, they shall be replaced, on a one to one basis, in addition to the required plantings specified within the applicable zoning district.~~
- a. If the total number of tree inches exceeds the removal threshold, the developer shall provide a reforestation plan (can be included as part of landscaping plan, but must clearly identify those trees that are intended to satisfy the reforestation requirement), or a calculation of restitution, or a combination thereof.
- b. Size at the time of planting shall comply with the planting standards outlined in the respective zoning district.
- c. No more than twenty-five percent (25%) of the trees to be planted shall be from any one species.
- d. Reforestation trees included in the reforestation plan may count toward the trees required for landscaping purposes within the applicable zoning district.
- e. Restitution, if applicable, shall be paid in cash to the City prior to the release of the final plat mylars for recording, or prior to approval of a minor subdivision, or prior to the issuance of a building permit subject to site plan review. Any restitution paid shall be deposited in the Community Reforestation Fund and be used for reforestation efforts within the City.

SECTION 3. SUMMARY

The following is the official summary of Ordinance #13-10, which has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

It is the intent and effect of Ordinance #13-10 to amend Ramsey, Minnesota City Code Chapter 117, Article II, Division 5 to:

- Replace the term ‘desirable tree’ with ‘significant tree’ as the latter is already defined.
- Clarify that all developments, not just multi-family projects, are subject to removal thresholds (forty percent [40%] for residential projects and thirty percent [30%] for business and employment projects).
- Identify exemptions from the removal threshold calculation when removals are for water quality treatment ponds, public trails and sidewalks, and arterial and collector streets, or include invasive species.
- Identify replacement standards when removals exceed the threshold, which would be either 1.25 inches of planted trees for every one (1) inch of significant tree removed beyond the allowable threshold or \$125.00 in restitution for every one (1) inch of significant tree removed beyond the allowable threshold, or some combination thereof.

- Identify that required reforestation plantings do count toward the required landscaping for the applicable zoning district.

SECTION 4. 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 28th day of May, 2013.

Mayor

ATTEST:

City Clerk

Introduction Date:

Posting Dates:

Adoption Date:

Publication Date:

Effective Date:

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to amend the Interim Use Permit as recommended by Staff.

Further discussion

Commissioner VanScoy requested the permit expire five years from the date the Council approves the IUP.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, VanScoy, Brauer, Field, Maul, and Nosan. Voting No: None. Absent: None.

Motion by Commissioner VanScoy, seconded by Commissioner Maul, to recommend that City Council adopt Resolution #13-05-068 adopting Findings of Fact relating to the request for an extension of an existing Interim Use Permit.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners VanScoy, Maul, Bauer, Brauer, Field, and Nosan. Voting No: None. Absent: None.

Motion by Commissioner Bauer, seconded by Commissioner Field, to recommend that City Council adopt Resolution #13-05-069 approving the request for an extension of an existing Interim Use Permit with the following amendments to the IUP:

- Permit is extended to May 14, 2018 (five [5] years from the date of City Council approval); and
- Once excavation and hauling activities commence, that work shall be completed within twelve (12) months; and
- The City will be named on the contractor's bond; and
- Applicant would notify the City and surrounding property owners prior to commencing excavation and hauling activities.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, Field, Brauer, Maul, Nosan, and VanScoy. Voting No: None. Absent: None.

5.02: Public Hearing: Consider Amendments to the Tree Preservation Ordinance.

Public Hearing

Chairperson Levine called the public hearing to order at 8:26 p.m.

Presentation

Associate Planner/Environmental Coordinator Anderson presented the staff report. He commented in 2003 the City adopted a Tree Preservation Ordinance to establish reasonable protection of the community forest during development. The intent of this Ordinance was to guide more sustainable development and encourage preservation of existing trees. He indicated

the Environmental Policy Board (EPB) reviewed the Ordinance as recommended by the City Council and identified several revisions that would improve the current Ordinance while incorporating more flexibility for replacement of trees removed during development.

Michael Max, Environmental Policy Board, commented the Board revisited the Ordinance and found several inconsistencies. These areas were clarified to remain consistent with the City Code.

Associate Planner/Environmental Coordinator Anderson discussed the definition of a significant tree within the Ordinance. The other minor revisions and exemptions were reviewed with the Commission in detail. He requested the Commission recommend the City Council adopt an Ordinance amending City Code Article II, Division 5.

Citizen Input

Motion by Commissioner VanScoy, seconded by Commissioner Field, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners VanScoy, Field, Bauer, Brauer, Maul, and Nosan. Voting No: None. Absent: None.

Chairperson Levine closed the public hearing closed at 8:34 p.m.

Commission Business

Commissioner Brauer was pleased that the Scenic Rivers Ordinance was taken into consideration with the proposed revisions.

Commissioner Bauer requested further information on the replacement standards within the revised Ordinance.

Associate Planner/Environmental Coordinator Anderson discussed the standards in detail with the Commission. He reiterated that the replacement standards would be calculated over an entire development, and not single lots.

Commissioner Brauer did not find the new requirements to be burdensome.

Commissioner Field understood that the replacement of trees would only be required once a certain tree removal threshold was met.

Associate Planner/Environmental Coordinator Anderson stated this was the case. He stated invasive or diseased trees would be exempt from replacement.

Motion by Commissioner Bauer, seconded by Commissioner Maul, to recommend that City Council adopt Ordinance #13-10 amending City Code Article II (Zoning) Division 5 (Tree Preservation).

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, Maul, Brauer, Field, Nosan, and VanScoy. Voting No: None. Absent: None.

Commissioner Brauer excused himself from the meeting at 8:49 p.m.

5.03: Request for Site Plan Approval for an Expansion of an Outdoor Patio and Covered Bar at 6415 Highway 10 NW; Case of Willy McCoys

Presentation

Associate Planner/Environmental Coordinator Anderson presented the staff report. He explained Willy McCoys was proposing to expand its outdoor patio area and was proposing a new outdoor covered bar at their restaurant facility located at the south end of the Sunfish Commons retail center at the intersection of Highway 10 and Sunfish Lake Boulevard. He commented a parking agreement may be necessary with the adjacent property owner. It was noted the property was located within the Critical River Overland District. Staff reviewed the proposed site plan expansion in detail with the Commission and recommended approval of the Site Plan contingent upon compliance with the City Staff Review letter dated April 26, 2013 and suggested conditions.

Citizen Input

Tom DeQuatro, 13281 Redwood Street in Andover, thanked the Commission for considering his request this evening. He stated the proposed patio would greatly benefit the patrons visiting his restaurant during the summer months.

Commissioner Bauer asked if the patio area could be accessed from the parking lot.

Mr. DeQuatro commented staff would seat patrons in the patio area from the main entrance of the restaurant. Patrons would not be able to seat themselves in the patio from the parking lot.

Associate Planner/Environmental Coordinator Anderson explained that gates would be necessary in the patio area for emergency purposes. This would be reviewed by the building official and fire marshal.

Commissioner Nosan questioned how far the patio would be from Highway 10.

Associate Planner/Environmental Coordinator Anderson explained that the patio setback exceeded the City's requirements.

Commissioner VanScoy supported the proposed patio and covered bar improvements.

CC Regular Session

4. 13.

Meeting Date: 05/14/2013

By: Jackie Lipski, Finance

Information

Title:

Adopt Resolution #13-05-082 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of April 18 through May 8, 2013

Funding Source:

NA

Council Action:

Motion to Adopt Resolution #13-05-082 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of April 18 through May 8, 2013.

Attachments

Bills list 5/14/2013

Resolution 05/14/2013

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	05/08/2013 12:01 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 02:34 PM
Form Started By: Jackie Lipski		Started On: 05/08/2013 11:43 AM
	Final Approval Date: 05/09/2013	

RAMSEY CITY COUNCIL MEETING
5/14/2013
BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 4/18/13-5/8/13	299,774.50
Accounts Payable 4/18/13-5/8/13	360,933.89
Payroll 4/25/2013	146,083.00

TOTAL SUBMITTED FOR APPROVAL THIS MEETING

\$ 806,791.39

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2012 Y.T.D.</u>
NET PAYROLL TOTAL	\$ 113,530.15	\$ 920,398.05
- CORRECTION TO PAYROLL		
PREPAIDS		
- PREPAID ADJUSTMENTS	1,454,896.56	4,865,829.29
WIRE TRANSFERS FOR DEBT SERVICE		554,583.75
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	361,529.72	1,523,291.71
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)	19,426.11	155,209.50
- CHECKS VOIDED	0.00	0.00

TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED

\$ 1,949,382.54 \$ 8,019,312.30

CITY OF RAMSEY
Council Check Register

4/18/2013 - 12/31/2013

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
91258	4/18/2013		100391 POSTMASTER						
		1,302.47	SPRING RECYCLE POSTCARD		67063	041813	9604.6249		MISCELLANEOUS OPERATING
		1,302.47							
91269	4/18/2013		100413 RANDALL, GOODRICH AND HAAG, P						
		3,388.60	MARCH/APRIL 2013 BILLING		67064	041713	0161.6304		LEGAL FEES
		3,388.60							
91260	4/23/2013		100297 CENTERPOINT ENERGY						
		25.00	CANCEL PERMITS 25846/25859		67065	041913	9101.4313		OTHER GENERAL GOVERNME
		10.00	CANCEL PERMITS 25846/25859		67065	041913	9101.2081		SURCHARGES-PERMITS
		35.00	CANCEL PERMITS 25846/25859		67065	041913	9101.4214		ELECTRICAL INSPECTION PEF
		47.00	CANCEL PERMITS 25846/25859		67065	041913	9101.4208		HEATING PERMIT
		67.00							
91261	4/23/2013		100117 CONNEXUS ENERGY						
		111,732.00	LIGHTS-SUNWOOD REALIGN		67067	GI 549	9603.1730	00201220	IMPROVEMENTS OTHER THAN
		111,732.00							
91262	4/23/2013		100125 COUNTRYSIDE PRINTING INC						
		41.68	BUS. CARDS B. WESTBY		67068	31618	0301.6208		MISCELLANEOUS OFFICE SUP
		41.68							
91263	4/23/2013		106555 MINNEAPOLIS, CITY OF						
		112.50	MARCH 2013 TRANSACTIONS		67066	400413003877	0211.6489		OTHER CONTRACTED SERVIC
		112.50							
91264	4/23/2013		112969 PREMIUM WATERS INC						
		5.88	WATER- FD		67069	621332-03-13	0220.6489		OTHER CONTRACTED SERVIC
		28.46	WATER FD		67070	621331-03-13	0220.6489		OTHER CONTRACTED SERVIC
		34.34							
91266	4/23/2013		100506 US POSTMASTER						
		1,335.64	MAY/JUNE RAM RESIDENT		67071	042313	0195.6322		POSTAGE
		1,335.64							
91347	4/25/2013		113611 AVALAR MINNESOTA						
		37.51	UB REFUND 15741 AZURITE CT		67143	042313	9601.4651		WATER REVENUE
		37.51							
91348	4/25/2013		113607 BANKERS TITLE LLC						
		325.78	UB REFUND 15361 IODINE ST		67144	042313	9601.4651		WATER REVENUE
		325.78							
91349	4/25/2013		113614 CEDAR, DANIEL						
		53.41	UB REFUND 6854 139TH LN		67145	042313	9601.4651		WATER REVENUE
		53.41							
91350	4/25/2013		100297 CENTERPOINT ENERGY						
		195.97	14515 E TOWN CENTER DR		67146	8782239-1MAR 13	9601.6373		GAS
		333.65	6701 HIGHWAY 10		67147	6011580-5MAR 13	9410.6373	00041012	GAS
		3,028.82	7550 SUNWOOD DR		67148	6702493-5MAR 13	0184.6373		GAS
		3,558.44							
91351	4/25/2013		100116 CONNEXUS ENERGY						
		12.13	7906 SUNWOOD TREE LIGHTS		67149	444931-303785AP R13	0311.6371		ELECTRIC UTILITIES

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		12.13							
91352	4/25/2013		111674 FIRST AMERICAN TITLE						
		67.34	UB REFUND 15327 SODIUM ST		67150	042313	9601.4651		WATER REVENUE
		67.34							
91353	4/25/2013		113561 HOME TITLE INC						
		206.02	UB REFUND 16891 FELDSPAR ST		67151	042313	9601.4651		WATER REVENUE
		206.02							
91354	4/25/2013		113608 JEREMY CHUBB PROPERTIES LLC						
		296.08	UB REFUND 14290 WOLFRAM ST		67152	042313	9601.4651		WATER REVENUE
		296.08							
91355	4/25/2013		113464 LAND TITLE ESCROW ACCOUNT						
		19.77	UB REFUND 15336 ELAND ST		67153	042313	9601.4651		WATER REVENUE
		19.77							
91356	4/25/2013		111865 LIBERTY TITLE INC						
		9.44	UB REFUND 5758 152ND WAY		67154	042313	9601.4651		WATER REVENUE
		119.99	UB REFUND 7380 152ND LN		67155	042313A	9601.4651		WATER REVENUE
		129.43							
91357	4/25/2013		113613 MARURI, AIMEE						
		3.16	UB REFUND 7034 139TH AVE		67157	042313	9601.4651		WATER REVENUE
		3.16							
91358	4/25/2013		113592 MAWP						
		90.00	MAWP MTG- KATERS/LUECK		67156	042313	0211.6335		TRAINING
		90.00							
91359	4/25/2013		113606 MUSKE COMPANY REAL ESTATE						
		454.24	UB REFUND 13650 GARNET ST		67158	042313	9601.4651		WATER REVENUE
		454.24							
91360	4/25/2013		111685 REMAX RESULTS						
		325.18	UB REFUND 4980 143RD AVE		67159	042313	9601.4651		WATER REVENUE
		394.61	UB REFUND 5337 140TH AVE NW		67160	042313A	9601.4651		WATER REVENUE
		719.79							
91361	4/25/2013		111855 REMAX RESULTS						
		942.79	UB REFUND 14777 XKIMO ST		67161	042313	9601.4651		WATER REVENUE
		942.79							
91362	4/25/2013		113609 RTO INVESTMENTS LLC						
		149.04	UB REFUND 15479 SODIUM ST		67162	042313	9601.4651		WATER REVENUE
		149.04							
91363	4/25/2013		111890 SCHIMMEL NOE AND ASSOC						
		4.23	UB REFUND 8230 156TH LN		67163	042313	9601.4651		WATER REVENUE
		4.23							
91364	4/25/2013		113612 SENTINEL FIELD SERVICES						
		8.71	UB REFUND 14801 KAMACITE ST		67164	042313	9601.4651		WATER REVENUE
		8.71							
91365	4/25/2013		113610 TRADEMARK TITLE						

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Council Check Register

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		51.18	UB REFUND 16830 OLIVINE		67165	042313	9601.4651		WATER REVENUE
		219.13	UB REFUND 5618 154TH LN		67166	042313A	9601.4651		WATER REVENUE
		270.31							
91366	4/25/2013		100290 USA MOBILITY INC						
		6.36	APRIL 2013 BILLING		67167	W0317755D	0311.6323		CELLULAR PHONES
		168.60	APRIL 2013 BILLING		67167	W0317755D	0220.6249		MISCELLANEOUS OPERATING
		174.96							
91367	4/25/2013		100610 VERIZON WIRELESS						
		15.96	MAR/APR 2013 BILLING		67168	9702954590	0130.6323		CELLULAR PHONES
		26.02	MAR/APR 2013 BILLING		67168	9702954590	0111.6249		MISCELLANEOUS OPERATING
		26.02	MAR/APR 2013 BILLING		67168	9702954590	0301.6323		CELLULAR PHONES
		68.00							
91368	4/26/2013		107962 GENESIS EMPLOYEE BENEFITS						
		3,880.00			67083	04241315010610	9101.2176		LIFE/HEALTH-EMPLOYEE
		3,880.00							
91369	4/26/2013		100267 LAW ENFORCEMENT LABOR SRV INC						
		427.50			66939	0410131333315	9101.2177		UNION DUES
		427.50			67090	0424131501065	9101.2177		UNION DUES
		855.00							
91370	4/26/2013		100298 MN AFSCME COUNCIL 5						
		464.84			66940	0410131333316	9101.2177		UNION DUES
		464.84			67091	0424131501066	9101.2177		UNION DUES
		929.68							
91371	4/30/2013		100019 ALLINA MEDICAL CLINIC						
		218.50	PRE EMPL- B. WESTBY		67169	91985	0130.6305		MEDICAL/PSYCHOLOGICAL FE
		218.50							
91372	4/30/2013		113508 APPRIZE TECHNOLOGY SOLUTIONS						
		295.00	MARCH 2013		67170	8165	0130.6315		MISCELLANEOUS PROFESSIO
		295.00							
91373	4/30/2013		111364 ASSURANT EMPLOYEE BENEFITS						
		1,138.99	LTD INS MAY 2013		67171	041613	9101.2170		DENTAL/DISABILITY/LIFE
		1,138.99							
91374	4/30/2013		106564 BLUE CROSS BLUE SHIELD						
		47,744.00	MAY 2013 HEALTH INS		67172	042513	9101.2176		LIFE/HEALTH-EMPLOYEE
		47,744.00							
91376	4/30/2013		110536 CBIZ FINANCIAL SOLUTIONS INC						
		28.71	QTR 1 2013		67173	19954-1Q13	0130.6315		MISCELLANEOUS PROFESSIO
		28.71							
91376	4/30/2013		110734 CITY OF RAMSEY						
		114.45	6701 HWY 10- 1ST QTR 2013		67174	719019 1ST QTR 2013	9410.6372	00041012	WATER/IRRIGATION
		158.63	7550 SUNWOOD DR		67175	444931294 QTR 1 2013	0194.6372		WATER/IRRIGATION
		106.53	7650 SUNWOOD DR 1ST QTR 2013		67176	444931372 1ST QTR 2013	9240.6372		WATER/IRRIGATION
		379.61							

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
91377	4/30/2013		106583 DELTA DENTAL PLAN OF MINNESOTA						
		1,555.20	DENTAL MAY 2013		67177	5115803	9101.2170		DENTAL/DISABILITY/LIFE
		<u>1,555.20</u>							
91378	4/30/2013		113537 EMERGENCY SERVICES CONSULTING						
		8,739.00	SHARED FIRE SERVICE STUDY		67178	13-094	0220.6315		MISCELLANEOUS PROFESSIO
		<u>8,739.00</u>							
91379	4/30/2013		111501 LANDFORM PROFESSIONAL SERVICES						
		1,200.00	PLAT WORK MAY 2012		67179	20759	0295.6315		MISCELLANEOUS PROFESSIO
		1,200.00	PLAT WORK- MAY 2013		67180	20758	0295.6315		MISCELLANEOUS PROFESSIO
		<u>2,400.00</u>							
91380	4/30/2013		100413 RANDALL, GOODRICH AND HAAG, P						
		2,879.80	APRIL 13 PROSECUTION BILLING		67181	042913	0161.6304		LEGAL FEES
		<u>2,879.80</u>							
91381	5/2/2013		100297 CENTERPOINT ENERGY						
		239.61	MISC GAS ACCOUNTS		67225	8000014064-2 APR 2013	9601.6373		GAS
		239.61	MISC GAS ACCOUNTS		67225	8000014064-2 APR 2013	9602.6373		GAS
		239.61	MISC GAS ACCOUNTS		67225	8000014064-2 APR 2013	9605.6373		GAS
		344.64	MISC GAS ACCOUNTS		67225	8000014064-2 APR 2013	0452.6373		GAS
		718.84	MISC GAS ACCOUNTS		67225	8000014064-2 APR 2013	0311.6373		GAS
		1,600.70	MISC GAS ACCOUNTS		67225	8000014064-2 APR 2013	0220.6373		GAS
		<u>3,383.01</u>							
91382	5/2/2013		110734 CITY OF RAMSEY						
		.48	48903907		67231	050213	9601.4651		WATER REVENUE
		20.25	49533970		67231	050213	9601.4651		WATER REVENUE
		26.29	721491		67231	050213	9601.4651		WATER REVENUE
		124.00	718070404		67231	050213	9601.4651		WATER REVENUE
		133.34	623967486		67231	050213	9601.4651		WATER REVENUE
		133.35	689292819		67231	050213	9601.4651		WATER REVENUE
		153.10	720802		67231	050213	9601.4651		WATER REVENUE
		156.52	718727		67231	050213	9601.4651		WATER REVENUE
		<u>747.33</u>							
91383	5/2/2013		100259 LEAGUE OF MN CITIES INS TRUST						
		7,106.00	WORKERS COMP -2013		67226	24999	9101.1550		PREPAID EXPENSE
		<u>7,106.00</u>							
91384	5/2/2013		100351 NCPERS MINNESOTA						
		320.00	MAY 2013 BILLING		67227	7048513APR 2013	9101.2170		DENTAL/DISABILITY/LIFE
		<u>320.00</u>							
91385	5/2/2013		100678 PETTY CASH						
		5.39	COOKIES CC WORK SESSION		67228	043013	0111.6249		MISCELLANEOUS OPERATING
		7.70	PD LUNCH AT TRAINING		67228	043013	0211.6331		TRAVEL & LODGING
		9.53	PD LUNCH AT DRIVING COURSE		67228	043013	0211.6331		TRAVEL & LODGING
		10.74	ELECTIONS MEETING		67228	043013	0141.6249		MISCELLANEOUS OPERATING

CITY OF RAMSEY
Council Check Register

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		10.78	CC DESSERT/ MEET & GREET ENG.		67228	043013	0111.6249		MISCELLANEOUS OPERATING
		10.97	CC DESSERT & CARROTS		67228	043013	0111.6249		MISCELLANEOUS OPERATING
		5.00	PD PARKING- TRAINING		67229	050113	0211.6331		TRAVEL & LODGING
		18.50	PD DINNER AT CONF.		67229	050113	0211.6331		TRAVEL & LODGING
		<u>78.61</u>							
91386	6/2/2013		101103 SPRINT						
		61.47	MAR-APR 2013 BILLING		67230	570683319-137	0191.6323		CELLULAR PHONES
		75.54	MAR-APR 2013 BILLING		67230	570683319-137	0111.6249		MISCELLANEOUS OPERATING
		96.69	MAR-APR 2013 BILLING		67230	570683319-137	0130.6323		CELLULAR PHONES
		119.41	MAR-APR 2013 BILLING		67230	570683319-137	0194.6323		CELLULAR PHONES
		179.28	MAR-APR 2013 BILLING		67230	570683319-137	0220.6323		CELLULAR PHONES
		218.82	MAR-APR 2013 BILLING		67230	570683319-137	9601.6323		CELLULAR PHONES
		235.29	MAR-APR 2013 BILLING		67230	570683319-137	0311.6323		CELLULAR PHONES
		235.29	MAR-APR 2013 BILLING		67230	570683319-137	0452.6323		CELLULAR PHONES
		297.06	MAR-APR 2013 BILLING		67230	570683319-137	0301.6323		CELLULAR PHONES
		795.27	MAR-APR 2013 BILLING		67230	570683319-137	0211.6323		CELLULAR PHONES
		<u>2,314.12</u>							
91387	5/7/2013		100404 CENTURYLINK						
		65.35	APR-MAY 2013 BILLING		67232	763 422-1452	0452.6321		TELEPHONE
						795 MAY 13			
		<u>65.35</u>							
91388	6/7/2013		107962 GENESIS EMPLOYEE BENEFITS						
		61.25	VEBA/FLEX FEES APRIL 2013		67233	18671	0130.6315		MISCELLANEOUS PROFESSIO
		215.00	VEBA/FLEX FEES APRIL 2013		67233	18671	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>276.25</u>							
91389	5/7/2013		100268 LRRWMO CITY OF ANOKA						
		800.00	PERMI-RIVERDALE RECONST.		67234	050313	9605.6315		MISCELLANEOUS PROFESSIO
		<u>800.00</u>							
91390	5/7/2013		100510 VERIZON WIRELESS						
		74.37	MAR-APR 2013 BILLING		67235	9703547670	0130.6323		CELLULAR PHONES
		<u>74.37</u>							
90246824	4/25/2013		100398 PUBLIC EMPLOYEES RETIREMENT AS						
		75.00			67079	0423131442244	9101.2174		PERA-EMPLOYEE
		75.00			67080	0423131442245	9101.2183		PERA-EMPLOYER
		12,893.98			67092	0424131501067	9101.2174		PERA-EMPLOYEE
		17,225.63			67093	0424131501068	9101.2183		PERA-EMPLOYER
		<u>30,269.61</u>							
91048415	4/25/2013		100113 BANK OF THE WEST						
		1,091.10			67072	0423131012371	9101.2171		FEDERAL WITHHOLDING
		2,500.14			67073	0423131012372	9101.2173		FICA & MEDICARE-EMPLOYEE
		2,500.14			67074	0423131012373	9101.2182		FICA & MEDICARE-EMPLOYER
		302.50			67076	0423131442241	9101.2171		FEDERAL WITHHOLDING
		350.88			67077	0423131442242	9101.2173		FICA & MEDICARE-EMPLOYEE
		350.88			67078	0423131442243	9101.2182		FICA & MEDICARE-EMPLOYER
		17,652.82			67082	0424131501061	9101.2171		FEDERAL WITHHOLDING
		8,396.27			67087	0424131501062	9101.2173		FICA & MEDICARE-EMPLOYEE
		8,396.27			67088	0424131501063	9101.2182		FICA & MEDICARE-EMPLOYER
		<u>41,541.00</u>							
96254586	4/25/2013		110305 HARTFORD LIFE INSURANCE COMPAN						

CITY OF RAMSEY
Council Check Register

4/18/2013 - 12/31/2013

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		488.16			66933	04101313333111	9101.2176		LIFE/HEALTH-EMPLOYEE
		490.04			67084	04241315010611	9101.2176		LIFE/HEALTH-EMPLOYEE
		89.10			67084	04241315010611	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>1,067.30</u>							
96265728	4/26/2013		100601 MN DEPT OF REV WH						
		574.60			67075	0423131012374	9101.2172		STATE WITHHOLDING
		62.04			67081	0423131442246	9101.2172		STATE WITHHOLDING
		7,438.55			67094	0424131501069	9101.2172		STATE WITHHOLDING
		<u>8,075.19</u>							
99041513	4/19/2013		100629 MN DEPT OF REV SALES TX						
		.54	MAR2013 SALE/TRAN/USE TAX		67002	MAR2013 SALE/TRAN/USE TAX	9101.4609		OTHER MISCELLANEOUS REV
		6.84	MAR2013 SALE/TRAN/USE TAX		67002	MAR2013 SALE/TRAN/USE TAX	9101.4308		SALES OF MAPS & PUBLICATK
		34.37	MAR2013 SALE/TRAN/USE TAX		67002	MAR2013 SALE/TRAN/USE TAX	9297.2082		SALES/USE TAX PAYABLE
		265.12	MAR2013 SALE/TRAN/USE TAX		67002	MAR2013 SALE/TRAN/USE TAX	9101.2082		SALES/USE TAX PAYABLE
		313.44	MAR2013 SALE/TRAN/USE TAX		67002	MAR2013 SALE/TRAN/USE TAX	9601.2082		SALES/USE TAX PAYABLE
		777.77	MAR2013 SALE/TRAN/USE TAX		67002	MAR2013 SALE/TRAN/USE TAX	9601.2082		SALES/USE TAX PAYABLE
		<u>1,397.00</u>							
99042551	4/25/2013		111465 STATE STREET BANK						
		2,924.00			67085	04241315010612	9101.2175		DEFERRED COMPENSATION
		<u>2,924.00</u>							
99042554	4/26/2013		111465 STATE STREET BANK						
		416.10			67086	04241315010613	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>416.10</u>							
99764306	4/25/2013		100223 ICMA RETIREMENT TRUST 457						
		2,270.40			67089	0424131501064	9101.2175		DEFERRED COMPENSATION
		<u>2,270.40</u>							
		<u>299,774.50</u>	Grand Total						

Payment Instrument Totals	
Check Total	211,813.90
Transfer Total	87,960.60
Total Payments	<u>299,774.50</u>

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CITY OF RAMSEY
Create Payment Control Groups

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

Payee		Stub	Document			Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Number	Amount
106639	3M	ORANGE SHEETING FOR SIGNS	PV	67271	001	09101	4/26/2013 SS08807	485.90
							Summary Total	485.90
	3M P O BOX 844127	BLACK FILM FOR SIGNS	PV	67272	001	09101	4/29/2013 SS08808	303.53
							Summary Total	303.53
	DALLAS TX 75284-4127						Payment Amount	799.43
100012	ACE SOLID WASTE INC	MAY 2013 CONTRACT RECYCLE	PV	67182	001	09804	5/1/2013 0010373069	23,617.70
							Summary Total	23,617.70
	ACE SOLID WASTE INC 6601 MCKINLEY STREET NW RAMSEY MN 55303	MAY 2013 MISC RECYCLE/TRASH	PV	67273	001	09101	5/1/2013 0010373589	155.71
		MAY 2013 MISC RECYCLE/TRASH	PV	67273	002	09101	5/1/2013 0010373589	30.43
		MAY 2013 MISC RECYCLE/TRASH	PV	67273	003	09101	5/1/2013 0010373589	86.02
		MAY 2013 MISC RECYCLE/TRASH	PV	67273	004	09101	5/1/2013 0010373589	80.72
		MAY 2013 MISC RECYCLE/TRASH	PV	67273	005	09101	5/1/2013 0010373589	26.91
		MAY 2013 MISC RECYCLE/TRASH	PV	67273	006	09101	5/1/2013 0010373589	26.91
		MAY 2013 MISC RECYCLE/TRASH	PV	67273	007	09101	5/1/2013 0010373589	26.90
							Summary Total	433.60
		FD MAY 2013 TRASH	PV	67274	001	09101	5/1/2013 0010373656	26.47
							Summary Total	26.47
							Payment Amount	24,077.77
111385	ACHIEVE SERVICES INC	SHREDDING 3/19/2013	PV	67183	001	09101	4/16/2013 7437	102.80
							Summary Total	102.80
	ACHIEVE SERVICES INC 1201 89TH AVENUE NE BLAINE MN 55434						Payment Amount	102.80
100017	AIRGAS NORTH CENTRAL	COMPRESSED GASES	PV	67236	001	09101	4/23/2013 9015036580	65.14
							Summary Total	65.14
	AIRGAS NORTH CENTRAL PO BOX 802588 CHICAGO IL 60680-2588						Payment Amount	65.14

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Pay Through Date 12/31/2013

Payee	Stub	Document	Due	Invoice	Payment					
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	
100625	ALEX AIR APPARATUS INC	COMPRESSOR SERVICE	PV	67184	001	09101	4/15/2013	23611	1,990.00	
ALEX AIR APPARATUS INC 11897 COUNTY ROAD 87 SE ALEXANDRIA MN 56308									Summary Total	1,990.00
									Payment Amount	1,990.00
108461	AMEM	ANNUAL DUES 2013	PV	67275	001	09101	5/7/2013	050713	100.00	
AMEM 6960 DUPRE ROAD CENTERVILLE MN 55038									Summary Total	100.00
									Payment Amount	100.00
106641	AMERICAN PRESSURE INC	MISC PARTS	PV	67095	001	09101	4/17/2013	72507	102.55	
AMERICAN PRESSURE INC 3810 W BROADWAY ROBBINSDALE MN 55422									Summary Total	102.55
									Payment Amount	102.55
108664	AMERICAN VENDING INC	COFFEE	PV	67237	001	09101	4/16/2013	7246	197.40	
AMERICAN VENDING INC 10787 93RD AVENUE N MAPLE GROVE MN 55369									Summary Total	197.40
									Payment Amount	197.40
110553	ANCHOR PAPER COMPANY	COPIER PAPER	PV	67238	001	09101	4/19/2013	10359097-00	1,660.84	
ANCHOR PAPER COMPANY 480 BROADWAY ST PAUL MN 55101									Summary Total	1,660.84
									Payment Amount	1,660.84
100029	ANOKA AREA CHAMBER OF COMMERCE	2 MONTHLY LUNCHEON	PV	67096	001	09101	4/10/2013	18766	15.00	
ANOKA AREA CHAMBER OF COMMERCE									Summary Total	15.00
12 BRIDGE SQUARE ANOKA MN 55303									Summary Total	30.00
									Payment Amount	30.00

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CITY OF RAMSEY
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Payment Instrument Check Payment
Pay Through Date 12/31/2013

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
100031	ANOKA COUNTY	ASSESSMENT CONTRACT 2013	PV	67277	001	09101	5/2/2013	05022013	134,747.00
	ANOKA COUNTY 2100 - 3RD AVENUE ANOKA MN 55303							Summary Total	134,747.00
								Payment Amount	134,747.00
100035	ANOKA COUNTY CENTRAL COMMUNICATIONS	JAN-MAR 2013 ACCESS FEE	PV	67097	001	09101	4/17/2013	2013-267	900.00
	ANOKA COUNTY CENTRAL COMMUNICATIONS 325 EAST MAIN STREET ANOKA MN 55303							Summary Total	900.00
		MARCH 2013 INTERNET ACCESS PD	PV	67098	001	09101	4/17/2013	2013-257	540.36
								Summary Total	540.36
								Payment Amount	1,440.36
100052	ANOKA POLICE DEPARTMENT	MARCH 2013 ANIMAL CONTAINMENT	PV	67099	001	09101	4/9/2013	040913	585.00
	ANOKA POLICE DEPARTMENT 275 HARRISON STREET ANOKA MN 55303							Summary Total	585.00
		ANIMAL CONTAINMENT APRIL 2013	PV	67276	001	09101	5/3/2013	050313	325.00
								Summary Total	325.00
								Payment Amount	910.00
100063	ASPEN MILLS	RETURN PARAGON VEST	PD	67100	001	09290	4/18/2013	CM2617	699.00-
	ASPEN MILLS 8201 C CENTRAL AVE NE SPRING LAKE PARK MN 55432							Summary Total	699.00-
		PARAGON VEST T, DWYER	PV	67101	001	09290	4/12/2013	133767	699.00
								Summary Total	699.00
		BOOTS- M. KOHNER	PV	67278	001	09101	4/24/2013	134228	89.95
								Summary Total	89.95
								Payment Amount	89.95
113619	AXELROD, JEFF	REIMB FOR MAILBOX DAMAGE	PV	67185	001	09101	4/18/2013	041813	75.00
	JEFF AXELROD 15890 YORK CIRCLE NW RAMSEY MN 55303							Summary Total	75.00
								Payment Amount	75.00

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Pay Through Date 12/31/2013

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
106346	BAUER BUILT INCORPORATED	WORK ON 601	PV	67102	001	09101	4/16/2013	180099909	244.93
	BAUER BUILT INCORPORATED							Summary Total	244.93
	8270 W 35W SERVICE DR BLAINE MN 55449							Payment Amount	244.93
112547	BEN ROSSOM/ICO RAMSEY POLICE EXPLORERS	UNIFORMS- EXPLORERS	PV	67138	001	09101	4/22/2013	042213	200.00
	BEN ROSSOM/ICO RAMSEY POLICE EXPLORERS							Summary Total	200.00
	7550 SUNWOOD DRIVE NW RAMSEY MN 55303							Payment Amount	200.00
108513	BLAINE LOCK AND SAFE, INC.	LOCK FOR 6701 HWY 10	PV	67239	001	09410	4/23/2013	11075	96.24
	BLAINE LOCK AND SAFE, INC.							Summary Total	96.24
	12052 CENTRAL AVE NE BLAINE MN 55434							Payment Amount	96.24
113643	BOLDT, STACY	REIMB MAILBOX DAMAGE	PV	67279	001	09101	4/30/2013	043013	75.00
	STACY BOLDT							Summary Total	75.00
	14136 DYSPROSIUM STREET NW RAMSEY MN 55303							Payment Amount	75.00
103641	BOYER TRUCKS ROGERS	CHAMBER 668	PV	67103	001	09101	4/16/2013	127675R	92.90
	BOYER TRUCKS							Summary Total	92.90
	2601 NE BROADWAY	MISC FILTERS 644	PV	67240	001	09101	4/18/2013	127800R	168.47
	MINNEAPOLIS MN 55413							Summary Total	168.47
								Payment Amount	261.37
100095	BRIGGS AND MORGAN PA INC	RE:CAPITAL IMP PLAN	PV	67280	001	09339	4/24/2013	519509	400.00
	BRIGGS AND MORGAN							Summary Total	400.00
	P O BOX 64591	SERVICES: TIF 14	PV	67281	001	09214	4/24/2013	519508	1,500.00

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CITY OF RAMSEY
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Pay Through Date 12/31/2013

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount	
ST PAUL MN 55164-0591								Summary Total	1,500.00
	RE FLAHERTY & COLLINS	PV	67282	001	09214	4/24/2013	519507		1,028.70
								Summary Total	1,028.70
								Payment Amount	2,926.70
112966 CENTENNIAL FIRE DISTRICT	FIRST RESP/ CPR TRAINING	PV	67189	001	09101	4/12/2013	10-64		585.00
								Summary Total	585.00
	CENTENNIAL FIRE DISTRICT 7741 LAKE DRIVE LINO LAKES MN 55014							Payment Amount	585.00
106670 CENTRAL POWER DISTRIBUTORS INC	MISC PARTS	PV	67241	001	09101	4/24/2013	277417		71.18
								Summary Total	71.18
	CENTRAL POWER DISTRIBUTORS INC 3801 THURSTON AVENUE ANOKA MN 55303							Summary Total	152.68
		PV	67308	001	09101	4/25/2013	278509		152.68
								Summary Total	223.86
								Payment Amount	223.86
111496 CENTRAL TURF AND IRRIGATION SUPPLY	MISC SUPPLIES	PV	67186	001	09101	4/18/2013	6029276-00		99.85
								Summary Total	99.85
	CENTRAL TURF AND IRRIGATION SUPPLY 8 WILLIAMS STREET ELMSFORD NY 10523							Summary Total	1,713.89
		PV	67187	001	09101	4/18/2013	6029275-00		1,713.89
								Summary Total	121.18
		PV	67309	001	09101	4/30/2013	6029369-00		121.18
								Summary Total	1,934.92
								Payment Amount	1,934.92
100111 COMMERCIAL ASPHALT COMPANY	ASPHALT	PV	67283	001	09101	4/30/2013	043013		62.79
								Summary Total	62.79
	COMMERCIAL ASPHALT COMPANY P O BOX 1480 MAPLE GROVE MN 55311-6480							Payment Amount	62.79
100116 CONNEXUS ENERGY	CITY MISC ACCOUNTS	PV	67242	001	09230	4/22/2013	759126-303107APR 13		83.95
								Summary Total	1,757.16
	CONNEXUS ENERGY	PV	67242	002	09230	4/22/2013	759126-303107APR		1,757.16

CITY OF RAMSEY
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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
								13	
	PO BOX 1808	CITY MISC ACCOUNTS	PV	67242	003	09230	4/22/2013	759126-303107APR	40.02
								13	
	MINNEAPOLIS MN 55480-1808	CITY MISC ACCOUNTS	PV	67242	004	09230	4/22/2013	759126-303107APR	419.06
								13	
		CITY MISC ACCOUNTS	PV	67242	005	09230	4/22/2013	759126-303107APR	5,532.54
								13	
		CITY MISC ACCOUNTS	PV	67242	006	09230	4/22/2013	759126-303107APR	4,228.16
								13	
		CITY MISC ACCOUNTS	PV	67242	007	09230	4/22/2013	759126-303107APR	84.09
								13	
		CITY MISC ACCOUNTS	PV	67242	008	09230	4/22/2013	759126-303107APR	126.14
								13	
								Summary Total	12,271.12
		STREET LIGHTS	PV	67243	001	09601	4/22/2013	759126-303101APR13	10,332.48
								Summary Total	10,332.48
		SIRENS	PV	67244	001	09101	4/22/2013	759126-303095APR13	90.78
								Summary Total	90.78
		PW MISC ACCOUNTS	PV	67245	001	09101	4/22/2013	759126-303106APR13	678.27
		PW MISC ACCOUNTS	PV	67245	002	09101	4/22/2013	759126-303106APR13	631.25
		PW MISC ACCOUNTS	PV	67245	003	09101	4/22/2013	759126-303106APR13	210.42
		PW MISC ACCOUNTS	PV	67245	004	09101	4/22/2013	759126-303106APR13	210.42
		PW MISC ACCOUNTS	PV	67245	005	09101	4/22/2013	759126-303106APR13	210.40
								Summary Total	1,940.76
		TRAFFIC SIGNAL	PV	67246	001	09101	4/22/2013	759126-303100APR13	444.00
								Summary Total	444.00
								Payment Amount	25,079.14
	100120 CONTINENTAL RESEARCH CORP	MISC SUPPLIES	PV	67105	001	09101	4/9/2013	385174-CRC	298.94
								Summary Total	298.94
								Payment Amount	298.94
	100125 COUNTRYSIDE PRINTING INC	MAY/JUNE 2013 RAM RES	PV	67247	001	09101	4/26/2013	31658	4,540.51
								Summary Total	4,540.51
		COUNTRYSIDE PRINTING 6250 BUNKER LAKE BLVD NW	PV	67248	001	09604	4/17/2013	31643	622.81
								Summary Total	622.81
		SUITE 113 RAMSEY MN 55303							

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CITY OF RAMSEY
Create Payment Control Groups

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

Payee	Stub	Document	Due	Invoice	Payment					
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	
Payment Amount									5,163.32	
100127	CROW RIVER FARM EQUIPMENT COMPANY	MISC MATERIAL	PV	67107	001	09101	4/10/2013	160289	135.13	
CROW RIVER FARM EQUIPMENT COMPANY									Summary Total	135.13
17685 - 53RD STREET NE									Payment Amount	135.13
ROGERS MN 55374										
101051	CUSHMAN MOTOR COMPANY, INC	BROOM REPLACEMENT	PV	67108	001	09101	4/12/2013	159937	255.34	
CUSHMAN MOTOR COMPANY, INC									Summary Total	255.34
2909 EAST FRANKLIN AVENUE									Payment Amount	255.34
MPLS MN 55406										
111427	DARGAY, CHRIS	REIMB MAILBOX DAMAGE	PV	67188	001	09101	4/24/2013	042413	75.00	
CHRIS DARGAY									Summary Total	75.00
8851 162ND LANE NW									Payment Amount	75.00
RAMSEY MN 55303										
103642	DAVE'S CUSTOM DIGGING	PUMPED TANK AT FD-ARMSTRONG	PV	67106	001	09101	4/10/2013	041013	235.00	
DAVE'S CUSTOM DIGGING									Summary Total	235.00
16341 NW JARVIS ST									Payment Amount	235.00
ELK RIVER MN 55330										
111818	DEANO'S COLLISION SPECIALISTS INC	WORK ON 317	PV	67190	001	09702	4/8/2013	35743	1,476.20	
DEANO'S COLLISION SPECIALISTS INC									Summary Total	1,476.20
11063 173RD AVENUE									Payment Amount	1,476.20
ELK RIVER MN 55330										
100144	DEHN OIL COMPANY	LITH PLUS	PV	67109	001	09101	4/18/2013	25026922	142.14	
DEHN OIL COMPANY									Summary Total	142.14
6735 141ST AVENUE NW									Payment Amount	142.14
		DIESEL	PV	67110	001	09101	4/12/2013	27688	3,179.40	

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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
RAMSEY MN 55303				Summary Total					3,179.40
		DIESEL	PV	67111	001	09101	4/12/2013	27687	1,589.77
				Summary Total					1,589.77
		DIESEL FUEL	PV	67249	001	09101	4/25/2013	26465	2,635.38
				Summary Total					2,635.38
		DIESEL FUEL	PV	67250	001	09101	4/25/2013	26466	501.24
				Summary Total					501.24
				Payment Amount					8,047.93
107691	DEPT EMPLOYMENT AND ECONOMIC DEVELOPMENT	QI 2013 PLOW DRIVERS	PV	67191	001	09702	4/9/2013	040913 QI 2013	148.20
	DEPT EMPLOYMENT AND ECONOMIC DEVELOPMENT 332 MINNESOTA STREET SAINT PAUL MN 55101-1351			Summary Total					148.20
				Payment Amount					148.20
101185	DO ALL PRINTING COM INC	POSTER- PARKS	PV	67112	001	09101	4/19/2013	19983	27.61
	DO ALL PRINTING COM INC 6360 HIGHWAY 10 NW RAMSEY MN 55303			Summary Total					27.61
				Payment Amount					27.61
113306	DOCUMENT TECHNOLOGY SOLUTIONS	INK CARTRIDGES	PV	67284	001	09101	4/22/2013	INV72751	251.97
	DOCUMENT TECHNOLOGY SOLUTIONS 9401 JAMES AVENUE SOUTH SUITE 120 BLOOMINGTON MN 55431			Summary Total					251.97
				Payment Amount					251.97
113540	DUSTY'S DRAIN CLEANING	JETTED TANK AT 15050 ARMSTORNG	PV	67310	001	09101	4/22/2013	20811	229.00
	DUSTY'S DRAIN CLEANING P O BOX 262 ST FRANCIS MN 55070			Summary Total					229.00
				Payment Amount					229.00
100158	ECM PUBLISHERS INC	ORD SUNFISH BUS PRK 4TH	PV	67113	001	09101	4/12/2013	01813150	71.75

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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	ECM PUBLISHERS INC			Summary Total					71.75
	4095 COON RAPIDS BLVD	HEAR- 113591	PV	67114	001	09804	4/19/2013	01813356	66.63
	COON RAPIDS MN 55433			Summary Total					66.63
		HEAR- TREE	PV	67115	001	09101	4/19/2013	01813437	51.25
				Summary Total					51.25
		HEAR- 113582	PV	67116	001	09804	4/12/2013	01813066	56.38
				Summary Total					56.38
		ORD- 13-10	PV	67251	001	09101	4/26/2013	01813672	82.00
				Summary Total					82.00
				Payment Amount					328.01
100164	ELECTRIC SYSTEM OF ANOKA INC	SIREN # 16 REPAIR	PV	67252	001	09101	4/26/2013	5358	540.00
	ELECTRIC SYSTEM OF ANOKA INC	SIREN # 16 REPAIR	PV	67252	002	09101	4/26/2013	5358	575.52
	6314 HIGHWAY 10 NW ANOKA MN 55303			Summary Total					1,115.52
				Payment Amount					1,115.52
100167	ELK RIVER FORD INC	MOTOR/FAN ASSY 392	PV	67253	001	09101	4/17/2013	15059891	238.10
	ELK RIVER FORD INC			Summary Total					238.10
	17219 HIGHWAY 10 NW PO BOX 304 ELK RIVER MN 55330			Payment Amount					238.10
100962	EPA AUDIO VISUAL, INC	CEILING MOUNT	PV	67117	001	09290	4/4/2013	180014	377.27
	EPA AUDIO VISUAL, INC			Summary Total					377.27
	7910 STATE HIGHWAY 55 ROCKFORD MN 55373			Payment Amount					377.27
106962	F I R E	LIVE HOUSE BURN-APRIL 4	PV	67120	001	09101	4/13/2013	184	1,500.00
	F I R E			Summary Total					1,500.00
	P O BOX 810 CROSSLAKE MN 56442			Payment Amount					1,500.00

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
113321	FACTORY MOTOR PARTS	GAS CAP 559/ GEN OIL	PV	67118	001	09101	4/16/2013	6-1322074	14.76
	FACTORY MOTOR PARTS	GAS CAP 559/ GEN OIL	PV	67118	002	09101	4/16/2013	6-1322074	15.98
								Summary Total	30.74
3731	THURSTON AVENUE	BRAKES AND MISC	PV	67254	001	09101	4/23/2013	6-1322744	147.56
	ANOKA MN 55303	BRAKES AND MISC	PV	67254	002	09101	4/23/2013	6-1322744	85.65
								Summary Total	233.21
		MISC SUPPLIES/ 640	PV	67285	001	09101	5/1/2013	6-1323691	49.67
		MISC SUPPLIES/ 640	PV	67285	002	09101	5/1/2013	6-1323691	20.39
								Summary Total	70.06
								Payment Amount	334.01
107099	FASTENAL	MISC PARTS	PV	67119	001	09101	4/17/2013	MNTC897017	36.96
	FASTENAL COMPANY							Summary Total	36.96
	P O BOX 978	MISC PARTS	PV	67255	001	09101	4/22/2013	MNTC897171	32.46
	WINONA MN 55987							Summary Total	32.46
								Payment Amount	69.42
112020	FIELD LAW, P.A.	RE CITY V. C. HAGEN	PV	67192	001	09101	4/16/2013	0313-35	1,224.50
	FIELD LAW, P.A.							Summary Total	1,224.50
	2006 FIRST AVENUE NORTH SUITE 201								
	ANOKA MN 55303							Payment Amount	1,224.50
100654	FRANKFURTH, TIMOTHY	REIMB MEALS-TRAINING	PV	67121	001	09101	4/17/2013	041713	45.17
	TIMOTHY FRANKFURTH							Summary Total	45.17
	7400 IVYSTONE AVENUE S								
	COTTAGE GROVE MN 55016							Payment Amount	45.17
100189	G AND K SERVICES INC	UNIFORM CLEANING	PV	67122	001	09101	4/17/2013	1006472435	84.00
	G AND K SERVICES INC	UNIFORM CLEANING	PV	67122	002	09101	4/17/2013	1006472435	10.00
	PO BOX 1450-NW 7536	UNIFORM CLEANING	PV	67122	003	09101	4/17/2013	1006472435	129.26
	MINNEAPOLIS MN	UNIFORM CLEANING	PV	67122	004	09101	4/17/2013	1006472435	129.27
	55485-7536							Summary Total	352.53
		FD MATS	PV	67123	001	09101	4/17/2013	1006472433	138.47
								Summary Total	138.47
		FD MATS	PV	67193	001	09101	4/24/2013	1006483831	113.24

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Summary Total								113.24
		UNIFORM CLEANING	PV	67256 001	09101	4/24/2013	1006483828	84.00
		UNIFORM CLEANING	PV	67256 002	09101	4/24/2013	1006483828	10.00
		UNIFORM CLEANING	PV	67256 003	09101	4/24/2013	1006483828	75.01
		UNIFORM CLEANING	PV	67256 004	09101	4/24/2013	1006483828	75.02
Summary Total								244.03
		UNIFORM CLEANING	PV	67286 001	09101	5/1/2013	1006495070	84.00
		UNIFORM CLEANING	PV	67286 002	09101	5/1/2013	1006495070	10.00
		UNIFORM CLEANING	PV	67286 003	09101	5/1/2013	1006495070	149.06
		UNIFORM CLEANING	PV	67286 004	09101	5/1/2013	1006495070	149.07
Summary Total								392.13
Payment Amount								1,240.40
100650	GRAINGER	MISC VESTS	PV	67257 001	09101	4/24/2013	9125394628	47.71
	GRAINGER INC		Summary Total					47.71
	DEPT. 806511127	SAFETY VESTS	PV	67258 001	09101	4/24/2013	9125280736	254.80
	PALATINE IL 60038-0001		Summary Total					254.80
Payment Amount								302.51
109262	GREENBERG IMPLEMENT INC	BLADE SET-HEDGE TRIMMER	PV	67259 001	09101	4/26/2013	PS81667	97.91
	GREENBERG IMPLEMENT INC		Summary Total					97.91
	19745 NOWTHEN BLVD NW		Payment Amount					97.91
	RAMSEY MN 55303							
112550	GUNDERSON, TERRY	REIMB MAILBOX DAMAGE	PV	67194 001	09101	4/17/2013	041713	75.00
	TERRY GUNDERSON		Summary Total					75.00
	15541 NUTRIA STREET NW		Payment Amount					75.00
	RAMSEY MN 55303							
106911	HENNEPIN TECHNICAL COLLEGE	CLASS J. ATCHISON FORCE- ENTRY	PV	67195 001	09101	4/8/2013	00287417	827.00
	HENNEPIN TECHNICAL COLLEGE		Summary Total					827.00
	ATTN: BUSINESS OFFICE		Payment Amount					827.00
	9000 BROOKLYN BLVD							
	BROOKLYN PARK MN 55445							

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Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
113618	HILL, SARA	REIMB MAILBOX DAMAGE	PV	67196	001	09101	4/22/2013	042213	75.00
	SARA HILL			Summary Total					75.00
	8346 174TH AVENUE NW								
	RAMSEY MN 55303								
								Payment Amount	75.00
107478	INTELLIGENT PRODUCTS INCORPORATED	MITT MUTTS REFILLS	PV	67287	001	09101	4/25/2013	158250A	1,025.44
	INTELLIGENT PRODUCTS INCORPORATED			Summary Total					1,025.44
	10,000 LOWER RIVER ROAD								
	P O BOX 626								
	BURLINGTON KY 41005								
								Payment Amount	1,025.44
100228	INTOXIMETERS	500 MOUTH PIECES	PV	67260	001	09101	4/23/2013	389884	96.19
	INTOXIMETERS			Summary Total					96.19
	P O BOX 798313								
	ST LOUIS MO 63179-8000								
								Payment Amount	96.19
113615	IVES, RON	REIMB MAILBOX DAMAGE	PV	67198	001	09101	4/24/2013	042413	75.00
	RON IVES			Summary Total					75.00
	16360 HEDGEHOG STREET NW								
	RAMSEY MN 55303								
								Payment Amount	75.00
111501	LANDFORM PROFESSIONAL SERVICES	AUAR UPDATE MARCH 2013	PV	67288	001	09214	4/22/2013	21364	2,520.00
	LANDFORM PROFESSIONAL SERVICES			Summary Total					2,520.00
	105 5TH AVENUE SOUTH SUITE 513								
	MINNEAPOLIS MN 55401								
								Payment Amount	2,520.00
100256	LANO EQUIPMENT INC	LOWER BELT GUARD	PV	67199	001	09101	4/23/2013	02-6894	72.07
	LANO EQUIPMENT INC			Summary Total					72.07
	6140 HIGHWAY 10 NW								
	ANOKA MN 55303								
								Payment Amount	72.07

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100258 LEAGUE OF MINNESOTA CITIES	R. BACKOUS 2013 CONF	PV 67289 001 09101	5/1/2013	182730	370.00
LEAGUE OF MN CITIES FINANCE DEPT	S. STROMMEN 2013 CONF	PV 67290 001 09101	5/1/2013	182741	370.00
145 UNIVERSITY AVE WEST ST PAUL MN 55103-2044				Summary Total	370.00
				Payment Amount	740.00
113616 LINGMAN, BOB BOB LINGMAN 9221 INVERNESS LANE NW RAMSEY MN 55303	REIMB MAILBOX DAMAGE	PV 67200 001 09101	4/22/2013	042213	75.00
				Summary Total	75.00
				Payment Amount	75.00
100266 LOGIS LOGIS 5750 DULUTH STREET GOLDEN VALLEY MN 55422-4036	MARCH 2013 BILLING	PV 67124 001 09101	3/31/2013	36547	10,391.00
	INSIGHT LICENSES	PV 67125 001 09101	3/31/2013	36653	390.29
	MISC	PV 67126 001 09101	3/31/2013	36626	390.29
				Summary Total	10,503.59
				Payment Amount	21,284.88
100843 LUECK, THOMAS THOMAS LUECK 18624 PERIDOT ST NW RAMSEY MN 55303	REIMB. MEALS-TRAINING	PV 67127 001 09101	4/17/2013	041713	49.51
				Summary Total	49.51
				Payment Amount	49.51
100845 LUND, DIANA J DIANA J LUND 500 116TH AVENUE NW COON RAPIDS MN 55448	EMP APP BREAKFAST	PV 67128 001 09101	4/23/2013	042313	169.11
				Summary Total	169.11
				Payment Amount	169.11
107138 M AND G TRAILER SALES	TRAILER-FIREARMS TRAINING	PV 67201 001 09101	4/5/2013	13011101	2,814.38

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	M AND G TRAILER SALES								Summary Total	2,814.38
	7575 HWY #10									
	RAMSEY MN 55303									
									Payment Amount	2,814.38
100270	MACQUEEN EQUIPMENT INC	MISC PARTS	PV	67129	001	09605	4/17/2013	2132729		720.56
	MACQUEEN EQUIPMENT INC								Summary Total	720.56
	595 ALDINE STREET									
	ST PAUL MN 55104									
									Payment Amount	720.56
100271	MAIN MOTORS	GASKET FOR 676	PV	67261	001	09101	4/23/2013	289405		6.70
	MAIN MOTORS								Summary Total	6.70
	435 WEST MAIN STREET	WORK ON 322	PV	67262	001	09101	4/23/2013	388550		110.00
	ANOKA MN 55303								Summary Total	110.00
									Payment Amount	116.70
113082	MARCELLA, TONYA	REIMB MAILBOX DAMAGE	PV	67202	001	09101	4/22/2013	042213		75.00
	TONYA MARCELLA								Summary Total	75.00
	14280 XENON STREET NW									
	RAMSEY MN 55303									
									Payment Amount	75.00
100283	MENARDS COON RAPIDS	MISC SUPPLIES	PV	67203	001	09101	4/18/2013	21531		120.10
	MENARDS COON RAPIDS								Summary Total	120.10
	3045 MAIN STREET									
	COON RAPIDS MN 55433									
									Payment Amount	120.10
100284	MENARDS ELK RIVER	MISC SUPPLIES	PV	67197	001	09601	4/16/2013	18579		115.15
	MENARDS ELK RIVER								Summary Total	115.15
	19521 EVANS STREET NW	MISC SUPPLIES	PV	67204	001	09601	4/10/2013	18227		118.65
	ELK RIVER MN 55330-1077								Summary Total	118.65
									Payment Amount	233.80
113622	MERTEN, GEORGE	REIMB MAILBOX DAMAGE	PV	67205	001	09101	4/17/2013	041713		75.00
	GEORGE MERTEN								Summary Total	75.00

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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	6030 RADIUM CIRCLE NW RAMSEY MN 55303								
Payment Amount								75.00	
100285	MET COUNCIL ENVIRONMENTAL SRV	WASTE WATER JUNE 2013	PV	67292	001	09602	5/3/2013	0001016015	48,695.99
	MET COUNCIL ENVIRONMENTAL SRV SDS-12-1064 P O BOX 86 MINNEAPOLIS MN 55486-1064								
Summary Total								48,695.99	
Payment Amount								48,695.99	
100287	METRO FIRE INC	MISC FD	PV	67130	001	09101	4/1/2013	46908	2,660.03
	METRO FIRE INC 13915 LINCOLN ST NE SUITE D HAM LAKE MN 55304								
Summary Total								2,660.03	
		FIBERGLASS HELMET	PV	67206	001	09101	4/11/2013	46988	220.39
Summary Total								220.39	
		CONES	PV	67291	001	09101	4/26/2013	47116	406.03
Summary Total								406.03	
Payment Amount								3,286.45	
108208	METRO PRODUCTS INC	PLOW BOLTS AND MISC	PV	67131	001	09101	4/15/2013	91452	123.76
	METRO PRODUCTS INC 7401 CENTRAL AVENUE NE FRIDLEY MN 55432								
Summary Total								123.76	
Payment Amount								123.76	
111834	MINNESOTA DEPARTMENT OF HEALTH	WELL PERMIT # 759582	PV	67207	001	09601	4/11/2013	759582	50.00
	MINNESOTA DEPARTMENT OF HEALTH WELL MANAGEMENT SECTION P O BOX 64502 ST PAUL MN 55164-0502								
Summary Total								50.00	
Payment Amount								50.00	
104920	MINNESOTA HIGHWAY SAFETY RESEARCH CNTR	5/1/13 DAHLBERG/DIXON	PV	67312	001	09101	5/2/2013	30342	792.00
	MINNESOTA HIGHWAY SAFETY RESEARCH CNTR 720 FOURTH AVENUE SOUTH								
Summary Total								792.00	

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ST CLOUD MN 56301-4498									792.00
Payment Amount									792.00
100330	MN FIRE SRV	3 FIRE OFF CERT	PV	67293	001	09101	4/26/2013	1886	225.00
	CERTIFICATION BRD	EXAMS							
	MN FIRE SRV CERTIFICATION BRD								225.00
	2650 FOX RIDGE NE	RECERT FIRE FIGHTERS	PV	67294	001	09101	5/6/2013	050613	80.00
	BLAINE MN 55449								80.00
Payment Amount									305.00
100313	MN RECREATION AND PARK ASSN	JOB POSTING-PARK INTERNSHIP	PV	67208	001	09101	4/18/2013	7720	25.00
	MN RECREATION AND PARK ASSN								25.00
	200 CHARLES STREET NE								
	FRIDLEY MN 55432								25.00
Payment Amount									25.00
100345	NAPAAUTO PARTS ELK RIVER	MISC SUPPLIES	PV	67132	001	09101	4/16/2013	675632	45.07
	NAPAAUTO PARTS ELK RIVER								45.07
	17137 YALE STREET NW	SHOP SUPPLIES	PV	67210	001	09101	4/18/2013	675913	14.43
	P O BOX 1041								14.43
	ELK RIVER MN 55330	PD MISC SUPPLIES	PV	67211	001	09101	4/23/2013	676725	21.02
									21.02
		WHEEL	PV	67295	001	09101	5/1/2013	678137	77.83
									77.83
		SHOP SUPPLIES	PV	67296	001	09101	5/3/2013	678448	10.07
									10.07
		SCREWS FOR 868	PV	67297	001	09101	5/1/2013	678101	.93
									.93
Payment Amount									169.35
113620	NELSON, JEANNA	REIMB MAILBOX DAMAGE	PV	67212	001	09101	4/22/2013	042213	75.00
	JEANNA NELSON								75.00
	15786 ST ANDREWS LANE NW								
	RAMSEY MN 55303								75.00
Payment Amount									75.00

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107150	NORTH AMERICAN SALT CO	ROAD SALT	PV	67133	001	09101	4/17/2013	70972593	3,666.33
	NORTH AMERICAN SALT CO			Summary Total					3,666.33
	P O BOX 277043	ROAD SALT	PV	67134	001	09101	4/16/2013	70972139	3,651.69
	ATLANTA GA 30384-7043			Summary Total					3,651.69
		ROAD SALT	PV	67135	001	09101	4/15/2013	70971696	14,740.72
				Summary Total					14,740.72
				Payment Amount					22,058.74
100988	NORTHERN SAFETY TECHNOLOGY	RESPONDER SERIES	PV	67263	001	09101	4/25/2013	33314	308.12
	NORTHERN SAFETY TECHNOLOGY			Summary Total					308.12
	P.O. BOX 328								
	5121 W 212TH STREET								
	FARMINGTON MN 55024								
				Payment Amount					308.12
100363	NORTHERN SANITARY SUPPLY CO	MISC SUPPLIES	PV	67136	001	09101	4/15/2013	161186	277.78
	NORTHERN SANITARY SUPPLY CO			Summary Total					277.78
	341 COON RAPIDS BLVD	MISC SUPPLIES	PV	67311	001	09101	5/1/2013	161475	191.33
	MINNEAPOLIS MN 55433			Summary Total					191.33
				Payment Amount					469.11
110547	NORTHWEST LIGHTING SYSTEMS CO.	MISC SUPPLIES	PV	67137	001	09101	4/12/2013	75055	164.52
	NORTHWEST LIGHTING SYSTEMS CO.			Summary Total					164.52
	12001 RIVERWOOD DRIVE								
	BURNSVILLE MN 55337								
				Payment Amount					164.52
107299	PERFECTION AUTO GLASS	WINDSHIELD 675	PV	67298	001	09101	5/2/2013	13228	158.41
	PERFECTION AUTO GLASS	WINDSHIELD 675	PV	67298	002	09101	5/2/2013	13228	50.00
	26005 2ND STREET SUITE 101			Summary Total					208.41
	P O BOX 163								
	ZIMMERMAN MN 55398								
				Payment Amount					208.41

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Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
113621	PETERSON, SCOTT	REIMB MAILBOX DAMAGE	PV	67213	001	09101	4/22/2013	042213	75.00
	SCOTT PETERSON 6910 151ST AVENUE NW RAMSEY MN 55303			Summary Total					75.00
								Payment Amount	75.00
106216	PIONEER RIM AND WHEEL CO	MISC PARTS	PV	67299	001	09101	4/26/2013	1-197404	33.32
	PIONEER RIM AND WHEEL CO 2500 KENNEDY ST NE MINNEAPOLIS MN 55413			Summary Total					33.32
								Payment Amount	33.32
113444	PRECISE	PILOT FEE APRIL	PV	67214	001	09101	4/17/2013	306653	60.00
	PRECISE 501 EAST CLIFF ROAD SUITE 100 BURNSVILLE MN 55337			Summary Total					60.00
								Payment Amount	60.00
113617	QUIRE, CAROL	REIMB MAILBOX DAMAGE	PV	67215	001	09101	4/22/2013	042213	75.00
	CAROL QUIRE 16000 RADIUM STREET NW RAMSEY MN 55303			Summary Total					75.00
								Payment Amount	75.00
100411	RAMSEY ORGANIC INC	SOIL	PV	67300	001	09101	4/30/2013	4690	427.50
	RAMSEY ORGANIC 8702 - 181ST AVENUE NW RAMSEY MN 55303			Summary Total					427.50
								Payment Amount	427.50
112474	RAMSEY RETAIL RENTAL INC	ROOM DEP- BUSINESS EXPO	PV	67216	001	09230	3/1/2013	030113	350.00
	RAMSEY RETAIL RENTAL INC 7533 SUNWOOD DRIVE SUITE 220 RAMSEY MN 55303			Summary Total					350.00
								Payment Amount	350.00
100421	REGAL AWARDS AND	NAME PLATES	PV	67217	001	09101	4/23/2013	13467	35.27

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Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	
TROPHIES										
	REGAL AWARDS AND TROPHIES			Summary Total					35.27	
	530 WEST MAIN STREET									
	ANOKA MN 55303									
									Payment Amount	35.27
113623	RESHETAR, BRETT	REIMB MAILBOX DAMAGE	PV	67218	001	09101	4/17/2013	041713	75.00	
	BRETT RESHETAR			Summary Total					75.00	
	5251 149TH LANE NW									
	RAMSEY MN 55303									
									Payment Amount	75.00
107880	RICK JOHNSON DEER AND BEAVER INC	2 DEER/8 BEAVER CALLS	PV	67301	001	09101	5/1/2013	2012 MAY 2013	580.00	
	RICK JOHNSON DEER AND BEAVER INC			Summary Total					580.00	
	18595 XENOLITH STREET NW									
	BURNS TOWNSHIP MN 55303									
									Payment Amount	580.00
112475	S AND T OFFICE PRODUCTS INC	OFFICE SUPPLIES	PV	67139	001	09101	4/4/2013	01PS6452	37.95	
	S AND T OFFICE PRODUCTS INC	OFFICE SUPPLIES	PV	67139	002	09101	4/4/2013	01PS6452	47.37	
	1000 KRISTEN COURT			Summary Total					85.32	
	ST PAUL MN 55110	OFFICE SUPPLIES	PV	67219	001	09101	4/24/2013	01PT5241	24.51	
		OFFICE SUPPLIES	PV	67219	002	09101	4/24/2013	01PT5241	117.50	
									Summary Total	142.01
		OFFICE SUPPLIES	PV	67265	001	09101	4/24/2013	01PT5188	279.70	
									Summary Total	279.70
		INK CARTRIDGES	PV	67302	001	09101	4/26/2013	01PT6069	942.32	
									Summary Total	942.32
									Payment Amount	1,449.35
107711	SCHINDLER ELEVATOR	2ND QTR BILLING 2013	PV	87284	001	09101	5/1/2013	8103456659	536.79	
	SCHINDLER ELEVATOR			Summary Total					536.79	
	P O BOX 93050									
	CHICAGO IL 60873-3050									
									Payment Amount	536.79

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Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	
102205	SCHLUETER, BRUCE	REIMB MAILBOX DAMAGE	PV	67220	001	09101	4/22/2013	042213	75.00	
	BRUCE SCHLUETER								Summary Total	75.00
	15011 JUNIPER RIDGE DRIVE									
	RAMSEY MN 55303									
									Payment Amount	75.00
111128	SHERBURNE COUNTY SHERIFFS OFFICE	RANGE USE 4-17-2013	PV	67221	001	09101	4/23/2013	02013004	590.00	
	SHERBURNE COUNTY SHERIFFS OFFICE								Summary Total	590.00
	13880 HIGHWAY 10									
	ELK RIVER MN 55330									
									Payment Amount	590.00
100854	ST PAUL, CITY OF	ASPHALT	PV	67104	001	09101	4/12/2013	126865	1,075.93	
	CITY OF ST PAUL								Summary Total	1,075.93
	15 W KELLOGG BLVD									
	700 CITY HALL									
	ST PAUL MN 55102									
									Payment Amount	1,075.93
113625	STATE FIRE MARSHAL DIVISION	2013 CONF M. KOHNER	PV	67209	001	09101	4/24/2013	042413	50.00	
	STATE FIRE MARSHAL DIVISION								Summary Total	50.00
	445 MINNESOTA STREET SUITE 145									
	ST PAUL MN 55101-5145									
									Payment Amount	50.00
100469	STREICHER'S POLICE EQUIPMENT	BAG AND STROBE GPS POUCH	PV	67140	001	09101	4/15/2013	11012743	117.54	
	STREICHER'S POLICE EQUIPMENT								Summary Total	117.54
	LB# 7873									
	P O BOX 9438									
	MINNEAPOLIS MN 55440-9438									
									Payment Amount	117.54
113642	STUNEK, EUGENE	REIMB MAILBOX DAMAGE	PV	67304	001	09101	4/30/2013	043013	75.00	
	EUGENE STUNEK								Summary Total	75.00
	8060 153RD LANE NW									
	RAMSEY MN 55303									
									Payment Amount	75.00

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	Itm	Co	Date	Number	Amount
100485	TIMESAVER OFF SITE SECRETARIAL INC	MARCH/APRIL 2013 MEETINGS	PV	67141	001	09101	4/12/2013	M19728	1,114.15
	TIMESAVER OFF SITE SECRETARIAL INC			Summary Total					1,114.15
	1056 JACKSON STREET S SHAKOPEE MN 55379-2077			Payment Amount					1,114.15
112079	TOKLE INSPECTIONS INC	APRIL 2013 BILLING	PV	67266	001	09101	5/4/2013	050413	2,808.00
	TOKLE INSPECTIONS INC 1748 123RD AVENUE NW COON RAPIDS MN 55448			Summary Total					2,808.00
				Payment Amount					2,808.00
112024	TOWMASTER	INSTALL DUMP BODY 680	PV	67267	001	09101	4/23/2013	347707	15,803.61
	TOWMASTER 61381 US HWY 12 LITCHFIELD MN 55355			Summary Total					15,803.61
				Payment Amount					15,803.61
100497	UNIFORMS UNLIMITED	MISC SUPPLIES	PV	67268	001	09101	4/18/2013	160252	1,652.83
	UNIFORMS UNLIMITED 935 NORTH DALE STREET ST. PAUL MN 55103			Summary Total					1,652.83
				Payment Amount					1,652.83
100508	VANCE BROTHERS INC	TACK OIL	PV	67142	001	09101	4/9/2013	24114	64.13
	VANCE BROTHERS INC P O BOX 877366 KANSAS CITY MO 64187-7366			Summary Total					64.13
				Payment Amount					64.13
110473	VERNON COMPANY	EMP YEARLY SERVICE AWARDS	PV	67222	001	09101	4/15/2013	1867451 RI	2,315.75
	VERNON COMPANY DEPT C ONE PROMOTION PLACE P O BOX 600			Summary Total					2,315.75

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	Itm	Co	Date	Number	Amount
NEWTON IA 50208-2085									
Payment Amount									2,315.75
112721	W W GOETSCH ASSOCIATES INC	PARTS FOR REPAIR	PV	67223	001	09602	4/10/2013	90454	696.00
W W GOETSCH ASSOCIATES INC 5250 WEST 74TH STREET MINNEAPOLIS MN 55439-2226				Summary Total					696.00
Payment Amount									696.00
105628	WELLS CATERING SERVICE	CC MEETING4/30/2013	PV	67306	001	09101	4/30/2013	27742	265.05
WELLS CATERING SERVICE 7533 SUNWOOD DRIVE SUITE 108 RAMSEY MN 55303				Summary Total					265.05
Payment Amount									265.05
100731	WIEMANN, JOLEEN	SUPPLIES- CAPT GOING AWAY	PV	67224	001	09101	4/30/2013	043013	47.06
JOLEEN WIEMANN 19295 BURNS PARKWAY NW ANOKA MN 55303				Summary Total					47.06
Payment Amount									47.06
100539	WRIGHT TIRE SERVICE INC	TIRES	PV	67269	001	09101	4/23/2013	92239	466.40
WRIGHT TIRE SERVICE INC 710 WEST MAIN STREET ANOKA MN 55303				Summary Total					466.40
		TIRES FOR 640	PV	67270	001	09101	4/25/2013	92319	481.15
		1 TIRE FOR PATCHING TRAILER	PV	67307	001	09101	5/1/2013	92542	83.22
Summary Total									83.22
Payment Amount									1,030.77
101257	YOUTH FIRST	1 TABLE MAYORS' BREAKFAST	PV	67305	001	09101	4/30/2013	043013	190.00
YOUTH FIRST 6701 HWY 10 NW RAMSEY MN 55303				Summary Total					190.00

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	Item	Co	Date	Number	Amount
Payment Amount									190.00
Total Amount to be Processed									360,933.89
Total Number of Payments to be Processed									112

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-082

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF APRIL 18, 2013 THROUGH MAY 8, 2013.

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of April 18, 2013, through May 8, 2013, in the amount of \$806,791.39; 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 April 18, 2013, through May 8, 2013, in the amount of \$806,791.39.

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 14th day of May 2013.

Mayor

ATTEST:

City Clerk

Meeting Date: 05/14/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Report from the Personnel Committee - Meeting Date: April 23, 2013 / Resolution to Consider a Telecommuting Policy

Background:

The Personnel Committee met on April 23, 2013, to discuss three cases; two were acted upon the same evening leaving the telecommuting policy case for City Council action this evening.

Case 2 of 3: Consider a Telecommuting Policy

The Personnel Committee recommended the City Council authorize staff to implement a finalized telecommuting policy on a trial basis, granting staff the authority to consider, on a case-by-case basis, any eligible employee's request for a telecommuting arrangement

Staff will include the finalized policy with an upcoming case to update the Personnel Policy.

Notification:

The April 23, 2013, draft Personnel Committee minutes are attached.

Observations:

Recommendation:

Case 2 of 3: Authorize staff to implement a finalized telecommuting policy, on a trial basis, granting staff the authority to consider, on a case-by-case basis, any eligible employee's request for a telecommuting arrangement.

Funding Source:

Case 2 of 3: There is no funding required for this action.

Council Action:

Case 2 of 3: Motion to approve resolution #13-05-083, which confirms the recommendation of the Personnel Committee to Authorize staff to implement a finalized telecommuting policy, on a trial basis, granting staff the authority to consider, on a case-by-case basis, any eligible employee's request for a telecommuting arrangement.

Attachments

Draft PC Minutes

Personnel Committee Packet

Resolution

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
05/09/2013 02:38 PM
Started On: 05/08/2013 06:55 PM

Form Started By: Colleen Lasher

Final Approval Date: 05/09/2013

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

The Personnel Committee conducted a regular meeting on Tuesday, April 23, 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
 Finance Director Diana Lund
 Parks and Assistant Public Works Superintendent Mark Riverblood
 Development Services Manager Timothy Gladhill
 Assistant to the City Administrator Patrick Brama
 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 5:30 p.m.

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

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

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

4. COMMITTEE BUSINESS

4.01: Resolution to Hire an Economic Development Manager

Human Resources Manager Lasher reviewed the staff report and recommendation to hire Sean Sullivan as the City's Economic Development Manager. It was noted that Mr. Sullivan had worked for the City from 2000 to 2010 in an Economic Development Coordinator role and

continued in that role, increasing his credentials. Human Resources Manager Lasher indicated this case will be considered at tonight's City Council meeting.

Councilmember Backous stated he is glad Mr. Sullivan has a lot of TIF knowledge and asked why, in the Needs Analysis, Mr. Sullivan would be doing mostly EDA work but the position would be 60% funded by HRA funds.

City Administrator Ulrich stated it is primarily due to a major shift in the last budget to fund existing staff and keep the tax capacity rate at a certain level. He explained the HRA levy is outside the tax capacity rate so tasks more related to The COR were pulled into that budget. City Administrator Ulrich indicated it is anticipated to replace the Development Manager and it can be discussed if the HRA should be eliminated in favor of an EDA-type body.

Councilmember Backus stated he hopes most or all of TIF and HRA will be eliminated, which is of concern in covering this salary.

City Administrator Ulrich stated next year's budget can be adjusted because both the EDA and HRA have excess capacity to fund this position.

Finance Director Lund stated this position would be the Executive Director of the HRA, which was formerly held by Heidi Nelson and had been funded mostly from the HRA.

Councilmember Kuzma stated this can be addressed in next year's budget.

Chairperson Tossey pointed out that this position was preliminarily budgeted last September and approved in the final budget in December under the last City Council. This is not a new expenditure.

Motion by Councilmember Backous, seconded by Councilmember Tossey, to recommend that the City Council adopt Resolution #13-04-075, to hire Sean Sullivan as the City's Economic Development Manager, effective on or near May 28, 2013, at \$37.45 per hour with a credit of five vacation days.

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

4.02: Resolution to Consider a Telecommuting Policy

Human Resources Manager Lasher reviewed the staff report and request that the City consider a Telecommuting Policy. She indicated this topic is under review by the League with mostly positive comments. Human Resources Manager Lasher explained how an employee can log into a Virtual Private Network (VPN) without security risk or compromising data. She referenced the draft policy and reviewed the purpose of this program, guidelines for participation, terms of agreement requiring signature, and it would result in no costs to the City. Human Resources Manager Lasher stated the recommendation is to direct staff to finalize the telecommuting policy.

and to grant staff the authority to consider, on a case-by-case basis, any eligible employee's request for a telecommuting arrangement.

Councilmember Backous asked if there is a need for this option right now.

Human Resources Manager Lasher stated it was brought forward at the request of an employee who changed residence that resulted in a lot of commuting.

Councilmember Backous asked about the ability to track work and assure employees are being productive and working an eight hour day.

Finance Director Lund stated the request was made by Assistant Finance Director McAlpine. She explained that communication would be via e-mail and this position works on things like CAFR so it is not as interactive as other work tasks. She stated this employee is responsible for the City receiving the Certificate of Achievement and a valuable employee who makes a great contribution to the organization.

Councilmember Kuzma stated he is not in favor of considering this policy, at this time, and preferred to wait until the League concludes its study. His concern is that it will result in more employees making this same request and setting precedence.

Finance Director Lund stated Assistant Finance Director McAlpine is a valuable employee who brings a lot to the organization. In addition, there have been many staff cuts and losing this employee would result in a loss of service level to the City.

Chairperson Tossey stated irrespective of the employee making this request, the private sector has been doing this successfully for years. He stated this is not "reinventing the wheel" and in the Criminal Justice System, he is able to complete work tasks in a more efficient manner through telecommuting. He stated he thinks the public sector should be more efficient, noting that in the future, there may not be the need for as many employees due to telecommuting.

Mayor Strommen stated telecommuting is something more government entities are allowing including the State of Minnesota. She stated she has found this option helpful, especially during snow days where she can work from home instead of sitting in traffic to get to the office. Mayor Strommen stated VPN offers a more secure and efficient way to move and use files than saving data to a flash drive. She noted the policy would have controls on when it can and cannot be used and would allow important flexibility.

Councilmember Backous stated he remembers work before computers and it is hard for him to appreciate the value of this policy. However, he agrees that the City needs to continue to compete for top-level employees and that means competing with the private sector. Councilmember Backous stated he does not think that many employees will want to use this policy and there will be restrictions in the policy.

Motion by Councilmember Backous, seconded by Chairperson Tossey, to recommend that the City Council adopt a resolution directing staff to finalize a telecommuting policy and to grant

staff the authority to consider, on a case-by-case basis, any eligible employee's request for a telecommuting arrangement.

Further discussion: Councilmember Riley stated with regard to staying current with trends, Best Buy and Yahoo both went away from telecommuting due to lack of team work. Chairperson Tossey stated this will be considered on a case-by-case basis and depending on the work tasks, it will not work for all positions. Chairperson Tossey stated he supports trying this policy. Councilmember Kuzma stated he has not been exposed to this option in his job and would suggest a trial program. He stated he would not want someone denied the ability to telecommute and have it become a problem for the City. Chairperson Tossey agreed and noted it is not available to bargaining units. Finance Director Lund stated eight or fewer employees would be eligible for this option. Councilmember Backous asked if it will be included in job descriptions as they are updated, to say whether the position is or is not eligible for telecommuting. He stated the important thing is work product and the City as an employer still has the right to terminate for poor work product. Human Resources Manager Lasher noted the policy does state it would be a non-probationary employee that had a satisfactory performance review with no disciplinary action. City Administrator Ulrich stated he thinks this program is worth trying with the right reserved to revoke it at any time. Councilmember Backous stated he assumes there will be required days when the employee has to be at City Hall. Finance Director Lund stated it is in the policy that if she (Finance Director Lund) is on vacation or out sick or the employee is needed in the office, the employee will be required to be at the City Hall.

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

4.03: Resolution to Accept the Resignation of the Patrol Captain, Direct Staff to Begin a Promotional Process, and Authorize Staff to Recruit for a Replacement Patrol Officer

Human Resources Manager Lasher reviewed the staff report and recommendation to accept the resignation of Patrol Captain Tim Dwyer, a 23-year employee who has accepted the Chief of Police position with the City of Cambridge. Staff also recommends the Personnel Committee direct staff to begin a promotional process and recruit for a replacement Patrol Officer. It was noted that this case will be considered by the City Council at its meeting tonight.

Motion by Councilmember Kuzma, seconded by Councilmember Backous, to recommend that the City Council adopt a Resolution #13-04-077 to accept the Patrol Captain Tim Dwyer's resignation; direct staff to begin a promotional process to address the job duties left vacant by the Patrol Captain's resignation; and recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the promotional process and to invite the Patrol Officer who is currently out on the extended medical leave to apply for the Patrol Officer position; subject to his ability to meet the minimum requirements of the Patrol Officer position.

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

COMMITTEE INPUT

None.

ADJOURNMENT

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

Motion carried.

The regular meeting of the Personnel Committee adjourned at 6:00 p.m.

Respectfully submitted,

Colleen Lasher
Human Resources Manager

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Carla Wirth
TimeSaver Off Site Secretarial, Inc.

City of Ramsey
Agenda
Personnel Committee
Tuesday April 23, 2013
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Committee Business**
 1. Resolution to Hire an Economic Development Manager
 2. Resolution to Consider a Telecommuting Policy
 3. Resolution to Accept the Resignation of the Patrol Captain, Direct Staff to Begin a Promotional Process, and to Authorize Staff to Recruit for a Replacement Patrol Officer
5. **Adjournment**

Meeting Date: 04/23/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Resolution to Hire an Economic Development Manager

Background:

At the February 12, 2013 meeting, the City Council motioned to approve a resolution directing staff to conduct a recruitment for an Economic Development Manager.

Staff conducted a recruitment based on the newly updated job description, including the addition of the Housing and Redevelopment Authority (HRA) duties and other updates necessary to best meet the needs of the City. Staff received fourteen applications; conducted six interviews and three candidates were interviewed a second time.

The top candidate, Mr. Sean Sullivan, was selected to advance in the recruitment process and was provided with a contingent job offer on April 9, 2013. Following that, Mr. Sullivan successfully passed the City's background check, reference checks and drug screen, as well as the work-style assessment.

It may be of interest to note that Mr. Sullivan worked for the City of Ramsey as an Economic Development Coordinator from 2000 to 2010 and is therefore very familiar with many of the City's current businesses, the economic development function, many City staff members and other professional contacts in the area. Since then, Mr. Sullivan has continued in his role as an economic development professional and has gained additional skills and credentials.

Note: This case will appear on the regular City Council agenda this evening.

Notification:

History: The City employed an Economic Development & Marketing Manager from November of 2010 through March 2012. This position was vacated in March 2012, following a resignation. In April 2012, the Assistant City Administrator/Community Development Director position was vacated. Both positions were significantly involved in Economic Development.

Since then, with the City Administrator's general oversight and support, the Assistant to the City Administrator (previously known as the Management Analyst) has been covering many of the City's economic development duties; the Finance Director has been covering the Tax Increment Financing district responsibilities; and the EDA consultant Mike Mulronev has assisted with various economic development projects, as needed.

A needs analysis was conducted for this position. Based on results of that analysis, staff recommended that a full-time Economic Development Manager be hired to perform the City's economic development function. This position would be responsible for the development and implementation of economic development, programs, and services for both commercial and industrial businesses. Without this position it would be very difficult to attain many of the City Council's strategic goals; many of which focus on economic development.

Staff proposed a slight restructure of the position from Economic Development & Marketing Manager to Economic Development Manager to allow this position to focus specifically on economic development. The restructure would place more emphasis on real estate and development transactions such as negotiating and securing property purchases for the purposes of development and redevelopment; as well as transferring much of the marketing and communications component (via electronic and printed media) to the Assistant to the City Administrator. Lastly, staff proposed continuing the Assistant to the City Administrator's role of assisting in some economic development

duties in order to ensure continuity with internal and external customers, and to provide proactive back-up staffing for this important function.

Observations/Alternatives:

Staff recommends this hiring as the best way to properly address the City's economic development priority.

The Council may deny or postpone action on this recommendation to allow further review. However, neither of these alternatives allow this position to be hired in a timely manor.

Recommendation:

To make a motion, which upon City Council approval, will authorize hiring Mr. Sean Sullivan as the City's new Economic Development Manager, effective on or near May 28, 2013, at \$37.45 per hour (step 4 of the 2013 wage scale) with a credit of 5 vacation days for a mid-career hire.

Funding Source:

The annual funding required for this position, based on salary (step 4) and benefits is approximately \$91,895 (TIF @ 20%, EDA 20%, HRA 60%). Funding for this position is included in the 2013 budget.

Council Action:

Motion to approve resolution #13-04-075, to hire Mr. Sean Sullivan as the City's new Economic Development Manager, effective on or near May 28, 2013, at \$37.45 per hour with a credit of five vacation days.

Attachments

Resolution

Needs Analysis

EDA Minutes 01-2013

Personnel Committee Minutes

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
04/18/2013 03:03 PM

Form Started By: Colleen Lasher

Started On: 04/15/2013 09:02 AM

Final Approval Date: 04/18/2013

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-04-075

RESOLUTION TO HIRE AN ECONOMIC DEVELOPMENT MANAGER

WHEREAS, at the February 12, 2013, City Council meeting, staff was authorized to conduct a recruitment process to fill the Economic Development Manager position; and

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

WHEREAS, Mr. Sean Sullivan has been selected as the top candidate for the Economic Development Manager position; and

WHEREAS, staff has completed the necessary background checks and is recommending that Mr. Sean Sullivan be hired as the City's Economic Development Manager at \$37.45 per hour, effective on or near May 28, 2013, with a credit of five vacation days.

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 #13-04-075, to hire Mr. Sean Sullivan as the City's new Economic Development Manager, effective on or near May 28, 2013, at \$37.45 per hour with a credit of five vacation days.

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 23rd day of April 2013.

Needs Analysis for Vacant and New Positions

Position: Economic Development Manager

1. Is the position essential?

Essential positions are those that provide core public health and safety services; emergency and disaster assistance; and preservation of the essential elements of the City's financial activities.

The Economic Development Manager position plays a key role in preserving and ensuring the growth of the City's tax base in its industrial and commercial sectors. This tax base and job creation has a direct relationship to the financial health of the City and our opportunities for continued growth into the future. At no time greater than the present have our efforts in retaining and attracting businesses to the community been more important. Our local businesses require our support and advocacy in ensuring that they survive this downturn in the economy. The following is a summary of key responsibilities of the Economic Development Coordinator:

Staff Liaison to EDA:

- Provide staff support to Economic Development Authority, prepare agendas, cases for consideration, follow-up on direction, manage projects, develop annual work plan and goals, act on initiatives established.

TIF and Job Creation Reporting/Tracking:

- MBAF reporting for job creation. due annually April 1 – Reporting on job creation from subsidies awarded.
- TIF reporting due annually August 1- Report summary of expenditures for year prior.
- Manage escrow accounts – Manage escrow accounts for past industrial projects.
- TIF Analysis, projections and runs

Economic Development and Marketing Events:

- Business Expo
- Business Appreciation Day
- Business Network Meeting and Small Business Seminar

Business Retention and Relationship Management:

- Business Retention – Coordinate appointments to meet and greet businesses on a regular basis. This is important during these tough economic times to meet with businesses and ask if there is anything the city can do to help. It is critical to stay in touch with our local businesses during this time to identify assistance that can keep them in business, identify opportunities to partner or collaborate, provide good analysis for business expansion.

Property Management:

- Property management (including RALF properties):
 - Develop property profiles, conduct property analysis, market, manage records
 - Negotiate leases, sales, acquisitions and assist formation of agreements
 - Coordinate maintenance

Communications and General Information

- Provide expertise, guidance and information on economic development tools, programs and incentives.
- Bank Network Group – Participate and provide an update to the group regarding economic development activity in the City.
- EDA Website – Work with the Management Analyst to update listings as brokers provide new information
- Update MNPRO site and listing information. This is done at a minimum twice a year and when the most current tax info is available.
- Current Business List – Work with Chandra Kreyer, PD to keep list current. Try to get out and verify vacancies and be sure to coordinate when a new business moves in.
- Develop and Maintain EDA Map – map of properties that should be looked at for purchase, redevelopment, clean up, etc.
- There are numerous key projects that the Management Analyst is in the midst of shepherding, including new development, expansion and retention. The following is a summary of the projects that will need to see that continued effort on behalf of the City’s economic development to come to fruition:

Currently, the City’s Management Analyst is shepherding a number of projects, programs and Economic Development functions for the City. Upon hiring an Economic Development Manager, a number of projects will transition from the Management Analyst to the new position. Projects include:

- Demolition/Redevelopment of EDA owned property, 8020 147th Ave NW
- Demolition/Redevelopment of City owned property, 15153 Nowthen Boulevard NW
- Negotiate Sale of City Owned Property, 14280 Azurite
- 167th Ave and Highway 47 Commercial Node, consider City/EDA involvement
- Follow up with a number of prospects:
 - Anderson Dahlen
 - Minnesota Tool & Die
 - B&F Fastener
 - Diamond Graphics
 - MMI EDA Martin
 - Vision Ease Lens
 - NAU Country
- Projects outlined in EDA workplan

2. Is the position critical?

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is “critical” to providing high-quality services to residents, business owners and/or employees:

a. Explain how this position is key to achieving the strategic goals identified by the City Council.

Strategic Goals – 2012

- Review strategy for the sale of land in The COR
- Pursue change to Met Council policy regarding RALF lease revenue—that it be shared with the City or the City gets to keep it if there is no plan to improve US10 or figure out a plan to convert those dollars to support funding Armstrong Interchange
- Review Economic Development effort for business recruitment, expansion, retention-assess value of efforts (evaluate smoke stack chasing and grow your own)
- Review City facilitation efforts to help businesses grown—assistance with identifying lending, funding, help through the process of expanding or developing a new business
- Facilitate review of costs of operating a business: example provide information about how to reduce assessed value of a property, other operational expenses of businesses
- Consider additional commercial nodes (167/47 and Armstrong/181)

b. Can the duties be re-engineered or automated? Please explain.

While there are technical skills necessary for the economic development function of the city, the art of establishing and building relationships with the business community is the most important component of economic development for the city. This position is a resource for the business community for retention, expansion and bringing new businesses to the city.

c. Can the duties be reassigned temporarily or permanently? Please explain.

No

d. Can the position remain unfilled temporarily or permanently? Please explain.

No

e. Can the position be filled internally

Staff would recommend conducting a broad, external recruitment process to capture the public and private sector development experience the focus of this position as redefined.

f. What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?

The impact of not filling this position is significant to the economic vitality of the City of Ramsey. It is imperative that the City continue to support the work of the EDA to grow our industrial sector, expand our commercial offerings and attract office users. This has a direct relationship to our tax base and the ability to grow our future tax base which supports the general fund budget operations.

g. Can the service provided be reduced, eliminated, or contracted out?

Since the departure of the Economic Development & Marketing Manager left, existing staff has absorbed much of the work load as well as utilizing consultant Mike Mulroney for assistance with various EDA projects. It is staff's opinion that this is a key role for the City that has a direct relationship to the economic vitality of the City and our ability to grow tax base. While consultants help to meet the needs for project specific work, having a full-time Economic Development staff member in house is a

much more efficient and cost effective way to ensure that the needs of the business community are being addressed and relationships are being maintained. See Attachment for a summary list of current duties.

h. What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)

The budgetary impact of not replacing this position is the potential loss of tax base or the inability to increase tax base due to lack of position to shepherd and encourage expansion and retention and new businesses in the community. In addition, it is staff's opinion that there is a high risk of burn out of existing staff due to the work load being spread too thin to be effective.

i. What are the circumstances that warrant the creation of this new position?

This is not a new position.

3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?

If the (salary & benefits) starting salary for this position is \$87,210 (TIF @ 20%, EDA 20%, HRA 60%).

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

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, January 10, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
 Member John LeTourneau
 Member Wayne Skaff
 Member Jim Steffen (arrived at 7:35 a.m.) – Elected Chair 1/10/13
 Member Kristine Williams

Members Absent: None

Also Present: Patrick Brama, Management Analyst
 Kurt Ulrich, City Administrator
 Colleen Lasher, Human Resources Manager

1. CALL TO ORDER

Chairperson Riley called the Economic Development Authority meeting to order at 7:32 a.m.

2. APPROVE AGENDA

Chairperson Riley noted the addition of agenda item 4.07 – EDA staff position discussion.

Motion by Member Skaff, seconded by Member Williams, to approve the agenda as amended.

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

3. APPROVE MINUTES

3.01: Approve Meeting Minutes Dated December 13, 2012

Motion by Member LeTourneau, seconded by Member Skaff, to approve the minutes dated December 13, 2012.

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

4. EDA BUSINESS

4.01: Election of Officers

Management Analyst Brama stated the EDA is comprised of five at-large members and two members appointed by the City Council and the City Council recently appointed Councilmembers LeTourneau and Riley to the EDA, resulting in two at-large vacancies on the EDA which will be filled in April by City Council appointment.

Motion by Member Skaff, seconded by Member LeTourneau, to elect Jim Steffen as Chairperson of the EDA.

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

Motion by Member Williams, seconded by Member LeTourneau, to re-elect Wayne Skaff as Vice Chair/Treasurer of the EDA.

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

Chairperson Steffen then presided over the remainder of the meeting.

4.02: Discuss Future Land Use Options for the General Business District Node at 167th Avenue and Trunk Highway (TH) 47

Management Analyst Brama stated this property has struggled to remain economically viable and the City has conducted a number of studies in the past including a TIF study. He indicated the City has been contacted regarding the property at 6001 167th Avenue and one user has expressed interest in establishing a gun range/archery range on the site; staff will be meeting with this user on January 11th. He stated the other user has expressed interest in establishing a metal and/or clothing recycling facility on this site. He noted the City also received an inquiry from the property owner regarding a possible rezoning which, by law, would require the neighboring properties to be rezoned. He advised the gun range/archery range and recycling facility would require a zoning amendment and these uses cannot be conditional uses. He stated the City was also approached about the property at 5909 167th Avenue for a possible day care center and this use is allowed under existing City Code. He stated the Planning Commission and City Council will be reviewing this property from a zoning perspective to determine whether to rezone this node and the surrounding properties or whether to permit an overlay district. He requested input regarding the EDA's role in this matter as outlined in the staff report.

Member LeTourneau stated he was pleased to see this item on the agenda and encouraged the EDA to carefully review the issue and resist doing something that is reactionary versus visionary. He indicated he would like to see further efforts on the master planning aspect of this rather than introduce uses to the site that would require zoning changes.

Chairperson Steffen requested further information regarding staff's recommendation.

Management Analyst Brama explained that any master planning effort would be coordinated by the Planning Division and reviewed by the Planning Commission/City Council and the EDA

would remain in a supportive role. He added that because users have come forward expressing an interest in the property, it is the responsibility of the Planning Division to make a recommendation regarding the potential uses.

City Administrator Ulrich stated the Planning Commission and City Council would review any rezoning request and the EDA would not be involved in the rezoning request. He noted the EDA can recommend that the current zoning not be changed until a Comprehensive Plan is completed.

Member Riley stated his agreement with staff's recommendation and felt the proposed uses would help make the site economically viable.

Member Williams agreed with the recommendation to play a supportive role but expressed concern about the proposed uses adding that the proposed recycling center is not consistent with the vision previously discussed for this node and is not consistent with the retail uses located across the street. She was concerned about the Planning Commission making a decision on this node without the EDA weighing in on the matter or at least providing input as to why the EDA does not feel the uses are consistent with the vision for this site.

Discussion ensued regarding the proposed uses and the EDA's continuing role in the development of this node.

Chairperson Steffen expressed concern regarding a day care center next to a gun range.

Member Riley stated the City should make this property a priority to make it economically viable and stressed the importance of maintaining flexibility and not rezoning the property to anything that would limit the City in the future.

Member Williams stated the City should remain cognizant of the significant investment by the property owner across the street and felt the EDA should support the current zoning and any retail uses that comply with current zoning. She also felt the EDA should state it does not support light industrial on the site. She added the market has not supported redevelopment on this site until recently and suggested the EDA focus on comprehensive planning efforts in 2013.

Management Analyst Brama advised that staff will prepare a summary of the EDA's comments and concerns for presentation to the Planning Commission and City Council which indicates that the EDA is interested in the long term viability of this commercial node and is interested in what happens with the existing users as well as the overall use of the site but is concerned about the proposed uses and proposed rezoning request.

4.03: 2013 Annual EDA Business Expo and Consideration of Annual Outdoor Expo/Event (RV)

Management Analyst Brama explained that planning is underway for the Annual Business Expo scheduled for May 4, 2013, at the Fountains of Ramsey. He stated that staff contacted the local RV dealerships about joining this expo and all of the RV dealerships indicated they were interested; since that time, the RV dealerships have proposed a separate event that would allow the dealerships to remain at their locations and presented a draft of a proposed "Great Outdoors

Sale Extravaganza of Ramsey.” He reviewed costs and staffing resources needed for an additional event and requested input from the EDA regarding adding another event as requested by the RV dealerships.

Member Skaff noted it was the EDA’s intention to invite the RV dealerships to the annual business expo to provide the RV dealerships with exposure to their businesses. He stated he would be okay with the RV dealerships bringing in a couple of their units to the business expo and the City could offer a map of the RV dealership locations to people attending the expo.

Chairperson Steffen agreed and stated he would prefer that the City move forward with the business expo and invite the RV dealerships to participate.

Member Riley agreed and stated he would encourage the RV dealerships to hold their own outdoor sale event. He suggested that the City continue to work with the RV dealerships on promoting their dealerships at the business expo.

It was the consensus of the EDA to direct staff to move forward with the traditional business expo.

4.04: Business Retention Program Update

Management Analyst Brama advised that 17 business visits have been completed and three business visits are scheduled for today, including Life Fitness, Lakes Region RV, and Arrow Components Corp. He indicated that a summary of the meetings will be contained in the February EDA agenda.

4.05: Updates: Old City Hall Development (data center), Nordvick Property Demolition, Kuro Fitness RLF, 6701 Highway 10, Windsorwood Sale, 8019 146th Ave.

Management Analyst Brama advised that a change order request will be submitted for the Nordvick property demolition for removal of an oil separation tank. He stated that further details regarding the change order will be provided at a later date. He advised that the shovel ready application for the old City Hall site will be submitted next week. He added that the cost-benefit analysis for this site will be presented in February.

4.06: Prospect Update

This item was noted but not discussed.

4.07: EDA Staff Position Discussion

Human Resources Manager Lasher presented the draft job description for the EDA staff position.

City Administrator Ulrich stated one of the primary changes to the job description from the former position includes the requirement for real estate expertise.

Member Riley indicated he had some suggested revisions and would provide them to staff.

Human Resources Manager Lasher stated that staff hopes to post the position by February 4th with an early May hire date. She indicated that City policy allows the City Administrator to make the decision whether to post the position internally prior to posting the position externally and it is recommended that the City use one recruitment period and invite internal applicants to apply if interested. She stated that she would be conducting interviews along with City Administrator Ulrich and Development Services Manager Gladhill. She added that second round interviews may include City Councilmembers if desired by the City Council.

Chairperson Steffen stated he would prefer to have Councilmembers included in the interviews.

Human Resources Manager Lasher invited the EDA members to forward any comments or questions regarding the job description and stated the City will advertise through the EDA Association, City website, League of Minnesota Cities, cable TV, and City email notifications.

5. Member/Staff Input

City Administrator Ulrich stated that the City Council approved the hiring of an organizational assessment consultant and the EDA members will be contacted to obtain input on the survey. He advised that the City will hold a joint City Council meeting with the City of Anoka on March 11th to discuss Highway 10 and other mutual issues. He also advised that the Wiser Choice property was on the HRA agenda this week and was continued to the January 22nd meeting after further follow-up by staff. He stated that Riverdale Drive is moving forward and a feasibility study was presented to the City Council.

Chairperson Steffen stated he visited Kuro Fitness on Saturday and they were getting ready to open on Monday.

6. Adjournment

Motion by Member Skaff, seconded by Member LeTourneau, to adjourn the meeting.

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

The regular meeting of the Economic Development Authority adjourned at 8:59 a.m.

Respectfully submitted,

Kurtis G. Ulrich, City Administrator

ATTEST:

Patrick Brama, Management Analyst

Draft by Barbara Hughes (*TimeSaver Off Site Secretarial, Inc.*)

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

The Personnel Committee conducted a regular meeting on Tuesday, January 22, 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
 Fire Chief Dean Kapler
 Police Chief James Way
 Public Works Superintendent Grant Riemer
 Development Services Manager Timothy Gladhill
 Management Analyst Patrick Brama
 Interim Engineer Shane Nelson
 Mayor Sarah Strommen (Alternate)
 Councilmember David Elvig
 Councilmember John LeTourneau
 Councilmember Chris Riley

1. CALL TO ORDER

Councilmember Tossey called the regular meeting of the Personnel Committee to order at 5:01 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 Select a Chairperson and Alternate Chairperson for the Personnel Committee

Councilmember Tossey called for nominations for Personnel Committee Chairperson.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend the City Council adopt the Resolution Appointing Councilmember Tossey as 2013 Personnel Committee Chairperson.

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

Chairperson Tossey called for nominations for Personnel Committee Alternate Chairperson.

Motion by Chairperson Tossey, seconded by Councilmember Backous, to recommend the City Council adopt the Resolution Appointing Councilmember Backous as 2013 Personnel Committee Alternate Chairperson.

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

4.02: Consider a Resolution to Accept a Paid-on-Call Firefighter's Resignation

Human Resources Manager Lasher reviewed the staff report and recommendation of Fire Chief Kapler to accept the resignation of Cory Helgoe and recruit for this position upon the next regular Firefighter recruitment.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution confirming the recommendation of the Personnel Committee to accept paid-on-call Firefighter Cory Helgoe's resignation and to recruit for this position upon the next regular Firefighter recruitment.

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

4.03: Consider 2013 Fire Officer Selections

Fire Chief Kapler reviewed the staff report and recommendation for 2013 Fire Officer selections, noting the terms are staggered to assure Fire Department stability and firefighter opportunity. He explained why one position for Lieutenant 3 will remain vacant at this time. It was noted that while there is a financial impact, there is not a budget impact.

Councilmember Backous requested additional detail on the role of the Captain Lieutenant.

Fire Chief Kapler explained there are administrative responsibilities, requiring monthly reports, in addition to command responsibilities. An educational requirement was added several years ago, which he thinks also shows the gauge of the firefighter's desire for the position.

Councilmember Kuzma asked who acts as command when a call is received.

Fire Chief Kapler explained the Chief Officers, when available, respond. In addition, they rotate through positions to create a duty officer response with the goal of getting them into a command position, which has worked out well.

Councilmember Backous asked who is assuming the duties of the Lieutenant 3 position.

Fire Chief Kapler stated the first meeting of the officers was held several weeks ago and those duties were divided amongst others. He stated it is his goal to recruit for that position this year.

Chairperson Tossey asked if the educational requirement is on the firefighter's own time.

Fire Chief Kapler explained the Fire Department pays for the class but it is on the firefighter's own time.

Human Resources Manager Lasher asked if the Personnel Committee would be open, in the interest of staff time, to not have the case come back for additional consideration once Fire Chief Kapler identifies a Lieutenant 3 in consultation with the City Administrator.

Councilmember Backous asked if the case would be considered as a Council Consent Agenda item.

Human Resources Manager Lasher answered in the affirmative.

The consensus of the Personnel Committee was that the case would not have to come back for additional consideration.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council accept Fire Chief Kapler's recommendation for 2013 Fire Officer Selections.

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

4.04: Consider a Resolution to Approve the 2013 Non-Union Health Insurance Contributions and Non-Union Cost of Living Adjustments

Human Resources Manager Lasher reviewed the staff report and options for 2013 health and life insurance and cost of living adjustment for the City's 21 non-union employees.

Councilmember Backous asked what are the numbers for each health option.

Human Resources Manager Lasher stated this is the second year in a row with zero enrollment in the 100% co-pay plan. The City's options are locked on that plan to promote more consumer driven health care choices. She advised that of employees enrolled in the single plan, about 75% take the highest deductible option of \$4,000. The City covers the cheapest single premium in

full. Human Resources Manager Lasher advised a handful of employees take the \$1,500 deductible but for employees not claiming single (employee plus spouse/children/family) the \$2,500 plan is popular.

Councilmember Backous stated it is supported by the employee because each gets a contribution of almost \$2,000 into their Health Reimbursement Account (HRA).

Human Resources Manager Lasher explained the amount of HRA contribution is a City decision and had been based on the deductibles and indexed each year. Ramsey has been with an HRA for six years.

Councilmember Backous asked whether employees understand an HRA is the City's money, not like a Health Savings Account (HSA) where the funds go with the employee.

Human Resources Manager Lasher clarified the money going into the HRA is the employee's money, even though not an HSA.

Councilmember Backous explained HRAs are more of an accounting entry and the funds stay with the employer so that aspect needs to be discussed.

Chairperson Tossey noted an HSA is a savings account so it is employee funded. An HRA involves reimbursement of the employee's expenses, once submitted.

Councilmember Backous stated he is 100% against offering the ability to opt out because they are voluntary benefits. If the employee does not take the benefit, he would oppose paying them.

Councilmember Kuzma asked whether there is a savings to the City when employees opt out.

Human Resources Manager Lasher explained it would be an estimate because the City does not know what an employee will decide to do, but she believed it would be a savings to the City of \$2,200.

Chairperson Tossey stated he had been approached by a retired police officer about this matter and asked if there is a penalty if each spouse has insurance.

Councilmember Backous explained that type of restriction probably involved a coordination of benefits clause written into the insurance plan.

Councilmember Kuzma stated it is a benefit if you are an employee and if the employee does not want the benefit, he would not oppose them receiving a cash check if it results in a savings to the City.

Human Resources Manager Lasher advised the City has these rates as long as it stays with LOGIS because it will remain in the large group. It would only be a consideration if the City decides to leave LOGIS and less than 50 people are covered.

Councilmember Backous felt offering an opt out could endanger the City's ability to get group rates and philosophically he found it wrong to pay people for not taking a voluntary benefit. He noted if it saves the City money, those funds can be better used elsewhere.

City Administrator Ulrich noted another option is to not offer a cash benefit but a contribution to the HSA or different coverage such as deferred compensation.

Councilmember Backous stated another option is to offer more life insurance.

City Administrator Ulrich stated the City needs to be careful if LOGIS changes and an employee is penalized if they opt out.

Chairperson Tossey asked how the employee would have an HRA if not accepting the benefits. He stated he does not want to jeopardize the City's future coverage or impact the employee's coverage, but he would support an opt out if it is cheaper for the City in the long run.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council adopt the Resolution to increase the non-union wage scale by one percent.

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

Motion by Councilmember Backous, seconded by Chairperson Tossey, to recommend that the City Council adopt Resolution #13-01-XXX to approve the non-union City's health insurance contributions as detailed in the staff report.

Further discussion: Councilmember Backous pointed out that the City's health insurance plan is a "very rich plan" and a good benefit to employees. It is not a typical type of plan and he would like employees to be aware of that fact. Human Resources Manager Lasher stated her understanding that this rate structure, among municipalities, is common and that the private sector is completely different. Councilmember Backous stated he supports the plan since the City needs to compete for municipal employees.

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

Chairperson Tossey asked the Committee to next discuss the option to waive health insurance in exchange for a cash benefit (opt out). He asked if this needs to be decided tonight.

Human Resources Manager Lasher explained it does not need to be acted on tonight but in order to make this change, it would be a mid-year election/policy change. She stated she has consulted with the City's benefit broker in case employees want to make this qualified status change. Human Resources Manager Lasher noted that many employees have spouses with benefit years renewing February 1 so their spouses are now in open enrollment, which would be the best time to allow them to take advantage. Otherwise, employees cannot take advantage until 2014 unless there is a status change.

Councilmember Backous pointed out that if the spouse's employer's coverage changes significantly, a status change is allowed. He asked if the City has noticed any problem by not offering a cash payment in lieu of benefits.

Human Resources Manager Lasher advised that employees have wanted this option for a long time and in some cases, depending on their spouse's plan, there is either first dollar coverage or there is not. With the police officer who wanted this benefit, it was because if the officer stayed on the City's plan, he was forced to meet the \$4,000 deductible before his spouse's plan would pick up anything.

Councilmember Backus stated the City cannot control the benefit their spouse receives.

Chairperson Tossey indicated the City has 12 employees already grandfathered in that get \$290 and asked how many more employees there will be.

Human Resources Manager Lasher advised that one more is currently waiving but does not get the benefit. In administration, she knows of three more.

Councilmember Backous noted the opt out results in the City paying the spouse's premiums and puts that risk on someone else. In addition, it takes the employee out of the City's pool, possibly hurting the City's status and rates.

Councilmember Kuzma stated he favors offering the opt out with the caveat that the employees agree to come back if the City faces financial detriments as a result of offering credit in lieu of coverage.

Human Resources Manager Lasher noted the City is locked in through the end of 2016.

Chairperson Tossey stated the City could try this alternative and if there is an impact, change it.

Councilmember Backous cautioned the Committee that from a benefits standpoint, it is easy to give things but difficult to take them away.

Chairperson Tossey stated he would support allowing the opt out with the added language suggested by Councilmember Kuzma.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution to offer the option to waive health insurance in exchange for a cash benefit conditioned on the employee agreeing to come back if the City faces financial detriments as a result of offering credit in lieu of coverage.

Further discussion: Human Resources Manager Lasher advised that a few employees take the benefit only for VEBA since it is \$130/month.

Motion carried. Voting Yes: Chairperson Tossey and Councilmember Kuzma. Voting No: Councilmember Backous.

4.05: Consider a Resolution to Address Building Maintenance Staffing Needs

Human Resources Manager Lasher reviewed the staff report and recommendation to approve hiring Jeff Strelow as a regular part-time building maintenance worker, at Step 1 of the 2012 wage scale of \$15.99 per hour for 20 hours per week; with the option to work up to 30 hours per week, as determined by the Public Works Superintendent and approved by the City Administrator. All other personnel policies would apply and Mr. Strelow would be subject to a six-month probation.

Councilmember Backous asked what the City could do without as far as building maintenance tasks, such as not vacuuming as often.

Public Works Superintendent Riemer explained the main focus is coverage to offer to the public, not the activities, since someone needs to be in the building if meeting room spaces are in use.

Councilmember Backous asked about the City's policy to use City Hall meeting space.

Public Works Superintendent Riemer stated the City charges \$75 for the Lake Itasca Room if a resident and \$100 if not a resident. If after hours or on a weekend, there is an additional \$54/hour charge plus the rental rate.

Councilmember Backous asked how those rental rates compare to the City's maintenance expense.

City Administrator Ulrich noted the rental fee is waived for non-profits and community groups, which comprises a large percentage of the users.

Councilmember Backous stated if the non-profits/community groups are not within Ramsey, he felt the City should reconsider whether the rental fee should be waived.

Human Resources Manager Lasher answered the member's questions related to the salary and benefits that had been factored into the cost.

Councilmember Backous asked where rental revenues are deposited.

City Administrator Ulrich advised rental revenues go into the General Fund.

Councilmember Backous suggested rental revenues be used to fund building maintenance staffing needs.

Chairperson Tossey agreed since this position was not considered in the 2013 budget and will be a regular employee position. He stated he would like to know the rental revenues received when City Hall rooms are rented.

Councilmember Backous stated if the rental rates need to be adjusted, that can be considered.

Chairperson Tossey stated he cannot support this case until the Personnel Committee has more information on rental revenues.

With regard to reducing maintenance services, Police Chief Way noted a lot of people track into and out of the City Hall each day and if the flooring is not vacuumed regularly, the wear and tear on the carpet will be incredible. He noted if the maintenance staff is here, they are working on those tasks.

Chairperson Tossey indicated if this employee position is approved, he wants all rental fee revenue to go towards this expenditure.

City Administrator Ulrich asked whether staff should look at the rental rate fees in addition to the Rental Policy.

The Personnel Committee indicated in the affirmative, noting that report should be presented to the City Council.

Chairperson Tossey stated consideration of this item will be tabled until additional information is available.

4.06: Consider a Resolution to Recruit for an Economic Development Manager

Human Resources Manager Lasher reviewed the staff report, findings of the needs analysis, and recommendation to slightly restructure this position from Economic Development & Marketing Manager to Economic Development Manager to allow focus on economic development. Human Resources Manager Lasher recommended staff be authorized to begin the recruitment process for this position, noting funding is included in the 2013 budget.

Chairperson Tossey asked if this person would also be the new HRA Executive Director.

City Administrator Ulrich stated that is not necessarily part of this consideration but is a possibility since it would be 60% funded from that source.

Chairperson Tossey stated he would like the City Administrator to be focused on administration, not HRA/EDA activities. He stated this position was budgeted in 2013 but he wants to assure it includes HRA activities.

City Administrator Ulrich stated HRA is not currently in the job description, but it could be added since it is anticipated the position will work with the HRA. He stated the skills will include technical, real estate and development, and ability to negotiate and close real estate deals.

Chairperson Tossey noted the EDA paid some salary for the former HRA Executive Director and while he would like the HRA to be “gone,” in the mean time he wants to assure this position can take over that role. That was his intention when he supported including it in the 2013 budget.

Councilmember Backous asked if the City is being realistic in expecting to attract an employee with development and real estate abilities at a salary of \$67,000 (\$32/hour) plus 30% for benefits.

Human Resources Manager Lasher stated that is a great question. She noted the recommendation is Step 1 of the scale, which is competitive, but in order to retain Mr. Backman, he was hired at Step 3.

Chairperson Tossey asked Mayor Strommen for comment.

Mayor Strommen shared the concern that at this salary, the City may not be able to recruit an employee with this level of experience, assuming they may take on HRA Executive Director and Development Manager responsibilities.

Human Resources Manager Lasher stated it is based on the market but she would have the option, if desired, to advertise the position with a full salary range to generate more interest.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council adopt the Resolution authorizing staff to begin a recruitment process for an Economic Development Manager and advertise the full salary range to generate more interest.

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

4.07: Consider a Resolution Regarding a Leave of Absence (Portions of this discussion were closed to the public)

Human Resources Manager Lasher reviewed the staff report. She advised that under Minnesota Statutes, the meeting can move into closed session to discuss personnel issues. She indicated the closed session discussion will relate to reauthorization of a leave of absence. The closed session will be tape recorded and that tape will be maintained for a period of eight years.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to move to closed session to discuss personnel issues.

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

The Personnel Committee meeting moved into a closed session at 6:03 p.m.

The Personnel Committee reconvened in open session at 6:14 p.m.

Motion by Councilmember Backous, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution approving an additional leave of absence through May 31, 2013; the maximum amount of leave time allowed per the City's Leave of Absence Policy.

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

4.08: Consider a Resolution to Authorize Staff to Recruit for a Replacement Patrol Officer Position from the Recent Patrol Officer Recruitment File

Human Resources Manager Lasher reviewed the staff report and recommendation to authorize staff to recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the officer on an extended leave of absence.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution to authorize staff to recruit for a Patrol Officer from the recent Patrol Officer recruitment file at this time.

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

COMMITTEE INPUT

None.

ADJOURNMENT

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

Motion carried.

The regular meeting of the Personnel Committee adjourned at 6:18 p.m.

Respectfully submitted,

Colleen Lasher
Human Resources Manager

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Carla Wirth
TimeSaver Off Site Secretarial, Inc.

Meeting Date: 04/23/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Resolution to Consider a Telecommuting Policy

Background:

Telecommuting is a work arrangement whereby an employee works from home or another remote work site away from the primary traditional work place. This case is being presented to the Personnel Committee because staff received a request to consider allowing a telecommuting policy. It may be of a benefit to the City to consider such a policy, especially when an employee may otherwise choose to resign due circumstances such as having relocated outside of a reasonably commutable area.

As a result of the request, staff contacted the League of Minnesota Cities regarding the practicality of such a policy, pros and cons, liabilities, etc. Upon inquiry, League' staff indicated that they are currently conducting a pilot project -- ROWE (results only work environment) that includes a telecommuting component. In short, the focus is on results, not necessarily where the work is done, which can mean working remotely. The study is not complete yet, however, it appears to be a positive concept. Staff also consulted with the supervisor of the League's worker's compensation unit. Any offsite work related injuries sustained by the employee would be processed as per the usual protocol. Lastly, it is important to note, the individual requesting this consideration would access the City's network drives via "VPN" access which eliminates the risk of compromised or lost data due to a real-time connection to the network, no need for portable storage devices, and regular City back-ups.

VPN is a virtual private network; VPN extends a private network across public networks like the Internet. It enables a host computer to send and receive data across shared or public networks as if they were an integral part of the private network with all the functionality, security and management policies of the private network (as cited by Wikipedia-accesssed April 17, 2013, www.wikipedia.org).

The following policy for review and discussion:

City of Ramsey - DRAFT Telecommuting Policy

Purpose

Consideration for telecommuting arrangements will be made on a case-by-case basis and only in situations where the employee can demonstrate a benefit to the City.

Telecommuting is not appropriate for all employees, it is not a City wide benefit or entitlement, it in no way changes the terms and conditions of employment with the City and it is not a substitute for dependent care.

Participation

Full-time employees, except those under collective bargaining agreements, may apply to participate. Employees must have successfully completed probation, received a satisfactory rating on their last performance evaluation and not had any disciplinary action taken against them during the past year. Seniority will not be a basis for selecting employees to participate in this program.

Application Process

The attached application must be completed indicating how the telecommuting will benefit the City. All applications must be signed by the Department Head and then forwarded to Human Resources. The Department Head, Human Resources and the City Administrator will evaluate the application to determine whether or not the application will be approved or denied. The Department Head will then meet with the employee regarding the

determination.

Telecommuting Program

It is recommended that employees who telecommute do so for a maximum of two days per week, or on a short-term project basis. The telecommuter and the Department Head should agree upon a regular schedule of work hours and work location. Following the regular work schedule is necessary to ensure maximum accessibility. However, the employee must be willing and able to return to the primary work place at the request of the Department Head for any reason with minimal notice. An employee's salary, benefits and job responsibilities will not be affected by participating in telecommuting. A remote work site is considered a City work space and the employee, therefore, continues to be governed by applicable City policies, procedures, or practices.

The employee is to be available for telephone, computer and/or fax communication with the City at the times as agreed to by the signers on the application. The employee will respond to telephone calls at the telecommuting work location, and will respond to telephone messages left for the employee at the employee's City work location.

The telecommuting projects must have measurable objectives. For example, writing a section of a manual, working on a special project, or preparing spreadsheets and financial analysis whereby being out of the "office environment" could lead to its accomplishment in a more timely manner.

Equipment

If an employee is approved for telecommuting and the project requires the use of a computer, printer or other computer equipment, the cost of the equipment, maintenance, repair of the equipment, equipment insurance, electricity, and/or phone lines are the employee's responsibility.

The cost of installing and licensing software will be at the City's expense as long as a software license already exists for that particular user.

In the case where an employee owns a personal computer, the employee must provide a copy of the appropriate documents to verify that the software being used is legally licensed and receive virus-detection training from the IT Division. The City assumes no liability for loss, damage or wear of employee-owned equipment.

Telecommuters will take all precautions necessary to secure confidential and/or proprietary information and prevent unauthorized access into any City system.

Insurance

The employee will be covered by Worker's Compensation while working at the telecommuting work address during the hours of work as indicated on the Telecommuting Application. The City's liability is limited to injuries resulting directly from the work and only if the injury occurs in the designated work area. Any claims will be handled according to regular Workers Compensation procedures. If injured while telecommuting, the employee should follow the appropriate procedures for reporting the injury. Other family members or visitors to the telecommuting work address are not covered by the City's Worker's Compensation program. The City is not liable for any injuries to family members, visitors, or others in the employee's home. Employees should consider carrying insurance to cover these instances.

Telecommuters working at home will have a designated space maintained by the employee. With advance notice, the employer may visit the work site to ensure that safe working conditions exist. For projects involving extensive computer use, staff may require an ergonomics evaluation of the work area.

Expenses

The City will not reimburse the employee for any expenses the employee incurs to participate in telecommuting. This includes equipment, utilities, supplies and furniture. The City will provide a small and reasonable number of office supplies (such as pens, paper, post-it notes, and paper clips) for use by the telecommuter. Travel time from the home to the workplace is not compensatory, even if the employee reports to the regular workplace on a day scheduled for telecommuting.

Observations/Alternatives:

Alternative 1: Authorize staff to approve a telecommuting policy only as approved by the City Council on a case-by-base basis.

Pros: May provide a more thorough vetting of each telecommuting requests.

Cons: Creates more administrative work for staff and takes the City Council's valuable time away from policy level work.

Alternative 2: Deny approval of a telecommuting policy all together.

Pros: Removes the telecommuting option and therefore eliminates the need for staff consideration.

Cons: May make the difference of whether or not an employee remains employed or resigns from the City; thereby risking the loss of trained employee and creating additional recruiting and on-boarding expenses.

Recommendation:

To make a motion, which upon City Council approval, will authorize staff to finalize a telecommuting policy and to grant staff the authority to consider, on a case-by-case basis, any eligible employee's request for a telecommuting arrangement.

Funding Source:

There is no funding required for this action.

Council Action:

Motion to approve a resolution, confirming the recommendation of the Personnel Committee, finalize a telecommuting policy and to grant staff the authority to consider, on a case-by-case basis, any eligible employee's request for a telecommuting arrangement.

Attachments

Draft Application Form

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	04/18/2013 08:39 AM
Kurt Ulrich	Kurt Ulrich	04/18/2013 03:03 PM
Form Started By: Colleen Lasher		Started On: 04/15/2013 09:05 AM
Final Approval Date: 04/18/2013		

City of Ramsey DRAFT Telecommuting Working Agreement

Employee Info	1. Remote work location: <input type="checkbox"/> Employee residence <input type="checkbox"/> Other (Specify)			
	Employee Name			
	Street Address	City	State	Zip
	Telecommuting will benefit the City of Ramsey by:			

Schedule	2. Teleworking schedule <input type="checkbox"/> On a weekly basis M Tu W Th F <input type="checkbox"/> Occasional basis		
	<input type="checkbox"/> On a monthly basis (regular commuting days e.g., 1 st Tu):		
	3. Core hours		

Equipment	1. City of Ramsey equipment (if any) provided for use at remote work locations:	Approved by IT (if applicable)
	Description	
	5. Databases and information systems the employee will have access to from remote work location (if any):	
6. Non City of Ramsey equipment, software and data permitted to be used.		
Items		

Contacts	7. Frequency and type of contact between employee and supervisor on teleworking days will be:	
	8. Employee will monitor telephone calls from the remote work location and will respond to calls as if at permanent work location. <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, Employee will call the permanent work location at least _____ times per day.	
	9. Conditions/expectations/performance measures/agreed upon by the employee and supervisor:	

My signature below indicates that I have read and accept the terms and conditions of this Agreement as described in the Interim City of Ramsey Administrative Telecommuting Policy		I agree that this employee may telecommute with the conditions identified in the City of Ramsey's interim telecommuting policy.	
Employee Signature	Date:	Signature of City Administrator	Date:
Department Head Signature:	Date:	Human Resources Manager:	Date:

Personnel Committee

4.3.

Meeting Date: 04/23/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Resolution to Accept the Resignation of the Patrol Captain, Direct Staff to Begin a Promotional Process, and to Authorize Staff to Recruit for a Replacement Patrol Officer

Background:

Accept the Patrol Captain's Resignation

Mr. Tim Dwyer, the Police Department's Patrol Captain, submitted a letter of resignation on April 10, 2013. Mr. Dwyer has been with the city of Ramsey for just over 23 years. Mr. Dwyer accepted the Chief of Police position with the City of Cambridge. His last day of employment with the City of Ramsey will be May 3, 2013; although he will be out of the office after April 26, 2013 using vacation time.

Begin a Promotional Process

Police Chief Jim Way will be out of the office on vacation and then at the Chief's Conference until April 26, 2013. Prior to his departure, Chief Way indicated that he would like the City Council's approval to begin a promotional process to address the job duties left vacant by the Patrol Captain's resignation. Per the meeting schedule, May 14, 2013, will be the first regular City Council meeting after the Police Chief returns; at that time he will be prepared to present his recommendation for the promotional process. Consistent with the City's "A New Day – A New Beginning" strategic planning process, the Police Chief will also discuss his desire to have cross-trained employees (3 Deep) that are familiar with all duties of the captain(s), such as budgeting, administration, patrol, etc.

Recruit for a Patrol Officer

A Patrol Officer recruitment was held in September through October, resulting in the receipt of 140 applications. Staff held 15 interviews and hired 2 Patrol Officers, the first officer was hired in November and filled the position vacated due to a resignation, and the second officer was hired in February and filled the position vacated due to an officer on a long-term extended medical leave. Drawing upon this recruitment file, staff feels confident that there are still interested and viable candidates left in the 125 remaining applicants that were not interviewed. To be sure, staff polled the next 30 highest scoring applicants and found that 20 of the applicants are still interested in the position. If the City Council were to approve a Patrol Officer recruitment from the existing pool of applicants there would be a significant savings to the City; avoiding advertising costs, staff time, and a delay in the hiring process. Aside from the current applicant pool, staff would like the City Council's approval to invite the Patrol Officer who is currently out on the extended medical leave to apply for the position; subject to his ability to meet the minimum requirements of the Patrol Officer position.

With the Patrol Captain's resignation, the Police Department will have 21 licensed officers, including the Chief of Police, 1 Captain, 4 Sergeants, 2 Investigators and 13 Patrol Officers. The desired number of licensed officers is 23, with the goal of having 22 officers in 2013 and 23 officers in 2014, subject to budget considerations.

This case will appear on the consent agenda at the City Council meeting this evening.

Observations/Alternatives:

Not begin a promotional process and not hire an officer from the recent recruitment file.

Pros: Short term savings to the City.

Cons: Not beginning a promotional process could create a situation where the City may be ill equipped in the event that the remaining Captain were to take vacation time or become ill. It would also deny internal advancement within the department and would be a missed opportunity to demonstrate the City's desire to utilize employees to their

fullest potential. Not back-filling with a new Patrol Officer would bring the department to an undesired staffing level. Also, not allowing the use of the recent hiring process for candidates would be a missed savings opportunity. With Captain Dwyer's departure, the Police department will continue to operate below the number recommended by the Chief.

Recommendation:

To approve resolution 13-04-077 which, upon City Council approval, authorizes staff to do the following:

- 1) Accept Patrol Captain Tim Dwyer's resignation.
- 2) Direct staff to begin a promotional process to address the job duties left vacant by the Patrol Captain's resignation.
- 3) Recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the promotional process and to invite the Patrol Officer who is currently out on the extended medical leave to apply for the Patrol Officer position; subject to his ability to meet the minimum requirements of the Patrol Officer position.

Funding Source:

There is an annual savings to the City of approximately \$28,451 due to the lower salary level of incoming officers.

Council Action:

Motion to approve resolution 13-04-077 confirming the recommendation of the Personnel Committee to:

- 1) Accept Patrol Captain Tim Dwyer's resignation.
- 2) Direct staff to begin a promotional process to address the job duties left vacant by the Patrol Captain's resignation.
- 3) Recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the promotional process and to invite the Patrol Officer who is currently out on the extended medical leave to apply for the Patrol Officer position; subject to his ability to meet the minimum requirements of the Patrol Officer position.

Attachments

Resolution

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date

04/18/2013 03:37 PM

Form Started By: Colleen Lasher

Started On: 04/18/2013 12:51 PM

Final Approval Date: 04/18/2013

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-04-077

RESOLUTION TO ACCEPT THE RESIGNATION OF THE PATROL CAPTAIN, DIRECT STAFF BEGIN A PROMOTIONAL PROCESS, AND TO AUTHORIZE STAFF TO RECRUIT FOR A REPLACEMENT PATROL OFFICER

WHEREAS, Mr. Tim Dwyer, the Police Department's Patrol Captain, submitted a letter of resignation on April 10, 2013; and

WHEREAS, the Police Chief Way recommends beginning a promotional process to address the job duties left vacant by the Patrol Captain's resignation, as well as to maintain consistency with the City's "A New Day – A New Beginning" strategic planning process to have cross-trained employees (3 Deep) that are familiar with all duties of the captain(s); and

WHEREAS, staff recommends recruiting for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the promotional process; and

WHEREAS, staff recommends that the City Council authorize the Patrol Officer who is currently out on the extended medical leave to apply for the Patrol Officer position; subject to his ability to meet the minimum requirements of the Patrol Officer position within the allotted recruitment timeframe.

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 #13-04-077, to do the following:

- 1) Accept Patrol Captain Tim Dwyer's resignation.
- 2) Direct staff to begin a promotional process to address the job duties left vacant by the Patrol Captain's resignation.
- 3) Recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the promotional process and to invite the Patrol Officer who is currently out on the extended medical leave to apply for the Patrol Officer position; subject to his ability to meet the minimum requirements of the Patrol Officer position within the allotted recruitment timeframe.

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 23rd day of April 2013.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-083

RESOLUTION TO IMPLEMENT A TELECOMMUTING POLICY

WHEREAS, staff received a request to consider allowing a telecommuting policy; and

WHEREAS, consideration for telecommuting arrangements will be made on a case-by-case basis and only in situations where the employee can demonstrate a benefit to the City; and

WHEREAS, full-time employees, except those under collective bargaining agreements, may apply to participate. Employees must have successfully completed probation, received a satisfactory rating on their last performance evaluation and not had any disciplinary action taken against them during the past year. Seniority will not be a basis for selecting employees to participate in this program; and

WHEREAS, an application must be completed by the employee and approved by the Department Head, the Human Resources Manager and the City Administrator; and

WHEREAS, continued participation in the program is at the discretion of the City.

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 #13-05-083, to Authorize staff to implement a finalized telecommuting policy, on a trial basis, granting staff the authority to consider, on a case-by-case basis, any eligible employee's request for a telecommuting arrangement.

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 14TH day of May 2013.

Application Process
The attached

Meeting Date: 05/14/2013

Submitted For: Grant Riemer

By: MaryJo Warner, Engineering/Public Works

Information

Title:

Report from Public Works Committee dated April 16, 2013.

3. APPROVE AGENDA: The agenda was approved as revised to consider a new item under Staff Input prior to Item 4 Approve Minutes.

6. STAFF INPUT: Memorandum of Understanding with Anoka County: *This is being discussed tonight as a separate case.*

5. COMMITTEE BUSINESS: Cost Estimate for Pedestrian Crosswalk at Alpine Drive and Zirconium Street: *The consensus of the Public Works Committee was to ask staff to determine elevations as discussed and whether it would be an option to create a more gradual pathway.*

6. STAFF INPUT: Review of 2012-2013 Winter Maintenance Activities: *For informational purpose only.*

Background:

The Public Works Committee held its regular meeting on April 16, 2013 and discussed the following cases:

6.02: Memorandum of Understanding with Anoka County

This item was approved by the Council as a separate case on April 23.

5.01: Cost Estimate for Pedestrian Crosswalk at Alpine Drive and Zirconium Street

Public Works Superintendent Riemer noted this is the third time this issue has been addressed by the Public Works Committee. He displayed the subject site and past consideration of a pedestrian crossing at Alpine Drive and Zirconium Street. Staff proposed a different scenario for the crosswalk and trail leading to the main park entrance, suggesting a crosswalk be installed at the point 200 feet west of Zirconium Street and connected by a ten-foot crushed aggregate trail. Public Works Superintendent Riemer explained that once pedestrians crossed the road to the south side of Alpine Drive, they would take a ten-foot crushed aggregate trail east to the main entrance that would connect to the park's internal trail system. He explained that this would be a limited use trail, which in reality is only serving one neighborhood to the north, Alpine Estates. Secondly, Public Works has a stockpile of reclaimed asphalt that would be suitable for this project. He described the components of the proposed crosswalk and warning signs. Public Works Superintendent Riemer presented the cost estimate of \$15,500 and recommendation to install standard pedestrian crosswalk signage and striping, with connecting trails to provide access to Alpine Park for residents of Alpine Estates. He advised that flashing crosswalk signs cost about \$5,000 and the type used by the City of Anoka cost \$28,000, noting this project would not warrant that level of expense.

The consensus of the Public Works Committee was to ask staff to determine elevations as discussed and whether it would be an option to create a more gradual pathway.

6.01: Review of 2012-2013 Winter Maintenance Activities

Public Works Superintendent Riemer reported on the Public Work's scale of operation, snow removal routes, 2012-2013 winter maintenance activities, and types of equipment used for snowplowing. He reviewed the types of comments and complaints most commonly received and how they are addressed. Public Works Superintendent Riemer advised of changes expected for 2013-2014 including salt cost, installing AVL equipment in large plow equipment, changing policy to make townhome associations responsible for their sidewalks, and to address resident requests to not leave windrows across driveways when plowing trails.

No action taken, for informational purposes only.

Recommendation:

Staff recommends ratifying the recommendation of the Public Works Committee.

Council Action:

Motion to recommend ratifying the recommendation of the Public Works Committee.

Attachments

Agenda

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	05/07/2013 10:56 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 10:34 AM
Form Started By: MaryJo Warner		Started On: 04/26/2013 09:35 AM
	Final Approval Date: 05/09/2013	

City of Ramsey
Agenda
Public Works Committee
Tuesday April 16, 2013
5:00 pm
Lake Itasca Room, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
 1. Approve March 19, 2013 meeting minutes.
5. **Committee Business**
 1. Cost Estimate for Pedestrian Crosswalk at Alpine Dr and Zirconium St
6. **Committee/Staff Input**
 1. Review of 2012-2013 Winter Maintenance Activities
7. **Adjournment**

Public Works Committee

4. 1.

Meeting Date: 04/16/2013

Submitted For: MaryJo Warner

By: MaryJo Warner, Engineering/Public Works

Title:

Approve March 19, 2013 meeting minutes.

Background:

The Public Works Committee held its regular meeting on March 19, 2013.

Notification:

Observations/Alternatives:

Funding Source:

n/a

Staff Recommendation:

Action:

Motion to approve Public Works Committee meeting minutes dated March 19, 2013.

Attachments

Minutes

Form Review

Inbox
Grant Riemer
Kurt Ulrich

Reviewed By
MaryJo Warner
Kurt Ulrich

Date

04/11/2013 04:08 PM

04/11/2013 04:16 PM

Form Started By: MaryJo Warner

Started On: 04/10/2013 10:46 AM

Final Approval Date: 04/11/2013

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

The Public Works Committee conducted a regular meeting on Tuesday, March 19, 2013 at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Randy Backous
 Councilmember David Elvig
 Councilmember Mark Kuzma

Also Present: City Administrator Kurtis Ulrich
 Parks and Assistant Public Works Superintendent Mark Riverblood
 Public Works Superintendent Grant Riemer
 Development Services Manager Timothy Gladhill
 Interim Engineer Shane Nelson
 Councilmember John LeTourneau
 Councilmember Chris Riley

1. CALL TO ORDER

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

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

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

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

4. APPROVE MINUTES

4.01: Approve November 20, 2012 Meeting Minutes

Motion by Councilmember Kuzma, seconded by Councilmember Elvig, to approve the minutes from the November 20, 2012, Public Works Meeting.

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

5. COMMITTEE BUSINESS

5.01: Nominate Chair and Vice-Chair for the Public Works Committee

Chairperson Backous called for nominations for 2013 Public Works Committee Chair and Vice Chair.

Motion by Councilmember Kuzma, seconded by Councilmember Elvig, to nominate and elect Randy Backous as Public Works Committee Chair.

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

Motion by Councilmember Elvig, seconded by Chairperson Backous, to nominate and elect Mark Kuzma as Public Works Committee Vice Chair.

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

5.02: Consider Interim Trail in the Right-of-Way of US Highways 10 and 169

Parks and Assistant Public Works Superintendent Riverblood reviewed the staff report and six options detailed in the staff report. Staff's recommendation is Option 2, to move forward with mowing the trail and see how well it is used. If the trail is well used, Class V can be placed.

Councilmember Elvig stated support for staff's recommendation because it will determine whether the trail will be used.

Chairperson Backous asked about bicycling in areas of the ditch.

Parks and Assistant Public Works Superintendent Riverblood stated it will depend on how well the turf holds together since some ditch areas are sandy.

Councilmember Kuzma noted there are a lot of people in that area and he supports staff's recommendation since it allows testing how often it will be used.

Parks and Assistant Public Works Superintendent Riverblood stated staff contacted Mn/DOT to receive concurrence that it is permissible to mow and/or maintain an "interim" trail within the right-of-way between these two City streets and he anticipates there will be no problems.

Motion by Councilmember Kuzma, seconded by Councilmember Elvig, to recommend that the City Council address the request for a temporary trail within the right-of-way of Highways 10 and 169 between Bowers Drive and Llama Street by altering driveway/ditch approaches, etc. such that a trail may be mowed by the City a few times a year at minimal expense and direct staff

to investigate the permanent grant funded bituminous trail for construction in 2013 with reimbursement of Federal monies at some point in 2015.

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

5.03: Review AVL System and Consider Purchase

Public Works Superintendent Riemer reviewed the staff report and pros and cons for each alternative. He explained that the AVL System will allow staff to determine how much salt is put down, will reduce truck idle time/gasoline costs, track vehicle maintenance, and track route management as streets are plowed so if asked, staff can indicate the percentage of streets that have been plowed.

Parks and Assistant Public Works Superintendent Riverblood stated it would be useful for residents to see an interactive map, posted to the City's website, of routes that are plowed so they can see progress.

Public Works Superintendent Riemer stated it may be possible to update such a map periodically, such as once an hour.

Councilmember Elvig stated he is concerned with broadcasting live plowing in case residents intend to hinder plowing.

Public Works Superintendent Riemer continued presentation of AVL System features to track vehicles, time, and materials (sand/salt) used.

Chairperson Backous asked about the feasibility of having a second site to pick up salt/sand.

Public Works Superintendent Riemer explained that is possible but would double the risk of site contamination. He answered questions of the Committee relating to the number of truck routes being eight, rotation of starting points, and that trucks run about ten hours. Public Works Superintendent Riemer displayed charts depicting plowing routes and times for March 4 and 5, 2013, noting material usage totals and feature for maintenance tracking.

Councilmember Kuzma stated this is a sophisticated program and asked if it is currently being tested in Ramsey.

Public Works Superintendent Riemer stated the City has one system in the sweeper and explained it is easy to remove and use in different equipment. He explained how the program also sends alerts for maintenance and is flexible in allowing you to change the intervals it sends reports and alerts.

Councilmember Elvig noted the costs are \$5,000 for hardware plus \$4,000 per year.

Public Works Superintendent Riemer explained the software data is kept on PreCise servers. He presented the costs of \$4,995.50 for the Precise MRM System hardware and \$4,025.91 for total annual costs for PreCise MRM software/data. If approved, the equipment would be relocated from plow trucks in the winter months to mowers in the summer months.

Councilmember Kuzma asked if this will help with scheduling man hours.

Public Works Superintendent Riemer stated it will help more with tracking material use and whether a street was plowed or missed. In addition, it helps to track staffing levels and to gain efficiencies. He indicated staff recommends the purchase of the Precise MRM system and installation in all large plow equipment and sidewalk cleaning machine.

Motion by Councilmember Elvig, seconded by Councilmember Kuzma, to recommend that the City Council purchase the Precise MRM system and installation in all large plow equipment and sidewalk cleaning machine.

Further discussion: Parks and Assistant Public Works Superintendent Riverblood noted there has been past discussion relating to instituting a special services district in The COR and this equipment will allow the City to document activity to justify such an additional service fee. Councilmember Riley asked whether there had been any push back from staff. Public Works Superintendent Riemer clarified this equipment does not track employees; it tracks equipment and use of materials. He noted it would also track equipment use after hours, which would be a theft deterrent.

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

6. COMMITTEE / STAFF INPUT

6.01: Update on Turf Restoration at 7046 166th Avenue (Mack and Shayle Dominquez)

Public Works Superintendent Riemer reviewed the staff report and indicated he sent them a letter reminding that the City would be out in the spring to re-mulch existing soil, remove debris, top dress with four inches of suitable black dirt, and re-seed.

Councilmember Kuzma stated while campaigning, he received complaints about the quality of restoration and poor quality grass seed.

Public Works Superintendent Riemer stated the seed mix had been changed as well as amount of black dirt and the City will now replace whatever had been disturbed, sod for sod and seed for seed.

Councilmember Riley stated he also heard from residents who were very unhappy with the quality of restoration and if one person's yard is being fixed, he would ask about the others with the same concern.

Chairperson Backous explained that this property is what precipitated the change in policy for better soil and seed mix.

7. ADJOURNMENT

Motion by Councilmember Kuzma, seconded by Chairperson Backous, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:03 p.m.

Respectfully submitted,

Grant Riemer
Public Works Superintendent

Drafted by Carla Wirth
TimeSaver Off Site Secretarial, Inc.

Public Works Committee

5. 1.

Meeting Date: 04/16/2013

By: Grant Riemer, Engineering/Public
Works

Title:

Cost Estimate for Pedestrian Crosswalk at Alpine Dr and Zirconium St

Background:

At the July 21, 2009 Public Works Committee received a request for providing cross walks that would offer access to Alpine Park to the residential neighborhoods to the north. This proposal was revisited at the 9/18/2012 Public Works Committee. The chief concern is the ability to access the park safely across Alpine Drive which has a 45 mile per hour speed limit and a daily traffic count of 2400 vehicles per day. The Alpine Acres subdivision neighborhood includes 22 single family units fronting on 153rd Way that accesses Alpine Drive via Zirconium Street, and 16 single family units fronting on 153rd Court which accesses the west end of the park.

A crosswalk providing access to the western portion of the neighborhood was installed at the intersection of Alpine Drive and 153 Court at a relatively modest cost of \$2,200. However, a crossing location for the eastern neighborhood was found to be more problematic and no action was taken by the Committee. A possible location having an adequate, but not ideal sight distance had been identified at a point approximately 200 feet west of the intersection with Zirconium Street. This location has the advantage of requiring a minimal distance of "extra travel" for pedestrians from the eastern neighborhood that wish to go to the playground area which is east of Zirconium Street. A crossing at this location would require; a) 200 feet of trail, b) cross walks with signage, c) concrete steps down the grade, and pedestrian ramps. The estimated cost for these improvements is \$38,000. There is also a question of compliance with the Americans with Disability Act (ADA) since steps would not make this access usable to wheelchair users. Staff contacted the Department of Justice, which administers the act, and was advised that a facility (the park) required only one accessible point. However, if an access were to be considered the main entrance, then a handicap access should be seriously considered. This would not be the case since there are two other access points on both the east and west sides of the park.

Notification:

Observations/Alternatives:

Staff would like to propose a different scenario for the crosswalk and trail leading to the main park entrance. A crosswalk would still be installed at the point 200' west of Zirconium St and connected by a 10' crushed aggregate trail. Once pedestrians crossed the road to the south side of Alpine Dr they would take a 10' crushed aggregate trail east to the main entrance that would connect them to the parks internal trail system. The reasoning behind the crushed aggregate trail is twofold. First this will be a limited use trail, which in reality is only serving the one neighborhood to the north Alpine Estates. Second is cost. Public works has a stock pile of reclaimed asphalt at the shop that would be suitable for this project, so there would be no additional cost for the material. The crosswalk proposed by staff would be a standard fluorescent yellow/ green design, with advance warning signs included. A LED lighted crosswalk was explored for this location as an option, but remains cost prohibitive. Two LED lighted crosswalk signs are approximately \$5,000.00. A LED crosswalk, similar to the one used on Main St. in Anoka, with in-pavement lighting is approximately \$28,000.00, plus installation. Cost for the basic crosswalk and trail are as follows:

Standard crosswalk signage w/stripping- \$1,500.00

4 ADA approved pedestrian ramps /curb cuts at \$2,000.00 or \$8,000.00 total (estimated)

150 tons of recycled material (con-bit)-no cost

Labor/equipment to install trail component-\$6,000.00

Total cost of project-\$15,500.00

Funding Source:

General fund - PW operating budgets cost centers 0311,0260,0452

Staff Recommendation:

Staff recommends installing standard pedestrian crosswalk signage, striping with connecting trails to provide access to Alpine Park for residents of Alpine Estates

Action:

Motion to accept staff recommendation to install standard crosswalk signage 200' west of Zirconium St to include 200' of aggregate trail on the north side of Alpine Dr and 900' of aggregate trail on south side of Alpine Dr.

Cost -\$15,500.00

or

Motion to reject staff recommendation and choose an alternative based on committee discussion

Attachments

[Location map](#)

Form Review

Inbox

Kurt Ulrich

Reviewed By

Kurt Ulrich

Date

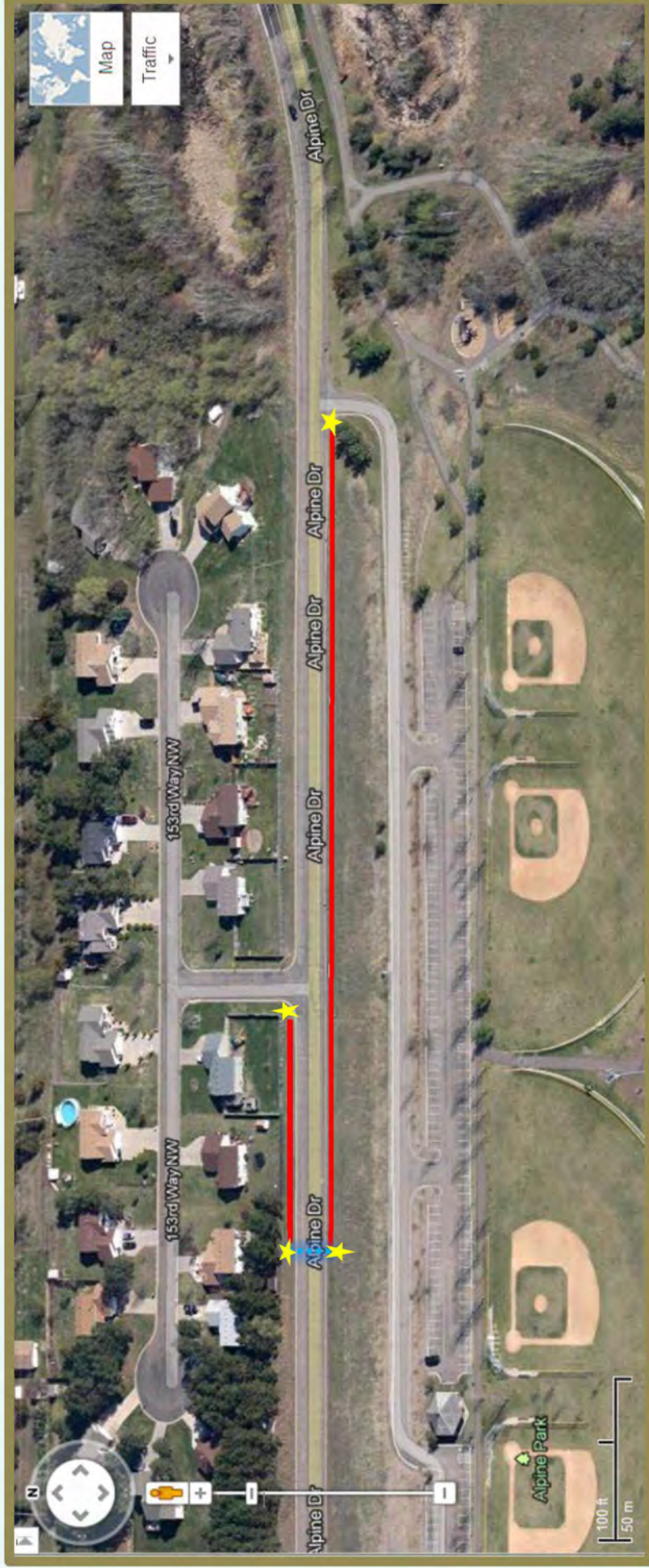
04/11/2013 04:15 PM

Form Started By: Grant Riemer

Started On: 04/10/2013 09:25 AM

Final Approval Date: 04/11/2013

Pedestrian Access Proposal – Zirconium Street to Alpine Park



..... Crosswalk 200' feet west of Zirconium Street

— Red denotes Con-Bit based trail surface

★ Star represents new ADA pedestrian ramp (curb cut)

Public Works Committee

6. 1.

Meeting Date: 04/16/2013

Submitted For: Grant Riemer

By: Grant Riemer, Engineering/Public Works

Title:

Review of 2012-2013 Winter Maintenance Activities

Background:

Staff will present a short Power Point presentation recapping the 2012-2013 snow season and explain the operation in more detail for new Public Works Committee members

Notification:

Observations/Alternatives:

Funding Source:

N/A

Staff Recommendation:

Action:

Informational only, no action required

Form Review

Inbox

Kurt Ulrich

Reviewed By

Kurt Ulrich

Date

04/11/2013 04:10 PM

Form Started By: Grant Riemer

Started On: 04/05/2013 02:22 PM

Final Approval Date: 04/11/2013

Meeting Date: 05/14/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Report from the Personnel Committee - May 14, 2013

Case 1 of 4: Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.

Case 2 of 4: Resolution to Hire a Building Inspection Intern

Note: Case 3 and 4 will be brought forward for City Council action on May 28, 2013.

Background:

Both of the following cases were presented at this evening's Personnel Committee.

Case 1 of 4: Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.

Earlier this evening the Personnel Committee motioned to recommend the following: Motion to recommend the City Council adopt resolution #13-05-085 to approve staff to extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.

The case was presented as follows:

Staff was previously authorized to recruit and hire this position. Now, it is recommended that recruitment for the Economic Development Manager be extended in order to increase the pool of qualified candidates as the top previous candidate has withdrawn from consideration.

Also, staff anticipates bringing a revised hiring process and schedule forward for Council consideration at the next regular meeting May 28th.

For a more detailed account of the Economic Development Manager position and the previous recruitment process please see the attachments.

Lastly, staff was previously authorized to hire an Administrative Intern to assist with event specific work, such as Happy Days. The recruitment process for this position was completed with great success. We interviewed many highly qualified candidates and are in the process of on-boarding one candidate. With the delay in the hiring of an Economic Development Manager, the upcoming special election, the un-winding of the Landform contract, the implementation of the strategic plan, and a variety HR projects; staff is seeking to bring on an an additional intern to work on an as needed basis within Administrative Services. The costs associated with an additional intern would be well within the budget considering the salary expense not generated due to the delay in the Economic Development Manager hiring process. Not back-filling this work will possibly result in missed project deadlines, unsustainable workloads, below-standard work product, and/or overtime expenses for non-exempt employees.

Case 2 of 4: Resolution to Hire a Building Inspection Intern

Earlier this evening the Personnel Committee motioned to recommend the City Council adopt Resolution

#13-05-086 authorize Staff to recruit and hire a temporary Building Inspection Intern from the existing Intern pool, or if necessary, conduct a new recruitment; the hiring range is \$9.00 to \$11.00 per hour, D.O.Q.

The case was presented as follows:

Building Permit levels have consumed existing staffing and contracted service levels to the point where Staff cannot address non-permit administrative tasks without impacting response times to an unacceptable level. Staff is seeking a more cost-effective solution to addressing entry-level, routine administrative needs.

One such administrative task is the administration of the Subsurface Sewage Treatment Systems (SSTS). Per Minnesota Rule 7800, these private septic systems must be visually checked for evidence of leaks and measure and/or remove certain accumulations no less than once every three (3) years. The purpose of this provision is to ensure that systems are adequately maintained and do not pose a threat to public safety, water supplies, and soil conditions. The City has additional background on-line at www.cityoframsey.com/septic.

The City has over 4,200 private septic systems that the City is responsible for ensuring compliance with Minnesota Rules 7800. In conjunction with current permit levels and the number of systems that must be monitored, Staff does not have the capacity with existing staffing levels to even begin the process for 2013. In order to remain in compliance with Minnesota Rules, Staff is seeking authorization to recruit a temporary Building Inspection Intern.

Notification:

This evening's Personnel Committee packet is attached.

Case 1 of 4: For additional detail regarding the Economic Development Manager position, please see the attachments. Staff will continue to use the development consultant, Mr. Mulrooney, on an as-needed basis.

Case 2 of 4: No notification is required.

Observations:

Case 1 of 4: Council may approve, reject or modify this proposal as desired. The rationale for hiring a full time Economic Development Manager has been previously demonstrated. The internship position provides a good value, and a needed staffing supplement, for the summer season. Staff will also continue to use the development consultant, Mr. Mulrooney, on an as-needed basis.

Recommendation:

Case 1 of 4: The Personnel Committee recommended the City Council adopt resolution #13-05-085 to authorize staff to extend the recruitment process for an Economic Development Manager and to hire one additional Administrative Intern.

Case 2 of 4: The Personnel Committee recommended the City Council adopt Resolution #13-05-086 to authorize Staff to recruit and hire a temporary Building Inspection Intern from the existing Intern pool, or if necessary, conduct a new recruitment; the hiring range is \$9.00 to \$11.00 per hour, D.O.Q.

Funding Source:

Case 1 of 4: The maximum annual funding required for the Economic Development Manager position is estimated to be approximately \$101,000 (TIF @ 20%, EDA 20%, HRA 60%). Funding for this position is included in the 2013 budget.

The funding required for an additional Administrative Services Intern is approximately \$9305, and will be covered with the savings from the delay in hiring of the ED Manager.

Case 2 of 4: Funding for the position would be provided by revenue generated by Building Permits. Staff recommends that the rate for the Septic Pumping Permit be adjusted as noted above.

Council Action:

Case 1 of 4: Motion to adopt resolution #13-05-085 to approve staff to extend the recruitment for an Economic Development Manager and to hire one additional Administrative Intern.

Case 2 of 4: Motion to adopt resolution #13-05-086 to authorize Staff to recruit and hire a temporary Building Inspection Intern from the existing Intern pool, or if necessary, conduct a new recruitment; the hiring range is \$9.00 to \$11.00 per hour, D.O.Q.

Attachments

Resolution #13-05-085 ED Manager and Intern

Resolution #13-05-086 - Building Inspection Intern

Personnel Agenda

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	05/09/2013 03:13 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 04:00 PM
Colleen Lasher	Colleen Lasher	05/09/2013 05:26 PM
Tim Gladhill	Kathy Schmitz	05/09/2013 05:43 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 05:49 PM

Form Started By: Colleen Lasher

Started On: 05/08/2013 08:59 PM

Final Approval Date: 05/09/2013

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-085

RESOLUTION TO EXTEND THE RECRUITMENT FOR AN ECONOMIC DEVELOPMENT MANAGER AND TO HIRE ONE ADDITIONAL ADMINISTRATIVE INTERN

WHEREAS, staff recently conducted a recruitment for an Economic Development Manager; and

WHEREAS, the finalist submitted a letter to the City Council resigning from the position which he was scheduled to begin on May 29, 2013; and

WHEREAS, staff is requesting authorization to extend the Recruitment for an Economic Development Manager; and

WHEREAS, staff is requesting to back-fill necessary administrative services work via hiring one additional intern to work on an as needed basis.

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 recommend the City Council adopt resolution #13-05-085 to approve staff to extend the recruitment process for an Economic Development Manager and to Back-fill Necessary Administrative Services Work by hiring one additional intern.

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 14TH day of May 2013.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-086

RESOLUTION TO HIRE A BUILDING INSPECTION INTERN

WHEREAS, current service levels within the Community Development Department have exceeded the amount of staff resources available, thus creating a need for additional administrative support; and

WHEREAS, a recruitment process was conducted administrative intern positions; and

WHEREAS, staff desires to hire a temporary Building Inspection Intern from the existing Intern pool.

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 #13-04-086, to hire a temporary Building Inspection Intern from the existing Intern pool.

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 14th day of May 2013.

City of Ramsey
Agenda
Personnel Committee
Tuesday, May 14, 2013
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Committee Business**
 1. Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.
 2. Consider Authorization to Hire a Building Inspection Intern
 3. Consider Authorization to End Contracted Building Official Services and Recruit a Regular, Full-Time Building Official
 4. Title of the Command Position Created by a Recent Resignation Within the Police Department
5. **Adjournment**

Personnel Committee

4. 1.

Meeting Date: 05/14/2013

By: Colleen Lasher, Administrative Services

Title:

Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.

Background:

This case will be acted upon by the City Council later this evening at the regular meeting as part of the consent agenda.

Staff was previously authorized to recruit and hire this position. Now, it is recommended that recruitment for the Economic Development Manager be extended in order to increase the pool of qualified candidates as the top previous candidate has withdrawn from consideration.

Also, staff anticipates bringing a revised hiring process and schedule forward for Council consideration at the next regular meeting May 28th

For a more detailed account of the Economic Development Manager position and the previous recruitment process please see the attachments.

Also, staff was previously authorized to hire an Administrative Intern to assist with event specific work, such as Happy Days. The recruitment process for this position was completed with great success. We interviewed many highly qualified candidates and are in the process of on-boarding one candidate. With the delay in the hiring of an Economic Development Manager, the upcoming special election, the un-winding of the Landform contract, the implementation of the strategic plan, and a variety HR projects; staff is seeking to bring on one additional intern to work on an as needed basis within Administrative Services. The costs associated with an additional intern would be well within the budget considering the salary expense not generated due to the delay in the Economic Development Manager hiring process. Not back-filling this work will possibly result in missed project deadlines, unsustainable workloads, below-standard work product, and/or overtime expenses for non-exempt employees.

Notification:

Observations/Alternatives:

Council may approve, reject or modify this proposal as desired. The rationale for hiring a full time Economic Development Manager has been previously demonstrated. The internship position provides a good value, and a needed staffing supplement, for the summer season.

Staff will also continue to use the development consultant, Mr. Mulrooney, on an as-needed basis.

Recommendation:

To authorize staff to extend the recruitment process for an Economic Development Manager and to hire one additional Administrative Intern.

Funding Source:

The maximum annual funding required for the Economic Development Manager position is estimated to be approximately \$101,000 (TIF @ 20%, EDA 20%, HRA 60%). Funding for this position is included in the 2013 budget.

The funding required for an additional Administrative Services Intern is approximately \$9305, and will be covered with the savings from the delay in hiring of the ED Manager.

Council Action:

Motion to recommend the City Council adopt resolution #13-05-085 to approve staff to extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.

Attachments

042313 CC Case

021213 Report from the PC

020513 Worksession

Resolution

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	05/09/2013 03:47 PM
Colleen Lasher (Originator)	Colleen Lasher	05/09/2013 04:59 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 05:47 PM
Form Started By: Colleen Lasher		Started On: 05/08/2013 10:28 PM
	Final Approval Date: 05/09/2013	

Meeting Date: 04/23/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Report from the Personnel Committee - April 23, 2013 / Resolution to Hire an Economic Development Manager

Background:

Earlier this evening the Personnel Committee motioned to recommend approval of this case. The case was presented as follows:

At the February 12, 2013 meeting, the City Council motioned to approve a resolution directing staff to conduct a recruitment for an Economic Development Manager.

Staff conducted a recruitment based on the newly updated job description, including the addition of the Housing and Redevelopment Authority (HRA) duties and other updates necessary to best meet the needs of the City. Staff received fourteen applications; conducted six interviews and three candidates were interviewed a second time.

The top candidate, Mr. Sean Sullivan, was selected to advance in the recruitment process and was provided with a contingent job offer on April 9, 2013. Following that, Mr. Sullivan successfully passed the City's background check, reference checks and drug screen, as well as the work-style assessment.

It may be of interest to note that Mr. Sullivan worked for the City of Ramsey as an Economic Development Coordinator from 2000 to 2010 and is therefore very familiar with many of the City's current businesses, the economic development function, many City staff members and other professional contacts in the area. Since then, Mr. Sullivan has continued in his role as an economic development professional and has gained additional skills and credentials.

Notification:

History: The City employed an Economic Development & Marketing Manager from November of 2010 through March 2012. This position was vacated in March 2012, following a resignation. In April 2012, the Assistant City Administrator/Community Development Director position was vacated. Both positions were significantly involved in Economic Development.

Since then, with the City Administrator's general oversight and support, the Assistant to the City Administrator (previously known as the Management Analyst) has been covering many of the City's economic development duties; the Finance Director has been covering the Tax Increment Financing district responsibilities; and the EDA consultant Mike Mulroney has assisted with various economic development projects, as needed.

A needs analysis was conducted for this position. Based on results of that analysis, staff recommended that a full-time Economic Development Manager be hired to perform the City's economic development function. This position would be responsible for the development and implementation of economic development, programs, and services for both commercial and industrial businesses. Without this position it would be very difficult to attain many of the City Council's strategic goals; many of which focus on economic development.

Staff proposed a slight restructure of the position from Economic Development & Marketing Manager to Economic Development Manager to allow this position to focus specifically on economic development. The restructure would place more emphasis on real estate and development transactions such as negotiating and securing property

purchases for the purposes of development and redevelopment; as well as transferring much of the marketing and communications component (via electronic and printed media) to the Assistant to the City Administrator. Lastly, staff proposed continuing the Assistant to the City Administrator's role of assisting in some economic development duties in order to ensure continuity with internal and external customers, and to provide proactive back-up staffing for this important function.

Observations/Alternatives:

Staff recommends this hiring as the best way to properly address the City's economic development priority.

The Council may deny or postpone action on this recommendation to allow further review. However, neither of these alternatives allow this position to be hired in a timely manor.

Recommendation:

The Personnel Committee recommended hiring Mr. Sean Sullivan as the City's new Economic Development Manager, effective on or near May 28, 2013, at \$37.45 per hour (step 4 of the 2013 wage scale) with a credit of 5 vacation days for a mid-career hire.

Funding Source:

The annual funding required for this position, based on salary (step 4) and benefits is approximately \$91,895 (TIF @ 20%, EDA 20%, HRA 60%). Funding for this position is included in the 2013 budget.

Council Action:

Motion to approve resolution #13-04-075, to hire Mr. Sean Sullivan as the City's new Economic Development Manager, effective on or near May 28, 2013, at \$37.45 per hour with a credit of five vacation days.

Attachments

Resolution

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date

04/18/2013 03:03 PM

Form Started By: Colleen Lasher

Started On: 04/15/2013 09:03 AM

Final Approval Date: 04/18/2013

Meeting Date: 02/12/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Report from the Personnel Committee - Meeting Date: January 22, 2013

Background:

Case 1: Consider a Resolution to Select a Chairperson and Alternate Chairperson for the Personnel Committee

Case 2: Consider a Resolution to Accept a Paid-on-call Firefighter's Resignation

Case 3: 2013 Fire Officer Selections

Case 4: Consider a Resolution to Approve the 2013 Non-Union Health Insurance Contributions and Non-Union Cost of Living Adjustments

Case 5: Consider a Resolution to Address Building Maintenance Staffing Needs

Case 6: Consider a Resolution to Recruit for an Economic Development Manager

Case 7: Consider a Resolution Regarding a Leave of Absence (This discussion will be closed to the public)

Case 8: Consider a Resolution to Authorize Staff to Recruit for a Replacement Patrol Officer Position from the Recent Patrol Officer Recruitment File

Notification:

See the attached Personnel Committee packet from the January 22, 2013 meeting for additional detail.

Recommendation:

Case 1: The Personnel Committee unanimously recommended appointing Councilmember Tossey as Chair of the Personnel Committee and Councilmember Backous as the alternate.

Case 2: The Personnel Committee unanimously recommended accepting the resignation of Mr. Cory Helgoe and to recruit for this position upon the next regular Firefighter recruitment.

Case 3: The Personnel Committee unanimously recommended approving the Fire Chief's recommendation for 2013 Fire Officer Selections.

Case 4: The Personnel Committee recommended 3/3 authorizing the non-union city health insurance contributions, 2/3 the option to waive health insurance in exchange for a cash benefit and 3/3 to increase the non-union wage scale by one percent (1%). Councilmember Backous was not in favor of offering the option to waive health insurance in exchange for a cash benefit.

Case 5: The Personnel Committee tabled this case pending additional information regarding room rental revenue.

Case 6: The Personnel Committee unanimously recommended authorizing staff to begin a recruitment process for an Economic Development Manager.

Case 7: The Personnel Committee unanimously recommended approving an additional leave of absence through

May 31, 2013; the maximum amount of leave time allowed per the City's Leave of Absence policy.

Case 8: The Personnel Committee unanimously recommended authorizing staff to recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the officer on an extended leave of absence.

Funding Source:

Case 1: There is no funding required for this action.

Case 2: There is no funding required for this action.

Case 3: Paid on Call Fire Officers pay is funded from line item 6104 Part-time Wages and Salaries

Case 4: Funding for both city contributions to health insurance and cost of living adjustment are included in the 2013 general and enterprise fund budget.

Case 5: N/A (This case was tabled.)

Case 6: The annual funding required for this position approximately \$87,210 (TIF @ 20%, EDA 20%, HRA 60%). Funding for this position is included in the 2013 budget.

Case 7: There is no funding required; there have been no expenses related to this employee since June 1, 2012.

Case 8: The Patrol Officer position (currently vacant) is budgeted for approximately \$102,429. The estimated annual funding required for a new officer in 2013 is between \$65,488 and \$72,292 (for a full year). Therefore, no additional funding is required.

Council Action:

Case 1: Motion to adopt resolution #13-02-033, Councilmember Tossey as Chair of the Personnel Committee and Councilmember Backous as the alternate

Case 2: Motion to adopt resolution #13-02-034, confirming the recommendation of the Personnel Committee to direct staff to accept the resignation of Mr. Cory Helgoe and to recruit for this position upon the next regular Firefighter recruitment.

Case 3: Motion to accept Fire Chief's recommendation for 2013 Fire Officer Selections

Case 4: Motion to adopt resolution # 13-02-035, confirming the recommendation of the Personnel Committee to authorize the non-union city health insurance contributions, the option to waive health insurance in exchange for a cash benefit and to increase the non-union wage scale by one percent (1%).

Case 5: N/A

Case 6: Motion to adopt resolution # 13-02-036, confirming the recommendation of the Personnel Committee to authorize staff to begin a recruitment process for an Economic Development Manager.

Case 7: Motion to adopt resolution # 13-02-037, confirming the recommendation of the Personnel Committee to approve an additional leave of absence through May 31, 2013; the maximum amount of leave time allowed per the City's Leave of Absence policy.

Case 8: Motion to adopt resolution # 13-02-038, confirming the recommendation of the Personnel Committee to recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the officer on an extended leave of absence.

Attachments

PC Packet of 01-22-13

Draft PC Minutes of 01-22-13

Resolutions

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	02/07/2013 02:03 PM
Form Started By: Colleen Lasher		Started On: 01/25/2013 04:55 PM
	Final Approval Date: 02/07/2013	

CC Work Session

2. 3.

Meeting Date: 02/05/2013**By:** Colleen Lasher, Administrative Services

Title:

Discussion Regarding the Economic Development Manager Position

Background:

At the January 22, 2013 Personnel Committee meeting, the Committee recommended that the City Council motion to approve a resolution directing staff to conduct a recruitment for an Economic Development Manager. The City Council will take action on the recommendation at the February 12, 2013 Council meeting.

In anticipation of this direction and in an effort to be immediately prepared to begin the recruitment following the February 12, 2013 meeting, staff is seeking the City Council's input on finalizing the position description, especially with regard to HRA related duties.

Development Services Manager/Alternate HRA Executive Director Tim Gladhill will be present to discuss ways the Community Development Staff will assist the Economic Development Manager with housing related duties.

Traditionally, the Community Development Department has provided support to the HRA in terms of bringing forward requests from housing developers for assistance, seeking feedback from the community on housing issues, and generally seeking to maintain and improve the quality of the City's housing stock. In addition, the Community Development Department often serves as a primary City contact for current and potential residents for identifying housing related assistance programs available in the area.

Management Analyst Patrick Brama will also be on hand to present information on the Business Retention and Expansion (BRE) Program -- 2012 Executive Report. The BRE program is expected to be an ongoing City economic development effort under the new position. The report is of interest now, as it identifies potential priority areas for the City to consider.

Attachments:

- 1) Business Retention and Expansion Program -- 2012 Executive Report.
- 2) Personnel Committee draft minutes -- documenting the Committee's desire to include HRA duties within the Economic Development Manager's role.
- 3) EDA minutes reviewing position description.

Notification:**Observations/Alternatives:**

- 1) To accept the staff recommendation below with the addition of directing staff to supplement the Economic Development Manager's HRA duties/time commitments, on an as needed basis, with any available internal/external HRA resources, based upon the Development Services Manager's discussion.
- 2) Alternatively, the City Council may direct staff to involve the Economic Development Manager with HRA duties up to but excluding serving as the HRA Executive Director; with the City Administrator or the Development Services Manager serving as the HRA Executive Director. This option does not consolidate the economic development role for the City, which staff believes would be desirable. This option may be viable if all economic development duties are removed from the HRA.
- 3) Or, to direct staff to remove all HRA related duties from this position, redistribute the HRA portion of the funding for the Economic Development Manager's position, and look to other internal/external resources to address HRA related needs. With the current duties and holdings of the HRA, staff believes it is important to have this position assigned to the HRA.

Recommendation:

Staff recommends that the Economic Development Manager position be responsible for HRA related duties, including serving as the HRA Executive Director. If implemented, the combined role will create clarity for the City's internal and external customers and serve to streamline both functions.

Funding Source:

Not applicable at this time.

Council Action:

Consensus to move forward with recruitment of the Economic Development Manager position based upon the above staff recommendation.

Attachments

- PC Draft Minutes 01-22-13
- Draft Job Description
- Bus. Ret. and Exp. Report
- EDA Minutes 01-2013
- Needs Analysis

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/31/2013 12:22 PM
Colleen Lasher (Originator)	Colleen Lasher	01/31/2013 01:00 PM
Kurt Ulrich	Kurt Ulrich	01/31/2013 02:24 PM
Form Started By: Colleen Lasher		Started On: 01/29/2013 03:59 PM
Final Approval Date: 01/31/2013		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-085

RESOLUTION TO EXTEND THE RECRUITMENT FOR AN ECONOMIC DEVELOPMENT MANAGER AND TO HIRE ONE ADDITIONAL ADMINISTRATIVE INTERN

WHEREAS, staff recently conducted a recruitment for an Economic Development Manager; and

WHEREAS, the finalist submitted a letter to the City Council resigning from the position which he was scheduled to begin on May 29, 2013; and

WHEREAS, staff is requesting authorization to extend the Recruitment for an Economic Development Manager; and

WHEREAS, staff is requesting to back-fill necessary administrative services work via hiring one additional intern to work on an as needed basis.

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 recommend the City Council adopt resolution #13-05-085 to approve staff to extend the recruitment process for an Economic Development Manager and to Back-fill Necessary Administrative Services Work by hiring one additional intern.

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 14TH day of May 2013.

Personnel Committee

4. 2.

Meeting Date: 05/14/2013

By: Tim Gladhill, Community Development

Title:

Consider Authorization to Hire a Building Inspection Intern

Background:

Building Permit levels have consumed existing staffing and contracted service levels to the point where Staff cannot address non-permit administrative tasks without impacting response times to an unacceptable level. Staff is seeking a more cost-effective solution to addressing entry-level, routine administrative needs.

One such administrative task is the administration of the Subsurface Sewage Treatment Systems (SSTS). Per Minnesota Rule 7800, these private septic systems must be visually checked for evidence of leaks and measure and/or remove certain accumulations no less than once every three (3) years. The purpose of this provision is to ensure that systems are adequately maintained and do not pose a threat to public safety, water supplies, and soil conditions. The City has additional background on-line at www.cityoframsey.com/septic.

The City has over 4,200 private septic systems that the City is responsible for ensuring compliance with Minnesota Rules 7800. In conjunction with current permit levels and the number of systems that must be monitored, Staff does not have the capacity with existing staffing levels to even begin the process for 2013. In order to remain in compliance with Minnesota Rules, Staff is seeking authorization to recruit a temporary Building Inspection Intern.

Notification:

No notification is required.

Observations/Alternatives:

The current fee for a Septic Pumping Permit is \$10. Based on a cursory review, this rate does not cover all City costs associated with administering the program. The City incurs cost related to software, database administration, mailing, follow up, and data entry. There is also other costs including soft costs, overhead, IT, human resources, finance, etc. True costs to the City are likely closer to \$30 per permit. Staff is recommending that the City Council amend the 2013 Rates and Fees to change the Septic Pumping Permit to \$20. The rate has not changed since circa 2005/2005. Based on 2012 permits, that would bring a potential for an additional \$15,000 that could be used as revenue for the Building Inspection Intern. A separate case has been prepared to introduce an ordinance to amend the 2013 Rates and Fees related to Septic Pumping Permits.

This program is guided by Minnesota Statute and Minnesota Rules. If the City Council feels that the current arrangement or standards are not consistent with our vision, values, and goals, then Staff would recommend that the City Council work with the Minnesota Pollution Control Agency (MPCA) to review other alternatives. This would be a legislative issue that applies statewide.

Alternatives

Alternative #1 - Recruit a Temporary Building Inspections Intern. Staff recommends that the City Council authorize Staff to recruit for a Building Inspections Intern to assist with administrative tasks. The current workload of permit-related activities has stretched the department's capabilities to complete routine administrative tasks in a timely manner. This would be a temporary position that hours would be dependent upon permit levels and need. This recommendation would be contingent on amending the 2013 Rates and Fees.

Alternative #2 - Do not Recruit a Temporary Intern. This alternative is not recommended. Staff will continue to fall behind in data entry and administrative tasks, especially in terms of administration of Minnesota Rules 7800 (septic

systems). Over the past three (3) years, the City has already struggled to keep up with administering the program, and recently upgraded its software system to assist.

Note: Staff has become aware of a number of grant and third-party funding sources that may be available to assist the City in 2014. These opportunities may help to ease the burden of the City, and could be part of an analysis at the end of the year as to the effectiveness of the delivery and administration of this service by the City.

Recommendation:

Staff recommends that the City Council authorize Staff to recruit and hire a temporary Building Inspection Intern from the existing Intern pool, or if necessary, conduct a new recruitment; the hiring range is \$9.00 to \$11.00 per hour, D.O.Q.

Funding Source:

Funding for the position would be provided by revenue generated by Building Permits. Staff recommends that the rate for the Septic Pumping Permit be adjusted as noted above.

Council Action:

Motion to recommend that the City Council authorize Staff to recruit and hire a temporary Building Inspection Intern from the existing Intern pool, or if necessary, conduct a new recruitment; the hiring range is \$9.00 to \$11.00 per hour, D.O.Q.

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	05/08/2013 05:25 PM
Diana Lund	Diana Lund	05/09/2013 07:40 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 09:54 AM
Form Started By: Tim Gladhill		Started On: 04/08/2013 08:39 AM
	Final Approval Date: 05/09/2013	

Personnel Committee

4.3.

Meeting Date: 05/14/2013

Submitted For: Tim Gladhill

By: Colleen Lasher, Administrative Services

Title:

Consider Authorization to End Contracted Building Official Services and Recruit a Regular, Full-Time Building Official

Background:

Staff is seeking authorization to end contracted Building Official services and to recruit for a regular, full-time Building Official. Per Minnesota State Building Code, the City is required to have a Building Official, whom is responsible for the local administration of the code, in some capacity. The City currently chooses to contract for professional services for this role. This is more of a leadership role for the Building Division compared to solely building inspection and plan review services. By recruiting a regular, full-time Building Official, that position can take a more active role in the daily management of the division, thus reducing the workload of existing staff, allowing time for other important tasks. The City's approach to delivering inspection and plan review services by way of contracted employee would not change.

In December of 2011, the City began contracting for Building Official services due to a vacancy in the position. The City had already been contracting for building inspection and plan review services. As part of this restructuring, it was determined that the Building Official role would be evaluated in six (6) months to determine a long term solution to this role. On July 10, 2012, the City Council discussed the potential to recruit a Building Official in Work Session. At that time, City Council chose to continue to contract for Building Official services. The 2013 Strategic Plan identifies a potential recruitment of a Building Official.

The Building Division is currently comprised of a Building Official (contract services-40 hours per week), a Building Inspector (contracted services-10 to 40 hours per week), a Permit Technician, and is supervised by the Development Services Manager. As part of the expense analysis of the Building Division, Staff recommends that the Building Official is needed 40 hours per week in order to provide timely response to plan review, inspections, customer service inquiries, administrative projects, and code enforcement throughout the year. This analysis is based on current and trending permit levels. It should be noted that a portion of the Building Official's time is spent on activities that are not directly tied to an active Permit review or inspection (such as administrative tasks and code enforcement activities). Some of these activities are delayed during peak permit levels to allow Staff to focus on administration of active permits.

The current contracted services provided by Inspectron, Inc. have been positive and have provided good customer service in a timely manner. Staff would recommend to retain Inspectron for the remainder of the services, such as building inspection, currently provided by this firm.

Notification:

No notification is required.

Observations/Alternatives:

Strategic Goals

As part of the 2013 City Council Strategic Goals, Staff has been analyzing expenses related to the administration of building permits, as well as the most cost effective way to deliver these services while providing continuity and stability in an efficient manner. The 2013 Strategic Plan notes a recruitment of a Building Official, a position that is currently being served by contracted services. After a full calendar year of analysis of contracting for Building Official services, it appears that recruiting a Building Official as a full-time, regular City employee remains fairly budget neutral. In addition, Staff is currently exploring ways to effectively and efficiently deliver these services.

Staff is currently exploring such things as ePermits, electronic/wireless field data entry, and streamlined/automated reporting; many of which have already been implemented.

The current rate for contracted services with Inspectron is \$50 per hour. Current service levels have required 40 hours per week of Building Official services and 20-30 hours per week of building inspection and plan review services. Specific to the Building Official function (not base inspection and plan review), it is assumed that the need is 2,000 hours of work hours required for the Building Official. The potential annual budgetary impacts are estimated at \$100,000. However, in 2012, the budgetary impact was \$91,000. Note: Due to the fact that the original contract was to provide building inspection and plan review services, and did not include providing Building Official services, it is anticipated that the contract may need to be revised to reflect the actual services provided in the future. Staff would recommend that the City remain with contract services for building inspection and plan review services on an as needed basis. Contracted services allow the City to respond better to seasonal variations in service level needs. In addition, the contracted services provide access to additional areas of expertise and review.

However, contracted services for the Building Official role presents the possibility of disruption in the continuity of delivery of services. There are two (2) options to consider for providing Building Official services, depending on the level of guaranteed coverage the City Council is comfortable in providing. Option 1 would be to hire a Building Official as a regular, full-time employee of the City. This option would appear to be the preferred option if the City Council decides 40 hours of coverage per week is necessary year round. However, Option 2 would be to continue with contracted services for the Building Official. This option would be acceptable if the City Council is comfortable in assuming that the Building Official hours could be reduced in the non-peak times, thus creating some gaps in coverage.

The City does not have full control over assignments directed by the contracted services. The contracted service could decide to re-assign its staff over time to other locations resulting in the loss of expertise and know how specific to Ramsey. As each community has slightly different processes, rates, and permit software, it is necessary to provide the individual contractor with professional development related to the City's unique features and culture. Naturally, there are direct and indirect costs involved in contractor development and staff is concerned with potential turnover.

Staff would recommend an external recruitment to hire a full-time regular Building Official. Given the current fees paid for contracted Building Official services and the City's current Building Official pay scale, the net savings to the City could be approximately \$16,000 the first year with continued savings in years 2, 3, 4, 5. Year 6 (step 6---top of the scale) would be the only year when costs would be slightly more than the contracted rate (approximately \$1,972.00 more). These calculations include salary and benefits, are based on the 2012 pay scale, and are estimates only. The current contract for services is for \$50 per hour. Since the City does not pay vacation time to the contracted employee, the maximum number of hours paid for a full-time equivalent is 2,000 hours ($\$50 \times 2,000 \text{ hours} = \$100,000$). Savings would still be realized in monitoring contracted inspection hours and using only as needed. Finally, it is anticipated that the rate may increase slightly if the City chooses to continue to contract for Building Official services, which is in addition to the original scope of the contract. The current supervision structure is proposed to remain in place, with the Development Services Manager leading the Planning Division and the Building Division.

Note: The two (2) individuals currently serving Ramsey in contracted services would not be eligible for an internal recruitment. It is important to note that the contract with Inspectron includes a 'buy-out' clause if the City chooses to hire a current employee of Inspectron within one (1) of said employee providing service to the City. Said buy-out would be 10% of the employee's first year annual salary with the City.

Alternatives

Alternative #1 - Recruit for a full-time, regular employee to serve as the Building Official. Based on the size of the City, size of the organization and department, and sustained permit levels, Staff recommends that the City recruit a full-time regular Building Official. Based on the Development Services Manager's observations over the past two (2) years, this appears to be the most efficient way for the City to deliver the services of administering the Building Code. Staff is comfortable making this recommendation, as it appears to be fairly budget neutral in the early

stages of the pay scale of the position. In terms of long-range goals for the Community Development Department, Staff recommends that this is the most logical way to deliver the services in an efficient, consistent, and quality manner.

Alternative #2 - Remain with the current contracted employee arrangement for Building Official services. For reasons already mentioned above, Staff does not recommend this alternative at this time. That being said, the current arrangement has worked in an effective manner. Staff would be comfortable in continuing this arrangement if the City Council is comfortable with the current service levels and potential for more frequent turnover in the position.

Recommendation:

Staff recommends that the City Council authorize Staff to begin a recruitment to hire a regular, full-time Building Official.

Funding Source:

The Building Official position, whether a regular, full-time employee or contracted services, is a component of the General Fund. Expenses of the Building Division are paid by Building Permit revenue collected when Building Permits are issued. Assuming revenue projections in the 2013 budget are met, the costs of the position would already be covered as part of the current Professional Services Line Item. In response to revenue projections, the base permit levels are currently exceeding those year to date in 2012.

Council Action:

Motion to recommend that the City Council authorize Staff to begin a recruitment to hire a regular, full-time Building Official.

Attachments

- Building Inspection Services Contract
 - Minnesota Rules Chapter 1300 (Administration of Building Code)
 - Building Permit Trends
 - 2012 Building Permit Revenue
 - 2013 Building Permit Revenue Year to Date
-

Form Review

Inbox	Reviewed By	Date
Colleen Lasher (Originator)	Colleen Lasher	05/08/2013 05:44 PM
Diana Lund	Diana Lund	05/09/2013 07:40 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 11:32 AM
Form Started By: Colleen Lasher		Started On: 05/07/2013
	Final Approval Date: 05/09/2013	

BUILDING INSPECTION SERVICES AGREEMENT

This agreement (this "Agreement") is entered into this 22 day of January 2010 by and between Inspectron, Inc., a Minnesota corporation with its principle place of business located at 15120 Chippendale Ave., Rosemount, MN, 55068 ("Inspectron") and the City of Ramsey an incorporated Minnesota city with its principle offices located at 7550 Sunwood Dr. N.W. Ramsey MN 56043 ("City").

WHEREAS, the City has adopted the Minnesota Building code (the "Code");

WHEREAS, the City requires building inspection services to ensure compliance with the Code;

WHEREAS, the City desires to enter into an agreement for the purchase of building inspection services with Inspectron; and

WHEREAS, Inspectron desires to provide such services to the City,

NOW THEREFORE, upon adequate consideration, the receipt and sufficiency of which is acknowledged, the parties hereto agree as follows:

1. **Inspection services.** During the term of this agreement, Inspectron agrees to perform inspection services as outlined in the proposal dated November 13, 2009 (attached hereto as Exhibit A).
2. **Condition of Inspection Services.**
 - a) City agrees to provide Inspectron with access to pertinent information, records, systems and data, as determined necessary in the discretion of Inspectron. The city shall provide all required forms. Inspectron shall assist in the responsibilities of administration and enforcement of the City's zoning ordinance by reviewing, as directed by the city, certain building permits for final zoning approval and land use. City shall hold Inspectron harmless and indemnify Inspectron from any and all claims that arise or may arise from zoning, land use, ordinances or incomplete or incorrect information on the permit application, except in the case of gross negligence by Inspectron. Such indemnification and hold harmless shall specifically include damages, claims costs and reasonable attorney fees.
 - b) Inspectron shall perform the services under this Agreement at such location and at such times as Inspectron deems appropriate while providing the coverage requested by the City.
 - c) Inspectron shall provide all tools, and communication devices it deems necessary to carry out the field services of this Agreement. The City shall provide an inspection vehicle and appropriate desk space for use by Inspectron employees for plan review, in the event plan review services are requested by the City.

- d) All employees of Inspectron performing services hereunder shall be certified State of Minnesota building inspectors.
- e) Inspectron agrees to proceed diligently and in accordance with its usual course and manner of business in providing the services requested by the city herein. Inspectron may at its discretion retain subcontractors in the performance of this agreement. Inspectron shall notify the City in the event a sub-contractor will be used. Inspectron is contractually responsible for all service provided including any subcontracted labor. Inspectron agrees to perform additional services, to which the parties agree during the term of this contract under the terms and conditions of this agreement.

3. **Term of Agreement.** This Agreement is effective commencing January 25, 2010 and shall consist of a period of six months of service. This Agreement may be automatically extended upon such terms and conditions as contained herein.

4. **Non-exclusive Agreement.** Inspectron acknowledges that the City is not granting it by this Agreement, the exclusive right to perform all of the City's commercial and residential building inspections and or plan reviews. The services performed by Inspectron shall be only those specifically directed by the City's Building Official.

5. **Payment.** In consideration of such consulting work, the City agrees to pay to Inspectron under the following schedule:

- a). Commercial and Residential inspections performed by qualified employees: \$50 hour
- b) Commercial and Residential Plan Review performed by qualified employees: \$50 hour

Hourly charges are inclusive of equipment charges, communication charges and overhead.

Work will be billed on a monthly basis and shall be due and payable upon receipt of such billing. The City upon receipt of such billing shall pay within 30 days.

Payments more than 30 days delinquent shall accrue a 1.5 percent monthly finance charge.

6. Notwithstanding the Agreement terms outlined in the November 13, 2009 "Proposal to the City of Ramsey", the City does not by this Agreement, contract with Inspectron for a minimum number of hours per week. The number of hours required of Inspectron shall be at the sole discretion of the City.

7. **Confidentiality.** Subject to compliance by the City with the State of Minnesota data practices laws, the City agrees that it will not reveal divulge or make known to any person, firm, or corporation any secret or confidential information during or after the term of this agreement. Confidential information shall be defined as knowledge, systems,

practices or other information submitted in writing or other tangible form designated as confidential by Inspectron. The City shall use such confidential information for the limited purposes of this agreement.

8. **No Employment Relationship.** Nothing in this Agreement shall be construed to create an employment, partnership, joint venture, license or agency relationship between the parties hereto and neither party shall have the right or authority to bind the other. For purposes of this Agreement, Inspectron shall be deemed an independent contractor. Inspectron's employees shall not be entitled to any employment benefits customarily given to City employees.

9. **Inspectron Employees.** The City agrees that it will not hire any of Inspectron's employees, who have provided services under this agreement, during the term of this contract or for a period of one year after the expiration or termination of this agreement, without the express written consent of Inspectron. In the event the City hires such Inspectron employee(s) (with or without express written consent of Inspectron); the City shall notify Inspectron and pay a fee of ten (10%) percent of the employee's 1st year annual salary with the City. Such payment shall be due upon the commencement of employment with the City.

10. **Termination.** This Agreement may be terminated by either party without cause upon forty-five (45) days written notice. Such termination shall not affect the rights and obligations of the parties accrued prior to the termination date or rights under paragraphs 3 and 4 above.

11. **Assignability.** This Agreement is not assignable by either party without the prior written consent of the non-assigning party.

12. **Law.** This Agreement shall be governed by the law of the State of Minnesota. The parties agree that the venue of any legal action arising under this Agreement shall be Anoka County, Minnesota. The parties further agree that in the event either party brings an action against the other to enforce any condition or covenant of this Agreement the prevailing party shall be entitled to recover its court costs and reasonable attorney fees in the judgment rendered in such action.

13. **Severability.** If any provision of this Agreement shall be held by any court of competent jurisdiction to be illegal, invalid or unenforceable, such provision shall be construed and enforced as if it had been more narrowly drawn so as to be legal, valid or enforceable. Such illegality, invalidity or unenforceability shall not have effect upon or impair the enforceability of any other provision of this Agreement.

14. **Indemnification.** Any and all claims that arise or may arise against Inspectron, its agents, servants or employees as a consequence of any act or omission on the part of Inspectron or its agents, servants, or employees while engaged in the performance of this Agreement shall in no way be the obligation or responsibility of the City. Inspectron shall indemnify, hold harmless and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including

attorney's fees which the City, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of Inspectron, its agents, servants or employees, in the execution, performance, or failure to adequately perform Inspectron's obligations pursuant to this Agreement.


Inspectron shall further indemnify the City against all liability and loss in connection with, and shall assume full responsibility for, payment of all federal, state and local taxes or contributions imposed or required under employment insurance, social security and income tax laws, with respect to Inspectron employees engaged in performance of this Agreement.

15. Entire Agreement. This Agreement constitutes the entire agreement between the parties. This Agreement may be amended only by written agreement of both the City and Inspectron.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first written above.

City

Inspectron, Inc.

By: 
Its: Mayor

By: 
Its: President

ATTEST:

By: 
Its: City Administrator

"Exhibit A"

INSPECTRON INC.

**Proposal for Building Inspection and Related Services for
City of Ramsey**

**Attention:
Mick Kaehler, Building Official
7550 Sunwood Drive NW
Ramsey, MN 55303**

November 13, 2009

Proposal to City of Ramsey MN

Scope of Services

Inspectron, Inc. proposes to provide part time building inspection and related services to the City of Ramsey. This service is intended to include inspecting properties and enforcing the Minnesota State Building Code under the direction of the City Building Official. This service will be provided for both residential and commercial projects.

Building Inspection

Inspectron Inc. will inspect properties and enforce the Minnesota State Building Code under the direction of the City Building Official.

Plumbing Code

Inspectron Inc. will provide enforcement and administration of the Minnesota State Plumbing Code and plumbing plan review services.

Rental Housing Inspection

Inspectron Inc. will be responsible for inspecting and enforcing the City's Rental Housing Ordinance, including but not limited to inspecting rental housing for license renewal, responding to complaint inspections and performing administrative tasks associated with the enforcement of the Rental Housing Ordinance.

Additional Duties:

Work regarding the above referenced codes and ordinances involves responsibility for plan review, scheduling, and inspection of residential and commercial buildings and other structures in regard to conformity with code requirements and technical standards, any administrative work in support of those duties assigned herein and enforcement. Work also involves determining building permit valuations for inspected construction projects and providing the City with Code revisions that are either desirable or required. These duties also include complaint investigations, hazardous building inspections and assistance with the prosecution of building code and hazardous building violations.

Other Services

Inspectron Inc. is also willing and able to provide the following services at the request of the City:

On-site Sewage Disposal Systems

Inspectron Inc. will provide On-site Sewage Disposal System review and inspections with its staff of MPCA certified inspectors. This would include review of new system designs, inspection of new and replacement installations and compliance inspections as necessary. All system installations will be documented with a record as built form.

Zoning Enforcement Scope of Services

At the request of the City, Inspectron Inc. will also enforce junk and other public nuisance complaints through thorough investigation, notification and assistance to the City Attorney with prosecution as necessary. Inspectron will provide fair and consistent nuisance enforcement that will include written inspection reports and necessary correspondence to the violator. Violation citations will be issued for all non-responsive, uncooperative violators.

Terms

Inspectron will have personnel available as needed 15-20 hours per week to cover the inspection services outlined in the Scope of Services. This schedule can be increased as necessary to meet the needs of the City.

Inspectron, Inc. will provide effective, efficient and expedient service by utilizing its team of inspectors and plan review staff for inspections and plan reviews. A designated inspector will be assigned but the full staff of Inspectron Inc. will be available. Ron Wasmund will serve as the Project Manager.

Inspectron, Inc. will provide the services listed in the Scope of Services at the hourly rate of \$50.00/per hour. Services will be billed to the City on a monthly basis.

Inspectron, Inc. will provide the services listed in the Onsite Sewage Disposal Systems Scope of Work at the hourly rate of \$50.00/per hour. Services will be billed to the City on a monthly basis.

Inspectron, Inc. will provide the services listed in the Zoning Enforcement Scope of Services at the hourly rate of \$65.00/per hour and will be added to the monthly invoice.

All communication, tools and insurance costs will be the direct responsibility of Inspectron, Inc. A Certificate of Insurance indicating all required insurance will be provided upon execution of a service agreement.

Inspections requested outside of normal business hours, M-F 8:00 a.m. to 4:30 p.m. will be billed \$75.00 per hour. A 1-hour minimum will apply.

Statement of Understanding

We/I have read the City's Request for Proposal (RFP) for part-time consulting services and fully understand its intent. We/I certify that we have adequate personnel, equipment and facilities to provide the City's requested services. We/I have thoroughly examined the RFP requirements, and our proposed fees cover all the services that we have indicated we can provide.

Respectfully Submitted,

Ron Wasmund
President
Inspectron Inc.

MINNESOTA RULES, CHAPTER 1300

ADMINISTRATION OF THE STATE BUILDING CODE

1300.0010 ADMINISTRATION.

This chapter provides administrative provisions for all Minnesota State Building Code rule chapters identified in part 1300.0050. If specific administrative provisions are provided in a statute or rule chapter, the specific administrative provisions apply.

Chapter 1315 shall be administered according to chapter 3800, and the Minnesota Electrical Act, Minnesota Statutes, sections 326.01, and 326.241 to 326.248. Provisions of this chapter that do not conflict with the Minnesota Electrical Act also apply.

1300.0020 TITLE.

The chapters listed in part 1300.0050, including the standards they adopt by reference, are the Minnesota State Building Code and may be cited as or referred to as the "code."

1300.0030 PURPOSE AND APPLICATION.

Subpart 1. **Purpose.** The purpose of this code is to establish minimum requirements to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

The purpose of the code is not to create, establish, or designate a particular class or group of persons who will or should be especially protected or benefited by the terms of the code.

Subp. 2. **Application.**

A. The code applies statewide except as provided in Minnesota Statutes, sections 16B.72 and 16B.73, and supersedes the building code of any municipality. The code does not apply to agricultural buildings except with respect to state inspections required or rulemaking authorized by Minnesota Statutes, sections 103F.141, subdivision 8, and 326.2441.

B. The codes and standards referenced in a rule chapter are considered part of the requirements of the code to the prescribed extent of each reference. If differences occur between provisions of the code and referenced codes and standards, the provisions of the code apply.

C. In the event that a new edition of the code is adopted after a permit has been issued, the edition of the code current at the time of permit application shall remain in effect throughout the work authorized by the permit.

1300.0040 SCOPE.

The code applies to the construction, alteration, moving, demolition, repair, and use of any building, structure, or building service equipment in a municipality, except work located primarily in a public way, public utility towers and poles, mechanical equipment not specifically regulated in the code, and hydraulic flood control structures. Structures classified under part 1300.0070, subpart 12a, as IRC 1, IRC 2, IRC 3, and IRC 4 occupancies not more than three stories above grade plane in height with separate means of egress shall comply with chapter 1309 and other applicable rules. Other buildings and structures and appurtenances connected or attached to them shall comply with chapter 1305 and other applicable rules.

Exception: The following structures that meet the scope of chapter 1305 shall be

designed to comply with Minnesota Rules, chapter 1311:

- (1) existing buildings undergoing repair, alteration, or change of occupancy; and
- (2) historic buildings.

If different provisions of the code specify different materials, methods of construction, or other requirements, the most restrictive provision governs. If there is a conflict between a general requirement and a specific requirement, the specific requirement applies.

If reference is made in the code to an appendix, the provisions in the appendix do not apply unless specifically adopted by the code. Optional appendix chapters of the code identified in part 1300.0060 do not apply unless a municipality has specifically adopted them.

1300.0050 CHAPTERS OF MINNESOTA STATE BUILDING CODE.

The Minnesota State Building Code adopted under Minnesota Statutes, section 16B.61, subdivision 1, includes the following chapters:

- A. 1300, Minnesota Building Code Administration;
- B. 1301, Building Official Certification;
- C. 1302, State Building Code Construction Approvals;
- D. 1303, Special Provisions;
- E. 1305, Adoption of the International Building Code;
- F. 1306, Special Fire Protection Systems;
- G. 1307, Elevators and Related Devices;
- H. 1309, Adoption of the International Residential Code;
- I. 1311, Minnesota Conservation Code for Existing Buildings;
- J. 1315, Adoption of the National Electrical Code;
- K. 1325, Solar Energy Systems;

- L. 1335, Floodproofing Regulations;
- M. 1341, Minnesota Accessibility Code;
- N. 1346, Minnesota Mechanical Code;
- O. 1350, Manufactured Homes;
- P. 1360, Prefabricated Structures;
- Q. 1361, Industrialized/Modular Buildings;
- R. 1370, Storm Shelters (Manufactured Home Parks);
- S. 4715, Minnesota Plumbing Code; and
- T. 7670, 7672, 7674, 7676, and 7678, Minnesota Energy Code.

1300.0060 OPTIONAL ADMINISTRATION.

The following chapters of the code are not mandatory but may be adopted without change by a municipality which has adopted the code:

- A. chapter 1306, Special Fire Protection Systems;
- B. grading, IBC appendix chapter J; and
- C. chapter 1335, Floodproofing Regulations, parts 1335.0600 to 1335.1200.

1300.0070 DEFINITIONS.

Subpart 1. **Scope; incorporation by reference.** The definitions in this part apply to parts 1300.0010 to 1300.0250. For terms that are not defined through the methods authorized by this chapter, the Merriam-Webster Collegiate Dictionary, available at www.m-w.com, shall be considered as providing ordinarily accepted meanings. The dictionary is incorporated by reference, is subject to frequent change, and is available through the Minitex interlibrary loan system.

Subp. 2. **Administrative authority.** "Administrative authority" means a municipality's governing body or its assigned administrative authority.

Subp. 3. **Adult day care center.** "Adult day care center" means a facility that provides adult day care to functionally impaired adults on a regular basis for periods of less than 24 hours a day in a setting other than a participant's home or the residence of the facility operator.

A. "Class E" means any building or portion of a building used for adult day care purposes, by more than five occupants, for those participants who are capable of taking appropriate action for self-preservation under emergency conditions as determined according to part 9555.9730, and must meet Group E occupancy requirements.

B. "Class I" means any building or portion of a building used for adult day care purposes, by more than five occupants, for those participants who are not capable of taking appropriate action for self-preservation under emergency conditions as determined according to part 9555.9730, and must meet Group I, Division 4 occupancy requirements.

Subp. 4. **Agricultural building.** "Agricultural building" means a building that meets the requirements of Minnesota Statutes, section 16B.60, subdivision 5.

Subp. 5. **Building official.** "Building official" means the municipal building code official certified under Minnesota Statutes, section 16B.65, subdivisions 2 and 3.

Subp. 6. **Building service equipment.** "Building service equipment" refers to the plumbing, mechanical, electrical, and elevator equipment, including piping, wiring, fixtures, and other accessories, that provides sanitation, lighting, heating, ventilation, cooling, refrigeration, firefighting, and transportation facilities essential to the occupancy of the building or structure for its designated use and occupancy.

Subp. 7. **City.** "City" means a home rule charter or statutory city.

Subp. 8. **Code.** "Code" means the Minnesota State Building Code adopted under Minnesota Statutes, section 16B.61, subdivision 1, and includes the chapters identified in part 1300.0020.

Subp. 9. **Commissioner.** "Commissioner" means the commissioner of administration.

Subp. 10. **Designate.** "Designate" means the formal designation by a municipality's administrative authority of a certified building official accepting responsibility for code administration.

Subp. 10a. **Family adult day services.** "Family adult day services" means a program providing services for up to eight functionally impaired adults for less than 24 hours per day in the license holder's primary residence according to Minnesota Statutes, section 245A.143. This includes programs located in residences licensed by the Department of Human Services for adult foster care, provided that not more than eight adults, excluding staff, are present in the residence at any time.

Subp. 11. **Family day care home.** "Family day care home" means a residence or portion of a residence licensed by the Department of Human Services under chapter 9502 for no more than ten children at one time of which no more than six are under school age, and must meet Group R, Division 3 occupancy requirements.

Subp. 12. **Group day care home.** "Group day care home" means any residence or portion of a residence licensed by the Department of Human Services under chapter 9502 for no more than 14 children at any one time, and must meet Group R, Division 3 occupancy requirements.

Subp. 12a. **International residential code (IRC) occupancy classifications.** International residential code (IRC) occupancy classifications are as follows:

IRC 1 single family dwellings;

IRC 2 two family dwellings;
IRC 3 townhouses; and
IRC 4 accessory structures:
A. garages;
B. storage sheds; and
C. similar structures.

Subp. 13. **Mandatory terms.** "Mandatory terms" include "must" and "shall," which have the same meaning.

Subp. 14. **Manufactured home.** "Manufactured home" has the meaning given in Minnesota Statutes, section 327.31, subdivision 3, and for the purpose of determining occupancy separations, is considered a Group IRC 1 occupancy.

Subp. 15. **Master plan.** "Master plan" is a plan that has been reviewed for code compliance by the building official and stamped "Reviewed for Code Compliance."

Subp. 16. **Mayor and city council.** "Mayor" and "city council" mean governing body whenever they appear in the code.

Subp. 17. **Municipality.** "Municipality" means a city, county, or town; the University of Minnesota; or the state of Minnesota for public buildings and state licensed facilities.

Subp. 18. **Outpatient clinic.** "Outpatient clinic" means a building or part of a building used to provide, on an outpatient basis, surgical treatment requiring general anesthesia, kidney dialysis, or other treatment that would render patients incapable of unassisted self-preservation under emergency conditions. "Outpatient clinic" includes outpatient surgical centers, but does not include doctors' and dentists' offices or clinics for the practice of medicine or the delivery of primary care. Outpatient clinics must meet Group B occupancy requirements.

Subp. 19. **Performance-based design.** An engineering approach to design elements of a building based on agreed upon performance goals and objectives, engineering analysis, and quantitative

assessment of alternatives against the design goals and objectives, using accepted engineering tools, methodologies, and performance criteria.

Subp. 20. **Recyclable materials.** "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling, including paper, glass, plastic, metals, automobile oil, and batteries. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.

Subp. 21. **Recycling.** "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

Subp. 22. **Residential hospice facility.** "Residential hospice facility" means a facility located in a residential area that directly provides 24 hour residential and support services in a home like setting for one to 12 persons who have been diagnosed as terminally ill with a probable life expectancy of under one year. A residential hospice facility must meet IBC Group R 4 occupancy requirements.

Subp. 23. **Supervised living facility.** "Supervised living facility" means a facility in which there is provided supervision, lodging, meals, and according to the rules of the Minnesota Department of Human Services and the Minnesota Department of Health, counseling and developmental habilitative or rehabilitative services to persons who are mentally retarded, chemically dependent, adult mentally ill, or physically disabled.

A. "Class A-1 supervised living facility" means a supervised living facility for ambulatory and mobile persons who are capable of taking appropriate action for self-preservation under emergency conditions as determined by program licensure provisions

for six or fewer persons, and must meet Group R, Division 3 occupancy requirements.

B. "Class A-2 supervised living facility" means a supervised living facility for ambulatory and mobile persons who are capable of taking appropriate action for self-preservation under emergency conditions as determined by program licensure provisions for seven to 16 persons, and must meet Group R, Division 4 occupancy requirements. Facilities with more than 16 persons must meet Group I-1 occupancy requirements.

C. "Class B-1 supervised living facility" means a supervised living facility for ambulatory, nonambulatory, mobile, or nonmobile persons who are not mentally or physically capable of taking appropriate action for self-preservation under emergency conditions as determined by program licensure provisions for six or fewer persons, and must meet Group R, Division 3 occupancy requirements.

D. "Class B-2 supervised living facility" means a supervised living facility for ambulatory, nonambulatory, mobile, or nonmobile persons who are not mentally or physically capable of taking appropriate action for self-preservation under emergency conditions as determined by program licensure provisions for seven to 16 persons, and must meet Group R, Division 4 occupancy requirements.

E. "Class B-3 supervised living facility" means a supervised living facility for ambulatory, nonambulatory, mobile, or nonmobile persons who are not mentally or physically capable of taking appropriate action for self-preservation under emergency conditions as determined by program licensure provisions for over 16 persons, and must meet Group I, Division 2 occupancy requirements.

Subp. 24. **State building official.** "State building official" means the person who,

under the direction and supervision of the commissioner, administers the code.

Subp. 25. **State licensed facilities.** "State licensed facilities" means a building and its grounds that are licensed by the state as a hospital, nursing home, supervised living facility, free-standing outpatient surgical center, or correctional facility.

Subp. 26. **State-owned buildings.** "State-owned buildings" means buildings and structures financed in whole or in part by state funds that are under the exclusive jurisdiction and custodial control of one or more state department or agency.

1300.0080 CODE ADOPTION AND AMENDMENTS.

Under Minnesota Statutes, section 16B.61, the code is adopted and periodically updated to include current editions of national model codes in general use and existing statewide specialty codes and their amendments.

Under Minnesota Statutes, section 16B.64, subdivisions 5 and 6, amendments to the code may be proposed and initiated by any interested person. Proposed amendments must be submitted in writing on a form provided by the commissioner.

1300.0090 DEPARTMENT OF BUILDING SAFETY.

Subpart 1. **Creation of enforcement agency.** There is hereby established in the municipality a code enforcement agency and the official in charge is the designated building official. The agency is referred to in the code as the "Department of Building Safety."

Subp. 2. **Appointment.** The building official shall be designated by the municipality according to Minnesota Statutes, section 16B.65.

1300.0100 [Repealed, 19 SR 1340]

1300.0110 DUTIES AND POWERS OF BUILDING OFFICIAL.

Subpart 1. **General.** The building official shall enforce the code. The building official may render interpretations of the code and adopt policies and procedures in order to clarify its application. The interpretations, policies, and procedures shall be in conformance with the intent and purpose of the code. The policies and procedures shall not have the effect of waiving requirements specifically provided for in the code.

Subp. 2. **Deputies.** According to the prescribed procedures of the municipality and with the concurrence of the appointing authority, the building official may designate a deputy building official and related technical officers, inspectors, plan examiners, and other employees. The employees have the powers delegated by the building official.

Subp. 3. **Applications and permits.** The building official shall receive applications, review construction documents, and issue permits for the erection, alteration, demolition, moving, and repair of buildings and structures, including all other equipment and systems regulated by the code. The building official shall inspect the premises for which the permits have been issued and enforce compliance with the code.

Subp. 4. **Notices and orders.** The building official shall issue all necessary notices and orders to ensure compliance with the code. Notices and orders shall be in writing unless waived by the permit applicant, contractor, owner, or owner's agent. Notices and orders shall be based on the edition of the code under which the permit has been issued.

Subp. 5. **Inspections.** The building official shall make all of the required inspections or accept reports of inspection by approved agencies or individuals. Results of inspections shall be documented on the job site inspection card and in the official records of the municipality, including type of

inspection, date of inspection, identification of the responsible individual making the inspection, and comments regarding approval or disapproval of the inspection. The building official may engage expert opinion necessary to report upon unusual technical issues that arise.

Subp. 6. **Identification.** The building official and deputies shall carry proper identification when inspecting structures or premises in the performance of duties under the code.

Subp. 7. **Right of entry.** If it is necessary to make an inspection to enforce the code or if the building official has reasonable cause to believe that there exists in a structure or upon a premises a condition contrary to or in violation of the code that makes the structure or premises unsafe, dangerous, or hazardous, the building official or designee may enter the structure or premises at reasonable times to inspect or to perform the duties imposed by the code, provided that if the structure or premises is occupied, credentials must be presented to the occupant and entry requested. If the structure or premises is unoccupied, the building official shall first make a reasonable effort to locate the owner or other person having charge or control of the structure or premises and request entry. If entry is refused, the building official shall have recourse to the remedies provided by law to secure entry.

Subp. 8. **Department records.** The building official shall be responsible for official records of applications received, plans, specifications, surveys, plot plans, plan reviews, permits and certificates issued, reports of inspections, and notices and orders issued. The records shall be retained for the period required for the retention of public records under Minnesota Statutes, section 138.17. Department records shall be maintained by the municipality and readily available for review according to Minnesota Statutes, section 13.37.

Subp. 9. **Liability.** The building official, member of the Board of Appeals, or employee charged with the enforcement of the code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by the code or other pertinent laws or ordinances, is not rendered personally liable and is relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against an officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the code shall be defended by the legal representative of the jurisdiction until the final termination of the proceedings. The building official or any subordinate is not liable for cost in any action, suit, or proceeding that is instituted in pursuance of the code.

Subp. 10. **Approved materials and equipment.** Materials, equipment, and devices approved by the building official shall be constructed and installed in the approved manner.

Subp. 11. **Used material and equipment.** The use of used materials that meet the requirements of the code for new materials is permitted. Used equipment and devices shall not be reused unless approved by the building official.

Subp. 12. **Modifications.** If there are practical difficulties involved in carrying out the provisions of the code, the building official may grant modifications for individual cases, upon application by the owner or owner's representative, provided the building official finds that special individual reason makes the strict letter of the code impractical, the modification is in compliance with the intent and purpose of the code, and the modification does not lessen health, life, and fire safety or structural requirements. The details of action granting modifications

shall be recorded and entered in the files of the Department of Building Safety.

Subp. 13. **Alternative materials, design, and methods of construction and equipment.** The code is not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by the code, provided that any alternative has been approved. An alternative material, design, or method of construction shall be approved where the building official finds that the proposed design is satisfactory and complies with the intent of the code, and that the material, method, or work offered is, for the purpose intended, at least the equivalent of that prescribed in the code in quality, strength, effectiveness, fire resistance, durability, and safety. The details of any action granting approval of an alternate shall be recorded and entered in the files of the Department of Building Safety.

Subp. 14. **Performance-based fire and life safety design.** The code official may approve performance-based fire and life safety designs if the code official finds that the proposed design has been conducted by an approved method. Approved performance-based designs are evidence of compliance with the intent of the code. Approvals under this subpart are subject to the approval of the building code official whenever the design involves matters regulated by the building code.

A. Design goals, objectives, and performance criteria shall be approved by the code official before submission of a performance-based design report, calculations, or analysis results. As a minimum, an approved performance-based design shall address the following objectives:

- (1) life safety of occupants;
- (2) firefighter safety;
- (3) property protection;

- (4) continuity of operations; and
- (5) safeguarding of the environment.

B. To determine the acceptability of a performance-based design, the code official may require the owner or agent to provide, without charge to the jurisdiction, a technical opinion and report. The code official may require the technical opinion and report to be prepared by, and bear the stamp of, a licensed design professional.

C. Performance-based designs shall be prepared by, and bear the stamp of, a licensed design professional competent in the area of work. The design professional shall provide written confirmation to the code official before a certificate of occupancy is issued that the performance-based design has been properly implemented, the operation or use of the building is within the limitations of the design, and adequate controls are in place to maintain compliance with the conditions of the design throughout the life of the building.

Subp. 15. **Tests.** If there is insufficient evidence of compliance with the code, or evidence that a material or method does not conform to the requirements of the code, or in order to substantiate claims for alternative materials or methods, the building official shall have the authority to require tests as evidence of compliance to be made at no expense to the municipality. Test methods shall be as specified in the code or by other recognized test standards. In the absence of recognized and accepted test methods, the building official shall approve the testing procedures. Tests shall be performed by an approved agency. Reports of the tests shall be retained by the building official.

1300.0120 PERMITS.

Subpart 1. **Required.** An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any gas,

mechanical, electrical, plumbing system, or other equipment, the installation of which is regulated by the code; or cause any such work to be done, shall first make application to the building official and obtain the required permit.

Subp. 2. **Annual permit.** In lieu of an individual permit for each alteration to an already approved electrical, gas, mechanical, or plumbing installation, the building official may issue an annual permit upon application for the permit to any person, firm, or corporation regularly employing one or more qualified trade persons in the building, structure, or on the premises owned or operated by the applicant for the permit.

Subp. 3. **Annual permit records.** The person to whom an annual permit is issued shall keep a detailed record of alterations made under the annual permit. The building official shall have access to the records at all times or the records shall be filed with the building official as designated.

Subp. 4. **Work exempt from permit.** Exemptions from permit requirements of the code do not authorize work to be done in any manner in violation of the code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

A. Building:

(1) one-story detached accessory structures, used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet (11.15 mm²);

(2) fences not over six feet (1,829 mm) high;

(3) oil derricks;

(4) retaining walls that are not over four feet (1,219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or III-A liquids;

(5) water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18,927 L) and the ratio of height to diameter or width does not exceed 2 to 1;

(6) sidewalks and driveways that are not part of an accessible route;

(7) decks and platforms not more than 30 inches (762 mm) above adjacent grade and not attached to a structure with frost footings and which is not part of an accessible route;

(8) painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work;

(9) temporary motion picture, television, and theater stage sets and scenery;

(10) prefabricated swimming pools installed entirely above ground accessory to dwelling units constructed to the provisions of the International Residential Code or R 3 occupancies constructed to the provisions of the International Building Code, which do not exceed both 5,000 gallons in capacity (18,925 L) and a 24 inch (610 mm) depth;

(11) window awnings supported by an exterior wall that do not project more than 54 inches (1,372 mm) from the exterior wall and do not require additional support, when constructed under the International Residential Code or Group R 3 and Group U occupancies constructed to the provisions of the International Building Code;

(12) movable cases, counters, and partitions not over five feet, nine inches (1,753 mm) in height;

(13) agricultural buildings as defined in Minnesota Statutes, section 16B.60, subdivision 5; and

(14) swings and other playground equipment.

Unless otherwise exempted, plumbing, electrical, and mechanical permits are required for subitems (1) to (14).

B. Gas:

(1) portable heating, cooking, or clothes drying appliances;

(2) replacement of any minor part that does not alter approval of equipment or make the equipment unsafe; and

(3) portable fuel cell appliances that are not connected to a fixed piping system and are interconnected to a power grid.

C. Mechanical:

(1) portable heating appliances;

(2) portable ventilation appliances and equipment;

(3) portable cooling units;

(4) steam, hot, or chilled water piping within any heating or cooling equipment regulated by this code;

(5) replacement of any part that does not alter approval of equipment or make the equipment unsafe;

(6) portable evaporative coolers;

(7) self contained refrigeration systems containing ten pounds (4.5 kg) or less of refrigerant or that are actuated by motors of one horsepower (0.75 kW) or less; and

(8) portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

D. Plumbing: See chapter 4715 for plumbing work that is exempt from a permit.

E. Electrical: an electrical permit is not required if work is inspected by the State Board of Electricity or is exempt from inspection under Minnesota Statutes, section 326.244. Obtaining a permit from the Board of Electricity does not exempt the work from other Minnesota State Building Code requirements relating to electrical equipment, its location, or its performance.

Subp. 5. **Emergency repairs.** If equipment replacements and repairs must be

performed in an emergency situation, the permit application shall be submitted to the building official within the next working business day.

Subp. 6. **Repairs.** Application or notice to the building official is not required for ordinary repairs to structures. The repairs shall not include the cutting away of any wall, partition, or portion of a wall or partition, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement, or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring, or mechanical or other work affecting public health or general safety.

Subp. 7. **Application for permit.** To obtain a permit, the applicant shall file an application in writing on a form furnished by the Department of Building Safety for that purpose. The application shall:

A. identify and describe the work to be covered by the permit for which application is made;

B. describe the land on which the proposed work is to be done by legal description, street address, or similar description that will readily identify and definitely locate the proposed building or work;

C. indicate the use and occupancy for which the proposed work is intended;

D. indicate the type of construction;

E. be accompanied by construction documents and other information as required by the code;

F. state the valuation of the proposed work;

G. be signed by the applicant, or the applicant's authorized agent; and

H. give other data and information required by the building official.

Subp. 8. **Action on application.** The building official shall examine or cause to be examined applications for permits and amendments within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the building official shall reject the application and notify the applicant of the reasons. The building official shall document the reasons for rejecting the application. The applicant may request written documentation of the rejection and the reasons for the rejection. When the building official is satisfied that the proposed work conforms to the requirements of the code and applicable laws and ordinances, the building official shall issue a permit.

Subp. 9. **Time limitation of application.** An application for a permit for any proposed work shall be considered abandoned 180 days after the date of filing, unless the application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Subp. 10. **Validity of permit.** The issuance or granting of a permit or approval of plans, specifications, and computations, shall not be construed to be a permit for any violation of the code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of the code or other ordinances of the jurisdiction are not valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. The building official may also prevent occupancy

or use of a structure that violates the code or any other ordinance of this jurisdiction.

Subp. 11. **Expiration.** Every permit issued shall become invalid unless the work authorized by the permit is commenced within 180 days after its issuance, or if the work authorized by the permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official may grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Subp. 12. **Suspension or revocation.** The building official may suspend or revoke a permit issued under the code if the permit is issued in error; on the basis of incorrect, inaccurate, or incomplete information; or in violation of any ordinance or regulation or the code.

Subp. 13. **Placement of permit.** The building permit or a copy shall be kept on the site of the work until the completion of the project.

Subp. 14. **Responsibility.** Every person who performs work for the installation or repair of building, structure, electrical, gas, mechanical, or plumbing systems, for which the code is applicable, shall comply with the code.

1300.0130 CONSTRUCTION DOCUMENTS.

Subpart 1. **Submittal documents.** Construction documents, special inspection and structural observation programs, and other data shall be submitted in one or more sets with each application for a permit.

Exception: The building official may waive the submission of construction documents and other data if the nature of the work applied for is such that reviewing of construction documents is

not necessary to obtain compliance with the code.

The building official may require plans or other data be prepared according to the rules of the Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design, chapter 1800, and Minnesota Statutes, sections 326.02 to 326.15, and other state laws relating to plan and specification preparation by occupational licenses. If special conditions exist, the building official may require additional construction documents to be prepared by a licensed design professional.

Subp. 2. **Information on construction documents.** Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the code and relevant laws, ordinances, rules, and regulations, as determined by the building official.

Subp. 3. **Manufacturer's installation instructions.** When required by the building official, manufacturer's installation instructions for construction equipment and components regulated by the code, shall be available on the job site at the time of inspection.

Subp. 4. **Site plan.** The construction documents submitted with the application for permit shall be accompanied by a site plan drawn to scale, showing the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades, and the proposed finished grades, and it shall be drawn according to an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site

or plot. The building official may waive or modify the requirement for a site plan if the application for permit is for alteration or repair or when otherwise warranted.

Subp. 5. **Examination of documents.** The building official shall examine or cause to be examined the accompanying construction documents to ascertain whether the construction indicated and described complies with the requirements of the code and other pertinent laws and ordinances.

Subp. 6. **Approval of construction documents.** If the building official issues a permit, the construction documents shall be approved in writing or by a stamp, stating "Reviewed for Code Compliance," dated, and signed by the building official or an authorized representative. One set of the construction documents that were reviewed shall be retained by the building official. The other set shall be returned to the applicant, kept at the site of the work, and open to inspection by the building official or an authorized representative.

Subp. 7. **Previous approvals.** The code in effect at the time of application shall be applicable.

Subp. 8. **Phased approval.** The building official may issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of the code. The holder of the permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

Subp. 9. **Design professional in responsible charge.**

A. The building official may require the owner to engage and designate on the building permit application a licensed design professional who shall act as the licensed design professional in responsible charge. If the circumstances require, the owner shall designate a substitute licensed design professional in responsible charge who shall perform the duties required of the original licensed design professional in responsible charge. The building official shall be notified in writing by the owner if the licensed design professional in responsible charge is changed or is unable to continue to perform the duties.

The licensed design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.

When structural observation is required by the code, the inspection program shall name the individual or firms who are to perform structural observation and describe the stages of construction at which structural observation is to occur.

B. For the purposes of this part, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified period.

Deferral of any submittal items shall have the prior approval of the building official. The licensed design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official.

Submittal documents for deferred submittal items shall be submitted to the licensed design professional in responsible charge who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and that they have been found to be in general conformance

with the design of the building. The deferred submittal items shall not be installed until their design and submittal documents have been approved by the building official.

C. Work regulated by the code shall be installed according to the reviewed construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

1300.0140 VIOLATIONS.

It is unlawful for any person, firm, or corporation to erect, construct, alter, extend, repair, move, remove, demolish, or occupy any building, structure, or equipment regulated by the code, or cause any of those actions, in conflict with or in violation of the code. The building official may serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition, or occupancy of a building or structure in violation of the code, or in violation of a permit or certificate issued under the code. The order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

1300.0150 VIOLATIONS, PENALTY.

A violation of the code is a misdemeanor under Minnesota Statutes, section 16B.69.

1300.0160 FEES.

Subpart 1. **Schedule of permit fees.** The applicant for a permit for a building; structure; or electrical, gas, mechanical, or plumbing system or alterations requiring a permit shall pay the fee set forth by a fee schedule adopted by the municipality.

When submittal documents are required to be submitted by this chapter, a plan review fee shall be required. The plan review fee shall be established by the fee schedule adopted by the municipality.

Exception: The fee schedule adopted by the municipality may exempt minor work from plan review fees.

Subp. 2. **Fees commensurate with service.** Fees established by the municipality must be by legal means and must be fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed.

Subp. 3. **Building permit valuations.** The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of all construction work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. Building permit valuation shall be set by the building official.

Exceptions: Building permit valuations for the following structures shall be based on the valuation of on-site work only:

A. manufactured homes containing a Housing and Urban Development (HUD) certification label;

B. prefabricated buildings with a Minnesota Building Codes and Standards Division prefabrication label; and

C. industrialized/modular buildings with an Industrialized Building Commission (IBC) label.

Subp. 4. **Building permit fees.** Building permit fees shall be based on valuation.

Exceptions:

A. one- and two-family dwelling maintenance permits for roofing, siding, windows, doors, or other minor projects may be charged a fixed fee;

B. permits for plumbing, mechanical, electrical, or other building service equipment systems may be based on valuation or charged a fixed fee; and

C. replacement of a residential fixture or appliance cannot exceed the permit fee limitation established by Minnesota Statutes, section 16B.665.

Subp. 5. Plan review fees for similar plans. When submittal documents for similar plans are approved under subpart 6, plan review fees shall not exceed 25 percent of the normal building permit fee established and charged by the jurisdiction for the same structure.

Subp. 6. Plan review of similar plans.

A. Any number of similar buildings may be built from a master plan if:

(1) plan review fees have been paid for the master plan;

(2) a code change has not occurred that impacts the design of a master plan;

(3) the similar building has the same physical dimensions and structural design as the master plan;

Exception: The following modifications to the master plan are not considered to be significant modifications, according to Minnesota Statutes, section 16B.61, subdivision 1, and are permitted for dwelling units and their accessory structures built to the International Residential Code, and residential occupancies built to the International Building Code that are three stories or less in height and their accessory structures:

(a) foundation types to include walkout, lookout, and full basement;

(b) foundation materials to include poured concrete, masonry units, and wood;

(c) garage dimensions;

(d) roof design changed by a revised truss plan approved by the building official;

(e) bays or cantilevered floor areas;

(f) decks and porches; and

(g) other modifications approved by the building official;

(4) occupancy groups other than those identified in the exceptions listed in part 1300.0160, subpart 6, item A, subitem (3), must be the same type of construction and occupancy classification and must have the same exit system;

Exception: Minor changes to the exit access; and

(5) the similar plan is based on a master plan for which the municipality has issued a permit within the last 12 months.

B. Plan review fees for similar building plans must be based on the costs commensurate with the direct and indirect cost of the service, but must not exceed 25 percent of the normal building permit fee established and charged by the municipality for the same structure.

C. The plan review fee charged for similar building plans applies to all buildings regulated by the code regardless of occupancy classification including industrialized/modular buildings constructed under a program specified in Minnesota Statutes, section 16B.75.

D. The applicant must submit a new plan set and other information as required by the building official for each building reviewed as a similar building.

Subp. 7. Payment of fees. A permit shall not be issued until the fees prescribed by the municipality have been paid.

Subp. 8. Work commencing before permit issuance. If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee established by the municipality shall be collected and is in addition to the required permit fees, but it may not exceed the permit fee.

Subp. 9. **Fee refunds.** The municipality shall establish a permit and plan review fee refund policy.

Subp. 10. **State surcharge fees.** All municipal permits issued for work under the code are subject to a surcharge fee. The fees are established by Minnesota Statutes, section 16B.70. Reports and remittances by municipalities must be filed with the commissioner, directed to the attention of the state building official.

Surcharge fees imposed by the state are in addition to municipal permit fees. Surcharge report forms and information may be obtained by writing the commissioner, to the attention of the state building official.

1300.0170 STOP WORK ORDER.

If the building official finds any work regulated by the code being performed in a manner contrary to the provisions of the code or in a dangerous or unsafe manner, the building official may issue a stop work order.

The stop work order shall be in writing and issued to the owner of the property involved, to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work will be permitted to resume.

1300.0180 UNSAFE BUILDINGS OR STRUCTURES.

A building or structure regulated by the code is unsafe, for purposes of this part, if it is structurally unsafe, not provided with adequate egress, a fire hazard, or otherwise dangerous to human life.

Building service equipment that is regulated by the code is unsafe, for purposes of this part, if it is a fire, electrical, or health hazard; an unsanitary condition; or otherwise dangerous to human life. Use of a building, structure, or building service equipment

constituting a hazard to safety, health, or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage, or abandonment is, for the purposes of this part, an unsafe use. Parapet walls, cornices, spires, towers, tanks, statuary, and other appendages or structural members that are supported by, attached to, or a part of a building and that are in deteriorated condition or otherwise unable to sustain the design loads that are specified in the code are unsafe building appendages.

The building official may order any building or portion of a building to be vacated if continued use is dangerous to life, health, or safety of the occupants. The order shall be in writing and state the reasons for the action.

All unsafe buildings, structures, or appendages are public nuisances and must be abated by repair, rehabilitation, demolition, or removal according to Minnesota Statutes, sections 463.15 to 463.26.

1300.0190 TEMPORARY STRUCTURES AND USES.

Subpart 1. **General.** The building official may issue a permit for temporary structures and temporary uses. The permit shall be limited as to time of service, but shall not be permitted for more than 180 days. The building official may grant extensions for demonstrated cause.

Subp. 2. **Conformance.** Temporary structures and uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation, and sanitary requirements of the code as necessary to ensure the public health, safety, and general welfare.

Subp. 3. **Termination of approval.** The building official may terminate the permit for a temporary structure or use and order the temporary structure or use to be discontinued if the conditions required in this part have not been complied with.

1300.0200 [Repealed, 19 SR 1340]

1300.0210 INSPECTIONS.

Subpart 1. **General.** Construction or work for which a permit is required is subject to inspection by the building official and the construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection is not approval of a violation of the code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of the code or of other ordinances of the jurisdiction are not valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction is liable for expense entailed in the removal or replacement of any material required to allow inspection.

Subp. 2. **Preliminary inspection.** Before issuing a permit, the building official may examine, or cause to be examined, buildings, structures, and sites for which an application has been filed.

Subp. 3. **Inspection record card.** The building official shall identify which inspections are required for the work requiring a permit. Work requiring a permit shall not be commenced until the permit holder or an agent of the permit holder has posted or otherwise made available an inspection record card that allows the building official to conveniently make all required entries regarding inspection of the work. This card shall be maintained and made available by the permit holder until final approval has been granted by the building official.

Subp. 4. **Inspection requests.** The building official shall provide the applicant with policies, procedures, and a timeline for requesting inspections. The person doing the work authorized by a permit shall notify the building official that the work is ready for inspection. The person requesting an

inspection required by the code shall provide access to and means for inspection of the work.

Subp. 5. **Approval required.** Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed or notify the permit holder or an agent of the permit holder of any failures to comply with the code. Any portion that does not comply shall be corrected and the portion shall not be covered or concealed until authorized by the building official.

Subp. 6. **Required inspections.** The building official, upon notification, shall make the inspections in this part. In addition to the inspections identified in this subpart, see applicable rule chapters in part 1300.0050 for specific inspection and testing requirements.

A. Footing inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. Materials for the foundation shall be on the job, except that concrete need not be on the job if the concrete is ready mixed according to approved nationally recognized standards.

B. Foundations:

(1) Foundation inspections for poured walls shall be made after all forms are in place with any required reinforcing steel and bracing is in place, and prior to pouring concrete.

(2) All foundation walls shall be inspected prior to backfill for specific code requirements.

(3) The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or equipment.

C. Concrete slab and under floor inspections shall be made after in slab or under floor reinforcing steel and building service equipment, conduit, piping accessories, and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

D. Rough in inspection of plumbing, mechanical, gas, and electrical systems shall be made before covering or concealment, before fixtures or appliances are set or installed, and before framing inspection.

E. Inspection of framing and masonry construction shall be made after the roof, masonry, framing, firestopping, draftstopping, and bracing are in place and after the plumbing, mechanical, and electrical rough inspections are approved.

F. Energy efficiency inspections shall be made to determine compliance with Minnesota Energy Code requirements.

G. Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, are in place, but before any plastering is applied or before gypsum board joints and fasteners are taped and finished.

Exception: Gypsum board that is not part of a fire resistive assembly or a shear assembly.

H. Protection of joints and penetrations in fire resistance rated assemblies shall not be concealed from view until inspected and approved.

I. Installation of manufactured homes (mobile homes) shall be made after the installation of the support systems and all utility service connections are in place, but before any covering material or skirting is in place. Evaluation of an approved anchoring system is part of the installation inspection.

J. Fireplaces must be inspected for compliance with applicable requirements of

the code and the manufacturer's installation instructions.

K. A final inspection shall be made for all work for which a permit is issued.

L. Special inspections shall be as required by the code.

M. In addition to the inspections in items A to K, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the code and other laws that are enforced by the Department of Building Safety.

Subp. 7. **Inspection agencies.** The building official is authorized to accept inspection reports by approved agencies.

1300.0220 CERTIFICATE OF OCCUPANCY.

Subpart 1. **Use and occupancy.** No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building, structure, or portion of a building or structure shall be made until the building official has issued a certificate of occupancy for the building or structure under this part. Issuance of a certificate of occupancy is not approval of a violation of the code or other ordinances of the municipality. Certificates presuming to give authority to violate or cancel the code or other ordinances of the municipality are not valid.

Exception: A municipality has the option of requiring certificates of occupancy for:

- A. "U" occupancies constructed under the International Building Code;
- B. accessory structures constructed under the International Residential Code; or
- C. used manufactured homes moved into or within a jurisdiction.

Subp. 2. **Existing structures.** The legal occupancy of any structure existing on the date of adoption of the code shall be

permitted to continue without change except as specifically required in chapter 1311.

Subp. 3. **Change in use.** Changes in the character or use of an existing structure shall not be made except as specified in chapter 1311.

Subp. 4. **Moved buildings.** Buildings or structures moved into or within a jurisdiction shall comply with the provisions of the code for new buildings or structures.

Exception: A residential building relocated within or into a municipality need not comply with the Minnesota Energy Code or Minnesota Statutes, section 326.371.

Subp. 5. **Certificate issued.** After the building official inspects a building or structure and finds no violations of the code or other laws that are enforced by the Department of Building Safety, the building official shall issue a certificate of occupancy containing the following:

- A. the building permit number;
- B. the address of the structure;
- C. the name and address of the owner;
- D. a statement that the described portion of the structure has been inspected for compliance with the requirements of the code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified;
- E. the name of the building official;
- F. the edition of the code under which the permit was issued;
- G. the use and occupancy classification;
- H. the type of construction;
- I. if an automatic sprinkler system is provided; and
- J. any special stipulations and conditions of the building permit.

Subp. 6. **Temporary occupancy.** The building official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that the portion or portions shall be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid.

Subp. 7. **Revocation.** The building official may issue a written suspension or revocation of a certificate of occupancy issued under the code if the certificate is issued in error or on the basis of incorrect information supplied, or if the building or use of the building, structure, or portion of the building or structure is in violation of any ordinance or regulation or a provision of the code.

1300.0230 BOARD OF APPEALS.

Subpart 1. **Local board of appeals.** In order to hear and decide appeals of orders, decisions, or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The building official shall be an ex officio member of said board but shall have no vote on any matter before the board. The board of appeals shall be designated by the governing body. Appeals hearings must occur within ten working days from the date the municipality receives a properly completed application for appeal. If an appeals hearing is not held within this time, the applicant may appeal directly to the State Building Code Appeals Board.

The board shall adopt rules of procedures for conducting its business and shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official and to the state building official within five working days of the decision. For jurisdictions without a board of appeals, the appellant may appeal to an appeals board assembled by the state of Minnesota,

Department of Labor and Industry's Construction Codes and Licensing Division.

Subp. 2. **Qualifications.** The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the affected jurisdiction.

Subp. 3. **Limitations on authority.** An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The board shall have no authority to waive requirements of this code.

Subp. 4. **Final interpretive authority.** The state building official has final interpretive authority for all codes adopted as part of the code except for the plumbing code when enforced by the Commissioner of Health and the electrical code when enforced by the State Board of Electricity. A request for final interpretation must come from a local or state level building code board of appeals. The procedures for final interpretations by the state building official are as established in Minnesota Statutes, section 16B.63.

1300.0240 DISCLAIMER CLAUSE.

The inclusion of specific requirements relative to the manner of installation of any building or portion of any building or building equipment in one or more parts of the code does not limit this procedure to any particular type of installer or provide a basis upon which determination of the right to perform a procedure shall be made. The authority for this determination is in the various licensing statutes or ordinances for each type of installer who performs the work.

1300.0250 SEVERABILITY.

The invalidity of any provision of the Minnesota State Building Code does not

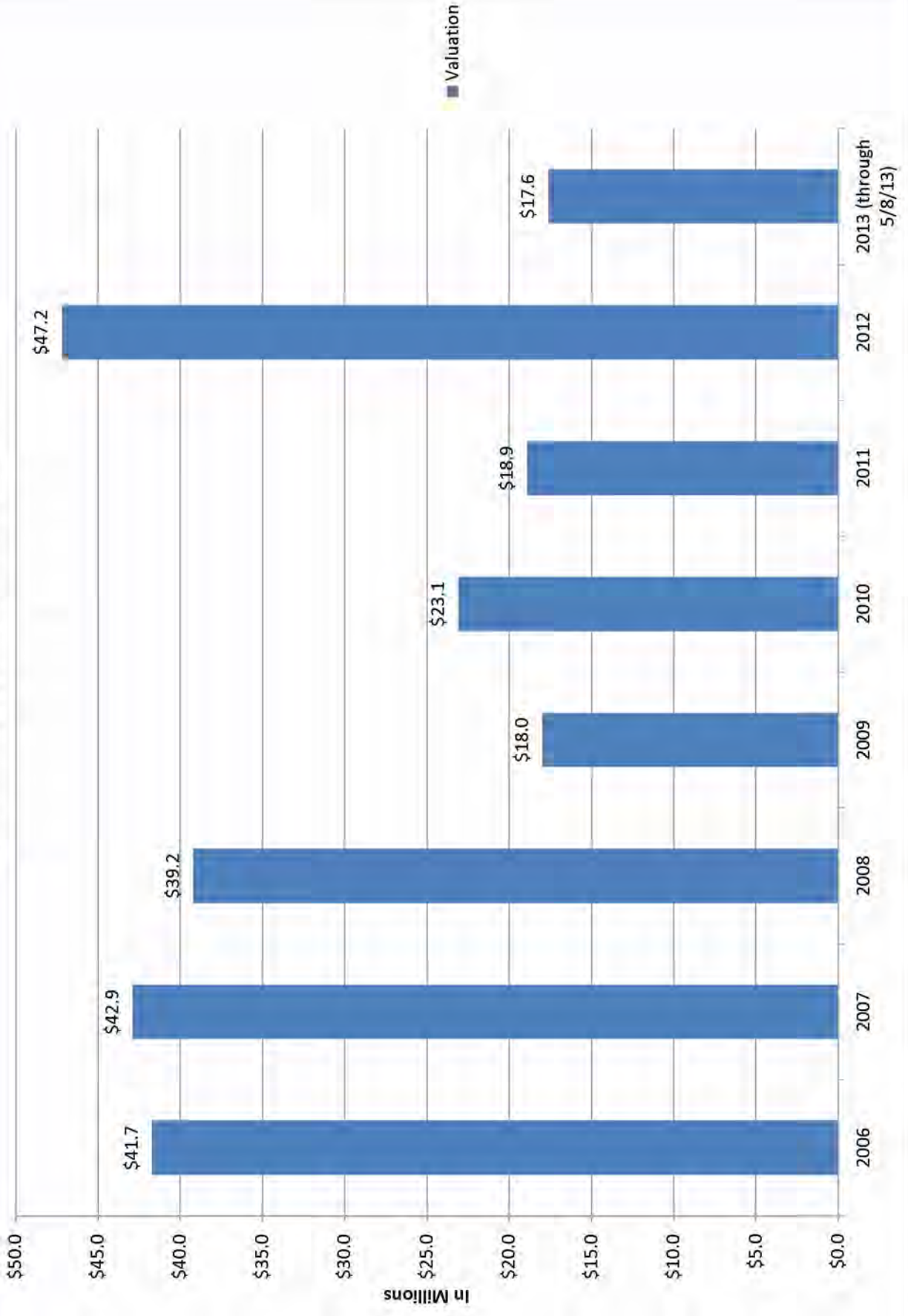
affect any other provisions of the code that can be given effect without the invalid provision and, to this end, the provisions of the code are declared to be severable.

Minn. Rules repealed, etc. in chapter 1300

- 1300.0100 [Repealed, 19 SR 1340]
- 1300.0200 [Repealed, 19 SR 1340]
- 1300.0300 [Repealed, 19 SR 1340]
- 1300.0400 [Repealed, 19 SR 1340]
- 1300.0500 [Repealed, 19 SR 1340]
- 1300.0600 [Repealed, 19 SR 1340]
- 1300.0700 [Repealed, 19 SR 1340]
- 1300.0800 [Repealed, 19 SR 1340]
- 1300.0900 [Repealed, 19 SR 1340]
- 1300.0940 [Repealed, 19 SR 1340]
- 1300.0942 [Repealed, 19 SR 1340]
- 1300.0944 [Repealed, 19 SR 1340]
- 1300.0946 [Repealed, 19 SR 1340]
- 1300.0948 [Repealed, 19 SR 1340]
- 1300.1000 [Repealed, 19 SR 1340]
- 1300.1100 [Repealed, 19 SR 1340]
- 1300.1150 [Repealed, 11 SR 1405]
- 1300.1200 [Repealed, 19 SR 1340]
- 1300.1300 [Repealed, 19 SR 1340]
- 1300.1400 [Repealed, 19 SR 1340]
- 1300.1500 [Repealed, 19 SR 1340]
- 1300.1600 [Repealed, 19 SR 1340]
- 1300.1700 [Repealed, 19 SR 1340]
- 1300.1800 [Repealed, 19 SR 1340]
- 1300.1900 [Repealed, 19 SR 1340]
- 1300.2000 [Repealed, 19 SR 1340]
- 1300.2050 [Repealed, 27 SR 1471]
- 1300.2100 [Repealed, 27 SR 1471]
- 1300.2300 [Repealed, 27 SR 1471]
- 1300.2400 [Repealed, 27 SR 1471]
- 1300.2500 [Repealed, 27 SR 1471]
- 1300.2600 [Repealed, 27 SR 1471]
- 1300.2700 [Repealed, 27 SR 1471]
- 1300.2800 [Repealed, 27 SR 1471]
- 1300.2900 [Repealed, 27 SR 1471]
- 1300.3000 [Repealed, 27 SR 1471]
- 1300.3100 [Repealed, 27 SR 1471]
- 1300.3900 [Repealed, 27 SR 1471]
- 1300.4100 [Repealed, 27 SR 1471]
- 1300.4300 [Repealed, 27 SR 1471]
- 1300.4500 [Repealed, 27 SR 1471]
- 1300.4700 [Repealed, 27 SR 1471]

1300.4900 [Repealed, 27 SR 1471]
1300.5100 [Repealed, 27 SR 1471]
1300.5300 [Repealed, 27 SR 1471]
1300.5500 [Repealed, 27 SR 1471]
1300.5700 [Repealed, 27 SR 1471]
1300.5900 [Repealed, 27 SR 1471]
1300.6100 [Repealed, 27 SR 1471]
1300.6300 [Repealed, 27 SR 1471]

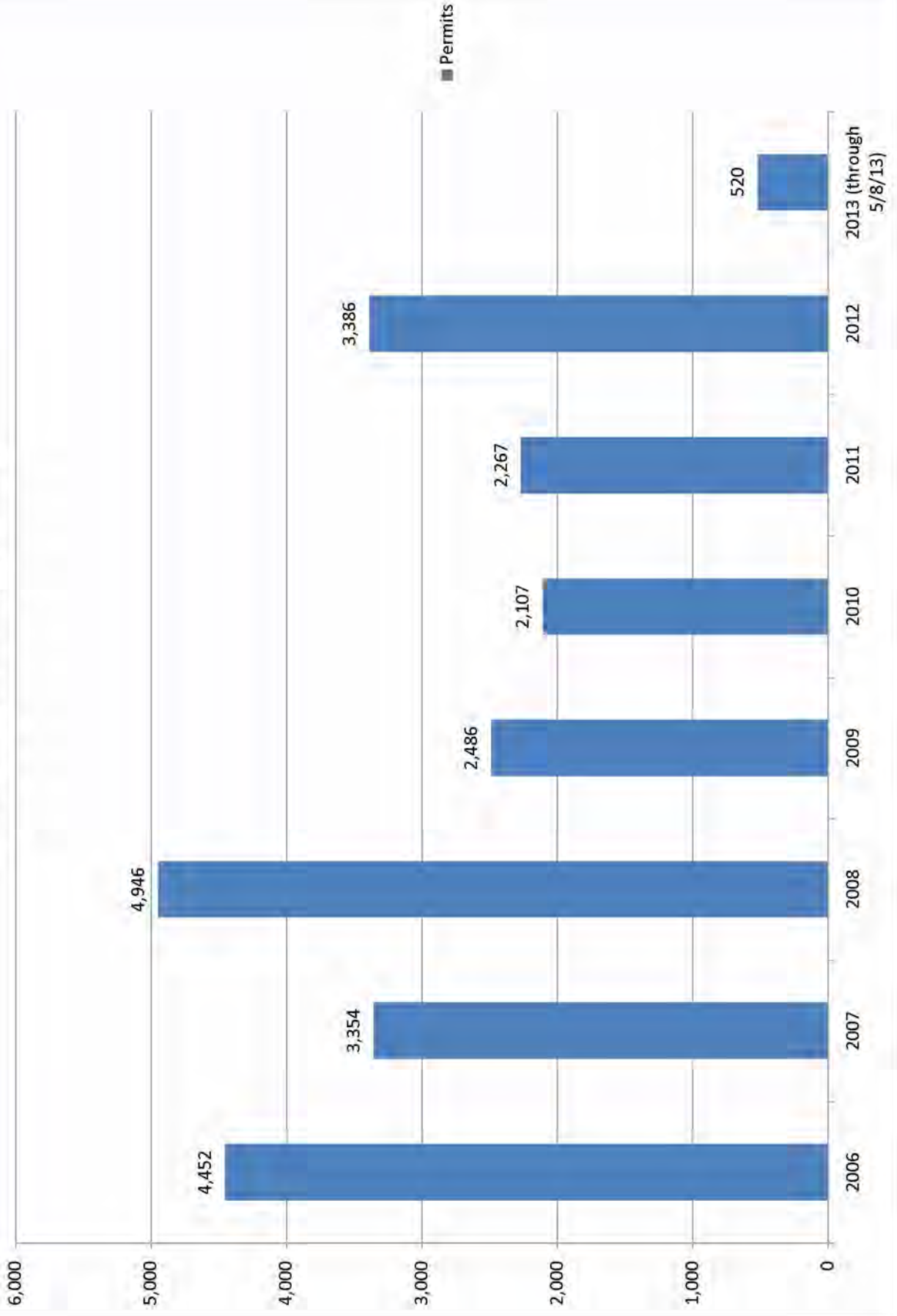
Building Permit Valuation



Valuation

2006	\$41.7
2007	\$42.9
2008	\$39.2
2009	\$18.0
2010	\$23.1
2011	\$18.9
2012	\$47.2
2013 (throi	\$17.6

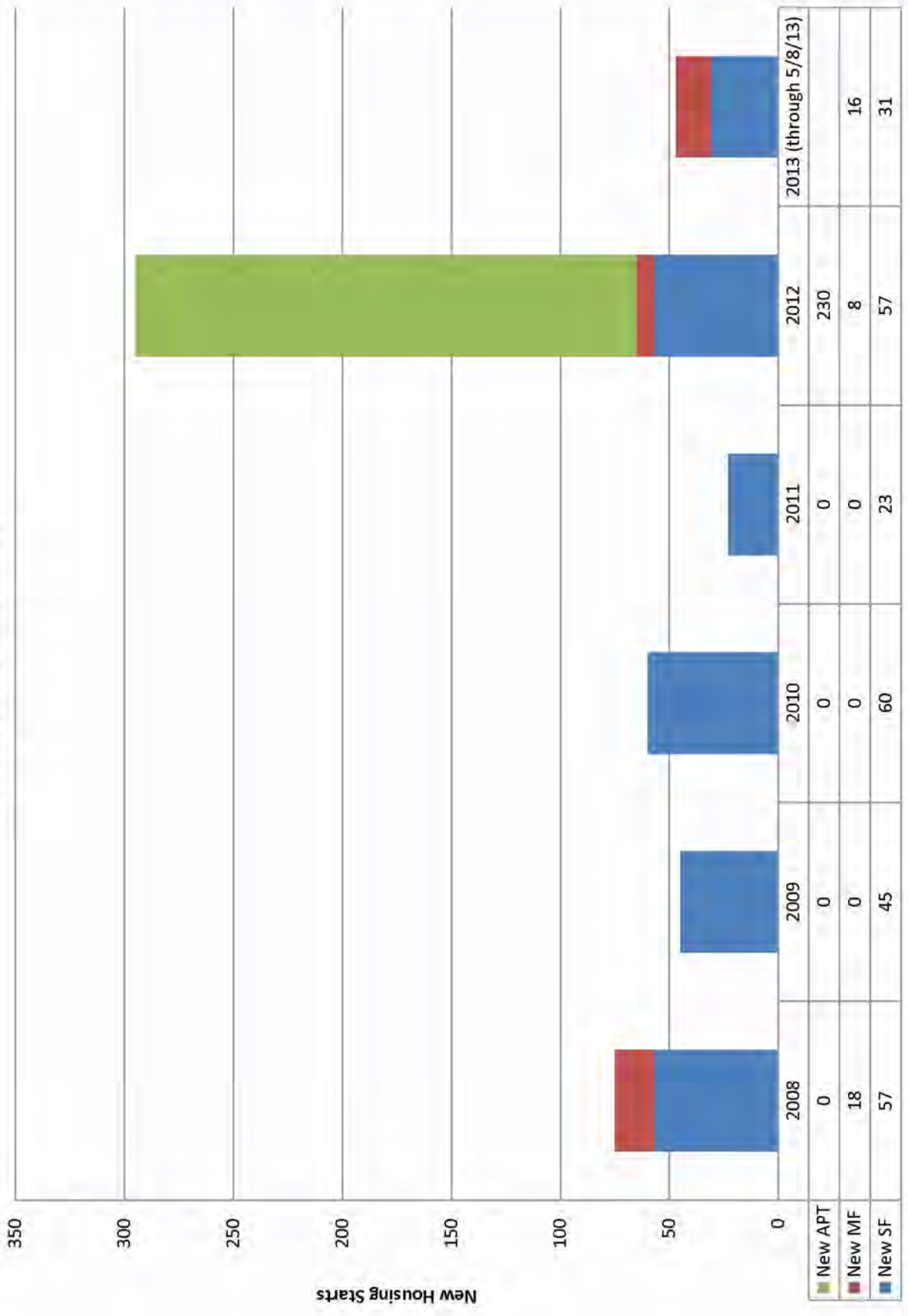
Total # of Building Permits



Permits

2006	4,452
2007	3,354
2008	4,946
2009	2,486
2010	2,107
2011	2,267
2012	3,386
2013 (throi	520

New Housing Starts



	New SF	New MF	New APT
2008	57	18	0
2009	45	0	0
2010	60	0	0
2011	23	0	0
2012	57	8	230
2013 (throu	31	16	

City of Ramsey Fees by Revenue Code

Non-ePermits	<u>Description</u>	<u>Fee Amount</u>	<u>Permit Count</u>
Code:			
	5 Pumping Permits	\$50.00	1
	Double fee per Pete	\$80.00	1
	Total for :	\$130.00	2
Code: 9101.2081			
	Surcharge - Based on Valuation	\$13,845.31	165
	Surcharge - Fixed Fee "One Year"	\$5,910.00	1182
	Surcharge - Fixed Fee Plumbing/Mech "One Y	\$650.00	65
	Surcharge - Fixed Fee S/W "One Year"	\$630.00	63
	Total for 9101.2081:	\$21,035.31	1475
Code: 9101.4171			
	BL - Investigation Fee	\$1,369.25	9
	Total for 9101.4171:	\$1,369.25	9
Code: 9101.4205			
	Basement Finish	\$6,063.00	43
	BL - Demolition	\$1,316.00	14
	BL - License Verification	\$325.00	65
	BL - Renewal Fee	\$94.00	2
	Deck Permit	\$5,217.00	56
	Fireplace	\$940.00	10
	LMC 2003 - base fee	\$256,594.25	158
	Reinspection Fee	\$47.00	1
	Replacement Windows	\$12,502.00	133
	Residential Roofing	\$6,298.00	67
	Siding	\$5,311.00	57
	Swimming Pool-Above Ground	\$750.00	6
	Swimming Pool-Below Ground	\$125.00	1
	Total for 9101.4205:	\$295,582.25	613
Code: 9101.4206			
	PL - Plumbing-New	\$13,000.00	65
	PL - RPZ / Vacuum Breaker - Comm.	\$180.00	3
	PL - Water Heater	\$2,397.00	51
	PL - Water Softener	\$930.00	62
	PL- RPZ / Vacuum Breaker - Res.	\$94.00	2
	Plbg Permit Commercial 1% of Value	\$16,300.00	2
	Plbg Rem/Add Commercial 1% Value	\$1,198.68	8
	Plumbing Items	\$235.00	5
	Plumbing-Remodel	\$1,974.00	21
	Underground Irrigation/Residential	\$282.00	6
	Total for 9101.4206:	\$36,590.68	225

City of Ramsey Fees by Revenue Code

Non-ePermits	<u>Description</u>	<u>Fee Amount</u>	<u>Permit Count</u>
Code: 9101.4208			
	ME - Mechanical Permit-New Construction	\$9,750.00	65
	Mech -Comm Permit 1% of Value	\$12,503.00	3
	Mechanical Items	\$7,473.00	159
	Mechanical Permit-Remodel/Addition R	\$1,034.00	11
	Mech-Comm Remodel/Add. 1% of Value	\$5,261.25	15
	Total for 9101.4208:	\$36,021.25	253
Code: 9101.4211			
	Sign -Permanent	\$1,425.00	19
	Sign Permit Application	\$475.00	19
	Sign Permit -Temporary	\$525.00	21
	Total for 9101.4211:	\$2,425.00	59
Code: 9101.4213			
	Commercial Fire Alarm 2009	\$503.65	5
	Commercial Fire Sprinkler 2009	\$4,739.90	9
	Fire Permit - Residential	\$25.00	1
	Residential Sprinkler 2009	\$551.75	2
	Total for 9101.4213:	\$5,820.30	17
Code: 9101.4214			
	Electrical Order For Payment	\$3,482.00	62
	Electrical Permit - 1 Trip	\$10,529.25	236
	Electrical Permit - 2 Trips	\$15,200.50	125
	Electrical Permit - Apartment	\$3,500.00	1
	Electrical Permit - Single Family Dwelling	\$8,700.00	58
	Total for 9101.4214:	\$41,411.75	482
Code: 9101.4220			
	UD - Pumping Permit	\$18,820.00	107
	UD - Septic New Commercial	\$500.00	2
	UD - Septic Residential New	\$7,697.00	52
	Total for 9101.4220:	\$27,017.00	161
Code: 9101.4221			
	City Sewer Connection	\$4,725.00	63
	Total for 9101.4221:	\$4,725.00	63
Code: 9101.4222			
	City Water Connection	\$4,725.00	63
	Total for 9101.4222:	\$4,725.00	63

City of Ramsey Fees by Revenue Code

<u>Description</u>	<u>Fee Amount</u>	<u>Permit Count</u>
Non-ePermits		
Code: 9101.4230		
BL - Certificate of Occupancy	\$8.00	2
Escrow Administration	\$100.00	1
Fire Works Permit Inside	\$100.00	1
Fire Works Permit Outside	\$350.00	1
Tent/membrane	\$100.00	2
Total for 9101.4230:	\$658.00	7
Code: 9101.4306		
ZO - Zoning Permit	\$1,375.00	55
Total for 9101.4306:	\$1,375.00	55
Code: 9101.4307		
BL - Plan Review - 25%	\$10,330.75	25
BL - Plan Review - 65%	\$135,943.29	114
Commercial Plan Review - 65%	\$9,288.11	10
Plan Review Fire Alarm 65% - 2009	\$298.34	4
Plan Review Fire Sprinkler 65% - 2009	\$3,400.10	9
Total for 9101.4307:	\$159,260.59	162
Code: 9101.4327		
Fla.,/Combust Tank Removal -Res	\$30.00	1
Total for 9101.4327:	\$30.00	1
Code: 9101.4329		
Open Burning	\$1,045.00	42
Total for 9101.4329:	\$1,045.00	42
Code: 9252.1155.1		
Landscape Escrow	\$51,500.00	9
Total for 9252.1155.1:	\$51,500.00	9
Code: 9601.2082		
PL - 2" Irr. Water Meter Sales Tax	\$50.52	1
PL - 4" Water Meter Sales Tax	\$236.52	1
PL - 5/8" Water Meter Sales Tax	\$1,234.17	63
Total for 9601.2082:	\$1,521.21	65
Code: 9601.3421		
WAC	\$490,360.00	66
Total for 9601.3421:	\$490,360.00	66
Code: 9601.4655		
PL - Water Meter Install	\$9,100.00	65
Total for 9601.4655:	\$9,100.00	65

City of Ramsey Fees by Revenue Code

Non-ePermits	<u>Description</u>	<u>Fee Amount</u>	<u>Permit Count</u>
Code: 9601.4656			
	PL - 2" Water Meter Irrigation Only	\$709.00	1
	PL - 4" Compound Water Meter	\$3,319.64	1
	PL - 5/8" Meter w/Horn	\$17,325.00	63
	Total for 9601.4656:	\$21,353.64	65
Code: 9602.2083			
	SAC - Apartments-100%	\$543,950.00	2
	SAC - Commercial/Institutional	\$94,600.00	3
	SAC - Single Family House	\$127,710.00	55
	SAC - Townhouses	\$18,920.00	8
	Total for 9602.2083:	\$785,180.00	68
Code: 9602.3421			
	Sac Handling Fee	\$1,650.00	66
	Total for 9602.3421:	\$1,650.00	66
Code: 9804.1155.1			
	Erosion Control Escrow	\$90,000.00	60
	Total for 9804.1155.1:	\$90,000.00	60
	Totals for Non-ePermits:	\$2,089,886.23	4153
	Report Totals:	\$2,089,886.23	4153

City of Ramsey Fees by Revenue Code

Non-ePermits	<u>Description</u>	<u>Fee Amount</u>	<u>Permit Count</u>
Code: 9101.2081			
	Surcharge - Based on Permit Fee	\$5.00	1
	Surcharge - Based on Valuation	\$4,844.92	74
	Surcharge - Fixed Fee "One Year"	\$1,720.00	344
	Surcharge - Fixed Fee Plumbing/Mech "One Y	\$470.00	47
	Surcharge - Fixed Fee S/W "One Year"	\$450.00	45
	Total for 9101.2081:	\$7,489.92	511
Code: 9101.4171			
	BL - Investigation Fee	\$60.75	1
	Total for 9101.4171:	\$60.75	1
Code: 9101.4205			
	Basement Finish	\$3,243.00	23
	BL - Demolition	\$376.00	4
	BL - License Verification	\$145.00	29
	Deck Permit	\$752.00	8
	Fireplace	\$470.00	5
	LMC 2003 - base fee	\$81,452.00	71
	Replacement Windows	\$3,008.00	32
	Residential Roofing	\$376.00	4
	Siding	\$1,034.00	11
	Total for 9101.4205:	\$90,856.00	187
Code: 9101.4206			
	PL - Plumbing-New	\$9,400.00	47
	PL - Water Heater	\$893.00	19
	PL - Water Softener	\$585.00	39
	PL- RPZ / Vacuum Breaker - Res.	\$47.00	1
	Plbg Permit Commercial 1% of Value	\$514.00	1
	Plumbing-Remodel	\$470.00	5
	Underground Irrigation/Commercial	\$60.00	1
	Underground Irrigation/Residential	\$47.00	1
	Total for 9101.4206:	\$12,016.00	114
Code: 9101.4208			
	ME - Mechanical Permit-New Construction	\$7,050.00	47
	Mech -Comm Permit 1% of Value	\$440.00	2
	Mechanical Items	\$2,397.00	51
	Mechanical Permit-Remodel/Addition R	\$376.00	4
	Mech-Comm Remodel/Add. 1% of Value	\$2,054.67	3
	Total for 9101.4208:	\$12,317.67	107

City of Ramsey Fees by Revenue Code

Non-ePermits	<u>Description</u>	<u>Fee Amount</u>	<u>Permit Count</u>
Code: 9101.4211			
	Sign -Permanent	\$375.00	5
	Sign Permit Application	\$125.00	5
	Sign Permit -Temporary	\$200.00	8
	Total for 9101.4211:	\$700.00	18
Code: 9101.4213			
	Commercial Fire Sprinkler 2009	\$427.25	4
	Fire Alarm Devices 2009	\$593.25	1
	Total for 9101.4213:	\$1,020.50	5
Code: 9101.4214			
	Electrical Order For Payment	\$1,235.00	26
	Electrical Permit - 1 Trip	\$3,681.75	66
	Electrical Permit - 2 Trips	\$3,438.00	42
	Electrical Permit - Apartment	\$8,750.00	1
	Electrical Permit - Single Family Dwelling	\$3,600.00	24
	Electrical Reinspection Fee	\$35.00	1
	Total for 9101.4214:	\$20,739.75	160
Code: 9101.4220			
	UD - Pumping Permit	\$1,770.00	7
	UD - Septic Residential New	\$600.00	4
	Total for 9101.4220:	\$2,370.00	11
Code: 9101.4221			
	City Sewer Connection	\$3,375.00	45
	Total for 9101.4221:	\$3,375.00	45
Code: 9101.4222			
	City Water Connection	\$3,375.00	45
	Total for 9101.4222:	\$3,375.00	45
Code: 9101.4306			
	ZO - Zoning Permit	\$300.00	12
	Total for 9101.4306:	\$300.00	12
Code: 9101.4307			
	BL - Plan Review - 25%	\$7,944.80	20
	BL - Plan Review - 65%	\$58,363.72	46
	Commercial Plan Review - 65%	\$1,375.19	3
	Plan Review Fire Alarm 65% - 2009	\$385.61	1
	Plan Review Fire Sprinkler 65% - 2009	\$262.43	3
	Total for 9101.4307:	\$68,331.75	73
Code: 9101.4327			
	Surface Mount Lock Box	\$215.00	1
	Total for 9101.4327:	\$215.00	1

City of Ramsey Fees by Revenue Code

<u>Description</u>	<u>Fee Amount</u>	<u>Permit Count</u>
Non-ePermits		
Code: 9101.4329		
Open Burning	\$375.00	15
Total for 9101.4329:	\$375.00	15
Code: 9252.1155.1		
Landscape Escrow	\$143,700.00	22
Total for 9252.1155.1:	\$143,700.00	22
Code: 9601.2082		
PL - 1 1/2" Water Meter Sales Tax	\$38.62	1
PL - 5/8" Water Meter Sales Tax	\$881.55	45
Total for 9601.2082:	\$920.17	46
Code: 9601.3421		
WAC	\$52,808.00	46
Total for 9601.3421:	\$52,808.00	46
Code: 9601.4655		
PL - Water Meter Install	\$6,440.00	46
Total for 9601.4655:	\$6,440.00	46
Code: 9601.4656		
PL - 1 1/2" Water Meter	\$542.00	1
PL - 5/8" Meter w/Horn	\$12,375.00	45
Total for 9601.4656:	\$12,917.00	46
Code: 9602.2083		
SAC - Commercial/Institutional	\$2,435.00	1
SAC - Single Family House	\$58,440.00	24
SAC - Townhouses	\$51,135.00	21
Total for 9602.2083:	\$112,010.00	46
Code: 9602.3421		
Sac Handling Fee	\$1,150.00	46
Total for 9602.3421:	\$1,150.00	46
Code: 9804.1155.1		
Erosion Control Escrow	\$46,500.00	31
Total for 9804.1155.1:	\$46,500.00	31
Totals for Non-ePermits:	\$599,987.51	1634
Report Totals:	\$599,987.51	1634

Personnel Committee

4. 4.

Meeting Date: 05/14/2013

Submitted For: Jim Way

By: Jim Way, Police

Title:

Title of the Command Position Created by a Recent Resignation Within the Police Department

Background:

At the regular Council Meeting on April 23, 2013, Council directed staff to begin the process for filling the Police Captain position created by the resignation of Captain Dwyer. The process to fill the command position is currently underway. One item that was not covered at the April 23 meeting was the title of the position to be replaced.

At the time of Captain Dwyer's resignation, the police department had been functioning with two Captains. One of the Captains oversaw the Support Services Area of the department. This area includes the two investigators, a Crime Prevention Specialist, a Community Service Officer, the Office Supervisor and three Police Technicians. The second Captain oversaw the patrol area of the department. This includes the four patrol sergeants and 13 patrol officers. The 15 Reserves and 10 Explorers also fall under this area.

Attached to this case is the current Police organizational chart.

Observations/Alternatives:

The police department has been functioning very well under the current format of two Captains. It was very clear who reported to whom and who supervised whom within the department.

An alternative to the current structure would be one Captain and one Lieutenant. The Lieutenant would then report to the Captain who would then report to the Chief. The pro's of this structure would be a slight savings to the City in wages. The con of this structure is that there is not currently a pay structure for a Lieutenant and there is not any space in the current pay structure to add this position. Additionally, this format creates a lineal structure rather than a compound structure in the organization.

Recommendation:

Staff recommends keeping the current command structure that was in place at the time of the Police Captain resignation. The current structure allows the Captains to be trained in both command areas and for a seamless transition to each duty. It would continue with the compound command structure with easy identifiable supervisors of the department.

Funding Source:

Position was budgeted for and a savings will occur because the new commander, whether it is a Captain or Lieutenant, will not be at top of the wage scale. All Sergeants are at the Step 6 or top of the wage scale for that position. They would start at the Step 4 of the Captains position. Attached to this case is the current pay scale for Sergeant and Captain position.

Council Action:

Consensus on title for command position.

Action to be place on May 28 Regular Council Agenda

Attachments

Wage Comps

Org Chart

Form Review

Inbox
Kurt Ulrich

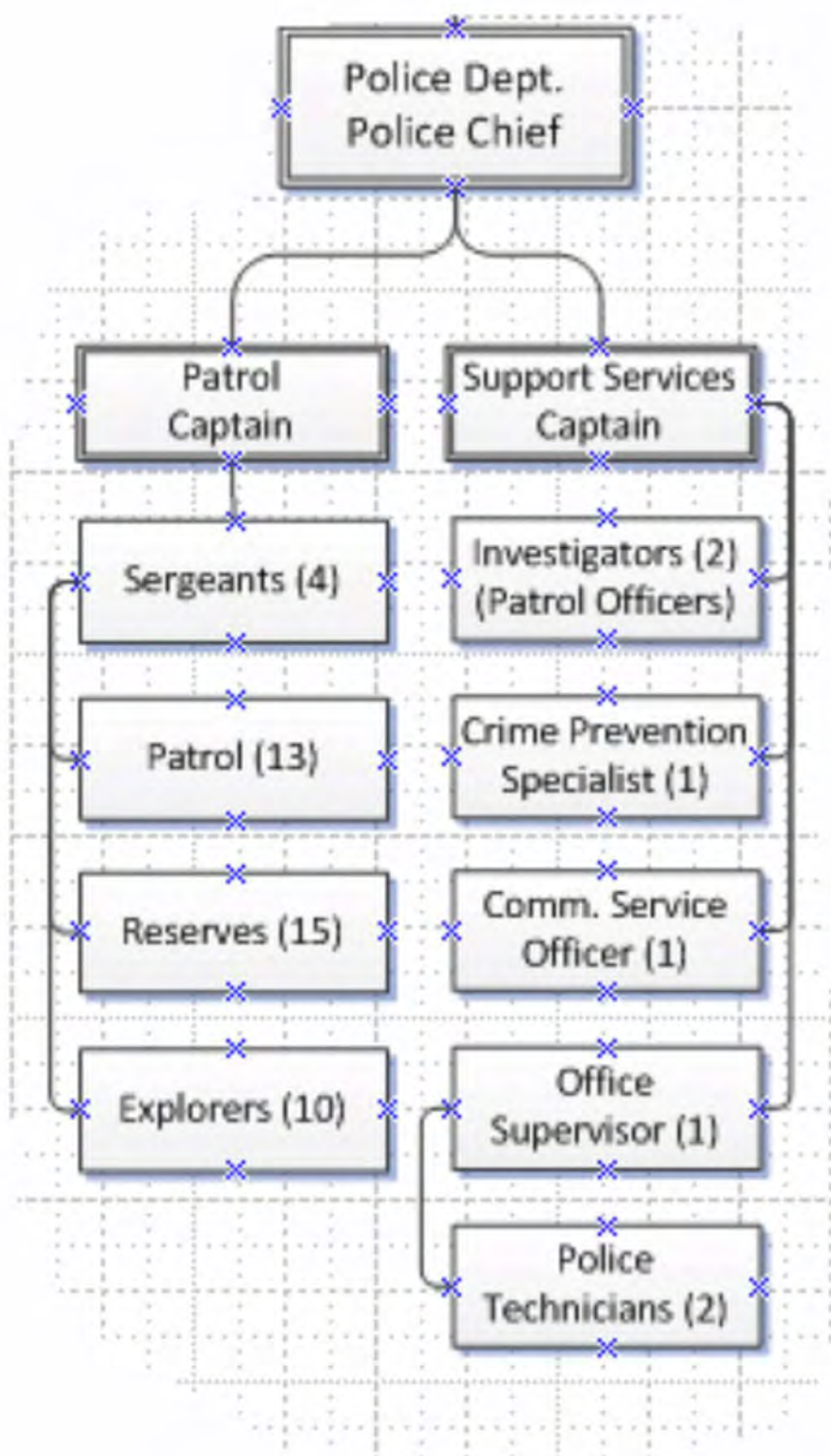
Reviewed By
Kurt Ulrich
Form Started By: Jim Way

Date
05/09/2013 02:33 PM
Started On: 05/08/2013 08:40 AM

Final Approval Date: 05/09/2013

2013 Wages for Captain and Sergeant

Position	Step 1 80%	Step 2 84%	Step 3 88%	Step 4 92%	Step 5 96%	Step 6 100%
Captain	\$73,360	\$75,560	\$79,159	\$82,757	\$86,355	\$89,953
Sergeant	\$64,229	\$67,441	\$70,653	\$73,865	\$77,075	\$80,287



Meeting Date: 05/14/2013

By: Tim Gladhill, Community Development

Information

Title:

Adopt Resolution to Accept Metropolitan Council Transit Oriented Development (TOD) Grants

Background:

In December, 2012, the City was successfully awarded two (2) grants from the Metropolitan Council's Livable Communities Program. The Grant Program is known as the Transit Oriented Development (TOD) Grant, and is available for certain areas surrounding transit opportunities throughout the metropolitan area. The City received a grant for the design, engineering, and partial construction of Center Street within The COR (\$650,369) and alternatives analysis and geotechnical studies for Mississippi Skyway (\$100,000), a grade-separated pedestrian crossing over Highway's #10 & #169 in the vicinity of The COR.

The City must now accept the grant and execute a Grant Agreement with the Metropolitan Council. In addition, Staff will be forwarding to City Council (and thereafter to Metropolitan Council) work plans with keystone dates and potential Requests for Proposals (RFP) at a future date.

A copy of the grant applications are attached for your review as background.

Notification:

No notification required at this time.

Observations/Alternatives:

The grant term for the Center Street Grant is three (3) years from the date of the award. It is anticipated that the design phase of the grant would be accomplished in 2013, with construction in 2014. Staff will forward a more refined work plan in the near future. The Center Street construction would accomplish an important north-south connection in the center of The COR. The connection/corridor provides important automobile *and* pedestrian connectivity to the station area, to Municipal Plaza, to Bunker Lake Boulevard. The project will provide benefit to Ramsey Town Center 8th, 9th, and 10th Addition, as well as Seasons of Ramsey, a 50-unit housing development currently under construction.

The grant term for Mississippi Skyway is two (2) years from the date of the award. A primary location was identified in the grant application as a connection to the existing Ramsey Northstar Station skyway. Previous Council direction was to examine using the Armstrong interchange as the primary pedestrian crossing for the area. Consequently, it should be noted that a component of the grant agreement is for alternatives analysis. A component of this stage will be to explore all possibilities to provide an essential safe pedestrian crossings across Highway 10. Parallel to this analysis, Staff anticipates to review pedestrian connectivity associated with the future Armstrong Boulevard grade-separated interchange to the west.

Alternatives

Alternative #1 - Accept the Grants as Requested. As considerable staff resources went into preparing the applications, and the fact that both projects provide for important connections that add to the success of The COR, staff recommends this alternative. By not accepting these grant opportunities, future opportunities from the program may be impacted.

Alternative #2 - Not accept the grants. As noted above, this is not a preferred alternative by Staff at this time. The City would lose out on an opportunity to provide an important connection.

Recommendation:

Staff recommends accepting the grants and executing the required grant agreements.

Funding Source:

Funding for the noted activities are provided by a grant award from the Metropolitan Council. There is no matching requirement.

Council Action:

Motion to accept the Metropolitan Council Transit Oriented Development Grants for Center Street and Mississippi Skyway.

Attachments

Center Street Submittal

Mississippi Skyway Submittal

Center Street Grant Agreement

MS Grant Agreement

Form Review

Inbox	Reviewed By	Date
Mark Riverblood	Mark Riverblood	05/09/2013 08:45 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 09:49 AM
Form Started By: Tim Gladhill		Started On: 03/13/2013 11:31 AM
Final Approval Date: 05/09/2013		

Livable Communities 2011 *Transit Oriented Development* Grant Application

Section I: TOD Project identification											
1. TOD Project name	The COR - Center Street										
2. Applicant – a city, county or development authority City's application contact Title Phone Email	City of Ramsey Timothy Gladhill Senior Planner 763-576-4308 tgladhill@ci.ramsey.mn.us										
Authorized contract signatory:	Name: Kurt Ulrich Title: City Administrator										
3. Application prepared by Name Title Organization Phone Email	Timothy Gladhill Senior Planner City of Ramsey 763-576-4308 tgladhill@ci.ramsey.mn.us										
4. TOD Area name and location – select from the list in Appendix 4. This TOD Area will be referenced throughout the rest of the application as the " Named TOD Area. " TOD Area Name Will this application pertain to the entire Named TOD Area or a part of the Named TOD Area? If this application pertains to a part of the TOD Area, provide the boundary streets or landmarks	Northstar Commuter Rail - Ramsey Station <input type="checkbox"/> Entire Named TOD Area <input checked="" type="checkbox"/> Part of the Named TOD Area North of Ramsey Municipal Center and Ramsey Station at Sunwood Drive.										
5. Project location City Address / intersection PINs	Ramsey Unassigned situs ROW										
6. Amount requested	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">LCDA Pre-Development</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>TBRA Site Investigation</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>TBRA Cleanup</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>LCDA Development</td> <td style="text-align: right;">\$650369</td> </tr> <tr> <td style="text-align: right;">Total requested</td> <td style="text-align: right;">\$650369</td> </tr> </table>	LCDA Pre-Development	\$0	TBRA Site Investigation	\$0	TBRA Cleanup	\$0	LCDA Development	\$650369	Total requested	\$650369
LCDA Pre-Development	\$0										
TBRA Site Investigation	\$0										
TBRA Cleanup	\$0										
LCDA Development	\$650369										
Total requested	\$650369										

Applicants should read the TOD Application Guide before completing this application.

Section II. Threshold Criteria

1. Will the Named TOD Area named in Section I focus on housing or jobs or both:

Housing Jobs Both

2. Will the following land use guidelines be in place **at the time of application or within 36 months from the date of award?**

Local official controls applicable within the Named TOD Area named in Section I must be generally consistent with direction given in the Metropolitan Council's Guide for Transit Oriented Development.

	In place now	Will be in place within 36 months	Will not be in place within 36 months
a. Residential densities			
At least 30 units/acre for rail <u>OR</u> 15 units/acre for bus or commuter rail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Minimum Floor Area Ratios (FAR)			
At least 1.5 for rail <u>OR</u> .5 for bus or commuter rail ¹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Local planning within the Named TOD Area addresses TOD design features			
1. Minimal building setbacks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Short blocks with pedestrian connections adjacent to the buildings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Optimal pedestrian convenience between the station and other connecting transit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A range of housing densities, types and costs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Connections among housing, retail, employment centers and recreational uses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Cycling and walking conveniences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Current and future employment opportunities within the Named TOD Area <u>and</u> within the connecting transit corridor(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Conservation, protection and enhancement of natural resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Residential and commercial parking is limited, shared between uses, located to the rear of buildings and/or is structured	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. If "Jobs" is checked in #1, above, at least 50 jobs per acre at employment centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ See the 2011 TOD Application Guide for exceptions

Section II. Required Threshold Criteria, cont.

	In place now	Will be in place within 36 months	Will not be in place within 36 months
3. Equity considerations within the Named TOD Area: the City has adopted a policy / plan / guidelines or official local control to:			
a. Address both the preservation of existing subsidized and naturally occurring affordable housing units in the Named TOD Area AND (one or more of the following)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The addition of affordable housing units in the Named TOD Area OR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The addition of higher value housing in lower income areas ² to achieve a mix of housing opportunities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Address how the applicant will proactively and intentionally address gentrification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The Named TOD Area planning is consistent with the city's comprehensive plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The city has adopted the vision, goals, and principles promoted by the Corridors of Opportunity Initiative, including the principle of Equitable Development to provide guidance for strategies and planning along its transit corridor or at its transit station. ³	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. The proposed TOD Project will have the potential to enhance the tax base within the Named TOD Area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For evaluation use only: Minimum thresholds met Yes _____ No _____			

² See Appendix 5: Areas of Minority and Poverty Concentrations

³ The Principle of Equitable Development adopted by the Corridors of Opportunity Policy Board states, that equitable development "creates healthy vibrant communities of opportunity where low income people, people of color, new immigrants and people with disabilities participate in and benefit from systems, decisions, and activities that shape their neighborhoods." See Appendix 6 or the CoO website at: <http://www.metrocouncil.org/planning/COO/index.htm>

Section III. Questions pertaining to the Named TOD Area named in Section I

1. List the applicable existing and/or planned uses for the **Named TOD Area**. **Do not use ranges – round as necessary.**

Type of Use	#Existing Uses	Acreage of existing uses	Acreage to be retained from existing uses	#Planned Uses	Acreage designated for planned uses
Residential	229	61	61	1110	27
Commercial					
Retail	25	59	59	36	67
Restaurant	3	3	3	6	10
Office	7	16	16	16	52
Government/ Civic	3	5	5	0	0
Arts/Cultural	0	0	0	0	0
Entertainment	0	0	0	1	5
Open / Public Space	3	73	73	2	92
Other (list below):					

2. Has the City adopted affordability requirements for housing assisted with City funds in the Named TOD Area?
 Adopted Will be adopted within 36-months No plan to adopt requirements

3. Has the city formalized TOD guidelines for the Named TOD Area?
 In place currently - Will be in place within 36 months - Will not be in place within 36 months -

4. How will the Named TOD Area function as an integrated entity?
 a. Describe how the Named TOD Area is designed to encourage its residents and/or employees to live or work there without reliance on an automobile, meet daily needs through the use of transit or walking, and reduce automobile ownership, vehicular traffic, and associated parking requirements that would otherwise be necessary to support a similar level of more traditional development.

Ramsey has adopted a set of Design Guidelines as part of its zoning code that promote multiple modes of transportation with linkages to the Ramsey Rail Station. The mix of uses, required sidewalks, and compact development pattern promote and encourage residents and employees to navigate the development without an automobile. The mix of land uses include existing and planned retail, employment, civic and open space, as well as a mix of housing types and prices. The uses are connected through a system of blue and green systems of water and open space in addition the the sidewalk and cycling considerations given to street design.

b. Describe how the applicant will use TOD design standards to accomplish the goals in question 4-A?
 Ramsey already has in place adopted design guidelines that encourage pedestrian connections to a mix of uses within the development. The Design Framework promotes a minimum FAR of 0.75 and maximum parking allowances in the center of the development near the rail station. These two standards encourage and promote structured, vertical parking structures in the center of the development, reducing the amount of surface parking and maximizing the development potential of private property owners. A heirarchy of streets provides for safe travel for pedestrians and automobile. Bumpouts, or chockers, are required on streets providing pedestrian safety.

Section IV. What specific outcomes will be delivered to the region as a result of activities directly associated with the proposed TOD Project?

1. Provide a description of the TOD Project.

The TOD Project is to construct a critical north/south connection in the center of the TOD Area. This will provide a critical pedestrian and automobile connection to the Ramsey Station and a variety of land uses within walking distance. Ramsey is working with Anoka County Parks to have the Central Anoka County Regional Trail realigned along this connection to integrate with the station and future Highway 10 pedestrian overpass. Center Street is the approved alternate alignment for the Central Anoka County Regional Trail, which will provide a pedestrian linkage to the Ramsey Station and Mississippi West Regional Park, capitalizing on multiple regional facilities.

2. Describe the qualities of this TOD Project that make it a good demonstration that can be replicated in other TOD Areas. These qualities include the TOD Project's design, its compactness, mix of uses, the anticipated FAR, the functions it provides, how it connects with other functions inside and outside the Named TOD Area, its financing partnerships, etc.

Center Street will allow for the development of a mix of land uses and addresses components of quality street design that provide considerations for both automobile and pedestrian design. Sidewalks are required and will be constructed along both sides of the road providing safe and accessible pedestrian travel and include bike racks, benches, and bump-outs. Within the development, a round-about will be constructed to provide better traffic flow and accessible access to the Ramsey Station and adjacent parking facility. The roadway design will provide for a mix of uses including housing, retail, and employment land uses. FAR along the Project is typically a minimum of 0.25, with a minimum requirement of 0.75 in the center of the TOD Area.

Center Street has been designed to maximize build-to lines and provide maximum on-street parking, reducing the need for surface parking lots. Center Street is a critical component in achieving TOD goals of the development and provide the necessary assistance to realize forecasted growth.

3. Provide a description of the requested grant funded activities: i.e., for what purposes does the applicant propose to use TOD grant funds?

The TOD funds will be used for design and construction of roadway and associated improvements including sidewalks, and pedestrian facilities for multi-modal travel. The funds will be used to make connection to the Ramsey Station to maximize the investment made into the Ramsey Station.

Section IV. What specific outcomes will be delivered to the region as a result of activities directly associated with the proposed TOD Project, cont.

4. Jobs - Describe the jobs that will be created as a result of this TOD Project.

Type	# FT	# PT
Retail	70	281
Office	378	94
Construction	40	
Select		
Select		
Select		

5. Housing

- a. Housing density/acre
- | | |
|------------------|-------------|
| Current/existing | 12 per acre |
| Planned | 15 per acre |

b. Current housing:

Housing type	Quantity	Rent level	% AMI
Single family detached - own	35	Market rate	80% AMI
Townhome - own	194	Affordable (<60% AMI)	60% AMI
Select		Select	% AMI
Select		Select	% AMI
Select		Select	% AMI

c. Describe the proposal's role in producing or preserving affordable housing within the Named TOD Area. Assist with infrastructure costs thus reducing land prices. Provide connections to retail and employment uses. Reduce VMT. Provide connectivity to wide range of land uses.

d. Indicate the type(s) of housing planned for the Project.

<input checked="" type="checkbox"/>	1. Planned multi-family rental housing	# market rate units	317		
		# affordable units	158	% AMI	80
		# affordable units	158	% AMI	60
<input checked="" type="checkbox"/>	2. Planned multi-family ownership housing	# market rate units	128		
		# affordable units	50	% AMI	80
		# affordable units	19	% AMI	60
<input checked="" type="checkbox"/>	3. Planned townhouse or rowhouse	# market rate units	36		
		# affordable units	72	% AMI	80
		# affordable units	108	% AMI	60
<input checked="" type="checkbox"/>	4. Planned single family homes	# market rate units	41		
		# affordable units	5	% AMI	80
		# affordable units	5	% AMI	60
<input checked="" type="checkbox"/>	5. Planned senior housing	# market rate units	44		
		# affordable units	21	% AMI	80
		# affordable units	21	% AMI	60

e. Affordability mechanisms to be employed:

		City Score	Average	This application
6.	2010 Housing Performance Score (for Metropolitan Council use only)			

Section IV. What specific outcomes will be delivered to the region as a result of activities directly associated with the proposed TOD Project, cont.

7. Will the TOD Project Area be visible from the station area or platform? No Yes

8. Is the TOD Project area within the boundaries of or subject to a TOD area, neighborhood, corridor or other similar plan adopted by the municipality in which the TOD Project is located? No Yes

If yes, name of plan:
The COR Development Plan & Development Framework

Type of plan:
Master Plan and Design Guidelines

Is this TOD Project consistent with the plan? No Yes

If no, explain:

9. Status of site control

Full site control achieved

Other:
Status of property ownership? City owned

What is the expected closing date?
(month/year)

10. Status of the site plan

City approval pending

Explain
Conceptual plans approved.

11. Describe the TOD Project's ability to be catalytic in attracting private sector investment.

Center Street is a critical component to facilitate private development of retail, employment, civic, entertainment, and housing. Center Street will make development pad-ready by providing public access via the internal roadway system. Planned roadways are not fully constructed, which creates gaps in the pedestrian circulation system. The lack of necessary infrastructure has proven to be a barrier to successful private development. The City is in negotiations with a potential not for profit entity to construct a community facility along this connection. The project will not be possible without assistance from the City to construct Center Street. Center Street also continues to frame Village Square Commons, an urban public park planned in the center of the development which will attract further private development and provide necessary shared recreational community space for the TOD Area.

Section IV. What specific outcomes will be delivered to the region as a result of activities directly associated with the proposed TOD Project, cont.

12. TOD Project status: Check the boxes below to indicate all COMPLETED TOD Project milestones:

Pre-Development activities	Activity	Done	N/A	Expected completion date
		Development area within Named TOD Area fully identified	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Current conditions in the development area have been assessed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Visioning process completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Concept planning completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Specific development TOD Project has been identified	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	TOD Project feasibility studies completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Alternatives analysis completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Detailed design plans completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Financing options identified	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	TOD Project phasing approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Development activities	Activity	Done	N/A	Expected completion date
		Site control achieved	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Any necessary changes to official controls secured	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Phase I environmental assessment completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Phase II environmental assessment completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	If necessary, Response Action Plan approved by MPCA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Site plan completed	<input type="checkbox"/>	<input type="checkbox"/>	9/1/2012
	Design work completed	<input type="checkbox"/>	<input type="checkbox"/>	12/31/2012
	Stormwater management plan completed	<input type="checkbox"/>	<input type="checkbox"/>	12/31/2012
	All necessary approvals secured	<input type="checkbox"/>	<input type="checkbox"/>	4/1/2013
	If necessary, demolition completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Site grading completed	<input type="checkbox"/>	<input type="checkbox"/>	5/1/2013
	Construction started	<input type="checkbox"/>	<input type="checkbox"/>	6/1/2013

Section VI. Site Investigation and/or Contamination, cont.

3. Brownfield cleanup

a. Identify one or more of the following type(s) of contamination cleanup required in the Project site:

- Soil cleanup
- Ground water cleanup
- Soil vapor mitigation
- Asbestos abatement
- Lead -based paint abatement
- Other (identify):

b. Which, if any, have been completed at the time of application?

- Phase I environmental site assessment
- Phase II environmental site assessment work plan
- Phase II environmental site assessment
- Asbestos survey
- Lead-based paint survey
- Response Action Plan (RAP)
- Other (identify):

c. Is right of access/right of entry to the property in place?

- No Yes

If no, when is the property expected to be accessible for investigation and/or cleanup?
(m/d/yyyy)

d. Identify which MPCA programs in which the TOD Project site is enrolled at the time of application.

VIC Program ID

VIC Program Manager

PBP Program ID

PBP Project Manager

LUST Program ID

LUST Project Manager:

Other:

e. Current Environmental Consultant(s):

Consultant Name:

Consultant Company:

Consultant Phone:

Consultant Email:

Section VI. Site Investigation and/or Contamination, cont.

4. Summary of Cleanup Objectives:
 - a. What liability assurances are being sought from the MPCA?
 - b. For TBRA TOD requests involving soil contamination:
 1. What is the total volume of soil to be disposed off site in cubic yards and tons?
cubic yards; tons
 2. What are the cost rates for excavation, loading, hauling and disposal of contaminated soil used in your grant request?

Excavation - \$	per	Unit of Measure (UoM)
Loading - \$	per	UoM
Hauling - \$	per	UoM
Disposal - \$	per	UoM
 - c. For TBRA TOD requests involving ground water remediation, describe the results of the ground water investigation and the proposed RAP for ground water.
 - d. For TBRA TOD requests involving soil vapor mitigation:
 1. Is funding being requested for soil vapor mitigation?
Yes No
 2. If yes, do the soil vapor intrusion screening values (ISVs) exceed 10 times the ISVs?
Yes No
(For further PCA guidance, see [Risk-Based Guidance for the Vapor Intrusion Pathway](#))
 3. Is a vapor barrier required per the Minnesota Building Code?
Yes No

Appendix 1: Submittal instructions

- Submit one complete electronic copy of the application and all attachments via email to LCAGrantAdmin@metc.state.mn.us by **4:00 PM on February 15, 2012**. Appendix 2 to the LCDA Development Application contains the list of required and allowed attachments, their required naming conventions, and the order of presentation.
- **Contacts:**
 - For general questions regarding the new TOD programs or the application, contact Livable Communities Manager Paul Burns:
voice: 651.602.1106 email: paul.burns@metc.state.mn.us
 - For LCDA TOD specific questions contact LCDA TOD Program Coordinator Linda Milashius:
voice: 651.602.1541 email: linda.milashius@metc.state.mn.us
 - For TBRA TOD specific questions contact TBRA TOD Program Coordinator Marcus Martin:
voice: 651.602.1054 email: marcus.martin@metc.state.mn.us
 - For technical assistance with the application, attachments or submittal, contact Grant Administrator Deb Jensen:
voice: 651.602-1554 email: deb.jensen@metc.state.mn.us
- Submit all electronic elements in PDF format except for the Sources and Uses file, which must be submitted in Excel. Note: The Council can accept incoming attachments of up to 20Mb. If the file size becomes too large to send via email, please split the attachment files among one or more emails. Contact Deb Jensen at (651) 602-1554 for assistance as necessary.
- After the application has been reviewed for completeness and found to be acceptable for submittal, the applicant will be notified to submit 12 hard copies, to be printed in duplex (i.e., on both sides) on 8½ x 11" 3-hole punched paper except as noted below. **Do not attach a cover sheet, bind the copies, use staple, or add section separators. Applications that do not adhere to these instructions may be rejected as noncompliant. Unless requested by Livable Communities staff, no supplemental information will be accepted after the application deadline of February 15, 2012.**

Submit all copies to:

Paul Burns
Metropolitan Council Livable Communities
390 North Robert Street
Saint Paul MN 55101

Appendix 2: List of Attachments to the Grant Application

The following items comprise the list of required attachments to be submitted with the application in hard copy and electronic format.

Collate the hard copy submittals into sets, **in the order in which they are listed below.**

1. Grant application in PDF format, named "2011 TOD App – [TOD Project name]" with the TOD Project name inserted into the blank area in the example.
2. Maps and plans, printed on one side only on paper up to 11x17", folded to 8.5x11". Present all electronic copies in **PDF**, named as shown below. Do **not** use the Metropolitan Council's "Make-a-Map" tool to create the maps; the tool has been temporarily removed from service for an upgrade.
 - a. An aerial map of the Named TOD Area with Project site boundaries clearly marked. Name the PDF file "Aerial – [TOD Project name]" and present it in PDF.
 - b. A Station Area land use plan for the entire Named TOD Area. The Named TOD Area plan must be detailed enough to illustrate the intent of the Project. Annotate the map directionally (i.e., show 'north' on the plan). Name the PDF file "Area plan– [TOD Project name]" and present it in PDF.
 - c. A site plan, showing the Project site in detail and how it relates to the Named TOD Area showing the location of **all requested elements** and **all proposed TOD Project construction**. Note: any references within the narrative to TOD Project elements must be illustrated on the site plan. For example, if a trailhead is mentioned in the narrative, the trailhead must be shown on the site plan. If rain gardens are being requested as a grant-funded activity, the location of each rain garden must be shown on the site plan. Name the file "Site plan – [TOD Project name]" and present it in PDF.
3. The Sources and Uses Excel® file, in Excel. Name the Excel file "Sources & Uses – [TOD Project name]."
4. A local resolution of support from the municipality in which the Project will be located (required wording attached). Note there are two forms of resolution: one for those municipalities submitting a single TOD grant application for a single TOD Project, and a second for those municipalities submitting multiple TOD grant applications covering multiple TOD Projects. The appropriate resolution may be submitted with the application or within 30 days after the application due date. Electronic copies of the executed resolutions must be presented in both PDF and hard copy. Name the resolution "Resolution – [TOD Project name]."

Conditional attachments, **in the order in which they are listed below:**

1. If the TOD Project proposes actual development, submit an elevation rendering of the proposed development or redevelopment, in PDF. Name the PDF file "Elevation – [TOD Project name]."
2. For applications seeking funding to cleanup soil contamination, provide a figure identifying locations of proposed soil excavation and soil disposal volume in cubic yards and weight (tons).
3. For applications seeking polluted site cleanup funding, documentation of contamination (e.g., Phase I or Phase II environmental site investigations) and/or Response Action Plan and corresponding approvals from the Minnesota Pollution Control Agency (submit in electronic format only).

Other allowed attachments that may be submitted with the application (no late submittals), in the order in which they are listed below.

1. Up to five one-page images of your choice – section drawings, perspective drawings or other that will explain the intent of the Project. All optional images must be presented in both PDF and hard copy. Name the electronic files using the same naming convention as shown above.
2. A list of all current Property Identification Numbers, if the list is extensive enough to warrant it.

Appendix 3: Applicant Resources

Transit-Oriented Development

U.S. Department of Housing and Urban Development, Sustainable Communities

http://portal.hud.gov/hudportal/HUD?src=/program_offices/sustainable_housing_communities

Metropolitan Council: Guide for Transit-Oriented Development

www.metrocouncil.org/planning/TOD

Urban Land Institute: Ten Principles for Successful Development Around Transit,

www.uli.org/ResearchAndPublications/Reports/~media/Documents/ResearchAndPublications/Reports/TenPrinciples/TP_DevTransit.ashx

Reconnecting America, Center for Transit-Oriented Development, www.reconnectingamerica.org/public/reports

“What Does Density Look Like?” www.ci.minneapolis.mn.us/planning/docs/Density_brochure.pdf

Saint Paul Transit-Oriented Development Guidebook for the Central Corridor,

<http://www.stpaul.gov/DocumentView.aspx?DID=18571>

Transit Corridors

Regional Transportation, <http://www.metrocouncil.org/transportation/transportation.htm>

Central Light Rail Corridor, www.centralcorridor.org

Hiawatha Light Rail Corridor, www.metrocouncil.org/transportation/lrt/lrt.htm

Cedar Bus Rapid Transit Corridor, www.co.dakota.mn.us/EnvironmentRoads/Transit/Cedar/default.htm

Northstar Commuter Rail Corridor, www.metrocouncil.org/transportation/NS/NorthStar.htm

Southwest Transitway Light Rail Corridor, www.southwesttransitway.org

Bottineau Transit Corridor, www.bottransit.org, www.metrocouncil.org/transportation/NWCorridor/nwcorridor.htm

Transit Resources for Employers

Metro Transit MetroPass program, www.metrotransit.org/groupDiscProg/metroPass.asp

Active Living and Complete Streets

Active Living Hennepin Communities, www.hennepin.us/activeliving

Active Design Guidelines, www.nyc.gov/html/ddc/html/design/active_design.shtml

Minnesota Complete Streets Coalition, www.mncompletestreets.org/

Soil Vapor Mitigation

[Risk-Based Guidance for the Vapor Intrusion Pathway](#)

Appendix 4: Eligible TOD Areas

Regional Overview

[LCA TOD](#)

Downtown Overviews

Minneapolis [LCA TOD](#)

Saint Paul [LCA TOD](#)

Transit Corridor Overview

- [Hiawatha LRT](#)
- [Central Corridor LRT](#)
- [Southwest LRT](#)
- [Northstar Commuter Rail](#)
- [I-35W BRT](#)
- [Cedar Avenue BRT](#)

Transit Improvement Areas (TIAs) and TIA Eligible Areas

Stations in *italics* are eligible to apply for Department of Employment and Economic Development (DEED) designation but have not been designated as such at this time

Hiawatha Light Rail

[Target Field Station](#), Minneapolis
[Warehouse District Station](#), Minneapolis
[Nicollet Mall Station](#), Minneapolis
[Government Center Station](#), Minneapolis
[Downtown East Station](#), Minneapolis
[Cedar-Riverside Station](#), Minneapolis
[Franklin Avenue Station](#), Minneapolis
[Lake Street Midtown Station](#), Minneapolis
[38th Street Station](#), Minneapolis
[46th Street Station](#), Minneapolis
[50th Street Station](#), Minneapolis
[VA Medical Center Station](#), Fort Snelling
[American Boulevard Station](#), Bloomington
[Bloomington Central Station](#), Bloomington
[28th Avenue Station](#), Bloomington
[Mall of America Station](#), Bloomington

Central Corridor Light Rail

(Target Field to Downtown East Stations covered under Hiawatha Corridor)

[West Bank Station](#), Minneapolis
[East Bank Station](#), Minneapolis
[Stadium Village Station](#), Minneapolis
[Prospect Park Station](#), Minneapolis
[Westgate Station](#), St. Paul
[Raymond Avenue Station](#), St. Paul
[Fairview Station](#), St. Paul
[Snelling Avenue Station](#), St. Paul
[Hamline Station](#), St. Paul
[Lexington Parkway Station](#), St. Paul
[Victoria Street Station](#), St. Paul
[Dale Street Station](#), St. Paul
[Western Avenue Station](#), St. Paul
[Capitol/Rice Street Station](#), St. Paul
[Robert Street Station](#), St. Paul
[10th Street Station](#), St. Paul
[Central Station](#), St. Paul
[Union Depot Station](#), St. Paul

Southwest Light Rail

[Royalston Station](#), Minneapolis
[Van White Station](#), Minneapolis
[Penn Station](#), Minneapolis
[West Lake Station](#), Minneapolis
[Beltline Station](#), St. Louis Park
[Wooddale Station](#), St. Louis Park
[Louisiana Station](#), St. Louis Park
[Blake Road Station](#), Hopkins
[Hopkins Station](#), Hopkins
[Shady Oak Station](#), Hopkins and Minnetonka
[Opus Station](#), Minnetonka
[City West](#), Eden Prairie
[Golden Triangle Station](#), Eden Prairie
[Eden Prairie Town Center Station](#), Eden Prairie
[Southwest Station](#), Eden Prairie
[Mitchell Station](#), Eden Prairie

Northstar Commuter Rail

[Fridley Station](#), Fridley
[Riverdale Station](#), Coon Rapids
[Anoka Station](#), Anoka
[Ramsey Station](#), Ramsey
(Elk River & Big Lake outside of Region)

I-35W Bus Rapid Transit

[Lake Street Station](#), Minneapolis
[46th Street Station](#), Minneapolis
[66th Street Station](#), Richfield
[American Blvd/ 82th Street Station](#), Bloomington
[98th Street Station](#), Bloomington
[Burnsville Transit Station](#), Burnsville
[South Burnsville Station](#), Burnsville
[Lakeville Station](#), Lakeville

Cedar Bus Rapid Transit

[Cedar Grove Station](#), Eagan
[140th Street Station](#), Apple Valley
[147th Street Station](#), Apple Valley
[Apple Valley Transit Station](#), Apple Valley
[161th Street Station](#), Apple Valley
[Glacier Way Station](#), Apple Valley
[Lakeville Cedar Station](#), Lakeville

Areas within 1/4 mile of High-Frequency Local Bus

Routes:

[Route 5](#), Chicago Ave, Minneapolis
[Route 6](#), Hennepin Ave, Minneapolis
[Route 10](#), Central Ave, Minneapolis
[Route 18](#), Nicollet Ave, Minneapolis
[Route 19](#), Penn Ave N, Minneapolis
[Route 21](#), Lake St, Minneapolis
[Route 54](#), W. 7th St, St. Paul
[Route 64](#), Payne and Maryland Aves, St. Paul
[Route 84](#), Snelling Ave, St. Paul
[Route 515](#), 66th St, Richfield

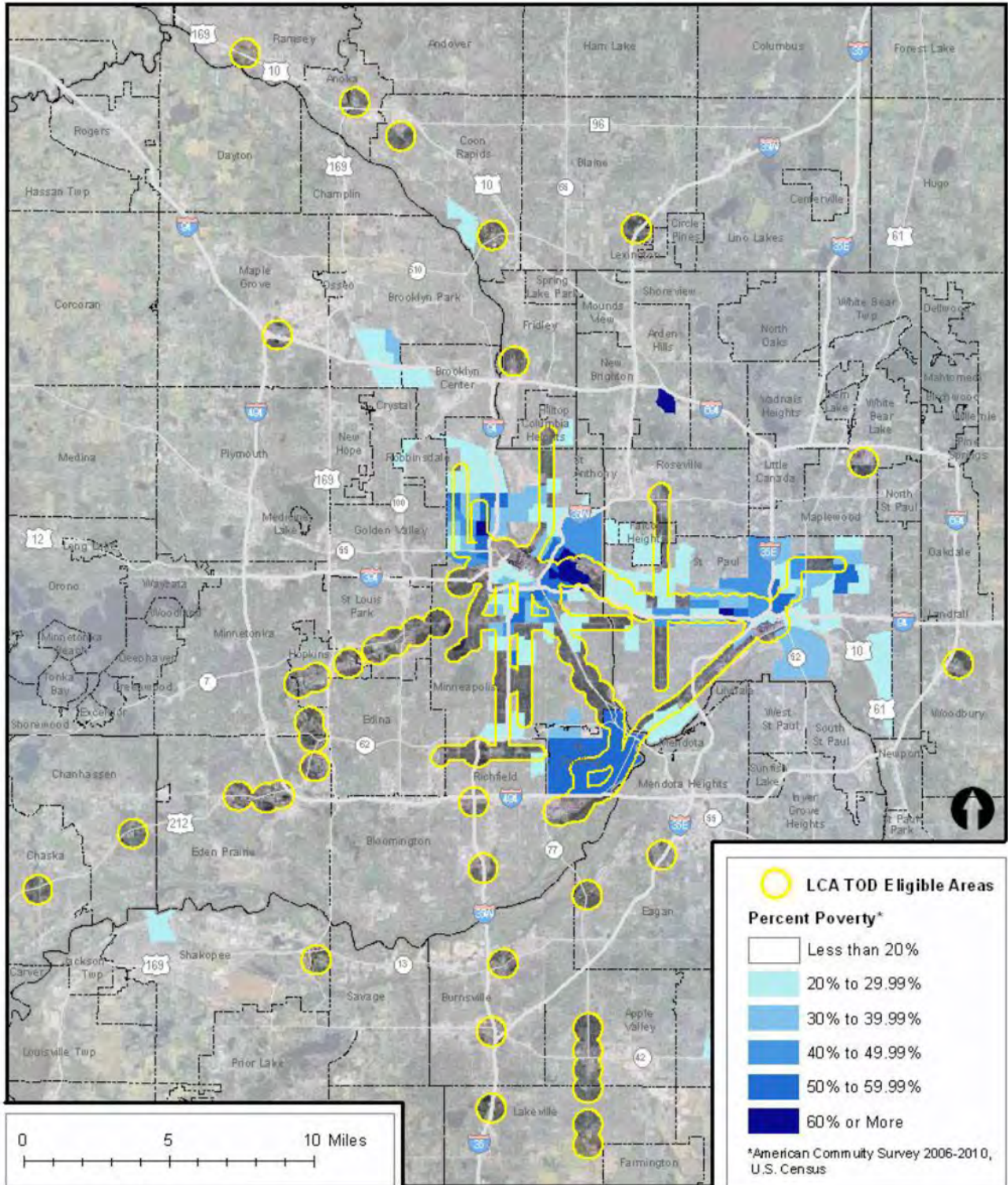
Areas within 1/2 mile of High-Frequency Express Bus

Stations:

[East Creek Station](#), Chaska
[SouthWest Village Station](#), Chanhassen*
[Southbridge Crossing Station](#), Shakopee*
[Eagan Transit Station](#), Eagan
[Maplewood Mall Transit Center](#), Maplewood
[Woodbury Theatre Station](#), Woodbury
[I-35W & 95th Avenue Station](#), Blaine
[Foley Boulevard Station](#), Coon Rapids
[Maple Grove Transit Station](#), Maple Grove

*These cities are not currently participating in the Livable Communities program and are therefore not eligible for LCA TOD grants.

Appendix 5: Areas of Concentrated Poverty



Appendix 6: Corridors of Opportunity

The Corridors of Opportunity initiative promotes sustainable, vibrant, and healthy communities, using the region's emerging transitway system as a development focus. The Metropolitan Council and a broad consortium of policymakers, foundations, community organizations, and leaders are engaged in these efforts. Funding is provided by a package of loans and grants from the U.S. Department of Housing and Urban Development and Living Cities—a collaboration of 22 of the nation's largest foundations and financial institutions. Expanding the transit system is a foundation for connecting and growing the region. True success will depend on how well the new transit system creates opportunities for the region as a whole, while unlocking opportunities for those with the greatest need.

Vision

Transitway corridors will guide our region's growth, vitality and competitiveness. Development along transitways will create distinctive places and strengthen local assets while increasing ridership and expanding access to jobs, affordable housing, and essential services for residents of all incomes and backgrounds.

Goals

- Develop a new model for transitway development by aligning transit planning and engineering with land use planning, affordable housing, workforce development and economic development.
- Engage historically underrepresented communities in transitway planning and decision making.
- Use transitway development to expand access to jobs and affordable housing, particularly for low-income populations and people of color.
- Enhance the region's ability to cooperate in the global economy.
- Secure and align public, philanthropic, and private resources to attract robust private investment to the vision.
- Accelerate expansion of the transit system.
- Incorporate lessons learned from the approach to transitway planning into the Regional Plan for Sustainable Development

Principles

Equity

The work of the initiative aims to advance the well-being of low-income people and families.

Economic Competitiveness

The initiative will increase the region's ability to compete in the global economy and benefit local people, businesses and communities.

Transparency

Active communication about our process and clarity about our results will enhance the value of our work and strengthen our inclusivity.

Sustainability

An integrated approach that unites economic, environmental and equity concerns; will lead to long-term solutions.

Collaboration

Wedding collective power of regional stakeholders and local community leadership to effectively address shared challenges and opportunities.

Innovation

We are creative and entrepreneurial in our outlook, aiming to develop flexible solutions and practice cutting-edge thinking.

Equitable Development

Creates healthy vibrant communities of opportunity where low income people, people of color, new immigrants and people with disabilities participate in and benefit from systems, decisions, and activities that shape their neighborhoods.

Appendix 7: Required Resolution from Applicants with a Single Application

RESOLUTION NO. _____

CITY OF _____, MINNESOTA

RESOLUTION IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES TRANSIT ORIENTED DEVELOPMENT FUNDING AND AUTHORIZING AN APPLICATION FOR GRANT FUNDS

WHEREAS the City of _____ is a participant in the Metropolitan Livable Communities Act ("LCA") Local Housing Incentives Program for 2012 as determined by the Metropolitan Council, and is therefore eligible to apply for LCA Livable Communities Demonstration Account and Tax Base Revitalization Account Transit Oriented Development (collectively, "TOD") funds; and

WHEREAS the City has identified a proposed TOD Project within the City that meets TOD purposes and criteria and is consistent with and promotes the purposes of the Metropolitan Livable Communities Act and the policies of the Metropolitan Council's adopted metropolitan development guide; and

WHEREAS the City has the institutional, managerial and financial capability to adequately manage an LCA TOD grant ; and

WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS the City acknowledges TOD grants are intended to fund TOD Projects or TOD Project components that can serve as models, examples or prototypes for TOD development or redevelopment elsewhere in the region, and therefore represents that the proposed TOD Project or key components of the proposed TOD Project can be replicated in other metropolitan-area communities; and

WHEREAS only a limited amount of grant funding is available through the Metropolitan Council's Livable Communities TOD initiative during each funding cycle and the Metropolitan Council has determined it is appropriate to allocate those scarce grant funds only to eligible TOD Projects that would not occur without the availability of TOD grant funding.

NOW THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration, the governing body of the City:

1. Finds that it is in the best interests of the City's development goals and priorities for the proposed TOD Project to occur at this particular site and at this particular time.
2. Finds that the TOD Project component(s) for which Livable Communities TOD funding is sought:
 - (a) will not occur solely through private or other public investment within the reasonably foreseeable future; and
 - (b) will occur within the term of the grant award (two years for Pre-Development grants, and three years for Development grants, one year for Cleanup Site Investigation grants and three years for Cleanup grants) only if Livable Communities TOD funding is made available for this TOD Project at this time.
3. Authorizes its _____ to submit on behalf of the City an application for Metropolitan Council Livable Communities TOD grant funds for the TOD Project component(s) identified in the application, and to execute such agreements as may be necessary to implement the TOD Project on behalf of the City.

Adopted this ____ day of _____, 2012.

Mayor

Clerk

Appendix 8: Required Resolution for Applicants with Multiple Applications

RESOLUTION NO. _____

CITY OF _____, MINNESOTA

RESOLUTION IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES TRANSIT ORIENTED DEVELOPMENT FUNDING AND AUTHORIZING APPLICATIONS FOR GRANT FUNDS

WHEREAS the City of _____ is a participant in the Metropolitan Livable Communities Act ("LCA") Local Housing Incentives Program for 2012 as determined by the Metropolitan Council, and is therefore eligible to apply for LCA Livable Communities Demonstration Account and Tax Base Revitalization Account Transit Oriented Development (collectively, "TOD") funds; and

WHEREAS the City has identified proposed TOD Projects within the City that meet TOD purposes and criteria and are consistent with and promote the purposes of the Metropolitan Livable Communities Act and the policies of the Metropolitan Council's adopted metropolitan development guide; and

WHEREAS the City has the institutional, managerial and financial capability to adequately manage an LCA TOD grant; and

WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS the City acknowledges Livable Communities TOD grants are intended to fund projects or project components that can serve as models, examples or prototypes for TOD development or redevelopment elsewhere in the region, and therefore represents that the proposed TOD Projects or key components of the proposed TOD Projects can be replicated in other metropolitan-area communities; and

WHEREAS only a limited amount of grant funding is available through the Metropolitan Council's Livable Communities TOD initiative during each funding cycle and the Metropolitan Council has determined it is appropriate to allocate those scarce grant funds only to eligible TOD Projects that would not occur without the availability of TOD grant funding; and

WHEREAS cities may submit grant applications for up to three TOD Demonstration Account Projects and up to six TOD Tax Base Revitalization Account Projects during each funding cycle, but, using the city's own internal ranking processes, must rank their TOD Projects by priority so the Metropolitan Council may consider those priority rankings as it reviews applications and makes grant awards.

NOW THEREFORE BE IT RESOLVED that, after appropriate examination and consideration, the governing body of the City:

1. Finds that it is in the best interests of the City's development goals and priorities for the proposed TOD Projects to occur at the sites indicated in the grant applications at this particular time.
2. Finds that the TOD Project components for which Livable Communities TOD funding is sought:
 - (a) will not occur solely through private or other public investment within the reasonably foreseeable future; and
 - (b) will occur within the term of the grant award (two years for Pre-Development grants, and three years for Development grants, one year for Cleanup Site Investigation grants and three years for Cleanup grants) only if Livable Communities TOD funding is made available for these TOD Projects at this time.
3. Ranks the TOD Project funding applications, according to the City's own internal priorities, in the following order: (List grant applications here; the total number of Development and Pre-Development grant applications from the City cannot exceed three and Tax Base Revitalization Account grant applications cannot exceed six. Funding requests for both TBRA and LCDA grant funds listed in the same application will be counted as separate applications for purposes of the limit of numbers of applications.)

Priority	TBRA TOD Project Names	Grant amount requested
1		
2		
3		
4		
5		
6		
	LCDATOD Project Names	Grant amount requested
1		
2		
3		

3. Authorizes its _____ to submit on behalf of the City applications for Metropolitan Council Livable Communities TOD grant funds for the TOD Project components identified in the applications, and to execute such agreements as may be necessary to implement the TOD Projects on behalf of the City.

Adopted this ____ day of _____, 2012.

Mayor

Clerk

TOD Funding Request Worksheet

Grant-Funded Activities	LCDA Pre-Development TOD	TBRA Site Investigation TOD	TBRA Cleanup TOD	LCDA Development TOD
Conduct design workshops for development alternatives				
Prepare redevelopment, corridor or station area plans				
Develop zoning and land use implementation tools				
Analysis of alternatives for market mix, land use mix, economic feasibility, or for air, water or energy issues				
Soil testing to determine feasible land uses for a specific site				
Site-specific surface water management				
Development staging plans				
Determining strategies for land banking and land acquisition				
Land acquisition after the date of award				
Land acquisition up to 12 months prior to application due date (see Application Guide)				
Holding costs				
Geotechnical work				
Conducting Phase I & Phase II environmental site assessments				
Preparation of RAPs or DRAPs				
Preparation of asbestos abatement plans that meet AHERA standards				
Preparation of lead-based paint abatement plans				
Asbestos abatement area containment				
Asbestos removal or encapsulation				
Lead-based paint removal or stabilization				
Asbestos and/or lead-based paint abatement				
Demolition and removal of obsolete structures (TBRA: contaminated areas only; LCDA: non-contaminated areas only)				
Grading and soil correction (TBRA: contaminated areas only; LCDA: non-contaminated areas)				\$ 106,810
Excavation, transportation, disposal fees for removal of contaminated soil, backfill and grading of clean soil				
Backfill to replace contaminated fill with clean fill				
Soil vapor mitigation				
Costs to document environmental monitoring systems or successful implementation of a RAP (e.g., technical writing)				
New or realigned streets, including lighting and signage; sidewalks and benches				\$ 268,365
Public-use or shared-use parking structures				
Extensions/modifications of local public sewer, water or telecommunication lines				\$ 112,915
Public connecting elements, including sidewalks and trails that connect to transit and other surrounding public places				\$ 49,406
Site-integrated transit shelters, permanent bike racks, or bridges				
Stormwater management improvements				
Placemaking functional elements				
Design and engineering for LCDA Development TOD eligible items				\$ 112,873
Project coordination				
	\$ -	\$ -	\$ -	\$ 650,369

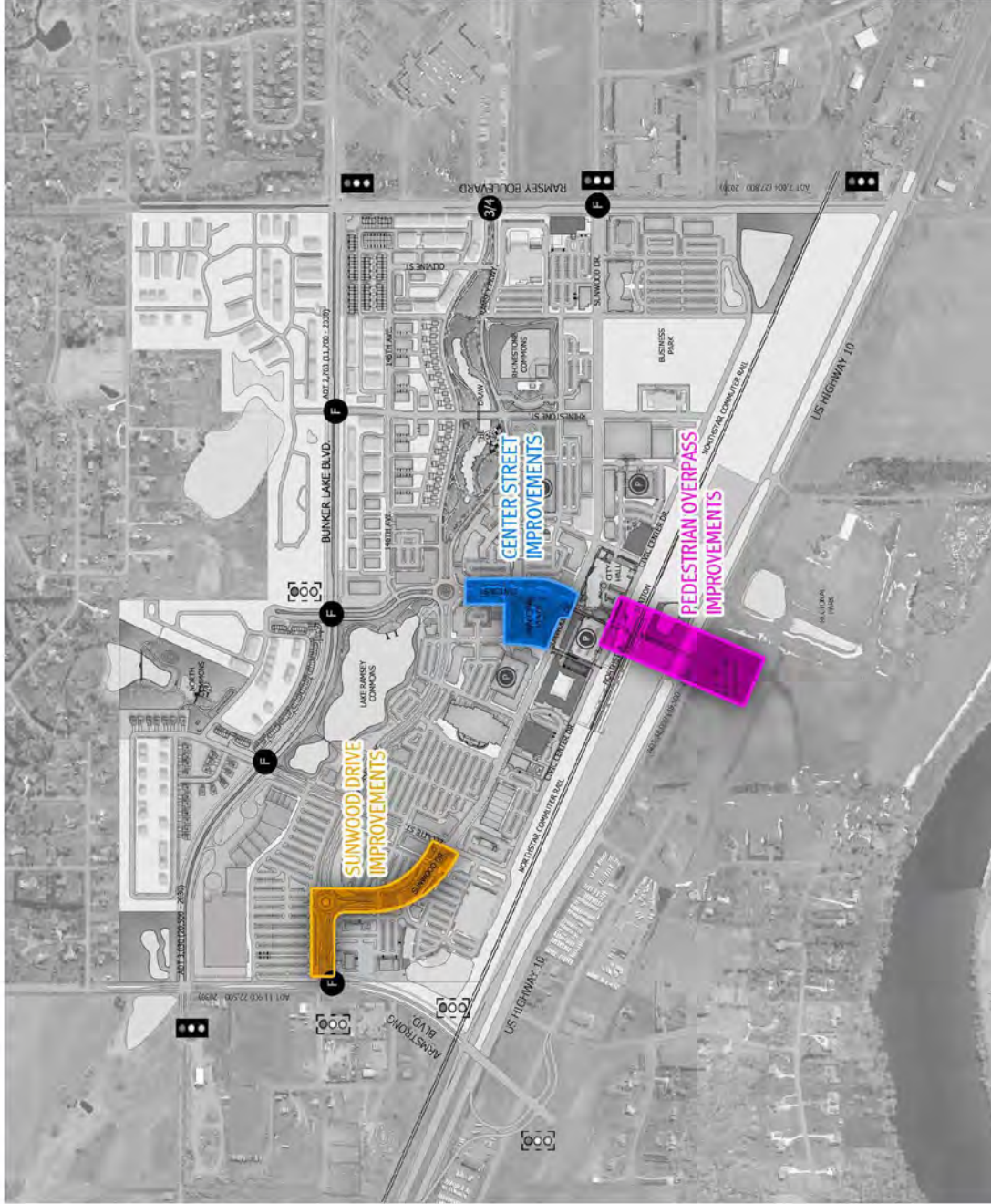
Uses

Uses for the requested TOD funds:		Project name:			
Uses	Description	TOD \$	Other public	Private \$	Estimate method
LCDA Dev Public connecting elements	10 ft. wide sidewalks at 800 ft. long.	\$ 49,406		\$ -	Click to select
LCDA Dev New or realigned streets	New construction of Center Street	\$ 268,365		\$ -	Click to select
LCDA Dev Geotechnical, grading and soil correction	Grading and preparation of ROW	\$ 106,810		\$ -	Click to select
LCDA Dev Sewer / water / telecommunication lines	Sewer and Water Utility Installation	\$ 112,915		\$ -	Click to select
LCDA Dev Design/engineering elements only	Engineering Design	\$ 112,873		\$ -	Click to select
Click to select				\$ -	Click to select
Click to select				\$ -	Click to select
Click to select				\$ -	Click to select
Click to select				\$ -	Click to select
Click to select				\$ -	Click to select
Click to select				\$ -	Click to select
Click to select				\$ -	Click to select
Total TOD Request		\$ 650,369	\$ -	\$ -	\$ 650,369

Uses for the Project that will commence within 36 months		Project name:			
Uses	Description	TOD	Other public	Private \$	Estimate method
Land acquisition					Click to select
Demolition					Click to select
Architectural/Engineering					Click to select
Construction	ineligible				Click to select
Marketing	ineligible				Click to select
Construction Interest	ineligible				Click to select
Real Estate Taxes					Click to select
Other Carrying Costs					Click to select
Financing	ineligible				Click to select
Title & Recording					Click to select
Legal	ineligible				Click to select
Other Soft Costs	ineligible				Click to select
Cleanup costs					Click to select
Totals		\$0	\$0	\$0	\$0
TDC		\$ 650,369			
			Sources		
			Difference		

Property Taxes

Property Taxes		TOD Project Name:		Enter Project Name Here			
Item	PIN one PIN per line; show all PINs	Current taxable market value	Current Property class type	Current Property class rate	Projected taxable market value (combine as appropriate to the Project)	Projected property class rate (combine as appropriate to the Project)	Projected property class type (combine as appropriate to the Project)
1	ROW	0	EXEMPT	0	0	EXEMPT	0
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
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30							





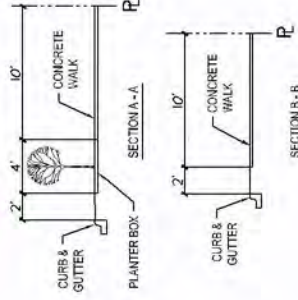
- LAND DESIGNATION**
- PARK/PUBLIC SPACES
 - PARCELS FOR SALE
 - PARCELS OWNED BY OTHERS
- DEVELOPMENT STATUS**
- EXISTING DEVELOPMENT
 - PROPOSED DEVELOPMENT
 - ACTIVE DEALS
 - UNDER CONTRACT
- ACCESS**
- EXISTING SIGNALIZED INTERSECTION
 - FUTURE SIGNALIZED INTERSECTION
 - FULL INTERSECTION
 - NO LEFT OUTBOUND MOVEMENTS
 - PARKING RAMP

- TRAFFIC INFORMATION**
- ADT INFORMATION TAKEN FROM 2009 ACTUAL COUNTS AND 2030 PROJECTED VOLUMES
- ADT 11,900 (22,500 - 2030)
 ADT 13,900 (22,500 - 2030)
 ADT 2,260 (11,200 - 2030)
 ADT 7,004 (27,800 - 2030)
 ADT 38,000 (48,500 - 2030)
- US HIGHWAY 10
 NORTHSTAR COMMUTER RAIL
 RAMSEY STATION
 BUNKER LAKE BLVD.
 ARMSTRONG BLVD.
 RAMSEY BOULEVARD

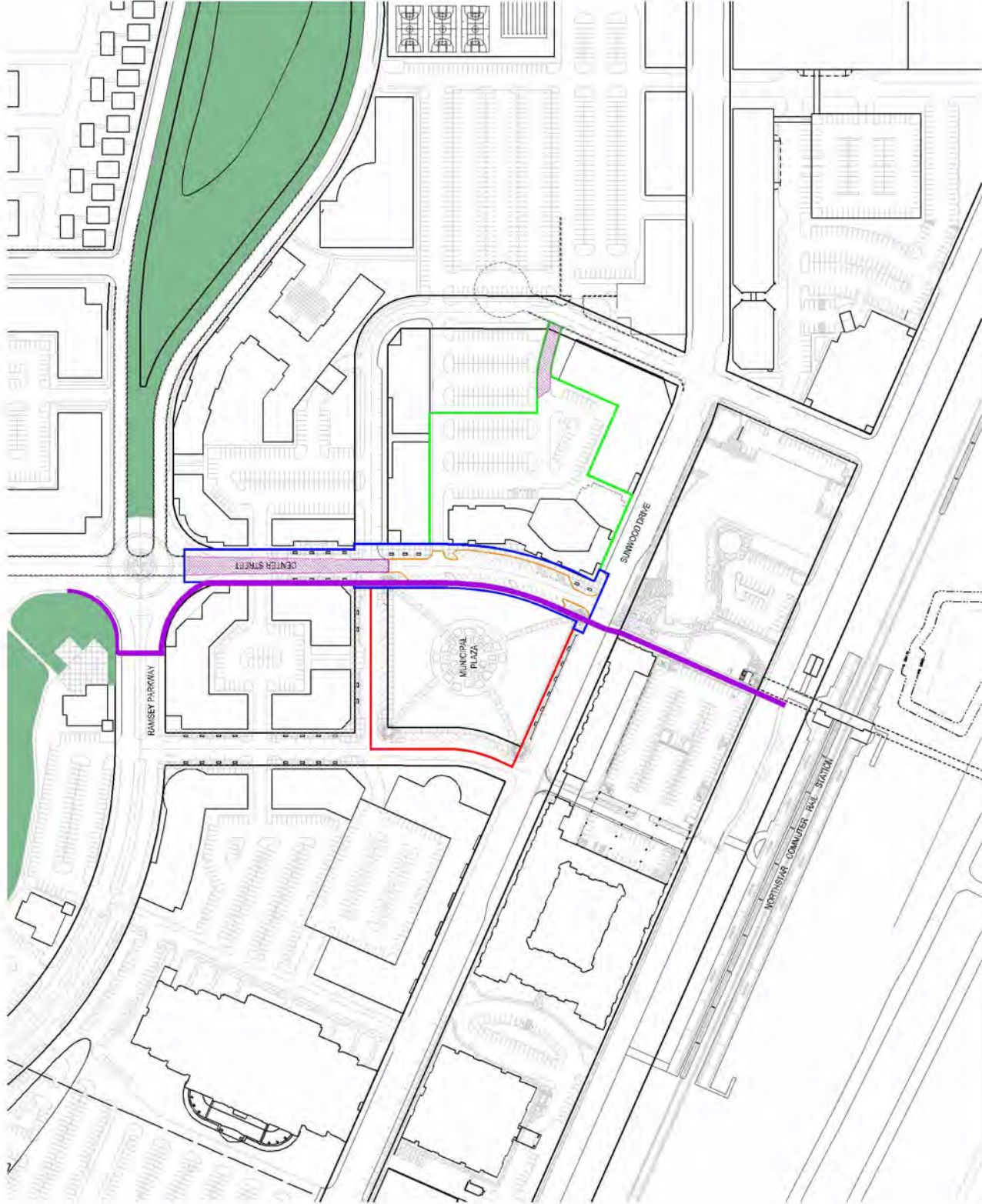


STATION AREA LAND USE PLAN - NORTHSTAR COMMUTER RAIL, RAMSEY STATION

- LEGEND**
-  TEMPORARY BITUMINOUS ROADWAY
 -  CENTER STREET PROJECT AREA
 -  CENTER STREET CURB AND GUTTER
 -  MUNICIPAL PLAZA GRADING LIMITS
 -  CHURCH PROJECT AREA
 -  CENTRAL ANOKA COUNTY REGIONAL TRAIL



- LANDFORM**
 from Site to Finish
- 
 - 
 - 
 - 
 - 



CENTER STREET IMPROVEMENTS



L A N D F O R M
 From Site to Finish

CENTER STREET UTILITIES

01.04.2012
 City of Ramsey, Minnesota
 Planning & Development Department



FLAHERTY & COLLINS Properties
Ramsey Town Center
RAMSEY, MN | 01.18.2010 | 09-0083



FLAHERTY & COLLINS Properties
Ramsey Town Center

RAMSEY, MN | 01.18.2010 | 09-0083





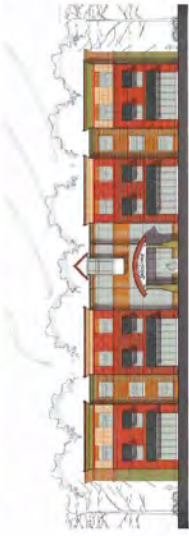
FLAHERTY & COLLINS Properties
Ramsey Town Center

RAMSEY, MN | 01.18.2010 | 09-0083



THE COR

AT RAMSEY



LANDFORM
From Site to Finish

RAMSEY STATION CONCEPTUAL RENDERING

Ramsey Station

Construction Begins: February 2012

Anticipated Station Opening: November 2012



Livable Communities 2011 *Transit Oriented Development* Grant Application

Section I: TOD Project identification											
1. TOD Project name	Mississippi Skyway										
2. Applicant – a city, county or development authority City's application contact Title Phone Email	City of Ramsey Timothy Gladhill Senior Planner 763-576-4308 tgladhill@ci.ramsey.mn.us										
Authorized contract signatory:	Name: Bob Ramsey Title: Mayor										
3. Application prepared by Name Title Organization Phone Email	Timothy Gladhill Senior Planner City of Ramsey 763-576-4308 tgladhill@ci.ramsey.mn.us										
4. TOD Area name and location – select from the list in Appendix 4. This TOD Area will be referenced throughout the rest of the application as the " Named TOD Area. " TOD Area Name Will this application pertain to the entire Named TOD Area or a part of the Named TOD Area? If this application pertains to a part of the TOD Area, provide the boundary streets or landmarks	Northstar Commuter Rail - Ramsey Station <input type="checkbox"/> Entire Named TOD Area <input checked="" type="checkbox"/> Part of the Named TOD Area Connected to Northstar Commuter Rail-Ramsey Station										
5. Project location City Address / intersection PINs	Ramsey 7600 Veterans Dr NW n/a										
6. Amount requested	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">LCDA Pre-Development</td> <td style="text-align: right;">\$100,000</td> </tr> <tr> <td>TBRA Site Investigation</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>TBRA Cleanup</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>LCDA Development</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">Total requested</td> <td style="text-align: right;">\$100,000</td> </tr> </table>	LCDA Pre-Development	\$100,000	TBRA Site Investigation	\$0	TBRA Cleanup	\$0	LCDA Development	\$	Total requested	\$100,000
LCDA Pre-Development	\$100,000										
TBRA Site Investigation	\$0										
TBRA Cleanup	\$0										
LCDA Development	\$										
Total requested	\$100,000										

Applicants should read the TOD Application Guide before completing this application.

Section II. Threshold Criteria

1. Will the Named TOD Area named in Section I focus on housing or jobs or both:

Housing Jobs Both

2. Will the following land use guidelines be in place **at the time of application or within 36 months from the date of award?**

Local official controls applicable within the Named TOD Area named in Section I must be generally consistent with direction given in the Metropolitan Council's Guide for Transit Oriented Development.

	In place now	Will be in place within 36 months	Will not be in place within 36 months
a. Residential densities			
At least 30 units/acre for rail <u>OR</u> 15 units/acre for bus or commuter rail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Minimum Floor Area Ratios (FAR)			
At least 1.5 for rail <u>OR</u> .5 for bus or commuter rail ¹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Local planning within the Named TOD Area addresses TOD design features			
1. Minimal building setbacks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Short blocks with pedestrian connections adjacent to the buildings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Optimal pedestrian convenience between the station and other connecting transit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A range of housing densities, types and costs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Connections among housing, retail, employment centers and recreational uses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Cycling and walking conveniences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Current and future employment opportunities within the Named TOD Area <u>and</u> within the connecting transit corridor(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Conservation, protection and enhancement of natural resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Residential and commercial parking is limited, shared between uses, located to the rear of buildings and/or is structured	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. If "Jobs" is checked in #1, above, at least 50 jobs per acre at employment centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ See the 2011 TOD Application Guide for exceptions

Section II. Required Threshold Criteria, cont.

	In place now	Will be in place within 36 months	Will not be in place within 36 months
3. Equity considerations within the Named TOD Area: the City has adopted a policy / plan / guidelines or official local control to:			
a. Address both the preservation of existing subsidized and naturally occurring affordable housing units in the Named TOD Area AND (one or more of the following)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The addition of affordable housing units in the Named TOD Area OR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The addition of higher value housing in lower income areas ² to achieve a mix of housing opportunities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Address how the applicant will proactively and intentionally address gentrification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. The Named TOD Area planning is consistent with the city's comprehensive plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The city has adopted the vision, goals, and principles promoted by the Corridors of Opportunity Initiative, including the principle of Equitable Development to provide guidance for strategies and planning along its transit corridor or at its transit station. ³	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. The proposed TOD Project will have the potential to enhance the tax base within the Named TOD Area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For evaluation use only: Minimum thresholds met Yes _____ No _____			

² See Appendix 5: Areas of Minority and Poverty Concentrations

³ The Principle of Equitable Development adopted by the Corridors of Opportunity Policy Board states, that equitable development "creates healthy vibrant communities of opportunity where low income people, people of color, new immigrants and people with disabilities participate in and benefit from systems, decisions, and activities that shape their neighborhoods." See Appendix 6 or the CoO website at: <http://www.metrocouncil.org/planning/COO/index.htm>

Section III. Questions pertaining to the Named TOD Area named in Section I

1. List the applicable existing and/or planned uses for the **Named TOD Area**. **Do not use ranges – round as necessary.**

Type of Use	#Existing Uses	Acreage of existing uses	Acreage to be retained from existing uses	#Planned Uses	Acreage designated for planned uses
Residential	229	229	61	1110	27
Commercial					
Retail	25	59	59	36	67
Restaurant	3	3	3	6	10
Office	7	16	16	16	52
Government/ Civic	3	5	5	0	0
Arts/Cultural	0	0	0	0	0
Entertainment	0	0	0	1	5
Open / Public Space	3	73	73	2	92
Other (list below):					

2. Has the City adopted affordability requirements for housing assisted with City funds in the Named TOD Area?
 Adopted Will be adopted within 36-months No plan to adopt requirements

3. Has the city formalized TOD guidelines for the Named TOD Area?
 In place currently - Will be in place within 36 months - Will not be in place within 36 months -

4. How will the Named TOD Area function as an integrated entity?

a. Describe how the Named TOD Area is designed to encourage its residents and/or employees to live or work there without reliance on an automobile, meet daily needs through the use of transit or walking, and reduce automobile ownership, vehicular traffic, and associated parking requirements that would otherwise be necessary to support a similar level of more traditional development.

Ramsey has adopted a set of Design Guidelines as part of its zoning code that promote multiple modes of transportation with linkages to the Ramsey Rail Station. The mix of uses, required sidewalks, and compact development pattern promote and encourage residents and employees to navigate the development without an automobile. The mix of land uses include existing and planned retail, employment, civic and open space, as well as a mix of housing types and prices. The uses are connected through a system of blue and green systems of water and open space in addition the the sidewalk and cycling considerations given to street design.

b. Describe how the applicant will use TOD design standards to accomplish the goals in question 4-A?

Ramsey already has in place adopted design guidelines that encourage pedestrian connections to a mix of uses within the development. The Design Framework promotes a minimum FAR of 0.75 and maximum parking allowances in the center of the development near the rail station. These two standards encourage and promote structured, vertical parking structures in the center of the development, thus reducing the amount of surface parking and maximizing the development potential of private property owners.

Section III. Questions pertaining to the applicable Named TOD Area, cont.

5. Describe how jobs and housing are connected both within the Named TOD Area and outside the Named TOD Area.
- Sidewalks Sidewalks within the COR provide the connections between Jobs, Housing, and employees.
 - Paths / trails The Mississippi Skyway will be the convergence of Ramsey's 40+ miles of trails to the rail station, Regional Park and the COR.
 - Bike racks Bike racks are distributed throughout Sunwood Drive, the parking ramp, and are required for new development within this TOD.
 - Street The Skyway will bridge and connect the surface transportation on either side of Hwy's #10 & #169 to the TOD and rail station.
 - Transit shelters Sophisticated waiting space is provided within the \$13. _ million dollar rail station design (to be in service November 2012).
 - Pedestrian waiting facilities Heated and cooled waiting space is included in the above, and also exists in the Municipal Center and elevator tower in the ramp.
 - Other The Skyway will connect mixed use housing, commercial and retail south of the Highway to this TOD - thus maximizing employment opportunities and housing choices, types and costs.

6. Has the City adopted hiring and procurement goals and/or processes that advance and promote the employment of local workers and/or disadvantaged businesses?
- a. Employment of local workers
 - In place now
 - Will be in place within 36 months of the date of award
 - Will not be in place within 36 months of the date of award
 - b. Disadvantaged businesses
 - In place now
 - Will be in place within 36 months of the date of award
 - Will not be in place within 36 months of the date of award
 - c. A system in place to monitor progress toward and achievement of procurement and employment goals
 - In place now
 - Will be in place within 36 months of the date of award
 - Will not be in place within 36 months of the date of award

Section IV. What specific outcomes will be delivered to the region as a result of activities directly associated with the proposed TOD Project?

1. Provide a description of the TOD Project.

Coefficient convergence of connectivity characterizes this pedestrian overpass . This TOD project will position the Met Council, Ramsey and the National Park Service to compete successfully for the 'Paul S. Sarbanes' grant - a Federal Transportation program specifically for multi-modal connections to National Park destinations. The bridge will quite literally connect the rail station and parking ramp to Ramsey's trail and sidewalk system, to National Park, the Mississippi River Trail, and the Central Anoka County Regional Trail.

Further, creating efficient pedestrian access to Mississippi West Regional Park, the COR and transit - will allow and encourage residents throughout the Metro to access this 273-acre natural resource-based park and pristine 'headwaters' of the 72-mile National Park.

Additionally, by providing access to the COR from the south side of the highway, it is forecasted that Ramsey's ridership at the Northstar stop will increase due to connectivity by bicycle from the existing townhomes and single family dwellings.

2. Describe the qualities of this TOD Project that make it a good demonstration that can be replicated in other TOD Areas. These qualities include the TOD Project's design, its compactness, mix of uses, the anticipated FAR, the functions it provides, how it connects with other functions inside and outside the Named TOD Area, its financing partnerships, etc.

In addition to the significant economic impact and job creation the pedestrian overpass will cause, this improvement will demonstrate that trails and parks are an essential element of Livable Communities and sustainable economies. The Mississippi Skyway will connect the Mississippi River Trail (*MRT), a 3,000 mile, world-class bikeway to the Northstar Commuter rail station - providing opportunities for region-wide tourism using this multi-modal facility. Focusing on bicycle and pedestrian connections to the MRT will be a valuable demonstration for other TOD Areas in the transitway, as the Northstar rail line parallels perfectly the MRT from Ramsey to Minneapolis, and through St. Paul.

The project is compact and 'mixed use' as it adds another layer of transportation by utilizing existing space OVER the highway and rail ROWs.

Additionally, the Skyway will expand the TOD functionally by effective connection of the Regional Park across the Highway to the rail station and the COR.

* <http://www.dot.state.mn.us/bike/mrt.html>

3. Provide a description of the requested grant funded activities: i.e., for what purposes does the applicant propose to use TOD grant funds?

The TOD Pre-Development funds will be used to collect and prepare all remaining information and approvals for the 'Mississippi Skyway' (except the actual Bidding Documents) for submission for Federal Funding (see Sec. IV, 1 above). To include:

A) Base information gathering required to perform final design process: \$45,000 - geotechnical, survey & project team site analysis. Create documents (with graphics to clearly present and communicate design ideas), and establish professional direction and permitting required to perform geotechnical, soil borings, and surveys.

B) Complete planning process, secure approvals on final alignment, (public & agencies): \$55,000 - Coordination with all rail and transportation agencies as required at Federal, State, County & City levels to secure written approval on final alignment including approved proposed bridge pier locations and specifications. Refine plan layout and detail design to have clear and complete Mn/DOT approval on these directives prior to beginning Construction Documents.

Section IV. What specific outcomes will be delivered to the region as a result of activities directly associated with the proposed TOD Project, cont.

4. Jobs - Describe the jobs that will be created as a result of this TOD Project.

Type	# FT	# PT
Retail	70	281
Office	94	
Construction	10	
Select		
Select		
Select		

5. Housing

a. Housing density/acre
 Current/existing 12 per acre
 Planned 15 per acre

b. Current housing:

Housing type	Quantity	Rent level	% AMI
Single family detached - own	35	Market rate	80% AMI
Townhome - own	194	Affordable (<60% AMI)	60% AMI
Select		Select	% AMI
Select		Select	% AMI
Select		Select	% AMI

c. Describe the proposal's role in producing or preserving affordable housing within the Named TOD Area. Provides safe and accessible pedestrian and cycling access to public transit. Provides pedestrian connection across an existing barrier to range of retail and park/open space.

d. Indicate the type(s) of housing planned for the Project.

<input checked="" type="checkbox"/>	1. Planned multi-family rental housing	# market rate units	317		
		# affordable units	158	% AMI	80
		# affordable units	158	% AMI	60
<input checked="" type="checkbox"/>	2. Planned multi-family ownership housing	# market rate units	128		
		# affordable units	50	% AMI	80
		# affordable units	19	% AMI	60
<input checked="" type="checkbox"/>	3. Planned townhouse or rowhouse	# market rate units	36		
		# affordable units	72	% AMI	80
		# affordable units	108	% AMI	60
<input checked="" type="checkbox"/>	4. Planned single family homes	# market rate units	41		
		# affordable units	5	% AMI	80
		# affordable units	5	% AMI	60
<input checked="" type="checkbox"/>	5. Planned senior housing	# market rate units	44		
		# affordable units	21	% AMI	80
		# affordable units	21	% AMI	60

e. Affordability mechanisms to be employed: Anoka County HRA programs. City's Multi-Family Rental Assistance Program.

6. 2010 Housing Performance Score (for Metropolitan Council use only)	City Score	Average	This application

Section IV. What specific outcomes will be delivered to the region as a result of activities directly associated with the proposed TOD Project, cont.

7.	Will the TOD Project Area be visible from the station area or platform?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
8.	Is the TOD Project area within the boundaries of or subject to a TOD area, neighborhood, corridor or other similar plan adopted by the municipality in which the TOD Project is located?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, name of plan: The COR Development Plan and Design Framework Type of plan: Master Plan/Land Use Plan Is this TOD Project consistent with the plan? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If no, explain:
9.	Status of site control	Full site control achieved Other: Fully in ROW. Status of property ownership? Other What is the expected closing date? (month/year)
10.	Status of the site plan	Concept plan Explain Site plan approval not required by City. Schematic Design and conceptual 3D renderings with detailed cost projections have been completed.
11.	Describe the TOD Project's ability to be catalytic in attracting private sector investment. This TOD Project provides enhanced pedestrian connection to 45 acres of commercial development (15 acres of existing retail, 30 acres more in progress) as well as Mississippi West Regional Park, a Metropolitan Council designated regional park. Further, once the overpass is in place, the Central Anoka County Regional Trail will be realigned into the center of the COR and cogently connected to the Northstar rail station. This integrated Regional Park and Trail system - WITH transit, will attract visitors and bicycle commuters who benefit from retail services; resulting in continued, robust private sector investments. Regional Parks are enduring public investments in placemaking - the private sector will invest with confidence when it is demonstrated there are accessible, well planned parks in proximity to both housing and places to work and play - all in the context of a healthy, sustaining, Livable Community.	

Section IV. What specific outcomes will be delivered to the region as a result of activities directly associated with the proposed TOD Project, cont.

12. TOD Project status: Check the boxes below to indicate all COMPLETED TOD Project milestones:

Pre-Development activities

Activity	Done	N/A	Expected completion date
Development area within Named TOD Area fully identified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Current conditions in the development area have been assessed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Visioning process completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Concept planning completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Specific development TOD Project has been identified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TOD Project feasibility studies completed	<input type="checkbox"/>	<input type="checkbox"/>	12/31/12
Alternatives analysis completed	<input type="checkbox"/>	<input type="checkbox"/>	12/31/13
Detailed design plans completed	<input type="checkbox"/>	<input type="checkbox"/>	12/31/13
Financing options identified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TOD Project phasing approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Development activities

Activity	Done	N/A	Expected completion date
Site control achieved	<input type="checkbox"/>	<input type="checkbox"/>	
Any necessary changes to official controls secured	<input type="checkbox"/>	<input type="checkbox"/>	
Phase I environmental assessment completed	<input type="checkbox"/>	<input type="checkbox"/>	
Phase II environmental assessment completed	<input type="checkbox"/>	<input type="checkbox"/>	
If necessary, Response Action Plan approved by MPCA	<input type="checkbox"/>	<input type="checkbox"/>	
Site plan completed	<input type="checkbox"/>	<input type="checkbox"/>	
Design work completed	<input type="checkbox"/>	<input type="checkbox"/>	
Stormwater management plan completed	<input type="checkbox"/>	<input type="checkbox"/>	
All necessary approvals secured	<input type="checkbox"/>	<input type="checkbox"/>	
If necessary, demolition completed	<input type="checkbox"/>	<input type="checkbox"/>	
Site grading completed	<input type="checkbox"/>	<input type="checkbox"/>	
Construction started	<input type="checkbox"/>	<input type="checkbox"/>	

Section VI. Site Investigation and/or Contamination, cont.

3. Brownfield cleanup

a. Identify one or more of the following type(s) of contamination cleanup required in the Project site:

- Soil cleanup
- Ground water cleanup
- Soil vapor mitigation
- Asbestos abatement
- Lead -based paint abatement
- Other (identify):

b. Which, if any, have been completed at the time of application?

- Phase I environmental site assessment
- Phase II environmental site assessment work plan
- Phase II environmental site assessment
- Asbestos survey
- Lead-based paint survey
- Response Action Plan (RAP)
- Other (identify):

c. Is right of access/right of entry to the property in place?

- No Yes

If no, when is the property expected to be accessible for investigation and/or cleanup?
(m/d/yyyy)

d. Identify which MPCA programs in which the TOD Project site is enrolled at the time of application.

VIC Program ID

VIC Program Manager

PBP Program ID

PBP Project Manager

LUST Program ID

LUST Project Manager:

Other:

e. Current Environmental Consultant(s):

Consultant Name:

Consultant Company:

Consultant Phone:

Consultant Email:

Section VI. Site Investigation and/or Contamination, cont.

4. Summary of Cleanup Objectives:
 - a. What liability assurances are being sought from the MPCA?
 - b. For TBRA TOD requests involving soil contamination:
 1. What is the total volume of soil to be disposed off site in cubic yards and tons?
cubic yards; tons
 2. What are the cost rates for excavation, loading, hauling and disposal of contaminated soil used in your grant request?

Excavation - \$	per	Unit of Measure (UoM)
Loading - \$	per	UoM
Hauling - \$	per	UoM
Disposal - \$	per	UoM
 - c. For TBRA TOD requests involving ground water remediation, describe the results of the ground water investigation and the proposed RAP for ground water.
 - d. For TBRA TOD requests involving soil vapor mitigation:
 1. Is funding being requested for soil vapor mitigation?
Yes No
 2. If yes, do the soil vapor intrusion screening values (ISVs) exceed 10 times the ISVs?
Yes No
(For further PCA guidance, see [Risk-Based Guidance for the Vapor Intrusion Pathway](#))
 3. Is a vapor barrier required per the Minnesota Building Code?
Yes No

Appendix 1: Submittal instructions

- Submit one complete electronic copy of the application and all attachments via email to LCAGrantAdmin@metc.state.mn.us. Appendix 2 to the LCDA Development Application contains the list of required and allowed attachments, their required naming conventions, and the order of presentation.
- **Contacts:**
 - For general questions regarding the new TOD programs or the application, contact Livable Communities Manager Paul Burns:
voice: 651.602.1106 email: paul.burns@metc.state.mn.us
 - For LCDA TOD specific questions contact LCDA TOD Program Coordinator Linda Milashius:
voice: 651.602.1541 email: linda.milashius@metc.state.mn.us
 - For TBRA TOD specific questions contact TBRA TOD Program Coordinator Marcus Martin:
voice: 651.602.1054 email: marcus.martin@metc.state.mn.us
 - For technical assistance with the application, attachments or submittal, contact Grant Administrator Deb Jensen:
voice: 651.602-1554 email: deb.jensen@metc.state.mn.us
- Submit all electronic elements in PDF format except for the Sources and Uses file, which must be submitted in Excel. Note: The Council can accept incoming attachments of up to 20Mb. If the file size becomes too large to send via email, please split the attachment files among one or more emails. Contact Deb Jensen at (651) 602-1554 for assistance as necessary.
- After the application has been reviewed for completeness and found to be acceptable for submittal, the applicant will be notified to submit 10 hard copies, to be printed in duplex (i.e., on both sides) on 8½ x 11" 3-hole punched paper except as noted below. **Do not attach a cover sheet, bind the copies, use staple, or add section separators. Applications that do not adhere to these instructions may be rejected as noncompliant.**

Submit all copies to:

Paul Burns
Metropolitan Council Livable Communities
390 North Robert Street
Saint Paul MN 55101

Appendix 2: List of Attachments to the Grant Application

The following items comprise the list of required attachments to be submitted with the application in hard copy and electronic format.

Collate the hard copy submittals into sets, **in the order in which they are listed below.**

1. Grant application in PDF format, named "2011 TOD App – [TOD Project name]" with the TOD Project name inserted into the blank area in the example.
2. Maps and plans, printed on one side only on paper up to 11x17", folded to 8.5x11". Present all electronic copies in **PDF**, named as shown below. Do **not** use the Metropolitan Council's "Make-a-Map" tool to create the maps; the tool has been temporarily removed from service for an upgrade.
 - a. An aerial map of the Named TOD Area with Project site boundaries clearly marked. Name the PDF file "Aerial – [TOD Project name]" and present it in PDF.
 - b. A Station Area land use plan for the entire Named TOD Area. The Named TOD Area plan must be detailed enough to illustrate the intent of the Project. Annotate the map directionally (i.e., show 'north' on the plan). Name the PDF file "Area plan– [TOD Project name]" and present it in PDF.
 - c. A site plan, showing the Project site in detail and how it relates to the Named TOD Area showing the location of **all requested elements** and **all proposed TOD Project construction**. Note: any references within the narrative to TOD Project elements must be illustrated on the site plan. For example, if a trailhead is mentioned in the narrative, the trailhead must be shown on the site plan. If rain gardens are being requested as a grant-funded activity, the location of each rain garden must be shown on the site plan. Name the file "Site plan – [TOD Project name]" and present it in PDF.
3. The Sources and Uses Excel® file, in Excel. Name the Excel file "Sources & Uses – [TOD Project name]."
4. A local resolution of support from the municipality in which the Project will be located (required wording attached). Note there are two forms of resolution: one for those municipalities submitting a single TOD grant application for a single TOD Project, and a second for those municipalities submitting multiple TOD grant applications covering multiple TOD Projects. The appropriate resolution may be submitted with the application or within 30 days after the application due date. Electronic copies of the executed resolutions must be presented in both PDF and hard copy. Name the resolution "Resolution – [TOD Project name]."

Conditional attachments, **in the order in which they are listed below:**

1. If the TOD Project proposes actual development, submit an elevation rendering of the proposed development or redevelopment, in PDF. Name the PDF file "Elevation – [TOD Project name]."
2. For applications seeking funding to cleanup soil contamination, provide a figure identifying locations of proposed soil excavation and soil disposal volume in cubic yards and weight (tons).
3. For applications seeking polluted site cleanup funding, documentation of contamination (e.g., Phase I or Phase II environmental site investigations) and/or Response Action Plan and corresponding approvals from the Minnesota Pollution Control Agency (submit in electronic format only).

Other allowed attachments that may be submitted with the application (no late submittals), in the order in which they are listed below.

1. Up to five one-page images of your choice – section drawings, perspective drawings or other that will explain the intent of the Project. All optional images must be presented in both PDF and hard copy. Name the electronic files using the same naming convention as shown above.
2. A list of all current Property Identification Numbers, if the list is extensive enough to warrant it.

Appendix 3: Applicant Resources

Transit-Oriented Development

U.S. Department of Housing and Urban Development, Sustainable Communities

http://portal.hud.gov/hudportal/HUD?src=/program_offices/sustainable_housing_communities

Metropolitan Council: Guide for Transit-Oriented Development

www.metrocouncil.org/planning/TOD

Urban Land Institute: Ten Principles for Successful Development Around Transit,

www.uli.org/ResearchAndPublications/Reports/~media/Documents/ResearchAndPublications/Reports/TenPrinciples/TP_DevTransit.ashx

Reconnecting America, Center for Transit-Oriented Development, www.reconnectingamerica.org/public/reports

“What Does Density Look Like?” www.ci.minneapolis.mn.us/planning/docs/Density_brochure.pdf

Saint Paul Transit-Oriented Development Guidebook for the Central Corridor,

<http://www.stpaul.gov/DocumentView.aspx?DID=18571>

Transit Corridors

Regional Transportation, <http://www.metrocouncil.org/transportation/transportation.htm>

Central Light Rail Corridor, www.centralcorridor.org

Hiawatha Light Rail Corridor, www.metrocouncil.org/transportation/lrt/lrt.htm

Cedar Bus Rapid Transit Corridor, www.co.dakota.mn.us/EnvironmentRoads/Transit/Cedar/default.htm

Northstar Commuter Rail Corridor, www.metrocouncil.org/transportation/NS/NorthStar.htm

Southwest Transitway Light Rail Corridor, www.southwesttransitway.org

Bottineau Transit Corridor, www.bottransit.org, www.metrocouncil.org/transportation/NWCorridor/nwcorridor.htm

Transit Resources for Employers

Metro Transit MetroPass program, www.metrotransit.org/groupDiscProg/metroPass.asp

Active Living and Complete Streets

Active Living Hennepin Communities, www.hennepin.us/activeliving

Active Design Guidelines, www.nyc.gov/html/ddc/html/design/active_design.shtml

Minnesota Complete Streets Coalition, www.mncompletestreets.org/

Soil Vapor Mitigation

[Risk-Based Guidance for the Vapor Intrusion Pathway](#)

Appendix 4: Eligible TOD Areas

Regional Overview

[LCA TOD](#)

Downtown Overviews

Minneapolis [LCA TOD](#)

Saint Paul [LCA TOD](#)

Transit Corridor Overview

- [Hiawatha LRT](#)
- [Central Corridor LRT](#)
- [Southwest LRT](#)
- [Northstar Commuter Rail](#)
- [I-35W BRT](#)
- [Cedar Avenue BRT](#)

Transit Improvement Areas (TIAs) and TIA Eligible Areas

Stations in *italics* are eligible to apply for Department of Employment and Economic Development (DEED) designation but have not been designated as such at this time

Hiawatha Light Rail

[Target Field Station](#), Minneapolis
[Warehouse District Station](#), Minneapolis
[Nicollet Mall Station](#), Minneapolis
[Government Center Station](#), Minneapolis
[Downtown East Station](#), Minneapolis
[Cedar-Riverside Station](#), Minneapolis
[Franklin Avenue Station](#), Minneapolis
[Lake Street Midtown Station](#), Minneapolis
[38th Street Station](#), Minneapolis
[46th Street Station](#), Minneapolis
[50th Street Station](#), Minneapolis
[VA Medical Center Station](#), Fort Snelling
[American Boulevard Station](#), Bloomington
[Bloomington Central Station](#), Bloomington
[28th Avenue Station](#), Bloomington
[Mall of America Station](#), Bloomington

Central Corridor Light Rail

(Target Field to Downtown East Stations covered under Hiawatha Corridor)

[West Bank Station](#), Minneapolis
[East Bank Station](#), Minneapolis
[Stadium Village Station](#), Minneapolis
[Prospect Park Station](#), Minneapolis
[Westgate Station](#), St. Paul
[Raymond Avenue Station](#), St. Paul
[Fairview Station](#), St. Paul
[Snelling Avenue Station](#), St. Paul
[Hamline Station](#), St. Paul
[Lexington Parkway Station](#), St. Paul
[Victoria Street Station](#), St. Paul
[Dale Street Station](#), St. Paul
[Western Avenue Station](#), St. Paul
[Capitol/Rice Street Station](#), St. Paul
[Robert Street Station](#), St. Paul
[10th Street Station](#), St. Paul
[Central Station](#), St. Paul
[Union Depot Station](#), St. Paul

Southwest Light Rail

[Royalston Station](#), Minneapolis
[Van White Station](#), Minneapolis
[Penn Station](#), Minneapolis
[West Lake Station](#), Minneapolis
[Beltline Station](#), St. Louis Park
[Wooddale Station](#), St. Louis Park
[Louisiana Station](#), St. Louis Park
[Blake Road Station](#), Hopkins
[Hopkins Station](#), Hopkins
[Shady Oak Station](#), Hopkins and Minnetonka
[Opus Station](#), Minnetonka
[City West](#), Eden Prairie
[Golden Triangle Station](#), Eden Prairie
[Eden Prairie Town Center Station](#), Eden Prairie
[Southwest Station](#), Eden Prairie
[Mitchell Station](#), Eden Prairie

Northstar Commuter Rail

[Fridley Station](#), Fridley
[Riverdale Station](#), Coon Rapids
[Anoka Station](#), Anoka
[Ramsey Station](#), Ramsey
(Elk River & Big Lake outside of Region)

I-35W Bus Rapid Transit

[Lake Street Station](#), Minneapolis
[46th Street Station](#), Minneapolis
[66th Street Station](#), Richfield
[American Blvd/ 82th Street Station](#), Bloomington
[98th Street Station](#), Bloomington
[Burnsville Transit Station](#), Burnsville
[South Burnsville Station](#), Burnsville
[Lakeville Station](#), Lakeville

Cedar Bus Rapid Transit

[Cedar Grove Station](#), Eagan
[140th Street Station](#), Apple Valley
[147th Street Station](#), Apple Valley
[Apple Valley Transit Station](#), Apple Valley
[161th Street Station](#), Apple Valley
[Glacier Way Station](#), Apple Valley
[Lakeville Cedar Station](#), Lakeville

Areas within 1/4 mile of High-Frequency Local Bus

Routes:

[Route 5](#), Chicago Ave, Minneapolis
[Route 6](#), Hennepin Ave, Minneapolis
[Route 10](#), Central Ave, Minneapolis
[Route 18](#), Nicollet Ave, Minneapolis
[Route 19](#), Penn Ave N, Minneapolis
[Route 21](#), Lake St, Minneapolis
[Route 54](#), W. 7th St, St. Paul
[Route 64](#), Payne and Maryland Aves, St. Paul
[Route 84](#), Snelling Ave, St. Paul
[Route 515](#), 66th St, Richfield

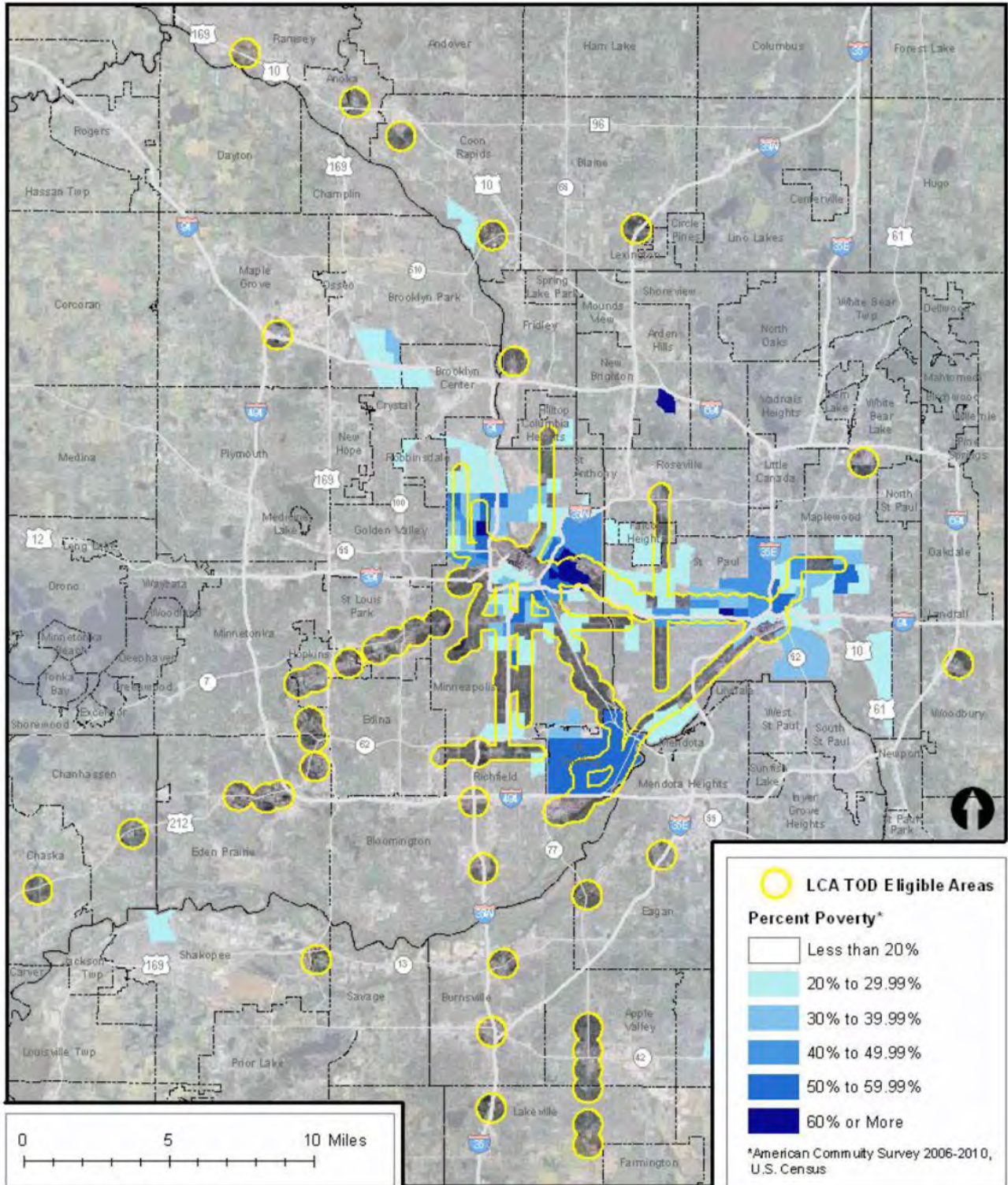
Areas within 1/2 mile of High-Frequency Express Bus

Stations:

[East Creek Station](#), Chaska
[SouthWest Village Station](#), Chanhassen*
[Southbridge Crossing Station](#), Shakopee*
[Eagan Transit Station](#), Eagan
[Maplewood Mall Transit Center](#), Maplewood
[Woodbury Theatre Station](#), Woodbury
[I-35W & 95th Avenue Station](#), Blaine
[Foley Boulevard Station](#), Coon Rapids
[Maple Grove Transit Station](#), Maple Grove

*These cities are not currently participating in the Livable Communities program and are therefore not eligible for LCA TOD grants.

Appendix 5: Areas of Concentrated Poverty



Appendix 6: Corridors of Opportunity

The Corridors of Opportunity initiative promotes sustainable, vibrant, and healthy communities, using the region's emerging transitway system as a development focus. The Metropolitan Council and a broad consortium of policymakers, foundations, community organizations, and leaders are engaged in these efforts. Funding is provided by a package of loans and grants from the U.S. Department of Housing and Urban Development and Living Cities—a collaboration of 22 of the nation's largest foundations and financial institutions. Expanding the transit system is a foundation for connecting and growing the region. True success will depend on how well the new transit system creates opportunities for the region as a whole, while unlocking opportunities for those with the greatest need.

Vision

Transitway corridors will guide our region's growth, vitality and competitiveness. Development along transitways will create distinctive places and strengthen local assets while increasing ridership and expanding access to jobs, affordable housing, and essential services for residents of all incomes and backgrounds.

Goals

- Develop a new model for transitway development by aligning transit planning and engineering with land use planning, affordable housing, workforce development and economic development.
- Engage historically underrepresented communities in transitway planning and decision making.
- Use transitway development to expand access to jobs and affordable housing, particularly for low-income populations and people of color.
- Enhance the region's ability to cooperate in the global economy.
- Secure and align public, philanthropic, and private resources to attract robust private investment to the vision.
- Accelerate expansion of the transit system.
- Incorporate lessons learned from the approach to transitway planning into the Regional Plan for Sustainable Development

Principles

Equity

The work of the initiative aims to advance the well-being of low-income people and families.

Economic Competitiveness

The initiative will increase the region's ability to compete in the global economy and benefit local people, businesses and communities.

Transparency

Active communication about our process and clarity about our results will enhance the value of our work and strengthen our inclusivity.

Sustainability

An integrated approach that unites economic, environmental and equity concerns; will lead to long-term solutions.

Collaboration

Wedding collective power of regional stakeholders and local community leadership to effectively address shared challenges and opportunities.

Innovation

We are creative and entrepreneurial in our outlook, aiming to develop flexible solutions and practice cutting-edge thinking.

Equitable Development

Creates healthy vibrant communities of opportunity where low income people, people of color, new immigrants and people with disabilities participate in and benefit from systems, decisions, and activities that shape their neighborhoods.

Appendix 7: Required Resolution from Applicants with a Single Application

RESOLUTION NO. _____

CITY OF _____, MINNESOTA

RESOLUTION IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES TRANSIT ORIENTED DEVELOPMENT FUNDING AND AUTHORIZING AN APPLICATION FOR GRANT FUNDS

WHEREAS the City of _____ is a participant in the Metropolitan Livable Communities Act ("LCA") Local Housing Incentives Program for 2012 as determined by the Metropolitan Council, and is therefore eligible to apply for LCA Livable Communities Demonstration Account and Tax Base Revitalization Account Transit Oriented Development (collectively, "TOD") funds; and

WHEREAS the City has identified a proposed TOD Project within the City that meets TOD purposes and criteria and is consistent with and promotes the purposes of the Metropolitan Livable Communities Act and the policies of the Metropolitan Council's adopted metropolitan development guide; and

WHEREAS the City has the institutional, managerial and financial capability to adequately manage an LCA TOD grant ; and

WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS the City acknowledges TOD grants are intended to fund TOD Projects or TOD Project components that can serve as models, examples or prototypes for TOD development or redevelopment elsewhere in the region, and therefore represents that the proposed TOD Project or key components of the proposed TOD Project can be replicated in other metropolitan-area communities; and

WHEREAS only a limited amount of grant funding is available through the Metropolitan Council's Livable Communities TOD initiative during each funding cycle and the Metropolitan Council has determined it is appropriate to allocate those scarce grant funds only to eligible TOD Projects that would not occur without the availability of TOD grant funding.

NOW THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration, the governing body of the City:

1. Finds that it is in the best interests of the City's development goals and priorities for the proposed TOD Project to occur at this particular site and at this particular time.
2. Finds that the TOD Project component(s) for which Livable Communities TOD funding is sought:
 - (a) will not occur solely through private or other public investment within the reasonably foreseeable future; and
 - (b) will occur within the term of the grant award (two years for Pre-Development grants, and three years for Development grants, one year for Cleanup Site Investigation grants and three years for Cleanup grants) only if Livable Communities TOD funding is made available for this TOD Project at this time.
3. Authorizes its _____ to submit on behalf of the City an application for Metropolitan Council Livable Communities TOD grant funds for the TOD Project component(s) identified in the application, and to execute such agreements as may be necessary to implement the TOD Project on behalf of the City.

Adopted this ____ day of _____, 2012.

Mayor

Clerk

Appendix 8: Required Resolution for Applicants with Multiple Applications

RESOLUTION NO. _____

CITY OF _____, MINNESOTA

RESOLUTION IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES TRANSIT ORIENTED DEVELOPMENT FUNDING AND AUTHORIZING APPLICATIONS FOR GRANT FUNDS

WHEREAS the City of _____ is a participant in the Metropolitan Livable Communities Act ("LCA") Local Housing Incentives Program for 2012 as determined by the Metropolitan Council, and is therefore eligible to apply for LCA Livable Communities Demonstration Account and Tax Base Revitalization Account Transit Oriented Development (collectively, "TOD") funds; and

WHEREAS the City has identified proposed TOD Projects within the City that meet TOD purposes and criteria and are consistent with and promote the purposes of the Metropolitan Livable Communities Act and the policies of the Metropolitan Council's adopted metropolitan development guide; and

WHEREAS the City has the institutional, managerial and financial capability to adequately manage an LCA TOD grant; and

WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS the City acknowledges Livable Communities TOD grants are intended to fund projects or project components that can serve as models, examples or prototypes for TOD development or redevelopment elsewhere in the region, and therefore represents that the proposed TOD Projects or key components of the proposed TOD Projects can be replicated in other metropolitan-area communities; and

WHEREAS only a limited amount of grant funding is available through the Metropolitan Council's Livable Communities TOD initiative during each funding cycle and the Metropolitan Council has determined it is appropriate to allocate those scarce grant funds only to eligible TOD Projects that would not occur without the availability of TOD grant funding; and

WHEREAS cities may submit grant applications for up to three TOD Demonstration Account Projects and up to six TOD Tax Base Revitalization Account Projects during each funding cycle, but, using the city's own internal ranking processes, must rank their TOD Projects by priority so the Metropolitan Council may consider those priority rankings as it reviews applications and makes grant awards.

NOW THEREFORE BE IT RESOLVED that, after appropriate examination and consideration, the governing body of the City:

1. Finds that it is in the best interests of the City's development goals and priorities for the proposed TOD Projects to occur at the sites indicated in the grant applications at this particular time.
2. Finds that the TOD Project components for which Livable Communities TOD funding is sought:
 - (a) will not occur solely through private or other public investment within the reasonably foreseeable future; and
 - (b) will occur within the term of the grant award (two years for Pre-Development grants, and three years for Development grants, one year for Cleanup Site Investigation grants and three years for Cleanup grants) only if Livable Communities TOD funding is made available for these TOD Projects at this time.
3. Ranks the TOD Project funding applications, according to the City's own internal priorities, in the following order: (List grant applications here; the total number of Development and Pre-Development grant applications from the City cannot exceed three and Tax Base Revitalization Account grant applications cannot exceed six):

Priority	TBRA TOD Project Names	Grant amount requested
1		
2		
3		
4		
5		
6		
	LCDATOD Project Names	Grant amount requested
1		
2		
3		

3. Authorizes its _____ to submit on behalf of the City applications for Metropolitan Council Livable Communities TOD grant funds for the TOD Project components identified in the applications, and to execute such agreements as may be necessary to implement the TOD Projects on behalf of the City.

Adopted this ____ day of _____, 2012.

Mayor

Clerk

TOD Funding Request Worksheet

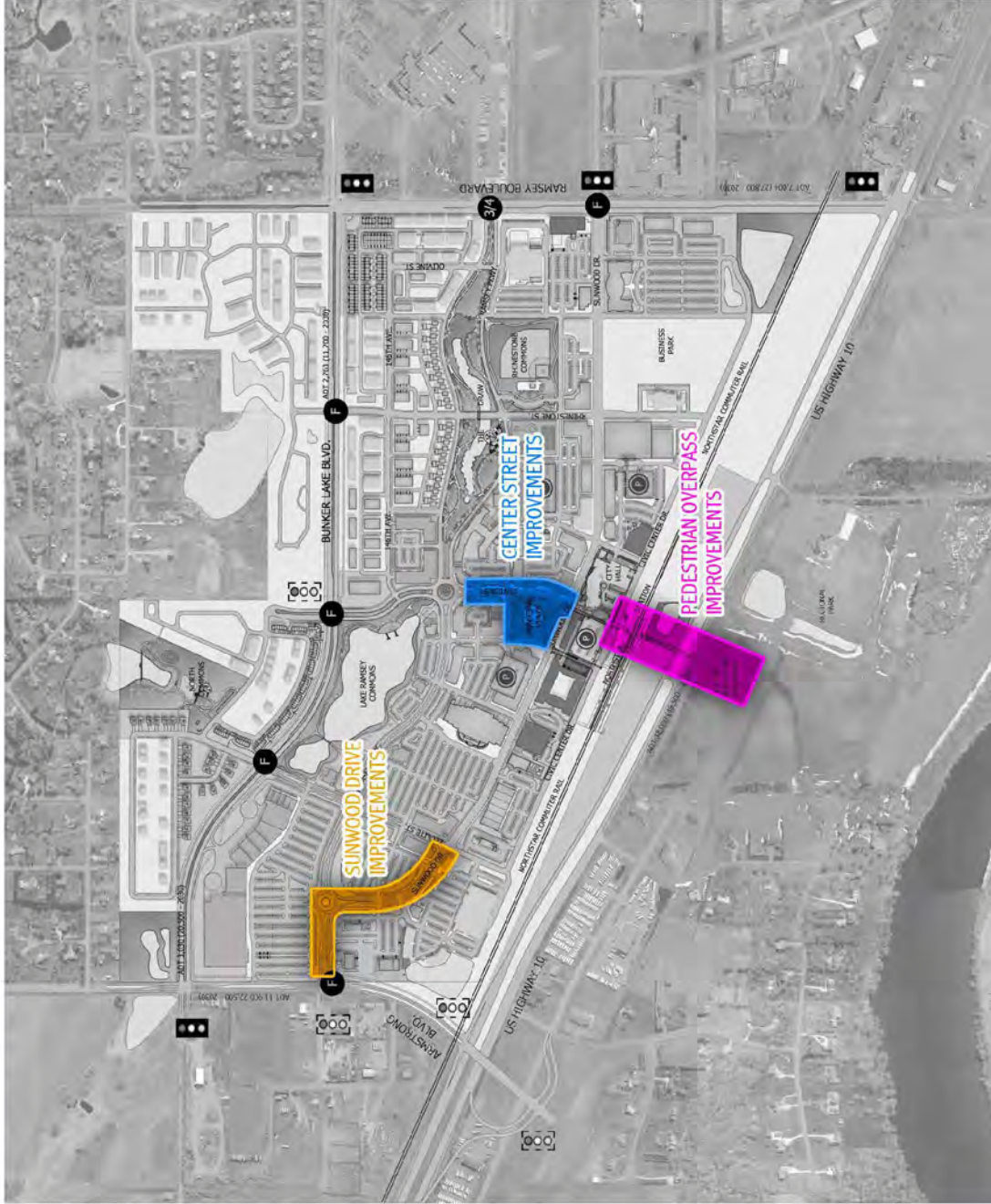
Grant-Funded Activities	LCDA Pre-Development TOD	TBRA Site Investigation TOD	TBRA Cleanup TOD	LCDA Development TOD
Conduct design workshops for development alternatives	\$ 35,000			
Prepare redevelopment, corridor or station area plans				
Develop zoning and land use implementation tools				
Analysis of alternatives for market mix, land use mix, economic feasibility, or for air, water or energy issues	\$ 30,000			
Soil testing to determine feasible land uses for a specific site	\$ 35,000			
Site-specific surface water management				
Development staging plans				
Determining strategies for land banking and land acquisition				
Land acquisition after the date of award				
Land acquisition up to 12 months prior to application due date (see Application Guide)				
Holding costs				
Geotechnical work				
Conducting Phase I & Phase II environmental site assessments				
Preparation of RAPs or DRAPs				
Preparation of asbestos abatement plans that meet AHERA standards				
Preparation of lead-based paint abatement plans				
Asbestos abatement area containment				
Asbestos removal or encapsulation				
Lead-based paint removal or stabilization				
Asbestos and/or lead-based paint abatement				
Demolition and removal of obsolete structures (TBRA: contaminated areas only; LCDA: non-contaminated areas only)				
Grading and soil correction (TBRA: contaminated areas only; LCDA: non-contaminated areas)				
Excavation, transportation, disposal fees for removal of contaminated soil, backfill and grading of clean soil				
Backfill to replace contaminated fill with clean fill				
Soil vapor mitigation				
Costs to document environmental monitoring systems or successful implementation of a RAP (e.g., technical writing)				
New or realigned streets, including lighting and signage; sidewalks and benches				
Public-use or shared-use parking structures				
Extensions/modifications of local public sewer, water or telecommunication lines				
Public connecting elements, including sidewalks and trails that connect to transit and other surrounding public places				
Site-integrated transit shelters, permanent bike racks, or bridges				
Stormwater management improvements				
Placemaking functional elements				
Design and engineering for LCDA Development TOD eligible items				
Project coordination				
	\$ 100,000	\$ -	\$ -	\$ -

Uses

Uses for the requested TOD funds:		Project name: Mississippi Skyway				
Uses	Description	TOD \$	Other public	Private \$	Total	Estimate method
LCDA PreDev Soil testing	Geotechnical soil analysis and documentation.	\$ 35,000			\$ 35,000	Contractor estimates
LCDA PreDev Alternatives analysis	Create documents with graphics to clearly present and communicate design ideas.	\$ 30,000			\$ 30,000	Contractor estimates
LCDA PreDev Design workshops	Complete planning process, secure approvals on final alignment. Coordination with all agencies. Refine plan layout and detail design to receive Mn/DOT approval.	\$ 35,000			\$ 35,000	Contractor estimates
Click to select					\$ -	Click to select
Click to select					\$ -	Click to select
Click to select					\$ -	Click to select
Click to select					\$ -	Click to select
Click to select					\$ -	Click to select
Click to select					\$ -	Click to select
Click to select					\$ -	Click to select
Click to select					\$ -	Click to select
Click to select					\$ -	Click to select
		Total TOD Request	\$ 100,000	\$ -	\$ 100,000	
Uses for the Project that will commence within 36 months		TOD	Other public	Private \$	Total	Estimate method
Land acquisition					\$0	Click to select
Demolition					\$0	Click to select
Architectural/Engineering		\$100,000	\$15,000		\$115,000	Contractor estimates
Construction		ineligible			\$0	Click to select
Marketing		ineligible			\$0	Click to select
Construction Interest		ineligible			\$0	Click to select
Real Estate Taxes					\$0	Click to select
Other Carrying Costs					\$0	Click to select
Financing		ineligible			\$0	Click to select
Title & Recording					\$0	Click to select
Legal		ineligible			\$0	Click to select
Other Soft Costs		ineligible			\$0	Click to select
Cleanup costs					\$0	Click to select
		Totals	\$100,000	\$15,000	\$0	
		TDC \$	115,000			
				Sources	\$15,000	
				Difference	-\$100,000	

Property Taxes

Property Taxes		TOD Project Name:		Enter Project Name Here			
		Current taxable market value	Current Property class type	Current Property class rate	Projected taxable market value (combine as appropriate to the Project)	Projected property class rate (combine as appropriate to the Project)	Projected property class type (combine as appropriate to the Project)
Item	PIN	one PIN per line; show all PINs					
1	ROW		0 EXEMPT	0	0 EXEMPT	0	0
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							



LAND DESIGNATION

- PARK/PUBLIC SPACES
- PARCELS FOR SALE
- PARCELS OWNED BY OTHERS

DEVELOPMENT STATUS

- EXISTING DEVELOPMENT
- PROPOSED DEVELOPMENT
- ACTIVE DEALS
- UNDER CONTRACT

ACCESS

- EXISTING SIGNALIZED INTERSECTION
- FUTURE SIGNALIZED INTERSECTION
- FULL INTERSECTION
- NO LEFT OUTBOUND MOVEMENTS
- PARKING RAMP

TRAFFIC INFORMATION

ADT INFORMATION TAKEN FROM 2009 ACTUAL COUNTS AND 2030 PROJECTED VOLUMES

LAND FORM

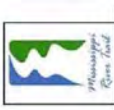
North Scale to Feet

0 300 600



STATION AREA LAND USE PLAN - NORTHSTAR COMMUTER RAIL, RAMSEY STATION

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LEGEND

- PROPOSED TRAIL LOCATION
- - - PROPOSED PEDESTRIAN BRIDGE
- EXISTING TRAIL



LANDSCAPE ARCHITECTURE
 Landscape Architecture
 Master Planning & Sustainable Design
 800 1ST AVENUE, SUITE C
 ST. PAUL, MN 55101
 TEL: 612.548.1500
 WWW.LANDSCAPEARCH.COM

PROJECT NAME:

Hwy. 10 & 169 Pedestrian Bridge
 Ramsey, Minnesota

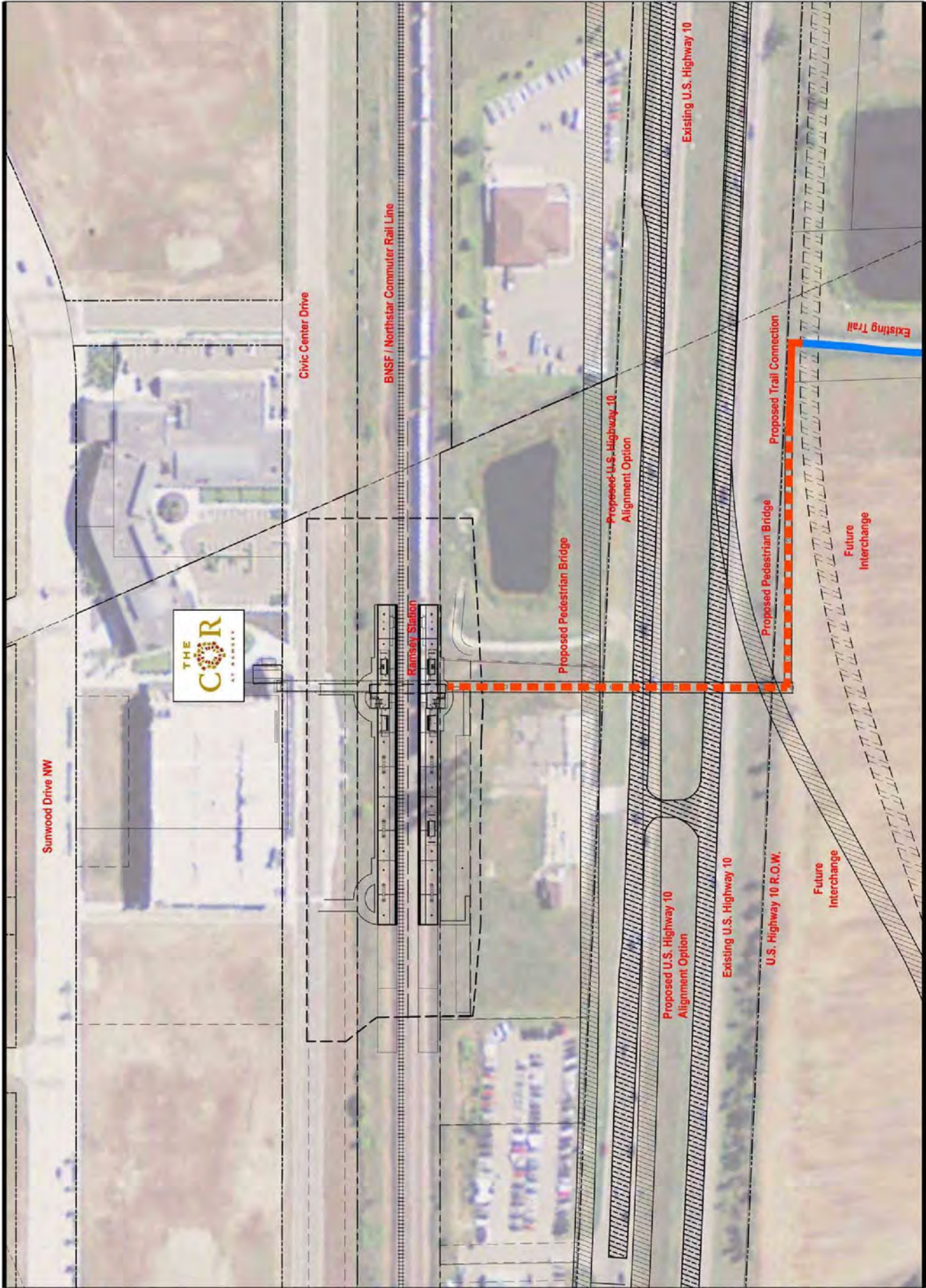
PROJECT LOCATION:

SITE PLAN



DRAWING TITLE:
 DRAWN BY: DMW
 CHECKED BY: JMW
 DATE: JAN 14, 2014

L1



Mississippi West Regional Park



MISSISSIPPI WEST MASTER PLAN

OFFICIAL ELECTRONIC CORRESPONDENCE
NATIONAL PARK SERVICE
Mississippi National River and Recreation Area
111 Kellogg Boulevard East, Suite 105
Saint Paul, MN 55101

NO HARD COPY TO FOLLOW

February 13, 2012

Mr. Mark Riverblood, Parks Supervisor
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Dear Mr. Riverblood,

This letter is to express our support and enthusiasm for the City of Ramsey's Transit Orientated Development funding request for the 'Mississippi Skyway' pedestrian overpass project. This project is within the Mississippi National River and Recreation Area (MISS), a unit of the National Park System and along the 3,000-mile Mississippi River National Millennium Trail (MRT).

Since 1996, the National Park Service, through its Trails and Open Space Partnership (TOSP), has been working with the City of Ramsey and over 50 agencies and organizations to complete a continuous trail and open space, and now transportation system, along the Mississippi River in the Twin Cities metro area. The proposed project has been considered a key element of the MRT, especially with its connection to Northstar Commuter Rail Station, and as such, is a high priority of the TOSP. The MRT passes through the Twin Cities as it winds its way from the headwaters of the Mississippi River in Northern Minnesota to the Gulf of Mexico. The 72-mile segment in MISS is the first stretch to be signed in Minnesota and within a national park. Connection to, and completion of the MRT, is paramount to developing a world class recreational, economic, and transportation experience along the Mississippi River in the Twin Cities metro area.

Additionally, we are in the closing stages of completing our Alternative Transportation in Parks (ATP) plan – the purpose of which is to develop a strategic program and process with which the Park Service can collaborate and advocate with TOSP agencies for Federal funding for appropriate multimodal projects within the MISS. Those projects would be those that meet some or all of the following ATP goals:

- 1. Improve and enhance the visitor experience by integrating and enhancing opportunities for transportation, recreation, education, and scenic enjoyment along the Mississippi River.**
- 2. Provide access to the MNRRA for everyone and integration with surrounding transportation systems.**
- 3. Integrate MRT with area transit and trails to increase visitation to MNRRA without increasing congestion.**
- 4. Establish a transportation system to and within the MNRRA that preserves, enhances, and interprets natural and cultural resources.**
- 5. Promote development of environmental, economic, and socially adaptable and sustainable transportation and recreational facilities.**

Because the Mississippi Skyway meets each of these goals and, as we anticipate the project ranking high within the ATP process – we strongly encourage the Metropolitan Council to partner with us on this progressive plan. TOD funding will advance this important project to one that is truly ‘shovel ready’, strengthening the likelihood that the region is successful in receiving Federal funding for this unique connection between transit and trails, a regional park system, the MISS, the retail support services of the COR, the 3,000 mile MRT, and the recreational and tourism destination of our world-renown river.

The National Park Service looks forward to working with the Metropolitan Council, City of Ramsey, and multiple partners to complete the multi-modal system supporting the Mississippi West Regional Park, the MRT and the MISS. Collaboration on critical elements like the Mississippi Skyway will be the ‘bridge’ to achieving mutual goals for recreation, alternative transportation; while spurring economic development by building infrastructure necessary for sustainable, regional tourism.

Sincerely,

/s/

Paul Labovitz
Superintendent



Anoka County Parks and Recreation

550 Bunker Lake Boulevard NW, Andover, MN 55304

February 14, 2012

Mark Riverblood, Parks Supervisor
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Re: Letter of Support for the City of Ramsey's TOD request

Dear Mr. Riverblood:

On behalf of the Anoka County Parks and Recreation Department, I am pleased to offer this letter of support for the City of Ramsey's Transit Oriented Development funding request for the "Mississippi Skyway" pedestrian overpass project.

This park provides the link between the proposed project and the Mississippi River Trail (MRT) and Mississippi West Regional Park. Nationally, the MRT links Minnesota and the headwaters of the Mississippi River, to New Orleans, and the Gulf of Mexico. Regionally, the MRT links Anoka County to Dakota County and the City of Ramsey to the City of Hastings through the 72-mile National Park Service - Mississippi National River and Recreation Area (MISS).

Locally, this connection will improve access and safety to residential areas, business districts and recreation opportunities in the community. This connection will provide easy access to the river, adding to the quality of life in the area. The proposed "skyway" will provide parks and trail users a valuable link to convenient shopping, dining and other amenities that further support transit oriented development.

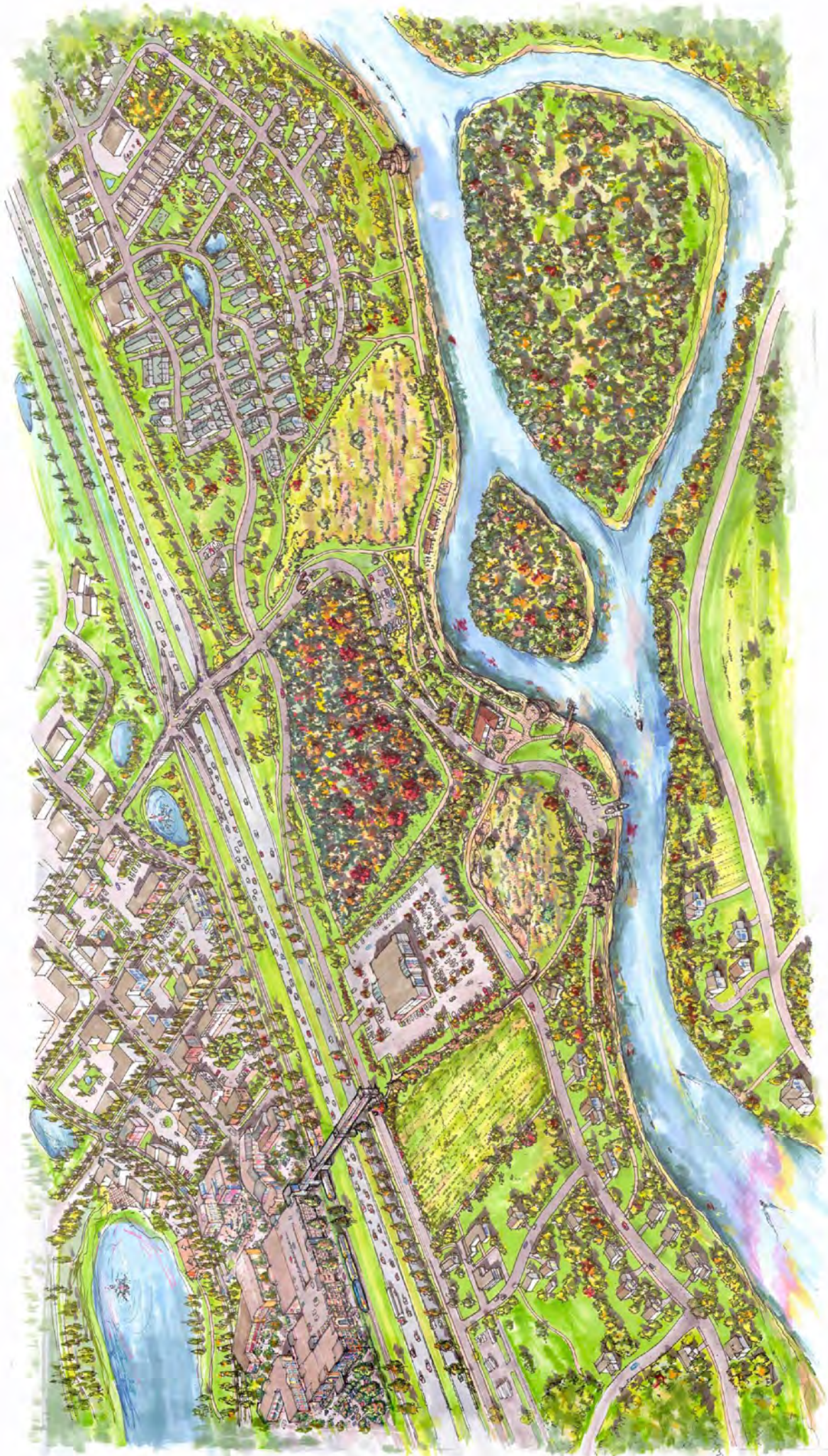
This project will also provide a valuable connection to transit as it will link to the proposed Ramsey Northstar Light Rail Station. Completing this project, consistent with the future upgrades to Trunk Highway 10, will make this pedestrian link an outstanding transportation amenity for the City and the Region.

If you have any questions regarding this letter of support, please feel free to call or e-mail me at 763-767-2860 or john.vondelinde@co.anoka.mn.us.

Sincerely,

John VonDeLinde
Director of Parks and Recreation

OPEN SPACES IN NEARBY PLACES



**DEMONSTRATION ACCOUNT
DEVELOPMENT GRANT PROGRAM
TRANSIT ORIENTED DEVELOPMENT (TOD) PROGRAM**

GRANTEE: City of Ramsey		GRANT NO. SG011-201	
PROJECT: The COR – Center Street			
GRANT AMOUNT: \$650,369	FUNDING CYCLE: 2012		
COUNCIL ACTION: December 12, 2012	EXPIRATION DATE: December 31, 2015		

**METROPOLITAN LIVABLE COMMUNITIES ACT
GRANT AGREEMENT**

THIS GRANT AGREEMENT (“Agreement”) is made and entered into by the Metropolitan Council (“Council”) and the Municipality, County or Development Authority identified above as “Grantee.”

WHEREAS, Minnesota Statutes section 473.251 creates the Metropolitan Livable Communities Fund, the uses of which fund must be consistent with and promote the purposes of the Metropolitan Livable Communities Act (“LCA”) and the policies of the Council’s Metropolitan Development Guide; and

WHEREAS, Minnesota Statutes sections 473.251 and 473.253 establish within the Metropolitan Livable Communities Fund a Livable Communities Demonstration Account and require the Council to use the funds in the account to make grants or loans to municipalities participating in the Local Housing Incentives Program under Minnesota Statutes section 473.254 or to Counties or Development Authorities to fund the initiatives specified in Minnesota Statutes section 473.25(b) in Participating Municipalities; and

WHEREAS, the Council has established an LCA Transit Oriented Development (“TOD”) program to help leverage the metropolitan area’s public investment in its transit infrastructure; and

WHEREAS, the Grantee is a Municipality participating in the Local Housing Incentives Account program under Minnesota Statutes section 473.254, a County or a Development Authority; and

WHEREAS, the Grantee seeks funding in connection with an application for Livable Communities Demonstration Account grant program funds submitted in response to the Council’s notice of availability of grant funds for the “Funding Cycle” identified above and will use the grant funds made available under this Agreement to help fund the “Project” identified in the application; and

WHEREAS, the Grantee represented in its application that certain land use guidelines or official controls and other required threshold criteria were in place at the time of the application or that certain land use guidelines and official controls and other required threshold criteria would be in place within thirty-six (36) months from the date of the “Council Action” identified above; and

WHEREAS, the Council awarded Livable Communities Demonstration Account TOD program grant funds to the Grantee subject to any terms, conditions and clarifications stated in its Council Action, and with the understanding that the Project identified in the application will proceed to completion in a timely manner that all grant funds will be expended prior to the “Expiration Date”

**DEMONSTRATION ACCOUNT
DEVELOPMENT GRANT PROGRAM**
TRANSIT ORIENTED DEVELOPMENT (TOD) PROGRAM

identified above, and that the land use guidelines and official controls and other required threshold criteria identified in the Grantee's application currently are in place or will be in place as stated in the Grantee's application.

NOW THEREFORE, in reliance on the above statements and in consideration of the mutual promises and covenants contained in this Agreement, the Grantee and the Council agree as follows:

I. DEFINITIONS

1.01. Definition of Terms. The terms defined in this section have the meanings given them in this section unless otherwise provided or indicated by the context.

- (a) **Commenced.** For the purposes of Sections 2.07 and 4.03, "commenced" means significant physical improvements have occurred in furtherance of the Project (e.g., a foundation is being constructed or other tangible work on a structure has been initiated). In the absence of significant physical improvements, visible staking, engineering, land surveying, soil testing, cleanup site investigation, or pollution cleanup activities are not evidence of Project commencement for the purposes of this Agreement.
- (b) **Council Action.** "Council Action" means the action or decision of the governing body of the Metropolitan Council, on the meeting date identified at Page 1 of this Agreement, by which the Grantee was awarded Livable Communities Demonstration Account TOD program grant funds.
- (c) **County.** "County" means Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington Counties.
- (d) **Development Authority.** "Development Authority" means a statutory or home rule charter city, a housing and redevelopment authority, an economic development authority, or a port authority in the Metropolitan Area.
- (e) **Metropolitan Area.** "Metropolitan Area" means the seven-county metropolitan area as defined by Minnesota Statutes section 473.121, subdivision 2.
- (f) **Municipality.** "Municipality" means a statutory or home rule charter city or town participating in the Local Housing Incentives Account Program under Minnesota Statutes section 473.254.
- (g) **Named TOD Area.** "Named TOD Area" means the TOD area identified by name and location in the Grantee's application for TOD program funds and in the TOD Project Summary attached to this Agreement.
- (h) **Participating Municipality.** "Participating Municipality" means a statutory or home rule charter city or town which has elected to participate in the Local Housing Incentive Account program and negotiated affordable and life-cycle housing goals for the Municipality pursuant to Minnesota Statutes section 473.254
- (i) **Project.** Unless clearly indicated otherwise by the context of a specific provision in this Agreement, "Project" means the TOD development or redevelopment project identified in

**DEMONSTRATION ACCOUNT
DEVELOPMENT GRANT PROGRAM**
TRANSIT ORIENTED DEVELOPMENT (TOD) PROGRAM

the application for Livable Communities Demonstration Account TOD program grant funds for which grant funds were requested that provides the deliverables upon which the application was scored. Grant-funded activities typically are components of the Project.

- (j) **Transit Oriented Development.** "Transit Oriented Development" means high density, mixed use development adjacent to transit stations using pedestrian-friendly design standards.

II. GRANT FUNDS

2.01. Source of Funds. The grant funds made available to the Grantee under this Agreement are from the Livable Communities Demonstration Account of the Metropolitan Livable Communities Fund. The grant funds are derived from the property tax authorized by Minnesota Statutes section 473.253, subdivision 1 and are not from federal sources.

2.02. Total Grant Amount. The Council will grant to the Grantee the "Grant Amount" identified at Page 1 of this Agreement. Notwithstanding any other provision of this Agreement, the Grantee understands and agrees that any reduction or termination of Livable Communities Demonstration Account TOD program grant funds made available to the Council may result in a like reduction in the Grant Amount made available to the Grantee.

2.03. Authorized Use of Grant Funds. The Grant Amount made available to the Grantee under this Agreement shall be used only for the purposes and activities described in the application for Livable Communities Demonstration Account TOD program grant funds. The grant funds may be used for reimbursement of real estate acquisition costs if: (a) the property was purchased within the twelve-month period preceding the date by which the TOD grant program applications for the Funding Cycle were due; (b) the real estate was purchased by the Grantee or by a not-for-profit or a socially responsible developer; and (c) the Project will lead to the development of affordable housing or will result in jobs retained, created or made more accessible to low-income and underserved populations, including opportunities for entrepreneurship. Property holding costs are an eligible use of grant funds but may not exceed five percent (5%) of the amount of the grant funds awarded for property acquisition. A TOD Project Summary that describes eligible uses of the grant funds as approved by the Council is attached to and incorporated into this Agreement as Attachment A. Grant funds must be used to fund the initiatives specified in Minnesota Statutes section 473.25(b), in a Participating Municipality.

2.04. Ineligible Uses. Grant funds must be used for costs directly associated with the specific proposed Project activities and shall not be used for "soft costs" such as: administrative overhead; travel expenses; legal fees; insurance; bonds; permits, licenses or authorization fees; costs associated with preparing other grant proposals; operating expenses; planning costs, including comprehensive planning costs; and prorated lease and salary costs. Except as provided in Section 2.03, the grant funds may not be used for costs of Project activities that occurred prior to the grant award. A detailed list of ineligible and eligible costs is available from the Council's Livable Communities program office. Except for reimbursement for real estate acquisition and holding costs as provided in Section 2.03, grant funds also shall not be used by the Grantee or others to supplant or replace: (a) grant or loan funds obtained for the Project from other sources; or (b) Grantee contributions to the Project, including financial assistance, real property or other resources of the Grantee. The Council shall bear no responsibility for cost overruns which may be incurred by the Grantee or others in the

DEMONSTRATION ACCOUNT
DEVELOPMENT GRANT PROGRAM
TRANSIT ORIENTED DEVELOPMENT (TOD) PROGRAM

implementation or performance of the Project activities. The Grantee agrees to comply with any "business subsidy" requirements of Minnesota Statutes sections 116J.993 to 116J.995 that apply to the Grantee's expenditures or uses of the grant funds.

2.05. Loans for Low-Income Housing Tax Credit Projects. If consistent with the application and the Project activities described in Attachment A or if requested in writing by the Grantee, the Grantee may structure the grant assistance to the Project as a loan so the Project owner can take advantage of federal and state low-income housing tax credit programs. The Grantee may use the grant funds as a loan for a low-income housing tax credit project, subject to the terms and conditions stated in Sections 2.03 and 2.04 and the following additional terms and conditions:

- (a) The Grantee covenants and represents to the Council that the Project is a rental housing project that received or will receive an award of low-income housing tax credits under Section 42 of the Internal Revenue Code of 1986, as amended, and the low-income housing tax credit program administered by the Minnesota Housing Finance Agency.
- (b) The Grantee will execute a loan agreement with the Project owner. Prior to disbursing any grant funds for the Project, the Grantee will provide to the Council a copy of the loan agreement between the Grantee and the Project owner.
- (c) The Grantee will submit annual written reports to the Council that certify: (1) the grant funds continue to be used for the Project for which the grant funds were awarded; and (2) the Project is a "qualified low-income housing project" under Section 42 of the Internal Revenue Code of 1986, as amended. This annual reporting requirement is in addition to the reporting requirements stated in Section 3.03. Notwithstanding the Expiration Date identified at Page 1 of this Agreement and referenced in Section 4.01, the Grantee will submit the annual certification reports during the initial "compliance period" and any "extended use period," or until such time as the Council terminates this annual reporting requirement by written notice to the Grantee.
- (d) The grant funds made available to the Grantee and disbursed to the Project owner by the Grantee in the form of a loan may be used only for the grant-eligible activities and Project components for which the Grantee was awarded the grant funds. For the purposes of this Agreement, the term "Project owner" means the current Project owner and any Project owner successor(s).
- (e) Pursuant to Section 2.04, the grant funds made available to the Grantee and disbursed to the Project owner in the form of a loan shall not be used by the Grantee, the Project owner or others to supplant or replace: (1) grant or loan funds obtained for the Project from other sources; or (2) Grantee contributions to the Project, including financial assistance, real property or other resources of the Grantee. The Council will not make the grant funds available to the Grantee in a lump sum payment, but will disburse the grant funds to the Grantee on a reimbursement basis pursuant to Section 2.11.
- (f) By executing this Agreement, the Grantee: (1) acknowledges that the Council expects the loan will be repaid so the grant funds may be used to help fund other activities consistent with the requirements of the Metropolitan Livable Communities Act; (2) covenants, represents and warrants to the Council that the Grantee's loan to the Project owner will meet all applicable

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low-income housing tax credit program requirements under Section 42 of the Internal Revenue Code of 1986, as amended (the "Code"), and the low-income housing tax credit program administered by the Minnesota Housing Finance Agency; and (3) agrees to administer its loan to the Project owner consistent with federal and state low-income housing tax credit program requirements.

- (g) The Grantee will, at its own expense, use diligent efforts to recover loan proceeds: (1) when the Project owner becomes obligated to repay the Grantee's loan or defaults on the Grantee's loan; (2) when the initial thirty-year "compliance period" expires, unless the Council agrees in writing that the Grantee may make the grant funds available as a loan to the Project owners for an "extended use period"; or (3) if noncompliance with low-income housing tax credit program requirements or some other event triggers the Project owner's repayment obligations under its loan agreement with the Grantee. The Grantee must repay to the Council all loan repayment amounts the Grantee receives from the Project owner. The Grantee shall not be obligated to repay the grant funds to the Council except to the extent the Project owner repays its loan to the Grantee, provided the Grantee has exercised the reasonable degree of diligence and used administrative and legal remedies a reasonable and prudent public housing agency would use to obtain payment on a loan, taking into consideration (if applicable) the subordinated nature of the loan. At its discretion, the Council may: (1) permit the Grantee to use the loan repayment from the Project owner to continue supporting affordable housing components of the Project; or (2) require the Grantee to remit the grant funds to the Council.
- (h) If the Grantee earns any interest or other income from its loan agreement with the Project owner, the Grantee will: (1) use the interest earnings or income only for the purposes of implementing the Project activities for which the grant was awarded; or (2) remit the interest earnings or income to the Council. The Grantee is not obligated to earn any interest or other income from its loan agreement with the Project owner, except to the extent required by any applicable law.

2.06. Revolving Loans. If consistent with the application and the TOD Project Summary or if requested in writing by the Grantee, the Grantee may use the grant funds to make deferred loans (loans made without interest or periodic payments), revolving loans (loans made with interest and periodic payments) or otherwise make the grant funds available on a "revolving" basis for the purposes of implementing the Project activities described in Attachment A. The Grantee will submit annual written reports to the Council that report on the uses of the grant funds. The form and content of the report will be determined by the Council. This annual reporting requirement is in addition to the reporting requirements stated in Section 3.03. Notwithstanding the Expiration Date identified at Page 1 of this Agreement and referenced in Section 4.01, the Grantee will submit the annual reports until the deferred or revolving loan programs terminate, or until such time as the Council terminates this annual reporting requirement by written notice to the Grantee. At its discretion, the Council may: (1) permit the Grantee to use loan repayments to continue supporting affordable housing components of the Project; or (2) require the Grantee to remit the grant funds to the Council.

2.07. Restrictions on Loans to Subrecipients. The Grantee shall not permit any subgrantee or subrecipient to use the grant funds for loans to any subrecipient at any tier unless the Grantee obtains the prior written consent of the Council. The requirements of this Section 2.07 shall be included in all subgrant and subrecipient agreements.

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2.08. Project Commencement and Changes. The Project for which grant funds were requested must be “commenced” prior to the Expiration Date. If the grant funds will be used only for land acquisition and holding costs as authorized by Section 2.03 and will not be used for any other grant-eligible activities, the Project need not be commenced prior to the Expiration Date but the property acquired for the Project must be purchased prior to the Expiration Date. The Grantee must promptly inform the Council in writing of any significant changes to the Project for which the grant funds were awarded, as well as any potential changes to the grant-funded activities described in Attachment A. Failure to inform the Council of any significant changes to the Project or significant changes to grant-funded components of the Project, and use of grant funds for ineligible or unauthorized purposes, will jeopardize the Grantee’s eligibility for future LCA awards. Grant funds will not be disbursed prior to Council approval of significant changes to either the Project or grant-funded activities described in Attachment A.

2.09. Budget Variance. A variance of twenty percent (20%) in the budget amounts for grant-funded activities identified in Attachment A shall be considered acceptable without Council approval, provided no budget amount for any individual grant-funded activity may be increased or decreased by more than twenty percent (20%) from the budget amount identified in Attachment A. Budget variances for any individual grant-funded activity identified in Attachment A exceeding twenty percent (20%) will require Council approval. Notwithstanding the aggregate or net effect of any variances, the Council’s obligation to provide grant funds under this Agreement shall not exceed the Grant Amount identified at Page 1 of this Agreement.

2.10. Loss of Grant Funds. The Grantee agrees to remit to the Council in a prompt manner: any unspent grant funds, including any grant funds that are not expended prior to the Expiration Date identified at Page 1 of this Agreement; any grant funds that are not used for the authorized purposes; and any interest earnings described in Section 2.12 that are not used for the purposes of implementing the grant-funded Project activities described in Attachment A. For the purposes of this Agreement, grant funds are “expended” prior to the Expiration Date if the Grantee pays or is obligated to pay for expenses of eligible grant-funded Project activities that occurred prior to the Expiration Date and the eligible expenses were incurred prior to the Expiration Date. Unspent or unused grant funds and other funds remitted to the Council shall revert to the Council’s Livable Communities Demonstration Account for distribution through application processes in future Funding Cycles or as otherwise permitted by law.

2.11. Payment Request Forms and Disbursements. The Council will disburse grant funds in response to written payment requests submitted by the Grantee and reviewed and approved by the Council’s authorized agent. Written payment requests shall be made using payment request forms, the form and content of which will be determined by the Council. Payment request and other reporting forms will be provided to the Grantee by the Council. The Council will disburse grant funds on a reimbursement basis or a “cost incurred” basis. The Grantee must provide with its written payment requests documentation that shows grant-funded Project activities actually have been completed. Subject to verification of each payment request form (and its documentation) and approval for consistency with this Agreement, the Council will disburse a requested amount to the Grantee within two (2) weeks after receipt of a properly completed and verified payment request form.

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2.12. Interest Earnings. If the Grantee earns any interest or other income from the grant funds received from the Council under this Agreement, the Grantee will use the interest earnings or income only for the purposes of implementing the Project activities described in Attachment A.

2.13. Effect of Grant. Issuance of this grant neither implies any Council responsibility for contamination, if any, at the Project site nor imposes any obligation on the Council to participate in any pollution cleanup of the Project site if such cleanup is undertaken or required.

III. ACCOUNTING, AUDIT AND REPORT REQUIREMENTS

3.01. Accounting and Records. The Grantee agrees to establish and maintain accurate and complete accounts and records relating to the receipt and expenditure of all grant funds received from the Council. Notwithstanding the expiration and termination provisions of Sections 4.01 and 4.02, such accounts and records shall be kept and maintained by the Grantee for a period of six (6) years following the completion of the Project activities described in Attachment A or six (6) years following the expenditure of the grant funds, whichever occurs earlier. Accounting methods shall be in accordance with generally accepted accounting principles.

3.02. Audits. The above accounts and records of the Grantee shall be audited in the same manner as all other accounts and records of the Grantee are audited and may be audited or inspected on the Grantee's premises or otherwise by individuals or organizations designated and authorized by the Council at any time, following reasonable notification to the Grantee, for a period of six (6) years following the completion of the Project activities or six (6) years following the expenditure of the grant funds, whichever occurs earlier. Pursuant to Minnesota Statutes section 16C.05, subdivision 5, the books, records, documents and accounting procedures and practices of the Grantee that are relevant to this Agreement are subject to examination by the Council and either the Legislative Auditor or the State Auditor, as appropriate, for a minimum of six (6) years.

3.03. Report Requirements. The Grantee will report to the Council on the status of the Project activities described in Attachment A and the expenditures of the grant funds. Submission of properly completed payment request forms (with proper documentation) required under Section 2.11 will constitute periodic status reports. However, if the Grantee has not submitted any payment request forms during the first three months of the term of this Agreement, the Grantee must submit quarterly reports prior to the Grantee's first draw request. The Grantee also must complete and submit to the Council a grant activity closeout report. The closeout report form must be submitted within 120 days after the expiration or termination of this Agreement, whichever occurs earlier. Within 120 days after the Expiration Date, the Grantee must complete and submit to the Council a certification of expenditures of funds form signed by the Grantee's chief financial officer or finance director. The form and content of the closeout report and the certification form will be determined by the Council. These reporting requirements and the reporting requirements of Sections 2.05 and 2.06 shall survive the expiration or termination of this Agreement.

3.04. Environmental Site Assessment. The Grantee represents that a Phase I Environmental Site Assessment or other environmental review has been or will be carried out, if such environmental assessment or review is appropriate for the scope and nature of the Project activities funded by this grant, and that any environmental issues have been or will be adequately addressed.

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IV. AGREEMENT TERM

4.01. Term. This Agreement is effective upon execution of the Agreement by the Council. Unless terminated pursuant to Section 4.02, this Agreement expires on the "Expiration Date" identified at Page 1 of this Agreement. **ALL GRANT FUNDS NOT EXPENDED BY THE GRANTEE PRIOR TO THE EXPIRATION DATE SHALL REVERT TO THE COUNCIL.**

4.02. Termination. This Agreement may be terminated by the Council for cause at any time upon fourteen (14) calendar days' written notice to the Grantee. Cause shall mean a material breach of this Agreement and any amendments of this Agreement. If this Agreement is terminated prior to the Expiration Date, the Grantee shall receive payment on a pro rata basis for eligible Project activities described in Attachment A that have been completed prior to the termination. Termination of this Agreement does not alter the Council's authority to recover grant funds on the basis of a later audit or other review, and does not alter the Grantee's obligation to return any grant funds due to the Council as a result of later audits or corrections. If the Council determines the Grantee has failed to comply with the terms and conditions of this Agreement and the applicable provisions of the Metropolitan Livable Communities Act, the Council may take any action to protect the Council's interests and may refuse to disburse additional grant funds and may require the Grantee to return all or part of the grant funds already disbursed.

4.03. Amendments and Extension. The Council and the Grantee may amend this Agreement by mutual agreement. Amendments or an extension of this Agreement shall be effective only on the execution of written amendments signed by authorized representatives of the Council and the Grantee. If the Grantee needs additional time within which to complete grant-funded activities and commence the Project, the Grantee must submit to the Council **AT LEAST NINETY (90) CALENDAR DAYS PRIOR TO THE EXPIRATION DATE**, a resolution of the Grantee's governing body requesting the extension and a written extension request. The form and content of the written extension request and instructions for requesting an extension are available online at: <http://www.metrocouncil.org>. **THE EXPIRATION DATE MAY BE EXTENDED, BUT THE PERIOD OF ANY EXTENSION(S) SHALL NOT EXCEED TWO (2) YEARS BEYOND THE ORIGINAL EXPIRATION DATE IDENTIFIED AT PAGE 1 OF THIS AGREEMENT.**

V. GENERAL PROVISIONS

5.01. Equal Opportunity. The Grantee agrees it will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local civil rights commission, disability, sexual orientation or age and will take affirmative action to insure applicants and employees are treated equally with respect to all aspects of employment, rates of pay and other forms of compensation, and selection for training.

5.02. Conflict of Interest. The members, officers and employees of the Grantee shall comply with all applicable state statutory and regulatory conflict of interest laws and provisions.

5.03. Liability. Subject to the limitations provided in Minnesota Statutes chapter 466, to the fullest extent permitted by law, the Grantee shall defend, indemnify and hold harmless the Council and its members, employees and agents from and against all claims, damages, losses and expenses,

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including but not limited to attorneys' fees, arising out of or resulting from the conduct or implementation of the Project activities funded by this grant, except to the extent the claims, damages, losses and expenses arise from the Council's own negligence. Claims included in this indemnification include, without limitation, any claims asserted pursuant to the Minnesota Environmental Response and Liability Act (MERLA), Minnesota Statutes chapter 115B, the federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended, United States Code, title 42, sections 9601 *et seq.*, and the federal Resource Conservation and Recovery Act of 1976 (RCRA) as amended, United States Code, title 42, sections 6901 *et seq.* This obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which otherwise would exist between the Council and the Grantee. The provisions of this section shall survive the expiration or termination of this Agreement. This indemnification shall not be construed as a waiver on the part of either the Grantee or the Council of any immunities or limits on liability provided by Minnesota Statutes chapter 466, or other applicable state or federal law.

5.04. Acknowledgments and Signage. The Grantee will acknowledge the financial assistance provided by the Council in promotional materials, press releases, reports and publications relating to the Project. The acknowledgment will contain the following or comparable language:

*Financing for this project was provided by the Metropolitan
Council Metropolitan Livable Communities Fund.*

Until the Project is completed, the Grantee shall ensure the above acknowledgment language, or alternative language approved by the Council's authorized agent, is included on all signs (if any) located at Project or construction sites that identify Project funding partners or entities providing financial support for the Project. The acknowledgment and signage should refer to the "Metropolitan Council" (not "Met Council" or "Metro Council").

5.05. Permits, Bonds and Approvals. The Council assumes no responsibility for obtaining any applicable local, state or federal licenses, permits, bonds, authorizations or approvals necessary to perform or complete the Project activities described in Attachment A. The Grantee and its developer(s), if any, must comply with all applicable licensing, permitting, bonding, authorization and approval requirements of federal, state and local governmental and regulatory agencies, including conservation districts.

5.06. Subgrantees, Contractors and Subcontractors. The Grantee shall include in any subgrant, contract or subcontract for Project activities appropriate provisions to ensure subgrantee, contractor and subcontractor compliance with all applicable state and federal laws and this Agreement. Along with such provisions, the Grantee shall require that contractors and subcontractors performing work covered by this grant comply with all applicable state and federal Occupational Safety and Health Act regulations.

5.07. Stormwater Discharge and Water Management Plan Requirements. If any grant funds are used for urban site redevelopment, the Grantee shall at such redevelopment site meet or require to be met all applicable requirements of:

- (a) Federal and state laws relating to stormwater discharges including, without limitation, any applicable requirements of Code of Federal Regulations, title 40, parts 122 and 123; an

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(b) The Council's *2030 Water Resources Management Policy Plan* and the local water management plan for the jurisdiction within which the redevelopment site is located.

5.08. Authorized Agent. Payment request forms, written reports and correspondence submitted to the Council pursuant to this Agreement shall be directed to:

Metropolitan Council
Attn: LCA Grants Administration
390 Robert Street North
Saint Paul, Minnesota 55101-1805

5.09. Non-Assignment. Minnesota Statutes section 473.253, subdivision 2 requires the Council to distribute grant funds to eligible "municipalities," metropolitan-area counties or "development authorities" for projects in municipalities participating in the Local Housing Incentives Account program. Accordingly, this Agreement is not assignable and shall not be assigned by the Grantee.

5.10. Warranty of Legal Capacity. The individuals signing this Agreement on behalf of the Grantee and on behalf of the Council represent and warrant on the Grantee's and the Council's behalf respectively that the individuals are duly authorized to execute this Agreement on the Grantee's and the Council's behalf respectively and that this Agreement constitutes the Grantee's and the Council's valid, binding and enforceable agreements.

IN WITNESS WHEREOF, the Grantee and the Council have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective on the date of final execution by the Council.

GRANTEE

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

METROPOLITAN COUNCIL

By: _____

Guy Peterson, Director
Community Development Division

Date: _____

ATTACHMENT A

TOD PROJECT SUMMARY

This attachment comprises this page and the succeeding page(s) which contain(s) a summary of the Project identified in the application for Livable Communities Demonstration Account TOD program grant funds submitted in response to the Council's notice of availability of Demonstration Account grant funds for the Funding Cycle identified at Page 1 of this Agreement. The summary reflects the proposed Project for which the Grantee was awarded grant funds by the Council Action, and may reflect changes in Project funding sources, changes in funding amounts, or minor changes in the proposed Project that occurred subsequent to application submission. The application is incorporated into this Agreement by reference and is made a part of this Agreement as follows. If the application or any provision of the application conflicts with or is inconsistent with the Council Action, other provisions of this Agreement, or the TOD Project Summary contained in this Attachment A, the terms, descriptions and dollar amounts reflected in the Council Action or contained in this Agreement and the TOD Project Summary shall prevail. For the purposes of resolving conflicts or inconsistencies, the order of precedence is: (1) the Council Action; (2) this Agreement; (3) the TOD Project Summary; and (4) the grant application.

Transit Oriented Development Project Summary

Type:	TOD Development	Grant #: SG011-201
Applicant	City of Ramsey	
Project Name	The COR - Center Street	
Project Location	North of Ramsey Municipal Center and Ramsey Station at Sunwood Drive, Ramsey	
Council District	9 - Edward Reynoso	TOD Area Name: Ramsey Station

Funding

Requested amount	\$650,369	Recommended amount	\$650,369
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Project Detail:

Project summary	This project will construct a critical north/south connection providing pedestrian and automobile connection to the Ramsey Station and a variety of land uses within walking distance. Ramsey is working with Anoka County to have the Central Anoka County Regional Trail realigned along this connection to integrate with the station and future Highway 10 pedestrian overpass and provide a linkage to Mississippi West Regional Park, capitalizing on multiple regional facilities.
Jobs	40 construction jobs and 448 FTEs, plus 371 part time positions.
Total Housing Units	1,183 with 311 affordable (26%)
Private investment	\$TBD
Other public investment	\$TBD
Comments/ Demonstration value	The street will help provide access to and infrastructure for the Transit Oriented Development that will be built around the station area and connect to the regional park and trail system, broadening the scope of TOD connections. The project will assist in demonstrating connectivity options around commuter rail through the construction and realignment of the road that will provide a connection to the proposed pedestrian overpass, resulting in better multi-modal connections and access to station.

Use of Funds

Amount	Uses to be completed by April 30, 2015
\$49,406	Construct sidewalks
268,365	New construction of Center Street
106,810	Grading and preparation of right of way
112,915	Sewer and water utility installation
112,873	Engineering/design
\$650,369	Total

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GRANTEE: City of Ramsey	GRANT NO. SG011-200
PROJECT: Mississippi Skyway	
GRANT AMOUNT: \$100,000	FUNDING CYCLE: 2012
COUNCIL ACTION: December 12, 2012	EXPIRATION DATE: December 31, 2014

**METROPOLITAN LIVABLE COMMUNITIES ACT
GRANT AGREEMENT**

THIS GRANT AGREEMENT (“Agreement”) is made and entered into by the Metropolitan Council (“Council”) and the Municipality, County or Development Authority identified above as “Grantee.”

WHEREAS, Minnesota Statutes section 473.251 creates the Metropolitan Livable Communities Fund, the uses of which fund must be consistent with and promote the purposes of the Metropolitan Livable Communities Act (“LCA”) and the policies of the Council’s Metropolitan Development Guide; and

WHEREAS, Minnesota Statutes sections 473.251 and 473.253 establish within the Metropolitan Livable Communities Fund a Livable Communities Demonstration Account and require the Council to use the funds in the account to make grants or loans to municipalities participating in the Local Housing Incentives Program under Minnesota Statutes section 473.254 or to Counties or Development Authorities to fund the initiatives specified in Minnesota Statutes section 473.25(b) in Participating Municipalities; and

WHEREAS, the Council has established an LCA Transit Oriented Development (“TOD”) program to help leverage the metropolitan area’s public investment in its transit infrastructure; and

WHEREAS, the Grantee is a Municipality participating in the Local Housing Incentives Account program under Minnesota Statutes section 473.254, a County or a Development Authority; and

WHEREAS, the Council allocated a portion of its Livable Communities Demonstration Account funds to a pre-development TOD grant program to help Municipalities implement community development objectives and comprehensive plan components that promote high-density, mixed-use development adjacent to transit stations using pedestrian-friendly design standards; and

WHEREAS, the Grantee seeks funding in connection with an application for Livable Communities Demonstration Account Pre-Development TOD Grant Program funds submitted in response to the Council’s notice of availability of grant funds for the “Funding Cycle” identified above and will use the grant funds made available under this Agreement to help fund the “Pre-Development TOD Project” within the “Project Area” as described in the application; and

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WHEREAS, the Grantee represented in its application that certain land use guidelines or official controls and other required threshold criteria were in place at the time of the application or that certain land use guidelines and official controls and other required threshold criteria would be in place within thirty-six (36) months from the date of the "Council Action" identified above; and

WHEREAS, the Council awarded Livable Communities Demonstration Account Pre-Development TOD Grant Program funds to the Grantee subject to any terms, conditions and clarifications stated in its Council Action, and with the understanding that the Pre-Development TOD Project described in the application will proceed to completion in a timely manner, that all grant funds will be expended prior to the "Expiration Date" identified above, and that the land use guidelines and official controls and other required threshold criteria identified in the Grantee's application currently are in place or will be in place as stated in the Grantee's application.

NOW THEREFORE, in reliance on the above statements and in consideration of the mutual promises and covenants contained in this Agreement, the Grantee and the Council agree as follows:

I. DEFINITIONS

1.01. Definition of Terms. The terms defined in this section have the meanings given them in this section unless otherwise provided or indicated by the context.

- (a) **Council Action.** "Council Action" means the action or decision of the governing body of the Metropolitan Council, on the meeting date identified at Page 1 of this Agreement, by which the Grantee was awarded Livable Communities Demonstration Account Pre-Development TOD Grant Program funds.
- (b) **County.** "County" means Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington Counties.
- (c) **Development Authority.** "Development Authority" means a statutory or home rule charter city, a housing and redevelopment authority, an economic development authority, or a port authority in the Metropolitan Area.
- (d) **Future TOD Development Project.** "Future TOD Development Project" means the future TOD development project described in the Grantee's application for Demonstration Account Pre-Development TOD Grant Program funds that through its design and execution will deliver benefits such as housing, connections, and/or jobs to the region. The Future Development TOD Project for which the grant funds were awarded must be undertaken within the Project Area. The Future TOD Development Project may recognize or acknowledge regional park lands and regional trails that cross through or are located adjacent to the Project Area, but the Pre-Development TOD Project may not include regional park lands.
- (e) **Metropolitan Area.** "Metropolitan Area" means the seven-county metropolitan area as defined by Minnesota Statutes section 473.121, subdivision 2.

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- (f) **Municipality.** “Municipality” means a statutory or home rule charter city or town participating in the Local Housing Incentives Account Program under Minnesota Statutes section 473.254.
- (g) **Named TOD Area.** “Named TOD Area” means the TOD area identified by name and location in the Grantee’s application for TOD program funds and in the Pre-Development TOD Project Summary attached to this Agreement.
- (h) **Participating Municipality.** “Participating Municipality” means a statutory or home rule charter city or town which has elected to participate in the Local Housing Incentive Account program and negotiated affordable and life-cycle housing goals for the Municipality pursuant to Minnesota Statutes section 473.254.
- (i) **Pre-Development TOD Project.** “Pre-Development TOD Project” means the grant-funded activities for which funding is requested in the Grantee’s application for Demonstration Account Pre-Development TOD Grant Program funds.
- (j) **Project Area.** “Project Area” means the specific geographic area within which the Future TOD Development Project must be undertaken and within which the Pre-Development TOD Project will be conducted as described in the Grantee’s application. The Project Area must be located within a “developed area,” a “developing area,” or a “rural growth center” as those terms are defined in the Council’s Metropolitan Development Guide. The Project Area cannot include regional park lands. The Project Area may include regional trails that cross through or are located adjacent to the Project Area, but neither the Future TOD Development Project nor the Pre-Development TOD Project may provide for the alteration or elimination of any regional park lands or trails.
- (k) **Transit Oriented Development.** “Transit Oriented Development” means high-density, mixed-use development adjacent to transit stations using pedestrian-friendly design standards.

II. GRANT FUNDS

2.01. Source of Funds. The grant funds made available to the Grantee under this Agreement are from the Livable Communities Demonstration Account of the Metropolitan Livable Communities Fund. The grant funds are derived from the property tax authorized by Minnesota Statutes section 473.253, subdivision 1 and are not from federal sources.

2.02. Total Grant Amount. The Council will grant to the Grantee the “Grant Amount” identified at Page 1 of this Agreement. Notwithstanding any other provision of this Agreement, the Grantee understands and agrees that any reduction or termination of Livable Communities Demonstration Account TOD program grant funds made available to the Council may result in a like reduction in the Grant Amount made available to the Grantee.

2.03. Local Funding Match. The Grantee must provide a local match contribution that equals at least twenty-five percent (25%) of the Grant Amount identified at Page 1 of this Agreement. The local match contribution may be one or more of the following: cash; in-kind staff services, if the staff time is specifically allocated to conducting or completing grant-eligible Pre-Development TOD Project activities; or cash or in-kind contributions from partners that are specific to grant-

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eligible Pre-Development TOD Project activities. Local match contributions must cover grant-eligible Pre-Development TOD Project activities, and they must be contributed after the date of the Council Action and before the Expiration Date identified at Page 1 of this Agreement. The local match contribution may be allocated among different grant-eligible activities of the Pre-Development TOD Project.

2.04. Authorized Use of Grant Funds. The Grant Amount made available to the Grantee under this Agreement shall be used only for the purposes and activities described in the application for Livable Communities Demonstration Account Pre-Development TOD Grant Program funds. A Pre-Development TOD Project Summary that describes eligible uses of the grant funds as approved by the Council is attached to and incorporated into this Agreement as Attachment A. Grant funds must be used to fund the initiatives specified in Minnesota Statutes section 473.25(b), in a Participating Municipality.

2.05. Ineligible Uses. Grant funds must be used for costs directly associated with the Pre-Development TOD Project activities for which the Council awarded grant funds and shall not be used for: land acquisition, demolition, infrastructure, or construction costs; administrative overhead; travel expenses, food or beverages; legal fees; insurance; bonds; permits, licenses or authorization fees; costs associated with preparing other grant proposals; operating expenses, other than staff time used as in-kind local match contributions; planning costs that are not identified as eligible grant-funded activities in the *2012 TOD Grants Application Guide* (updated 7/30/12 & 8/1/12), including comprehensive planning costs; prorated lease and salary costs; and marketing expenses. Grant funds may not be used for Pre-Development TOD Project costs that occurred prior to the grant award. A detailed list of ineligible and eligible costs is available from the Council's Livable Communities program office. Grant funds also shall not be used by the Grantee or others to supplant or replace: (a) grant or loan funds obtained for the Pre-Development TOD Project from other sources; or (b) Grantee contributions to the Pre-Development TOD Project, including financial assistance or other resources of the Grantee. The Council shall bear no responsibility for cost overruns which may be incurred by the Grantee or others in the implementation or performance of the Pre-Development TOD Project activities. The Grantee agrees to comply with any "business subsidy" requirements of Minnesota Statutes sections 116J.993 to 116J.995 that apply to the Grantee's expenditures or uses of the grant funds.

2.06. Restrictions on Loans. The Grantee shall not use the grant funds to make loans to any subgrantee or subrecipient, and the Grantee shall not permit any subgrantee or subrecipient to use the grant funds for loans to any subrecipient at any tier. The requirements of this Section 2.06 shall be included in all subgrant and subrecipient agreements.

2.07. Pre-Development TOD Project Changes. The Grantee must promptly inform the Council in writing of any significant changes to the Pre-Development TOD Project activities described in Attachment A. Failure to inform the Council of any significant changes to the Pre-Development TOD Project or significant changes to grant-funded Pre-Development TOD Project activities, and use of grant funds for ineligible or unauthorized purposes, will jeopardize the Grantee's eligibility for future LCA awards. Grant funds will not be disbursed prior to Council approval of significant changes to the Pre-Development TOD Project or the grant-funded activities described in Attachment A.

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2.08. Budget Variance. A variance of twenty percent (20%) in the budget amounts for grant-funded activities identified in Attachment A shall be considered acceptable without Council approval, provided no budget amount for any individual grant-funded activity may be increased or decreased by more than twenty percent (20%) from the budget amount identified in Attachment A. Budget variances any individual grant-funded activity identified in Attachment A exceeding twenty percent (20%) will require Council approval. Notwithstanding the aggregate or net effect of any variances, the Council's obligation to provide grant funds under this Agreement shall not exceed the Grant Amount identified at Page 1 of this Agreement.

2.09. Loss of Grant Funds. The Grantee agrees to remit to the Council in a prompt manner: any unspent grant funds, including any grant funds that are not expended prior to the Expiration Date identified at Page 1 of this Agreement; any grant funds that are not used for the authorized purposes; and any interest earnings described in Section 2.11 that are not used for the purposes of implementing the grant-funded Pre-Development TOD Project activities described in Attachment A. For the purposes of this Agreement, grant funds are "expended" prior to the Expiration Date if the Grantee pays or is obligated to pay for expenses of eligible grant-funded Pre-Development TOD Project activities that occurred prior to the Expiration Date and the eligible expenses were incurred prior to the Expiration Date. Unspent or unused grant funds and other funds remitted to the Council shall revert to the Council's Livable Communities Demonstration Account for distribution through application processes in future Funding Cycles or as otherwise permitted by law.

2.10. Payment Request Forms and Disbursements. The Council will disburse grant funds in response to written payment requests submitted by the Grantee and reviewed and approved by the Council's authorized agent. Written payment requests shall be made using payment request forms, the form and content of which will be determined by the Council. Payment request and other reporting forms will be provided to the Grantee by the Council. The Council will disburse grant funds on a reimbursement basis or a "cost incurred" basis. The Grantee must provide with its written payment requests documentation that shows grant-eligible Pre-Development TOD Project activities (or components of grant-eligible activities) actually have been completed. The Grantee must provide documentation of the local match contribution required under Section 2.03. Subject to verification of each payment request form (and its documentation) and approval for consistency with this Agreement, the Council will disburse a requested amount to the Grantee within two (2) weeks after receipt of a properly completed and verified payment request form.

2.11. Interest Earnings. If the Grantee earns any interest or other income from the grant funds received from the Council under this Agreement, the Grantee will use the interest earnings or income only for the purposes of implementing the Pre-Development TOD Project activities described in Attachment A.

III. ACCOUNTING, AUDIT AND REPORT REQUIREMENTS

3.01. Accounting and Records. The Grantee agrees to establish and maintain accurate and complete accounts and records relating to the receipt and expenditure of all grant funds received from the Council. Notwithstanding the expiration and termination provisions of Sections 4.01 and 4.02, such accounts and records shall be kept and maintained by the Grantee for a period of six (6) years following the completion of the Pre-Development TOD Project activities described in

**DEMONSTRATION ACCOUNT
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Attachment A or six (6) years following the expenditure of the grant funds, whichever occurs earlier. Accounting methods shall be in accordance with generally accepted accounting principles.

3.02. Audits. The above accounts and records of the Grantee shall be audited in the same manner as all other accounts and records of the Grantee are audited and may be audited or inspected on the Grantee's premises or otherwise by individuals or organizations designated and authorized by the Council at any time, following reasonable notification to the Grantee, for a period of six (6) years following the completion of the Pre-Development TOD Project activities or six (6) years following the expenditure of the grant funds, whichever occurs earlier. Pursuant to Minnesota Statutes section 16C.05, subdivision 5, the books, records, documents and accounting procedures and practices of the Grantee that are relevant to this Agreement are subject to examination by the Council and either the Legislative Auditor or the State Auditor, as appropriate, for a minimum of six (6) years.

3.03. Report Requirements. The Grantee will report to the Council on the status of the Pre-Development TOD Project activities described in Attachment A, implementation of the land use guidelines and official controls and other required threshold criteria identified in the Grantee's application, and the expenditures of grant funds. Submission of properly completed payment request forms (with proper documentation) required under Section 2.10 will constitute periodic status reports. However, if the Grantee has not submitted any payment request forms during the first three months of the term of this Agreement, the Grantee must submit quarterly reports prior to the Grantee's first draw request. The Grantee also must complete and submit to the Council a grant activity closeout report. The closeout report form must be submitted within 120 days after the expiration or termination of this Agreement, whichever occurs earlier. Within 120 days after the Expiration Date, the Grantee must complete and submit to the Council a certification of expenditures of funds form signed by the Grantee's chief financial officer or finance director. The form and content of the closeout report and the certification form will be determined by the Council. These reporting requirements shall survive the expiration or termination of this Agreement.

IV. AGREEMENT TERM

4.01. Term. This Agreement is effective upon execution of the Agreement by the Council. Unless terminated pursuant to Section 4.02, this Agreement expires on the "Expiration Date" identified at Page 1 of this Agreement. Notwithstanding Section 4.03, the two-year term of this Agreement may not be extended by amendment or otherwise. **ALL GRANT FUNDS NOT EXPENDED BY THE GRANTEE PRIOR TO THE EXPIRATION DATE SHALL REVERT TO THE COUNCIL.**

4.02. Termination. This Agreement may be terminated by the Council for cause at any time upon fourteen (14) calendar days' written notice to the Grantee. Cause shall mean a material breach of this Agreement and any amendments of this Agreement. If this Agreement is terminated prior to the Expiration Date, the Grantee shall receive payment on a pro rata basis for eligible Pre-Development TOD Project activities described in Attachment A that have been completed prior to the termination. Termination of this Agreement does not alter the Council's authority to recover grant funds on the basis of a later audit or other review and does not alter the Grantee's obligation to return any grant funds due to the Council as a result of later audits or corrections. If the Council determines the Grantee has failed to comply with the terms and conditions of this Agreement and the applicable provisions of the Metropolitan Livable Communities Act, the Council may take any

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action to protect the Council's interests and may refuse to disburse additional grant funds and may require the Grantee to return all or part of the grant funds already disbursed.

4.03. Amendments. The Council and the Grantee may amend this Agreement by mutual agreement. Amendments of this Agreement shall be effective only on the execution of written amendments signed by authorized representatives of the Council and the Grantee.

V. GENERAL PROVISIONS

5.01. Equal Opportunity. The Grantee agrees it will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local civil rights commission, disability, sexual orientation or age and will take affirmative action to insure applicants and employees are treated equally with respect to all aspects of employment, rates of pay and other forms of compensation, and selection for training.

5.02. Conflict of Interest. The members, officers and employees of the Grantee shall comply with all applicable state statutory and regulatory conflict of interest laws and provisions.

5.03. Liability. Subject to the limitations provided in Minnesota Statutes chapter 466, to the fullest extent permitted by law, the Grantee shall defend, indemnify and hold harmless the Council and its members, employees and agents from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the conduct or implementation of the Pre-Development TOD Project activities funded by this grant, except to the extent the claims, damages, losses and expenses arise from the Council's own negligence. Claims included in this indemnification include, without limitation, any claims asserted pursuant to the Minnesota Environmental Response and Liability Act (MERLA), Minnesota Statutes chapter 115B, the federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended, United States Code, title 42, sections 9601 *et seq.*, and the federal Resource Conservation and Recovery Act of 1976 (RCRA) as amended, United States Code, title 42, sections 6901 *et seq.* This obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which otherwise would exist between the Council and the Grantee. The provisions of this section shall survive the expiration or termination of this Agreement. This indemnification shall not be construed as a waiver on the part of either the Grantee or the Council of any immunities or limits on liability provided by Minnesota Statutes chapter 466, or other applicable state or federal law.

5.04. Acknowledgments and Signage. The Grantee will acknowledge the financial assistance provided by the Council in promotional materials, press releases, reports and publications relating to the Pre-Development TOD Project and the Future TOD Development Project. The acknowledgment will contain the following or similar language:

*Funding support for this project was provided by the Metropolitan
Council Metropolitan Livable Communities Fund.*

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Until the Future TOD Development Project is completed, the Grantee shall ensure the above acknowledgment language, or alternative language approved by the Council's authorized agent, is included on all signs (if any) located at the Future TOD Development Project or construction sites that identify project funding partners or entities providing financial assistance for the Future TOD Development Project. The acknowledgment and signage should refer to the "Metropolitan Council" (not "Met Council" or "Metro Council").

5.05. Permits, Bonds and Approvals. The Council assumes no responsibility for obtaining any applicable local, state or federal licenses, permits, bonds, authorizations or approvals necessary to perform or complete any Pre-Development TOD Project activities described in Attachment A.

5.06. Subgrantees, Contractors and Subcontractors. The Grantee shall include in any subgrant, contract or subcontract for Pre-Development TOD Project activities appropriate provisions to ensure subgrantee, contractor and subcontractor compliance with all applicable state and federal laws and this Agreement. Along with such provisions, the Grantee shall require that contractors and subcontractors performing work covered by this grant comply with all applicable state and federal Occupational Safety and Health Act regulations.

5.07. Stormwater Discharge and Water Management Plan Requirements. To the extent appropriate, the Pre-Development TOD Project should include consideration of stormwater discharge and water management plan requirements in federal and state laws, the Council's *2030 Water Resources Management Policy Plan* and the local water management plan(s) for the jurisdiction(s) within which the Project Area is located.

5.08. Authorized Agent. Payment request forms, written progress reports and correspondence submitted to the Council pursuant to this Agreement shall be directed to:

Metropolitan Council
Attn: LCA Grants Administration
390 Robert Street North
Saint Paul, Minnesota 55101-1805

5.09. Non-Assignment. Minnesota Statutes section 473.253, subdivision 2 requires the Council to distribute grant funds to eligible "municipalities," metropolitan-area counties or "development authorities" for projects in municipalities participating in the Local Housing Incentives Account program. Accordingly, this Agreement is not assignable and shall not be assigned by the Grantee.

5.10. Warranty of Legal Capacity. The individuals signing this Agreement on behalf of the Grantee and on behalf of the Council represent and warrant on the Grantee's and the Council's behalf respectively that the individuals are duly authorized to execute this Agreement on the Grantee's and the Council's behalf respectively and that this Agreement constitutes the Grantee's and the Council's valid, binding and enforceable agreements.

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TRANSIT ORIENTED DEVELOPMENT (TOD) PROGRAM**

IN WITNESS WHEREOF, the Grantee and the Council have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective on the date of final execution by the Council.

GRANTEE

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

METROPOLITAN COUNCIL

By: _____
Guy Peterson, Director
Community Development Division

Date: _____



ATTACHMENT A

PRE-DEVELOPMENT TOD PROJECT SUMMARY

This attachment comprises this page and the succeeding page(s) which contain(s) a summary of the Pre-Development TOD Project described in the application for Livable Communities Demonstration Account TOD program grant funds submitted in response to the Council's notice of availability of Demonstration Account Pre-Development TOD Grant Program funds for the Funding Cycle identified at Page 1 of this Agreement. The summary reflects the Pre-Development TOD Project activities for which the Grantee was awarded grant funds by the Council Action, and may reflect changes in Pre-Development TOD Project funding sources, changes in funding amounts, or minor changes in the proposed Pre-Development TOD Project that occurred subsequent to application submission. The application is incorporated into this Agreement by reference and is made a part of this Agreement as follows. If the application or any provision of the application conflicts with or is inconsistent with the Council Action, other provisions of this Agreement, or the Pre-Development TOD Project Summary contained in this Attachment A, the terms, descriptions and dollar amounts reflected in the Council Action or contained in this Agreement and the Pre-Development TOD Project Summary shall prevail. For the purposes of resolving conflicts or inconsistencies, the order of precedence is: (1) the Council Action; (2) this Agreement; (3) the Pre-Development TOD Project Summary; and (4) the grant application.

Transit Oriented Development Project Summary

Type:	TOD Pre-Development	Grant #: SG011-200
Applicant	City of Ramsey	
Project Name	Mississippi Skyway	
Project Location	7600 Veterans Drive Northwest, Ramsey	
Council District	9 - Edward Reynoso	TOD Named Area: Ramsey Station

Funding

Requested amount	\$100,000	Recommended amount	\$100,000
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Project Detail:

Project summary	This TOD project will position the Metropolitan Council, Ramsey and the National Park Service to compete successfully for the Paul S. Sarbanes grant – an FTA program for multi-modal connections to National Park destinations. The bridge will connect the rail station and parking ramp to Ramsey's trail and sidewalk system, to Mississippi National River and Recreation Area (MNRRA), the Mississippi River Trail, and the Central Anoka County Regional Trail. Further, creating efficient pedestrian access to the planned Mississippi West Regional Park, the COR and transit will allow residents throughout the metro to access this 273-acre natural resource-based regional park and the 72-mile MNRRA. Additionally, by providing access to the COR from the south side of the highway, the City forecasts Ramsey's ridership at the Northstar stop will increase due to connectivity by bicycle from the existing residential area.
Comments/ Demonstration Value	This skyway will provide a linkage between the development in the COR area and the commuter rail station to a regional park and recreation area.

Use of Funds

Amount	Uses to be completed by 4/30/2015
\$35,000	Geotechnical soil analysis and documentation
30,000	Alternatives analysis, with clear graphics to communicate design ideas
35,000	Design workshops to complete the planning process, secure approvals on final alignment, coordinate with all agencies, refine plan layout and detail design to receive Mn/DOT approval
\$100,000	Total

Meeting Date: 05/14/2013

By: Tim Gladhill, Community Development

Information

Title:

Introduce Ordinance #13-11 Amending 2013 Rates and Fees Related to Residential Rental Licensing Fee Structure for New Construction and Septic Pumping Permits

Background:

Part 1 - Rental License

Chapter 26 of the Ramsey City Code requires a Rental License for residential dwelling units in buildings of three (3) or more units that share hallways, main entrances, and exits. Detached single-family and most attached single-family (for example: town homes) are exempt from the license requirement. The rate for the license is \$75 and covers two (2) years of license (\$37.50 per year). The license covers two (2) aspects:

1. Administration of License
2. Inspection

The administration of the license includes the initial setup in the software system, mailing, and data entry of the results. Costs incurred to the City include, but are not limited to Staff time (data entry, financial management, IT), software costs, and overhead. The costs also ensures adequate revenue to cover ongoing costs of follow-up, response, and future set-up. The license also requires an inspection of units and common areas.

Staff recommends a 50% credit for new construction where the Final Inspection required for the Building Permit and Certificate of Occupancy covers the same items as the required inspection for the Rental License. As the Rental License is two-part, sufficient fees would be collected to cover the administrative tasks.

Part 2 - Septic Pumping

Per Minnesota Rules 7080, owners of Subsurface Sewage Treatment Systems (SSTS) must visually inspect for damage to private septic systems. The owner must also measure or remove certain accumulations at a frequency of not less than once every three (3) years. There are some exceptions based on measured levels. At this point, the City is responsible for administering the septic program for the community in compliance with Minnesota Rules 7080. The current fee for the Septic Pumping Permit is \$10. After a cursory review, it appears that the expenses related to administering the program exceed the revenue generate for the program. Based on current volume levels for all permits administered by the City, there is not sufficient personnel resources to administer the program. The City will continue to fall further out of compliance if an adjustment to the program is not made. With that in mind, Staff is recommending an amendment to the Septic Pumping Permit Fee.

It is noted that Staff has already made a number of adjustments to the program to make it more efficient, including implementing a new software system, beginning a process to revise the Permit Application, contract for bulk mailing services, and shared resources with other departments for data entry.

The recommended rate for the Septic Pumping Permit is \$20. The current rate is \$10.

Notification:

No notification is required. Proper notification will be provided in the City's Official Newsletter.

Observations/Alternatives:

Part 1 - Rental License

Concern has been raised by the most recent builder subject to the Rental License. The question has arisen that the Rental License requires an inspection; however, the City will already be inspecting the building as part of the Building Permit and request for Certificate of Occupancy. It has been suggested that the City in essence is charging twice for the same inspection.

Staff agrees that the Final Inspection required for the Building Permit and Certificate of Occupancy is adequate to cover the same inspection required for the Rental License. To streamline and reduce costs, Staff would recommend a 50% credit for new construction that requires a Final Inspection that covers the same items as the Residential Rental License. This would still provide adequate resources to administer the initial license, tracking, and set up for future renewals.

Part 2 - Septic Pumping Permit

As noted, the City is currently responsible for administering septic regulations for owners of private septic systems. There are currently approximately 4,200 private systems in the community. Approximately 1,500 letters are sent annually as reminders for the required three-year inspection, which could include a requirement for pumping.

On the May 14, 2013 Personnel Committee Agenda, the Committee discussed this topic in terms of human resources required to administer the program. The impetus of the rate change is to provide a sustainable funding source to provide adequate staffing to administer the program.

The resources required to administer the program include:

1. Staffing
2. Software for tracking
3. Mailing supplies
4. Permit Applications (Three [3] part carbon copy for multiple copies)
5. Data storage (digital archive)

The process involved in administering the program include:

1. Searching for systems without record of required inspection or pumping (software system)
2. Preparing reminder mailings
3. Scan to archive
4. Searching for duplications and/or inaccurate reminders
5. Send mailing
6. Respond to numerous phone calls, emails, and inquiries based on reminder
7. Enter data as permits are submitted
8. Scan to archive
9. Update database

Currently, there is not sufficient staff resources to begin the program for 2013 based on current volume levels within the Community Development Department. In addition, it appears clear that the current rate does not cover all costs associated with administering the program. It is also noted that the \$20 per Pumping Permit likely also does not cover all costs associated with the program, but does bring it to an acceptable level.

The City recently implemented a new software tracking system. As with any new system, there are minor complications to update as the software is rolled out. There are a number of database updates that are required with the new system that is above and beyond the base rate. Staff has searched and identified some potential funding sources for 2014 that Staff suggests the City explore to further improve and update the program. Staff will bring forward these opportunities in the future as they are available.

Recommendation:

Staff recommends that the City Council adopt an ordinance to amend the 2013 Rates and Fees to adjust the Residential Rental License Fee for new construction to provide a 50% credit to account for existing inspections related to a Certificate of Occupancy and amend the Septic Pumping Permit to \$20.

Funding Source:

Amending the 2013 Rates and Fees related to Initial Rental Licenses is being handled as part of regular Staff duties.

Council Action:

Motion to introduce Ordinance #13-11 amending 2013 Rates and Fees related to Residential Rental Licenses for new construction and Septic Pumping Permits.

Attachments

Proposed Fee Schedule

Proposed Ordinance

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	05/09/2013 08:26 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 10:10 AM
Form Started By: Tim Gladhill		Started On: 04/10/2013 09:43 AM
	Final Approval Date: 05/09/2013	

CITY OF RAMSEY
2013 ADOPTED SCHEDULE OF RATES, FEES AND CHARGES
 Adopted November 27, 2012

SERVICE OR LICENSE	SPECIAL NOTES	2013 Adopted
Administrative Hearings/Citations/Abatements		
Abatement: Administration Fee		25% of cost of abatement or \$750, whichever is less
Administrative Citation: Violations of 10 - Animals		25.00
Administrative Citation: Violations of 26 - Rental Property		75.00
	2nd offense w/in 12 months	250.00
	3rd offense w/in 12 months	500.00
Administrative Citation: Violations of 30 - Public Nuisance	1st offense after failure to abate within 14 days	75.00
	2nd offense w/in 12 months	250.00
	3rd offense w/in 12 months	500.00
Administrative Citation: Violations of 42 - Dump Garbage/Refuse		75.00
	2nd offense w/in 12 months	250.00
	3rd offense w/in 12 months	500.00
Administrative Citation: Violations of 54 - Prohibited Parking		25.00
Administrative Citation: Violations of 54 - Recreational Vehicles		75.00
	2nd offense w/in 12 months	250.00
	3rd offense w/in 12 months	500.00
Administrative Citation: Violations of 54 - Time Zone Parking		25.00
Administrative Citation: Violations of 105 - Construction		75.00
	2nd offense w/in 12 months	250.00
	3rd offense w/in 12 months	500.00
Administrative Citation: Violations of 105 - Exterior Completion		75.00
	2nd offense w/in 12 months	250.00
	3rd offense w/in 12 months	500.00
Administrative Citation: Violations of 105 - No Permit		75.00
	2nd offense w/in 12 months	250.00
	3rd offense w/in 12 months	500.00
Administrative Citation: Violations of 105 - Property Identification		75.00
	2nd offense w/in 12 months	250.00
	3rd offense w/in 12 months	500.00
Administrative Citation: Violations of 113 - Sewage		75.00
	2nd offense w/in 12 months	250.00
	3rd offense w/in 12 months	500.00
Administrative Citation: Violations of 117 - Off Street Parking		25.00
Administrative Citation: Violations of 117 - Signs		75.00
	2nd offense w/in 12 months	250.00
	3rd offense w/in 12 months	500.00
Administrative Citation: Violations of 117 - Landscaping		75.00
	2nd offense w/in 12 months	250.00
	3rd offense w/in 12 months	500.00
Administrative Hearing: Filing Fee		250.00
Alcoholic Beverages		
3.2 beer off-sale		100.00
3.2 beer on Sale		200.00
Change of Name-Liquor Establishment		50.00
Liquor license investigation fee	Corporate	500.00
	Partnership	500.00
	Sole-Proprietor	500.00
Liquor off-sale		380.00
	Tiered Payment System:	
	License Reduced by:	
	\$100-Meet State Statutes Conditions	
	\$100-Purchase/Utility ID Technology	
Liquor on-sale		5000.00
Liquor on-sale Sunday		200.00
Wine license investigation fee	Corporate	500.00
	Partnership	500.00
	Sole-Proprietor	500.00
Wine on-sale		1,000.00
2 p.m. closing (optional)		300.00

CITY OF RAMSEY
2013 ADOPTED SCHEDULE OF RATES, FEES AND CHARGES
 Adopted November 27, 2012

SERVICE OR LICENSE	SPECIAL NOTES	2013 Adopted
Amusement & Commercial Recreation		
Temporary Amusement Center (Carnivals, Circus)		250.00
Lawful gambling investigation fee - New applicant only	Limit \$100.00	100.00
Lawful gambling investigation fee - Single Events		50.00
Fire Works Sales-Business selling only fireworks	Ordinance Adopted 6/11/02	350.00
Fire Works Sales-Retail Sellers		100.00
Parade Permit		100.00
Special Events - Ex: Music festival, performing arts, parades, carnivals, 5K Run	Including Clean Up Fees, Electrical Inspection Fees, etc.	\$50 Application fee + License Fee to be determined per event by CC + Staff Time @ 2.30* wage/hour
All Other Misc Permit/Licenses		\$50 Admin fee + Staff time @ 2.30/hr if needed
Building Construction		
Administrative Fee-Process Returned Bldg Permits		25.00
Basement Finish	Cover 3 trips	141.00
Building permit		1997 UBC Table 1A
Building plan check (65% of bldg. permit) 1997 UBC Table 1A		65% of Bldg. Permit Fee
Plan Check Fee for Duplicate Plans		25% of Bldg. Permit Fee
Plan Check Fee for Accessory Structures	Garages, Remodels, Additions, etc.	65% of Bldg. Permit Fee
Plan Check Fee for changes, additions, or revisions to plans		47.00/hr/Minimum 1 hr
Air Conditioner Replacement		47.00
Deck Permit		94.00
Demolition Permit		94.00
Electrical Permit Fee		Per Attached Sheet
Emission Control Exhaust	State Required	1500.00
Fence Permit	Over 6 feet in height	LMC Fee Table
Fireplace Permit	Cover 2 trips	94.00
Furnace Replacement		47.00
Inspections-Arter Hours/Weekend		70.50/hr/minimum 2 hr
Investigation Fee	Work Started Without a Permit	Equal to Permit Fee
Gas Water Heater Replacement		47.00
Lawn Irrigation-Residential	Cover 1 trip	47.00
Lawn Irrigation-Commercial (Multi)		60.00
Mechanical Permit-Residential	New Construction	150.00
	Remodel/Addition	94.00
Mechanical permit-Commercial	New Construction	1% of Job Value/Minimum \$200.00
	Remodel/Addition	1% of Job Value/Minimum \$100.00
Plan Check fee (65% of commercial mechanical permit)		65% of Comm Mech Permit fee
Moving Structure Permit		94.00
Moving Structure Permit Site Inspection		94.00
Mobile Home Tie Down		45.00
Mobile Home Water Hookup		60.00
Outside Consultants-Plan check and/or inspections	All administrative and Overhead Costs	Actual Costs
Permit/Inspection Card-Replacement or Duplicate		5.00
Plumbing permit- Residential/Single Family	New Construction	200.00
	Remodel/Addition	94.00
Plumbing permit- Commercial	New Construction	1% of Job Value/Minimum \$300.00
	Remodel/Addition	1% of Job Value/Minimum \$150.00
Reinspection Fees		47.00 per trip
Re-Roofing/Shingling Permit-Residential	Cover 2 trips	94.00
Re-Roofing/Shingling Permit-Commercial/Multi-Family		LMC Fee Table
Re-Siding Permit	Cover 2 trips	94.00
Replacement Windows	Residential/pre inspection	94.00
Septic system permit-residential		150.00
Septic system permit-commercial		250.00
Septic Tank Installation Permit-Residential		150.00
Service Availability Charge (SAC)	(current MCEs rates)	2,435.00
SAC Handling Fee - per address		25.00
Septic Tank Pumping Permit		20.00
Sewer permit (Utility Connection)-Residential		75.00
Sewer permit (Utility Connection)-Commercial		2% of Job Value/Minimum \$250.00
Site Evaluation Fee		45.00
Swimming pool permit		125.00
Vacuum Breaker Verification for Irrigation System (RPZ)-Residential		47.00
Vacuum Breaker Verification for Irrigation System (RPZ)-Commercial		60.00
Water Availability Charge (WAC) - per address	Per 2012 Comprehensive Water System Study	1,148.00
Water Softener Permit-residential	State Statute	15.00

CITY OF RAMSEY
2013 ADOPTED SCHEDULE OF RATES, FEES AND CHARGES
 Adopted November 27, 2012

	SERVICE OR LICENSE	SPECIAL NOTES	2013 Adopted
	Water permit (Utility Connection)-Residential		75.00
	Water permit (Utility Connection)-Commercial		2% of Job Value/Minimum \$250.00
Business			
	Administrative Fee- Process Returned Business Permits		25.00
	Business Registration Certificate (BRC)	Original Application	30.00
	Contractor License	All Contractors	50.00
	Garbage & refuse hauler		50.00
	Gasoline sales		250.00
	License Late Fee		15% of license fee/month
	Motor vehicle sales/rental		175.00
	Multiple dwelling/Residential Rental	2-Year License	75.00/unit
	Multiple dwelling/Residential Rental (Initial License)	2-Year License, if inspection already covered with C.O.	37.50/unit
	Pawn broker/Precious Metals		4,000.00
	Transaction Fee-Pawnbroker enters		1.35/per transaction
	Transaction Fee-State Entered		2.10/per transaction
	Pawn broker investigation fee	in-state investigation	500.00
		out-of-state investigation	1,500.00
	Second Hand Dealer		2,000.00
	Second Hand Dealer investigation fee	in-state investigation	500.00
		out-of-state investigation	1,500.00
	Transient merchant/peddler/solicitor		100 + 35 per person backgrounded
City Financing			
	Interest rate charge - non-bonded programs	USTreas. rates as of 9/1	USTreas. rate + 2 points
	[bonded projects will be dependent upon interest rates being paid]		
Equipment Rental/When Available			
	Chipper (Staffing see PW Maintenance Worker below)	Per Fema Schedule of Equipment Rates + staffing	45.50/hr
	Water Truck (Staffing see PW Maintenance Worker below)	Per Fema Schedule of Equipment Rates + staffing	42.00/hr
	Loader (Staffing see PW Maintenance Worker below)	Per Fema Schedule of Equipment Rates + staffing	70.00/hr
	Motor grader (Staffing see PW Maintenance Worker below)	Per Fema Schedule of Equipment Rates + staffing	70.00/hr
	All Equipment Rental not listed above	Per Fema Schedule of Equipment Rates + staffing	Per FEMA schedule
	Public Works Maintenance Worker		2.30 x wage/hr
	Portable Toilet		Actual Cost
Facility Use			
	Antenna Lease - City Owned Property (PCS towers)	Per Individual Agreement	Per Individual Agreement
	Concession stand/pavilion/shelter per day/event - residents	Includes 7.125% sales tax	35.00
	Concession stand/pavilion/shelter per day/event - non-res.	Includes 7.125% sales tax	55.00
	Key deposit - per building		55.00
	Sportsball/baseball field maintenance - youth teams	Includes 7.125% sales tax	10.00/game
	Football field maintenance - youth teams	Includes 7.125% sales tax	44.00/week
	Soccer field maintenance - youth teams		
	Full Size	Includes 7.125% sales tax	35.00/week
	1/2 Size	Includes 7.125% sales tax	18.00/week
		Includes 7.125% sales tax	10.00/week
	Field Layout Field-Soccer, Football, Lacrosse		100.00
	Tennis court - non-residents	Includes 7.125% sales tax	17.00
	Basketball court - non-residents	Includes 7.125% sales tax	17.00
	Volleyball court - non-residents	Includes 7.125% sales tax	17.00
	Horseshoe pit - non-residents	Includes 7.125% sales tax	17.00
	Lighted ballfield Deposit Fee		100/individual
			500/athletic organization
	Lighted ballfield - residents	Includes 7.125% sales tax	14.00/hr
	Lighted ballfield - non-residents	Includes 7.125% sales tax	14.00/hr + 25.00
	Lights - Used By ARAA		Actual Cost
	Artistic Field Marking Paint - ARAA		Actual Cost
	Municipal/Park Center - Damage Deposit per event		100.00
	Municipal Center per day/event - RESIDENTS	Includes 7.125% sales tax	
	Alexander Ramsey Room		100.00
	Lake Itasca Room		75.00
	Mississippi River/ Rum River or Trott Brook Room		50.00
		After Hours/Weekend Fee	95.00+54.00/hr
		Audio/visual equipment use	95.00+54.00/hr

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Municipal Center per day/event - NON-RESIDENTS	Includes 7.125% sales tax	
Alexander Ramsey Room		125.00
Lake Itasca Room		100.00
Mississippi River/ Rum River or Trott Brook Room		75.00
	After Hours/Weekend Fee	125.00+54.00/hr
	Audio/visual equipment use	125.00+54.00/hr
PACT SCHOOL FIELD MAINTENANCE	5% Increase per year	551.00
Park Center per day/event - residents	Includes 7.125% sales tax	95.00
Park Center per day/event - non-residents	Includes 7.125% sales tax	125.00
Picnic Table Moving		65.00/Table
Ramsey Amphitheater Rental		
Resident	3-Hour Minimum	50.00
Non-Resident	3-Hour Minimum	75.00
Sportsall tournament damage deposit	Per Field	150.00
Sportsall tourn. rental per field/per event		240.00
Warming house per day/event - residents		95.00
Warming house per day/event - non-res		125.00
Miscellaneous		
Cemetery Plot (Trott Brook Cemetery)		700.00
Cemetery Plot Perpetual Care		200.00
Comp Plan CD		10.00
City Information-CD Format		10.00/disc
Kennel License (Administrative)	4th Dog on Property	30.00
Maps - City (28X 24)		5.00
Maps - Zoning (28 X 34)		15.00
Maps - Zoning/Address (34 X 44)		25.00
Maps-Zoning or Comp Plan (11 X 17)		6.00
Maps - Plat		10.00
Maps - Topo series per half section		20.00
Maps- Parks & Trails 11 X 17)		6.00
Maps - Parks & Trails (36 X 24)		15.00
Maps-Large Ward/Precinct	With Addresses	25.00
Notary Fee	State Statute	3.00
Photo copies - one-sided	Up to 100 pages; over 100 pages plus start time	0.25
Photo copies - duplexed	Up to 100 pages; over 100 pages plus start time	0.25
Political office filing fee	State Statute	5.00
Public hearing publications		At City Cost
Returned check		35.00
Reissued Check Fee		15.00
Special assessment search		30.00
Planning and Zoning		
Comp Plan Amendment Application		200.00
Comp Plan Escrow		700.00
Conditional use escrow - minimum		800.00
Conditional use permit application		200.00
Conditional use escrow with environ sens		2000.00
Conditional use permit app- environ sens		200.00
Conditional use permit annual inspection		75.00
Deck permit		25.00
Environmental Permit		200.00
Environmental Escrow		400.00
Industrial Revenue Bond - application		200.00
Industrial Revenue Bond - escrow		1000.00
Interim Use Permit Escrow - Minimum		600.00
Interim Use Permit Application		200.00
Interim Use Annual Inspection Fee		75.00

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SERVICE OR LICENSE	SPECIAL NOTES	2013 Adopted
Park Dedication - Cash Contribution: Residential Unit	Including Townhomes & Apartment Units	2475/dwelling unit
Park Dedication - Cash Contribution: Residential Unit	Exceed 12+ units per acre	7.5% Discount/\$2,289
Park Dedication - Cash Contribution: Residential Unit	Exceed 20+ units per acre	15% Discount/\$2,104
Park Dedication - Cash Contribution: Commercial/Assisted Living Facilities		4,738/acre
Park Dedication - Cash Contribution: Industrial		3,966/acre
Park Dedication - Land Contribution: Residential	0 - 3.0 dwelling units per acre	10% of land
	3.1 - 5.0 dwelling units per acre	15% of land
	5.1 + dwelling units per acre	Add .5% for each over 5
Park Dedication - Land Contribution: Commercial/Industrial/Assisted Living Facilities		5% gross land area
Park Dedication - Land Contribution: Planned Unit Developments	(public open space/rec. uses not including wetlands)	10% gross land area +2475/dwelling unit
Trail Development Fee - Cash Contribution: Residential Unit		600/dwelling unit
Trail Development Fee - Commercial/Industrial/Assisted Living Facilities		1,090/acre
Approval/Recording of Deeds:		
Abstract Property		County Fees+\$10.00/staff Time
Torture Property		County Fees+\$10.00/staff Time
Rezoning application		200.00
Rezoning escrow		400.00
Sign permit application - permanent		25.00
Sign permit - permanent		75.00
Sign permit - temporary		25.00
Site plan review application		200.00
Site plan review escrow		800.00
Special Council, HIRA or Commission meeting fee		350.00
Temporary Structure escrow		500.00
TIF/Conduit Debt Application Fee		4000/legal fee deposit
Vacation of easement application		200.00
Vacation of easement escrow		300.00
Variance application		200.00
Variance escrow		400.00
Zoning Permit		25.00
Plotting or Subdividing		
Address Change		175.00
Administrative (interior lot lines) escrow		225.00
Administrative (interior lot lines) app.		200.00
Major Subdivision escrow		1500.00
Major Subdivision application		300.00
Minor subdivision escrow		900.00
Minor subdivision application		200.00
Registered land survey escrow		300.00
Registered land survey application		200.00
Professional Services		
Administrative Fee (Project Related Activity-Staff admin)	Consultants hired for project: Ex: Hakanson Anderson	3% of contractor bill
Attorney - municipal		At City cost
Attorney - non-municipal		At City cost
City Staff Services		2.30 x wage/hr
Police Officer		76/hr
Other professional /staff services		2.30 X wage/hr
Public Safety		
Alarms: False (3rd offense)	In a Calendar Year	75.00
Alarms: False (4th offense)	In a Calendar Year	150.00
Alarms: False (5th offense)	In a Calendar Year	225.00
Alarms: False (6th offense)	In a Calendar Year	300.00
Car Seat Check -Non-Resident only		25.00
Clandestine Drug Labs Remediation	Recovery of Public Costs	125% of Recovery Costs (Recovery Cost + 25% admin Fee)
Copies: Audio/Video CD/DVD		20.00
Copies: Incident/Investigative Reports	Per statute Ch163 sec 8 adopted 8/1/05	.25/page
Copies: Statistical Summary Reports		5.00
Dangerous Dog License		500.00
Dog Impoundment fee		125.00+board
Dog Impoundment fee - If Non Licensed		145.00+board
Dog Impoundment fee (2nd offense)	w/in 12 months (+50.00 each addtl w/in 12 mo)	175.00+board
Dog license - duplicate		5.00

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SERVICE OR LICENSE	SPECIAL NOTES	2013 Adopted
Dog license - male/female - 3 yr. license		20
Dog license - male/female neutered/spayed - 3 yr. license		10
Fire Prevention:		
Fire Suppression Fees:		
Permit		Valuation based/1997 UBC Fee Table 1-A
		Minimum of 23.50
Plan Review		65% of permit fee
		\$5.00 Minimum State Surcharge
Fire Alarm Fees:		
Permit		Valuation based/1997 UBC Fee Table 1-A
		Minimum of 23.50
Plan Review		65% of permit fee
		\$5.00 Minimum State Surcharge
Temporary Assembly/Tent Permit(Greater than 100 sq. ft.)		50.00/per tent
Aboveground Tank Storage		100.00/per tank
Underground Tank Storage		100.00/per tank
Fuel Tank Storage Removal		100.00/per tank
Daycare Inspection Fee		50.00
Permit Re-Inspection Fee		50.00
Fireworks/Pyrotechnic Display Permit		200.00
Fireworks-Retail Sale Permit-Retailer only selling fireworks		350.00
Fireworks-Retail Sale Permit-All other retailers		100.00
Double Permit Fee		2 x normal permit fee
Lock Box Fees:		
Surface Mount		215.00
Recessed Box		255.00
All Others		Actual cost + 10% Admin fee
Fire Code Re-Inspection Fee		140.00
Gas Line Hit By Contractors	Effective 4-1-10	300.00
Open Burn Permits:		
Open burn permit application	Residential	25.00
	Commercial	50.00
Open burn permit fire suppression escrow		500.00
Open burn permit fire suppression services		300.00/hr - min 300.00
Illegal Burning	Effective 4-1-10	200.00
Subsequent Site Evaluations		45.00/visit
Fire Service Fees:		
Disaster Assistance		300.00/hr per truck
Ordinance Violations		300.00/hr
Victim Service Fee		300.00/hr per truck
Hunting Permit (Bow) per person		5.00
Hunting Permit (Shotgun) per person		5.00
Hunting Permit (Target Shooting) per person		5.00
Letter of Good Standing		10.00
Personal Injury Accident/Extrication Charge for Non-Residents	Effective 4-1-10	500.00
Photo CD		20.00/cd
Photo Electronic Transfers		10.00/transmission
Photo Reprints		5.00 min chg + 1.00/print
Vehicle Lockouts		20.00
Vehicle Storage		10.00/day
Reimbursements		
Mileage/personal vehicle (IRS allowable rate)	Always follow IRS adopted rate	.565/mile
Right-of-Way		
Permit Fee- Boring/Open Trench		\$95+\$15/Driveway, \$20/Road Closing + \$10,000 Bond per mile
Bolevard Tree Replacement		\$700/Tree
Permit Fee- Overhead		\$75+\$.05/linear foot
Street and Traffic Charges		
Developer contribution:		

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SERVICE OR LICENSE	SPECIAL NOTES	2013 Adopted
street and/or traffic signs		Developer Installed
Bituminous Paving/Patching		25.00/sq yard
Culverts		Price + Tax
Street Sweeping, Equipment Only	Per FCMA Schedule of Equipment Rates	74.00/Hr
Tobacco		
Cigarette Sales (vending and over the counter)		250.00
Cigarette Sales with age verification technology		150.00
UTILITY RATES		
Assessment Charge for Unpaid Items Assessed	Administration fee	\$76/ACCT
Interest Rate on Unpaid Items Assessed		2 basis points over 10-year treasury
Penalty/late payment	Past due on current billing	10%
Recycling Rates		
Residential Curbside Program fee/qr	Per Ace Contract	8.85/qr
Sewer Rates		
Residential/Single dwelling usage fee/qr		66.79
Multi-family (apts) & commercial usage fee/qr		66.79+2.89/1000 gal. in excess of 20,000 gal.
Connection charge/res. equivalent	Per 2012 Comprehensive Water System Study	1,099.00
Connection charge/acre comm./ind.	Per 2012 Comprehensive Water System Study	3,308.00
Lateral Benefit Charges		3,328.00
Street Lights		
Developer contribution		
installation of Cobra street light		1300.00/light
traditional subdivision street light (w/100 ft of wire)		Developer Installed
New ROW COR Lights		\$2,600/light
street light O & M 3 year @ \$98/year		\$294/light
Residential billing		
urban subdivision street light rate per lot (>7/92)		9.01/qr
rural subdivision street light rate per lot		14.85/qr
priority street light rate per residential lot		1.37/qr
Storm Water Management Rates		
Residential		10.03/qr
Commercial	Based Upon Engineers Calculations	40.12/REU/qr
Trunk charge/res. equivalent		448.00
Trunk charge/acre comm./ind.		4,465.00
Water Rates		
Minimum usage fee/qr	Per 2012 Comprehensive Water System Study	35.70
Quarterly Rate Structure	Conservation Rates	\$2.38 per 1,000 for 1st 15,000 gallons \$2.47 per 1,000 for 15,001-25,000 \$2.55 per 1,000 for 25,001-40,000 \$2.70 per 1,000 for 40,001-60,000 \$2.91 per 1,000 for 60,001-99,000 \$3.22 per 1,000 for 99,001-201,000 \$3.85 per 1,000 for 201,001 and above
Odd/Even Sprinkling Violations	Effective day after Memorial Day thru Day after Labor Day No Sprinkling between 10 am-8:00 pm	
First Violation		Written Warning & Registered Letter
Second Violation		50.00
Third Violation		100.00
Fourth Violation		Water Service turned off
Meter Replacement Admin Fee for Non-Compliance		\$75/qr
Installation of meter w/remote (Res & Commercial)		140.00
Curb Stop driveway enclosure		65.00

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	SERVICE OR LICENSE	SPECIAL NOTES	2013 Adopted
	5/8" Meter - Radio Read System		275.00
	Replacement Meter Horn		45.00
	Other than 5/8" meter		Cost plus 5%
	Water shut off at Curbstop		100.00
	Water shut off at Curbstop	Winter Period of November 1 - April 1	150.00
	Townhouse Irrigation Meter Winterization		150.00
	Broken Hydrant Replacement - Summer		500.00
	Broken Hydrant Replacement - Winter		750.00
	Connection charge/res. equivalent	Per 2012 Comprehensive Water System Study	1,558.00
	Connection charge/acre.com.m.lina	Per 2012 Comprehensive Water System Study	5,835.00
499	Lateral Benefit Charges		6,143.00

**ORDINANCE #13-11
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

AN ORDINANCE ESTABLISHING PERMIT FEES, SERVICE CHARGES, AND VARIOUS OTHER FEES TO BE COLLECTED BY THE CITY OF RAMSEY.

The City of Ramsey ordains:

SECTION 1. AUTHORITY

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

SECTION 2. PURPOSE

Per S701.10 (Fees) the purpose of this Ordinance is to establish the Permit Fees, service Charges, and Other Fees that will be collected by the City in year 2013. This is known as the Schedule of Rates, Fees and Charges.

SECTION 3. SCHEDULE

The attached permit fees and service charges are hereby amended for the year 2013, adjusting the Rental License Fee for new construction and the Septic Pumping Permit.

SECTION 4. EFFECTIVE DATE

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

PASSED by the City Council of the City of Ramsey, Minnesota, the 28th day of May, 2013.

Mayor

ATTEST:

City Clerk

Introduction date:
Posting dates:
Adoption date:
Publication date:
Effective date:

Meeting Date: 05/14/2013

Submitted For: Jim Way

By: Jim Way, Police

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 changes to the existing code. The changes do not alter the code, it only clarifies it.

Proposed changes were presented to Council at the March 12, 2013 regular meeting. There was still some confusion and Council recommended more clarification to the ordinance. Two Council members were selected to work with staff to make additional changes to the ordinance.

Attached to this case is the revised 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 several items from the existing code Sec 34-21, to make it easier to understand. The removal of confusing or inconsistent code does not alter the effect or enforcement.

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.

Attachments

Current Code

Weapon Strikethrough

Weapons Ordinance

Inbox	Reviewed By	Date
Jo Thieling	Jo Thieling	05/02/2013 08:48 AM
Jim Way (Originator)	Jo Thieling	05/03/2013 11:03 AM
Jo Thieling	Jo Thieling	05/03/2013 02:31 PM
Jo Thieling	Jo Thieling	05/03/2013 02:32 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 10:47 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 10:47 AM
Jim Way (Originator)	Kathy Schmitz	05/09/2013 05:45 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 05:50 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 05:50 PM
Jim Way (Originator)	Kathy Schmitz	05/09/2013 06:01 PM
Jo Thieling	Kathy Schmitz	05/09/2013 06:03 PM

Form Started By: Jim Way

Started On: 04/30/2013 10:02 AM

Final Approval Date: 05/09/2013

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

ARTICLE II. - OFFENSES INVOLVING PUBLIC SAFETY

ARTICLE II. - OFFENSES INVOLVING PUBLIC SAFETY

Sec. 34-21. - Weapons.

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.
 - c. 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.*

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

ARTICLE II. - OFFENSES INVOLVING PUBLIC SAFETY

- (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) *Permits for bow and arrow hunting.* A permit for bow and arrow hunting shall be required prior to such hunting in the city. Applicants for a bow and arrow hunting 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.

s. 34-23—34-47. - Reserved.

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

ARTICLE II. - OFFENSES INVOLVING PUBLIC SAFETY

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- (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)~~(3) *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)~~(2) *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)~~(4) *Discharge of firearms.* Except as hereinafter provided, no person shall fire or discharge a firearm of any description within the limits of the city without first obtaining a city permit.
 - 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.~~
 - c. ~~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.~~

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

ARTICLE II. - OFFENSES INVOLVING PUBLIC SAFETY

(b) *Bows and arrows.*

(1) Use. The use of a bow and arrow for hunting, target shooting or discharging for any purpose purposes shall be allowed in the City in accordance with the laws of the State of Minnesota, this section and only with a City permit.

~~(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) Permits for bow and arrow hunting.~~ A permit for bow and arrow hunting shall be required prior to such hunting in the city. Applicants for a bow and arrow hunting 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) *Permits.* Applications for a permit will be available through the Police Department. Completed applications for permits shall be made to the Chief of Police. A permit to discharge a firearm or an arrow from a bow within the City shall be issued by the Police Chief or his designee.

~~(2)~~(3)*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.

(d) *Hunting and Discharging Regulations.*

(1) All MN rules and regulations pertaining to hunting and discharging of weapons shall be followed and enforced.

(2) A weapon shall not be used or handled so as to endanger personal safety of property.

(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.

s. 34-23—34-47. - Reserved.

ORDINANCE #13-07

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

AN ORDINANCE AMENDING CHAPTER 34 OF THE CITY CODE, WHICH CHAPTER IS KNOWN AS OFFENSES AND MISCELLANEOUS PROVISIONS

AN ORDINANCE DELETING SECTION 34-21 WEAPONS AND REPLACING IT WITH THE FOLLOWING 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 AMENDMENT

The current Section 34-21 Weapons is hereby **repealed and replaced** with the following Section 34.21 titled Weapons. This repeal and replacement more clearly defines this section of the Code.

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) *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.
- (3) *Firearm.* “Firearm” means a gun that discharges shot or projectile by any means including the use of an explosive, a gas, or compressed air.
- (4) *Discharge of firearm.* Except as hereinafter provided, no person shall fire or discharge a firearm of any description within the limits of the city without first obtaining a city permit.
- (5) *Law enforcement officers.* The terms of this section shall not prohibit the possession or discharge of firearms by duly authorized peace officers.

(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.

(b) *Bows and arrows.*

(1) *Use.* The use of a bow and arrow for hunting, target shooting or discharging for any purpose(s) shall be allowed in the city in accordance with the laws of the State of Minnesota, this section and only with a city permit.

(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) *Permits.* Applications for a permit will be available through the police department,. Completed applications for permits shall be made to the chief of police. A permit to discharge a firearm or an arrow from a bow within the city shall be issued by the police chief or his designee.

(3) *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.

(d) *Hunting and Discharging Regulations.*

(1) All MN rules and regulations pertaining to hunting and discharging of weapons shall be followed and enforced.

(2) A weapon shall not be used or handled so as to endanger personal safety of property.

SECTION 3. SUMMARY

The following is the official summary of Ordinance #13-07, which has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

It is the intent and effect of Ordinance #13-07 to amend Ramsey, Minnesota City Code Chapter 34, Article II, Section 34-21 Weapons to more clearly define this section relating to firearms and bows and arrows as well as the permitting process for the discharge of same.

SECTION 4. EFFECTIVE DATE

The effective date of this Ordinance is thirty (30) days after its passage and publication, subject to City Charter Section 5.06.

Adopted by the Ramsey City Council this the ___ day of _____, 2013.

Mayor Sarah Strommen

ATTEST:

City Clerk Jo Ann M. Thieling

Introduction Date:

Posting Dates:

Adoption Date

Publication Date:

Effective Date:

Meeting Date: 05/14/2013

By: Bruce Westby, Engineering/Public Works

Information

Title:

Adopt Resolution 13-05-079 accepting Plans and Specifications and authorizing Advertisement for Bids for Riverdale Drive Reconstruction and Extension: City Improvement Project 12-22

Background:

The Armstrong Boulevard/Highway 10 interchange project is considered one of the highest transportation priorities in the City, as well as for Anoka County. In an effort to spread the overall interchange construction costs out over time, the City has pre-constructed various phases of the interchange project over the last several years. Another phase of the interchange project that is needed is the reconstruction and extension of Riverdale Drive between Armstrong Boulevard (CSAH 83) and Traprock Street. Ultimately, Riverdale Drive will serve as a frontage road to Highway 10 between Armstrong Boulevard and Ramsey Boulevard.

The project includes the reconstruction of Armstrong Boulevard between Highway 10 and Riverdale Drive, as well as the reconstruction of Riverdale Drive between Armstrong Boulevard and the cul-de-sac east of Alpaca Street. The public utilities (watermain, sanitary sewer and storm sewer) that exist under these streets are also proposed to be reconstructed. Riverdale Drive is also proposed to be extended to the east from the existing cul-de-sac to Traprock Street. The new section of Riverdale Drive is proposed to be constructed with concrete curb and gutter and bituminous pavement, and sanitary sewer, storm sewer and watermain are proposed to be constructed with the Riverdale Drive extension. The project is also proposed to receive bituminous pathways along both sides of Riverdale Drive that will serve as part of the Mississippi River Trail system.

The section of Alpaca Street between Riverdale Drive and Highway 10 will be removed with this project, eliminating access to Highway 10 at Alpaca Street. Instead, a modified three-quarter access to Highway 10 will be constructed at Traprock Street. This will provide access to eastbound Highway 10 from Traprock Street, while also allowing access to Traprock Street from both eastbound and westbound Highway 10. These access changes are safety related and are a large part of the reason why the city was awarded a \$702,000 grant, along with the promotion of a south frontage road to Highway 10 which will serve to keep local traffic off of Highway 10.

On January 8, 2013, a feasibility report for this project was accepted by the City Council. At that meeting, the City Council also ordered the Engineering Department to lead the preparation of plans and specifications.

Observations/Alternatives:

The plans and specifications were completed and submitted to the various review agencies for comment, including Anoka County and the Minnesota Department of Transportation (MnDOT). We have received initial comments from each agency, modified the plans accordingly, and resubmitted the revised plans for final review and approval. It is required that we have final approval from both agencies before bids can be opened and a contract awarded. In an effort to preserve time, staff is requesting Council authorization to publish an advertisement for bids to allow contractors to begin receiving project plans to formulate their bids. As final comments are received, addendums can be issued, as necessary, for any significant plan revisions that may be required. Staff anticipates requesting Council acceptance of bids and award of contract at the June 25th Council meeting. Work on the project would likely then commence in early July.

In an effort to address, minimize and communicate project impacts to local businesses and residents, staff invited businesses along Riverdale Drive to a meeting on May 6th. Numerous comments were received, which staff will summarize for Council during the Council meeting. Staff will also meet with area residents on the evening of

Monday, May 13th, and will again present a summary of the comments received during the Council meeting. Council should also be aware that staff intends to meet with plan holders in early June to discuss options for minimizing the duration of road closures and traffic detours in response to comments received from local businesses and residents. Staff will then meet again with area businesses and residents to present any findings as a result of the plan holders meeting. Then at the time staff requests the City Council to accept bids and award a contract, any new developments can be discussed with Council including revisions to construction staging plans, road closures and detours, project schedule, etc.

Recommendation:

Staff recommends that the City Council adopt Resolution 13-05-079 accepting plans and specifications and authorizing advertising for bids for Riverdale Drive Reconstruction and Extension; City Improvement Project 12-22.

Funding Source:

The current estimated construction cost is just over \$3.1 million, including % for indirect costs and 10% for contingency costs. The estimated fund amounts and sources are as follows:

\$702,000	Cooperative Agreement Grant
\$1,639,830	MSA Fund
\$217,800	Sewer Fund
\$560,370	Water Fund
\$3,120,000	Total

Engineering was completed using in-house staff with some assistance from Hakanson Anderson. Construction administration (staking, inspections, etc.) is proposed to be completed using city staff. There will be costs for material testing but these costs, along with a few other outstanding project costs, are as yet undefined but will be estimated and presented to Council at the time Council is asked to award a construction contract.

As was noted in the Feasibility Report, the city received a \$702,000 grant to help in the funding of the reconstruction and extension of Riverdale Drive from Armstrong Blvd (CSAH83) to Traprock Street, but the grant requires the city to award a construction contract by June 30th, 2013.

A Memorandum of Understanding and Easements is also required between the city of Ramsey, Anoka County, and the private property owners of the lands that the extension of Riverdale will encumber. The draft MOU is presented in a separate case in the consent agenda. The MOU outlines the terms associated with the provision of easements for the extension of Riverdale Drive as it crosses these properties. Anoka County noted in their plan review response letter that the city will need to purchase roadway easements across their property. At this time these costs are unknown, but staff will work with the County and will present the easement purchase costs at the time Council is asked to award a construction contract.

Council Action:

Motion to adopt Resolution 13-05-079 accepting Plans and Specifications and authorizing Advertisement for Bids for Riverdale Drive Reconstruction and Extension: City Improvement Project 12-22.

Attachments

Res AcceptPS AuthBids RiverdaleDrExt
Riverdale Project Map

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	05/09/2013 01:02 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 02:44 PM
Bruce Westby (Originator)	Bruce Westby	05/09/2013 02:51 PM
Diana Lund	Diana Lund	05/09/2013 02:55 PM

Kurt Ulrich

Form Started By: Bruce Westby

Kurt Ulrich

Final Approval Date: 05/09/2013

05/09/2013 04:03 PM

Started On: 05/09/2013 09:18 AM

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-079

RESOLUTION ACCEPTING PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR IMPROVEMENT PROJECT #12-22; RIVERDALE DRIVE RECONSTRUCTION AND EXTENSION FROM ARMSTRONG BOULEVARD (CSAH 83) TO TRAPROCK STREET

WHEREAS, pursuant to a motion of the Ramsey City Council, adopted January 8, 2013, authorizing the city of Ramsey Engineering Department to prepare plans and specifications with reference to Improvement Project 12-22, Riverdale Drive Reconstruction and Extension from Armstrong Blvd (CSAH 83) to Traprock Street; and

WHEREAS, the City of Ramsey has been awarded a grant for the construction of improvement project #12-22 in the maximum amount of \$702,000; and

WHEREAS, a contractor for improvement project #12-22 must be under contract by June 30, 2013 in order for the city to receive the awarded grant funds.

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

- 1) The City Council hereby accepts the final plans and specifications prepared by the city of Ramsey Engineering Department for the making of such improvements, and authorizes the advertisement of bids for the same improvements.

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 Backous
Councilmember Kuzma
Councilmember LeTourneau
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 14th day of May, 2013.

Mayor

ATTEST:

City Clerk



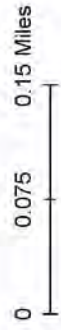
Legend

2013 PROJECT

Id

RECONSTRUCT

NEW CONSTRUCTION



This map was prepared using information gathered from various sources and is not intended to be used as a legal document. The City of Ramsey is not responsible for any errors or omissions on this map. The City of Ramsey is not responsible for any errors or omissions on this map. The City of Ramsey is not responsible for any errors or omissions on this map.

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