

City of Ramsey
Agenda
Revised
Regular City Council
Tuesday May 28, 2013
7:00 pm
Council Chambers, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Presentation**
 - 1) Strategic Planning - Anita Duckor of Duckor & Associates
3. **Citizen Input**
4. **Consent Agenda**
 1. Fire Report for 1st Quarter of 2013
 2. Note the Following Boards and Commissions Meeting Minutes:

Environmental Policy Board meeting minutes dated April 1, 2013
Planning Commission meeting minutes dated April 4, 2013
Economic Development Authority meeting minutes dated April 11, 2013
Park and Recreation meeting minutes dated April 11, 2013
 3. Approve the Following Meeting Minutes:
 1. Joint Anoka Ramsey City Council - April 30, 2013
 2. City Council Special - May 7, 2013
 3. City Council Work Session - May 7, 2013
 4. City Council Work Session - May 14, 2013
 5. City Council Regular Session - May 14, 2013
 4. Approve License Applications
 5. Approve Box Sign Installation in COR-2 Zoning District on Property Located at 7962 Sunwood Dr NW
 6. Approve Storm Water Treatment and Ponding Maintenance Agreement with T & G Land Inc for the Property Located at 6651 141st Ave NW; Case of Tom Sauter
 7. Consider release of Assessment Agreement regarding Professional Properties, LLC. (Bertolas and Pekula building).
 8. Introduce ordinances #13-12, #13-13 and #13-14 AUTHORIZING THE CITY OF RAMSEY TO SELL/CONVEY SURPLUS CITY OWNED LAND
 9. Adopt Resolution #13-05-095 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of May 9, 2013 through May 22, 2013

10. Adopt Resolution #13-05-098 Appointing Councilmember Riley to the Public Works Committee
11. Adopt Resolution #13-05-094 Approving 3rd Partial Payment to County Line Excavating, LLC for IP 12-25; North Commons
12. Report from the Personnel Committee - May 14, 2013

Case 3 of 4: Consider Authorization to End Contracted Building Official Services and Recruit a Regular, Full-Time Building Official

Case 4 of 4: Title of the Command Position Created by a Recent Resignation Within the Police Department

Note: No further action is needed related to Personnel Committee cases 1 of 4 "*Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern*" and 2 of 4 "*Consider Authorization to Hire a Building Inspection Intern*" both cases were acted upon by the City Council at the May 14, 2013, regular City Council meeting--no further action is needed.

13. Report from the Personnel Committee - Meeting May 28, 2013
14. Adopt Resolution #13-05-099 Adopting Three-Year Strategic Action Plan Report

5. Approve Agenda

6. Public Hearing

1. PUBLIC HEARING: Adopt Ordinance #13-11 Amending 2013 Rates and Fees Related to Residential Rental Licensing Fee Structure for New Construction and Septic Pumping Permits

7. Council Business

1. Adopt Ordinance #13-07 Amending Chapter 34 of the Ramsey City Code, Sec 34-21 Weapons
2. Adopt Ordinance #13-10 to Amend City Code Article II (Zoning) Division 5 (Tree Preservation)
3. Consider Park Monuments' for The Draw - 2013 Parks Capital Improvement
4. Consider Terms for Bury & Carlson (B&C) Request to Terminate Lease Agreement - added at meeting
5. Consider City Participation in Game Fair 2013 - added at meeting

8. Mayor/Council/Staff Input

1. 2012-2013 Winter Maintenance Summary
2. Long-Term Street Reconstruction Program Update

9. Adjournment

CC Regular Session

4. 1.

Meeting Date: 05/28/2013

Submitted For: Dean Kapler

By: Dean Kapler, Fire Department

Information

Title:

Fire Report for 1st Quarter of 2013

Attachments

Fire Report

Form Review

Inbox

Kurt Ulrich

Reviewed By

Kurt Ulrich

Date

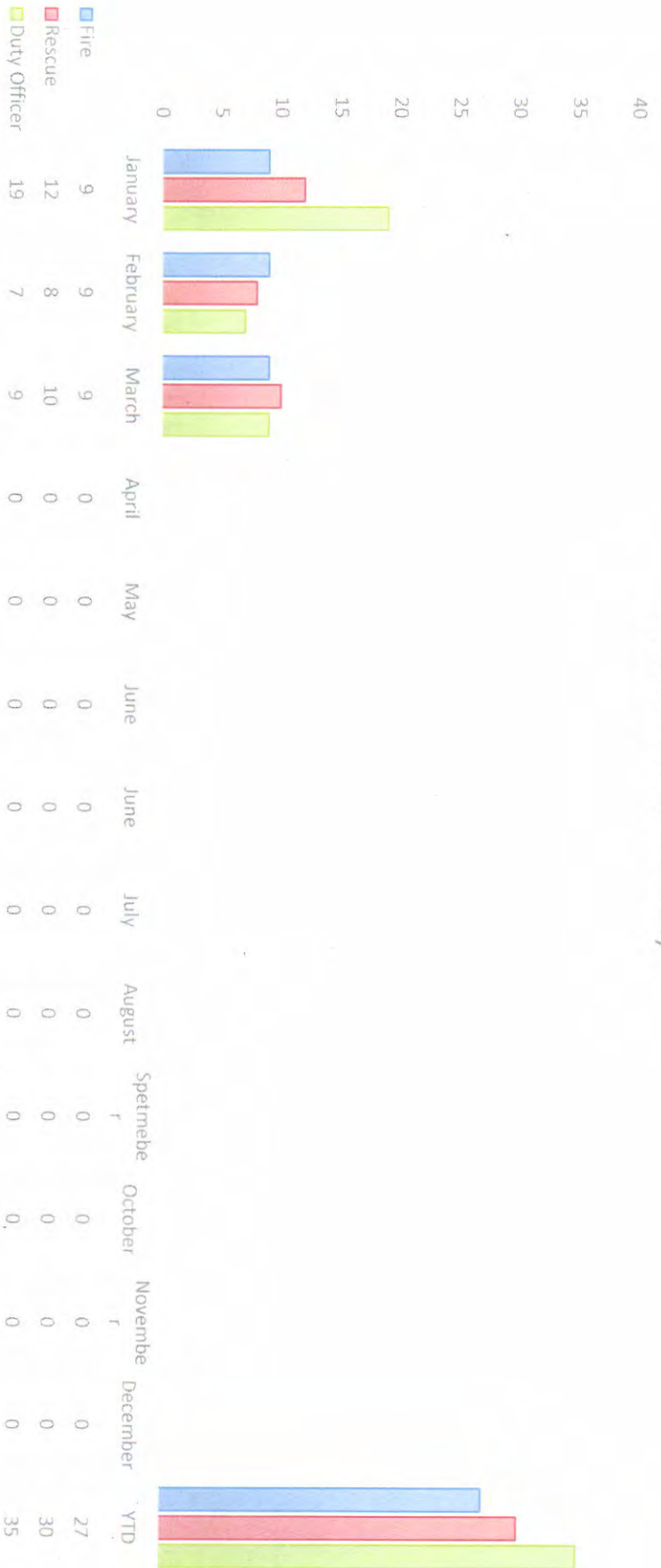
05/23/2013 03:55 PM

Form Started By: Dean Kapler

Started On: 05/23/2013 01:21 PM

Final Approval Date: 05/23/2013

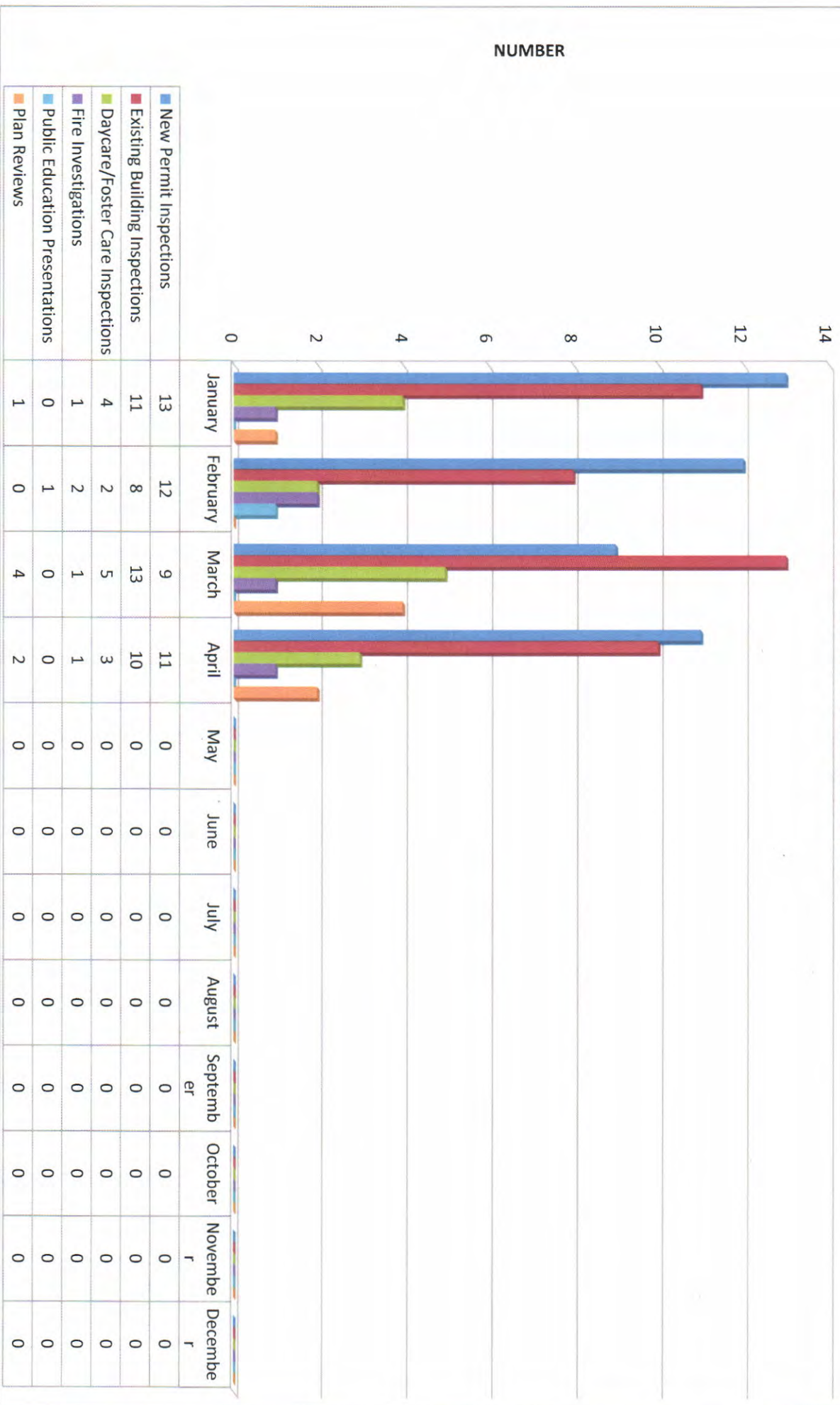
Ramsey Fire Department 2013 All Station Activity



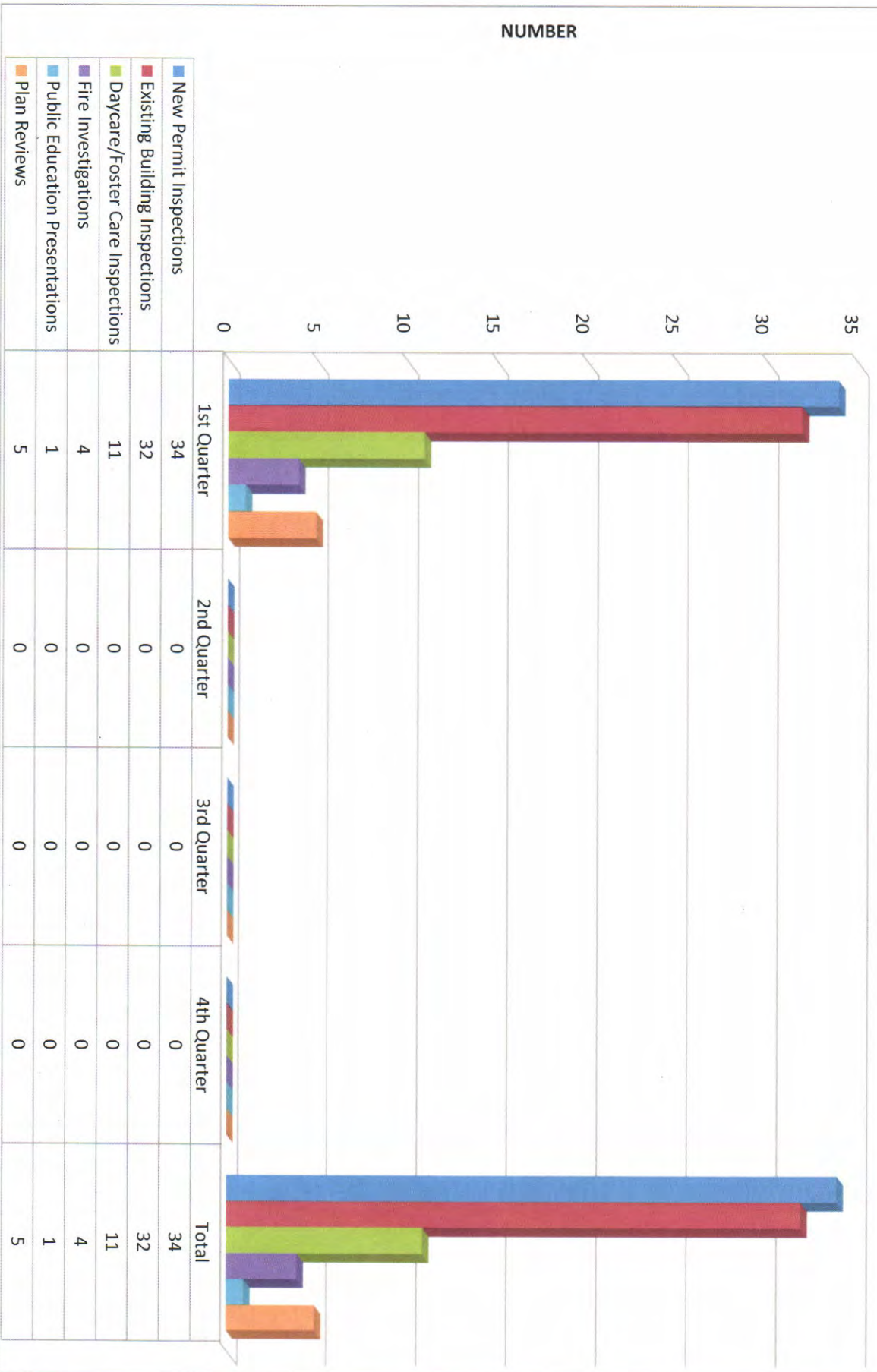
Ramsey Fire Department Training Schedule Quarter #1

Type of Training	Date
Business Meeting	January 9
Medical Training	January 16
Highway Safety Awareness	January 23
Major Maintenance	January 30
Railroad Emergencies	February 6
Business Meeting	February 13
BBP/RTK	February 20
Area Familiarity & Radio Procedure	February 27
Forcible Entry	March 6
Business Meeting/Grass Fire Prep	March 13
EMS Burns Training	March 20
Apartment Pre-Plan/Response Size-up	March 27

2013 FIRE MARSHAL ACTIVITY



2013 FIRE MARSHAL QUARTERLY ACTIVITY



CC Regular Session

4. 2.

Meeting Date: 05/28/2013

By: JoAnn Shaw, Community Development

Information

Title:

Note the Following Boards and Commissions Meeting Minutes:

Environmental Policy Board meeting minutes dated April 1, 2013

Planning Commission meeting minutes dated April 4, 2013

Economic Development Authority meeting minutes dated April 11, 2013

Park and Recreation meeting minutes dated April 11, 2013

Background:

Notification:

Observations:

Recommendation:

Funding Source:

Council Action:

Attachments

[EPB 4.1.13](#)

[Planning 4.4.13](#)

[EDA 4.11.13](#)

[Park 4.11.13](#)

Form Review

Inbox

Kurt Ulrich

Reviewed By

Kurt Ulrich

Date

05/23/2013 02:34 PM

Form Started By: JoAnn Shaw

Started On: 05/17/2013 09:04 AM

Final Approval Date: 05/23/2013

**ENVIRONMENTAL POLICY BOARD
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

On Monday, April 1, 2013, the Environmental Policy Board (EPB) met in the Mississippi River Conference Room at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present: Chairperson Michael Max
 Board Member Bob Bentz
 Board Member Michael Hiatt
 Board Member Michael Valentine

Members Absent: Board Member Tara Prendergast
 Board Member Larry Lewis
 Board Member Thomas Stodola

Also Present: Associate Planner/Environmental Coordinator Chris Anderson
 City Councilmember John Letourneau

1. CALL TO ORDER

Chairperson Max called the meeting to order at 6:35 p.m.

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

Motion by Board Member Valentine and seconded by Board Member Hiatt to approve the agenda as submitted.

Motion carried. Voting Yes: Chairperson Max, Board Member Valentine, Hiatt, and Bentz.
Voting No: None. Absent: Board Members Prendergast, Lewis, and Stodola.

4. APPROVE MINUTES

4.01: Approve Meeting Minutes Dated March 4, 2013

Motion by Board Member Hiatt and seconded by Board Member Valentine to approve the regular meeting minutes dated March 4, 2013.

Motion carried. Voting Yes: Chairperson Max, Board Member Hiatt, Valentine, and Bentz.
Voting No: None. Absent: Board Members Prendergast, Lewis, and Stodola.

5. POLICY BOARD BUSINESS

5.01: Appointment of Chairperson and Vice Chairperson

Associate Planner/Environmental Coordinator Anderson presented the staff report.

Motion by Board Member Valentine and seconded by Board Member Lewis to appoint Michael Max as Chairperson of the Environmental Policy Board for the term of April 2013 through March 2014.

Motion carried. Voting Yes: Chairperson Max, Board Member Valentine, Lewis and Bentz. Voting No: None. Absent: Board Member Prendergast, Hiatt, and Stodola.

Motion by Board Member Bentz and seconded by Board Member Valentine to appoint Thomas Stodola as Vice Chairperson for the Environmental Policy Board for the term of April 2013 through March 2014.

Motion carried. Voting Yes: Chairperson Max, Board Member Bentz, Valentine and Lewis. Voting No: None. Absent: Board Members Prendergast, Hiatt, and Stodola.

5.02: Environmental Expo Discussion

Associate Planner/Environmental Coordinator Anderson presented the staff report.

Board Member Hiatt asked if there were any suggestions for exhibitors that would be better suited to the fall setting compared to the spring setting the event has had in the past.

Associate Planner/Environmental Coordinator Anderson stated that some exhibits that have presented in the past may also wish to adjust their presentations for the fall setting.

Chairperson Max stated that perhaps Great River Energy (GRE) would like to participate.

Associate Planner/Environmental Coordinator Anderson stated that this is crunch time in order to obtain a big name speaker for the event, as they are now coming up on five months. He stated that big name may also help to track down other exhibitors.

The Board further discussed options for a guest speaker and the opportunity to possibly have two speakers.

Councilmember Letourneau stated that he could reach out to the speaker as a City Councilmember. He stated that in regard to the next case, perhaps it would be good to have a booth discussing the prairie establishment in the utility corridor.

Associate Planner/Environmental Coordinator Anderson noted that perhaps Prairie Restoration would be a suitable candidate for a second smaller scale presentation or speech.

Board Member Bentz stated that perhaps Prairie Restoration and/or GRE could bring some live plants that they will be using in the utility corridor to better show the native plantings that will be used.

Associate Planner/Environmental Coordinator Anderson stated that he would like the focus to remain on obtaining a bigger name speaker and not splitting time between speakers.

Board Member Valentine stated that a nice PowerPoint presentation could be played on a loop and the exhibitor could also have native plant examples.

Board Member Hiatt questioned if QCTV could provide coverage of the presentation from the speaker so that the Board could get more coverage.

Councilmember Letourneau agreed that would be a great idea and would also provide leverage in obtaining the speaker, as the speaker would generate additional viewers and could also be provided with a copy of the recording for his own use.

Board Member Hiatt confirmed that Councilmember Letourneau will reach out to the possible speaker.

Associate Planner/Environmental Coordinator Anderson stated that it would be helpful to obtain guidance on the exhibitor direction that the Board would like to take and noted that a list of past exhibitors and suggestions for other exhibitors were included in the packet.

Board Member Valentine stated that he agreed with the theme mentioned by Chairperson Max earlier, the environment is your backyard and believed that exhibitors should have a link to that theme.

The Board discussed the possibility of the garden club participating.

Councilmember Letourneau noted that there is not only spring planting but also fall planting and the focus could be on that concept. He also questioned if one of the exhibitors was appropriate for the setting.

Associate Planner/Environmental Coordinator Anderson stated that he has used a vendor like that which sold reusable containers or bags.

Board Member Bentz questioned if Connexus would be invited to the event as he believed that they had been an exhibitor in the past.

Associate Planner/Environmental Coordinator Anderson confirmed that Connexus was unable to attend the event the previous year because of a conflicting schedule but noted that he would hope they would participate this year once again. He asked for specifications to be narrowed down.

Chairperson Max stated that taking on water issues, whether that refers to well or city water, septic, and/or conservation.

Board Member Valentine stated that perhaps they should reach out to an exhibitor such as the DNR or MPCA to focus on water issues.

Board Member Hiatt suggested that an invitation be sent to past exhibitors explaining the theme and asking for their participation to see how many are interested. He stated that he would like preference given to local vendors.

Chairperson Max stated that the list should be narrowed down to an A list and B list. He recognized the preference for local exhibitors but noted that additional options could possibly be provided by a larger scale exhibitor.

The Board reviewed the list of past and possible exhibitors to provide input to staff.

Councilmember Letourneau stated that he felt that perhaps everyone should be invited and either a system should be developed for rating those responses, or it should be setup as a first come first serve basis.

Board Member Hiatt stated that perhaps the theme should be included in the invitation and exhibitors could be asked to respond as to how they would fit into the event.

Associate Planner/Environmental Coordinator Anderson stated that he would certainly be willing to do whatever the Board would like, but he was just going on the input from the Board as to possibly changing the event. He stated that in the past there has not been exhibitors breaking down the door to join the event and may see the extra steps of responding as to how they would fit the event as a turn off. He noted that staff already has to issue follow up calls to solidify the exhibitors. He stated in all the years that the event has been in the City Hall location the exhibitors have been allowed smaller exhibit spaces. He explained that when it comes closer to the event date, the Board and exhibitors could determine the amount of space they need and whether some of those spaces should be shared or reduced. He confirmed that the Board would like to invite the exhibitors from the previous year as well as Connexus and the entities that were discussed at the previous Board meeting. He recognized that some exhibitors may be better suited for the craft fair or business fair portion of the event.

Councilmember Letourneau suggested including language that stressed urgency in response so that exhibitors do not wait until the last minute to respond.

Board Member Bentz questioned if the new Ordinance language could be displayed as well.

Associate Planner/Environmental Coordinator Anderson noted that information could be included at the Board's booth. He stated that in years past this planning has been done in the winter, when the planning work is lessened and advised that he would welcome any assistance from the Board as the planning will coincide with the busy building season. He confirmed that the event will be run from 11am to 7 pm and advised that a statement will be made to vendors that attendance will increase before and after the parade.

5.03: Prairie Establishment in Utility Corridor

Associate Planner/Environmental Coordinator Anderson presented the staff report. He provided an update on conversations he has had with the Parks Supervisor and noted that the Board would need to determine the species they would like to add to the raingarden, the number of plantings to be included and signage. He noted that perhaps the signage could tie into the signage that is already installed in the park and could explain the types of plantings and why there were chosen. He advised that additional signage could be placed further down which explains the prairie establishment in the utility corridor. He ask that Board Members begin to consider the number and type of plants they would like to use and he could then determine if grant funds would be available to assist in the process.

Board Member Hiatt questioned if the Agreement includes language regarding the cost and long-term maintenance.

Associate Planner/Environmental Coordinator Anderson advised that the cost will be covered by GRE and maintenance is included for the first three years but believed that this would ultimately be the responsibility of the City. He explained that once a prairie is established there is not much maintenance required.

Board Member Bentz questioned if anyone has been out taking pictures so the transformation of the utility corridor and raingarden could be documented.

Associate Planner/Environmental Coordinator Anderson clarified that the focus should remain on the raingarden and the species and signage for that project. He stated that it should remain simple as this is supposed to be an example of what residents could construct and maintain on their own property. He stated that the example in the Board packet simply showed an example but noted that he would not recommend including more than six to eight species. He clarified that he would recommend larger signs, similar to those used in Sunfish Park that could help visitors identify species. He confirmed that the Board would still like to reach out to the Garden Club and the local Eagle Scouts to determine their interest in participating in the project. He advised that a blurb could be included in the City newsletter as well asking for volunteers that would like to assist at the park on specific dates. He confirmed that he could develop a plan and timeline for the project for the Board to review and provide input. He explained that the raingarden is a separate project from the GRE utility corridor plantings.

Board Member Bentz noted that Anoka Technical College has a landscaping class and stated that perhaps one of those students would like to participate in the project as they would have more experience than an Eagle Scout.

Associate Planner/Environmental Coordinator Anderson noted that prior to the next Board meeting he would attempt to develop a timeline and gather information for the project.

6. BOARD / STAFF INPUT

- **Recycling Event (May 4)**

Associate Planner/Environmental Coordinator Anderson advised that the spring recycling event will take place on May 4th from 8:00 a.m. to 12:00 p.m. and confirmed that the tree pickup will also occur in conjunction with this event. He reported that about 50 to 60 trees and shrubs have been sold so far and noted that some have been much more in demand than others. He believed that the discounted rate and the deadline for that discount helped to create urgency.

- **Arbor Day Planting (May 18)**

Associate Planner/Environmental Coordinator Anderson advised that an Arbor Day planting will take place at North Commons on May 18th from 9:00 a.m. to around 12:00 p.m. He reported that staff is attempting to regain the partnership with PACT Charter School for the event. He encouraged the Board to participate in the event and noted that he will also invite the Mayor to the event. He advised that an invitation may also be extended to the neighborhood, as some of them assisted in the plantings the previous year.

- **Focus on Environment Article**

Associate Planner/Environmental Coordinator Anderson presented a draft article on Oak wilt. He stated that in reviewing the bank of articles he noticed that the supply is dwindling down for this time of year.

Board Member Bentz questioned if staff needs additional articles.

Associate Planner/Environmental Coordinator Anderson confirmed that perhaps he will add an item to the next agenda to discuss future article topics and QCTV spots.

- **Other**

Councilmember Letourneau noted that the Councilmembers can also include these events in their Council updates that they provide to QCTV. He stated that it was a pleasure to attend the meeting tonight and thanked all the Board Members for their input and service to the City. He hoped that the relationship between himself and the Board would be open and cooperative.

Associate Planner/Environmental Coordinator Anderson provided information on the new Board Member, who was unable to attend due to scheduling conflicts tonight.

7. ADJOURNMENT

Motion by Board Member Hiatt and seconded by Board Member Valentine to adjourn the meeting.

The meeting adjourned at 8:37 p.m.

Respectfully submitted,

Chris Anderson
Associate Planner/Environmental Coordinator

ATTEST:

JoAnn Shaw
Community Development Secretary

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, April 4, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Gary Levine
 Commissioner Randy Bauer
 Commissioner Ralph Brauer (arrived at 7:03 p.m.)
 Commissioner Joseph Field
 Commissioner Matthew Maul
 Commissioner Cindy Nossen
 Commissioner Gary VanScoy

Members Absent: None

Also Present: Development Services Manager Timothy Gladhill
 Assistant Planner/Environmental Coordinator Chris Anderson

1. CALL TO ORDER

Chairperson Levine called the regular meeting to order at 7:01 p.m.

2. CITIZEN INPUT

None.

3. APPROVAL OF AGENDA

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to approve the agenda as presented.

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

4. APPROVE PLANNING COMMISSION MINUTES

4.01: Approve the Following Planning Commission Minutes:

4.01.1: Planning Commission Meeting Minutes Dated January 3, 2013

4.01.2: Planning Commission Special Meeting Minutes Dated January 31, 2013

4.01.3: Planning Commission Work Session Minutes Dated March 14, 2013

Motion by Commissioner VanScoy, seconded by Chairperson Levine, to approve the following minutes as presented: Planning Commission Meeting Minutes dated January 3, 2013, January 31, 2013, and March 14, 2013.

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

Commissioner Brauer arrived at 7:03 p.m.

5. PUBLIC HEARINGS/COMMISSION BUSINESS

5.01: Appointment of Chairperson and Vice Chairperson

Presentation

Development Services Manager Gladhill requested the Planning Commission appoint a Chairperson and Vice Chairperson to the Planning Commission for 2013.

Commission Business

Motion by Commissioner Bauer, seconded by Commissioner Brauer, to appoint Gary Levine as Chairperson of the Planning Commission.

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

Motion by Commissioner Bauer, seconded by Commissioner Brauer, to appoint Gary VanScoy as Vice Chairperson of the Planning Commission.

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

5.02: FOR DISCUSSION PURPOSES: Review Status of 167th Retail Node

Presentation

Associate Planner/Environmental Coordinator Anderson updated the Commission on the status of the 167th Retail Node. He explained in January the Commission reviewed several proposals for this site, neither of which fit the site. The first applicant was from Total Defense, a gunsmith/self-defense business that would like to relocate their business with an indoor gun range on the proposed property. The second proposal was from Triangle Recycling currently located in Nowthen. This business collects and recycles clothing.

Associate Planner/Environmental Coordinator Anderson indicated that after the January meeting, the Commission supported the indoor gun range and this information was passed along to the Council. After speaking with the applicant in further detail, they were seeking other options in the City of Ramsey and were no longer interested in the 167th Retail Node.

Associate Planner/Environmental Coordinator Anderson commented the EDA would be discussing this site in detail in an upcoming meeting. He stated tools that could assist with the redevelopment of this site would be discussed, along with the potential of bringing water and sewer to the site.

Commissioner Bauer requested further information on how an overlay district would benefit this site.

Development Services Manager Gladhill explained an overlay district would maintain the underlying zoning district, but would allow for additional uses, or to restrict uses. This could be an interim step to assist with redevelopment.

Commissioner Brauer asked if the EDA has investigated the barrier that has been created due to the fact the parcel did not have City water and sewer.

Development Services Manager Gladhill indicated this would be discussed by the EDA in further detail through the future review of this site. He commented the return on the investment would be investigated, as well as the long term vision for this area.

Commissioner Field was in favor of attracting a retail population to this area of the City.

Commissioner Bauer suggested an interim use be allowed onsite to occupy the building while bringing jobs to the City.

Commissioner Brauer inquired if the developer would support a number of retail uses on the site, or if he was looking for one renter.

Associate Planner/Environmental Coordinator Anderson understood that the property owner would be flexible if a number of retail uses were interested in the site.

Commissioner Field was disappointed the previous Buxton Study's have not provided the City with retail trend information for this retail node. He encouraged the City to hire another vendor for future studies.

Chairperson Levine recommended additional information be brought back to the Commission after this item was discussed by the EDA.

Commission Business

No action was required at this time.

5.03: FOR PRESENTATION AND DISCUSSION ONLY: Present New Member Orientation and Review Current Zoning and Subdivision Code Basics

Presentation

Development Services Manager Gladhill presented the staff report providing a general background on the zoning and subdivision basics that frame the work completed by the Planning Commission. He stated this item was on the agenda to provide information to the new Commissioner members, as well as for the residents of Ramsey. The vision and values statements of the Commission were reviewed along with the 2013 planning strategy.

Development Services Manager Gladhill provided comment on the City's Comprehensive Plan and its components, while also discussing the future land use map.

Commissioner Brauer was proud of the Ramsey residents for getting involved in the layout of the future land use map.

Development Services Manager Gladhill reported on the importance of the City's Zoning Code noting it was used to guide planning and development. The various land use applications and permit requests that would come before the Planning Commission were reviewed in detail. The 60-day rule was defined. He noted the League of Minnesota Cities website was a great resource, in addition to the City's webpage. He commented the City's Zoning Code and Charter were available on the website.

Chairperson Levine thanked Staff for the detailed report this evening and encouraged the new Commissioners to contact Staff with any comments or questions.

Commission Business

No action was required on this item.

5.04: FOR DISCUSSION ONLY: Review Work Plan and Appoint Ad Hoc Subcommittee to Complete Housing Assistance Policy

Presentation

Development Services Manager Gladhill presented the staff report noting the Council recommended a housing assistance policy be drafted. This policy would then assist Staff when responding to requests for housing assistance. He requested the Planning Commission appoint three members to an ad hoc subcommittee to work with Staff on this policy further.

Chairperson Levine questioned the length of time this subcommittee would need to serve.

Development Services Manager Gladhill anticipated the work of the subcommittee could be completed in the next two or three months.

Commissioners Bauer, Field, and Maul agreed to serve on the Ad Hoc Subcommittee to assist in completing the housing assistance policy.

5.05: Zoning Bulletins

Zoning Bulletins were noted.

5.06: UPDATE ONLY: Receive Report on Monthly Activities

The Staff Update was noted.

6. COMMISSION / STAFF INPUT

There was nothing additional to report.

7. ADJOURNMENT

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to adjourn the meeting.

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

The regular meeting of the Planning Commission adjourned at 8:14 p.m.

Respectfully submitted,

Tim Gladhill
Development Services Manager

ATTEST:

JoAnn Shaw
Planning Division Secretary

Drafted by Heidi Guenther
TimeSaver Off Site Secretarial, Inc.

**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, April 11, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Jim Steffen (arrived at 7:43 a.m.)
 Member Phillip Brunt
 Member Glen Hardin
 Member John LeTourneau
 Member Chris Riley (arrived at 7:35 a.m.)
 Member Wayne Skaff
 Member Kristine Williams

Members Absent: None

Also Present: Patrick Brama, Management Analyst
 Tim Gladhill, Development Services Manager
 Kurt Ulrich, City Administrator

Guest: Joe Haag (Community Pride Bank)

1. CALL TO ORDER

Vice Chairperson Skaff called the Economic Development Authority meeting to order at 7:33 a.m.

2. APPROVE AGENDA

Vice Chairperson Skaff stated that agenda item 4.02 (consider purchase of private property located on the south side of Highway 10 in the 5000 block) would be heard at a later date and suggested that agenda item 4.06 be moved up on the agenda as item 4.02.

Motion by Member Hardin, seconded by Member LeTourneau, to approve the agenda as amended.

Motion carried. Voting Yes: Vice Chairperson Skaff, Members Hardin, LeTourneau, Brunt, and Williams. Voting No: None. Absent: Chairperson Steffen and Member Riley.

3. APPROVE MINUTES

3.01: Approve EDA Meeting Minutes Dated March 7, 2013

Motion by Member LeTourneau, seconded by Member Williams, to approve the minutes dated March 7, 2013.

Motion carried. Voting Yes: Vice Chairperson Skaff, Members LeTourneau, Williams, Brunt, and Hardin. Voting No: None. Absent: Chairperson Steffen and Member Riley.

4. EDA BUSINESS

4.01: EDA Orientation

Vice Chairperson Skaff welcomed newly appointed EDA Members Phillip Brunt and Glen Hardin.

Management Analyst Brama introduced the EDA Members and City staff and stated that an Economic Development Authority is a legal entity that is granted authority from the State. He explained the goal of an EDA is to promote economic development growth and EDAs are granted specific powers, e.g., purchase and sale of property, providing grants and loan guarantees, or selling bonds. He stated that from the City's perspective, the Ramsey EDA is a seven-member board appointed by the Mayor to serve six-year terms and the EDA serves as a recommendation board to the City Council as the first point of contact for economic development projects. He stated the EDA also facilitates a \$425,000 Revolving Loan Fund and utilizes an annually approved budget to facilitate and carry out a work list approved by the City Council. He indicated that in 2013, the EDA had a \$104,000 budget and from an asset perspective the EDA has an interest in the property known as the Nordvick property. He stated it is the EDA's responsibility to facilitate and administer the City's Business Retention and Expansion program and is responsible for the annual Business Expo, the annual Business Appreciation Golf Tournament, and the annual networking event held in November. He stated the EDA also responds to business prospects as well as businesses interested in expansion or relocating. He then presented the EDA Handbook and EDA Bylaws.

Chairperson Steffen arrived at 7:43 a.m. and chaired the remainder of the meeting.

4.02: FOR DISCUSSION PURPOSES: Review Status of 167th Avenue Retail Node

Development Services Manager Gladhill provided a brief history regarding this retail node and stated the property continues to experience a high vacancy rate. He advised two potential users approached the City in January about an indoor shooting range and a recycling warehouse. He explained that the recycling warehouse is not a retail based operation and its primary use would be warehouse distribution with a small degree of retail. He stated the City Council upheld the recommendations of the Planning Commission and EDA as being supportive of the indoor shooting range but had concerns about the warehouse use and whether it was compatible with the surrounding area; however, the indoor shooting range has since indicated it will not be moving forward at this time. He stated the City has considered a number of options for this site and is interested in taking a broader approach and has considered facilitating redevelopment of the site as residential as well as potential interim uses that would allow warehousing as an interim use. He indicated the former SuperValu site has experienced significant damage and vandalism to the building so the cost to get a retail user in there would be difficult. He stated another barrier is the

cost to connect to municipal sewer estimated between \$1.5 and \$2 million. He then introduced Mr. Joe Haag from Community Pride Bank.

Management Analyst Brama stated that one option is to schedule a meeting with the stakeholders and outline what options exist and discuss what the City can do to assist with this node, e.g., establishment of a TIF district or use of the Revolving Loan Fund. He stated other options include pursuing different zoning for the site or whether to pursue further master planning.

Member Hardin requested further information regarding the Planning Commission discussion.

Development Services Manager Gladhill advised it was the Planning Commission's desire to maintain a retail base as the long-term use for this node. He stated the Planning Commission supported the indoor shooting range but did not support the recycling warehouse, adding the Planning Commission felt the indoor shooting range would generate traffic that benefits the surrounding area while expressing concern about the potential for outdoor storage with the warehousing user. He added the Planning Commission was concerned about other uses coming into this area if the warehousing use was terminated and did not feel this use fit the long-term vision for this node. He agreed to forward the Planning Commission minutes to the EDA.

Mr. Haag explained that Community Pride Bank owns the 6001 parcel and the pool of buyers is small, adding that the property owners to the east and to the west would also be interested in any assistance the City can provide in expanding the buyer pool.

Chairperson Steffen asked if Community Pride Bank would prefer the site to be vacant with no building.

Mr. Haag replied the building is still fairly useable and structurally sound adding he did not know if a vacant lot would be more marketable.

City Administrator Ulrich stated the City has the option of keeping the property as is or to clear the site and start from scratch, which would require a master plan. He indicated he did not think the City or the EDA wants to make that investment until it knows the end result of the whole area including the land to the south. He stated he would prefer to at least see the basis of a master plan for where the City would like to end up before considering any active involvement such as tax abatement, TIF, or purchasing the land.

Chairperson Steffen indicated a master plan was previously prepared for this area adding the problem then was that Landmark Bank was not a willing seller and there was a fully functioning grocery store on the site and now everyone is willing to sell but there are no interested buyers.

Member LeTourneau expressed support for resurrecting the master plan especially given the tight real estate market and agreed the City should meet with the stakeholders to evaluate the current conditions.

Mr. Haag indicated he did not believe a grocery store would work on this site because of the close proximity of Coborn's and County Market and felt that a convenience store might work in

this location. He felt the City would need to come up with a plan for this entire area adding his interest is to work with the City to move this property.

It was the consensus of the Economic Development Authority to schedule a meeting with the stakeholders to discuss land use options and obtain feedback from the property owners. It was also the consensus of the Economic Development Authority to direct staff to do no further evaluation regarding the warehouse use at this time.

Mr. Haag requested that the open house include Landmark Bank and the cabinet shop owner.

4.03: 15153 Nowthen Blvd: Update and Grant Application

Management Analyst Brama explained that this property is the site of the former municipal complex and was identified as surplus City owned land. He stated the City was approached by Connexus Energy to form a partnership with the goal of marketing the site for a data center and the City was encouraged to pursue shovel ready certification for the site. He stated the City developed a cost-benefit analysis of a data center and that analysis indicated that a data center was significantly more beneficial to the City from a tax perspective. He advised that an open house has been scheduled for April 18th to obtain input from the surrounding residential property owners regarding the use of this site as light industrial for a data center. He indicated as part of the shovel ready certification process, the City conducted a Phase 1 environmental analysis that identified three environmental conditions requiring follow-up. He stated a Phase 2 environmental analysis is the next step and staff has been made aware of a Met Council tax base revitalization grant that could pay for a Responsive Action Plan (RAP) subsequent to the Phase 2 environmental assessment and the grant could also provide reimbursement of previous costs incurred by the City. He stated the pre-demolition survey indicated there is asbestos in the building and the environmental conditions include an oil-water separator tank in the floor with no documentation to indicate the tank was properly drained; in addition, the oil-water tank drained into the septic many years ago and needs to be tested to make sure there was no leakage and there are soil mounds on the property that need to be tested as well. He stated the grant application is due May 1, 2013, and will be awarded in mid-June. He added the City also received a market appraisal of \$1.47 per square foot or \$1.27 million for a commercial use and the residential appraisal was \$650,000.

Motion by Chairperson Steffen, seconded by Member Skaff, to direct staff to submit the Met Council tax base revitalization grant application due on May 1, 2013.

Motion carried. Voting Yes: Chairperson Steffen, Members Skaff, Brunt, Hardin, LeTourneau, Riley, and Williams. Voting No: None. Absent: None.

Member Riley requested further information about the comments received to date from residents regarding the potential data center.

Management Analyst Brama stated the City has received a mixed response and estimated that 40% were in favor of the data center and 60% were in favor of residential.

Member Riley suggested that the City stop referring to the data center as an “industrial user” and felt that the term warehouse provided a much better analogy for the proposed data center.

4.04: City Owned Land Inventory Review

Management Analyst Brama presented the findings from the inventory conducted by staff in 2012 and stated the City identified 250 parcels as City owned land and identified 38 parcels as unneeded and staff is currently pursuing eight properties as available and not dedicated. He provided information regarding each of the eight properties and stated the City’s website includes a map with clickable profiles for each of the properties.

Chairperson Steffen indicated this inventory confirms that the City does not have a lot of land of any size available with the exception of the Legacy property. He requested that staff provide the EDA with a map overlay identifying prime privately owned properties.

4.05: Planning Commission Update (Development Update)

Development Services Manager Gladhill advised that the Seasons of Ramsey, a 50-unit rental townhome project, was approved in February and construction is scheduled to start April 24th. He stated that staff is currently reviewing the McDonalds site plan on Sunwood Drive and Armstrong and the HRA will be going out for bids for the City-shared improvements. He stated that a ceremonial ground breaking for Northgate Church was held in March and staff is close to issuing a building permit. He stated that the site plan for Super America was approved in 2012 and negotiations are continuing for this site. He indicated that North Commons, a 17-lot single family development north of Bunker Lake Boulevard is being rough graded and staff is working to resolve some storm water issues, adding that area builders have expressed interest in the site. He stated that Residence at the COR is under construction and a portion will be open in May. He reported that Stony River, an assisted living facility on the Lord of Life campus, hopes to break ground in April. He advised that Mary T, Inc., approached the City about a 60-unit one level apartment building and staff is waiting for the developer to bring plans forward.

Chairperson Steffen thanked Development Services Manager Gladhill for the update and requested a monthly development update be provided to the EDA.

4.06: FOR DISCUSSION PURPOSES: Review Status of 167th Avenue Retail Node

This item was moved up to agenda item 4.02.

4.07: UPDATES

Management Analyst Brama stated the annual Business Expo is scheduled for Saturday, May 4, from 9:00 a.m. to 2:00 p.m. at Fountains of Ramsey. He indicated all marketing and planning is moving along and all spots have been filled. He stated that the property at 8020 147th Avenue (the Nordvick property) has been cleaned up and the City is holding a 10% payment to insure the contractor establishes the turf. He stated the annual Business Appreciation Golf Tournament has been scheduled for Tuesday, August 20, 2013, at the Links at Northfork. He advised that staff recently met with Greater MSP regarding the City’s Business Retention and Expansion program

to compare data and staff anticipates that visits will begin the end of April, adding that a visit is scheduled for today with Green Valley Greenhouse. He reported that Prospect Alpha is Diamond Graphics and they are moving forward with their plans. He reported that the City has heard nothing further from Prospect Bravo, a large manufacturer, and no further action will be taken at this time. He reported that Prospect Charlie is interested in expanding its business and taking over part of its building currently being subleased. He indicated staff has met with the sublessee and is confident the City can help them relocate. He reported that Prospect Delta is interested in expanding its 20,000 square foot facility by 10,000 square feet and has contacted the City for names of builders. He reported that Prospect Echo is a small manufacturer interested in expanding its facility by approximately 8,000 square feet. He reported that Prospect Foxtrot is a small, quickly growing concrete business interested in purchasing City owned land on Ramsey Boulevard and Highway 10. He stated the City is in the process of hiring an Economic Development Manager and a finalist has been selected.

Member LeTourneau requested that staff send invitations to the EDA Members and City Council whenever business visits are scheduled as part of the Business Retention and Expansion Program.

5. Member/Staff Input

City Administrator Ulrich provided an update on funding for the Armstrong interchange and stated the City and County have committed \$10 million for this project and the State has been asked to provide \$17 million with the balance coming from the Federal government. He reported that the City's request has been included in the House bonding bill.

6. Adjournment

Motion by Member Skaff, seconded by Member LeTourneau, to adjourn the meeting.

Motion carried. Voting Yes: Chairperson Steffen, Members Skaff, LeTourneau, Brunt, Hardin, Riley, and Williams. Voting No: None. Absent: None.

The regular meeting of the Economic Development Authority adjourned at 9:11 a.m.

Respectfully submitted,

Kurtis G. Ulrich, City Administrator

ATTEST:

Patrick Brama, Management Analyst

Draft by Barbara Hughes (*TimeSaver Off Site Secretarial, Inc.*)

**PARK AND RECREATION COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey Park and Recreation Commission conducted a regular meeting on April 11, 2013, at the Ramsey Municipal Center, Ramsey, Minnesota.

Commission Members Present: Vice Chair Angela Olsen
 Commissioner Bridgett Barr
 Commissioner Shane Bennett
 Commissioner Richard Chubb
 Commissioner Andrew Fyten
 Commissioner Thomas Mobry

Commission Members Absent: Commissioner David Minke (Excused)

Also Present: Parks & Assistant Public Works Superintendent Mark Riverblood

1. CALL TO ORDER

Vice Chair Olsen called the Park and Recreation Commission meeting to order at 6:30 p.m.

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

Motion by Commissioner Chubb, seconded by Commissioner Barr to approve the Park and Recreation Commission meeting agenda as presented.

Motion carried. Voting Yes: Vice Chair Olsen, Commissioners Chubb, Barr, Bennett, Fyten, and Mobry. Voting No: None. Absent: Commissioner Minke.

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes dated March 14, 2013

Motion by Commissioner Bennett, seconded by Commissioner Fyten, to approve the following Park and Recreation Commission Regular Meeting Minutes:

- 1) Park and Recreation Commission Regular Meeting Minutes dated March 14, 2013.

Motion carried. Voting Yes: Vice Chair Olsen, Commissioners Bennett, Fyten, Barr, Chubb, and Mobry. Voting No: None. Absent: Commissioner Minke.

5. COMMISSION BUSINESS

5.01: Presentation: Second Annual 'Bark for Life' Event at The Draw – April 27, 2013

Kimberly Gust reported that the 2nd Annual Bark for Life event will take place on April 27th. She advised that approximately \$9,000 was brought in through the event the previous year, which was the largest Bark for Life in ever within Minnesota. She explained that the event raises funds for the American Cancer Society and also brings awareness against the fight for cancer. She noted that the money raised for research also benefits canines as dogs suffer from the same types of cancer as people. She reported that the previous year there had been no issues with unruly dogs or trash, although the event had been cut short due to rain. She advised that the same types of signage and trash receptacles would be used again this year and noted that a veterinarian would also be onsite this year. She reported that there are new sponsors for the event this year, along with some continued sponsors from the previous year, and there is still room for additional sponsorship. She advised that an animal rescue organization will also be attending with animals available for adoption at the event. She welcomed any interested residents to attend the event and advised that additional information can be found on the Bark for Life website.

5.02: 2013 Election of Officers

Vice Chairperson Olsen opened the floor for nominations for the Chair and Vice Chair positions for 2013.

Commissioner Fyten nominated Angela Olsen as 2013 Chair.

Commissioner Barr seconded the nomination.

Motion by Commissioner Fyten, seconded by Commissioner Barr, to appoint Angela Olsen as Chair of the Park and Recreation Commission.

Motion carried. Voting Yes: Chairperson Olsen, Commissioners Fyten, Barr, Bennett, Chubb, and Mobry. Voting No: None. Absent: Commissioner Minke.

Commissioner Barr nominated Shane Bennett as 2013 Vice Chair.

Commissioner Fyten seconded the nomination.

Motion by Commissioner Barr, seconded by Commissioner Fyten, to appoint Shane Bennett as Vice Chair of the Park and Recreation Commission.

Motion carried. Voting Yes: Chairperson Olsen, Commissioners Barr, Fyten, Bennett, Chubb, and Mobry. Voting No: None. Absent: Commissioner Minke.

5.03: Recommend Shelter and Restroom for Riverdale Park – 2013 Capital Improvement

Parks & Assistant Public Works Superintendent Riverblood presented the staff report and provided background information on the creation of Riverdale Park. He explained the importance of a shelter and restroom for the park as the Mississippi River Trail to be constructed in 2013 will now connect the park through to the regional park, and discussed grant funds that had been obtained. He reviewed the cost for the proposed improvements for the park, which include the construction of the shelter and restroom as well as the connections to sewer, water and electric. He stated that a drinking fountain and mister are already proposed but noted that while the drinking fountain would be located at Riverdale Park while the mister would be located at Central Park. He reported a total project cost not to exceed \$84,000, which will be funded through the Park Trust Fund and noted that this will count towards the matching funds portion for the grant that was obtained.

Motion by Commissioner Bennett, seconded by Commissioner Fyten, to recommend to City Council a not-to-exceed amount of \$84,000 from the Park Trust Fund for Riverdale Park's shelter, restroom, and drinking fountain as presented within the 2013 Capital Improvement Plan.

Motion carried. Voting Yes: Chairperson Olsen, Commissioners Bennett, Fyten, Barr, Chubb, and Mobry. Voting No: None. Absent: Commissioner Minke.

5.04: Consider Park and Recreation Commission Outdoor Meeting Schedule

Parks & Assistant Public Works Superintendent Riverblood noted that the Commission has a history of holding their regular monthly meetings in the parks during the summer months and advised that a list of possible locations was included in the Commission packet. He explained that holding meetings in the parks not only provides the Commission with the ability to visit the parks but also allows residents to attend meetings within their neighborhoods. He asked if the Commissioners would like to visit any other parks during their summer meeting schedule.

Commissioner Bennett stated that he was in agreement with the meeting locations proposed in the packet but recognized that there was not a meeting location proposed for June. He suggested Alpine Park for the June meeting location.

Parks & Assistant Public Works Superintendent Riverblood confirmed consensus on the meeting locations proposed in the packet, with the addition of Alpine Park for June and noted that the meeting list would be published in the *Ramsey Resident*.

6. COMMISSION/STAFF INPUT

6.01: Volunteer Tree Planting at North Commons – Saturday, May 18, 2013

Parks & Assistant Public Works Superintendent Riverblood reported that the City Council approved the playground project for North Commons, which will occur in June. He advised that a volunteer tree planting will occur in the park on Saturday, May 18th and welcomed any

interested residents who would like to participate. He noted that this could be an ideal time for high school students looking to complete public service hours.

6.02: Environmental Expo moved to September

Parks & Assistant Public Works Superintendent Riverblood reported that the Environmental Expo has moved from the spring to September and advised that the Commission will have plenty of time during the summer to discuss their plans for the event.

6.03: Recent City Council Action on Capital Improvements

Parks & Assistant Public Works Superintendent Riverblood mentioned the recent Council activity regarding the Capital Improvements and noted that the Commission would further discuss the community building for Elmcrest Park at their May meeting.

6.04: Pending Great River Energy Prairie Installation at Alpine Park

Parks & Assistant Public Works Superintendent Riverblood commented on the pending landscaping plan from Great River Energy and noted that this would be the appropriate landscape to go below the power lines as trees often interfere with the lines as they mature and are then cut down.

6.05: New Windows for the Park Center Building at Central Park

Parks & Assistant Public Works Superintendent Riverblood stated that the new windows have been installed and bring a lot more light into the building. He commented that this update will give more natural light, allow solar heat gain during the winter months, and provide parents with the ability to see the playground from inside the building.

7. ADJOURNMENT

Motion by Commissioner Mobry, seconded by Commissioner Bennett, to adjourn the meeting.

Motion carried.

The Park and Recreation Commission meeting adjourned at 6:51 p.m.

Respectfully submitted,



Mark Riverblood
Parks & Assistant Public Works Superintendent

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session

4.3.

Meeting Date: 05/28/2013**By:** Jo Thieling, Administrative Services

Information**Title:**

Approve the Following Meeting Minutes:

1. Joint Anoka Ramsey City Council - April 30, 2013
2. City Council Special - May 7, 2013
3. City Council Work Session - May 7, 2013
4. City Council Work Session - May 14, 2013
5. City Council Regular Session - May 14, 2013

Background:

The meeting minutes are attached for Council review and approval. Please note the meeting minutes for 05/07/13 Council Work Session - City Attorney interviews - are abbreviated until a decision is made with regard to which firm is offered the contract.

Council Action:

Motion to approve the Following Meeting Minutes:

1. Joint Anoka Ramsey City Council - April 30, 2013
2. City Council Special - May 7, 2013
3. City Council Work Session - May 7, 2013
4. City Council Work Session - May 14, 2013
5. City Council Regular Session - May 14, 2013

Attachments043013 Joint CCWS050713 Sp CC050713 CCWS051413 CCWS051413 CC

Form Review

Form Started By: Jo Thieling

Started On: 05/23/2013

Final Approval Date: 03/06/2013

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

The Ramsey City Council conducted a City Council Joint Work Session with the City of Anoka on Tuesday, April 30, 2013, at the Ramsey Municipal Center, Lake Itasca Room, 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

Also Present: City Administrator Kurtis Ulrich
Parks and Assistant Public Works Superintendent Mark Riverblood
Public Works Superintendent Grant Riemer
Development Services Manager Timothy Gladhill
City Engineer Bruce Westby

Anoka Members Present: Councilmember Carl Anderson
Councilmember Mark Freeburg
Councilmember Steve Schmidt
Councilmember Jeff Weaver

Also Present: City Manager Tim Cruikshank
Planning Director Carolyn Braun
Economic Development Coordinator/Planner Erik Thorvig
Director of Public Services/City Engineer Greg Lee

1. CALL TO ORDER

Mayor Strommen called the City Council Joint Work Session to order at 6:05 p.m.

2. INTRODUCTIONS

At the invitation of Mayor Strommen, all present introduced themselves.

3. DISCUSSION & UPDATES

3.01: Highway 10

City Administrator Ulrich stated that there has been progress on Highway 10, noting this is a State issue that needs to be solved as a corridor. He said they will be traveling to Washington

D.C. at the end of May to speak with representatives on obtaining federal funding. City Administrator Ulrich said the COR could be considered either as a series of smaller projects or one large project, adding they have preliminary numbers on many projects. He said they were successful on a joint resolution on the western terminus of this project and that they want to move Armstrong forward as a top priority, with Anoka's Fair oak/Thurston interchange next. City Administrator Ulrich said he has seen positive support from the Legislation with Congresswoman Bachman and Senator Franken recognizing Highway 10 as important corridor for the State.

Councilmember Schmidt asked if there is any money in the bonding bill for preplanning of Highway 10.

City Administrator Ulrich said there is money under the transportation bonding bill on the House side of \$35 million so hopefully, \$10 million will be dedicated to the Armstrong Boulevard interchange. He noted the project still needs to get through the process, adding it did not make the Governor's proposal.

Councilmember Tossey said there is \$10 million proposed in the House but that Senator Petersen said out of the transportation bill they will direct up to \$17 million for the project so hopefully, the goal is if we can acquire some of that funding, we can do other financing options for the balance. He said he had been in touch with other County officials on CTIB funds so there are various other funding options in place. Councilmember Tossey said that after Armstrong Boulevard the next push should be Thurston Avenue and that Ramsey will support Anoka's efforts in that project.

Councilmember Weaver thanked Councilmember Tossey for getting the coalition together because they can work better as a group.

Mayor Strommen said Ramsey has designated Councilmembers LeTourneau and Tossey and her as a subcommittee on this effort.

Councilmember Tossey stated that Sheriff Stewart supports this effort too which is helpful as it is a safety concern.

Planning Director Braun shared the latest proposal from 2009 of Alternative B: Tight Diamond; stating if something results it will be better than nothing. She added that there will be a MnDOT access management study beginning soon which might help lower the cost too because the project will require approximately \$300 million overall.

City Manager Cruikshank said the Highway 10 topic came up many years ago and our cities joined forces then and continue in this effort, adding without the cities working with the County we wouldn't have anything. He said Anoka appreciates this partnership.

Mayor Strommen said this region can and will be left behind if road improvements are not made. She referred to Senator Franken's recent business forum and the importance of this corridor for the businesses.

3.02: Great River Energy Transmission Project (115 kV Route Plan)

Development Services Manager Gladhill updated the Councils on the work on the transmission line project, stating upgrades are needed especially as the cities grow. He thanked Anoka for their work on protecting Rivers Bend Park through co-locating, noting this compromise has worked out well.

Planning Director Braun referred to the construction in Enterprise Park with grading and foundations beginning soon, but noted they are still working on easement acquisitions. She thanked Ramsey for their work on creating the south alignment and for crossing the Rum River, stating the line is now north of the Grey Ghost Field and will have no impact. Planning Director Braun said they are currently in negotiations for easements on 7th Avenue and are working on locating the substation on 7th Avenue and Garfield Street, which will include an under build agreement and several other easement documents sometime in May.

Development Services Manager Gladhill said staff has been working with Mark Struff from Great River Energy on visual impacts trying to select the one with the least impact. He said this is Phase I of two phases that will eventually continue west.

Mayor Strommen inquired about the size of the poles.

Planning Director Braun said they will be monopoles but taller with hangers.

Councilmember Weaver noted the poles will be at 300-foot spacing instead of 100-foot so there will be fewer poles but taller. He noted Anoka did not receive a lot of opposition from residents, which was surprising, adding that they selected the best route possible.

Planning Director Braun said this project was difficult to do in a fully developed city.

Councilmember Schmidt said site approvals are still needed from the Public Utility Commission, which is likely part of the delay.

Planning Director Braun agreed, adding that this is especially true because of the route change.

Councilmember Schmidt said we are spending \$5-\$6 million for two substations on this line.

Councilmember Riley asked if this project will provide more power.

Councilmember Weaver said the project will provide more power, backup, and connectivity.

Development Services Manager Gladhill said we are at capacity now and that one more data center would have surpassed capacity.

Councilmember Schmidt said Enterprise Park was at full capacity last summer as well.

Councilmember Backous said the substation was at Garfield Street and 7th Avenue and asked why it went farther north.

City Manager Cruikshank outlined the proposed property owned by the State, stating they wanted to acquire it so the Public Works building can be moved when the rail station area develops. He said this is not the best location for Public Works and that this could be a nice opportunity to place the new substation here. City Manager Cruikshank said it originally was to be closer to the Grey Ghost Field and was unsure if the substation location is why the route ended here.

Planning Director Braun said Highway 10 would not work because of the right-of-way and the track did not allow enough room.

Councilmember Schmidt noted the former park and ride was abandoned and that is why we are using it too.

Mayor Strommen asked how resident communication will occur.

Development Services Manager Gladhill said Great River Energy will be sending that communication but that the City will do other informational pieces on the City's web page and newsletter this summer.

Planning Director Braun said construction could potentially begin in the fall but will likely be spring but that they will work with Great River Energy on the timing.

3.03: Lower Rum River Watershed Management Organization / Rum River Dam

City Manager Cruikshank gave an overview of the recent member city meeting on April 25 that included a number of topics, the most interesting of which was the Rum River Dam and its future. He said the meeting included four proposals: (1) Anoka wants support to apply for a \$250,000 grant to study upstream hydrology and determine the necessary Dam improvements to create a better invasive fish barrier; (2) members and board support to work with the Legislature in 2015 to obtain more funding in the bonding bill to make Dam necessary improvements around \$4-\$5 million, including a mechanized Dam system and change gate system on the east side of the Dam to create the recreational pool instead of a top loading gate. He said this request is more immediate and that Anoka wants to submit the grant by May 16.

Councilmember Weaver said the Dam is structurally sound for 30 years but that we just need redundancy because it is the last line of defense to Mille Lacs Lake for invasive species such as Asian carp. He said they want to be proactive because this is important to area cities as well as the region.

Councilmember Freeburg inquired about the possibility of a taxing district for this project.

Councilmember Weaver said this is a requirement of the Lower Rum River Watershed Management Organization (LRRWMO) that a plan is in place for maintenance of the Dam.

Councilmember Schmidt said the Conservation District is proposing to approach all 11 watershed districts between here and Mille Lacs.

City Manager Cruikshank continued that the proposal (3) includes how we pay for ongoing maintenance and other costs of the Dam, which total about \$15,000 annually. He said they are proposing a cost share based on the budget of LRRWMO land share; 49% Ramsey, 20% Andover/Anoka, and a small portion of Coon Rapids. He concluded that proposal (4) is repair and replacement of the Dam, which would include State involvement or converting it to a taxing watershed with stormwater fees, etc. City Manager Cruikshank said we have some time to create a plan but that they wanted to initiate the conversation. He said there are many reasons why the Dam exists and that is why it needs to remain for years to come.

Councilmember Weaver said he forwarded an email outlining the process, effort, and time involved in raising the gates.

City Administrator Ulrich said we want this discussion about costs and maintenance to be fair to the users as the fisheries issue is State-wide and that recreational uses may be more regional.

Councilmember Weaver said we want to make sure we have support for funds for redundancy, noting the maintenance is another aspect.

Mayor Strommen said until a study has been completed it is difficult to talk about cost share. She said she appreciates Anoka's leadership on this topic but that she has been through the process before and knows how much work is being done with the University of Minnesota and the DNR. She said we need to learn from the experts before we continue as this is a significant amount of money. Mayor Strommen said many are new to the Ramsey Council and that they need to learn more about this background.

Councilmember Weaver said that June 7 is the deadline for the grant so there is not much time for a debate. He said if we are afraid to invest, we will waste a year, adding Ramsey will come to the same conclusion because we will not know the outcome of the Stanley consultants until we spend the money. He said this is an important part of the invasive species study and that time is of the essence.

Mayor Strommen said she understands the urgency but is concerned because there is lots of competition and most of the discussion is farther downstream. She said when they are in the process they will ask a lot of questions.

Councilmember Weaver agreed but said we have to do the study to answer the question because they need to protect Mille Lacs Lake. He said redundancy is critical on any river to combat this problem, adding that while many forms already in place appear to be only 75% effective.

Director of Public Services/City Engineer Lee calculated that they are 90% effective so anything we can do for preventive measures is best.

Mayor Strommen said this is true but that she wants to know what the DNR says since this is such a competitive process. She said we need to position ourselves for the best outcome.

Councilmember Weaver said we need the study to determine the best route as the DNR's job is to do what they are told.

Mayor Strommen said the legislature will make the decision on the appropriate action and will want the information.

Councilmember Weaver said they could get the information on the bonding bill.

Councilmember Tossey said he would like to support this effort as Mille Lacs Lake is very important to 90% of anglers. He said we need to get the facts and that he doesn't want to wait another year, adding the DNR is late on addressing invasive species and that we have to protect fisheries. Councilmember Tossey said if the species gets north of the Dam it will be very bad, adding we should get the City of Cambridge to help as well.

Councilmember Schmidt said it is the best thing to allow Stanley Consultants to move ahead with the study and have the City Managers share any information possible to help advance their efforts. He said the cost is slight compared to the potential dangers.

Mayor Strommen said she is not arguing the importance but said there are other avenues to try and that she wants to say we have done everything as part of the grant application.

City Manager Cruikshank said however that gets done is great, adding both cities seem to be in agreement.

Councilmember Schmidt said without tips from Stanley Consultants on the Coon Rapids Dam there would not be any bonding bill.

Councilmember Weaver said he heard all the pros and cons of the Coon Rapids Dam Commission and understands that this is a million dollar fishery. He said he hopes they can get Ramsey's support on May 16th at the LRRWMO meeting.

City Manager Cruikshank said Anoka will likely give Stanley the approval to move forward and that he hopes they have Ramsey's support on May 16th.

Councilmember Schmidt said Mayor Gamache and four other cities will likely support this effort as well.

City Administrator Ulrich said they have a proposal from the engineering consultant of \$2,000-\$10,000 so they hope to have the scope of services complete soon.

Councilmember Kuzma spoke about LRRWMO funding but said we need to come back to our Council to get everyone up to speed.

Councilmember Backous asked what started this process.

Councilmember Weaver said this was reviewed over a year ago and that Representative Abeler was going to carry the bonding bill but we were not ready yet but that Jamie Schurbon (Anoka Conservation District) felt strongly that it is being driven by the Conservation District and the deadline for the grant application.

3.04: River & Shoreland Regulations

Development Services Manager Gladhill stated that in 2009 the Legislature authorized rulemaking to protect the shoreland along the Mississippi River that received a lot of pushback because not one size fits all cities along the River. He said the rules are included in the current Legacy Omnibus Bill but that Ramsey has not reviewed it yet so they are unsure of their our position. He said the northwest group bonded together the last time with benefits to Ramsey but that they need to review this more before a resolution can be considered by the Council.

Mayor Strommen asked if this bill includes new rulemaking or is being picked up from last time.

Councilmember Weaver said the rulemaking continues from last time but that no sunset date is included on completion.

Development Services Manager Gladhill said the bill is in the House now and that there is lots of background data on what the regulations are.

Planning Director Braun said the last version included definitions but are not included now, adding there is language that the DNR needs to incorporate and industrial aspects too.

Councilmember Weaver said they say they have toned down the rules but have really made them more onerous, affecting the Rum River and making us comply with MNRA rules. He said their plan for the Thurston interchange and the tight diamond along Kings Island is half a mile from the River and that the plan was rejected because it encroached in the MNRA area 600 square feet. Councilmember Weaver said these rules result in making all properties on the river non-conforming and that variances will be required for gardens, etc., that have to have a 50-foot buffer.

Development Services Manager Gladhill said they need to do more work on educating both Councils on where the rules are starting from.

Mayor Strommen said this is not in the Senate yet but that they will know when it is on the floor.

Councilmember Schmidt said there is not much chance for public input as they have already spent funds for this.

Councilmember Weaver noted that anything could happen at the conference committee.

Development Services Manager Gladhill said they will ensure that there is a local voice and be fully educated on the topic before then.

Councilmember Weaver said the minimum standards were more onerous than City standards already in place.

Planning Director Braun said these rules will be difficult to enforce and administer so we will end up in litigation. She noted insurance will not cover costs if we bring to litigation and said they are not sure of the consequences.

Mayor Strommen said we need more education on the potential impacts.

Councilmember Schmidt said Nowthen is an isolated area but we have positive support from Representatives Uglem and Abeler.

Councilmember Weaver said bipartisan support is great, adding this is all encompassing and more government needs to be involved. He thanked Development Services Manager Gladhill and Planning Director Braun for their work on this topic.

3.05: Mississippi River Trail

Parks and Assistant Public Works Superintendent Riverblood shared slides from the joint meeting as well as history on the Mississippi River Trail (MRT).

Director of Public Services/City Engineer Lee outlined the proposed schedule and the project on Kings Island, including amenities such as a suspended pedestrian bridge and hunting blinds for handicapped hunters.

Parks and Assistant Public Works Superintendent Riverblood outlined the rest of the trail system and amenities such as restrooms and drinking water at Riverplace Park.

Director of Public Services/City Engineer Lee said the project will be under \$1.4 million and is a cost sharing outlined through a joint powers agreement. He said we each pay our portion, 45% Ramsey and 55% Anoka, including engineering costs. Director of Public Services/City Engineer Lee said revenue will come from a Federal Transportation Grant of \$440,000 as well as County participation at \$340,000 from east of Kings Island to Mississippi West Regional Park.

Councilmember Weaver said this will be an economic engine and that TC Gateway ads featuring bicycling in this region will be very good.

Mayor Strommen said the economic potential has always been a selling point and that she is glad to see TC Gateway and others promoting the trail.

Councilmember Freeburg asked if the regional biking industry will promote this trail as well.

Parks and Assistant Public Works Superintendent Riverblood said there are disparate bike groups under Pedal MN and that they will be advocating for the Northstar line to expand to other areas.

City Administrator Ulrich said this trail will be one more connection between the two cities.

Councilmember Weaver said this trail will be a great asset once it is all linked.

Mayor Strommen said this has been a great partnership and that we need to maximize it to bring people to this region.

City Administrator Ulrich said they will be hosting a ribbon cutting event and bike riding activities when complete.

Councilmember Schmidt suggested discussions be held with hotels and motels right on the Trail.

Councilmember Weaver suggested utilizing TC Gateway for communications.

Councilmember Backous noted that TC Gateway was not interested in having Ramsey join the consortium.

Councilmember Schmidt said dollars flow into TC Gateway from many different cities, which is a great concept.

Councilmember Weaver said the funding is driven by hotel and motel rooms used in each community.

Councilmember Backous said the City is responsible for collecting these fees, which places government in the middle.

Councilmember Weaver agreed but noted that Anoka has seen a return already, especially since Anoka is the smallest contributor.

Mayor Strommen said she was curious on the rejection and would like to find out why Ramsey was denied.

Councilmember Freeburg said it could be due to Ramsey's outlying location.

Councilmember Weaver said the former Visitors Bureau was dominated by the City of Maple Grove so many cities withdrew and created their own that concentrates on the north metro area.

3.06: General Development

Development Services Manager Gladhill reviewed current development projects in Ramsey, including McDonald's, SuperAmerica, Northgate Performing Arts Center, and Residence at The COR.

City Manager Cruikshank asked if any units have been rented yet at The Residence. Development Services Manager Gladhill shared that some units have been pre-leased, noting that without a mobile leasing office it had been difficult but now a temporary construction office will be open and one existing unit.

Councilmember Freeburg inquired about the rental rates. Development Services Manager Gladhill said the project will include some high amenities and that rents will be market rate or even higher.

Development Services Manager Gladhill shared information on the Seasons of Ramsey rental townhomes, noting the project included 50 units. He reviewed Ramsey's building permits and valuations, noting that they will meet or exceed last year's activity and that there has been a reduction in foreclosures. Development Services Manager Gladhill then reviewed the Highway 10/Armstrong Boulevard interchange, boat launch landing and other economic development focuses.

Councilmember Anderson asked if the river crossing project was still active. Development Services Manager Gladhill said that project is not their highest priority because the interchange is instead.

Mayor Strommen said that they need to work with the City of Dayton on that project first.

Development Services Manager Gladhill said it has been an exciting year in Ramsey with positive developments coming.

Economic Development Coordinator/Planner Thorvig reviewed the City of Anoka's highlights, including Volunteers of America, HealthPartners/Riverway Clinic, Castle Field, Caribou Coffee, and residential and commercial developments north of County Road 116.

City Manager Cruikshank noted that an amateur baseball team, Northwoods, may be coming to Anoka in 2015.

Parks and Assistant Public Works Superintendent Riverblood inquired about the level of homes in the new development north of County Road 116.

Economic Development Coordinator/Planner Thorvig said it will be an upper level development by the Rum River Regional Trail, Mississippi River, adding the potential for docks will be a big factor for the developer.

Planning Director Braun highlighted the Anoka Northstar Station project including the pedestrian bridge.

Director of Public Services/City Engineer Lee referred to Greenhaven Road improvements, Castle Field Phase II, and the trail behind City Hall, which is the segment that has been missing from the Rum River Regional Trail.

City Administrator Ulrich inquired about bicycle trail connections. Director of Public Services/City Engineer Lee said this new segment will be part of that trail connection.

Economic Development Coordinator/Planner Thorvig outlined other projects including the Historic Rum River District, Anoka Station Master Plan, and Greens of Anoka around Green Haven Golf Course. He stated the economy is beginning to turn which is making for some exciting developments.

4. OTHER ITEMS / COUNCILMEMBERS COMMENTS

Councilmember Anderson said it is tremendous that they were able to meet together, noting the two cities had many ties historically. He said that Lake Itasca has a historic presence in Ramsey and he hopes they continue to highlight that fact.

Parks and Assistant Public Works Superintendent Riverblood said interpretive signage on the River will help tell that history.

Mayor Strommen said it was great to be able to get together as Ramsey and Anoka share many interests and partnerships.

Councilmember Weaver thanked Ramsey for their participation in the recent Mayor's Trail Ride, adding that it was quite an event.

5. ADJOURNMENT

Mayor Strommen adjourned the Work Session of the City Council at 8:06 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Cathy Sorensen
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey City Council conducted a City Council Special Meeting on Tuesday, May 7, 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

Member Absent: Councilmember Jason Tossey

Also Present: City Administrator Kurtis Ulrich
Police Chief James Way
Police Captain Jeff Katers
City Clerk Jo Thieling
Development Services Manager Timothy Gladhill
City Engineer Bruce Westby
City Attorney William Goodrich

1. CALL TO ORDER

Mayor Strommen called the City Council Special Meeting to order at 5:33 p.m.

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

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

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

4. COUNCIL BUSINESS

4.01: Consider Resolution Declaring a Vacancy in the Elected Office of Councilmember for Ward One

City Administrator Ulrich reviewed the staff report, noting Councilmember David W. Elvig has filed a written notice of resignation from his position as Ward One Councilmember with the City Clerk. The date of the written resignation is April 23, 2013.

Motion by Councilmember LeTourneau, seconded by Councilmember Kuzma, to Adopt Resolution #13-05-096 Declaring that a Vacancy Exists in Office of Councilmember for Ward One and directing that a Special Election be held to select a successor to fill the vacancy.

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

4.02: Consider Resolution Establishing Special Election Procedures for Calendar for Filling the Vacancy in the Office of Councilmember for Ward One

City Administrator Ulrich reviewed the staff report and recommendation to adopt the draft resolution establishing a Special Election calendar and waiving the requirement for a Primary Election prior to the Special Election.

City Clerk Thieling explained the Charter requires the Council to declare, by resolution, a vacancy in the resigning Councilmember's office and schedule a special election to select a successor within 90 days of the date the Council adopts the vacancy resolution. She stated the draft resolution would establish Special Election procedures and explained that the tight timeline does not allow enough time to hold a Primary Election. City Clerk Thieling indicated State Statutes are closely followed with the election calendar that had been distributed to the Council. She stated Anoka County is planning for new election equipment and, depending on timing, it may be used during this Special Election. It was noted that two polling places will be open.

City Attorney Goodrich stated this election calendar does not compromise the two-week notice of filing or the two-week term for filing, since they were the most important considerations. He suggested that the Charter Commission be asked to extend the 90-day restriction to 120 days to assure adequate time to meet the requirements. It was noted the City's Charter does not require holding a Primary Election under these circumstances.

Motion by Councilmember Riley, seconded by Councilmember LeTourneau, to Adopt Resolution #13-05-097 Establishing Special Election Procedures and Calendar and Declaring that there shall be no Primary Election preceding that Special Election, subject to minor election calendar revisions by the City's election clerk as necessary to accommodate the requirement to conduct the Special Election within 90 days of the vacancy declaration.

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

5. MAYOR / COUNCIL / STAFF INPUT

City Administrator Ulrich advised that Sean Sullivan has withdrawn from accepting a position as Economic Development Manager.

Mayor Strommen asked staff to schedule a Personnel Committee meeting to address this vacancy.

6. ADJOURNMENT

Motion by Commissioner LeTourneau, seconded by Commissioner Kuzma, to adjourn the Special City Council Meeting.

Motion carried.

The City Council Special Meeting was adjourned at 5:42 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.

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, May 7, 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 (arrived at 6:06 p.m.)

Also Present: City Administrator Kurtis Ulrich
Police Chief James Way
Police Captain Jeff Katers
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 5:47 p.m.

2. TOPICS FOR DISCUSSION

2.01: Interview Law Firms for City of Ramsey Legal Services

City Administrator Ulrich reviewed the staff report, noting it is the City's policy to review outside professional contracts on a three- to five-year basis. The current City Attorney contract for civil and criminal/prosecution legal services has been in place for three years and runs until July 1 but can be extended indefinitely under a 30-day termination provision, if desired. City Administrator Ulrich advised that 14 firms submitted proposals either combined civil and criminal, or civil, or criminal services only. It was noted that a staff panel reviewed all of the applications and selected seven firms to interview this evening. Of the seven, three propose combining civil and criminal, two are civil only, and two are prosecution only. City Administrator Ulrich reviewed the City's legal billing costs for the last three years and explained the schedule for tonight's interviews. He stated it is staff preference to use a combined (civil and criminal) legal firm so there is not overlapping activity. City Administrator Ulrich asked the Council what it preferred from a legal firm, noting a relationship between the Council and City Attorney is important. On the prosecuting side, he noted an attorney with a good level of negotiation is important in prosecuting police cases.

Police Chief Way concurred and stated an important consideration is that they have a good reputation with handling legal cases.

City Administrator Ulrich suggested that following interviews, the Council discuss if there is a preferred firm, appetite for changing legal firms, and staff can then conduct reference checks on the top firms the Council would like to further vet.

Police Chief Way asked if the Council can discuss this matter during a Closed Session.

City Administrator Ulrich stated this is a public meeting and discussions are a matter of public record.

Councilmember Backous stated his personal preference is a prosecutor that does not “throw the book” at a citizen for a mistake and spends time and effort on serious or repeat violators. He asked how the Council can learn what type of prosecutors are within the proposed firms.

Police Chief Way stated he knows Anoka County judges personally and they can be asked about that information.

Prior to each interview, Mayor Strommen welcomed the attorneys and Council and staff introduced themselves.

Councilmember Tossey arrived at 6:06 p.m.

The following firms were interviewed and the following questions were asked:

RANDALL, GOODRICH & HAAG (Civil and Criminal)

BERGLUND & BERGLUND (Civil and Criminal)

Describe the backgrounds of the civil and/or prosecuting attorneys who will be assigned to Ramsey.

How will your firm make Ramsey a priority and meet the terms outlined in the RFP for meeting attendance, response time for Council staff inquiries, document review turn-around, and office hours?

If your firm is not located locally, how do you intend to manage drive time, getting to City Hall on short notice, would officers be required to come to your office or would you come here for compliant processing, etc? How will you make it convenient for City staff to make filings.

With regard to prosecution services, how would you propose to manage officer time in court to ensure the best use of City funds for overtime? If you proposed a retainer for prosecution, does that include forfeitures and code enforcement work?

Do you feel it is appropriate for City staff to draft legal documents such as ordinances, purchase agreements, development agreements? If not, why? If so, what is your role to ensure the City's interests are protected?

Describe the most challenging municipal issues you have faced during your legal career? What were the circumstances and what was the outcome?

Please describe your philosophy with prosecutions.

Any other questions and/or concerns?

COURI & RUPPE (Civil Only)

RATWIK, ROSZAK & MALONEY (Civil Only)

Describe the backgrounds of the civil and/or prosecuting attorneys who will be assigned to Ramsey.

How will your firm make Ramsey a priority and meet the terms outlined in the RFP for meeting attendance, response time for Council staff inquiries, document review turn-around, and office hours?

If your firm is not located locally, how do you intend to manage drive time, getting to City Hall on short notice, would officers be required to come to your office or would you come here for compliant processing, etc?

Do you bill hourly for civil work or are you open to retainer to assure staying within budget?

Do you feel it is appropriate for City staff to draft legal documents such as ordinances, purchase agreements, development agreements? If not, why? If so, what is your role to ensure the City's interests are protected?

Describe the most challenging municipal issues you have faced during your legal career? What were the circumstances and what was the outcome?

Please describe your philosophy with serving as the City Attorney.

Any other questions and/or concerns?

HAWKINS & BAUMGARTNER (Criminal Only)

CHRISTIAN PETERSON (Criminal Only)

WEIKEL LAW FIRM (Criminal Only)

CHRISTIAN PETERSON (Criminal Only)

Describe the backgrounds of the civil and/or prosecuting attorneys who will be assigned to Ramsey.

If your firm is not located locally, how do you intend to manage drive time, getting to City Hall on short notice, would officers be required to come to your office or would you come here for compliant processing, etc?

How will your firm make Ramsey a priority and meet the terms outlined in the RFP for meeting attendance, response time for Council staff inquiries, document review turn-around, and office hours?

If your firm is not located locally, how do you intend to manage drive time, getting to City Hall on short notice, would officers be required to come to your office or would you come here for compliant processing, etc?

With regard to prosecution services, how would you propose to manage officer time in court to ensure the best use of City funds for overtime? If you proposed a retainer for prosecution, does that include forfeitures and code enforcement work?

Do you bill hourly for civil work or are you open to retainer to assure staying within budget?

Describe the most challenging municipal issues you have faced during your legal career? What were the circumstances and what was the outcome?

Please describe your philosophy with prosecutions.

Any other questions and/or concerns?

COUNCIL DISCUSSION OF PROPOSALS

The consensus of the Council was to use Randall, Goodrich & Haag for criminal prosecution and direct staff to further vet and request retainer proposals from Couri & Ruppe and Ratwik, Roszak & Maloney.

3. FUTURE TOPICS FOR DISCUSSION

Councilmember Backous asked staff to schedule a Work Session discussion on whether the City Attorney needs to attend every Council meeting.

4. MAYOR / COUNCIL / STAFF INPUT

None

5. ADJOURNMENT

Mayor Strommen adjourned the Work Session of the City Council at 9:14 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.

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, May 14, 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

Also Present: City Administrator Kurtis Ulrich
Finance Director Diana Lund
Fire Chief Dean Kapler
Public Works Superintendent Grant Riemer
Development Services Manager Timothy Gladhill
City Engineer Bruce Westby

1. CALL TO ORDER

Mayor Strommen called the City Council Work Session to order at 6:10 p.m.

2. TOPICS FOR DISCUSSION

2.01: Consider Proposal for TIF District 14 Review

City Administrator Ulrich reviewed the staff report and recommendation to approve the proposal from Ehlers to conduct an analysis of Tax Increment Financing (TIF) District 14.

Stacie Kvilvang, Ehlers, explained that economies and development patterns change and TIF District 14 is now at the point to sit down and consider where we are today, what is realistic for development into the future, revenues that can be generated, or if other parcels can be decertified out of the District and back onto the City's tax rolls. If approved, Ehlers would sit down with staff and look at the whole district, developable parts, figure out what can be built, a reasonable timeline, then build a proforma. The City would receive a model that can change over time as dynamics change and accommodate proposals that come in. Ms. Kvilvang stated the model would be a continuous and fluid document that will be reviewed annually. In addition, "TIF 101" would be presented as a refresher and focus on key issues about tax increment law so decisions can be made.

City Administrator Ulrich stated the not to exceed cost of \$5,000 would be paid from TIF administrative costs, which are expected to cover the costs to administer and monitor the District.

Councilmember Riley asked if the City would update the model each year or hire Ehlers to do that.

Ms. Kvilvang stated Ehlers typically provides that update, noting the TIF law is not easy to understand and no cities do their own TIF projections.

Councilmember LeTourneau asked if this has been updated in the past.

Ms. Kvilvang stated this District was created in 2010 and assumptions were made by previous staff members so this would be the first update and look at where the District will go in the future.

Councilmember Kuzma stated support for this proposal.

Councilmember Backous asked about the timing for the finished product.

Ms. Kvilvang stated in the next 30-60 days, Ehlers will have preliminary findings and then prepare the final report. She stated they can present TIF basics as the Council's schedule allows.

Councilmember Backous stated his support for the proposal.

Mayor Strommen stated the Strategic Plan includes receiving routine updates and to determine the City's future role in The COR and exit strategy.

The consensus of the Council was to authorize staff to proceed with obtaining a proposal from Ehlers to conduct an analysis of TIF District 14 at a not-to-exceed cost of \$5,000.

2.02: Presentation on New Signal System at the Intersection of CSAH 5 (Nowthen Boulevard) and Alpine Drive

City Engineer Westby introduced the item and Curt Kobilarcsik.

Curt Kobilarcsik, Anoka County Highway Project Manager, stated the new signal system at the intersection of Nowthen Boulevard and Alpine Drive will be the County's next project in Ramsey. He noted that Anoka County had applied for and received federal funding to install a signal system at this intersection. Mr. Kobilarcsik described the project elements, noting there will be a raised median due to the complexity of this skewed intersection to assure safety for the traveling public. He used a map to point out points of access at this intersection and indicated Anoka County will work with the property owners to better their situation by relocating points of access and increase safety for the intersection. He stated this is a high-speed intersection at 55 mph and Anoka County thinks this project will result in a safer intersection. He noted the location of old County Road 5 and stated they would like to close that access and end it in a cul-de-sac. It was noted an open house for area businesses and residents is planned for early June of 2013. Mr. Kobilarcsik stated they would present a Joint Powers Agreement, which is required as part of the federal funding, reach agreement on the design, cost component, and future

maintenance in mid-July, receive appraisals in August, and construct in 2014. Mr. Kobilarcsik used a map to point out trail locations that would be reconstructed and indicated they will also address stormwater drainage and treatment. He stated that there will be 15-20 parcels involved in strip takings.

City Administrator Ulrich asked about access to the former municipal center property.

Mr. Kobilarcsik stated a concrete median is proposed and a point where residents and the dental office traffic impacted by the median can make U-turns. He stated there will be a left turn lane into the former municipal center. Mr. Kobilarcsik described the travel path for residents and dental office traffic to gain access to their property and stated this U-turn element has been successfully used in other projects.

City Administrator Ulrich asked if the former municipal center will have full access.

Mr. Kobilarcsik answered in the affirmative.

Fire Chief Kapler emphasized it is critical that the former municipal center have a left hand turn south on Nowthen Boulevard.

Mr. Kobilarcsik confirmed it will have full access.

Mayor Strommen stated she wants to assure emergency vehicles do not need to navigate a U-turn movement in any direction.

Mr. Kobilarcsik stated the median does not go past that point.

Development Services Manager Gladhill stated today with the current development it is open but if the former municipal center were to redevelop, it would be reevaluated.

Councilmember Backous noted the property with the long driveway that would have to drive quite a ways northeast and then drive back southwest to access their driveway.

Mr. Kobilarcsik stated that is correct and they expect feedback at the open house but feel this is the safest alignment.

Councilmember Kuzma asked if they are willing to consider an alternative to that proposal.

Mr. Kobilarcsik stated they are willing and to have additional discussions at the open house. He noted this is a preliminary plan and they want to assure all issues are addressed.

Mayor Strommen noted the staff report indicates the Council is asked to approve the layout; however, tonight the Council is just receiving information.

Mr. Kobilarcsik agreed that no action is expected and this is an informational item.

Councilmember Riley stated support for the project but asked if the median is needed both above and below the intersection, noting it impacts access to resident's property.

Mr. Kobilarcsik stated they do find it to be important to assure safety, noting some of the resident access points are very close to the intersection, especially considering traffic is traveling at 55 mph. He stated the length of this proposed median is not too long for a vehicle to travel to make a U-turn.

Councilmember Riley asked about the cost share.

Mr. Kobilarcsik stated there is about \$900,000 in federal funds with a local match of \$100,000 split between Anoka County and Ramsey using standard cost share. Since there is already a trail, Anoka County will pay for its restoration. Anoka County also pays 100% of the median. With the traffic signal, it is 50%/50% and on Alpine it is 100% Ramsey. The City would also be asked to pay a certain percentage of the storm sewer costs. Mr. Kobilarcsik estimated \$70,000 Anoka County / \$30,000 Ramsey.

Councilmember Backous asked about the policy for flashing turn signals and yellow lights during off peak hours.

Mr. Kobilarcsik stated Anoka County does not have that type of policy but it can be considered for this intersection. He stated if there is a Council concern, the City could approach Anoka County.

Mayor Strommen asked if the open house will include the Elementary School, which will be impacted by this construction.

Mr. Kobilarcsik stated there will be a mill and overlay in that area so they will have discussions with the Elementary School. He stated they will also be looking at whether this roadway can remain open during construction or needs to be closed. He stated this project is similar to the 57th and Alpine Road project. Mr. Kobilarcsik stated they will meet with the most impacted residents to present the layout and address specific impacts to their property.

Informational; no action required. It was noted that Anoka County will present a Joint Powers Agreement mid-July.

2.03: Review of Draft Lower Rum River Watershed Management Organization (LRRWMO) Joint Powers Agreement (JPA)

City Engineer Westby reviewed the staff report and recommendation to approve the draft Joint Powers Agreement (JPA) with the Lower Rum River Water Management Organization (LRRWMO). It was noted the only amendments proposed are moving the sunset date from January 1, 2015 to January 1, 2025, and the ability to terminate the agreement if membership drops below three members and there is unanimous consent to terminate. He asked the Council if they have any questions, noting this JPA will be discussed at the May 16, 2013, LRRWMO Board meeting.

Councilmember Kuzma asked about the impact should Coon Rapids pull out of the LRRWMO.

City Engineer Westby reviewed the JPA language, noting it would not impact since there would still be three remaining member cities.

Councilmember Backous stated that Ramsey being a member of the LRRWMO concerns him because of a recent issue that came to light when a member city of this organization made a PowerPoint presentation suggesting Ramsey pay 49% of a future dam project. He stated Ramsey has an equal vote on the LRRWMO but could be outnumbered and forced to pay 49% of whatever project the LRRWMO decides to carry. Councilmember Backous stated he would not be an advocate of renewing the JPA until the LRRWMO works out a weighted vote since currently, Ramsey is responsible for 49% of any project.

Mayor Strommen stated that formula is based on land area, noting Ramsey has more impact on the watershed area as it has more land within it.

Councilmember Backous stated he understands that formula and noted in the case of Coon Rapids, they have only a sliver of property in the LRRWMO yet an equal vote to Ramsey.

Councilmember Kuzma stated the actual change in the dam would be paid by other funding, not the LRRWMO funding.

Mayor Strommen stated she shares the concerns and does not want to react to a proposal put unilaterally on the table when there has been no discussion about future ownership of the dam or how it will get reconstructed. She noted there is a commitment in the Third Generation LRRWMO Plan to figure that out; however, that is not the proposal before the LRRWMO at this time. She stated that issue will not be resolved prior to Ramsey having to make this decision.

Councilmember Backous stated it does not sound like a safe LRRWMO exit clause if Ramsey has to petition to leave and three-fourths of its members have to agree. He stated the dam proposal was presented in public without talking to Ramsey ahead of time, which is a concern to him. He stated he does not support extending the JPA.

Mayor Strommen asked what the timeline for the LRRWMO consideration is, noting the JPA does not expire until 2014.

City Engineer Westby stated that is correct but he thinks the LRRWMO wants to move that consideration forward.

Mayor Strommen noted if Ramsey is not part of the LRRWMO, it would have to take those responsibilities on its own. She explained the LRRWMO is part of shared services and the issue is one of the member cities putting the dam study out in the public with funding proposed by the LRRWMO funding formula. She suggested staff inform the LRRWMO of these concerns with continuing a partnership when a proposal was put forward that does not sound like much of a partnership. Mayor Strommen stated for her it is not a concern about participation in the

LRRWMO but more about the proposal that was put forward. She stated a conversation is needed on all sides to assure all are committed to a partnership.

Councilmember Kuzma asked if the LRRWMO wants to vote on the consultant contract, should he vote against.

City Administrator Ulrich stated Ramsey could vote against the proposal, but may not have the votes to defeat it.

The consensus of the Council was to direct staff to relay the Council's concerns about an extension to the JPA and the Rum River Dam project/study.

Mayor Strommen noted the proposal is to pay Stanly Consulting \$9,400 to prepare an application for grant funding towards the Rum River Dam being an Asian Carp barrier.

Councilmember Kuzma asked if the LRRWMO indicated, at the joint meeting, that it had funding to pay for the Stanley Consulting study.

City Engineer Westby stated the Stanley Consulting proposal will also be discussed by the LRRWMO at its Board meeting.

Councilmember LeTourneau asked about the formula for funding and if the study will be paid by the LRRWMO's general budget.

Mayor Strommen stated the LRRWMO receives funding from member cities based on a formula with Ramsey paying 49%.

Councilmember Backous stated Ramsey can lose any vote, 3-1, and still be expected to fund 49% of the Stanley Consulting study. He asked if Stanley Consulting is the same firm that would conduct the study.

Mayor Strommen stated if the grant is awarded, Stanley Consulting would be used to prepare the grant application in addition to conducting the study. She stated she is concerned about hiring a firm to write a proposal that includes a scope of work that they would then conduct. Mayor Strommen stated she does not see the benefit of the dam accruing on a watershed basis of land area. She believed using that same formula for a dam project is not logical since there are recreational, historic, and many other benefits of the dam. She stated she wished the conversation was about the benefits of the dam.

Councilmember Backous noted it is now being referred to as the "Rum River Dam," not the "Anoka Dam."

Councilmember Riley stated it appears that Mayor Strommen is indicating it is not a good idea to spend this money.

Mayor Strommen stated she does not support the split of funds and thinks the likelihood is not probable that this will be funded. In addition, it is a lot to spend on a two-page application and she does not see it as being successful. Mayor Strommen stated she thinks Anoka should have a discussion with the DNR as to whether this is an effective location for an Asian Carp barrier. She stated she does not favor the Stanley Study without additional research and thinks it is premature.

3. FUTURE TOPICS FOR DISCUSSION

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

None

5. ADJOURNMENT

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

The Work Session of the City Council was adjourned at 6:54 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, May 14, 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

Members Absent: Councilmember Jason Tossey

Also Present: City Administrator Kurtis Ulrich
Finance Director Diana Lund
Police Chief James Way
Police Captain Jeff Katers
Public Works Superintendent Grant Riemer
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

None.

3. CITIZEN INPUT

None.

4. CONSENT AGENDA

Motion by Councilmember LeTourneau, seconded by Councilmember Kuzma, to approve the following items on the Consent Agenda as revised to remove Items 4:07 and 4.09:

- 4.01: Receive Cash and Investments for Period Ending April 30, 2013
- 4.02: Receive 2013 Building Division Month End Report: April
- 4.03: Approve the following Meeting Minutes:
- 1) City Council Work Session – April 23, 2013
 - 2) City Council Regular Session – April 23, 2013
- 4.04: Approve License Applications:
- Special Events Permit
- Northgate Church, 7250 East Ramsey Parkway, Ramsey, MN 55303
- 4.05: Approve Exemption for a Gambling License for Ramsey Fire Relief Association
- 4.06: Approve Contractor for Nuisance Abatement Services
- 4.07: ~~Consider Approving Memorandum of Understanding and Easements for Riverdale Drive Extension to Traprock Street; Improvement Project 12-22~~ This item was removed from the Consent Agenda and considered as Item 7.05
- 4.08: Authorize Acceptance of Proposal from Premier Commercial Properties, Inc. for Property Management on Highway 10
- 4.09: ~~Award Contract for a Towing Vendor for the City of Ramsey~~ This item was removed from the Consent Agenda and considered as Item 7.06
- 4.10: 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.
- 4.11: 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
- 4.12: Introduce Ordinance #13-10 to Amend City Code Article II (Zoning) Division 5 (Tree Preservation)
- 4.13: Adopt Resolution #13-05-082 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of Aril 18 through May 8, 2013
- 4.14: Report from the Personnel Committee Meeting dated April 23, 2013:
- 1) Resolution to Consider a Telecommuting Policy – *Ratify the recommendation of the Personnel Committee to adopt Resolution #13-05-083 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.*
- 4.15: Report from the Public Works Committee Meeting dated April 16, 2013:
- 1) Memorandum of Understanding with Anoka County – *This item is being discussed tonight as a separate case.*
 - 2) Cost Estimate for Pedestrian Crosswalk at Alpine Drive and Zirconium Street – *Ratify the recommendation of the Public Works Committee and direct staff to determine elevations as discussed and whether it would be an option to create a more gradual pathway.*
 - 3) Review of 2012-2013 Winter Maintenance Activities – *Informational.*
- 4.16: Report from the Personnel Committee Meeting dated May 14, 2013:
- 1) Resolution to Extend the Recruitment for an Economic Development Manager and to Hire one Additional Administrative Intern – *Ratify the recommendation of the Personnel Committee and Adopt Resolution #13-05-085 to Extend the Recruitment*

for an Economic Development Manager and to Hire one Additional Administrative Intern.

- 2) Resolution to Hire a Building Inspection Intern – *Ratify the recommendation of the Personnel Committee and Adopt Resolution #13-05-086 to authorize staff to begin a recruitment to hire a building inspection intern.*

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

5. APPROVE AGENDA

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

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

6. PUBLIC HEARING

None.

7. COUNCIL BUSINESS

7.01: Adopt Resolution #13-05-XXX to Accept Metropolitan Council Transit Oriented Development (TOD) Grants

Development Services Manager Gladhill reviewed the staff report and recommendation to accept two grants (\$650,369 and \$100,000) and execute the required grant agreements with the Metropolitan Council.

Motion by Councilmember Kuzma, seconded by Councilmember LeTourneau, to Adopt Resolution #13-05-084 to Accept Metropolitan Council Transit Oriented Development (TOD) Grants.

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

7.02: Introduce Ordinance #13-11 Amending 2013 Rates and Fees Related to Residential Rental Licensing Fee Structure for New Construction and Septic Pumping Permits

Development Services Manager Gladhill reviewed the staff report and recommendation to introduce Ordinance #13-11 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. At the request of the Council, Development Services Manager Gladhill explained the State requires the local government (Ramsey) to check private septic systems.

Motion by Councilmember Riley, seconded by Councilmember LeTourneau, to Introduce Ordinance #13-11 Amending 2013 Rates and Fees Related to Residential Rental Licensing Fee Structure for New Construction and Septic Pumping Permits.

Further discussion: Councilmember Backous noted the Septic Pumping Permit has not increased for a number of years. Councilmember Kuzma asked what the City's actual cost is. Development Services Manager Gladhill stated it may approach \$30 and prior to adoption, staff will provide additional information on the City's true costs.

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

7.03: Introduce an Ordinance to Amend City Code Chapter 34, Section 34-21, Weapons

Police Chief Way reviewed the staff report and recommendation to remove several confusing items from existing Code Section 34-21 to make it easier to understand, noting it would not alter the effect of enforcement. It was noted that two Councilmembers had assisted in review and revision of the ordinance.

Councilmember Riley stated he assisted with the review and it was determined the best course was to redraft the entire ordinance.

Mayor Strommen extended the Council's appreciation to staff for the extra effort taken to redraft this ordinance so it is easily understood.

Motion by Councilmember LeTourneau, seconded by Councilmember Kuzma, to Introduce Ordinance #13-07 to Amend Chapter 34, Article II, Offenses Involving Public Safety, Section 34-21, Weapons Division of City Code.

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

7.04: 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

City Engineer Westby advised staff was just informed that numerous rounds of review remain to occur prior to plans being reviewed by the Central office. He stated at this time, staff understands the soonest bids can be advertised will be July with award in mid-August. City Engineer Westby stated staff recommends the Council to continue consideration indefinitely so staff can evaluate the best action to take, the project schedule, if the project would have to be completed in the spring, impact to resident and business access, and project costs. He advised that the State has informed staff that the \$702,000 grant can be extended and encumbered for Ramsey as long as the contract is awarded by June 30, 2014.

Motion by Councilmember Backous, seconded by Councilmember LeTourneau, to postpone indefinitely consideration of Resolution #13-05-079 Accepting Plans and Specifications and Authorizing Advertisement for Bids for Riverdale Drive Reconstruction and Extension: City Improvement Project 12-22.

Further discussion: City Engineer Westby noted this is the City's first cooperative agreement project and staff found some issues were not well communicated. He stated an initial meeting was held with impacted residents and staff will work to address comments received. City Engineer Westby stated that information will be presented to the Council when this item is brought back.

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

7.05: Consider Approving Memorandum of Understanding and Easements for Riverdale Drive Extension to Traprock Street; Improvement Project 12-22

City Engineer Westby reviewed the two additions to the Memorandum of Understanding (MOU) and stated it is the opinion of staff and the City Attorney that neither are an issue as it indicates they will not be assessed for the construction of the Riverdale Extension and will be held harmless from the City's acts. He stated staff recommends approval of the MOU as revised.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to approve the revised Memorandum of Understanding and Easements for Riverdale Drive Extension to Traprock Street; Improvement Project 12-22.

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

7.06: Award Contract for a Towing Vendor for the City of Ramsey

Police Chief Way stated the City had a two-year contract with Champlin Towing that will be expiring so staff placed notification for an RFP. The City received four bids and after review, recommends a two-year contract with Champlin Towing as it had the lowest bid price and met all provisions of the RFP.

City Administrator Ulrich advised that the issue of property tax delinquency was not a consideration in staff's review of the RFPs or recommendation.

Councilmember LeTourneau stated staff had perfectly handled the RFP process and his concern has nothing to do with the contract or work that was done in the past; however, several residents spoke with him about a potential conflict in how the City relates with Champlin Towing. He stated his concern is how the Council is perceived as a body relating to transparency and ethics by its residents. He noted in the Council's strategic planning, a Code of Conduct was created and relates to how contractors respond to the City as well. Councilmember LeTourneau stated the City is asking its contractors to act with responsibility in an ethical and respectful manner as

they are representing the City. He asked if this contractor is inside or outside that guideline of ethics and transparency.

Councilmember Kuzma stated he is uncomfortable awarding a contract to a business that is tax delinquent.

Councilmember Backous stated if they are doing their job and recommended by staff, he supports the recommendation.

Councilmember Riley stated the issue of tax delinquency has been addressed in a payment plan.

Mayor Strommen stated as she talked with staff, she was told this was not part of the RFP consideration or something that can be factored in at this time. She asked whether being current in taxes should be a requirement of the RFP process.

City Attorney Goodrich advised that in this case, there has been a confession of judgment and they are working with the County to make payment of taxes so the company is lawful. He noted liquor licensees are required to have taxes paid but with a towing contractor, the business can be located outside the City so there would be no control over that. He advised that if desired, the RFP process can indicate if the business is located within the City or that the taxes have to be current. However, that same requirement would have to be made of all contracts.

Mayor Strommen stated the strategic plan addresses whether contractors are adhering to the same Code of Conduct as Councilmembers so, going forward, she would support additional discussion in how that should be enacted with contractors.

City Attorney Goodrich advised it could be adopted by reference in the RFP and the candidate asked if they have issues that would be in conflict.

Councilmember Kuzma asked whether a company looking to do business that is having trouble paying taxes would still be in business in six or twelve months. He felt that going with the low bid may not always be the best route.

Mayor Strommen noted in this case, Champlin Towing has been the City's contractor and the level of service provided has met the City's needs.

Councilmember LeTourneau stated if Champlin Towing was not able to provide services in six months, the City has alternate plans to provide the service without pause.

Police Chief Way confirmed that was correct.

Motion by Councilmember Riley, seconded by Councilmember Backous, to award a Two-Year Contract to Champlin Towing.

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

8. MAYOR, COUNCIL AND STAFF INPUT

At the invitation of Mayor Strommen, high school students were invited to approach the Council and introduce themselves.

City Administrator Ulrich announced upcoming meetings and events. He provided an update on funding for a Highway 10 overpass and indicated the Legislature continues to debate the bonding bill, which may be in jeopardy. City Administrator Ulrich stated he and Mayor Strommen will travel to Washington, D.C. to talk with the City's delegation about this funding.

Mayor Strommen noted the legislative session will close next week so additional information will be available by then.

9. ADJOURNMENT

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

Motion carried.

The regular meeting of the City Council adjourned at 7:40 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: 05/28/2013

By: Jo Thieling, Administrative Services

Information

Title:

Approve License Applications

Background:

Attached is a list of licenses for Council approval.

Notification:

Observations:

Recommendation:

Funding Source:

Council Action:

Motion to approve license applications.

Attachments

License Apps

Form Review

Form Started By: Jo Thieling

Started On: 05/22/2013

Final Approval Date: 02/21/2013

**License Applications
For Year 2013**

*Special Events Permit	Anoka High School	For Central Park Location	Ramsey, MN 55303	763-442-3848
**Special Events Permit	North Suburban Concert Band	For Central Park Location	Ramsey, MN 5303	763-227-2237
***Solicitor	David Barnhill	110 Malcolm Avenue	Minneapolis, MN 55414	612-378-2473

*Special Events Permit: Some Anoka High School seniors are hosting a senior project at Central park with music (acoustical), raffles, snacks, and just hanging out. The gathering was from 2:00 p.m. to 5:00 p.m., Saturday, May 18. Staff waived the fee for the students.

**Special Events Permit: To permit an outdoor concert at Central Park Lions Pavilion from a local community band using traditional band instruments. The concert is set for June 18 from 7:00 p.m. to 8:00 p.m. The fee is requested to be waived for this non-profit group as well.

***Solicitor: To sell coupon books door to door with coupons from local Ramsey businesses.

Meeting Date: 05/28/2013

By: Chris Anderson, Community
Development

Information

Title:

Approve Box Sign Installation in COR-2 Zoning District on Property Located at 7962 Sunwood Dr NW

Background:

The owner of the Verizon Wireless store, located at 7962 Sunwood Drive NW, has submitted a Permanent Sign Permit application to re-install a box sign on the east elevation of their unit. After the realignment of Sunwood Drive, traffic no longer travels directly past their unit but rather follows the road as it curves northward. The business owner believes that due to this realignment, their visibility has been diminished somewhat and thus would like to re-install a nineteen (19) square foot box sign on the east elevation for westbound traffic on Sunwood Drive.

Notification:

No notification is required for this request.

Observations:

The box sign was originally approved as part of a sign permit package in 2007. The sign was taken down in 2009 as a result of the company's re-branding. However, with the diminished visibility now, they have updated the graphics and have applied for a Permanent Sign Permit to re-install the sign. The property is zoned COR-2, which functions much the same as the general business districts in terms of sign regulations. However, within the Design Framework, box signs are identified under the prohibited signs section. Staff does not believe the intent was to prohibit this sign type from the COR-2 district. Additionally, the Property Owner has documented on the application submittal that this sign shall only be permissible for one (1) year, beyond that, it will need to be removed/replaced with signage that matches the Property Owner's criteria (which does not permit box type signs).

Alternatives

Alternative #1. Direct Staff to approve the Permanent Sign Permit. The signage proposed was previously approved via a Sign Permit in 2007. In reviewing the sign regulations at that time, there was no mention of box signs being prohibited. Furthermore, the prohibited signs section of the former Town Center Design Guidelines used to state 'except as allowed in Item B (TC-2 Sub-District)', which reinforces Staff's opinion that at least certain sign types listed as prohibited in the Design Framework were not intended to apply to the COR-2 District.

Alternative #2. Direct Staff to deny the Permanent Sign Permit. If the business owner wanted to improve visibility due to the realignment of Sunwood Drive, it would require a significant investment in a new sign and delay the installation (would need to have new signage fabricated). Again, City Staff believes that it was not the intent to prohibit box signs in the COR-2 sub-district and therefore does not support this option.

Recommendation:

Staff recommends the City Council authorize approval of the Permanent Sign Permit.

Funding Source:

This request is being handled as part of Staff's regular duties. The applicant will be responsible for the \$100.00 Permanent Sign Permit fee.

Council Action:

Motion to authorize Staff to approve the Permanent Sign Permit application to allow a box sign at 7962 Sunwood Dr NW.

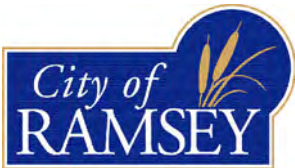
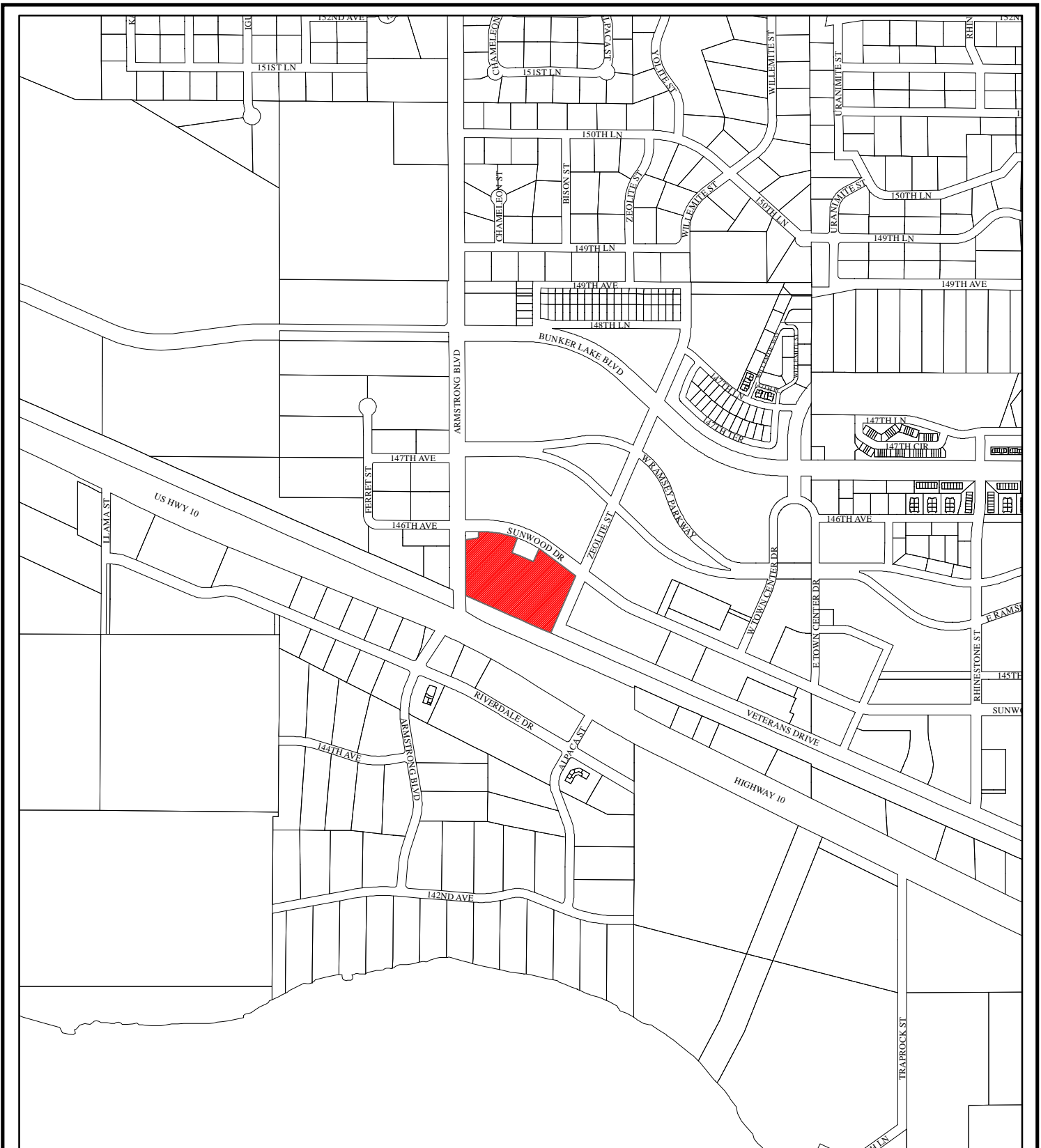
Attachments

Site Location Map

Application and Proposed Signage

Form Review

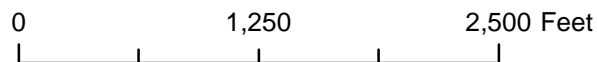
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Tim Gladhill	Tim Gladhill	05/23/2013 06:38 AM
Kurt Ulrich	Kurt Ulrich	05/23/2013 02:36 PM
Form Started By: Chris Anderson		Started On: 05/21/2013 10:39 AM
	Final Approval Date: 05/23/2013	

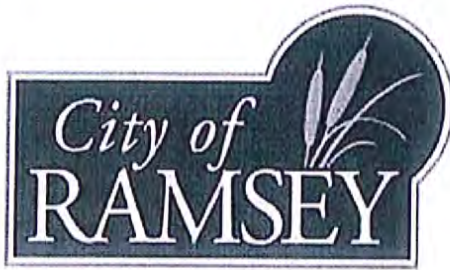


7962 Sunwood Drive NW

Legend

- Site
- Parcels





7550 Sunwood Dr NW, Ramsey, Minnesota 55303
 Phone: 763-433-9850 • Fax: 763-433-9848
 www.ci.ramsey.mn.us

Permanent Sign Permit Application

Permit # _____

Name of Business: Cellular Experts Business Phone #: 763-576-9599
 Contact Person: Dustin Schroeder Phone #: 763 439-7555
 Business Address: 7462 Sunwood Dr #800 P.I.N. #: _____
 Sign Company's Name: N/A Phone #: _____
 Address: _____ Contact Person: Dustin

Please provide the following information regarding existing and new permanent signs:

Existing Sign(s): Number 2 Type: Free Standing Pylon or Ground 1 /Wall _____ /Other _____
 Total square footage of existing signage: #1 2.5 x 15 = 38 #2 2.5 x 15 = 38 Sign Height(s): 11 ft
 New Sign(s): Number 1 Type: Free Standing Pylon or Ground 1 /Wall _____ /Other _____
 Square footage of each sign: 13.5' x 1.5' = 20.25 Sign Height(s): 11 ft
 Dimensions of building front: 63 x 21 = 1323 15% of building front dimension: 198.45

If replacing previous business' signage, please indicate the name of former business: _____

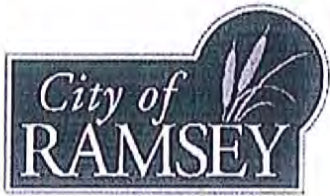
The undersigned acknowledges that he/she has read this application and the above information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of Ramsey.

Property Owner Signature: Alvin Uping - as Agent for Owner Date: 5/13/13
 Responsible Contractor's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Application Fee: _____ Zoning District: _____
 Permit Fee: _____ Square Footage Allowed: _____
 Receipt #: _____ Proposed Square Footage: _____
 Special Conditions: _____ Remaining Available Square Footage: _____
 Building Approval: _____ Planning Approval: _____
 Date Date

Subject to Attached "AS NOTED" drawing



Permanent Sign Permit Application

Please complete the sign permit application as requested. If the City deems an application incomplete, action will be delayed on your sign request. Effective January 1, 2006, any contractor performing work within the City of Ramsey is required to obtain a City-issued Contractor's License.

Required Information

1. Two copies of site plan showing the location of the proposed sign(s).
2. Two copies of a drawing of the proposed sign(s) showing the sign message, dimensions and calculated square footage of each sign, as well as a description of the materials, lettering, colors, illumination and support system. Include support structure and footing information for all ground and/or free standing pylon signs. Footings must be sized by a state licensed structural engineer.
3. Two copies of a cross section of the building face showing how the sign(s) will be attached and how far it will extend from the building.
4. A copy of the City-approved Business Registration Certificate (BRC).

Required Fees

Application Fee: \$25.00 Permit Fee: \$75.00 Total: \$100.00

- ◆ Questions regarding sign regulations and sign fees should be directed to the Community Development office at (763) 427-1410.

Sign Artwork for 7962 Sunwood Dr Ste 800 Ramsey, MN 55303

162"

DIRECTV
AUTHORIZED DEALER

verizon wireless
Select Communications | Premium Retailer

dish
AUTHORIZED RETAILER

17"

This will be a light box sign. 162" WIDE X 17" TALL. It will wired to a timer on dedicated circuit.

- NOTE -- This sign was actually installed on this awning and removed in 2009 However with the new road construction we need to reinstall for visibility. We just redid the vinyl work.



• All penetrations to be sealed to be watertight.

• Sign does not conform to landlords existing sign criteria and may only be utilized through May 14, 2014. In the event Tenant extends their lease beyond the current expiration date sign must be replaced to match other Tenant signage (no box type).

5/13/13
Alpung Sr. Property Mgr.

Approved as noted, by Mid-America Real Estate - Minnesota, LLC, as agent for Sophia-Ramsey, LLC, subject to issuance of all applicable permits.

SA WHAT ARE WE GOING TO ABOUT IT? ID ProtectCELL

SA WHAT ARE WE GOING TO ABOUT IT? ID ProtectCELL

SA WHAT ARE WE GOING TO ABOUT IT? ID ProtectCELL



verizonwireless
Select **Communications** | Premium Retailer

dis

AUTHORIZED R

Meeting Date: 05/28/2013

By: Chris Anderson, Community
Development

Information

Title:

Approve Storm Water Treatment and Ponding Maintenance Agreement with T & G Land Inc for the Property Located at 6651 141st Ave NW; Case of Tom Sauter

Background:

In 2012, the City Council approved a Conditional Use Permit (CUP) for processing demolition concrete in the E-2 Employment District. One of the conditions of the CUP was that the Permittee develop a drainage and erosion control plan subject to review and approval by the City. The Permittee has offered to assume maintenance responsibilities for the storm water pond on the Subject Property.

Notification:

No notification is required for this action.

Observations:

Staff has developed a Storm Water Treatment and Ponding Maintenance Agreement that outlines the responsibilities of the Permittee, including: (1) Semi-annual inspections of all pond outfalls (once in the spring and once in the fall) and any necessary corrective actions (such as removal of litter/debris, replacement of mulch etc.), (2) maintaining dense vegetation along the bank slope to prevent bare spots of exposed soil and to capture sediment prior to entering storm water pond, and (3) bi-annual inspections and certifications by a professional engineer (provided by the Permittee) that the storm water pond continues to function in accordance with the design plans. Should the pond be found to not be functioning as designed, the Permittee would be responsible for restoring the pond to function as designed. The Permittee has reviewed the proposed Storm Water Treatment and Ponding Maintenance Agreement and is comfortable entering into this agreement.

Alternatives:

Approve the Storm Water Treatment and Ponding Maintenance Agreement. This site has had demolition concrete and bituminous material stockpiled for a little over a year now and has had a soil stockpile on site for over ten (10) years with no apparent impact to the storm water pond. The Permittee has all needed equipment to maintain the pond and could do so in an efficient and cost effective way and thus, Staff supports approval of the maintenance agreement.

Deny the Storm Water Treatment and Ponding Maintenance Agreement. If this agreement were not approved, the Permittee would be required to develop an alternative drainage and erosion control plan to address the potential sediment from the concrete processing on site. However, the processing itself is only permitted to occur one (1) time per year based on the CUP. Other than that, there will just be stockpiled material on site, similar to what has existed on the property for over ten (10) years and there have not been any documented issues with the storm water pond to date.

Recommendation:

Staff recommends authorizing and executing the Storm Water Treatment and Ponding Maintenance Agreement with T & G Land Inc.

Funding Source:

As this is related to the conditional use permit approved last year, the costs associated with processing this are the responsibility of the applicant.

Council Action:

Motion to authorize and execute the Storm Water Treatment and Ponding Maintenance Agreement to assign maintenance responsibilities of the storm water pond at 6651 141st Ave NW to T & G Land Inc.

Attachments

Site Location Map

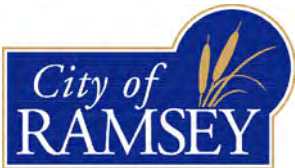
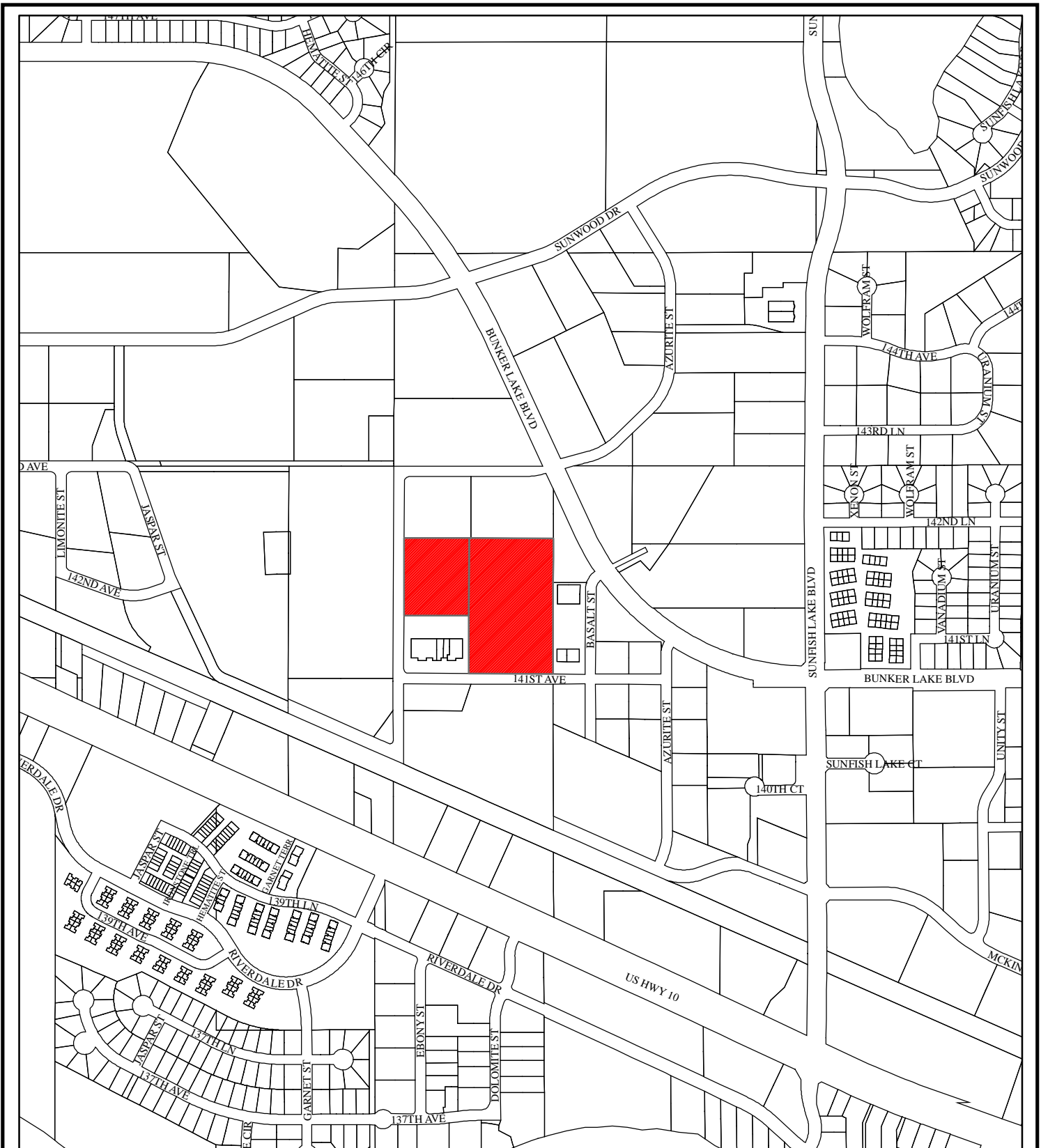
Proposed Storm Water Treatment and Ponding Maintenance Agreement

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	05/23/2013 08:41 AM
Tim Gladhill	Kathy Schmitz	05/23/2013 04:18 PM
Kurt Ulrich	Kurt Ulrich	05/23/2013 04:36 PM

Form Started By: Chris Anderson Started On: 05/22/2013 08:41 AM

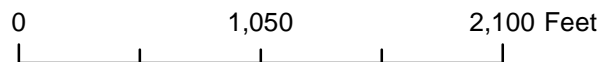
Final Approval Date: 05/23/2013



6651 141st Avenue NW
and
14191 Ebony Street NW

Legend

- Site
- Parcels



(Reserved for Recording Data)

**STORM WATER TREATMENT AND PONDING
MAINTENANCE AGREEMENT**

THIS AGREEMENT (this “Agreement”) made this _____ day of _____, 2013, by and between the **CITY OF RAMSEY**, a Minnesota municipal corporation (hereinafter referred to as the “City”) and **T & G LAND INC.**, a Minnesota domestic business corporation having an address for purposes of this Agreement of 6651 141st Ave NW #3, Ramsey, MN 55303, (hereinafter referred to as the “Permittee”).

WHEREAS, the Permittee is the fee owner of certain real property situated in the City of Ramsey, County of Anoka, State of Minnesota legally described as:

LOT 1 BLOCK 1 GATEWAY NO IND PARK NO 5

And

LOT 1 BLOCK 1 BASALT OFFICE PARK 2ND ADDITION

(the “Subject Property”)

WHEREAS, in May of 2012, the City approved a Conditional Use Permit (the “Permit”) to process demolition concrete on the Subject Property; and

WHEREAS, a condition of the Permit was that the Permittee develop a drainage and erosion control plan to protect the regional storm water pond (the “Storm Water Management Practices”) on the Subject Property; and

WHEREAS, the Permittee has agreed to assume responsibility for maintenance and repair of the Storm Water Management Practices on the Subject Property, at the reasonable discretion and direction of the City Engineer, to ensure that the Storm Water Management Practices maintain the designed capacity and operates correctly; and

WHEREAS, the City and Permittee desire to set forth their understanding with respect to the ongoing repair and maintenance of the Storm Water Management Practices and the responsibility relating to the costs of the repair and maintenance of the Storm Water Management Practices on the Subject Property.

NOW THEREFORE, in consideration of the foregoing facts and circumstances, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as FOLLOWS:

1. Maintenance of the Storm Water Management Practices shall include, but not be limited to:

- (i) Semi-annual inspections of all pond outfalls (flared end sections), with one in each the spring (to remove debris, winter salt and sand deposits, etc.), and fall (to remove vegetation, sediment, debris, leaves, etc.). If necessary, corrective actions; including the removal of all litter and debris, and replacement of mulch, vegetation, and eroded areas to ensure establishment of healthy functioning plantlife therein shall be executed. Such inspections and corrective actions shall be documented in a maintenance log retained by the Permittee and submitted to the City upon request or termination of this agreement; and
- (ii) Maintaining dense vegetation along the bank slope to prevent bare spots of exposed soil.
- (iii) Bi-annual inspections and certifications by a professional engineer (provided by the Permittee) that the Storm Water Management Practices are functioning in accordance with the plans prepared by RLK Kussisto LTD dated December 26, 2000 (the "Plans"), and the ponding facilities have maintained the proper operation of stormwater treatment in accordance with City and Lower Rum River Watershed Management Organization standards. The bi-annual inspection may consist of a visual survey of the Storm Water Management Practices. The Permittee must notify the City if there are any changes to the shoreline noted as a result of the visual inspection. Permittee may be required, as a result of the visual inspection, to hire a licensed land surveyor to determine elevations of pond basin. Copies of the bi-annual inspection reports shall be provided to the City within thirty (30) days of their preparation.

If, as a result of any inspection by the Permittee or City staff, it is determined that the Storm Water Management Practices (i) have not been maintained; or (ii) are not functioning as originally designed and intended; or (iii) are in need of repair, the Permittee agrees to restore the Storm Water Management Practices so that they function as they were originally designed and intended pursuant to the Plans. Permittee shall follow guidelines within Minnesota Pollution Control Agency (MPCA) Manual for Dredged Materials.

The Permittee, for itself and its respective successors and assigns, agrees to be solely responsible for the repair and maintenance of the Storm Water Management Practices and shall bare all costs of such maintenance. If the Subject Property is sold, the owners of the Property shall be equally responsible for the maintenance of the Storm Water Management Practices. If

the Permittee does not undertake the necessary maintenance within thirty (30) days of notification by the City, the City may contract such maintenance, and the costs reasonably incurred by the City for contracting such maintenance shall be reimbursed to the City by the Permittee and/or its successors and assigns.

2. Assessment. The Permittee, for itself and respective successors and assigns, hereby waives any statutory right to contest any assessment by the City for its costs of maintenance/repair as permitted herein, on the basis of the benefit to portions of the Subject Property.

3. Terms and Conditions. The terms and conditions of this Agreement shall be binding upon, and shall insure to the benefit of, the parties hereto and their respective successors and assigns.

- i. Expiration. This Agreement shall remain in effect so long as the Permit to process demolition concrete remains valid. In the event that the Permit is revoked, terminated or becomes null and void, the Permittee shall be responsible for a final inspection of the Storm Water Management Practices and for any corrective actions needed as outlined above in paragraph 1.

This Agreement shall be recorded in the Anoka County, Minnesota Recorder's Office. It shall be the Permittee's responsibility to pay the applicable recording fees.

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed as of the day and year first above written.

CITY OF RAMSEY:

By: _____
Its: Mayor

By: _____
Its: City Administrator

T & G LAND INC.:

By: _____

Its: Chief Manager

STATE OF MINNESOTA)
)ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this ____ day of _____, _____, by Sarah Strommen and by Kurt Ulrich, respectively the Mayor and City Administrator of the City of Ramsey, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Notary Public

STATE OF MINNESOTA)
)ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____, the Chief Manager of T & G LAND INC., a Minnesota domestic corporation.

Notary Public

Meeting Date: 05/28/2013

Submitted For: Kurt Ulrich

By: Bill Goodrich, Administrative Services

Information

Title:

Consider release of Assessment Agreement regarding Professional Properties, LLC. (Bertolas and Pekula building).

Background:

In 2005 the City entered into a Tax Increment Financing (TIF) Agreement with Professional Properties, LLC. The building is occupied by the Bertolas and Pekula Accounting firm. The TIF Agreement relates to the property located at 6575 - 141st Avenue NW. Amongst other things the TIF Agreement requires the minimum value of the subject property to be maintained at \$1,500,000 pending repayment to the City of the Financial Assistance the City gave to the Developer. The City's Finance Director has advised that the financial assistance of \$100,000 has been repaid to the City through the tax increments. The maturity date of the TIF Agreement is December 31, 2012 or the date when the financial assistance has been paid.

Notification:

NA

Observations:

All terms of the TIF Agreement have been complied with and it is therefore reasonable to release the Assessment Agreement as requested. Apparently the property owner is interested in contesting the present Anoka County assessed value of its property. Without the release of the Assessment Agreement, the property owner is prohibited from such a contest.

An alternative of course is to deny the request, but since all obligations to the City have been complied with this does not seem a viable alternative.

Recommendation:

Authorize the release of the Assessment Agreement which is a separate document agreed to in the original April 1, 2005 TIF Agreement.

Funding Source:

NA

Council Action:

Motion to release the Assessment Agreement encumbering the property located at 6575 - 141st Avenue NW and legally described as The North 200 feet of the South 233 feet of the West 200 feet of the East 1146 feet of the South Half of the Southeast Quarter of Section 27, Township 32, Range 25, Anoka County, Minnesota. The Assessment Agreement is a separate Agreement attached to the April 1, 2005 Contract for Private Development between The City of Ramsey, Minnesota and Professional Properties, LLC, a Minnesota Limited Liability Company.

Said Agreement was recorded on July 12, 2005 as Anoka County Recorder's document #1976598.007.

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	05/22/2013 11:43 AM
Kurt Ulrich	Kurt Ulrich	05/23/2013 03:59 PM

Form Started By: Bill Goodrich

Started On: 05/22/2013 10:20 AM

Final Approval Date: 05/23/2013

Meeting Date: 05/28/2013

Submitted For: Patrick Brama

By: Patrick Brama, Administrative Services

Information

Title:

Introduce ordinances #13-12, #13-13 and #13-14 AUTHORIZING THE CITY OF RAMSEY TO SELL/CONVEY SURPLUS CITY OWNED LAND

Background:

The City Council discussed a case tonight (5/28) in Worksession regarding an economic development prospect known as Foxtrot.

Prospect Foxtrot is interested in purchasing three City owned parcels. In order to sell said three parcels, the City Council is required to pass a land sale ordinance. The purpose of this case is to introduce a ordinance to sell surplus City owned land; technically, three separate ordinances for three separate parcels.

Please note: passing an ordinance to sell City owned land does not *OBLIGATE* the Council to sell property. Passing a land sale ordinance *ENABLES* the Council to sell City owned property. Due to Prospect Foxtrot's timeline, and the lengthy process required to pass an ordinance, Staff recommends the Council complete this step ahead of time. The Council will have a chance to review/approve a purchase agreement with Prospect Foxtrot in the coming weeks (including land sale price, other terms, etc.).

For detailed information on Prospect Foxtrot and the proposed economic development project please refer to the 05/28/2013 City Council Worksession Case: "Discuss Economic Development Prospect Foxtrot."

Notification:

NA

Observations:

NA

Recommendation:

Introduce ordinances #13-12, #13-13 and #13-14 AUTHORIZING THE CITY OF RAMSEY TO SELL/CONVEY SURPLUS CITY OWNED LAND.

Funding Source:

NA

Council Action:

Introduce ordinances #13-12, #13-13 and #13-14 AUTHORIZING THE CITY OF RAMSEY TO SELL/CONVEY SURPLUS CITY OWNED LAND .

Attachments

[Ordinance 13 12](#)

[Ordinance 13 13](#)

[Ordinance 13 14](#)

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
05/23/2013 04:34 PM
Started On: 05/22/2013 09:49 PM

Form Started By: Patrick Brama

Final Approval Date: 05/23/2013

ORDINANCE #13-12

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

AN ORDINANCE AUTHORIZING THE CITY OF RAMSEY TO SELL/CONVEY:

ALL TH PT OF SW 31 RODS OF SW1/4 OF SW OF SEC 27-32-25 DESC AS FOL COM AT A PT ON THE W LINE THEREOF DIST 335.51 FT S FROM NW COR THEREOF AS MEAS ALONG SD W LINE, THE S ALONG SD W LINE A DIST OF 335.51 FT MORE OR LESS TO ITS INTERSECTION WITH NLY RT OF WAYLINE OF NORTHERN PACIFIC RY, TH SELY ALONG SD NLY RT OF WAY LINE TO ITS INTERSECTION WITH E LINE OF SD W 31 RODS, TH N ALONG SD E LINE THEREOF A DIST OF 448.92 FT MORE OF LESS TO A PT ON SD E LINE THEREOF DIST 448.92 FT S FROM NE COR OF SD W 31 RODS AS MEAS ALONG SD E LINE THEREOF, TH NWLY IN A STRAIGHT LINE TO THE PT OF BEG EX RED; SUBJECT TO EASEMENTS OF RECORD, ANOKA COUNTY, MINNESOTA.

The City of Ramsey Ordains:

SECTION 1. PURPOSE

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

SECTION 2. SALE/CONVEYANCE AUTHORIZATION

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

TH PT OF SW 31 RODS OF SW1/4 OF SW OF SEC 27-32-25 DESC AS FOL COM AT A PT ON THE W LINE THEREOF DIST 335.51 FT S FROM NW COR THEREOF AS MEAS ALONG SD W LINE, THE S ALONG SD W LINE A DIST OF 335.51 FT MORE OR LESS TO ITS INTERSECTION WITH NLY RT OF WAYLINE OF NORTHERN PACIFIC RY, TH SELY ALONG SD NLY RT OF WAY LINE TO ITS INTERSECTION WITH E LINE OF SD W 31 RODS, TH N ALONG SD E LINE THEREOF A DIST OF 448.92 FT MORE OF LESS TO A PT ON SD E LINE THEREOF DIST 448.92 FT S FROM NE COR OF SD W 31 RODS AS MEAS ALONG SD E LINE THEREOF, TH NWLY IN A STRAIGHT LINE TO THE PT OF BEG EX RED; SUBJECT TO EASEMENTS OF RECORD, ANOKA COUNTY, MINNESOTA.

SECTION 3. TERMS OF SALE/CONVEYANCE

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

SECTION 4. EFFECTIVE DATE

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

PASSED by the City Council of the City of Ramsey, Minnesota, the 11th day of June, 2013.

Mayor Sarah Strommen

ATTEST:

City Clerk Jo Ann M. Thieling

Introduction date: May 28, 2013
Posting dates: XXXXX
Adoption date: June 11, 2013
Publication date: XXXXX
Effective date: XXXXX

ORDINANCE #13-13

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

AN ORDINANCE AUTHORIZING THE CITY OF RAMSEY TO SELL/CONVEY:

GATEWAY NORTH INDUSTRIAL PARK LOT 2 BLK 1 GATEWAY NORTH IND PK;
SUBJECT TO EASEMENTS OF RECORD, ANOKA COUNTY, MINNESOTA.

The City of Ramsey Ordains:

SECTION 1. PURPOSE

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

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GATEWAY NORTH INDUSTRIAL PARK LOT 2 BLK 1 GATEWAY NORTH IND PK;
SUBJECT TO EASEMENTS OF RECORD, ANOKA COUNTY, MINNESOTA.

SECTION 3. TERMS OF SALE/CONVEYANCE

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SECTION 4. EFFECTIVE DATE

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

PASSED by the City Council of the City of Ramsey, Minnesota, the 11th day of June, 2013.

Mayor Sarah Strommen

ATTEST:

City Clerk Jo Ann M. Thieling

Introduction date: May 28, 2013
Posting dates: XXXXX
Adoption date: June 11, 2013
Publication date: XXXXX
Effective date: XXXXX

ORDINANCE #13-14

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

AN ORDINANCE AUTHORIZING THE CITY OF RAMSEY TO SELL/CONVEY:

LOT 2 BLK 2 GATEWAY NORTH INDUSTRIAL PARK, EX THAT PRT OF SD LOT LYG N OF FOL DESC LINE & ITS EXTNS: BEG AT A PT ON W LINE OF SD LOT 2 100 FT S OF NW COR THEREOF, TH SELY TO A PT ON E LINE OF SD LOT 2 135 FT S OF NE COR OF SD LOT 2 & SD LINE THERE TERM; SUBJECT TO EASEMENTS OF RECORD, ANOKA COUNTY, MINNESOTA.

The City of Ramsey Ordains:

SECTION 1. PURPOSE

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

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LOT 2 BLK 2 GATEWAY NORTH INDUSTRIAL PARK, EX THAT PRT OF SD LOT LYG N OF FOL DESC LINE & ITS EXTNS: BEG AT A PT ON W LINE OF SD LOT 2 100 FT S OF NW COR THEREOF, TH SELY TO A PT ON E LINE OF SD LOT 2 135 FT S OF NE COR OF SD LOT 2 & SD LINE THERE TERM; SUBJECT TO EASEMENTS OF RECORD, ANOKA COUNTY, MINNESOTA.

SECTION 3. TERMS OF SALE/CONVEYANCE

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

SECTION 4. EFFECTIVE DATE

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

PASSED by the City Council of the City of Ramsey, Minnesota, the 11th day of June, 2013.

Mayor Sarah Strommen

ATTEST:

City Clerk Jo Ann M. Thieling

Introduction date: May 28, 2013
Posting dates: XXXXX
Adoption date: June 11, 2013
Publication date: XXXXX
Effective date: XXXXX

CC Regular Session

4. 9.

Meeting Date: 05/28/2013

By: Jackie Lipski, Finance

Information

Title:

Adopt Resolution #13-05-095 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of May 9, 2013 through May 22, 2013

Funding Source:

N/A

Council Action:

Motion to Adopt Resolution #13-05-095 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of May 9, 2013 through May 22, 2013.

Attachments

Bills List 5/28/2013

Resolution 05/28/2013

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	05/22/2013 03:41 PM
Kurt Ulrich	Kurt Ulrich	05/23/2013 03:57 PM
Form Started By: Jackie Lipski		Started On: 05/22/2013 03:00 PM
	Final Approval Date: 05/23/2013	

RAMSEY CITY COUNCIL MEETING
5/28/2013
BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 5/9/13-5/22/13	356,804.00
Accounts Payable 5/9/2013-5/22/13	125,783.49
Payroll 5/9/13	112,110.49
Pay Estimate- Project	13,988.75

TOTAL SUBMITTED FOR APPROVAL THIS MEETING

\$ 608,686.73

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2012 Y.T.D.</u>
NET PAYROLL TOTAL	\$ 146,083.00	\$ 1,066,481.05
- CORRECTION TO PAYROLL		
PREPAIDS		
- PREPAID ADJUSTMENTS	299,774.50	5,165,603.79
WIRE TRANSFERS FOR DEBT SERVICE		554,583.75
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	360,933.89	1,884,225.60
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)		155,209.50
- CHECKS VOIDED	0.00	0.00
TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED	\$ 806,791.39	\$ 8,826,103.69

CITY OF RAMSEY
Council Check Register

5/9/2013 - 12/31/2013

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
91391	5/9/2013		110744 ALLINA HEALTH SYSTEM						
		1,413.56	2ND QTR APR-JUNE 13 EMS TRAIN		67326	II10016873	0220.6335		TRAINING
		1,413.56							
91392	5/9/2013		100043 ANOKA COUNTY PROPERTY RECORDS						
		1,229.88	P00066-2002 14550 ARMSTRONG		67327	041013	0296.6315		MISCELLANEOUS PROFESSIO
		2,211.88	29-32-25-14-0013 REAL		67328	050913	9496.6315		MISCELLANEOUS PROFESSIO
		7,854.06	29-32-25-14-0013 REAL		67328	050913	9400.6315		MISCELLANEOUS PROFESSIO
		42,050.17	27-32-25-34-0009 REAL		67329	050913A	0311.6489		OTHER CONTRACTED SERVIC
		534.39	28-32-25-22-0057 REAL		67330	050913B	0295.6315		MISCELLANEOUS PROFESSIO
		6,548.55	28-32-28-31-0004 REAL		67331	050913C	9410.6315	00041005	MISCELLANEOUS PROFESSIO
		6,017.70	28-32-25-31-0007 REAL		67332	050913D	9410.6315	00041005	MISCELLANEOUS PROFESSIO
		8,204.38	00066-2001 STRUC-RM GOLF CARTS		67333	050913E	9410.6315	00041018	MISCELLANEOUS PROFESSIO
		69.14	16-32-25-23-0001 REAL		67334	050913F	0194.6374		REFUSE/RECYCLING
		155.53	20-32-25-44-0002 REAL		67335	050913G	0194.6374		REFUSE/RECYCLING
		53.23	22-32-25-41-0002 REAL		67336	050913H	0194.6374		REFUSE/RECYCLING
		155.53	23-32-25-41-0019 REAL		67337	050913I	0194.6374		REFUSE/RECYCLING
		21.29	25-32-25-44-0012 REAL		67338	050913J	0194.6374		REFUSE/RECYCLING
		155.53	27-32-25-33-0008 REAL		67339	050913K	0194.6374		REFUSE/RECYCLING
		69.14	27-32-25-33-0012 REAL		67340	050913L	0194.6374		REFUSE/RECYCLING
		29,554.24	34-32-25-12-0008 REAL		67341	050913M	9410.6315	00041022	MISCELLANEOUS PROFESSIO
		16,646.02	34-32-25-12-0009 REAL		67342	050913N	9410.6315	00041012	MISCELLANEOUS PROFESSIO
		1,362.90	28-32-25-42-0024 REAL		67343	050913O	0194.6374		REFUSE/RECYCLING
		1,362.90	28-32-25-31-0017 REAL		67344	050913P	0194.6374		REFUSE/RECYCLING
		21,488.79	29-32-25-14-0009 REAL		67345	050913Q	9230.6315		MISCELLANEOUS PROFESSIO
		145,745.25							
91393	5/9/2013		112595 BMI						
		327.00	FEES 2013		67346	2166395-APR - 2013	0452.6315		MISCELLANEOUS PROFESSIO
		327.00							
91394	5/9/2013		110734 CITY OF RAMSEY						
		1.59	1ST QTR 2013-NORTH COMMONS		67347	722164 APR 2013	0452.6372		WATER/IRRIGATION
		1.47	#722951		67348	050913	9601.4651		WATER REVENUE
		18.26	#40323049		67348	050913	9601.4651		WATER REVENUE
		22.01	#56054622		67348	050913	9601.4651		WATER REVENUE
		72.00	#704554054		67348	050913	9601.4651		WATER REVENUE
		131.06	#71892199		67348	050913	9601.4651		WATER REVENUE
		246.39							
91395	5/9/2013		111818 DEANO'S COLLISION SPECIALISTS						
		376.89	REPAIR ON 318		67349	35271	0211.6257	00000318	OTHER VEHICLE PARTS
		376.89							
91396	5/9/2013		111137 WRIGHT HENNEPIN COOPERATIVE EL						
		26.67	7650 SUNWOOD DR		67350	150-1681-4280 APR13	9240.6315		MISCELLANEOUS PROFESSIO
		26.67	7550 SUNWOOD DR		67351	150-1681-6340 APR 13	0194.6489		OTHER CONTRACTED SERVIC
		29.87	7550 SUNWOOD DR PD		67352	150-1682-6501 APR13	0211.6489		OTHER CONTRACTED SERVIC
		29.87	6701 HWY 10- YOUTH FIRST		67353	150-1687-1105 APR 13	9410.6315	00041012	MISCELLANEOUS PROFESSIO
		113.08							
91397	6/14/2013		100948 ANOKA COUNTY LICENSE CENTER						

CITY OF RAMSEY

Council Check Register

5/9/2013 -- 12/31/2013

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		125.00	VEHICLE RENEWAL 376		67354	051413	0211.6489	00000376	OTHER CONTRACTED SERVIC
		125.00							
91398	5/14/2013	586.31	100116 CONNEXUS ENERGY WELL/WATER TRW/LIFT STAT		67355	759126-303102AP R13	9602.6371		ELECTRIC UTILITIES
		5,798.47	WELL/WATER TRW/LIFT STAT		67355	759126-303102AP R13	9601.6371		ELECTRIC UTILITIES
		6,384.78							
91399	5/14/2013	100.00	100678 PETTY CASH POLICE DEPT PETTY CASH SETUP		67357	051413	9101.1021		CITY-PETTY CASH
		100.00							
91400	5/14/2013	5,000.00	113648 PREMIER COMMERCIAL PROPERTIES EARNEST MONEY- 6710 HWY 10		67356	051313	0295.6315		MISCELLANEOUS PROFESSIO
		5,000.00							
91401	5/14/2013	3,877.50	107962 GENESIS EMPLOYEE BENEFITS		67314	05081311360310	9101.2176		LIFE/HEALTH-EMPLOYEE
		3,877.50							
91514	5/16/2013	103.75	100948 ANOKA COUNTY LICENSE CENTER 5 VEHICLE TITLE TRANSFERS		67358	051613	0230.6249		MISCELLANEOUS OPERATING
		103.75							
91515	5/16/2013	44,123.00	106564 BLUE CROSS BLUE SHIELD JUNE 2013 HEALTH COVERAGE		67359	051413 BCBS	9101.2176		LIFE/HEALTH-EMPLOYEE
		44,123.00							
91516	5/16/2013	305.50	100404 CENTURYLINK MAY 13 BILLING		67360	612 E34-0544 018 MAY13	0192.6321		TELEPHONE
		305.50	MAY 2013 BILLING		67361	612 E34-0549 596 MAY 13	0192.6321		TELEPHONE
		305.50	MAY 2013 BILLING		67362	612 E34-0550 637 MAY 2013	0192.6321		TELEPHONE
		916.50							
91517	5/16/2013	.48	110734 CITY OF RAMSEY 721704		67369	051613	9601.4651		WATER REVENUE
		20.00	52894306		67369	051613	9601.4651		WATER REVENUE
		20.25	722358		67369	051613	9601.4651		WATER REVENUE
		29.26	721489		67369	051613	9601.4651		WATER REVENUE
		124.33	562542		67369	051613	9601.4651		WATER REVENUE
		140.00	383602534		67369	051613	9601.4651		WATER REVENUE
		140.06	720532		67369	051613	9601.4651		WATER REVENUE
		140.75	722258		67369	051613	9101.4651		WATER REVENUE
		158.04	721662		67369	051613	9601.4651		WATER REVENUE
		300.00	625413160		67369	051613	9601.4651		WATER REVENUE
		1,073.17							
91518	5/16/2013	438.30-	100291 MET COUNCIL SAC APRIL 2013 SAC		67363	051413	9602.4356		SEWER AVAILABILITY CHARGE
		43,830.00	APRIL 2013 SAC		67363	051413	9602.2083		SAC CHARGES
		43,391.70							

CITY OF RAMSEY

Council Check Register

5/9/2013 - 12/31/2013

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
91619	5/16/2013		100413 RANDALL, GOODRICH AND HAAG, P						
		2,971.40	MAY 2013 PROSECUTION BILLING		67364	051413	0161.6304		LEGAL FEES
		42.00	RE: DOCS MINNIE DICKENSON EST		67366	051613	0295.6315		MISCELLANEOUS PROFESSIO
		<u>3,013.40</u>							
91620	5/16/2013		100290 USA MOBILITY INC						
		97.20	MAY 2013 BILLING		67365	W0317755E	0220.6249		MISCELLANEOUS OPERATING
		<u>97.20</u>							
91621	5/21/2013		100948 ANOKA COUNTY LICENSE CENTER						
		16.00	PLATES 632 AND 636		67420	052013	0311.6249	00000632	MISCELLANEOUS OPERATING
		16.00	PLATES 632 AND 636		67420	052013	0311.6249	00000636	MISCELLANEOUS OPERATING
		<u>32.00</u>							
91622	5/21/2013		113639 TWIN CITIES WINNELSON CO						
		6.11	GALV TEE		67421	067875-00	9601.6249		MISCELLANEOUS OPERATING
		<u>6.11</u>							
9977114	5/9/2013		100223 ICMA RETIREMENT TRUST 457						
		2,270.40			67320	0508131136034	9101.2175		DEFERRED COMPENSATION
		<u>2,270.40</u>							
90248232	5/9/2013		100398 PUBLIC EMPLOYEES RETIREMENT AS						
		12,885.84			67323	0508131136037	9101.2174		PERA-EMPLOYEE
		17,228.45			67324	0508131136038	9101.2183		PERA-EMPLOYER
		<u>30,114.29</u>							
91689344	5/9/2013		100601 MN DEPT OF REV WH						
		7,447.50			67325	0508131136039	9101.2172		STATE WITHHOLDING
		<u>7,447.50</u>							
95630102	5/9/2013		100113 BANK OF THE WEST						
		17,624.78			67313	0508131136031	9101.2171		FEDERAL WITHHOLDING
		8,420.56			67318	0508131136032	9101.2173		FICA & MEDICARE-EMPLOYEE
		8,420.56			67319	0508131136033	9101.2182		FICA & MEDICARE-EMPLOYER
		<u>34,465.90</u>							
99041413	5/14/2013		108768 COMDATA NETWORK INC						
		8.20	HOLIDAY STNSTORE		67367	APR13 COMDATA	0220.6223	00000504	GASOLINE
		12.96	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	00000322	GASOLINE
		13.24	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000392	GASOLINE
		14.87	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000321	GASOLINE
		15.24	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000352	GASOLINE
		15.44	RAMSEY MARKET		67367	APR13 COMDATA	0311.6223	00000637	GASOLINE
		15.78	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000322	GASOLINE
		16.98	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000318	GASOLINE
		18.84	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000321	GASOLINE
		19.34	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000316	GASOLINE
		19.61	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000303	GASOLINE
		20.23	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000322	GASOLINE
		20.47	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000301	GASOLINE
		20.49	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000316	GASOLINE
		20.81	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000321	GASOLINE
		20.82	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000392	GASOLINE
		21.03	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000301	GASOLINE
		21.45	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000392	GASOLINE
		21.83	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000386	GASOLINE

CITY OF RAMSEY

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<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Supplier / Explanation</u>	<u>PO #</u>	<u>Doc No</u>	<u>Inv No</u>	<u>Account No</u>	<u>Subledger</u>	<u>Account Description</u>
		21.87	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6223	0000504	GASOLINE
		22.13	BILL'S SUPERETTE		67367	APR13 COMDATA	0211.6223	0000322	GASOLINE
		22.16	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000317	GASOLINE
		22.79	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000303	GASOLINE
		23.03	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000316	GASOLINE
		23.10	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000386	GASOLINE
		23.43	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000303	GASOLINE
		23.76	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000392	GASOLINE
		23.78	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000321	GASOLINE
		23.80	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000321	GASOLINE
		23.85	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000322	GASOLINE
		24.32	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000303	GASOLINE
		24.35	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000301	GASOLINE
		24.76	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000317	GASOLINE
		24.79	LITTLE DUKES		67367	APR13 COMDATA	0220.6223	0000559	GASOLINE
		25.04	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000321	GASOLINE
		25.78	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000322	GASOLINE
		25.80	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	0000301	GASOLINE
		26.01	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	0000301	GASOLINE
		26.08	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	0000318	GASOLINE
		26.65	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000303	GASOLINE
		26.74	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000316	GASOLINE
		27.73	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000302	GASOLINE
		27.94	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000302	GASOLINE
		28.24	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	0000303	GASOLINE
		28.33	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000322	GASOLINE
		28.49	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000386	GASOLINE
		29.00	BILL'S SUPERETTE		67367	APR13 COMDATA	0211.6223	0000386	GASOLINE
		29.03	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000321	GASOLINE
		29.26	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	0000303	GASOLINE
		29.67	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	0000301	GASOLINE
		30.12	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	0000302	GASOLINE
		30.30	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000301	GASOLINE
		30.42	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000317	GASOLINE
		30.45	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000301	GASOLINE
		30.45	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000301	GASOLINE
		30.66	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000303	GASOLINE
		30.72	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000321	GASOLINE
		31.06	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	0000301	GASOLINE
		31.23	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000321	GASOLINE
		31.37	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000317	GASOLINE
		31.72	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000321	GASOLINE
		31.72	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000322	GASOLINE
		31.79	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	0000302	GASOLINE
		31.97	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000301	GASOLINE
		32.36	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000316	GASOLINE
		32.38	BILL'S SUPERETTE		67367	APR13 COMDATA	0211.6223	0000302	GASOLINE
		32.48	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000303	GASOLINE
		32.53	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000352	GASOLINE
		32.88	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	0000303	GASOLINE
		32.96	LITTLE DUKES		67367	APR13 COMDATA	0452.6223	0000372	GASOLINE
		33.42	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6223	0000563	GASOLINE
		33.91	HOLIDAY STNSTORE		67367	APR13 COMDATA	0311.6223	0000405	GASOLINE
		34.01	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000302	GASOLINE
		34.05	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000317	GASOLINE
		34.55	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	0000317	GASOLINE

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		34.70	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000322	GASOLINE
		34.73	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000318	GASOLINE
		34.76	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	00000303	GASOLINE
		34.88	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000322	GASOLINE
		34.94	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000321	GASOLINE
		35.38	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000301	GASOLINE
		35.39	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000316	GASOLINE
		35.54	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000317	GASOLINE
		35.54	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	00000316	GASOLINE
		35.60	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	00000318	GASOLINE
		35.68	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000392	GASOLINE
		35.68	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000321	GASOLINE
		35.70	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000386	GASOLINE
		35.72	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000322	GASOLINE
		35.75	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000316	GASOLINE
		35.97	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	00000351	GASOLINE
		36.22	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000392	GASOLINE
		36.81	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000302	GASOLINE
		37.00	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	00000321	GASOLINE
		37.10	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000317	GASOLINE
		37.13	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000364	GASOLINE
		37.39	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000316	GASOLINE
		37.62	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000316	GASOLINE
		37.73	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000316	GASOLINE
		37.97	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000301	GASOLINE
		37.98	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000317	GASOLINE
		38.18	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000321	GASOLINE
		38.50	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	00000321	GASOLINE
		38.61	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000301	GASOLINE
		38.81	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	00000301	GASOLINE
		38.85	BILL'S SUPERETTE		67367	APR13 COMDATA	0211.6223	00000316	GASOLINE
		38.97	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000301	GASOLINE
		38.98	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000303	GASOLINE
		39.78	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000392	GASOLINE
		40.00	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6223	00000563	GASOLINE
		40.09	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000301	GASOLINE
		40.27	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000316	GASOLINE
		40.35	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000392	GASOLINE
		40.36	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000317	GASOLINE
		40.45	BILL'S SUPERETTE		67367	APR13 COMDATA	0211.6223	00000317	GASOLINE
		40.60	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000364	GASOLINE
		40.86	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	00000364	GASOLINE
		41.00	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000351	GASOLINE
		41.03	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000317	GASOLINE
		41.08	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000317	GASOLINE
		41.61	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	00000318	GASOLINE
		41.65	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000386	GASOLINE
		42.18	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000318	GASOLINE
		42.20	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	00000386	GASOLINE
		42.27	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000317	GASOLINE
		42.49	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000352	GASOLINE
		42.92	LITTLE DUKES		67367	APR13 COMDATA	0240.6223	00000406	GASOLINE
		43.22	BILL'S SUPERETTE		67367	APR13 COMDATA	0211.6223	00000316	GASOLINE
		43.29	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6223	00000557	GASOLINE
		43.60	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	00000316	GASOLINE
		43.61	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000365	GASOLINE

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		43.62	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000392	GASOLINE
		43.63	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000321	GASOLINE
		43.72	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000364	GASOLINE
		43.75	HOLIDAY STNSTORE		67367	APR13 COMDATA	0301.6223	00000407	GASOLINE
		44.12	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000316	GASOLINE
		44.34	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000318	GASOLINE
		44.61	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000322	GASOLINE
		44.97	LITTLE DUKES		67367	APR13 COMDATA	0220.6223	00000563	GASOLINE
		45.21	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000317	GASOLINE
		45.81	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	00000317	GASOLINE
		45.88	LITTLE DUKES		67367	APR13 COMDATA	0452.6223	00000372	GASOLINE
		46.00	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6223	00000504	GASOLINE
		46.19	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000351	GASOLINE
		46.19	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	00000322	GASOLINE
		46.30	HOLIDAY STNSTORE		67367	APR13 COMDATA	0452.6223	00000665	GASOLINE
		47.00	HOLIDAY STNSTORE		67367	APR13 COMDATA	0194.6223	00000404	GASOLINE
		47.22	STOP N GO		67367	APR13 COMDATA	0211.6223	00000351	GASOLINE
		47.50	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000318	GASOLINE
		48.22	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000301	GASOLINE
		48.56	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000364	GASOLINE
		48.66	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000352	GASOLINE
		48.79	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000392	GASOLINE
		49.00	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6223	00000557	GASOLINE
		49.29	CASEYS GEN STORE		67367	APR13 COMDATA	0211.6223	00000365	GASOLINE
		49.39	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000302	GASOLINE
		49.55	LITTLE DUKES		67367	APR13 COMDATA	0194.6223	00000410	GASOLINE
		49.63	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	00000318	GASOLINE
		49.74	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000322	GASOLINE
		49.93	LITTLE DUKES		67367	APR13 COMDATA	0220.6223	00000564	GASOLINE
		50.23	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000302	GASOLINE
		50.28	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000386	GASOLINE
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		50.36	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000303	GASOLINE
		51.11	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000317	GASOLINE
		51.15	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	00000376	GASOLINE
		51.31	BILL'S SUPERETTE		67367	APR13 COMDATA	0211.6223	00000301	GASOLINE
		51.50	HOLIDAY DEALER		67367	APR13 COMDATA	0211.6223	00000376	GASOLINE
		52.03	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	00000302	GASOLINE
		52.39	BILL'S SUPERETTE		67367	APR13 COMDATA	0211.6223	00000302	GASOLINE
		52.40	HOLIDAY STNSTORE		67367	APR13 COMDATA	0211.6223	00000392	GASOLINE
		52.75	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	00000376	GASOLINE
		53.26	HOLIDAY STNSTORE		67367	APR13 COMDATA	0452.6223	00000664	GASOLINE
		53.29	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6223	00000504	GASOLINE
		53.53	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6223	00000563	GASOLINE
		53.98	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000316	GASOLINE
		54.01	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	00000375	GASOLINE
		55.04	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000375	GASOLINE
		55.15	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6223	00000563	GASOLINE
		55.41	MARATHON PETRO		67367	APR13 COMDATA	0211.6223	00000318	GASOLINE
		55.90	LITTLE DUKES		67367	APR13 COMDATA	0452.6223	00000641	GASOLINE
		56.00	BILL'S SUPERETTE		67367	APR13 COMDATA	0211.6223	00000302	GASOLINE
		56.48	LITTLE DUKES		67367	APR13 COMDATA	0452.6223	00000641	GASOLINE
		56.90	HOLIDAY STNSTORE		67367	APR13 COMDATA	0311.6223	00000405	GASOLINE
		57.81	LITTLE DUKES		67367	APR13 COMDATA	0240.6223	00000401	GASOLINE
		58.47	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000386	GASOLINE
		59.50	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	00000386	GASOLINE

CITY OF RAMSEY

Council Check Register

5/9/2013 -- 12/31/2013

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Supplier / Explanation</u>	<u>PO #</u>	<u>Doc No</u>	<u>Inv No</u>	<u>Account No</u>	<u>Subledger</u>	<u>Account Description</u>
		59.79	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000302	GASOLINE
		60.01	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	00000302	GASOLINE
		60.09	HOLIDAY STNSTORE		67367	APR13 COMDATA	0452.6223	00000664	GASOLINE
		60.10	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	00000302	GASOLINE
		60.48	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000386	GASOLINE
		60.57	BILL'S SUPERETTE		67367	APR13 COMDATA	0211.6223	00000322	GASOLINE
		61.42	LITTLE DUKES		67367	APR13 COMDATA	0240.6223	00000401	GASOLINE
		61.48	LITTLE DUKES		67367	APR13 COMDATA	0220.6223	00000564	GASOLINE
		61.87	LITTLE DUKES		67367	APR13 COMDATA	0452.6223	00000678	GASOLINE
		61.95	LITTLE DUKES		67367	APR13 COMDATA	0220.6223	00000558	GASOLINE
		62.00	RAMSEY MARKET		67367	APR13 COMDATA	9605.6223	00000612	GASOLINE
		62.60	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6225	00000565	DIESEL FUEL
		63.00	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6223	00000564	GASOLINE
		63.11	LITTLE DUKES		67367	APR13 COMDATA	0194.6223	00000410	GASOLINE
		63.30	SUPERAMERICA		67367	APR13 COMDATA	0211.6223	00000386	GASOLINE
		63.44	LITTLE DUKES		67367	APR13 COMDATA	0220.6223	00000564	GASOLINE
		63.44	LITTLE DUKES		67367	APR13 COMDATA	0452.6223	00000641	GASOLINE
		64.16	LITTLE DUKES		67367	APR13 COMDATA	0452.6223	00000675	GASOLINE
		65.02	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6223	00000564	GASOLINE
		68.00	SUPERAMERICA		67367	APR13 COMDATA	0311.6223	00000353	GASOLINE
		69.01	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6225	00000565	DIESEL FUEL
		69.18	LITTLE DUKES		67367	APR13 COMDATA	0220.6225	00000556	DIESEL FUEL
		69.67	LITTLE DUKES		67367	APR13 COMDATA	9601.6223	00000667	GASOLINE
		70.00	HOLIDAY STNSTORE		67367	APR13 COMDATA	0452.6223	00000674	GASOLINE
		71.67	LITTLE DUKES		67367	APR13 COMDATA	0194.6223	00000410	GASOLINE
		72.50	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000386	GASOLINE
		73.39	LITTLE DUKES		67367	APR13 COMDATA	0211.6223	00000386	GASOLINE
		73.60	HOLIDAY STNSTORE		67367	APR13 COMDATA	0311.6223	00000353	GASOLINE
		73.64	BILL'S SUPERETTE		67367	APR13 COMDATA	0301.6223	00000402	GASOLINE
		73.95	HOLIDAY STNSTORE		67367	APR13 COMDATA	0452.6223	00000664	GASOLINE
		74.53	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6225	00000560	DIESEL FUEL
		74.64	LITTLE DUKES		67367	APR13 COMDATA	9601.6223	00000667	GASOLINE
		74.72	BILL'S SUPERETTE		67367	APR13 COMDATA	0211.6223	00000386	GASOLINE
		74.74	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6223	00000564	GASOLINE
		74.94	LITTLE DUKES		67367	APR13 COMDATA	0452.6223	00000653	GASOLINE
		75.00	RAMSEY MARKET		67367	APR13 COMDATA	9605.6223	00000612	GASOLINE
		75.00	BILL'S SUPERETTE		67367	APR13 COMDATA	0220.6225	00000500	DIESEL FUEL
		75.13	HOLIDAY STNSTORE		67367	APR13 COMDATA	0452.6223	00000653	GASOLINE
		75.14	BILL'S SUPERETTE		67367	APR13 COMDATA	0301.6223	00000402	GASOLINE
		77.65	SUPERAMERICA		67367	APR13 COMDATA	0301.6223	00000402	GASOLINE
		78.99	BILL'S SUPERETTE		67367	APR13 COMDATA	0452.6223	00000675	GASOLINE
		81.77	LITTLE DUKES		67367	APR13 COMDATA	0452.6223	00000664	GASOLINE
		82.94	BILL'S SUPERETTE		67367	APR13 COMDATA	0301.6223	00000638	GASOLINE
		83.90	LITTLE DUKES		67367	APR13 COMDATA	0452.6223	00000675	GASOLINE
		86.24	LITTLE DUKES		67367	APR13 COMDATA	0220.6223	00000566	GASOLINE
		86.79	LITTLE DUKES		67367	APR13 COMDATA	0452.6223	00000678	GASOLINE
		88.13	LITTLE DUKES		67367	APR13 COMDATA	9601.6223	00000667	GASOLINE
		88.82	LITTLE DUKES		67367	APR13 COMDATA	9601.6223	00000667	GASOLINE
		92.19	LITTLE DUKES		67367	APR13 COMDATA	0220.6223	00000566	GASOLINE
		93.19	LITTLE DUKES		67367	APR13 COMDATA	0220.6223	00000566	GASOLINE
		94.10	HOLIDAY STNSTORE		67367	APR13 COMDATA	0452.6223	00000664	GASOLINE
		95.94	LITTLE DUKES		67367	APR13 COMDATA	9601.6223	00000667	GASOLINE
		96.73	HOLIDAY STNSTORE		67367	APR13 COMDATA	0452.6223	00000678	GASOLINE
		101.34	HOLIDAY STNSTORE		67367	APR13 COMDATA	0452.6223	00000678	GASOLINE
		107.78	LITTLE DUKES		67367	APR13 COMDATA	0452.6223	00000654	GASOLINE
		118.44	LITTLE DUKES		67367	APR13 COMDATA	0452.6223	00000678	GASOLINE

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125.94			LITTLE DUKES		67367	APR13 COMDATA	0452.6223	0000675	GASOLINE
129.03			BILL'S SUPERETTE		67367	APR13 COMDATA	0311.6223	00000353	GASOLINE
148.51			LITTLE DUKES		67367	APR13 COMDATA	0311.6223	00000680	GASOLINE
75.00-			BCA TRAINING EDUCATION , DWYER		67368	APR13 COMDATA2	0211.6335		TRAINING
33.73-			MILLS FLEET FARM , SCHIFERLI		67368	APR13 COMDATA2	0243.4609		OTHER MISCELLANEOUS REV
1.40			OFFICE MAX , DWYER		67368	APR13 COMDATA2	0211.6208		MISCELLANEOUS OFFICE SUF
1.40			OFFICE MAXDWYER		67368	APR13 COMDATA2	0211.6208		MISCELLANEOUS OFFICE SUF
1.71			TARGET , ULRICH		67368	APR13 COMDATA2	0130.6249		MISCELLANEOUS OPERATING
3.16			MENARDS COON RAPIDSKAPLER		67368	APR13 COMDATA2	0220.6249		MISCELLANEOUS OPERATING
3.63			AMAZON MKTPLACE PMTS , FREDRIC		67368	APR13 COMDATA2	0192.6321		TELEPHONE
3.49			TARGET , ULRICH		67368	APR13 COMDATA2	0130.6249		MISCELLANEOUS OPERATING
3.49			TARGET , ULRICH		67368	APR13 COMDATA2	0130.6249		MISCELLANEOUS OPERATING
4.26			AMAZON MKTPLACE PMTS , KOHNER		67368	APR13 COMDATA2	0220.6471		BOOKS & PAMPHLETS
4.97			MENARDS COON RAPIDS , KAPLER		67368	APR13 COMDATA2	0220.6249		MISCELLANEOUS OPERATING
4.99			OFFICE MAX , DWYER		67368	APR13 COMDATA2	0211.6208		MISCELLANEOUS OFFICE SUF
5.47			MENARDS COON RAPIDS , KAPLER		67368	APR13 COMDATA2	0220.6249		MISCELLANEOUS OPERATING
5.99			OFFICE MAX , DWYER		67368	APR13 COMDATA2	0211.6208		MISCELLANEOUS OFFICE SUF
5.99			OFFICE MAX , DWYER		67368	APR13 COMDATA2	0211.6208		MISCELLANEOUS OFFICE SUF
6.02			OFFICE MAX , DWYER		67368	APR13 COMDATA2	0211.6208		MISCELLANEOUS OFFICE SUF
7.94			MENARDS COON RAPIDS , KAPLER		67368	APR13 COMDATA2	0220.6249		MISCELLANEOUS OPERATING
10.78			COBORN'S SUPERSTORE , KAPLER		67368	APR13 COMDATA2	0220.6335		TRAINING
10.97			MENARDS COON RAPIDS , KAPLER		67368	APR13 COMDATA2	0220.6249		MISCELLANEOUS OPERATING
11.79			OFFICE MAX , DWYER		67368	APR13 COMDATA2	0211.6208		MISCELLANEOUS OFFICE SUF
12.61			AMAZON MKTPLACE PMTS , FREDRIC		67368	APR13 COMDATA2	0192.6321		TELEPHONE
14.99			MENARDS COON RAPIDS , KAPLER		67368	APR13 COMDATA2	0220.6249		MISCELLANEOUS OPERATING
16.55			AMAZON MKTPLACE PMTS , FREDRIC		67368	APR13 COMDATA2	0192.6321		TELEPHONE
19.99			OFFICE MAX , DWYER		67368	APR13 COMDATA2	0211.6208		MISCELLANEOUS OFFICE SUF
20.52			MARKET PLACE FOODS , WIEMANN		67368	APR13 COMDATA2	0270.6249		MISCELLANEOUS OPERATING
23.47			AMAZON MKTPLACE PMTS , BRAY		67368	APR13 COMDATA2	0194.6249		MISCELLANEOUS OPERATING
27.12			SEARS ROEBUCK , RIEMER		67368	APR13 COMDATA2	0311.6281		SMALL TOOLS & MINOR EQUIF
30.99			BEST BUY , WIEMANN		67368	APR13 COMDATA2	0223.6389		TOWING SERVICES
34.99			BEST BUY , WIEMANN		67368	APR13 COMDATA2	0223.6389		TOWING SERVICES
34.99			SEARS ROEBUCK , RIEMER		67368	APR13 COMDATA2	0311.6281		SMALL TOOLS & MINOR EQUIF
35.96			OFFICE MAX , DWYER		67368	APR13 COMDATA2	0211.6208		MISCELLANEOUS OFFICE SUF
36.37			CULVER'S , DWYER		67368	APR13 COMDATA2	0211.6331		TRAVEL & LODGING
36.83			THINKGEEK INC , FREDRICKSON		67368	APR13 COMDATA2	0192.6281		SMALL TOOLS & MINOR EQUIF
42.17			CUTTER SALES INC , RIEMER		67368	APR13 COMDATA2	0452.6249		MISCELLANEOUS OPERATING
46.17			MAMA DE LUCAS PIZZERIA , ULRIC		67368	APR13 COMDATA2	0111.6249		MISCELLANEOUS OPERATING
47.27			CENTRAL HYDRAULICS , RIEMER		67368	APR13 COMDATA2	0312.6257		OTHER VEHICLE PARTS
49.63			COBORN'S SUPERSTORE , BRAMA		67368	APR13 COMDATA2	0130.6249		MISCELLANEOUS OPERATING
49.83			JIMMY JOHNS , WIEMANN		67368	APR13 COMDATA2	0270.6249		MISCELLANEOUS OPERATING
54.66			AMAZON MKTPLACE PMTS , KOHNER		67368	APR13 COMDATA2	0220.6471		BOOKS & PAMPHLETS
55.10			AMAZON.COM , WIEMANN		67368	APR13 COMDATA2	0211.6237		CRIME SCENE KIT MATERIALS
51.96			TLF WHITE BEAR FLORAL , ULRICH		67368	APR13 COMDATA2	0130.6249		MISCELLANEOUS OPERATING
58.55			MAMA DE LUCAS PIZZERIA , ULRIC		67368	APR13 COMDATA2	0111.6249		MISCELLANEOUS OPERATING
59.13			WAL-MART , BRAY		67368	APR13 COMDATA2	0111.6249		MISCELLANEOUS OPERATING
63.95			MILITARY UNIFORM SUPPLY , DWYER		67368	APR13 COMDATA2	0211.6231		UNIFORMS & TURN-OUT GEAF
68.55			MAMA DE LUCAS PIZZERIA , ULRIC		67368	APR13 COMDATA2	0111.6249		MISCELLANEOUS OPERATING
74.02			CENTRAL HYDRAULICS , RIEMER		67368	APR13 COMDATA2	0312.6257		OTHER VEHICLE PARTS
75.00			BCA TRAINING EDUCATION , DWYER		67368	APR13 COMDATA2	0211.6335		TRAINING
75.00			BCA TRAINING EDUCATION , DWYER		67368	APR13 COMDATA2	0211.6335		TRAINING
83.00			JIMMY JOHNS , ULRICH		67368	APR13 COMDATA2	0111.6249		MISCELLANEOUS OPERATING
86.57			MILLS FLEET FARM , SCHIFERLI		67368	APR13 COMDATA2	0243.4609		OTHER MISCELLANEOUS REV
116.75			CENTRAL HYDRAULICS , RIEMER		67368	APR13 COMDATA2	0311.6257		OTHER VEHICLE PARTS
150.00			ATSSA , RIEMER		67368	APR13 COMDATA2	0311.6335		TRAINING
157.83			MILLS FLEET FARM , SCHIFERLI		67368	APR13 COMDATA2	0243.4609		OTHER MISCELLANEOUS REV

CITY OF RAMSEY

Council Check Register

5/9/2013 -- 12/31/2013

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
		225.00	U OF M CCE NONCREDIT , RIEMER		67368	APR13 COMDATA2	0311.6335		TRAINING
		250.00	ECONOMIC DEVEL , ULRICH		67368	APR13 COMDATA2	0130.6451		MEMBERSHIP DUES
		284.88	CENTRAL HYDRAULICS , RIEMER		67368	APR13 COMDATA2	0312.6257		OTHER VEHICLE PARTS
		295.01	CENTRAL HYDRAULICS , RIEMER		67368	APR13 COMDATA2	0312.6257		OTHER VEHICLE PARTS
		327.45	CENTRAL HYDRAULICS , RIEMER		67368	APR13 COMDATA2	0311.6257		OTHER VEHICLE PARTS
		335.25	HOLIDAY INNS , WAY		67368	APR13 COMDATA2	0211.6331		TRAVEL & LODGING
		375.82	GRAND VIEW LODGE , RIEMER		67368	APR13 COMDATA2	0311.6335		TRAINING
		396.00	GRAND VIEW LODGE , BRAMA		67368	APR13 COMDATA2	0130.6335		TRAINING
		399.99	BEST BUY , WIEMANN		67368	APR13 COMDATA2	0223.6389		TOWING SERVICES
		416.12	BLUE VELVET CAR WASH , DWYER		67368	APR13 COMDATA2	0211.6249		MISCELLANEOUS OPERATING
		677.80	DELTA , ULRICH		67368	APR13 COMDATA2	0130.6331		TRAVEL & LODGING
		677.80	DELTA , ULRICH		67368	APR13 COMDATA2	0111.6331		TRAVEL & LODGING
		2,426.68	DLT SOLUTIONS , FREDRICKSON		67368	APR13 COMDATA2	0192.6405		OFFICE & DATA PROCESSING
		167.06			67368	APR13 COMDATA2	9101.2082		SALES/USE TAX PAYABLE
		<u>20,215.66</u>							
99041713	5/17/2013		100629 MN DEPT OF REV SALES TX						
		.10	APR13 SALE/USE/TRAN TAX		67370	APR13	9101.4609		OTHER MISCELLANEOUS REV
						SALE/USE/TRAN TAX			
		.93	APR13 SALE/USE/TRAN TAX		67370	APR13	9101.4308		SALES OF MAPS & PUBLICATI
						SALE/USE/TRAN TAX			
		1.43	APR13 SALE/USE/TRAN TAX		67370	APR13	9101.4305		RENTAL FEES
						SALE/USE/TRAN TAX			
		80.48	APR13 SALE/USE/TRAN TAX		67370	APR13	9601.2085		ANOKA COUNTY TRANSIT TAX
						SALE/USE/TRAN TAX			
		219.18	APR13 SALE/USE/TRAN TAX		67370	APR13	9101.2082		SALES/USE TAX PAYABLE
						SALE/USE/TRAN TAX			
		352.62	APR13 SALE/USE/TRAN TAX		67370	APR13	9601.2082		SALES/USE TAX PAYABLE
						SALE/USE/TRAN TAX			
		1,992.46	APR13 SALE/USE/TRAN TAX		67370	APR13	9601.2082		SALES/USE TAX PAYABLE
						SALE/USE/TRAN TAX			
		<u>2,647.00</u>							
99043013	5/17/2013		100219 HOME DEPOT COMMERCIAL ACCT PRO						
		86.87	APRIL 2013 BILLING		67418	043013	0194.6281		SMALL TOOLS & MINOR EQUIP
		<u>86.87</u>							
99050951	5/9/2013		111465 STATE STREET BANK						
		2,674.00			67316	05081311360312	9101.2175		DEFERRED COMPENSATION
		<u>2,674.00</u>							
99050954	5/9/2013		111465 STATE STREET BANK						
		416.10			67317	05081311360313	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>416.10</u>							
		<u>356,804.00</u>	Grand Total						

Payment Instrument Totals	
Check Total	256,466.28
Transfer Total	100,337.72
Total Payments	<u>356,804.00</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	Date	Number	Amount
100017	AIRGAS NORTH CENTRAL	CUT OFF WHEEL/MISC GASES	PV	67422	001	09101	5/2/2013	9015378409	117.05
	AIRGAS NORTH CENTRAL			Summary Total					117.05
	PO BOX 802588	FIBER DISC	PV	67423	001	09101	5/8/2013	9015561268	54.24
	CHICAGO IL 60680-2588			Summary Total					54.24
		RENT GAS CYLINDERS	PV	67424	001	09101	4/30/2013	9909594179	22.66
				Summary Total					22.66
				Payment Amount					193.95
113640	ALL GLASS INC	WINDOWAT WARMING HOUSE	PV	67371	001	09101	4/29/2013	2798	187.14
	ALL GLASS INC			Summary Total					187.14
	P O BOX 192			Payment Amount					187.14
	EAST BETHEL MN 55011			Payment Amount					187.14
100618	ANCOM COMMUNICATIONS INC	BATTERY PACK	PV	67372	001	09101	5/2/2013	37286	103.67
	ANCOM COMMUNICATIONS INC			Summary Total					103.67
	1800 EAST CLIFF ROAD SUITE 17A			Payment Amount					103.67
	BURNSVILLE MN 55337			Payment Amount					103.67
100031	ANOKA COUNTY	SHARED COSTS FOR 2013	PV	67373	001	09101	5/9/2013	050913	9,768.00
	ANOKA COUNTY			Summary Total					9,768.00
	2100 - 3RD AVENUE			Payment Amount					9,768.00
	ANOKA MN 55303			Payment Amount					9,768.00
100035	ANOKA COUNTY CENTRAL COMMUNICATIONS	APRIL 13 INTERNET ACCESS PD	PV	67429	001	09101	5/14/2013	2013-277	458.35
	ANOKA COUNTY CENTRAL COMMUNICATIONS			Summary Total					458.35
	325 EAST MAIN STREET			Payment Amount					458.35
	ANOKA MN 55303			Payment Amount					458.35
100043	ANOKA COUNTY PROPERTY RECORDS TAXATION	FILING FEES 112942	PV	67374	001	09804	5/1/2013	534-05012013	46.00

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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	ANOKA COUNTY PROPERTY RECORDS TAXATION 2100 - 3RD AVENUE ANOKA MN 55303			Summary Total					46.00
				Payment Amount					46.00
111377	ANOKA MUNICIPAL UTILITY	CTY RD 116 & HWY 47-SIGNAL	PV	67425	001	09603	5/10/2013	22-613120-01APR13	88.56
	ANOKA MUNICIPAL UTILITY CITY HALL	RAMSEY STREET LIGHTS	PV	67426	001	09603	5/10/2013	22-990005-01APR13	58.35
	2015 FIRST AVENUE NO ANOKA MN 55303	BUNKER LK BLVD & DYSPOSIUM	PV	67427	001	09603	5/10/2013	22-612000-01APR13	29.88
				Summary Total					88.56
				Summary Total					58.35
				Summary Total					29.88
		14034 DYSPROSIUM ST	PV	67428	001	09603	5/10/2013	22-610280-00APR13	39.27
				Summary Total					39.27
				Payment Amount					216.06
113508	APPRIZE TECHNOLOGY SOLUTIONS	APRIL 2013 ADMIN FEE	PV	67375	001	09101	5/1/2013	8383	295.00
	APPRIZE TECHNOLOGY SOLUTIONS 1660 S. HWY 100 SUITE 290 ST LOUIS PARK MN 55416			Summary Total					295.00
				Payment Amount					295.00
107583	BAILEY NURSERIES, INC.	ENVIRO TREE SALE	PV	67376	001	09101	5/2/2013	0376444	218.83
	BAILEY NURSERIES, INC. 1325 BAILEY ROAD	ENVIRO TREE SALE	PV	67377	001	09101	5/5/2013	0376633	1,358.38
	ST PAUL MN 55119			Summary Total					218.83
				Summary Total					1,358.38
				Payment Amount					1,577.21
107657	BEACON ATHLETICS	SOCCER NETS	PV	67430	001	09101	5/7/2013	0427960	247.64
	BEACON ATHLETICS 8233 FORSYTHIA STREET #120 MIDDLETON WI 53562			Summary Total					247.64
				Payment Amount					247.64
113027	BLUE CROSS BLUE SHIELD- EAP	EAP PROGRAM APRIL 2013	PV	67378	001	09101	4/30/2013	2681480	61.25

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Payment Instrument Check Payment
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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
	BLUE CROSS BLUE SHIELD- EAP			Summary Total					61.25
	ATTEN: DEBRA MORSE M 104								
	P O BOX 64560								
	ST PAUL MN 55164								
				Payment Amount					61.25
100095	BRIGGS AND MORGAN PA INC	RE: COR TWO	PV	67475	001	09468	4/24/2013	519510	5,030.00
	BRIGGS AND MORGAN			Summary Total					5,030.00
	P O BOX 64591	COR OF RAMSEY	PV	67476	001	09295	4/24/2013	519506	11,595.53
	ST PAUL MN 55164-0591			Summary Total					11,595.53
				Payment Amount					16,625.53
100297	CENTERPOINT ENERGY	6701 HIGHWAY 10	PV	67379	001	09410	5/9/2013	6011580-5APR13	200.39
	CENTERPOINT ENERGY			Summary Total					200.39
	P O BOX 4671	7550 SUNWOOD DR	PV	67419	001	09101	5/9/2013	6702493-5 APR2013	1,916.06
	HOUSTON TX 77210-4671			Summary Total					1,916.06
				Payment Amount					2,116.45
100125	COUNTRYSIDE PRINTING INC	SEPTIC PUMPING PERMITS	PV	67468	001	09101	5/15/2013	31693	213.86
	COUNTRYSIDE PRINTING			Summary Total					213.86
	6250 BUNKER LAKE BLVD NW								
	SUITE 113								
	RAMSEY MN 55303			Payment Amount					213.86
107523	CREATURE ENCOUNTERS	SAFETY CAMP 2013	PV	67381	001	09290	3/24/2013	963	200.00
	CREATURE ENCOUNTERS			Summary Total					200.00
	8121 158TH LANE NW	SAFETY CAMP 2013	PV	67431	001	09290	6/12/2013	977	200.00
	RAMSEY MN 55303			Summary Total					200.00
				Payment Amount					400.00
100129	CRYSTEEL TRUCK EQUIPMENT	HEADLIGHT HOUSING REPAIR 672	PV	67432	001	09101	5/7/2013	F32098A	918.38
	CRYSTEEL MANUFACTURING			Summary Total					918.38
	P O BOX 76154								
	CLEVELAND OH 44101-4755			Payment Amount					918.38

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Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	
111818	DEANO'S COLLISION SPECIALISTS INC	REPAIR ON 316	PV	67382	001	09101	5/1/2013	35904	383.56	
	DEANO'S COLLISION SPECIALISTS INC								Summary Total	383.56
	11063 173RD AVENUE									
	ELK RIVER MN 55330								Payment Amount	383.56
100144	DEHN OIL COMPANY	HYDRAULIC FLUID/EZI-ACTION	PV	67433	001	09101	5/6/2013	25027836	111.54	
	DEHN OIL COMPANY								Summary Total	111.54
	6735 141ST AVENUE NW	HYDRAULIC FLUID	PV	67434	001	09101	5/6/2013	25027837	451.53	
	RAMSEY MN 55303								Summary Total	451.53
									Payment Amount	563.07
101185	DO ALL PRINTING COM INC	PD INTERN UNIFORM/EMB	PV	67435	001	09101	5/20/2013	20319	28.64	
	DO ALL PRINTING COM INC								Summary Total	28.64
	6360 HIGHWAY 10 NW									
	RAMSEY MN 55303								Payment Amount	28.64
100158	ECM PUBLISHERS INC	NOTICE OF CANDIDATE FILING	PV	67436	001	09101	5/10/2013	01814342	41.00	
	ECM PUBLISHERS INC								Summary Total	41.00
	4095 COON RAPIDS BLVD	ORD 13-09	PV	67437	001	09101	5/10/2013	01814250	66.63	
	COON RAPIDS MN 55433								Summary Total	66.63
		TIF 14- COR AUAR	PV	67460	001	09214	5/10/2013	01814251	51.25	
									Summary Total	51.25
									Payment Amount	158.88
106624	EHLERS AND ASSOCIATES, INC	COR TIF 14	PV	67383	001	09214	5/10/2013	346218	1,350.00	
	EHLERS & ASSOCIATES, INC								Summary Total	1,350.00
	3060 CENTRE POINTE DRIVE									
	ROSEVILLE MN 55113-1105								Payment Amount	1,350.00
104267	ELITE SANITATION	4/15-5/4 PARKS PORT.	PV	67384	001	09101	5/3/2013	21125	423.01	

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	TOILET								
	ELITE SANITATION PO BOX 526 ELK RIVER MN 55330							Summary Total	423.01
								Payment Amount	423.01
113537	EMERGENCY SERVICES CONSULTING INTENAL.	SHARED SERVICES PROJECT	PV	67385	001	09101	4/30/2013	13-125	4,995.60
	EMERGENCY SERVICES CONSULTING INTENAL. 25200 SW PARKWAY AVENUE SUITE 3 WILSONVILLE OR 97070-9616							Summary Total	4,995.60
								Payment Amount	4,995.60
112664	EROSION PRODUCTS, LLC	STRAW FILTER LOGS	PV	67386	001	09101	5/1/2013	700	603.84
	EROSION PRODUCTS, LLC 4350 C MAIN STREET ST. BONIFACIUS MN 55375							Summary Total	603.84
								Payment Amount	603.84
107099	FASTENAL	MISC PARTS	PV	67438	001	09101	5/3/2013	MNTC897607	26.56
	FASTENAL COMPANY P O BOX 978 WINONA MN 55987							Summary Total	26.56
								Payment Amount	26.56
100143	FERGUSON WATERWORKS # 2516	WATERMAIN REPAIR	PV	67387	001	09601	4/29/2013	0017797	304.03
	FERGUSON WATERWORKS 2516 P O BOX 802817 CHICAGO IL 60680-2817							Summary Total	304.03
								Payment Amount	304.03
112421	FIRST SCRIBE	ROWAY APP MAY 2013	PV	67439	001	09101	5/1/2013	2459787	200.00
	FIRST SCRIBE 110 CHESHIRE LANE SUITE 105 MINNETONKA MN 55305							Summary Total	200.00
								Payment Amount	200.00

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100186	FRANKENSIGNS INC	MISC SIGNS	PV	67390	001	09240	4/26/2013	260537	64.13
	FRANKENSIGNS			Summary Total					64.13
	P O BOX 49301								
	BLAINE MN 55449								
				Payment Amount					64.13
110388	FRATTALLONE'S ACE	MISC PARTS	PV	67389	001	09601	4/30/2013	018776/J	36.59
	HARDWARE STORES								
	FRATTALLONE'S ACE HARDWARE STORES			Summary Total					36.59
	3527 LEXINGTON AVENUE N								
	ARDEN HILLS MN 55126								
				Payment Amount					36.59
100189	G AND K SERVICES INC	UNIFORM CLEANING	PV	67440	001	09101	5/8/2013	1006506332	84.00
	G AND K SERVICES INC	UNIFORM CLEANING	PV	67440	002	09101	5/8/2013	1006506332	10.00
	PO BOX 1450-NW 7536	UNIFORM CLEANING	PV	67440	003	09101	5/8/2013	1006506332	76.51
	MINNEAPOLIS MN	UNIFORM CLEANING	PV	67440	004	09101	5/8/2013	1006506332	76.52
	55485-7536								
				Summary Total					247.03
				Payment Amount					247.03
100200	GOPHER STATE ONE CALL	164 TICKETS APRIL	PV	67441	001	09601	4/30/2013	70736	69.60
	INC	2013							
	GOPHER STATE ONE CALL	164 TICKETS APRIL	PV	67441	002	09601	4/30/2013	70736	69.60
		2013							
	18946 LAKE DRIVE EAST	164 TICKETS APRIL	PV	67441	003	09601	4/30/2013	70736	69.60
		2013							
	CHANHASSEN MN 55317			Summary Total					208.80
				Payment Amount					208.80
100650	GRAINGER	LAWN RAKES/BROOMS	PV	67442	001	09101	5/1/2013	9130848386	285.03
	GRAINGER INC			Summary Total					285.03
	DEPT. 806511127	WOOD BOW RAKE	PV	67443	001	09101	5/1/2013	9130848378	204.67
	PALATINE IL 60038-0001			Summary Total					204.67
		WET/DRY VAC- V BELT	PV	67444	001	09101	4/30/2013	9129924412	123.60
				Summary Total					123.60
				Payment Amount					613.30
113656	HAVELKA, GREGG	REIMB MAILBOX DAMAGE	PV	67469	001	09101	5/22/2013	052213	75.00

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Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	GREGG HAVELKA 17917 ERKIUM STREET NW RAMSEY MN 55303								Summary Total 75.00
									Payment Amount 75.00
112645	HUNT, ANDREA ANDREA HUNT 225 8TH STREET ELK RIVER MN 55330	SAFETY CAMP 2013	PV	67445	001	09290	5/13/2013	051313	300.00
									Summary Total 300.00
									Payment Amount 300.00
100880	KATERS, JEFF JEFF KATERS 15333 LINNET STREET NW ANDOVER MN 55304	MAWP- DINNER/AWARDS	PV	67392	001	09101	5/13/2013	051313	45.00
									Summary Total 45.00
									Payment Amount 45.00
111501	LANDFORM PROFESSIONAL SERVICES LANDFORM PROFESSIONAL SERVICES 105 5TH AVENUE SOUTH SUITE 513 MINNEAPOLIS MN 55401	APRIL 2013 AUAR TIF 14	PV	67470	001	09214	5/7/2013	21387	1,230.00
									Summary Total 1,230.00
									Summary Total 108.09
									Payment Amount 1,338.09
100259	LEAGUE OF MN CITIES INS TRUST LEAGUE OF MN CITIES INS TRUST C/O BERKLEY RISK SERVICES INC P O BOX 581517 MINNEAPOLIS MN 55458-1517	RE: HOXTER/HEMMERICH	PV	67393	001	09702	5/1/2013	0200031130	895.03
									Summary Total 895.03
									Payment Amount 895.03
100266	LOGIS LOGIS 5750 DULUTH STREET GOLDEN VALLEY MN 55422-4036	APRIL 2013 BILLING	PV	67481	001	09101	4/30/2013	36719	10,391.00
									Summary Total 10,391.00
									Summary Total 272.25
									Payment Amount 10,663.25

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Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
112512	MADDEN,GALANTER,HANSEN LLP	MARCH 2013 BILLING	PV	67446	001	09101	4/1/2013	040113	36.90
	MADDEN,GALANTER,HANSEN LLP 505 NORTH HIGHWAY 169 SUITE 295 PLYMOUTH MN 55441-6444							Summary Total	36.90
								Payment Amount	36.90
100273	MALLOY MONTAGUE KARNOWSKI RADOSEVIC	AUDIT THROUGH APRIL 2013	PV	67394	001	09101	4/30/2013	33463	15,095.00
	MALLOY MONTAGUE KARNOWSKI RADOSEVIC 410 PARK NATIONAL BANK BLDG 5353 WAYZATA BLVD MINNEAPOLIS MN 55416							Summary Total	15,095.00
								Payment Amount	15,095.00
113658	MARCO	INK CARTRIDGES	PV	67473	001	09101	5/14/2013	INV1418764	9,511.82
	MARCO NW 7128 PO BOX 1450 MINNEAPOLIS MN 55485-7128							Summary Total	9,511.82
								Payment Amount	9,511.82
106616	MARTIN MCALLISTER, INC	EVAL. SEAN SULLIVAN	PV	67395	001	09101	4/30/2013	8447	850.00
	MARTIN MCALLISTER, INC 3900 IDS CENTER MINNEAPOLIS MN 55402							Summary Total	850.00
								Payment Amount	850.00
111999	MEADOW CREEK BUILDERS INC	13670 GARNET ST LAND ESCROW	PV	67478	001	09252	5/22/2013	052213	5,000.00
	MEADOW CREEK BUILDERS INC 6382 BALSAM LANE MAPLE GROVE MN 55369							Summary Total	5,000.00
		13670 GARNET ERO CTRL ESCROW	PV	67479	001	09804	5/22/2013	113318	1,500.00
								Summary Total	1,500.00
								Payment Amount	6,500.00
100283	MENARDS COON RAPIDS	PARKS- MISC SUPPLIES	PV	67447	001	09101	5/8/2013	23209	712.96
	MENARDS COON RAPIDS							Summary Total	712.96

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	3045 MAIN STREET COON RAPIDS MN 55433								712.96
								Payment Amount	
100284	MENARDS ELK RIVER	UTILITIES- MISC SUPPLIES	PV	67448	001	09601	5/10/2013	20292	303.69
	MENARDS ELK RIVER 19521 EVANS STREET NW ELK RIVER MN 55330-1077							Summary Total	303.69
								Payment Amount	303.69
100287	METRO FIRE INC	MISC SUPPLIES	PV	67396	001	09101	4/25/2013	47173	850.08
	METRO FIRE INC 13915 LINCOLN ST NE SUITE D HAM LAKE MN 55304							Summary Total	850.08
								Payment Amount	850.08
100289	METRO SALES INC	COPIER CONTRACT JAN/APRIL 2013	PV	67397	001	09101	5/6/2013	521812	846.80
	METRO SALES INC	COPIER CONTRACT JAN/APRIL 2013	PV	67397	002	09101	5/6/2013	521812	252.94
	1620 EAST 78TH STEET MINNEAPOLIS MN 55423							Summary Total	1,099.74
		COPIER CONTRACT JAN-APRIL 2013	PV	67398	001	09101	4/29/2013	520071	1,974.59
		COPIER CONTRACT JAN-APRIL 2013	PV	67398	002	09101	4/29/2013	520071	589.81
								Summary Total	2,564.40
								Payment Amount	3,664.14
100303	MINNESOTA CONWAY INC	RECHARGES AND MISC	PV	67399	001	09101	4/30/2013	60392	62.23
	MINNESOTA CONWAY 575 MINNEHAHA AVE WEST ST PAUL MN 55103-1573							Summary Total	62.23
								Payment Amount	62.23
100224	MN OFFICE OF ENTERPRISE TECH SHARED SER.	WAN CHARGES APRIL 2013	PV	67400	001	09101	5/2/2013	DV13040444	175.20
	MN OFFICE OF ENTERPRISE TECH SHARED TECH ROOM 510							Summary Total	175.20

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	658 CEDAR STREET ST PAUL MN 55155								
									Payment Amount 175.20
113655	MUHICH,HANK	REIMB MAILBOX DAMAGE	PV	67471	001	09101	5/20/2013	052013	75.00
	HANK MUHICH 8050 161ST AVENUE NW RAMSEY MN 55303								Summary Total 75.00
									Payment Amount 75.00
100345	NAPA AUTO PARTS ELK RIVER	MASKING TAPE/NOZZLE	PV	67401	001	09101	5/14/2013	680397	9.51
	NAPA AUTO PARTS ELK RIVER 17137 YALE STREET NW P O BOX 1041 ELK RIVER MN 55330								Summary Total 9.51
									Payment Amount 9.51
100363	NORTHERN SANITARY SUPPLY CO	MISC SUPPLIES	PV	67450	001	09101	5/13/2013	161693	341.50
	NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433								Summary Total 341.50
									Payment Amount 341.50
103461	NORTHERN TECHNOLOGIES INC	NORTH COMMONS MASS GRADING	PV	67402	001	09499	4/30/2013	9240	230.00
	NORTHERN TECHNOLOGIES INC 6588 141ST AVENUE N.W. RAMSEY MN 55303								Summary Total 230.00
		GEOTECH REPORT-RAMSEY CROSSING	PV	67451	001	09496	4/30/2013	9216	6,350.00
									Summary Total 6,350.00
									Payment Amount 6,580.00
110547	NORTHWEST LIGHTING SYSTEMS CO.	MISC SUPPLIES	PV	67403	001	09240	5/6/2013	75386	184.36
	NORTHWEST LIGHTING SYSTEMS CO. 12001 RIVERWOOD DRIVE BURNSVILLE MN 55337								Summary Total 184.36
									Payment Amount 184.36

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100367	NSRMAA	ANNUAL DUES 2013	PV	67449	001	09101	5/20/2013	27	150.00
	NSRMAA							Summary Total	150.00
	92 HAMEL ROAD							Payment Amount	150.00
	HAMEL MN 55340								
110480	OPUS 21 MANAGEMENT SOLUTIONS	APRIL 2013 BILLING	PV	67474	001	09601	5/18/2013	130443	2,790.29
	OPUS 21 MANAGEMENT SOLUTIONS	APRIL 2013 BILLING	PV	67474	002	09601	5/18/2013	130443	2,232.24
	680 COMMERCE DRIVE SUITE 160	APRIL 2013 BILLING	PV	67474	003	09601	5/18/2013	130443	2,232.24
	WOODBURY MN 55125	APRIL 2013 BILLING	PV	67474	004	09601	5/18/2013	130443	1,674.15
		APRIL 2013 BILLING	PV	67474	005	09601	5/18/2013	130443	2,232.24
								Summary Total	11,161.16
								Payment Amount	11,161.16
111488	POPP.COM INC	APRIL 2013 BILLING	PV	67404	001	09101	4/30/2013	992104056	112.33
	POPP.COM INC	APRIL 2013 BILLING	PV	67404	002	09101	4/30/2013	992104056	40.12
	P O BOX 27110	APRIL 2013 BILLING	PV	67404	003	09101	4/30/2013	992104056	32.09
	GOLDEN VALLEY MN 55427-0110	APRIL 2013 BILLING	PV	67404	004	09101	4/30/2013	992104056	232.68
		APRIL 2013 BILLING	PV	67404	005	09101	4/30/2013	992104056	48.14
		APRIL 2013 BILLING	PV	67404	006	09101	4/30/2013	992104056	56.17
		APRIL 2013 BILLING	PV	67404	007	09101	4/30/2013	992104056	32.09
		APRIL 2013 BILLING	PV	67404	008	09101	4/30/2013	992104056	8.03
		APRIL 2013 BILLING	PV	67404	009	09101	4/30/2013	992104056	85.22
		APRIL 2013 BILLING	PV	67404	010	09101	4/30/2013	992104056	90.05
		APRIL 2013 BILLING	PV	67404	011	09101	4/30/2013	992104056	110.48
		APRIL 2013 BILLING	PV	67404	012	09101	4/30/2013	992104056	61.64
								Summary Total	909.04
								Payment Amount	909.04
111935	PPL INDUSTRIES	EVENT FEE	PV	67405	001	09604	5/4/2013	0050223	150.00
	PPL INDUSTRIES							Summary Total	150.00
	1179 15TH AVENUE SE							Payment Amount	150.00
	MINNEAPOLIS MN 55414								
112959	PREMIUM WATERS INC	FD WATER	PV	67452	001	09101	4/30/2013	621331-04-13	12.54

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	PREMIUM WATERS INC			Summary Total				12.54
	P O BOX 9128	FD WATER	PV	67453	001 09101	4/30/2013	621332-04-13	26.97
	MINNEAPOLIS MN 55480-9128			Summary Total				26.97
				Payment Amount				39.51
106987	R A FIELD AND ASSOCIATES	APP- 16259 COQUINA ST	PV	67406	001 09101	4/9/2013	040913	500.00
	R A FIELD AND ASSOCIATES			Summary Total				500.00
	2057 NORTHEAST 135TH LANE			Payment Amount				500.00
	HAM LAKE MN 55304							
100411	RAMSEY ORGANIC INC	TOPSOIL MIX	PV	67407	001 09101	4/29/2013	4689	428.10
	RAMSEY ORGANIC			Summary Total				428.10
	8702 - 181ST AVENUE NW			Payment Amount				428.10
	RAMSEY MN 55303							
108175	RICHARDS, BRIAN	SAFETY CAMP JUNE 26, 2013	PV	67388	001 09290	2/22/2013	022213	295.00
	BRIAN RICHARDS			Summary Total				295.00
	4700 91ST CRESCENT			Payment Amount				295.00
	BROOKLYN PARK MN 55443							
100431	SAFETY KLEEN CORPORATION	RECYCLE OIL	PV	67454	001 09101	4/30/2013	929125060	101.00
	SAFETY KLEEN CORPORATION			Summary Total				101.00
	PO BOX 382066			Payment Amount				101.00
	PITTSBURGH PA 15250-8066							
107564	SPRING LAKE PARK FIRE DEPARTMENT	COMMAND SIMULATOR 4/1&8/13	PV	67409	001 09101	4/25/2013	SIM-0039	300.00
	SPRING LAKE PARK FIRE DEPARTMENT			Summary Total				300.00
	1710 COUNTY HIGHWAY 10 NE			Payment Amount				300.00
	SPRING LAKE PARK MN 55432-2812							

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100456	ST CROIX RECREATION CO INC	BENCH/CONTAINER/DOME TOP	PV	67410	001	09101	5/7/2013	17660	2,023.83
	ST CROIX RECREATION CO INC							Summary Total	2,023.83
	225 NORTH SECOND STREET	MISC PARTS	PV	67455	001	09101	5/10/2013	17670	284.29
	STILLWATER MN 55082							Summary Total	284.29
								Payment Amount	2,308.12
100469	STREICHER'S POLICE EQUIPMENT	HANDCUFF/MAG HOLDER	PV	67411	001	09101	4/30/2013	11016114	122.87
	STREICHER'S POLICE EQUIPMENT							Summary Total	122.87
	LB# 7873								
	P O BOX 9438								
	MINNEAPOLIS MN 55440-9438							Payment Amount	122.87
100485	TIMESAVER OFF SITE SECRETARIAL INC	APRIL 2013 MEETINGS	PV	67412	001	09101	4/29/2013	042913	921.30
	TIMESAVER OFF SITE SECRETARIAL INC							Summary Total	921.30
	1056 JACKSON STREET S								
	SHAKOPEE MN 55379-2077							Payment Amount	921.30
105706	TINKLENBERG GROUP INC	APRIL 2013 BILLING	PV	67483	001	09400	4/30/2013	1892	5,372.38
	THE TINKLENBERG GROUP INC							Summary Total	5,372.38
	11234 FOREST COURT NE								
	BLAINE MN 55449-5920							Payment Amount	5,372.38
111742	TWIN CITY WATER CLINIC INC	10 WATER TESTS	PV	67413	001	09601	5/1/2013	3412	150.00
	TWIN CITY WATER CLINIC INC							Summary Total	150.00
	617 13TH AVENUE SOUTH								
	HOPKINS MN 55343							Payment Amount	150.00
100508	VANCE BROTHERS INC	TACK OIL	PV	67456	001	09101	4/30/2013	24145	64.13
	VANCE BROTHERS INC							Summary Total	64.13
	P O BOX 877366	TACK OIL	PV	67457	001	09101	5/2/2013	24157	64.13

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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
KANSAS CITY MO 64187-7366				Summary Total					64.13
		TACK OIL	PV	67458	001	09101	5/6/2013	24178	105.81
				Summary Total					105.81
				Payment Amount					234.07
100510	VERIZON WIRELESS	APR-MAY 2013 BILLING	PV	67480	001	09101	5/9/2013	9704614415	26.02
	VERIZON WIRELESS	APR-MAY 2013 BILLING	PV	67480	002	09101	5/9/2013	9704614415	26.02
	P O BOX 25505	APR-MAY 2013 BILLING	PV	67480	003	09101	5/28/2013	9704614415	11.27-
LEHIGH VALLEY PA 18002-5505				Summary Total					40.77
				Payment Amount					40.77
106351	WATER LABORATORIES, INC	WATER TEST WELL 4	PV	67415	001	09601	5/7/2013	050713	22.00
WATER LABORATORIES, INC 333 EAST MAIN STREET PO BOX 388 ELK RIVER MN 55330				Summary Total					22.00
				Payment Amount					22.00
105628	WELLS CATERING SERVICE	BUSINESS EXPO	PV	67416	001	09230	5/4/2013	27788	20.00
WELLS CATERING SERVICE 7533 SUNWOOD DRIVE SUITE 108 RAMSEY MN 55303				Summary Total					20.00
				Payment Amount					20.00
113058	WIEBER, RICH	SAFETY CAMP JUNE 26, 13	PV	67408	001	09290	2/19/2013	7351	350.00
RICH WIEBER 721 CIRCLE DRIVE CHAMPLIN MN 55316				Summary Total					350.00
				Payment Amount					350.00
100539	WRIGHT TIRE SERVICE INC	PATCH TRAILER TIRE	PV	67417	001	09101	5/7/2013	92800	83.22
WRIGHT TIRE SERVICE INC 710 WEST MAIN STREET ANOKA MN 55303				Summary Total					83.22
				Payment Amount					83.22

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
106402 ZEP MANUFACTURING COMPANY	CHEERY BOMBS/45 AERO	PV 67459 001 09101	4/30/2013	9000261187	220.66
ZEP SALES & SERVICE 13237 COLLECTIONS CENTER DRIVE CHICAGO IL 60693					
				Summary Total	220.66
				Payment Amount	220.66
				Total Amount to be Processed	125,783.49
				Total Number of Payments to be Processed	76

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
111526	NORTHERN ESCROW INC	PAY EST 3- NORTH COMMONS	PV	67461	001	09499	5/21/2013	052113	13,988.75
NORTHERN ESCROW INC FBO: COUNTY LINE EXCAVATING LLC 1276 SOUTH ROBERT STREET WEST ST PAUL MN 55118									
Summary Total									13,988.75
Payment Amount									13,988.75
Total Amount to be Processed									13,988.75
Total Number of Payments to be Processed									1

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-095

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF MAY 9, 2013 THROUGH MAY 22, 2013.

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of May 9, 2013, through May 22, 2013, in the amount of \$608,686.73; 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 May 9, 2013, through May 22, 2013, in the amount of \$608,686.73.

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 28th day of May 2013.

Mayor

ATTEST:

City Clerk

CC Regular Session

4. 10.

Meeting Date: 05/28/2013

By: Jo Thieling, Administrative Services

Information

Title:

Adopt Resolution #13-05-098 Appointing Councilmember Riley to the Public Works Committee

Background:

Resolution #13-05-098 is attached for Council adoption.

Notification:

Observations:

Recommendation:

Funding Source:

Council Action:

Motion to adopt Resolution #13-05-098 Appointing Councilmember Riley to the Public Works Committee

Attachments

Resolution Appointing Councilmember Riley to PW

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	05/23/2013 03:55 PM
Form Started By: Jo Thieling		Started On: 05/23/2013 01:54 PM
		Final Approval Date: 05/23/2013

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-098

RESOLUTION APPOINTING COUNCILMEMBER RILEY TO THE PUBLIC WORKS COMMITTEE

WHEREAS, in January of each year, the City Council is appointed to serve on various Committees; and

WHEREAS, the appointees to the Public Works Committee for 2013 were Councilmembers Backous, Elvig and Kuzma, with Mayor Strommen as alternate; and

WHEREAS, Councilmember Elvig resigned his position of Councilmember Ward 1, which was accepted by the City Council on May 7, 2013, which also created a vacancy on the Public works Committee; and

WHEREAS, Councilmember Riley has volunteered to serve on the Public Works Committee.

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

- 1) That the City Council hereby appoints Councilmember Chris Riley to fill the vacancy on the Public Works Committee.

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 28th day of May, 2013.

Mayor Sarah Strommen

ATTEST:

City Clerk Jo Ann M. Thieling

CC Regular Session

4. 11.

Meeting Date: 05/28/2013

Submitted For: Bruce Westby

By: MaryJo Warner, Engineering/Public Works

Information

Title:

Adopt Resolution #13-05-094 Approving 3rd Partial Payment to County Line Excavating, LLC for IP 12-25; North Commons

Background:

Resolution and Pay Request Attached.

Recommendation:

The City Engineer has inspected the completed work and recommends partial payment to County Line Excavating, LLC for IP 12-25 North Commons in the amount of \$13,988.75.

Council Action:

Motion to adopt Resolution #13-05-094 authorizing partial payment to County Line Excavating, LLC for IP 12-25 North Commons in the amount of \$13,988.75.

Attachments

Resolution

Pay Request

Form Review

Inbox
Bruce Westby
Kurt Ulrich

Reviewed By
Bruce Westby
Kurt Ulrich

Date
05/23/2013 08:36 AM
05/23/2013 02:37 PM
Started On: 05/21/2013 01:06 PM

Form Started By: MaryJo Warner

Final Approval Date: 05/23/2013

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-094

RESOLUTION APPROVING 3rd PARTIAL PAYMENT TO COUNTY LINE EXCAVATING FOR IP 12-25; NORTH COMMONS

WHEREAS, on July 10, 2012 the HRA approved plans and specifications for North Commons, the 17 lot subdivision on HRA property. This work consists of grading, utilities, street, and storm sewer improvements necessary to develop the proposed property; and

WHEREAS, pursuant to an advertisement for bids for Improvement Project 12-25; North Commons, bids were opened and tabulated according to law on October 30, 2012; and

WHEREAS, County Line Excavating is the lowest responsible bidder; and

WHEREAS, on November 13, 2012 the bid was awarded to County Line Excavating; and

WHEREAS, as of February 26, 2013 \$32,933.49 has been paid to date; and

WHEREAS, the City Engineer has inspected the completed work and recommends partial payment to County Line Excavating in the amount of \$13,988.75.

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

- 1) That the City Council hereby authorizes partial payment to County Line Excavating for Improvement Project #12-25; North Commons in the amount of \$13,988.75.
- 2) That the City Council hereby accepts the project and authorizes the Mayor or City Administrator to sign the release form for this payment.
- 3) That the total amount of this payment is not included in resolutions approving payment of bills for the date of May 28, 2013.
- 4) That the City of Ramsey Finance Department will be provided a signed copy of this resolution.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of May 2013.

Mayor

ATTEST:

City Clerk

APPLICATION AND CERTIFICATION FOR PAYMENT

To Owner: City of Ramsey HRA
7550 Sunwood Drive NW
Ramsey, MN 55303

Pay Request No. 3

Period To: 30-Apr-2013

From Contractor: County Line Excavating, LLC
5698 345th Avenue NE
Foley, MN 56329

Project: North Commons
 Location: Ramsey, Minnesota
 Eng. Project No.: RAM12024
 Contract Manager: D. Lazan

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the contract

Original Contract Amount		\$417,372.22
Change Orders Increased Amount	+	\$0.00
Change Orders Decreased Amount	-	\$0.00
Total Contract Amount	=	\$417,372.22
Value of Work Performed to Date		\$46,032.75
Material on Hand	+	\$3,191.13
Amount Previously Paid	-	\$32,933.49
Total Amount Due	=	\$16,290.39
Less Retainage of 5%	-	\$2,301.64
Amount Due this Pay Request	=	\$13,988.75

CHANGE ORDER SUMMARY

Total changes approved by Owner

	Additions	Deductions
Change Order # 1	_____	_____
Change Order # 2	_____	_____
Change Order # 3	_____	_____
Change Order # 4	_____	_____
Totals	<u>\$0.00</u>	<u>\$0.00</u>

Contractor's Certification

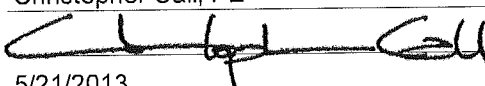
The undersigned contractor certifies that to the best of the Contractor's knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the contract Documents, that all amounts have been paid by the Contractor for Work for which previous Applications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

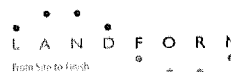
Contractor: _____
 By: _____
 Date: _____

State of Minnesota
 County of _____
 Subscribed and sworn to before me this _____ day of _____
 Notary Public:
 My Commission Expires: _____

Engineer's Certification

In accordance with the contract Documents, based on on-site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the contractor is entitled to the payment shown herein.

Engineer: Christopher Call, PE
 By: 
 Date: 5/21/2013



Landform Professional Services
 105 South Fifth Avenue, Suite 513
 Minneapolis, MN 55401

Owner's Acknowledgement

Owner: _____
 By: _____
 Date: _____

Meeting Date: 05/28/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Report from the Personnel Committee - May 14, 2013

Case 3 of 4: Consider Authorization to End Contracted Building Official Services and Recruit a Regular, Full-Time Building Official

Case 4 of 4: Title of the Command Position Created by a Recent Resignation Within the Police Department

Note: No further action is needed related to Personnel Committee cases 1 of 4 "*Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern*" and 2 of 4 "*Consider Authorization to Hire a Building Inspection Intern*" both cases were acted upon by the City Council at the May 14, 2013, regular City Council meeting--no further action is needed.

Background:

It should be noted that Personnel Committee Chair Tossey was absent from the May 14, 2013, Personnel Committee meeting and Mayor Strommen served as the alternate.

Case 3 of 4: Consider Authorization to End Contracted Building Official Services and Recruit a Regular, Full-Time Building Official

The Personnel Committee unanimously motioned to recommend approval of this case. See attachment for additional detail.

Case 4 of 4: Title of the Command Position Created by a Recent Resignation Within the Police Department

The Personnel Committee unanimously motioned to recommend approval of this case. See attachment for additional detail.

Notification:

The May 14, 2013 , Personnel Committee packet and draft minutes are attached.

Observations:

Recommendation:

Case 3 of 4: The Personnel Committee recommended 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.

Case 4 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 in the amount of \$87,210 is included in the 2013 budget; the anticipated hire date is mid to late August.

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

PC Packet of 05-14-13

Draft minutes from the 05-14-13 PC Meeting

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
05/23/2013 02:37 PM
Started On: 05/21/2013

Form Started By: Colleen Lasher

Final Approval Date: 05/23/2013

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** 05/14/2013**Date:**

Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.

Information**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.

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
Kurt Ulrich		05/09/2013 05:47 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	

Personnel Committee**4.2.****Meeting** 05/14/2013**Date:**

Consider Authorization to Hire a Building Inspection Intern

Information**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
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** 05/14/2013**Date:**

Discussion Regarding Contracted Building Official Services

Information**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 x 2,000 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.

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
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

Personnel Committee**4.4.****Meeting** 05/14/2013**Date:**Title of the Command Position Created by a Recent Resignation Within the Police Department

Information**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 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 Explores 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 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

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	05/09/2013 02:33 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 02:33 PM
Form Started By: Jim Way		Started On: 05/08/2013 08:40 AM
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, May 14, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Acting Chairperson Mark Kuzma
 Councilmember Randy Backous
 Mayor Sarah Strommen (Alternate)

Member Absent: Chairperson Jason Tossey

Also Present: City Administrator Kurtis Ulrich
 Human Resources Manager Colleen Lasher
 Finance Director Diana Lund
 Fire Chief Dean Kapler
 Police Chief James Way
 Police Captain Jeff Katers
 Public Works Superintendent Grant Riemer
 City Engineer Bruce Westby
 Development Services Manager Timothy Gladhill
 Assistant to the City Administrator Patrick Brama
 Councilmember John LeTourneau
 Councilmember Chris Riley

1. CALL TO ORDER

Acting Chairperson Kuzma 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 Mayor Strommen, seconded by Councilmember Backous, to approve the agenda as submitted.

Motion carried. Voting Yes: Vice Chairperson Kuzma, Mayor Strommen, and Councilmember Backous. Voting No: None. Absent: Chairperson Tossey.

4. COMMITTEE BUSINESS

4.01: Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern

Human Resources Manager Lasher reviewed the staff report and recommendation to authorize staff to extend the recruitment process for an Economic Development Manager and to hire one additional Administrative Intern at an estimated cost of \$9,305 that would be funded from savings as a result in the delay in hiring the Economic Development Manager. The maximum annual funding required for the Economic Development Manager position is estimated to be approximately \$87,210 and staff recommends the extended recruitment process remain at that wage but staff would like latitude to increase it to \$101,000, if needed.

Mayor Strommen asked if the employment of the additional Administrative Intern would extend beyond the hiring of the Economic Development Manager.

Human Resources Manager Lasher stated she does not foresee that position ending when the new Economic Development Manager is hired due to the current heavy workload. She explained that the additional Administrative Intern will also assist with non-confidential human resources projects, special election support, and clerical projects.

City Administrator Ulrich stated he would also like to focus on the strategic plan to assure that stays on track.

Mayor Strommen asked if his focus would be the strategic plan and the additional Administrative Intern would provide administrative support.

City Administrator Ulrich answered in the affirmative.

Councilmember Backous asked what is the revised hiring process.

Human Resources Manager Lasher stated the plan is to propose a new policy that staff would follow that addresses how to avoid three categories of conflict of interest and its resolution. It will also address the forming of an interview panel.

Councilmember Backous stated as HRA Chairperson and since the HRA is paying 60% of the Development Manager's salary, he would like to be part of the interview panel.

Mayor Strommen supported discussion on what position is appropriate to have a Council or Commissioner involved with the interview panel. She stated she wants to assure precedence is not established if Council is involved in the interview panel.

Motion by Councilmember Backous, seconded by Mayor Strommen, to recommend that the City Council adopt Resolution #13-05-085 to Authorize Staff to Extend the Recruitment for an Economic Development Manager and to hire one additional Administrative Intern.

Motion carried. Voting Yes: Acting Chairperson Kuzma, Councilmember Backous, and Mayor Strommen. Voting No: None. Absent: Chairperson Tossey.

4.02: Consider Authorization to Hire a Building Inspection Intern

Development Services Manager Gladhill reviewed the staff report and described the increase in permit activity and resulting impact in meeting the ten-day plan review and addressing the septic program. It was noted staff is recommending to increase the current Septic Pumping Permit of \$10 to \$20 to cover the City's costs. Development Services Manager Gladhill assured the Committee that staff has done everything possible to make the most of every hour but is still not able to meet work demands. He recommended staff be authorized to recruit and hire a Temporary Building Inspection Intern from the existing intern pool, or if necessary conduct a new recruitment. It was noted the hiring range is \$9.00 to \$11.00 per hour depending on qualifications.

Councilmember Backous asked why the Septic Pumping Permit has not been increased previously.

Development Services Manager Gladhill stated the City's costs have increased over time and staff levels have been reduced so a contracted Building Official has been used. He stated it is time to review fees and recommended it occur as part of the 2014 budget discussions.

Councilmember Backous asked about the range of Septic Pumping Permit fees in other communities.

Development Services Manager Gladhill reviewed surrounding fees, noting one is already at \$20 and indicated that Ramsey has one of the highest number of septic tanks in the State.

Mayor Strommen asked if the City will be able to meet State requirements if these recommendations are approved.

Development Services Manager Gladhill answered in the affirmative.

Councilmember Backous asked if the Intern pool has qualified candidates.

Human Resources Manager Lasher reviewed the intern recruitments already conducted and indicated there have been highly qualified candidates. She stated the Administrative Intern job classification would still fit and using the pool would result in a savings. Human Resources Manager Lasher stated two recent graduates were targeted and staff would be looking for proficiency in MicroSoft Office Suite software and data entry.

Motion by Councilmember Backous, seconded by Mayor Strommen to recommend that the City Council authorize staff to recruit and hire a Temporary Building Intern from the existing intern pool, or if necessary conduct a new recruitment, with a hiring range of \$9.00 to \$11.00 per hour depending on qualifications.

Motion carried. Voting Yes: Acting Chairperson Kuzma, Councilmember Backous, and Mayor Strommen. Voting No: None. Absent: Chairperson Tossey.

4.03: Consider Authorization to End Contracted Building Official Services and Recruit a Regular, Full-Time Building Official

Development Services Manager Gladhill reviewed the staff report and recommendation that staff be authorized to begin a recruitment to hire a regular, full-time Building Official. It was noted the City currently contracts with Inspectron, Inc. for professional services for this role at \$50 per hour. The contract with Inspectron, Inc. includes a 'buy-out' clause if the City chooses to hire a current employee at 10% of the employee's first year annual salary with the City.

Councilmember Backous asked if it would be revenue neutral even with the 10% buyout.

Development Services Manager Gladhill stated it would not but he could reach out to Inspectron to work out those details.

Councilmember Backous asked if staff is satisfied with the current contracted Building Official.

Development Services Manager Gladhill answered in the affirmative.

Councilmember Backous advocated to not waste time by going through a recruitment process and just hire this person.

Human Resources Manager Lasher stated this would be a non-union position that falls under the City's internal Personnel Policy and under the current policy, the Inspectron employee is not eligible for an internal recruitment. She explained that not recruiting may offset the cost of the 10% buyout.

Acting Chairperson Kuzma asked if the Personnel Policy should be revised to allow this exception.

Councilmember Backous stated he does not support making exceptions but would like to avoid the recruitment process if it is the intention to hire the Inspectron inspector.

Development Services Manager Gladhill suggested staff ask for a legal opinion to assure there is no conflict prior to Council consideration of this item on May 28, 2013.

Mayor Strommen stated she is comfortable with making a single exception and then looking at whether it makes sense, more broadly, to change the Personnel Policy to address contract employees.

City Administrator Ulrich stated it is a common practice in the private sector for a contractor to work into a permanent position so he would support considering a revision to the Personnel Policy. He stated there is funding in the budget and work that needs to be done so he supports staff's recommendation.

Motion by Mayor Strommen, seconded by Councilmember Backous, to recommend that the City Council authorize staff to begin a recruitment to hire a regular, full-time Building Official.

Motion carried. Voting Yes: Acting Chairperson Kuzma, Mayor Strommen, and Councilmember Backous. Voting No: None. Absent: Chairperson Tossey.

4.04: Title of the Command Position Created by a Recent Resignation within the Police Department

Police Chief Way reviewed the staff report and recommendation to keep the current command structure that was in place at the time of the Police Captain's resignation as it allows the Captains to be trained in both command areas and for a seamless transition to each duty. In addition, it would continue with the compound command structure with easily identifiable Supervisors of the Department.

Councilmember Backous asked if it is an issue of pay.

Police Chief Way explained they did not want to go from Sergeant to Captain, as some Departments have a position in between.

City Administrator Ulrich stated they would be comparable positions with equal rank but a different scope of duties.

Police Chief Way noted the cost will be less than \$2,000, possibly \$1,000.

Motion by Councilmember Backous, seconded by Mayor Strommen, to recommend that the City Council keep the current command structure that was in place at the time of the Police Captain's resignation

Motion carried. Voting Yes: Acting Chairperson Kuzma, Councilmember Backous, and Mayor Strommen. Voting No: None. Absent: Chairperson Tossey.

COMMITTEE INPUT

None.

ADJOURNMENT

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

Motion carried.

The regular meeting of the Personnel Committee adjourned at 6:03 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.

DRAFT

Meeting Date: 05/28/2013

Submitted For: Colleen Lasher

By: Jim Way, Police

Information

Title:

Report from the Personnel Committee - Meeting May 28, 2013

Background:

The Personnel Committee met this evening (May 28, 2013) to discuss four cases. Three of the four cases are time sensitive and are therefore on tonight's agenda for City Council action. Case four will be brought forward in June.

Case 1 of 4: Resolution to End the Probationary Period of the I.T. Specialist: The case was presented as follows: Mr. Jason Fredrickson was hired for the position of I.T. Specialist on October 10, 2012, and was subject to a six-month probationary period. Mr. Fredrickson has successfully completed the required six-month probationary period and the Finance Director recommends retaining Mr. Fredrickson as a full-time regular employee.

Case 2 of 4 Resolution to Revise the Personnel Policy - Section 4.3 Internal Recruitment Process: The case was presented as follows: In an effort to more efficiently conduct the City's recruitment process, to have a greater ability to consider qualified applicants earlier in the process, and to reduce unnecessary costs associated with external recruitments, a slight revision to the current policy may be in order. Currently, section 4.3 of the Personnel Policy - Internal Recruitment Process, is as follows:

"For the purposes of this section "employee" includes regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves and paid-on-call firefighters. Casual employees and board and commission members are not "employees" for the purposes of this section."

The specific proposed revision would change the policy language as follows:

~~For the purposes of this section "employee"~~ The following groups of people are eligible to apply during an internal recruitment: includes regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves, paid-on-call firefighters and contracted individuals actively working at the Municipal Center. Casual employees and board and commission members are not "employees" eligible to apply during an internal recruitment. ~~for the purposes of this section.~~

It is important to note, the policy includes, and would continue to include, the following text: "The internal recruitment process in no way prohibits the City from seeking and hiring qualified applicants through an external recruitment process." "If a candidate cannot be secured through an internal recruitment process, an external recruitment process will be conducted."

Case 3 of 4: Resolution to Promote Two Police Department Employees: The case was presented as follows: At the April 23, 2013, regular Council Meeting council directed staff to begin a process to fill the position that was vacated by the resignation of Captain Dwyer. The title of that position was not considered that evening.

Staff conducted a five day internal promotional recruitment for two positions: 1) Sergeant, and 2) Lieutenant or Captain. Four candidates were interviewed for the Sergeant position and 3 candidates were interviewed for the Lieutenant or Captain position. It is staff's recommendation to promote Mr. Bradley Bluml to the position of Sergeant and to promote Mr. Timothy Frankfurth to the position of Lieutenant or Captain.

At the May 14, 2013, Personnel Committee meeting the Committee recommended that the Police Department continue to operate under the same structure that was in place prior to the resignation of Captain Dwyer, having two

captains. (The City Council will approve or deny the Personnel Committee's recommendation at tonight's meeting.)

Case 4 of 4: N/A at this time.

Notification:

Observations:

Recommendation:

Case 1 of 4: To remove Mr. Fredrickson from probation effective immediately and retain him as the full-time regular I.T. Specialist.

Case 2 of 4: To revise Section 4.3 of the Personnel Policy - Internal Recruitment Process, as follows:

The following groups of people are eligible to apply during an internal recruitment: regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves, paid-on-call firefighters and contracted individuals actively working at the Municipal Center. Casual employees and board and commission members are not eligible to apply during an internal recruitment.

Case 3 of 4: To authorize promoting Mr. Bradly Bluml, effective May 29, 2013, to the position of Sergeant at step 4 which is \$35.51 per hour and to promoting Mr. Timothy Frankfurth, effective May 29, 2013, to the position of Captain at step 4 which is \$39.78 per hour.

Case 4 of 4: N/A at this time.

Funding Source:

Case 1 of 4: There are no additional funds required to remove Mr. Fredrickson from probation.

Case 2 of 4: There are no additional funds required to revise this policy; there are potential savings.

Case 3 of 4: The funding required for this action, including factoring in the wages and benefits for a replacement Patrol Officer, is a savings of \$28,451.

Case 4 of 4 N/A at this time.

Council Action:

Case 1 of 4: Motion to approve resolution #13-05-089 which confirms the recommendation of the Personnel Committee to remove Mr. Jason Fredrickson from probation and retain him as the City's full-time regular I.T. Specialist.

Case 2 of 4: Motion to approve resolution #13-05-090 which confirms the recommendation of the Personnel Committee to revise Section 4.3 of the Personnel Policy - Internal Recruitment Process, as follows:

The following groups of people are eligible to apply during an internal recruitment: regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves, paid-on-call firefighters and contracted individuals actively working at the Municipal Center. Casual employees and board and commission members are not eligible to apply during an internal recruitment.

Case 3 of 4: Motion to approve resolution #13-05-092, confirming the recommendation of the Personnel Committee, to promote Mr. Bradly Bluml to the position of Sergeant at step 4 which is \$35.51 per hour and to promote Mr. Timothy Frankfurth to the position of Captain at step 4 which is \$39.78 per hour.

Case 4 of 4: N/A at this time.

Attachments

052813 Personnel Agenda

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	05/22/2013 06:05 PM
Kurt Ulrich	Kurt Ulrich	05/23/2013 02:26 PM
Form Started By: Jim Way		Started On: 05/15/2013 10:01 AM
	Final Approval Date: 05/23/2013	

City of Ramsey
Agenda
Personnel Committee
Tuesday May 28, 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 End the I.T. Specialist's Probation
 2. Resolution to Revise the Personnel Policy - Section 4.3 - Internal Recruitment Process
 3. Resolution to Promote Two Police Department Employees
 4. Resolution to Establish a Policy Regarding Non-employee Interview Panel Participants
- 5. Adjournment**

Personnel Committee

4. 1.

Meeting Date: 05/28/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Resolution to End the I.T. Specialist's Probation

Background:

This case will be acted upon by the City Council later this evening during the regular meeting as part of the consent agenda.

Mr. Jason Fredrickson was hired for the position of I.T. Specialist on October 10, 2012, and was subject to a six-month probationary period. Mr. Fredrickson has successfully completed the required six-month probationary period and the Finance Director recommends retaining Mr. Fredrickson as a full-time regular employee.

Notification:

Observations/Alternatives:

Staff recommends removing Mr. Fredrickson from probation effective immediately and retaining him as the full-time regular I.T. Specialist.

Alternatives: Staff does not recommend any other action.

Recommendation:

To remove Mr. Fredrickson from probation effective immediately and retain him as the full-time regular I.T. Specialist.

Funding Source:

There are no additional funds required to remove Mr. Fredrickson from probation.

Council Action:

Motion to approve resolution #13-05-089 which confirms the recommendation of the Personnel Committee to remove Mr. Jason Fredrickson from probation and retain him as the City's full-time regular I.T. Specialist.

Attachments

Resolution

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date

05/23/2013 02:27 PM

Form Started By: Colleen Lasher

Started On: 05/16/2013 04:29 PM

Final Approval Date: 05/23/2013

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-089

**RESOLUTION TO END THE PROBATIONARY
PERIOD OF THE I.T. SPECIALIST**

WHEREAS, Mr. Jason Fredrickson began working as the I.T. Specialist on April 10, 2012, and was subject to a six-month probationary period; and

WHEREAS, Mr. Fredrickson has successfully completed the required six-month probationary period; and

WHEREAS, staff recommends removing Mr. Fredrickson from probation effective immediately and retaining him as the full-time regular I.T. Specialist.

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

Motion to approve resolution 13-05-089 confirming the recommendation of the Personnel Committee to end the probationary period for Jason Fredrickson, effective immediately and retain him as the full-time regular I.T. Specialist.

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 28th day of May, 2013.

Personnel Committee

4. 2.

Meeting Date: 05/28/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Resolution to Revise the Personnel Policy - Section 4.3 - Internal Recruitment Process

Background:

This case will be acted upon by the City Council later this evening during the regular meeting as part of the consent agenda.

In an effort to more efficiently conduct the City's recruitment process, to have a greater ability to consider qualified applicants earlier in the process, and to reduce unnecessary costs associated with external recruitments, a slight revision to the current policy may be in order. Currently, section 4.3 of the Personnel Policy - Internal Recruitment Process, is as follows:

"For the purposes of this section "employee" includes regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves and paid-on-call firefighters. Casual employees and board and commission members are not "employees" for the purposes of this section."

The specific proposed revision would change the policy language as follows:

~~For the purposes of this section "employee"~~ The following groups of people are eligible to apply during an internal recruitment: ~~includes~~ regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves, paid-on-call firefighters and contracted individuals actively working at the Municipal Center. Casual employees and board and commission members are not ~~"employees"~~ eligible to apply during an internal recruitment. ~~for the purposes of this section.~~

It is important to note, the policy includes, and would continue to include, the following text: "The internal recruitment process in no way prohibits the City from seeking and hiring qualified applicants through an external recruitment process." "If a candidate cannot be secured through an internal recruitment process, an external recruitment process will be conducted."

Notification:

Observations/Alternatives:

Staff recommends revising Section 4.3 of the Personnel Policy as follows: The following groups of people are eligible to apply during an internal recruitment: regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves, paid-on-call firefighters and contracted individuals actively working at the Municipal Center. Casual employees and board and commission members are not eligible to apply during an internal recruitment.

Alternative #1: Do not revise the policy.

Pros: maintains consistency with past practice.

Cons: not revising the policy may be a missed opportunity to streamline the recruitment process, apply "Strategic Planning Imperative IV: An Effective Organization," and to reduce recruitment costs.

Alternative #2: Council may approve, reject or modify the proposed language as desired.

Recommendation:

Staff recommends revising Section 4.3 of the Personnel Policy - Internal Recruitment Process, as follows:

The following groups of people are eligible to apply during an internal recruitment: regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves, paid-on-call firefighters and contracted individuals actively working at the Municipal Center. Casual employees and board and commission members are not eligible to apply during an internal recruitment.

Funding Source:

There are no additional funds required to revise this policy; there are potential savings.

Council Action:

Motion to approve resolution #13-05-090 which confirms the recommendation of the Personnel Committee to revise Section 4.3 of the Personnel Policy - Internal Recruitment Process, as follows:

The following groups of people are eligible to apply during an internal recruitment: regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves, paid-on-call firefighters and contracted individuals actively working at the Municipal Center. Casual employees and board and commission members are not eligible to apply during an internal recruitment.

Attachments

Resolution

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
05/23/2013 02:28 PM
Started On: 05/16/2013 04:31 PM

Form Started By: Colleen Lasher

Final Approval Date: 05/23/2013

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-090

**RESOLUTION TO REVISE THE PERSONNEL POLICY - SECTION 4.3 -
INTERNAL RECRUITMENT PROCESS**

WHEREAS; the City’s Personnel Policy addresses the process of conducting internal and external recruitments; and

WHEREAS, in an effort to continually improve efficiencies and effectiveness of the organization staff suggests a revision to the current policy; and

WHEREAS, the revision would allow for contracted individuals actively working at the Municipal Center to be eligible to apply during internal recruitments.

**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 #13-05-090, to revise section 4.3 of the Personnel Policy, as follows: “The following groups of people are eligible to apply during an internal recruitment: regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves, paid-on-call firefighters and contracted individuals actively working at the Municipal Center. Casual employees and board and commission members are not eligible to apply during an internal recruitment.”

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 28th day of May 2013.

Personnel Committee

4.3.

Meeting Date: 05/28/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Resolution to Promote Two Police Department Employees

Background:

This case will be acted upon by the City Council later this evening during the regular meeting as part of the consent agenda.

At the April 23, 2013, regular City Council meeting, council directed staff to begin a process to fill the position that was vacated by the resignation of Captain Dwyer. The title of that position was not considered that evening.

Staff conducted a five day internal promotional recruitment for two positions: 1) Sergeant, and 2) Lieutenant or Captain. Four candidates were interviewed for the Sergeant position and 3 candidates were interviewed for the Lieutenant or Captain position. It is staff's recommendation to promote Mr. Bradly Bluml to the position of Sergeant and to promote Mr. Timothy Frankfurth to the position of Captain (or Lieutenant if so directed).

At the May 14, 2013, Personnel Committee meeting the Committee recommended that the Police Department continue to operate under the same structure that was in place prior to the resignation of Captain Dwyer, having two captains. (The City Council will approve or deny the Personnel Committee's recommendation at tonight's meeting.)

Notification:

Patrol Officer interviews were completed on Wednesday, May 22, 2013 and the candidate is currently in the background investigation stages of the recruitment.

Mr. Bradly Bluml is currently a Patrol Officer/Investigator.

Mr. Timothy Frankfurth is currently a Sergeant.

The replacement investigator will be determined by Chief Way; investigators typically serve 1-year appointments as determined by the Police Chief.

Observations/Alternatives:

Staff recommends promoting Mr. Bradly Bluml to the position of Sergeant and to promote Mr. Timothy Frankfurth to the position of Captain.

Alternative #1 would be to revise the current organizational structure, eliminating one captain position (the Patrol Captain) and changing it to a Lieutenant position; this is not staff's recommendation.

Pros: Unknown

Cons: The current organizational structure has proven to be effective, it allows the Captains to be trained in both command areas and for a seamless transition to each duty. In addition, it would continue with the compound command structure with easily identifiable Supervisors of the Department.

Alternative # 2: Council may approve, reject or modify the proposed language as desired.

Recommendation:

To authorize staff to to promote Mr. Bradly Bluml, effective May 29, 2013, to the position of Sergeant at step 4 which is \$35.51 per hour and to promote Mr. Timothy Frankfurth, effective May 29, 2013, to the position of Captain at step 4 which is \$39.78 per hour.

Funding Source:

The funding required for this action, including factoring in the wages and benefits for a replacement Patrol Officer, is a savings of \$28,451.

Council Action:

Motion to approve resolution #13-05-092, confirming the recommendation of the Personnel Committee, to promote Mr. Bradly Bluml to the position of Sergeant at step 4 which is \$35.51 per hour and to promote Mr. Timothy Frankfurth to the position of Captain at step 4 which is \$39.78 per hour.

Attachments

Resolution

Draft minutes from the 05-14-13 PC Meeting

PC Packet of 05-14-13

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Reviewed By

Kurt Ulrich

Final Approval Date: 05/23/2013

Date

05/23/2013 02:33 PM

Started On: 05/16/2013 05:22 PM

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION # 13-05-092

RESOLUTION TO PROMOTE TWO POLICE DEPARTMENT EMPLOYEES

WHEREAS council directed staff to begin a process to fill the position that was vacated by the resignation of Captain Dwyer; and

WHEREAS, staff conducted a five day internal promotional recruitment for two positions: 1) Sergeant, and 2) Lieutenant or Captain; and

WHEREAS, staff recommends promoting Mr. Bradly Bluml, effective May 29, 2013, to the position of Sergeant at step 4 which is \$35.51 per hour and promoting Mr. Timothy Frankfurth, effective May 29, 2013, to the position of Captain at step 4 which is \$39.78 per hour.

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

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

Motion to approve resolution #13-05-092, confirming the recommendation of the Personnel Committee, to promote Mr. Bradly Bluml to the position of Sergeant at step 4 which is \$35.51 per hour and to promote Mr. Timothy Frankfurth to the position of Captain at step 4 which is \$39.78 per hour.

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 28th day of May, 2013.

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

The Personnel Committee conducted a regular meeting on Tuesday, May 14, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Acting Chairperson Mark Kuzma
 Councilmember Randy Backous
 Mayor Sarah Strommen (Alternate)

Member Absent: Chairperson Jason Tossey

Also Present: City Administrator Kurtis Ulrich
 Human Resources Manager Colleen Lasher
 Finance Director Diana Lund
 Fire Chief Dean Kapler
 Police Chief James Way
 Police Captain Jeff Katers
 Public Works Superintendent Grant Riemer
 City Engineer Bruce Westby
 Development Services Manager Timothy Gladhill
 Assistant to the City Administrator Patrick Brama
 Councilmember John LeTourneau
 Councilmember Chris Riley

1. CALL TO ORDER

Acting Chairperson Kuzma 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 Mayor Strommen, seconded by Councilmember Backous, to approve the agenda as submitted.

Motion carried. Voting Yes: Vice Chairperson Kuzma, Mayor Strommen, and Councilmember Backous. Voting No: None. Absent: Chairperson Tossey.

4. COMMITTEE BUSINESS

4.01: Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern

Human Resources Manager Lasher reviewed the staff report and recommendation to authorize staff to extend the recruitment process for an Economic Development Manager and to hire one additional Administrative Intern at an estimated cost of \$9,305 that would be funded from savings as a result in the delay in hiring the Economic Development Manager. The maximum annual funding required for the Economic Development Manager position is estimated to be approximately \$87,210 and staff recommends the extended recruitment process remain at that wage but staff would like latitude to increase it to \$101,000, if needed.

Mayor Strommen asked if the employment of the additional Administrative Intern would extend beyond the hiring of the Economic Development Manager.

Human Resources Manager Lasher stated she does not foresee that position ending when the new Economic Development Manager is hired due to the current heavy workload. She explained that the additional Administrative Intern will also assist with non-confidential human resources projects, special election support, and clerical projects.

City Administrator Ulrich stated he would also like to focus on the strategic plan to assure that stays on track.

Mayor Strommen asked if his focus would be the strategic plan and the additional Administrative Intern would provide administrative support.

City Administrator Ulrich answered in the affirmative.

Councilmember Backous asked what is the revised hiring process.

Human Resources Manager Lasher stated the plan is to propose a new policy that staff would follow that addresses how to avoid three categories of conflict of interest and its resolution. It will also address the forming of an interview panel.

Councilmember Backous stated as HRA Chairperson and since the HRA is paying 60% of the Development Manager's salary, he would like to be part of the interview panel.

Mayor Strommen supported discussion on what position is appropriate to have a Council or Commissioner involved with the interview panel. She stated she wants to assure precedence is not established if Council is involved in the interview panel.

Motion by Councilmember Backous, seconded by Mayor Strommen, to recommend that the City Council adopt Resolution #13-05-085 to Authorize Staff to Extend the Recruitment for an Economic Development Manager and to hire one additional Administrative Intern.

Motion carried. Voting Yes: Acting Chairperson Kuzma, Councilmember Backous, and Mayor Strommen. Voting No: None. Absent: Chairperson Tossey.

4.02: Consider Authorization to Hire a Building Inspection Intern

Development Services Manager Gladhill reviewed the staff report and described the increase in permit activity and resulting impact in meeting the ten-day plan review and addressing the septic program. It was noted staff is recommending to increase the current Septic Pumping Permit of \$10 to \$20 to cover the City's costs. Development Services Manager Gladhill assured the Committee that staff has done everything possible to make the most of every hour but is still not able to meet work demands. He recommended staff be authorized to recruit and hire a Temporary Building Inspection Intern from the existing intern pool, or if necessary conduct a new recruitment. It was noted the hiring range is \$9.00 to \$11.00 per hour depending on qualifications.

Councilmember Backous asked why the Septic Pumping Permit has not been increased previously.

Development Services Manager Gladhill stated the City's costs have increased over time and staff levels have been reduced so a contracted Building Official has been used. He stated it is time to review fees and recommended it occur as part of the 2014 budget discussions.

Councilmember Backous asked about the range of Septic Pumping Permit fees in other communities.

Development Services Manager Gladhill reviewed surrounding fees, noting one is already at \$20 and indicated that Ramsey has one of the highest number of septic tanks in the State.

Mayor Strommen asked if the City will be able to meet State requirements if these recommendations are approved.

Development Services Manager Gladhill answered in the affirmative.

Councilmember Backous asked if the Intern pool has qualified candidates.

Human Resources Manager Lasher reviewed the intern recruitments already conducted and indicated there have been highly qualified candidates. She stated the Administrative Intern job classification would still fit and using the pool would result in a savings. Human Resources Manager Lasher stated two recent graduates were targeted and staff would be looking for proficiency in MicroSoft Office Suite software and data entry.

Motion by Councilmember Backous, seconded by Mayor Strommen to recommend that the City Council authorize staff to recruit and hire a Temporary Building Intern from the existing intern pool, or if necessary conduct a new recruitment, with a hiring range of \$9.00 to \$11.00 per hour depending on qualifications.

Motion carried. Voting Yes: Acting Chairperson Kuzma, Councilmember Backous, and Mayor Strommen. Voting No: None. Absent: Chairperson Tossey.

4.03: Consider Authorization to End Contracted Building Official Services and Recruit a Regular, Full-Time Building Official

Development Services Manager Gladhill reviewed the staff report and recommendation that staff be authorized to begin a recruitment to hire a regular, full-time Building Official. It was noted the City currently contracts with Inspectron, Inc. for professional services for this role at \$50 per hour. The contract with Inspectron, Inc. includes a 'buy-out' clause if the City chooses to hire a current employee at 10% of the employee's first year annual salary with the City.

Councilmember Backous asked if it would be revenue neutral even with the 10% buyout.

Development Services Manager Gladhill stated it would not but he could reach out to Inspectron to work out those details.

Councilmember Backous asked if staff is satisfied with the current contracted Building Official.

Development Services Manager Gladhill answered in the affirmative.

Councilmember Backous advocated to not waste time by going through a recruitment process and just hire this person.

Human Resources Manager Lasher stated this would be a non-union position that falls under the City's internal Personnel Policy and under the current policy, the Inspectron employee is not eligible for an internal recruitment. She explained that not recruiting may offset the cost of the 10% buyout.

Acting Chairperson Kuzma asked if the Personnel Policy should be revised to allow this exception.

Councilmember Backous stated he does not support making exceptions but would like to avoid the recruitment process if it is the intention to hire the Inspectron inspector.

Development Services Manager Gladhill suggested staff ask for a legal opinion to assure there is no conflict prior to Council consideration of this item on May 28, 2013.

Mayor Strommen stated she is comfortable with making a single exception and then looking at whether it makes sense, more broadly, to change the Personnel Policy to address contract employees.

City Administrator Ulrich stated it is a common practice in the private sector for a contractor to work into a permanent position so he would support considering a revision to the Personnel Policy. He stated there is funding in the budget and work that needs to be done so he supports staff's recommendation.

Motion by Mayor Strommen, seconded by Councilmember Backous, to recommend that the City Council authorize staff to begin a recruitment to hire a regular, full-time Building Official.

Motion carried. Voting Yes: Acting Chairperson Kuzma, Mayor Strommen, and Councilmember Backous. Voting No: None. Absent: Chairperson Tossey.

4.04: Title of the Command Position Created by a Recent Resignation within the Police Department

Police Chief Way reviewed the staff report and recommendation to keep the current command structure that was in place at the time of the Police Captain's resignation as it allows the Captains to be trained in both command areas and for a seamless transition to each duty. In addition, it would continue with the compound command structure with easily identifiable Supervisors of the Department.

Councilmember Backous asked if it is an issue of pay.

Police Chief Way explained they did not want to go from Sergeant to Captain, as some Departments have a position in between.

City Administrator Ulrich stated they would be comparable positions with equal rank but a different scope of duties.

Police Chief Way noted the cost will be less than \$2,000, possibly \$1,000.

Motion by Councilmember Backous, seconded by Mayor Strommen, to recommend that the City Council keep the current command structure that was in place at the time of the Police Captain's resignation

Motion carried. Voting Yes: Acting Chairperson Kuzma, Councilmember Backous, and Mayor Strommen. Voting No: None. Absent: Chairperson Tossey.

COMMITTEE INPUT

None.

ADJOURNMENT

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

Motion carried.

The regular meeting of the Personnel Committee adjourned at 6:03 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, 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** 05/14/2013**Date:**

Resolution to Extend the Recruitment for an Economic Development Manager and to Hire One Additional Administrative Intern.

Information**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.

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
Kurt Ulrich		05/09/2013 05:47 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	

Personnel Committee**4.2.****Meeting** 05/14/2013**Date:**

Consider Authorization to Hire a Building Inspection Intern

Information**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.cityofframsey.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
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** 05/14/2013**Date:**

Discussion Regarding Contracted Building Official Services

Information**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 x 2,000 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.

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
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

Personnel Committee**4.4.****Meeting** 05/14/2013**Date:**Title of the Command Position Created by a Recent Resignation Within the Police Department

Information**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 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 Explores 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 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

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	05/09/2013 02:33 PM
Kurt Ulrich	Kurt Ulrich	05/09/2013 02:33 PM
Form Started By: Jim Way		Started On: 05/08/2013 08:40 AM
Final Approval Date: 05/09/2013		

Personnel Committee

4. 4.

Meeting Date: 05/28/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Resolution to Establish a Policy Regarding Non-employee Interview Panel Participants

Background:

The City currently does not have a policy that addresses who can or should participate in the interview process for hiring City employees. Recently, there have been some discussions regarding the make-up of the interview panel.

During the May 14, 2013, Personnel Committee, Mayor Strommen supported discussion on what positions are appropriate to have Council or Commissions involvement.

Naturally, the City includes Council Members in the interview process for the position of City Administrator. In the past, Council Members have been invited to participate in Department Head interviews as well. Since 2010, the position of Economic Development/Marketing Manager and the position of Economic Development Manager have included Council Members seated on the EDA and the Chair or Vice-chair of the EDA.

Staff conducted an informal survey among several of the metro area human resources professionals and found that: all responding cities include Council Members in the interview process for the position of City Administrator/City Manager and some cities stated a practice of including Council Members for department head interviews as well. Alternatively, a few cities stated that (for non City Administrator/City Manager positions) Council Members and Commissioners are invited to a "meet and greet" after the candidate has been identified.

Specific expertise of Council members and Chair/Vice-chairs of committees can bring valuable discussion to the process and help to choose the best candidate for the job. It is always critical that panel members understand proper Interviewing techniques and potential pit-falls in order to avoid claims of discrimination, etc.

Notification:

This case will not be presented for City Council action until the June 11, 2013 regular City Council meeting.

Observations/Alternatives:

Options the Personnel Committee may wish to consider:

- 1) City Administrator: Include Council Members on the interview panel for City Administrator only.
- 2) City Administrator and Department Heads: Include Council Members on the interview panel for City Administrator and Department Heads.
- 3) City Administrator, Department Heads, and positions serving as a liaison to a board or commission: Include Council Member(s) and the Chair/Vice-chair of the respective board or commission.
- 4) Case-by-Case: Establish the participants of the interview panel on a case-by-case basis as determined by the consensus at an earlier work session--**prior** to the receipt of applications. This option is not recommended by staff.

In any case, staff recommends the following protocol: Participation of non-employee panel members will not be mandatory, if there is a scheduling conflict a designee may serve as an alternate, the interview schedule will not be delayed based on participant availability, all participants must be *trained, and **open meeting law applies.

*Training is available and recommended for interview panel members.

League of Minnesota On-line Training / Cost \$30.00 / Certificate of Completion Provided
Course HR103—Select for Success: Effective Interviewing and Hiring

This course will help you effectively gather information to improve your evaluation of candidates while avoiding legal pitfalls.

Course objectives:

- Use a gap analysis to define position requirements.
- Develop an interview selection process that meets the veteran's preference requirements.
- Develop legally defensible interview questions that gather information to effectively evaluate candidates.
- Create legally defensible documentation of the selection process.

****Open Meeting Law (From the League HR Manual on Hiring)** "The names of applicants become public only if they are chosen for an interview by the appointing authority. In most cases, the hiring authority will be the city council or city manager. Cities need to be aware that if the Council (or a quorum or committee of the Council) or a civil service commission conducts interviews, the Open Meeting Law will apply. Candidates may be less willing to apply for or be interviewed for the job opening since they may not want their current employer to know they have applied."

Recommendation:

Staff recommends establishing a policy that identifies non-employee interview panel participants; for the sake of discussion, four options or alternatives are listed above.

Funding Source:

There is no funding required for this action.

Council Action:

Motion to approve a resolution which confirms the recommendation of the Personnel Committee to approve a policy regarding non-employee interview panel participants.

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date

05/23/2013 02:32 PM

Form Started By: Colleen Lasher

Started On: 05/16/2013 05:20 PM

Final Approval Date: 05/23/2013

Meeting Date: 05/28/2013

By: Jo Thieling, Administrative Services

Information

Title:

Adopt Resolution #13-05-099 Adopting Three-Year Strategic Action Plan Report

Background:

Anita Duckor of Duckor & Associates will make a presentation to the City Council of the final three-year Strategic Action Plan Report. This resolution has been placed on the agenda for formal adoption of the plan by the City Council.

Notification:

Observations:

Recommendation:

Funding Source:

Council Action:

Motion to Adopt Resolution #13-05-099 Adopting Three-Year Strategic Action Plan Report

Attachments

Resolution adopting Strategic Action Plan

Form Review

Inbox
Kurt Ulrich

Reviewed By
Jo Thieling

Date
05/24/2013 04:49 PM
Started On: 05/24/2013 04:45 PM

Form Started By: Jo Thieling

Final Approval Date: 05/24/2013

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-099

RESOLUTION ADOPTING THREE-YEAR STRATEGIC ACTION PLAN REPORT

WHEREAS, the City Council of the City of Ramsey determined that the City could benefit by developing a strategic direction that guides its decision-making in the coming years; and

WHEREAS, the City Council hired Duckor & Associates to help develop a three-year Strategic Action Plan; and

WHEREAS, the goal of the strategic planning effort was to create an open, transparent working environment among the elected officials and staff in order to restore the faith and confidence in the City of Ramsey, build an effective elected governing body, and help build staff morale; and

WHEREAS, the specific goals were to develop a shared working mission and vision; develop a three-year strategic action plan, including measurements; develop measurable goals and a tracking system that is monitored monthly; develop clear roles, responsibilities and deliverables for elected officials, appointed commission members, and staff; design a transparent governance structure for both elected officials and staff that includes guiding and operating principles, code of conduct, conflict of interest policies, etc.; determine current staff structure's capacity to deliver high-quality services; and develop a common understanding of what a vibrant, healthy community looks like; and

WHEREAS, following surveys with Council, Commissions and staff, and several planning sessions with the Council and the City's management team, a final document has been drafted and presented to Council and is now ready for formal adoption.

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

- 1) That the City Council of the City of Ramsey commits to the City's Organizational Values: Ethics and Integrity; Fiscal Responsibility; Cooperation and Teamwork; Open and Honest Communications; Excellence and Quality in the Delivery of Services; Treating People with Respect and Fairness and Adaptability and Continuous Learning.
- 2) That the City Council of the City of Ramsey hereby adopts the Three-Year Strategic Action Plan which includes the following: a three-year working Mission Statement, three-year working Vision Statement, Guiding Principles, the City's Organizational Values, Mission-Driven and Capacity-Driven Building Blocks, Performance Measurement and Reporting Process, and Code of Conduct.

- 3) That the City Council of the City of Ramsey hereby declare its “A New Day...A New Beginning.

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 28th day May 2013.

Mayor

ATTEST:

City Clerk

Meeting Date: 05/28/2013

By: Tim Gladhill, Community Development

Information

Title:

PUBLIC HEARING: Adopt 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.

The Ordinance was introduced at the May 14, 2013 City Council Meeting. The Ordinance is now eligible for adoption.

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 waive the City Charter requirement to read the ordinance aloud AND Adopt 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	05/22/2013 11:40 AM
Kurt Ulrich	Kurt Ulrich	05/23/2013 03:09 PM
Form Started By: Tim Gladhill		Started On: 05/21/2013
	Final Approval Date: 05/23/2013	

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 12months	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 12months	250.00
		3rd offense w/in 12 months	500.00
	Administrative Citation: Violations of 42 - Dump Garbage/Refuse		75.00
		2nd offense w/in 12months	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 12months	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 12months	250.00
		3rd offense w/in 12 months	500.00
	Administrative Citation: Violations of 105 - Exterior Completion		75.00
		2nd offense w/in 12months	250.00
		3rd offense w/in 12 months	500.00
	Administrative Citation: Violations of 105 - No Permit		75.00
		2nd offense w/in 12months	250.00
		3rd offense w/in 12 months	500.00
	Administrative Citation: Violations of 105 - Property Identification		75.00
		2nd offense w/in 12months	250.00
		3rd offense w/in 12 months	500.00
	Administrative Citation: Violations of 113 - Sewage		75.00
		2nd offense w/in 12months	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 12months	250.00
		3rd offense w/in 12 months	500.00
	Administrative Citation: Violations of 117 - Landscaping		75.00
		2nd offense w/in 12months	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 a.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 Runs	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
	Demo Permit		94.00
	Electrical Permit Fee		Per Attached Sheet
	Erosion Control Escrow	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-After 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	US Treas. rates as of 9/1	US Treas. 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
	Softball/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 or 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
	Light - Used By ARAA		Actual Cost
	Athletic 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

CITY OF RAMSEY
2013 ADOPTED SCHEDULE OF RATES, FEES AND CHARGES
Adopted November 27, 2012

	SERVICE OR LICENSE	SPECIAL NOTES	2013 Adopted
	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
	Softball tournament damage deposit	Per Field	150.00
	Softball 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 aerials 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 staff time	0.25
	Photo copies - duplexed	Up to 100 pages; over 100 pages plus staff 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 min-environ sens		2000.00
	Conditional use permit app.-environ sens		200.00
	Conditional use permit annual inspection		75.00
	Dock 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

CITY OF RAMSEY
2013 ADOPTED SCHEDULE OF RATES, FEES AND CHARGES
 Adopted November 27, 2012

	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 Fee+\$10.00/staff Time
	Torrens Property		County Fee+\$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, HRA 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
	Platting or Subdividing		
	Address Charge		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

CITY OF RAMSEY
2013 ADOPTED SCHEDULE OF RATES, FEES AND CHARGES
 Adopted November 27, 2012

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 Sur charge
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 Sur charge
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 Fee:		
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 Fee:		
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
Huntint 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 Electronical Transfers		10.00/transmission
Photo Reprints		5.00 min chg + 1.00/pr Int
Vehicle Lockout		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
Boulevard Tree Replacement		\$700/Tree
Permit Fee - Overhead		\$75+\$.05/linear foot
Street and Traffic Charges		
Developer contribution:		

CITY OF RAMSEY
2013 ADOPTED SCHEDULE OF RATES, FEES AND CHARGES
 Adopted November 27, 2012

	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 FEMA 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 Curb-side Program fee/qtr	Per Ace Contract	8.85/qtr
Sewer Rates			
	Residential/Single dwelling usage fee/qtr		66.79
	Multi-family(apt) & commercial usage fee/qtr		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
	traditionaire 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/qtr
	rural subdivision street light rate per lot		14.85/qtr
	priority street light rate per residential lot		1.37/qtr
Storm Water Management Rates			
	Residential		10.03/qtr
	Commercial	Based Upon Engineers Calculations	40.12/REU/qtr
	Trunk charge/res. equivalent		448.00
	Trunk charge/acre comm./ind.		4,465.00
Water Rates			
	Minimum usage fee/qtr	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/qtr
	Installation of meter w/remote (Res & Commercial)		140.00
	Curb Stop driveway enclosure		65.00

CITY OF RAMSEY
2013 ADOPTED SCHEDULE OF RATES, FEES AND CHARGES
Adopted November 27, 2012

	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 comm./ind.	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:

CC Regular Session

7. 1.

Meeting Date: 05/28/2013

Submitted For: Jim Way

By: Jim Way, Police

Information

Title:

Adopt Ordinance #13-07 Amending Chapter 34 of the Ramsey City Code, 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. Citizens maintain the same rights to hunt that they have had since 2009.

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.

At the May 14, 2013 regular Council meeting a revised Weapons Ordinance was introduced. No changes were made to the ordinance that was introduced.

The revised ordinance is now up for adoption.

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

Notification:

Observations/Alternatives:

The revised ordinance is much more clear and understandable to the reader.

Recommendation:

Staff recommends the adoption of the Weapons Ordinance as it was introduced.

Funding Source:

None Required

Council Action:

Motion to waive the City Charter requirement to read the ordinance aloud and adopt Ordinance #13-07 to Amend Chapter 34 of the Ramsey City Code, which is the Chapter known as the Offenses and Miscellaneous Provisions Chapter of the Ramsey, Minnesota, City Code- an Ordinance Amending Article II, Section 34-21, Weapons.

Roll Call Vote:

Councilmember Riley

Councilmember Tossey

Councilmember Backous

Councilmember LeTourneau

Councilmember Kuzma

Attachments

Strikethrough Ord
Weapons Ordinance

Form Review

Inbox	Reviewed By	Date
Jo Thieling	Jo Thieling	05/15/2013 10:30 AM
Kurt Ulrich	Kurt Ulrich	05/16/2013 01:15 PM
Form Started By: Jim Way		Started On: 05/15/2013 09:02 AM

Final Approval Date: 05/16/2013

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)(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 City Code 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 defined.* The term “Firearm(s)” as used herein means a gun that discharges shot or projectile by any means including the use of an explosive, gas, or compressed air.
- (b) *Firearms Regulations.*
 - (1) *Firearms use instruction required.* Minnesota State Statutes sections 97B.015, 97B.021, and 97B.025 which pertain to the safe use of firearms and instructions in there use 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) *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.

(4) *Law enforcement officers.* This section does not prohibit the possession or discharge of firearms by duly authorized licensed peace officers.

(5) *Firing ranges.* This section does not prohibit the possession or discharge of firearms in 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 police chief or pursuant to licensing ordinances hereinafter enacted for such ranges.

(c) *Bow and Arrow Regulations.*

(1) *Use.* The use of a bow and arrow for hunting, target shooting or discharging for any purpose shall be allowed in the city in accordance with the laws of the State of Minnesota and this section but only if the person using the bow and arrow has a valid city issued permit.

(d) *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 police chief. A permit to discharge a firearm or an arrow from a bow within the city shall be issued by the police chief or his/her designee.

(3) *Permit denials.* Any person that has a permit request denied under this section may appeal the denial 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's rates and fees schedule. The filing fee will be refunded if the Hearing Board reverses the denial and issues a permit.

(e) *Hunting and Discharging Regulations.*

(1) All State of Minnesota rules and regulations pertaining to hunting and the discharge of weapons shall be followed and enforced within the city.

(2) No weapon shall be used or handled so as to endanger the personal safety of persons or 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 the Ramsey, Minnesota City Code Chapter 34, Article II, Section 34-21 Weapons to more clearly define said 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 May, 2013.

Mayor Sarah Strommen

ATTEST:

City Clerk Jo Ann M. Thieling

Introduction Date:

Posting Dates:

Adoption Date

Publication Date:

Effective Date:

Meeting Date: 05/28/2013

By: Chris Anderson, Community
Development

Information

Title:

Adopt 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 (storm water 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/Alternatives:

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.

The ordinance was introduced at the May 14, 2013 City Council meeting and is now eligible for adoption.

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 waive the City Charter requirement to read the ordinance aloud;

-AND-

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

Roll Call Vote:

Councilmember Backous
Councilmember Tossey
Councilmember Kuzma
Councilmember Riley

Councilmember LeTourneau
Mayor Strommen

Attachments

Tree Preservation Ordinance with Mark Ups

Proposed Ordinance #13-10

Draft Planning Commission Meeting Minutes Dated May 2, 2013

Form Review

Inbox

Tim Gladhill

Kurt Ulrich

Form Started By: Chris Anderson

Reviewed By

Tim Gladhill

Kurt Ulrich

Date

05/23/2013 06:39 AM

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Started On: 05/22/2013 09:26 AM

Final Approval Date: 05/23/2013

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 ~~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/restoration 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 ~~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.~~
- 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

7.3.

Meeting Date: 05/28/2013

By: Mark Riverblood, Engineering/Public Works

Information

Title:

Consider Park Monuments' for The Draw - 2013 Parks Capital Improvement

Background:

On February 5th, 2013, the Park and Recreation Commission met with City Council in a joint work session for the purposes of a preview of the 2013 Parks Capital Improvement Program (CIP). Consensus was generally that most projects should move forward as discussed within the CIP document.

Subsequent to the joint meeting, Council met in work session to review the monuments or signs proposed by the Commission for The Draw, with revised, more accurate cost *estimates*. The consensus outcome of that discussion was for Staff to proceed to obtain quotes and thus, the purpose of this case is to consider the quotes received.

Notification:

Observations/Alternatives:

In April, Staff issued an invitation to area sign companies to submit quotes for the two monuments proposed for The Draw; with those quotes being due on May 13th.

It should be noted herein, that due to the need to prepare a 'proof' for some of the materials used, and getting the project into the queue for production together with installation, the monuments would need to be ordered soon as *possible* to be in place before the concerts begin on June 20th.

Attached to aid in the discussion:

- Invitation to sign vendors to submit quotes for the signs
- The COR sign design framework approved by City Council in December 2012
- COR sign plan
- The Draw Event Series schedule

The request for quotation was sent to the sign firms listed below:

Bob's Sign Company of Anoka
Extreme Graphics of Anoka
Gillette Signworks of Elk River
JDI Signs and Graphics Inc of Ramsey
Pillar Signs and Graphics of Ramsey
Archetype of Minneapolis
James The Sign Guy of Elk River
Mark Signs & Graphics of Ramsey

Of the eight firms the invitation was sent to, two were returned with no forwarding address; with one quote received from Archetype - and no communication from the other sign vendors.

Archetype's quote for the stone kiosk monument near the amphitheater was \$35,400. The sign adjacent to Ramsey

Boulevard was quoted as \$21,900. That proposal is attached.

In speaking with Archetype's project manager, he stated that there was very good probability that the latter sign could be fabricated and installed by the June 20th first concert. The Kasota Stone kiosk's fabrication and installation would be dependent on the stone cutting schedule associated with the quarry. Archetype's representative stated that they would prioritize within their ability to meet the June 20th date, and there was some likelihood the kiosk would be substantially complete by the above date, (with no assurances however).

Alternatives to addressing park signage and wayfinding at The Draw would include approving one or both of the monuments proposed by the Park and Recreation Commission (or neither); or 'rethinking' the design or construction methods for either sign for economy.

Funding Source:

The funding source is presently shown as (an earlier estimated) \$20,000 within the 2013 Parks CIP from the Park Improvement Trust Fund. It may be noted that this estimate was developed before the COR sign framework was adopted by the City late in 2012. (The present balance of the Park Trust Fund is approximately \$2,442,000.)

Staff Recommendation:

Staff supports the Park and Recreation Commission's recommendation for the two monuments; and recommends the installation of both in the amount represented by Archetype's proposal.

Action:

Motion to approve or not approve one or both of the monuments for The Draw based upon discussion.

Attachments

[Monument locations](#)

[RFQ](#)

[COR sign guidelines](#)

[COR sign plan](#)

[Archetype's Proposal](#)

[The Draw Event Schedule](#)

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	05/07/2013 11:01 AM
Grant Riemer	Grant Riemer	05/07/2013 11:01 AM
Kurt Ulrich	Kurt Ulrich	05/09/2013 11:10 AM
Jo Thieling	Jo Thieling	05/09/2013 01:22 PM
Mark Riverblood (Originator)	Mark Riverblood	05/22/2013 11:57 AM
Grant Riemer	Grant Riemer	05/22/2013 02:40 PM
Kurt Ulrich	Kurt Ulrich	05/23/2013 02:23 PM

Form Started By: Mark Riverblood Started On: 05/06/2013

Final Approval Date: 05/23/2013

NORTH



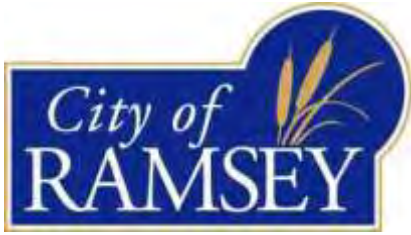
Map created with ArcIMS - Copyright (C) LOGIS GIS 2005

0 193ft

SOUTH

WEST

EAST



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

25 April 2013

Dear Sign Professional:

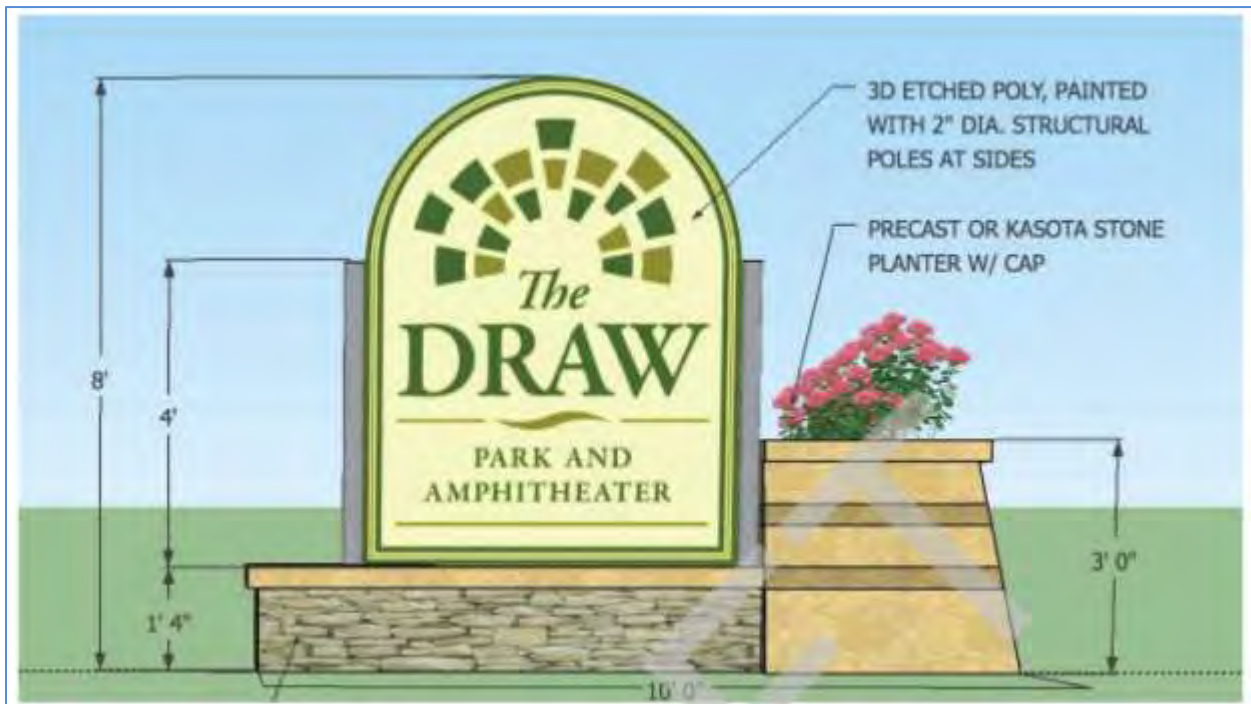
The purpose of this correspondence is to request your quotation and proposal on the construction of one or both sign and kiosk for The Draw, a 7-acre park in the City of Ramsey. Your quote should be comprehensive in all ways, from locates, permits (fee waived), mobilization, footings, tax, and all elements of construction to finish and site restoration. The only aspect that each sign quote should not include, would be the power supply (but include all electrical components within the sign or monument). **Bidders are strongly encouraged to report with great specificity on any and all details of this design-build quote.** For instance, if one quoting firm spec'd X inch aluminum and another omitted specifying the aluminum's thickness, the city may choose the sign firm with the greatest detail. The City of Ramsey does reserve the right to re-bid the project, or choose any quoted proposal, based upon the best interest of the City..

Quotations are due by 2:00 p.m. on May 13th, 2013. In addition to the cost for each monument or sign, you are also asked to identify how many full weeks from time of order, to installation will be needed. Please note liquidated damages of \$50 per calendar day may apply after an agreed to date. Note: It is the intention, if feasible, to have both signs completed and in place before the first concert at The Draw on June 20th, 2013.

Available or attached to electronic correspondence are The COR design Guidelines (Appendix B-Revised). This document also outlines the scope of future projects and potential opportunities for your firm. *For this reason, the city is anticipating very cost competitive pricing for these first two, somewhat smaller stature signs or monuments.*

The first quote requested is for 'The Draw' sign depicted below. The sign portion shall be a fabricated aluminum cabinet, with a double-sided or two, one (1) sided acrylic panel(s) with UV resistant painted logo facing each way. The base shall be fabricated aluminum attached to a poured concrete footing - the footing shall be extended 18" inches at grade with a 'sidewalk' surface to function as a mowing maintenance strip. The base's finish shall be all faux Kasota Stone (painted to match the Municipal Center building in the COR), and not with Dolomite 'bricks' shown. The side of the base will have a 'cap stone' and not the planter shown.

Additionally, the cap stone must be resistant to denting, as park patrons are sure to stand or jump upon it. Vendors will be required to submit a 'proof' of the materials and paint finish sample prior to final purchase approval.



The second quote will be for the 'Community Kiosk B' shown within Exhibit B.5, with an excerpt depicted below.



This Kasota Stone monument shall be as shown, and note also the 'angle' on one side. On one side the kiosk shall have blasted or carved 'EVENTS' as depicted, and another 'The DRAW' in lieu of 'Directory'. The other two sides shall have the COR logo blasted or carved into the Kasota Stone. The kiosk shall also have a concrete maintenance strip around the base.

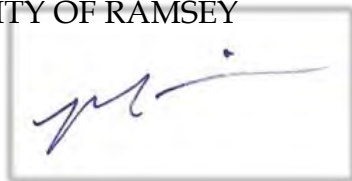
The two cabinet display areas shall be constructed of aluminum, lockable, and internally lit with white LEDs. The clear panels shall be vandal and scratch resistant. (The kiosk will not have an electronic reader board as proposed in Appendix B.)

The 'cap stone' shall be fabricated aluminum painted a dolomite color as shown, together with the two dolomite colored 'bands' below it. In between the bands will be three (3) internally lit color bands as shown, in COR branded colors. As with The Draw sign, the cap stone shall be adequately secured and vandal resistant.

General questions regarding this project may be addressed to me at 763 238 1733, or mrivernblood@ci.ramsey.mn.us. In the interest of maintaining the fairness and equability of this design-build quotation process, unfortunately, I will not be available to 'talk-through' specification choices or discuss alternative construction methods - you as the sign professional are to decide these alternatives, and propose (in detail) the best value for the signs and way-finding monuments that will be of high quality and durability in these two areas of the public park.

Sincerely,

CITY OF RAMSEY

A rectangular box containing a handwritten signature in blue ink. The signature appears to be 'Mark Riverblood'.

Mark Riverblood,
Parks & Asst. Public Works Superintendent





EXHIBIT B.1

	DESIGN FRAMEWORK The COR at Ramsey	
	PYLON/COMMUNITY SIGN 'A' Armstrong Blvd. & Highway 10	



Eastbound



Westbound

EXHIBIT B.2

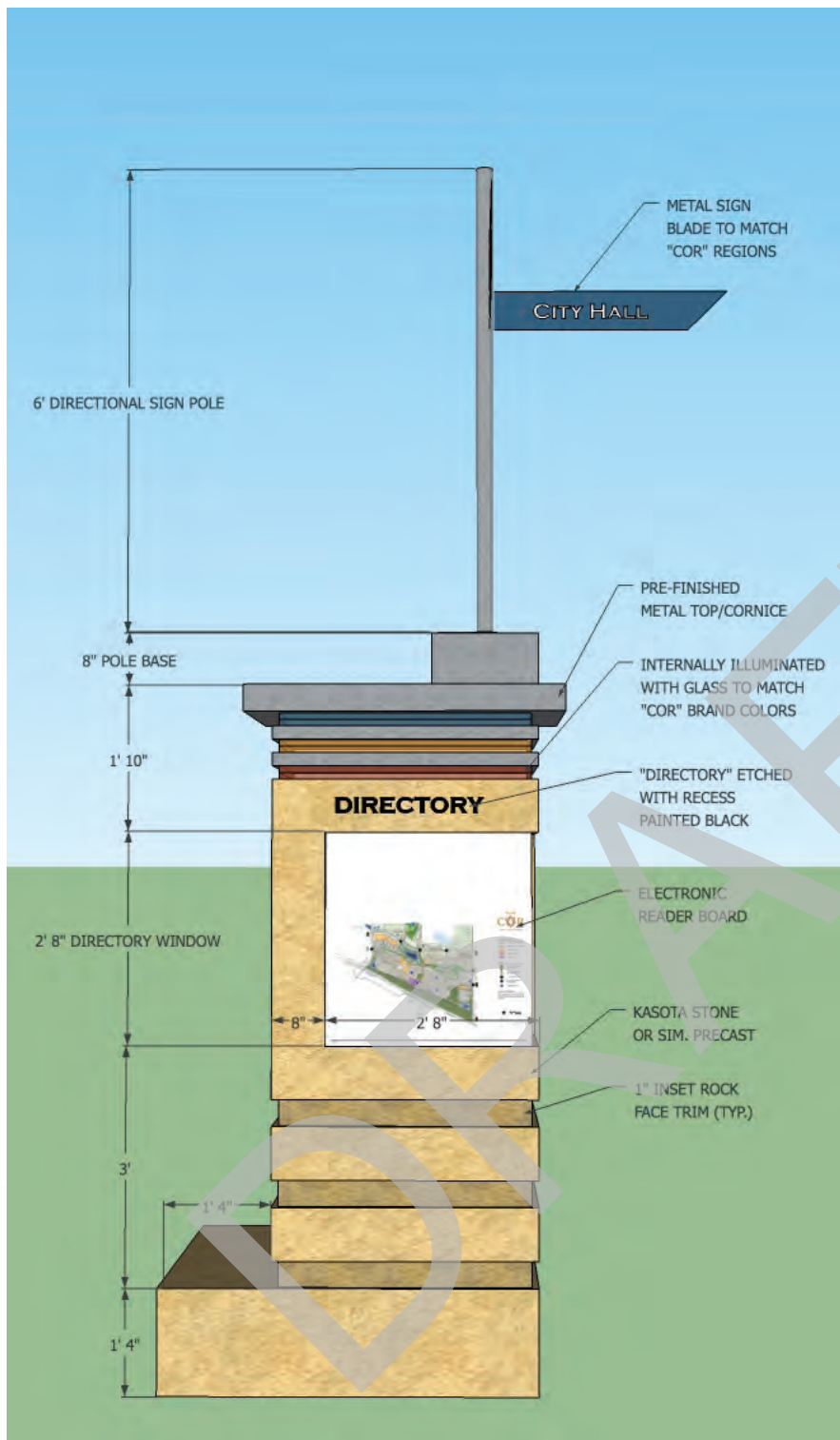
LANDFORM
From Site to Finish

DESIGN FRAMEWORK
The COR at Ramsey
PYLON/COMMUNITY SIGN 'B'
Commuter Rail & Highway 10





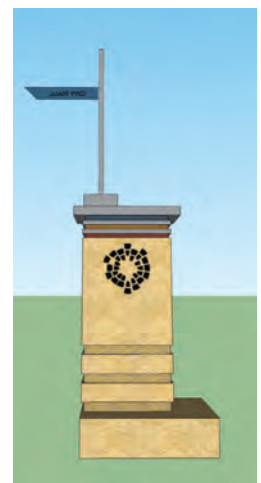
EXHIBIT B.3



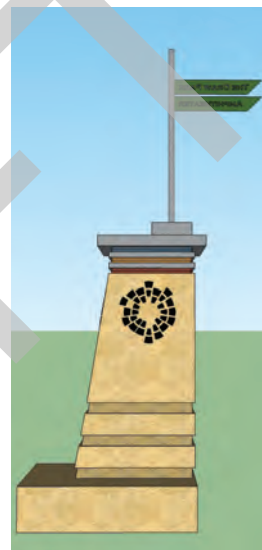
DIRECTORY PANEL VIEW



EVENTS PANEL VIEW



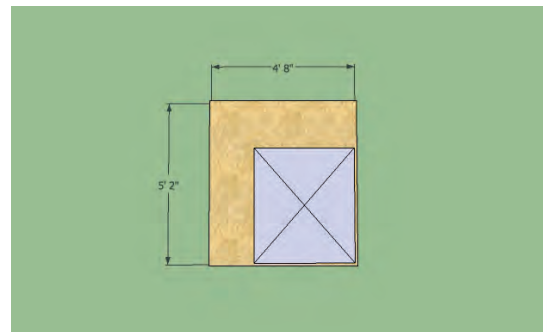
REAR VIEW



SIDE VIEW



PERSPECTIVE



PLAN VIEW

EXHIBIT B.4



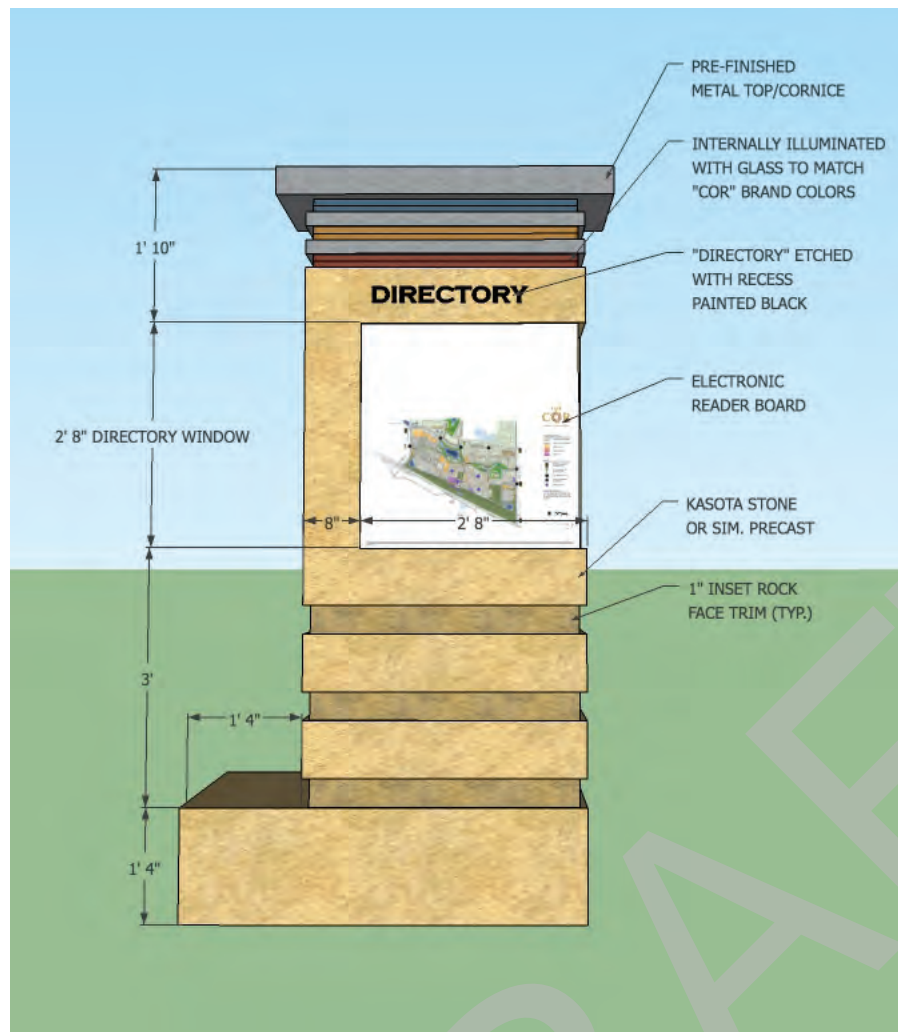
DESIGN FRAMEWORK

The COR at Ramsey

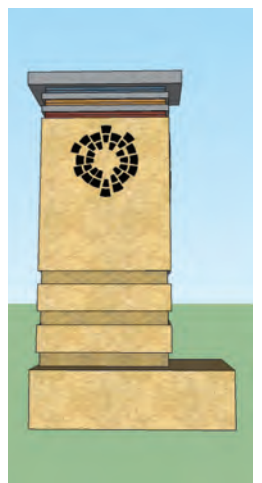
COMMUNITY KIOSK 'A'

Commuter Rail & Veterans Dr.





EVENTS PANEL VIEW



REAR VIEW

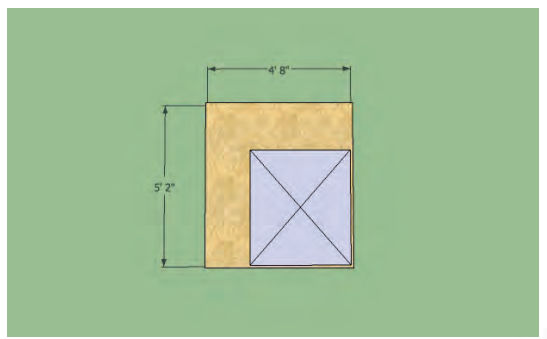


SIDE VIEW



PERSPECTIVE

DIRECTORY PANEL VIEW



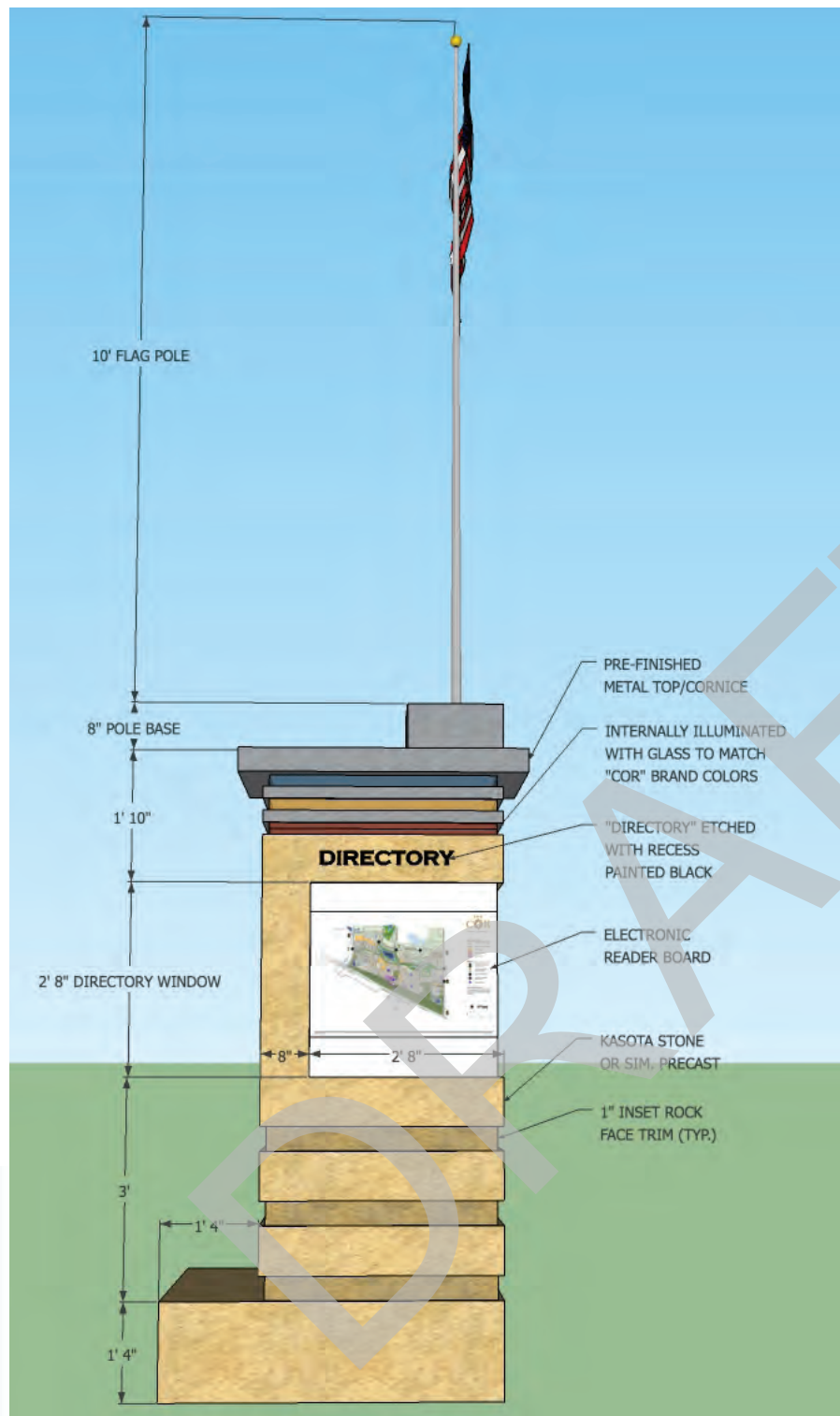
PLAN VIEW

EXHIBIT B.5

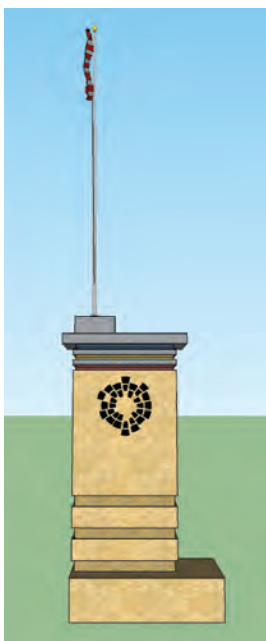
LANDFORM
From Site to Finish

DESIGN FRAMEWORK
The COR at Ramsey
COMMUNITY KIOSK 'B'
Sunwood Dr. & Center St.

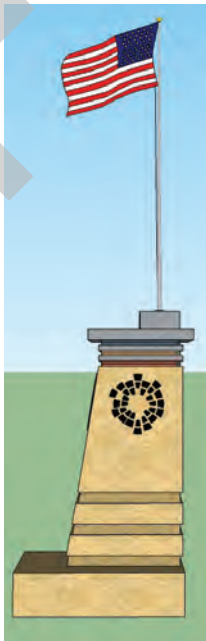
THE COR
RAMSEY, MINNESOTA



EVENTS PANEL VIEW



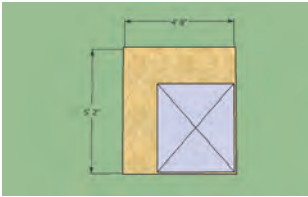
REAR VIEW



SIDE VIEW



PERSPECTIVE



PLAN VIEW

DIRECTORY PANEL VIEW

EXHIBIT B.6

LANDFORM

From Site to Finish

DESIGN FRAMEWORK

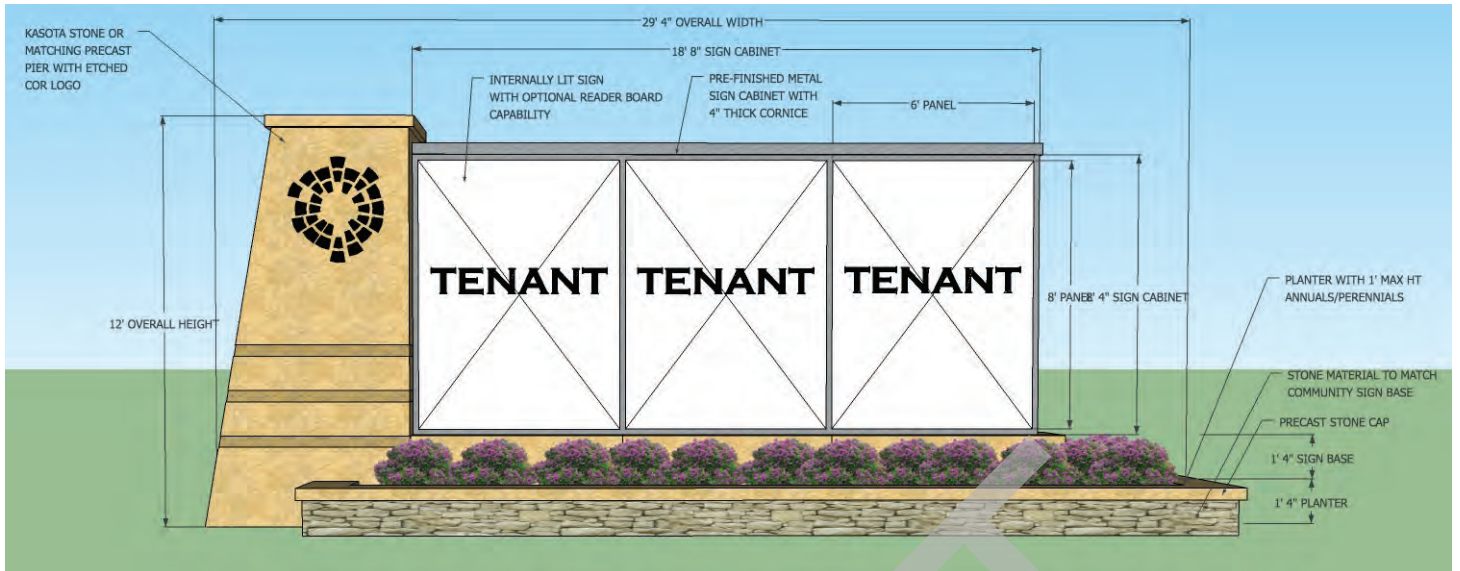
The COR at Ramsey

COMMUNITY KIOSK 'C'

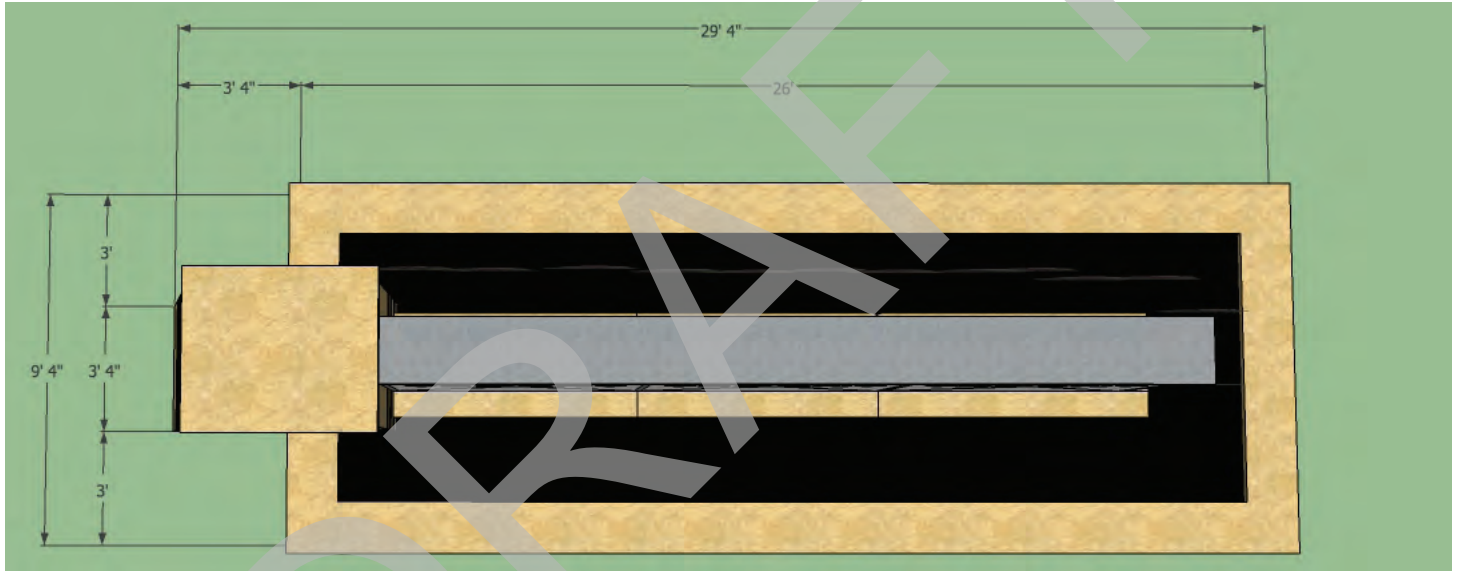
Sunwood Dr. at Municipal Plaza

THE COR

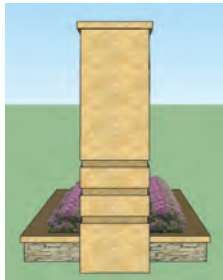
RAMSEY, MINNESOTA



ELEVATION AT SUNWOOD



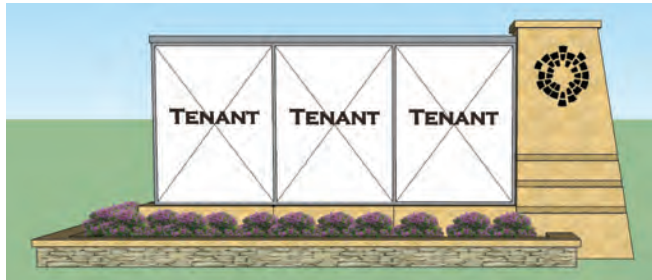
PLAN VIEW



PROFILE VIEW



PROFILE VIEW



ELEVATION

EXHIBIT B.7



DESIGN FRAMEWORK
The COR at Ramsey
 PROJECT GATEWAY SIGN 'A'
 Sunwood Dr. & Armstrong Blvd.



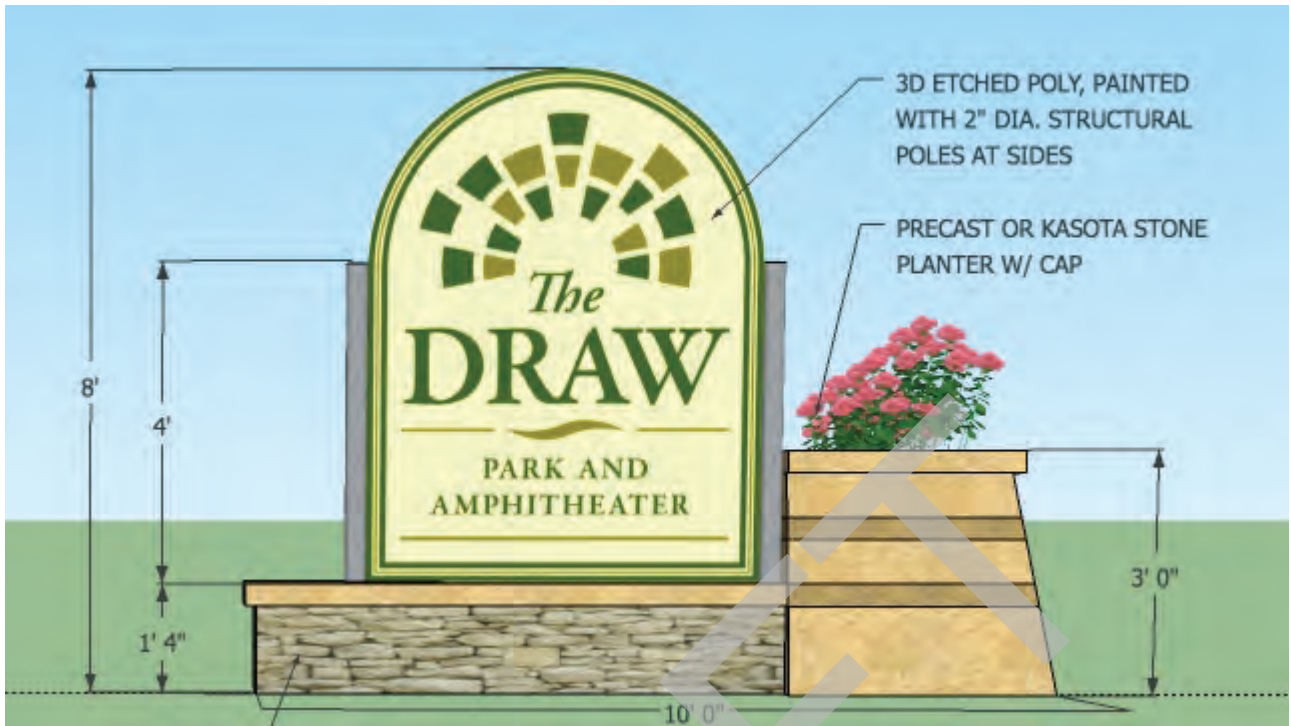
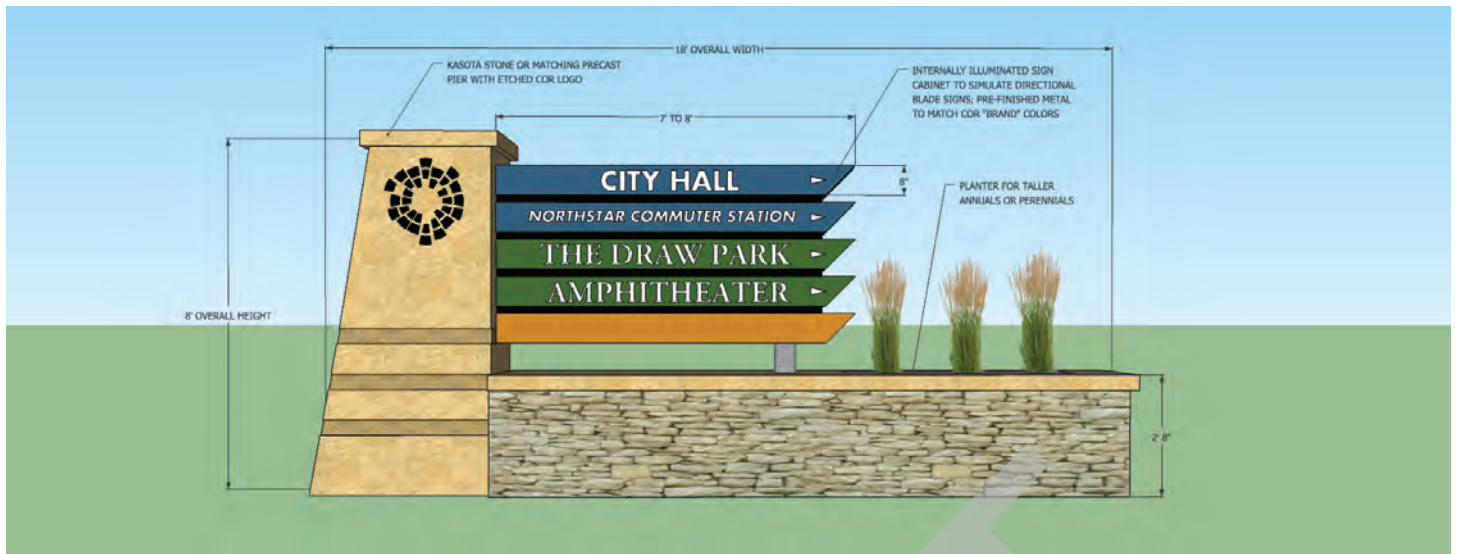
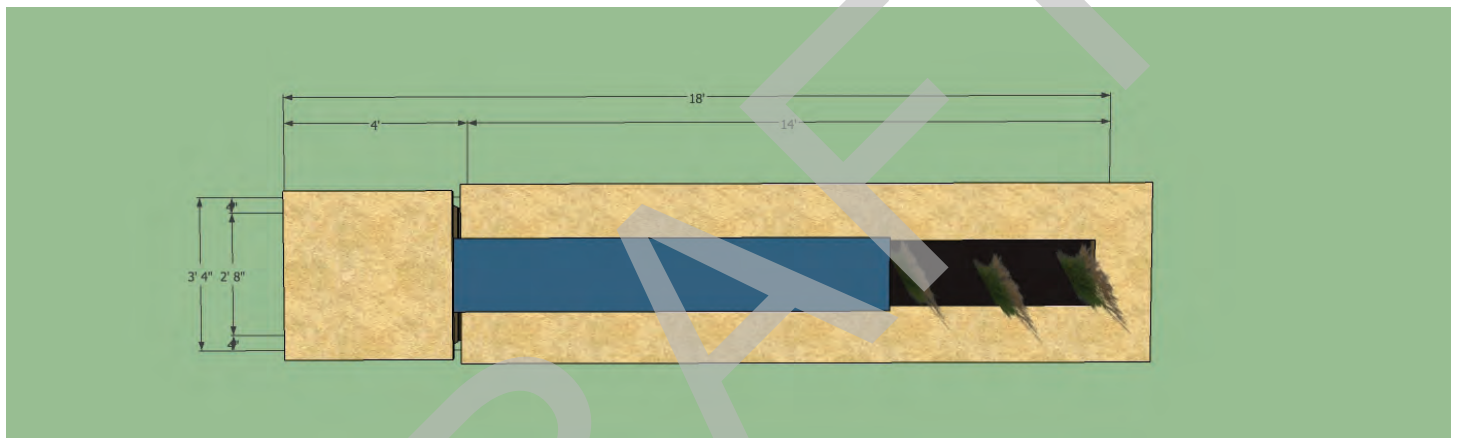


EXHIBIT B.8



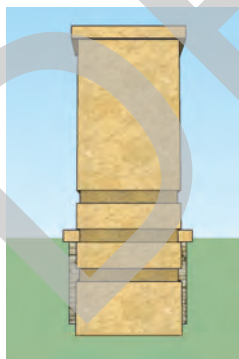
ELEVATION AT EASTBOUND BUNKER LAKE



PLAN VIEW



PROFILE VIEW



PROFILE VIEW



ELEVATION AT WESTBOUND BUNKER LAKE

EXHIBIT B.9

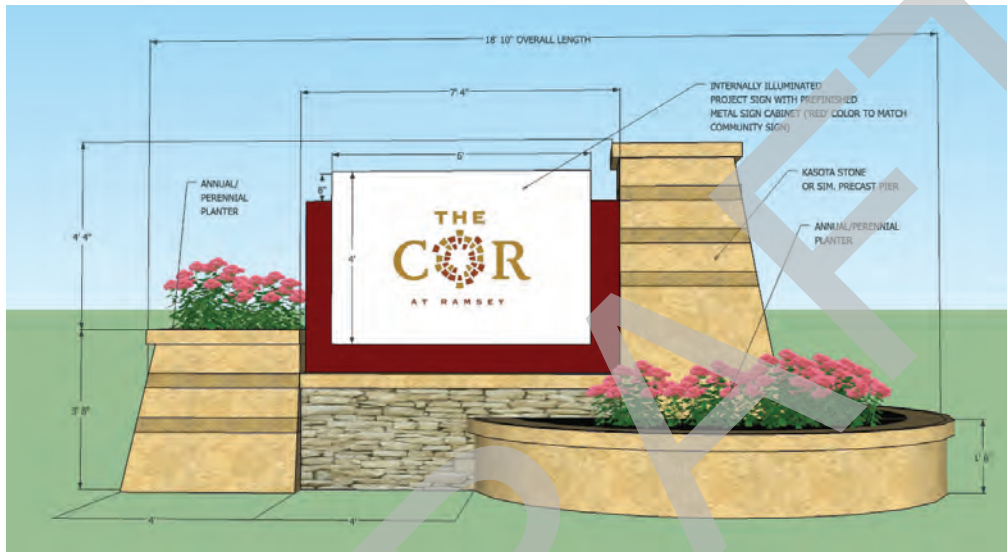


DESIGN FRAMEWORK
The COR at Ramsey
 PROJECT GATEWAY SIGN 'C'
 Bunker Lake Blvd. & Center St.





ELEVATION AT SOUTH BOUND RAMSEY



ELEVATION AT WESTBOUND BUNKER LAKE



PERSPECTIVE

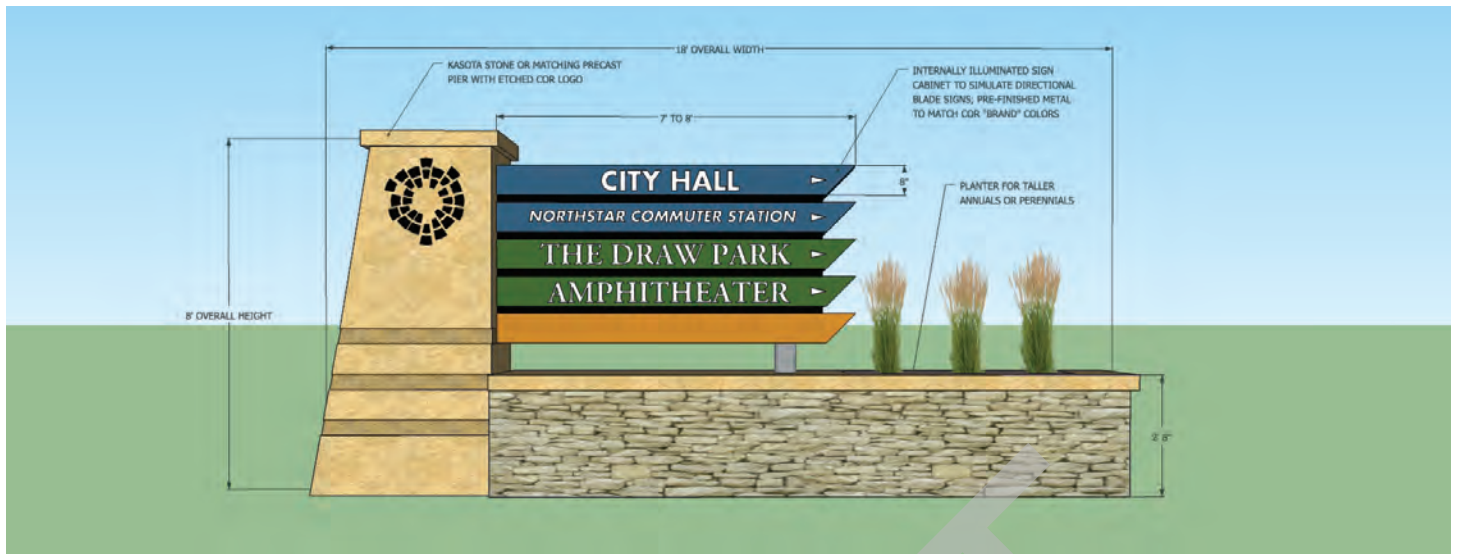
EXHIBIT B.10



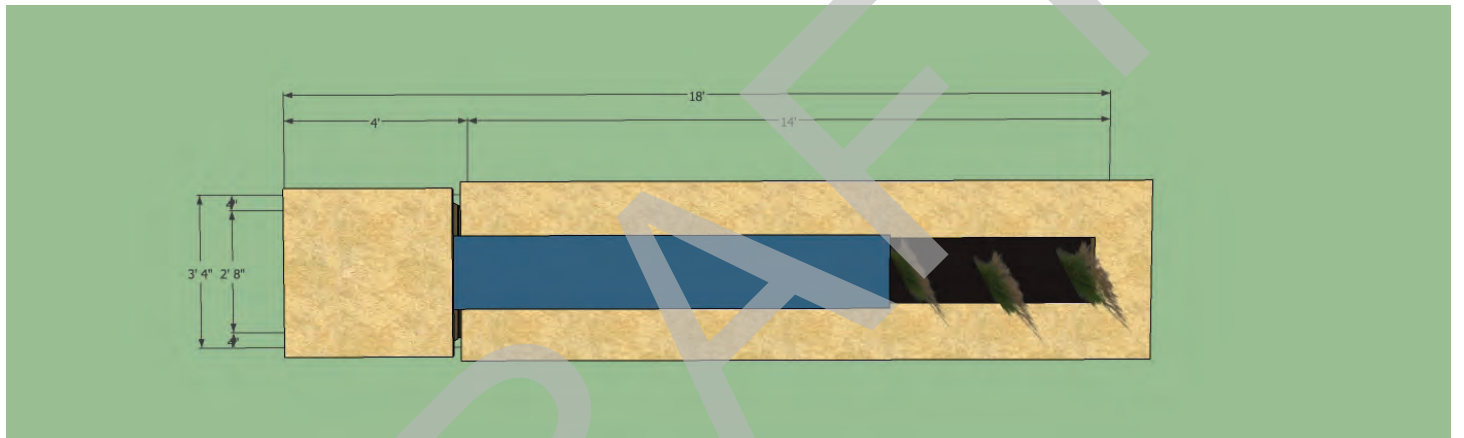
DESIGN FRAMEWORK
The COR at Ramsey

PROJECT GATEWAY SIGN 'D'
Bunker Lake Blvd. & Ramsey Blvd.





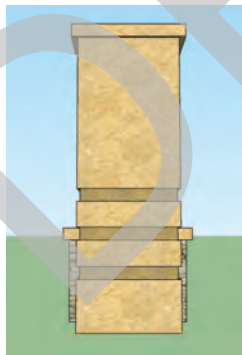
ELEVATION AT SOUTHBOUND RAMSEY



PLAN VIEW



PROFILE VIEW



PROFILE VIEW



ELEVATION AT NORTHBOUND RAMSEY

EXHIBIT B.11



DESIGN FRAMEWORK
 The COR at Ramsey
 PROJECT GATEWAY SIGN 'E'
 Sunwood Dr. & Ramsey Blvd.





EXHIBIT B.12


 From Site to Finish

DESIGN FRAMEWORK
 The COR at Ramsey

PUBLIC PARKING SIGNAGE
 Standard Signage

THE
COR
 RAMSEY, MINNESOTA



EXHIBIT B.13

L A N D F O R M

 From Site to Finish

DESIGN FRAMEWORK

The COR at Ramsey

 LIGHT POLE BANNER SIGNS

 Standard Signage



THE COR

AT RAMSEY

- PYLON/COMMUNITY SIGNS
- COMMUNITY KIOSK
- PROJECT GATEWAY
- P PARKING

*See 'Appendix B' for sign details



Landform™ and Site to Finish™ are service marks of Landform Professional Services, LLC.

Signage Plan

09/06/2012



Proposal

Number: **21308**

Date: **05/13/13**



archetype

9635 Girard Ave. S
Minneapolis, Minnesota 55431

952 641 9600

archetypesign.com

Customer:

CITY OF RAMSEY
7550 SUNWOOD DRIVE NW
RAMSEY MN 55303

Project Location:

The COR at Ramsey
Sunwood Drive and East COR II Entry
Ramsey MN 55303

REQUESTED BY: Mark Riverblood

1	QUOTE #45559-05 Furnish and install Community Kiosk "C". Kiosk to be constructed of Kasota Stone, internally illuminated caps. Graphics to be custom fabricated light boxes with static translucent illuminated prints. Flag pole and flag pole and flag pole base by others.	\$35,400.00	\$35,400.00
1	QUOTE #45559-06 Furnish and install double sided exterior monument "The Draw" (exhibit B.8) sign. Overall sign face to be 48"x80" Externally illuminated with flood lamps by others. Sign face to be 1/8" aluminum with digitally printed graphics. Sign base and custom angled sign cabinet to be fabricated aluminum with 2 color paint finish.	\$21,900.00	\$21,900.00

TOTAL PROPOSAL AMOUNT: \$57,300.00

General Qualifications:

Sales tax is additional
Performance and payment bond if required is additional
All electrical signage is wired for 120V primary with final electrical connection by others
Permits if required are additional
1 Year warranty on fabricated components
5 Year warranty on finishes
90 Day warranty on electrical components

Accepted By: _____

Title: _____

Signature: _____

Date: _____

Archetype Representative: _____

Signature: _____

Date: _____



9635 Girard Ave. S
 Minneapolis, Minnesota 55431

952 641 9600

Deposit Invoice

Invoice Date: **05/13/13**
 Invoice Number: **DP21308**

Customer:	Project Location:
CITY OF RAMSEY 7550 SUNWOOD DRIVE NW RAMSEY MN 55303	The COR at Ramsey Sunwood Drive and East COR II Entry Ramsey MN 55303
	REQUESTED BY: Mark Riverblood

Ordered By	PO Number	Salesperson	Order Date	Payment Terms	Due Date
Mark Riverblood		Joshua Ellis	01/23/13	50.0% Due Upon Receipt	03/13/13

Qty	Description	Unit Price	Total Price
1	QUOTE #45559-05 Furnish and install Community Kiosk "C". Kiosk to be constructed of Kasota Stone, internally illuminated caps. Graphics to be custom fabricated light boxes with static translucent illuminated prints. Flag pole and flag pole and flag pole base by others.	\$35,400.00	\$35,400.00
1	QUOTE #45559-06 Furnish and install double sided exterior monument "The Draw" (exhibit B.8) sign. Overall sign face to be 48"x80" Externally illuminated with flood lamps by others. Sign face to be 1/8" aluminum with digitally printed graphics. Sign base and custom angled sign cabinet to be fabricated aluminum with 2 color paint finish.	\$21,900.00	\$21,900.00
TOTAL PROPOSAL AMOUNT			----- \$57,300.00
*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***			

Please Pay This Deposit Amount: \$28,650.00

The Draw 2013

Presented by:



Summer Event Series

These events are **FREE** to the public!

Food and Drinks will be available for purchase before and during events!

DATE: **TIME:** **ACT:**

June 20 **6:30-8:00pm** **Roadhouse Blue Band**
Roadhouse Blue is a variety/classic country/rock band. Free Killebrew Root Beer floats and samples of Killebrew Root Beer will be distributed to everyone in attendance.
Sponsor: RJM and Killebrew Root Beer

June 27 **6:30-8:00pm** **Dirt Road Prophets**
The Dirt Road Prophets specialize in country from the golden era, they will mix in top 40 country songs, and a little rock. *Sponsor: Bolton & Menk and Trott Brook Financial*

July 11 **6:30-8:00pm** **Stimulus Package**
No genre is off limits for SP, putting an invigorating spin on all the hits from classic rock to rocking country and everything in between. *Sponsor: Open and Village Bank*

July 18 **6:30-8:00pm** **Bill and Tom Show**
The Bill & Tom Show is a 2 man Guitar/Piano Duo playing popular good time songs from the 60's and 70's. *Sponsor: Field Law, P.A.*

July 25 **6:30-8:00pm** **1st Things 1st**
1st Things 1st is a tribute to great writers and performers of 40's and 50's. The musical revue is a fun, high energy show that has delighted all ages. *Sponsor: PSD Inc.*

Aug 01 **6:30-8:00pm** **BOB FM Night**
BOB FM will host this special evening, with a band and many free giveaways. This is also COBORN's customer appreciation dinner night. *Sponsor: Coborn's & Ramsey Rotary*

Aug 08 **6:30-8:00pm** **Splatter Sisters**
This is a great opportunity for the whole family and kids of all ages. The Splatter Sisters show is a style of sassy-folk and jazz based vocals. *Sponsor: Connexus Energy*

Aug 15 **6:30-8:00pm** **Church of Cash**
The Church of Cash is the Midwest's best Johnny Cash Tribute show performing a multitude of hits spanning Johnny's entire career! *Sponsor: Erhart Law and Duane Larson*

Aug 22 **6:30-8:00pm** **Elvis, Todd Anderson**
Elvis is a delightfully entertaining show for all ages! Todd's voice and moves are an exciting depiction of an actual Elvis concert. *Sponsor: Ramsey HRA/ The COR at Ramsey*

Aug 29 **6:30-8:00pm** **The Audities and Time Well Spent**
These are local teenagers playing from the Braven Music School. They play rock music like pretty women, Radar Love, Snow Blind and Iron Man. *Sponsor: Open*

Sep 05 **6:30-8:00pm** **Dan Perry and Ice Cream**
Dan Perry and Ice Cream perform 60s/70s classic rock, blues, R&B, pop, jazz, country and originals with their 13 member band. *Sponsor: Open*

Sep 12 **5:30-7:30pm** **Park Patron Picnic**
Community picnic with a live broadcast from BOB FM. Shop at the farmers market and you will receive free food from the grill. *Sponsor: Ramsey Park and Recreation Commission*



Thursday nights from June 20- Sept 12 there will be an event at 'The Draw' Amphitheater

FARMERS MARKET adjacent to the amphitheater in The Draw every Thursday beginning on July 11 from 3-7!

LOCATION 'The Draw' 7401 E Ramsey Parkway, Ramsey, MN 55303 (within the COR)

CC Regular Session

7.4.

Meeting Date: 05/28/2013

By: Kathy Schmitz, Administrative Services

Information

Title:

Consider Terms for Bury & Carlson (B&C) Request to Terminate Lease Agreement - added at meeting

Background:

Funding Source:

Council Action:

Form Review

Form Started By: Kathy Schmitz

Started On: 06/19/2013 02:22 PM

Final Approval Date: 06/19/2013

CC Regular Session

7.5.

Meeting Date: 05/28/2013

By: Kathy Schmitz, Administrative Services

Information

Title:

Consider City Participation in Game Fair 2013 - added at meeting

Background:

Funding Source:

Council Action:

Form Review

Form Started By: Kathy Schmitz

Started On: 06/19/2013 02:23 PM

Final Approval Date: 06/19/2013

CC Regular Session

8. 1.

Meeting Date: 05/28/2013

Submitted For: Grant Riemer

By: Grant Riemer, Engineering/Public Works

Information

Title:

2012-2013 Winter Maintenance Summary

Background:

The Public Works Committee requested staff present an end of the year summary of snowplow operations for the 2012-2013 season. Staff will present a short Power Point presentation recapping some of the events of the year and hopefully give residents a better understanding of our snow removal operation.

Funding Source:

N/A

Council Action:

Informational only. No action required.

Attachments

2012-2013 snow removal

Form Review

Inbox

Kurt Ulrich

Reviewed By

Kurt Ulrich

Date

05/23/2013 04:08 PM

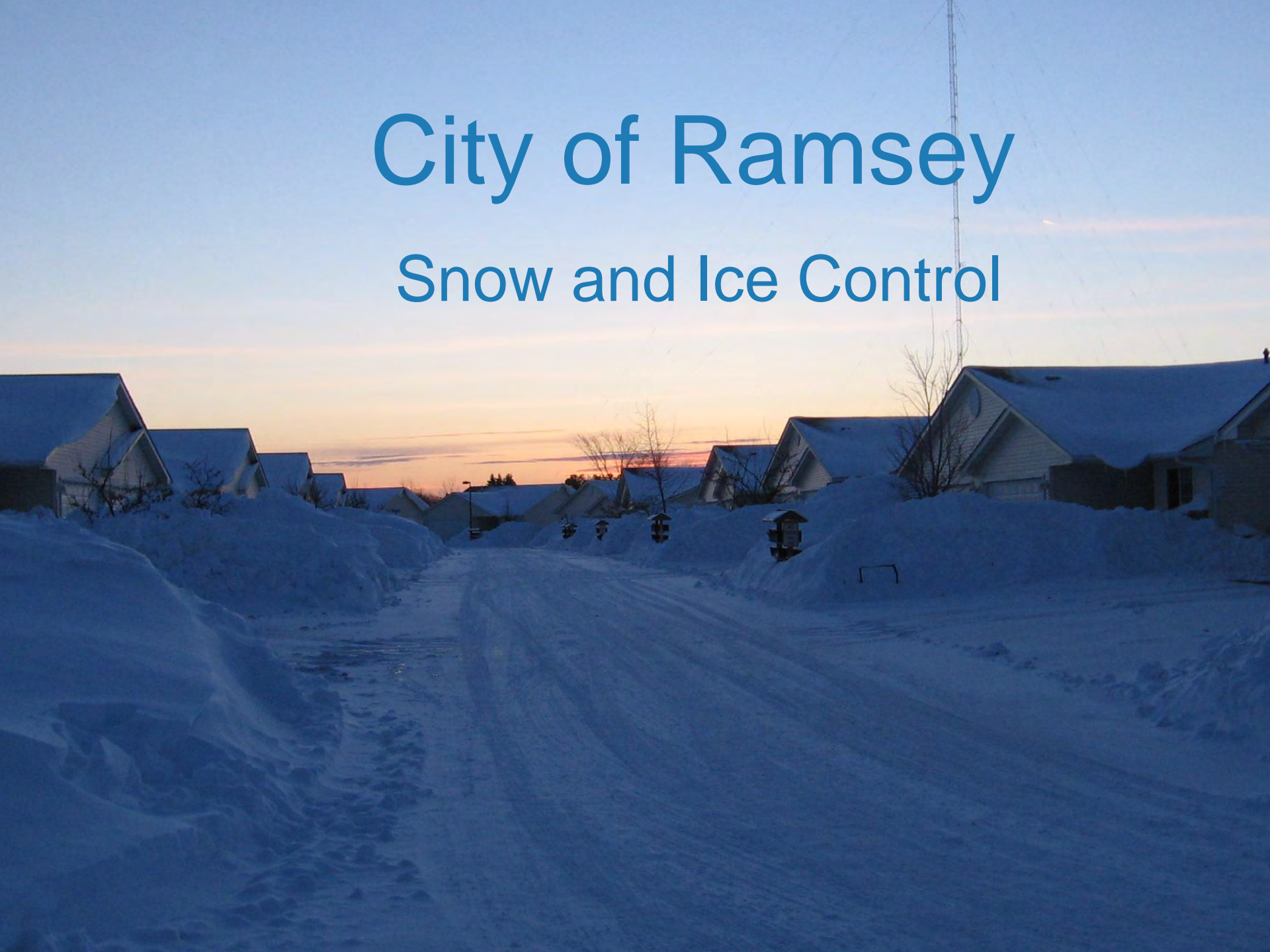
Form Started By: Grant Riemer

Started On: 05/22/2013 02:42 PM

Final Approval Date: 05/23/2013

City of Ramsey

Snow and Ice Control



Scale of Operation

- Public Works Staff is responsible for clearing:
 - Approximately 400 lane miles of roads
 - 253 Cul-de-sacs and short dead end streets
 - 39 Miles of sidewalks and trails
 - 2 Fire stations
 - Municipal Center parking lot and parking ramp
 - Miscellaneous parking lots
 - 4 Hockey rinks, 3 pleasure rinks and the skating path



Snow Removal Routes

- 8 Heavy equipment routes
- 7 Cul-de-sac routes
- 1 Trail/sidewalk routes
- 5 Salting routes for minor events
- 3 Arterial routes (heavy snow)
- Parks and skating rinks (park department)



Trail Clearing



Misc. Facts for 2012-13 Snow Season



- 14 full scale plowing operations (12/9-4/19)
- 20 minor plowing operations
- Season snowfall total -59 inches (avg.-43.45 inches)
- Approx. 1300 tons of salt used
- Approx. 300 tons of sand used
- Used 62% of overall 2013 snow/ice control budget
- Used 81% of parts budget for plow equipment
- 30 mail boxes reported hit (2.1 per event avg.)

Should We Start Plowing?



How Does Public Works Determine When to Start Plowing?

- Private weather service forecast
- Internet weather sites
- Local weather forecasts
- **Snow amount totals of 2" or more**
- Pavement temperature
- Past experience
- Time of day
- Time of year



Snowplowing FAQ's



Who Do I Call if I Have a Comment or a Complaint About Plowing?

- Snow Plow Information Line 763.433.9852
- City Hall General Number 763-427-1410
- Public Works Superintendent 763-433-9863
- Ramsey Request and Response (New-located on City of Ramsey Website Main Page)

How Long Does it Take to Plow the City Streets?

- 2"-4" snowfall (8-10 hours)
- 6"-10" snowfall (10-12 hours)
- 12" plus-??

Why Didn't the Large Truck Plow our Cul-De-Sac When They Were Here?

- Safety (poor visibility to the rear)
- Maneuverability
- Time consuming



Why Should I Stake the Curb/Blvd Near My Home?

- Wooden lath is supplied free of charge at Fall Recycling Day or at Public Works Garage
- Help the plow driver visualize the road
- Helps prevent sod damage
- **Do not use metal stakes! Dangerous to install and hazardous to motorists**

How is Sod Damage Repaired?

- When boulevard turf is damaged by snow plowing, it will be repaired in like, meaning if sod was damaged it will be replaced with sod. In other areas high quality black dirt and grass seed will be used.

Why Doesn't the City Repair My Irrigation System Damage?

- Private irrigation systems constructed in the public Right of Way are the responsibility of the homeowner to maintain and repair.

The Plow Hit My Mailbox!



City Of Ramsey Mail Box Replacement Policy

- If the damage was caused by direct contact with the plow:
- The city will install a temporary mailbox within 48 hours if needed or repair the existing mailbox
- The resident has the option of having the city replace the mail box with a standard 4x4 post and mail box in the spring or
- Request reimbursement for \$75.00 and repair it themselves

What Does the City Use to Control Ice and Snow?



- Salt (\$68.50 per ton 2013)
- Sand/Salt (cold weather)
- Magnesium Chloride (liquid) applied to salt.
- We place our salt order in April. We must take at least 80% of our ordered amount and the supplier must guarantee 120% at the contract price will be available.

Salt Storage Shed



2013-2014 Snow Season

- Salt cost at \$69.00-\$75.00 per ton.
- 2014 salt order placed in early April for 1200 tons
- AVL equipment will be installed in large plow equipment and sidewalk machine
- Resident calls for service will be tracked on the new CRM software

AUTOMATIC VEHICLE LOCATOR AVL



The use of AVL software will give PW staff the ability to:

- Track location of equipment during the plowing event
- Track equipment usage in a specific area (Geofencing)
- Monitor salt use and collect data for environmental reports
- Ability to compare products to help with budget decisions
- Schedule maintenance events for equipment

The Winter of 2012-2013



Questions?



Meeting Date: 05/28/2013

Submitted For: Bruce Westby

By: Bruce Westby, Engineering/Public Works

Information

Title:

Long-Term Street Reconstruction Program Update

Background:

Previously, the City Council was informed that approximately \$3,000,000 would be needed annually to address the city's long-term street reconstruction needs in order to maintain a rating of 7 based on the Pavement Surface Evaluation and Rating (PASER) system. Since such time, staff has been working to refine the necessary estimated annual costs by better defining the actual maintenance and reconstruction costs for all city streets.

Staff is proposing to accomplish this by developing various (likely 8 to 12) typical street sections for various combinations of street widths for both urban (curb and gutter and storm sewer) and rural (no curb and gutter with ditches) streets, and by applying pavement sections for each section based on either clay or sand subgrade sections. These typical sections can then be used to better define the average cost per mile to maintain and reconstruct each of our city streets by applying the most appropriate typical section to each street segment. This average cost can then be compared against our 30-year pavement management program to refine the projected annual street reconstruction costs.

Staff also plans to include costs for sidewalks and pathways with the applicable typical sections based on the city's current sidewalk and pathway policy for new street construction projects. Staff also plans to develop the framework for a policy that Council can consider for adoption to address the current lack of direction related to the inclusion or omission of sidewalks and pathways with street reconstruction projects. This current lack of direction was briefly mentioned during the Public Works Committee meeting on Tuesday, May 22nd, and draft policy language would be discussed and approved by the Public Works Committee prior to any request for Council action on the item.

In April, staff emailed a questionnaire to other Anoka County cities asking for information on their current funding practices as related to street reconstruction programs in their cities. Results were received from most cities and the results will be presented to Council when the case is presented for Council consideration of action. At this time, staff anticipates presenting the case for Council action at the second Council meeting in June. Staff's presentation will include a detailed discussion of the pros and cons of the various available funding sources, both as related to the taxpayers and to the city.

As Council may be aware, the city of Elk River recently completed a similar analysis to determine the best funding program for their street reconstruction program. In the end, the Elk River City Council adopted a franchise fee to help fund their street maintenance and reconstruction projects, which incorporated a rebate program for those property owners still paying off their assessments from previous projects. This rebate simply refunds the annual franchise fee amount to each of those property owners.

Notification:

N/A

Observations/Alternatives:

N/A - THIS ITEM IS FOR INFORMATIONAL PURPOSES ONLY.

Recommendation:

N/A - THIS ITEM IS FOR INFORMATIONAL PURPOSES ONLY.

Funding Source:

N/A - THIS ITEM IS FOR INFORMATIONAL PURPOSES ONLY.

Council Action:

N/A - THIS ITEM IS FOR INFORMATIONAL PURPOSES ONLY.

Form Review

Inbox
Grant Riemer
Kurt Ulrich

Reviewed By
Grant Riemer
Kurt Ulrich

Date
05/23/2013 08:36 AM
05/23/2013 04:11 PM
Started On: 05/22/2013 04:19 PM

Form Started By: Bruce Westby

Final Approval Date: 05/23/2013