

**City of Ramsey**  
**Agenda**  
**Regular City Council**  
**Tuesday, November 24, 2015**  
**7:00 pm**  
**Council Chambers, 7550 Sunwood Drive NW**

1. **Call to Order**
2. **Presentation**
  - 1) **Karen George, Executive Director of Quad Cities Cable Television (QCTV) re the National Award of Excellence for QCTV**
3. **Citizen Input**
4. **Consent Agenda**
  1. Receive Cash and Investments for Period Ending October 31, 2015
  2. Receive October 2015 Financial Reports - General Fund and Enterprise Funds
  3. Approve the Following Meeting Minutes:
    1. City Council Special Work Session dated 11/10/2015
    2. City Council Work Session dated 11/10/2015
    3. City Council Regular dated 11/10/2015
  4. Adopt Resolution #15-11-289 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 5, 2015 through November 18, 2015
  5. Adopt Resolution #15-11-285: Not Waiving Waiving Statutory Tort Limits
  6. Adopt Resolution #15-11-288 Approving an Encroachment Agreement for a Portion of a Driveway in a Drainage and Utility Easement at 5581 148th Lane NW; Case of Douglas and Vicky Foyt
  7. Adopt Resolution #15-11-281 Approving Partial Payment to Douglas-Kerr Underground, LLC for IP 15-21 Ridgepoint Residential Development
  8. Adopt Resolution #15-11-282 Approving Partial Payment to Hardrives, Inc. for IP 15-00 2015 Street Maintenance Program Div. B
  9. Adopt Resolution #15-11-283 Approving Final Payment to Construction Results Corporation for IP #14-28 Parking Ramp Garage Enclosure
  10. Adopt Resolution #15-11-284 Approving Partial Payment to Brennan Construction of MN, Inc. for IP #14-30 Fire Station #2.

11. Adopt Resolution #15-11-286 Approving Partial Payment to Kuechle Underground for Improvement Project #13-10, Garnet Street and 168th Avenue Reconstruction
  12. Adopt Resolution #15-11-290 Accepting Exercise Equipment Donation Valued at \$1,700 from Gail Graw for Placement in New Fire Station #2
  13. Adopt Resolution #15-11-279 Adopting the 2016 Parking Ramp Maintenance Budget and Adopt Resolution #15-11-280 Allocating the Parking Ramp Maintenance Costs per the Adopted 2016 Budget
  14. Adopt Resolution #15-11-291 Approving the Registered Land Survey Associated with Improvement Project #12-22: Riverdale Drive Extension.
5. **Approve Agenda**
  6. **Public Hearing**
    1. Adopt Ordinance #15-18 Adopting 2016 Schedule of Rates, Fees and Charges
  7. **Council Business**
    1. Adopt Resolutions #15-11-272 and #15-11-273 Approving a Conditional Use Permit to Exceed Sign Size and Height Restrictions at 8035 Riverdale Dr. NW; Case of Ramsey-Arbor Properties, LLC.
    2. Adopt Ordinance #15-17 Amending City Code Chapter 105 (Buildings and Building Standards) Related to Allowable Hours of Construction
    3. Adopt Ordinance #15-15 Amending City Code Section 117-1 (Definitions) Chapter 117, Article II, Division 4, Subdivision III (Floodplain Overlay Districts)
    4. Adopt Resolution #15-11-287 authorizing preparation of Plans and Specifications for Riverdale Drive Extension from Traprock Street to Ramsey Boulevard, Improvement Project #16-20
    5. Public Works Campus Space Needs Analysis
  8. **Mayor/Council/Staff Input**
  9. **Adjournment**

**CC Regular Session**

**4. 1.**

**Meeting Date:** 11/24/2015

**By:** Diana Lund, Finance

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**Information**

**Title**

Receive Cash and Investments for Period Ending October 31, 2015

**Purpose/Background:**

Purpose: Receive reports of the city's cash and investments for the period ending October 31, 2015.

Cash and investment report shows the monthly cash flow - receipts and expenditures through October 31, 2015 with the current listing of the city's investment portfolio.

**Action:**

No action required. Informational only.

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**Attachments**

Cash and Investments for Period Ending October 31, 2015

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 11/13/2015

**Reviewed By**

Kurt Ulrich

**Date**

11/13/2015 09:56 AM

Started On: 11/10/2015 05:11 PM

**CITY OF RAMSEY**  
**REPORT OF POOLED CASH FLOWS**  
**Period Ended October 31, 2015**

	October-15 CURRENT MONTH	2015 YEAR-TO-DATE
<b>CASH AND TEMPORARY INVESTMENTS</b>		
<b>BEGINNING BALANCE</b>	\$ 60,220,477.16	\$ 48,282,687.30
<b>CASH INFLOWS:</b>		
Daily Deposit	941,667.02	13,649,011.08
Tax Settlements	-	5,689,070.87
U/B Receipts	49,493.66	2,609,477.84
Credit Cards	60,075.28	797,360.24
Interest Earnings [Net of Interest Paid on Investments]	65,335.77	569,498.11
Bond Proceeds		5,061,557.86
<b>TOTAL CASH INFLOW</b>	<b>\$ 1,116,571.73</b>	<b>\$ 28,375,976.00</b>
<b>TOTAL CASH AVAILABLE</b>	<b>\$ 61,337,048.89</b>	<b>\$ 76,658,663.30</b>
<b>CASH OUTFLOWS:</b>		
Prepaid Checks	812,716.87	\$ 5,237,417.37
Bills Lists	434,351.47	4,415,840.23
Pay Estimates	439,325.42	3,516,972.84
Credit Cards	2,642.24	26,047.07
Payroll - Net	278,269.27	3,057,903.38
Flex Reimbursement	8,095.55	50,374.52
Void Checks/Dormant Checks Paid	(12,930.70)	(30,717.27)
Debt Service	-	1,010,246.39
Miscellaneous [Bank Charges; etc.]	-	-
<b>TOTAL CASH OUTFLOW</b>	<b>\$ 1,962,470.12</b>	<b>\$ 17,284,084.53</b>
<b>POOLED CASH AND TEMPORARY INVESTMENTS</b>		
<b>ENDING BALANCE</b>	<b>\$ 59,374,578.77</b>	<b>\$ 59,374,578.77</b>
<b>MEMO - NET 2015 CASH INFLOW ( OUTFLOW)</b>	<b>(845,898.39)</b>	<b>11,091,891.47</b>
<b>INVESTMENT PORTFOLIO SUMMARY</b>		
<b>BEGINNING BALANCE</b>	\$ 49,961,239.66	43,917,588.88
Purchases	1,360,000.00	16,951,000.00
Maturities/Sales	(956,864.20)	(10,504,213.42)
<b>ENDING BALANCE</b>	<b>\$ 50,364,375.46</b>	<b>\$ 50,364,375.46</b>

2015 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	CUSIP	PRIN	PURCH	SOLD/ MATURE	BV PRIN	PAR	YTM
					BAL 1/1/2015	2015	2015	BAL 12/31/2015		
14M1205A	9/18/2014	4M	CD-BANNER CAPITAL BA	19274	246,700.00		0.00	246,700.00	246,700	0.70%
14M1205B	9/18/2014	4M	CD-CAPITAL BANK NA (I	35278	83,300.00		0.00	83,300.00	83,300	0.85%
150924	9/26/2016	4M	Term Series 4M			1,000,000.00	0.00	1,000,000.00	1,000,000.00	0.60%
14M1205C	9/18/2014	4M	CD-SONABANK (BOND P.	57968	161,000.00		0.00	161,000.00	161,000	0.75%
14M1212A	9/8/2015	4M	CD-BANK OF THE OZARK	110	198,000.00		0.00	198,000.00	198,000	0.26%
14M1212B	9/8/2015	4M	CD-ONEWEST BANK NA	58978	150,000.00		0.00	150,000.00	150,000	0.30%
141009	4/9/2015	4M	Term Series 4M		1,000,000.00		1,000,000.00	0.00	1,000,000	0.17%
141212B	12/14/2015	4M	Term Series 4M		1,000,000.00		0.00	1,000,000.00	1,000,000	0.25%
								2,839,000.00		
150330	12/30/2019	BAIRD	FHLMC	3134G6KS1		500,000.00	500,000.00	0.00	500,000	2.00%
150701A	2/1/2020	BAIRD	WINTHROP MN TAX	976367ND0		290,000.00	0.00	290,000.00	290,000	2.43%
150701B	2/1/2021	BAIRD	WINTHROP MN TAX	976367NE8		305,000.00	0.00	305,000.00	305,000	2.68%
140904	9/1/2021	BAIRD	OKLAHOMA TAXABLE	678519RP6	535,000.00		0.00	535,000.00	535,000	2.45%
								1,130,000.00		
141212A	6/12/2017	ICD SEC	CD-ALLY BANK	02006LMP5	100,000.00		0.00	100,000.00	100,000	1.20%
140709	7/11/2016	ICD SEC	CD-ALLY BANK	02006LFP3	76,000.00		0.00	76,000.00	76,000	0.65%
151022	10/20/2017	ICD SEC	CD-FIRST BANK FINANC	31911QDG7		200,000.00	0.00	200,000.00	200,000	0.95%
151029	10/27/2017	ICD SEC	CD-FRIST TEXOMA NATI	33717WAA2		100,000.00	0.00	100,000.00	100,000	0.85%
151031	1/4/2018	ICD SEC	CD-NOA BANK	65487TBD2		150,000.00	0.00	150,000.00	150,000	0.90%
121219A	12/21/2015	ICD SEC	CD-ALLY BANK	02005QU76	58,000.00		0.00	58,000.00	58,000	0.90%
150710B	7/10/2017	ICD SEC	CD-AMERICAN COMMER	02519TAC0		250,000.00	0.00	250,000.00	250,000.00	1.00%
141211	12/12/2016	ICD SEC	CD-AMERICAN EXPRESS	02587DWT1	250,000.00		0.00	250,000.00	250,000	1.05%
140725B	1/25/2017	ICD SEC	CD-AMERICAN WEST BA	03059OD59	200,000.00		0.00	200,000.00	200,000	0.80%
140813	2/16/2016	ICD SEC	CD-BANCO POPULAR	05967ES75	250,000.00		0.00	250,000.00	250,000	0.65%
150415	4/13/2017	ICD SEC	CD-BANK CASTILE	061077BC6		150,000.00	0.00	150,000.00	150,000	0.70%
141224B	6/24/2015	ICD SEC	CD-BANK INDIA	06278CG66	100,000.00		100,000.00	0.00	100,000	0.35%
131224A	12/27/2016	ICD SEC	CD-BANK OF BARODA	06062ACN7	249,000.00		0.00	249,000.00	249,000.00	1.00%
150604A	6/1/2016	ICD SEC	CD-BANK OF INDIA	06278C4G7		150,000.00	0.00	150,000.00	150,000	0.45%
150630B	3/30/2017	ICD SEC	CD-BANK OF NORTH CAI	06414QVR7		250,000.00	0.00	250,000.00	250,000	0.85%
140716	7/16/2019	ICD SEC	CD-BARCLAYS BANK	0674OKHF7	250,000.00		0.00	250,000.00	250,000	2.05%
150220	8/19/2016	ICD SEC	CD-BBCN BANK	073296BJ3		198,000.00	0.00	198,000.00	198,000	0.55%
131127	11/25/2015	ICD SEC	CD-BEAL BANK USA	07370WBF2	78,000.00		0.00	78,000.00	78,000	0.65%
131218	12/16/2015	ICD SEC	CD-BEAL BANK USA	07370WC27	150,000.00		0.00	150,000.00	150,000.00	0.65%
150612	12/30/2016	ICD SEC	CD-BERKSHIRE BANK	084601DT7		250,000.00	0.00	250,000.00	250,000	0.70%
150626B	6/26/2017	ICD SEC	CD-BANK OF NORT	0558OABY9		150,000.00	0.00	150,000.00	150,000	1.05%
121123C	11/16/2016	ICD SEC	CD-BMW BANK OF NORT	05568P2K2	100,000.00		0.00	100,000.00	100,000	1.20%
150715A	7/16/2018	ICD SEC	CD-CAPITAL ONE BANK	14042E4R8		250,000.00	0.00	250,000.00	250,000.00	1.60%
150624	12/26/2017	ICD SEC	CD-CAPITAL ONE BANK	29266NK71		100,000.00	0.00	100,000.00	100,000	1.30%
141126	11/28/2016	ICD SEC	CD-CAPITAL ONE BANK	14042ORA0	150,000.00		0.00	150,000.00	150,000	1.05%
130726A	1/26/2016	ICD SEC	CD-CATHAY BANK	149159JA4	248,000.00		0.00	248,000.00	248,000	0.70%
140818	8/18/2016	ICD SEC	CD-COMENITY BANK	20033AGB6	250,000.00		0.00	250,000.00	250,000	0.80%
130925	9/25/2015	ICD SEC	CD-COMPASS BANK	20451PEM4	100,000.00		100,000.00	0.00	100,000	0.75%
131030	10/30/2015	ICD SEC	CD-COMPASS BANK	20451PGF7	150,000.00		150,000.00	0.00	150,000	0.75%
150715B	7/17/2017	ICD SEC	CD-CONESTOGA BANK	20701PBQ6		250,000.00	0.00	250,000.00	250,000.00	1.00%
150717	1/17/2017	ICD SEC	CD-CRESCOM BANK	225862CE9		250,000.00	0.00	250,000.00	250,000.00	0.65%
140723A	1/23/2018	ICD SEC	CD-CUSTOMERS BANK	23204HBR8	200,000.00		0.00	200,000.00	200,000	1.30%
150715C	7/17/2017	ICD SEC	CD-DISCOVER BANK	254672SC3		100,000.00	0.00	100,000.00	100,000.00	1.15%
150923	9/22/2017	ICD SEC	CD-BMO HARRIS	05573J4P3		250,000.00	0.00	250,000.00	250,000.00	1.10%
150925	9/25/2017	ICD SEC	CD-WELLS FARGO BANK	9497482H9		100,000.00	0.00	100,000.00	100,000.00	1.00%
150930A	3/30/2017	ICD SEC	CD-GOLDMAN SACHS	38148JP62		100,000.00	0.00	100,000.00	250,000.00	0.85%
150930B	3/30/2017	ICD SEC	CD-CARDINAL BANK	14147VFD3		250,000.00	0.00	250,000.00	250,000.00	0.80%
150930C	9/30/2016	ICD SEC	CD-BANK HAPOALIM	06251AJ84		250,000.00	0.00	250,000.00	100,000.00	0.60%
150730	7/30/2018	ICD SEC	CD-DISCOVER BANK	254672TA6		149,000.00	0.00	149,000.00	149,000.00	1.70%
130710A	7/10/2015	ICD SEC	CD-DISCOVER BANK	254671RU6	100,000.00		100,000.00	0.00	249,000	0.70%
130724	7/24/2015	ICD SEC	CD-DISCOVER BANK	254671SP6	149,000.00		149,000.00	0.00	249,000	0.65%
150515	5/15/2017	ICD SEC	CD-ENERBANK	29266NK71		99,000.00	0.00	99,000.00	99,000	0.90%
141218	12/19/2016	ICD SEC	CD-ENERBANK	29266NG27	115,000.00		0.00	115,000.00	115,000	0.90%
140715	1/15/2016	ICD SEC	CD-EVERBANK	29976DTD2	250,000.00		0.00	250,000.00	250,000	0.45%
130731	2/9/2016	ICD SEC	CD-FARMERS TRUST & S	310756AB7	100,000.00		0.00	100,000.00	249,000	0.70%
131129	11/30/2015	ICD SEC	CD-FIRST BANK OF PUER	33764JJ63	200,000.00		0.00	200,000.00	200,000	0.80%
150722	7/21/2017	ICD SEC	CD-FIRST CHOICE BANK	319461AM1		250,000.00	0.00	250,000.00	250,000.00	1.05%
131230D	9/30/2016	ICD SEC	CD-FIRST CREDIT BANK	320055BF2	249,000.00		0.00	249,000.00	249,000.00	0.75%
150226	8/26/2016	ICD SEC	CD-FIRST NIAGARA BAN	33583CMS5		100,000.00	0.00	100,000.00	100,000	0.60%
141231	6/30/2016	ICD SEC	CD-FIRST NIAGARA BAN	33583CLU1	149,000.00		0.00	149,000.00	149,000	0.65%
140821	2/21/2017	ICD SEC	CD-FIRST SAVINGS BANI	33621LBA0	249,000.00		0.00	249,000.00	249,000	1.00%
131230A	6/30/2016	ICD SEC	CD-FLUSHING BANK	34387AAB5	249,000.00		0.00	249,000.00	249,000.00	0.75%
131220	12/20/2016	ICD SEC	CD-GE CAPITA RETAIL B	36157QTX5	50,000.00		0.00	50,000.00	50,000.00	1.00%
140822	2/22/2017	ICD SEC	CD-GE CAPITAL BANK	36161TX59	49,000.00		0.00	49,000.00	49,000	1.00%

2015 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED	BROKER	SECURITY DESCRIP	CUSIP	PRIN	PURCH	SOLD/	BV	PAR	YTM
	MAT DATE				BAL 1/1/2015		MATURE 2015	PRIN BAL 12/31/2015		
130301	3/1/2018	ICD SEC	CD-GE CAPITAL BANK	36161TJB2	200,000.00		0.00	200,000.00	200,000	1.10%
130823	2/23/2015	ICD SEC	CD-GE CAPITAL RETAIL	36157QNH6	198,000.00		198,000.00	0.00	198,000	0.60%
150629	1/30/2017	ICD SEC	CD-GNB BANK	36198JAX2		250,000.00	0.00	250,000.00	250,000	0.80%
130327	9/28/2015	ICD SEC	CD-GOLDMAN SACHS	38147JCG5	100,000.00		100,000.00	0.00	100,000	0.65%
131227A	12/27/2016	ICD SEC	CD-GOLDMAN SACHS	38147JQU9	149,000.00		0.00	149,000.00	149,000.00	1.00%
140828	2/28/2017	ICD SEC	CD-GREAT SOUTHERN B.	39120VRK2	249,000.00		0.00	249,000.00	249,000	1.00%
140717	4/17/2017	ICD SEC	CD-GUARANTY BANK &	40082OBK1	250,000.00		0.00	250,000.00	250,000	0.85%
131230C	9/30/2016	ICD SEC	CD-HOME SAVINGS BAN	43733LAT4	155,000.00		0.00	155,000.00	155,000.00	0.75%
131106	8/8/2016	ICD SEC	CD-INSBANK	45776NBJ4	250,000.00		0.00	250,000.00	250,000	0.75%
141230A	9/30/2015	ICD SEC	CD-INTEGRITY BANK	45824ABT2	250,000.00		250,000.00	0.00	250,000	0.40%
150128	7/28/2016	ICD SEC	CD-KEY BANK NA	49306SUJ3		250,000.00	0.00	250,000.00	250,000	0.55%
141223	9/23/2015	ICD SEC	CD-LAKESIDE BANK	5121OSKN6	250,000.00		250,000.00	0.00	250,000	0.40%
130417	10/16/2015	ICD SEC	CD-MARLIN BUSINESS B.	57116AFUS	200,000.00		200,000.00	0.00	200,000	0.45%
150710A	7/10/2017	ICD SEC	CD-MB FINANCIAL	55266CMR4		250,000.00	0.00	250,000.00	250,000.00	1.00%
140610	6/9/2017	ICD SEC	CD-MEDALLION BANK	58403BP26	250,000.00		0.00	250,000.00	250,000	1.00%
141217	12/19/2016	ICD SEC	CD-MERCANTILE COMM	58733ABD0	250,000.00		0.00	250,000.00	250,000	1.00%
150630A	12/30/2016	ICD SEC	CD-MERRICK BANK	59013JFR5		150,000.00	0.00	150,000.00	150,000	0.75%
150130	1/30/2017	ICD SEC	CD-MERRICK BANK	59013JDA4		100,000.00	0.00	100,000.00	100,000	0.75%
130726B	1/26/2015	ICD SEC	CD-MERRICK BANK	56012Y4E4	100,000.00		100,000.00	0.00	249,000	0.50%
130206	2/8/2016	ICD SEC	CD-ORIENTAL BANK & T	6861845S2	200,000.00		0.00	200,000.00	200,000	0.90%
141230B	9/30/2015	ICD SEC	CD-PACIFIC WESTERN B.	69506YBS7	250,000.00		250,000.00	0.00	250,000	0.45%
141210	12/12/2016	ICD SEC	CD-PEOPLE'S UNITED BA	71270QKU9	250,000.00		0.00	250,000.00	250,000	1.00%
150626A	12/27/2016	ICD SEC	CD-PREFERRED BANK	740367EC7		150,000.00	0.00	150,000.00	150,000	0.55%
131004	10/4/2016	ICD SEC	CD-PRIVATEBANK & TR	74267GTZ0	100,000.00		0.00	100,000.00	100,000	1.00%
150225	8/25/2016	ICD SEC	CD-RIVERBANK	76857RCD4		250,000.00	0.00	250,000.00	250,000	0.55%
150604B	9/1/2016	ICD SEC	CD-SAFRA NATIONAL B/	78658QNS8		250,000.00	0.00	250,000.00	250,000	0.50%
120131	1/30/2015	ICD SEC	CD-SAFRA NATIONAL B/	786584YA2	100,000.00		100,000.00	0.00	100,000	1.00%
130515	5/15/2015	ICD SEC	CD-SAFRA NATIONAL B/	78658AGG	99,000.00		99,000.00	0.00	99,000	0.40%
140924	9/25/2017	ICD SEC	CD-SALLIE MAE BANK	40082OBK1	249,000.00		0.00	249,000.00	249,000	1.40%
141224A	12/24/2015	ICD SEC	CD-SANTANDER BANK	80280JCS8	250,000.00		0.00	250,000.00	250,000	0.55%
140725A	4/25/2017	ICD SEC	CD-SECURITY FEDERAL	81423LBL5	250,000.00		0.00	250,000.00	250,000	1.00%
150619	12/19/2016	ICD SEC	CD-SPRINGFIELD FIRST	85047AAFO		200,000.00	0.00	200,000.00	200,000	0.60%
120123	1/23/2015	ICD SEC	CD-STATE BANK OF INDI	33664	150,000.00		150,000.00	0.00	150,000	1.10%
131018	10/19/2015	ICD SEC	CD-STATE BANK OF INDI	856284Q98	100,000.00		100,000.00	0.00	100,000	0.85%
140305	3/6/2017	ICD SEC	CD-SYNOVOUS BANK	87164DEB2	200,000.00		0.00	200,000.00	200,000	0.85%
131230B	9/30/2016	ICD SEC	CD-TOWN & COUNTRY B	89210PBD4	249,000.00		0.00	249,000.00	249,000.00	0.75%
150227	11/28/2016	ICD SEC	CD-TRADITION CAPITAL	89269FBV6		150,000.00	0.00	150,000.00	150,000	0.65%
141209	6/9/2016	ICD SEC	CD-UNITED BANK	909552AQ4	250,000.00		0.00	250,000.00	250,000	0.65%
111005	10/5/2026	ICD SEC	CD-WELLS FARGO BANK	949748K97	150,000.00		150,000.00	0.00	150,000	3.00%
			2014 Investments					14,366,000.00		
090102A	1/25/2033	Com Sec	FNR 2003-19 ME	31392JJG5	8,948.75		6,387.88	2,560.87	165,176	3.95%
090102B	12/25/2018	Com Sec	FNR 2003-120 BY	31393UGR8	52,279.98		19,599.85	32,680.13	200,000	3.98%
								35,241.00		
110913A	12/1/2015	Northland	APPLETON MN TAXABLE	03805A-KR-8	140,000.00		0.00	140,000.00	140,000	1.60%
150109	10/1/2022	Northland	HUBBARD COUNTY TAX	443348-DE-4		135,000.00	0.00	135,000.00	140,000	2.70%
150804	11/1/2018	Northland	SHEBYGAN WISCON REF	82102R-BM-6		800,000.00	0.00	800,000.00	800,000	1.25%
150903	11/1/2018	Northland	BROOKFIELD WI, TAXAB	112857-BL-0		500,000.00	0.00	500,000.00	500,000	2.20%
150708	2/1/2019	Northland	MAPLEWOOD MN TAX	56557-UM-5		350,000.00	0.00	350,000.00	350,000	1.80%
150430	2/1/2022	Northland	MINNETONKA ISD #276	604195-YG-6		270,000.00	0.00	270,000.00	270,000	3.00%
150211	6/1/2016	Northland	MITCHELL COUNTY TAX	606521-ES-7		70,000.00	0.00	70,000.00	70,000	1.00%
150601	6/1/2017	Northland	HAWKEYE COMMUNITY	42016A-KH-3		190,000.00	0.00	190,000.00	190,000	0.90%
160626C	10/1/2017	Northland	WESTERN LAKE SUPERIK	958522-WS-9		245,000.00	0.00	245,000.00	245,000	1.35%
110913B	12/1/2016	Northland	APPLETON MN TAXABLE	038051-KS-6	110,000.00		0.00	110,000.00	110,000	2.00%
110114B	3/1/2016	Northland	APPLETON WIS SCHOOL	038106-JN-1	100,000.00		100,000.00	0.00	100,000	2.77%
130412	2/1/2024	Northland	BECKER MN TAX	075671LJ4	50,000.00		0.00	50,000.00	50,000	2.75%
110310	2/1/2020	Northland	BROOKLYN CENTER ISD	113853-KG-9	285,000.00		0.00	285,000.00	285,000	4.65%
090420B	12/1/2015	Northland	BURLINGTON VT PUB IM	022062-ML-3	200,000.00		0.00	200,000.00	200,000	3.75%
120215B	6/1/2026	Northland	CEDAR RAPIDS IO TAX	150528-JU-2	50,000.00		0.00	50,000.00	50,000	4.55%
120606B	6/1/2022	Northland	CEDAR RAPIDS IO TAX	150528-N2-6	135,000.00		0.00	135,000.00	135,000	2.50%
120606A	6/1/2023	Northland	CEDAR RAPIDS IO TAX	150528-PA-9	140,000.00		0.00	140,000.00	140,000	2.70%
130815A	12/1/2020	Northland	CHASKA, MN TAX	161664-DY-0	75,000.00		0.00	75,000.00	75,000	2.50%
130815B	12/1/2021	Northland	CHASKA, MN TAX	161664-DZ-7	75,000.00		0.00	75,000.00	75,000	2.75%
100223A	6/1/2016	Northland	DAVENPORT IOWA TAX	238388-FU-1	335,000.00		0.00	335,000.00	335,000	3.25%
110301A	6/1/2015	Northland	DES MOINES IA COMM C	250097-YS-5	100,000.00		100,000.00	0.00	100,000	2.50%
131205	12/28/2018	Northland	FNMA	3136GO-RB-9	500,000.00		0.00	500,000.00	500,000	1.38%
090914	2/1/2015	Northland	GRAND RAPIDS MN EQU	386334-2L-9	115,000.00		115,000.00	0.00	115,000	3.70%
110114A	2/1/2017	Northland	HOPKINS ISD #270	439881-HB-2	100,000.00		0.00	100,000.00	100,000	2.75%
121211B	6/1/2015	Northland	IOWA WESTERN COMM C	462612-QK-1	175,000.00		175,000.00	0.00	175,000	0.50%
121211C	6/1/2016	Northland	IOWA WESTERN COMM C	462616-QL-9	100,000.00		0.00	100,000.00	100,000	0.65%
121228A	6/1/2017	Northland	IOWA WESTERN COMM C	462612-QM-7	100,000.00		0.00	100,000.00	100,000	0.85%
081106	6/1/2015	Northland	KIRKWOOD COMM COLL	497595-VC-9	245,000.00		245,000.00	0.00	245,000	5.50%

2015 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	CUSIP	PRIN	PURCH	SOLD/	BV	PAR	YTM
					BAL		MATURE	PRIN		
					1/1/2015	2015	2015	12/31/2015		
120321	3/1/2022	Northland	MADISION WI SCHOOL D	558495-KN-6	500,000.00		0.00	500,000.00	500,000	2.50%
110208	12/30/2015	Northland	MCGREGOR ISD #004	580705-GN-5	95,000.00		0.00	95,000.00	95,000	2.35%
110203A	4/1/2017	Northland	MEDFORD WIS SCHOOL I	58434T-DK-3	40,000.00		0.00	40,000.00	40,000	2.75%
121228B	9/1/2023	Northland	MIDDLETON WIS REFUN	596782-T6-7	300,000.00		0.00	300,000.00	300,000	2.36%
120214B	9/1/2025	Northland	MIDDLETON WIS REFUN	596782-TJ-1	315,000.00		0.00	315,000.00	315,000	2.85%
130702A	1/1/2019	Northland	MINNETONKA ISD #276	604195-VW-4	285,000.00		0.00	285,000.00	285,000	1.40%
130702B	1/1/2021	Northland	MINNETONKA ISD #276	604195-VY-0	400,000.00		0.00	400,000.00	400,000	2.10%
120215A	1/1/2028	Northland	MINNETONKA ISD #276	604195-SB-4	50,000.00		0.00	50,000.00	50,000	5.20%
130722	2/1/2021	Northland	MOUND MN TAXABLE	620S35-W4-2	95,000.00		0.00	95,000.00	95,000	2.00%
090715B	2/1/2015	Northland	MOWER CTY MIN JAIL	624662-AJ-1	250,000.00		250,000.00	0.00	250,000	4.10%
100803A	2/1/2015	Northland	NEW PRAGUE BAB	648159-TU-5	60,000.00		60,000.00	0.00	60,000	2.65%
100803B	2/1/2018	Northland	NEW PRAGUE BAB	648159-TX-9	70,000.00		0.00	70,000.00	70,000	3.75%
100803C	2/1/2019	Northland	NEW PRAGUE BAB	648159-TY-7	45,000.00		0.00	45,000.00	45,000	4.00%
140117	11/1/2019	Northland	HONOLULU TAXABLE	438670-Q4-6	275,000.00		0.00	275,000.00	275,000	1.84%
141205A	9/1/2018	Northland	WYANDOTTE KANSAS SI	982696-QE-9	125,000.00		0.00	125,000.00	125,000	1.93%
141104	2/1/2022	Northland	DULUTH MN TAXABLE	264438-G5-5	150,000.00		0.00	150,000.00	150,000	3.00%
141006	6/1/2020	Northland	NORTHEAST IOWA COMI	664214-JQ-7	320,000.00		0.00	320,000.00	320,000	1.90%
140320A	3/1/2019	Northland	HAWLEY MN SCHOOL DI	420416-EZ-8	390,000.00		0.00	390,000.00	390,000	1.85%
140320B	3/1/2016	Northland	HAWLEY MN SCHOOL DI	420416-E-5	180,000.00		0.00	180,000.00	180,000	0.60%
140730A	6/1/2019	Northland	DES MOINES IA TAXABL	25009X-GB-5	115,000.00		0.00	115,000.00	115,000	2.00%
140730B	6/1/2020	Northland	DES MOINES IA TAXABL	25009X-GC-3	145,000.00		0.00	145,000.00	145,000	2.10%
140326	9/26/2017	Northland	FHLB	3130A15P9	350,000.00		0.00	350,000.00	350,000	1.00%
140502	2/15/2020	Northland	COLLINGSWOOD NJ TAX	194756-PQ-9	145,000.00		0.00	145,000.00	145,000	3.00%
140620	12/1/2020	Northland	CELINA OHIO SCHOOL D	151069-FD-8	300,000.00		0.00	300,000.00	300,000	2.13%
100803D	2/1/2020	Northland	NEW PRAGUE BAB	648159-TZ-4	70,000.00		0.00	70,000.00	70,000	4.25%
090206	2/1/2015	Northland	NORTH ST PAUL MAPLE	6621406D9	355,000.00		355,000.00	0.00	355,000	3.70%
111031	6/1/2018	Northland	RACINE WIS TAXABLE	750021-6D-4	755,000.00		0.00	755,000.00	755,000	2.10%
130624A	2/1/2023	Northland	RAMSEY COUNTY TAXA	751622-HH-7	595,000.00		0.00	595,000.00	595,000	2.75%
130624B	2/1/2022	Northland	RAMSEY COUNTY TAXA	751622-HG-9	285,000.00		0.00	285,000.00	285,000	2.50%
120308A	12/1/2020	Northland	SHOREWOOD WIS TAX	825230-KU-8	150,000.00		0.00	150,000.00	150,000	2.50%
120308B	12/1/2022	Northland	SHOREWOOD WIS TAX	825230-KW-4	150,000.00		0.00	150,000.00	150,000	2.80%
120308C	12/1/2027	Northland	SHOREWOOD WIS TAX	825230-LB-9	225,000.00		0.00	225,000.00	225,000	3.25%
120308D	12/1/2028	Northland	SHOREWOOD WIS TAX	825230-LC-7	465,000.00		0.00	465,000.00	465,000	3.15%
120214B	4/1/2017	Northland	ST FRANCIS ISD#15	789466-PU-7	250,000.00		0.00	250,000.00	250,000	4.40%
090217C	3/1/2016	Northland	STILLWATER ISC #834	860758-QA-2	245,000.00		0.00	245,000.00	245,000	4.20%
110608	2/1/2019	Northland	WADENA MN BAB	930217-JD-7	95,000.00		0.00	95,000.00	95,000	3.94%
130624C	6/1/2018	Northland	WATERLOO IOWA TAXA	941647-NZ-8	345,000.00		0.00	345,000.00	345,000	2.00%
110714B	10/1/2016	Northland	WAUWATO WIS REFUND	943504-R2-8	300,000.00		0.00	300,000.00	300,000	1.90%
090528A	2/1/2015	Northland	WAYZATA ISD #284	946813-TF-9	500,000.00		500,000.00	0.00	500,000	3.15%
090310	4/1/2015	Northland	WEST ALLIS WIS COMM	951172-7R-0	340,000.00		340,000.00	0.00	340,000	3.75%
120215C	10/1/2019	Northland	WESTERN LAKE SUPERI	958522-WU-4	100,000.00		0.00	100,000.00	100,000	3.15%
110816A	10/1/2016	Northland	WESTIN LAKE SUPERIOR	958522-WR-1	350,000.00		0.00	350,000.00	350,000	2.10%
110816B	10/1/2017	Northland	WESTIN LAKE SUPERIOR	958522-WS-9	350,000.00		0.00	350,000.00	350,000	2.50%
110201B	6/1/2016	Northland	WINDSOR HTS IOWA TA	973602-KT-1	130,000.00		0.00	130,000.00	130,000	2.30%
2014 Investment								14,505,000.00		
150212	4/30/2018	UBS	FNMA	3136G1LB3		300,000.00	0.00	300,000.00	300,000	0.75%
131121	4/30/2018	UBS	FNMA	3136G1LB3	500,000.00		0.00	500,000.00	500,000	1.33%
120817A	5/1/2018	UBS	NYC-TAXABLE	64971QTU7	500,000.00		0.00	500,000.00	500,000	1.60%
130611	5/21/2018	UBS	FNMA	3135GOXDO	750,000.00		0.00	750,000.00	750,000	1.29%
030630A	6/15/2018	UBS	FHR 2628 AB	31393VMQ1C	10,546.78		3,987.96	6,558.82	200,000	3.12%
030730A	8/25/2018	UBS	FNR 2003-74-KN	31393EAL3C	21,171.81		7,717.61	13,454.20	300,000.00	3.59%
030930A	9/15/2018	UBS	FHR 2677 KH	31394JTP2	17,796.95		8,907.62	8,889.33	300,000	4.50%
121207	11/1/2018	UBS	NYC GEN TAX	64971QH55	500,000.00		0.00	500,000.00	500,000	1.28%
130627	6/5/2019	UBS	FHLB	3133835X5	500,000.00		500,000.00	0.00	500,000	1.99%
140710	7/10/2019	UBS	CD-AMERICAN EXPRESS	02587CAC4	240,000.00		0.00	240,000.00	240,000	1.95%
040730A	7/15/2019	UBS	FHR 2822 DB	31395C3S8	36,350.04		14,922.76	21,427.28	500,000	5.00%
040730B	7/15/2019	UBS	FHR 2822 DQ	31395C3U3	2,380.39		2,380.72	-0.33	500,000	5.00%
130606B	11/1/2019	UBS	NYC GEN TAX	64971QH63	1,000,000.00		0.00	1,000,000.00	1,000,000	1.73%
150310	4/1/2020	UBS	MONTGOMERY ALA TA	613035L69		400,000.00	0.00	400,000.00	400,000	2.15%
151009	9/1/2024	UBS	NJ ENVIRONMENTAL INI	645791CAO		270,000.00	0.00	270,000.00	270,000	3.15%
151023	10/1/2024	UBS	MADISON TAXABLE	55844RKN3		640,000.00	0.00	640,000.00	640,000	2.39%
150318	5/20/2020	UBS	FHLB STEP	313382WR0		300,000.00	0.00	300,000.00	300,000	1.00%
131223	5/20/2020	UBS	FHLB	313382WR0	500,000.00		0.00	500,000.00	500,000	2.43%
150528	5/28/2020	UBS	FHLB	3130A5BJ7		300,000.00	0.00	300,000.00	300,000	1.25%
131203	12/11/2020	UBS	FHLB	313383BE0	500,000.00		0.00	500,000.00	500,000	2.56%
970625	2/25/2021	UBS	FNMA FNR-1991-7 H	31358FZW2	1,000.00		0.00	1,000.00	129,000	7.84%
000417	8/15/2021	UBS	FHLMC REMIC 181e	312904AU9C	802.21		448.03	354.18	88,604	7.00%
970917B	9/15/2021	UBS	FHLMC REMIC SERIES FF	312904GT6C	1,849.63		637.49	1,212.14	255,714	7.21%
150323	9/27/2021	UBS	FNMA	313382FD0		250,000.00	0.00	250,000.00	250,000	1.50%
150901	2/14/2028	UBS	FNMA	3136G1CG2		500,000.00	0.00	500,000.00	500,000	1.50%

2015 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	CUSIP	PRIN	PURCH	SOLD/ MATURE	BV	PAR	YTM
					BAL 1/1/2015			BAL 12/31/2015		
001127	7/25/2022	UBS	FNR G92-35	31358PHV2C	1,778.13		358.98	1,419.15	75,215	7.49%
150414	8/22/2022	UBS	FHLB	31338OC47		300,000.00	0.00	300,000.00	300,000	1.25%
120822	8/22/2022	UBS	FHLB	31338OC47	500,000.00		0.00	500,000.00	500,000	1.25%
150501	8/23/2022	UBS	FHLB	31338OD61		300,000.00	0.00	300,000.00	300,000	1.54%
021004	8/25/2022	UBS	FNR 1992-125L	31358PS40C	2,069.84		572.40	1,497.44	52,000	7.00%
020826	10/15/2022	UBS	FHR 1391D	312912LUO	1,614.37		292.12	1,322.25	59,990	6.00%
131227B	10/25/2022	UBS	FHLB	31338OX51	840,000.00		0.00	840,000.00	840,000	3.95%
121128	11/28/2022	UBS	FHLB	313381AC9	500,000.00		0.00	500,000.00	500,000	1.25%
150407	1/30/2023	UBS	FNMA	3136G1B81		300,000.00	0.00	300,000.00	300,000	2.25%
140723B	1/30/2023	UBS	FHLB	313381X26	400,000.00		400,000.00	0.00	400,000	1.00%
141212C	1/30/2023	UBS	FNMA	3136G1B81	300,000.00		0.00	300,000.00	300,000	2.49%
130425	4/25/2023	UBS	FHLB	313382QZ9	500,000.00		0.00	500,000.00	500,000	1.63%
131224B	5/16/2023	UBS	FHLB	313382V83	500,000.00		500,000.00	0.00	500,000	3.01%
130628B	5/26/2023	UBS	FHLB	313383CQ2	500,000.00		500,000.00	0.00	500,000	1.78%
150812	6/1/2023	UBS	CHARLOTTE TAXABLE	161037L61		300,000.00	0.00	300,000.00	300,000	2.65%
130710B	6/20/2023	UBS	FHLB	313383DZ1	750,000.00		750,000.00	0.00	750,000	2.03%
010328	6/25/2023	UBS	FHG14A	312916PD5R	4,000.00		2,000.00	2,000.00	152,000	6.00%
150428	7/24/2023	UBS	FFCB	3133EA2M3		250,000.00	0.00	250,000.00	250,000	2.38%
140716A	5/23/2024	UBS	FHLB	313379G45	500,000.00		500,000.00	0.00	500,000	2.00%
120730	7/30/2024	UBS	FHLB-STEP	3133803H8	500,000.00		0.00	500,000.00	500,000	1.90%
150602	10/25/2024	UBS	FHLB	31338OVV6		500,000.00	0.00	500,000.00	500,000	1.68%
130807	12/27/2024	UBS	FHLB	313381GK5	500,000.00		500,000.00	0.00	500,000	1.25%
150311	3/11/2025	UBS	CD-HSBC BANK	40434ASB6		240,000.00	0.00	240,000.00	240,000	2.25%
141205B	5/24/2027	UBS	FNMA	3136GOJG7	450,000.00		0.00	450,000.00	450,000	2.25%
131206B	8/23/2027	UBS	FHLB	313380DF1	500,000.00		500,000.00	0.00	500,000	4.05%
130404	10/25/2027	UBS	FHLB	313380UU9	750,000.00		0.00	750,000.00	750,000	2.13%
121123A	11/23/2027	UBS	FHLB	313381BT1	500,000.00		0.00	500,000.00	500,000	2.16%
131002	11/26/2027	UBS	FHLB	313381BA2	500,000.00		0.00	500,000.00	500,000	2.00%
121221	12/21/2027	UBS	FHLB	313381FPS	750,000.00		0.00	750,000.00	750,000	2.00%
150630C	2/25/2028	UBS	FHLB	3133823U5		300,000.00	0.00	300,000.00	300,000	2.50%
141205C	4/25/2028	UBS	FNMA	3136G1KC2	400,000.00		0.00	400,000.00	400,000	2.38%
150623	5/28/2030	UBS	FHLB	3130S5DK2		500,000.00	0.00	500,000.00	500,000	2.05%
121123B	11-23-27	UBS	FHLB	313381BD6	500,000.00		0.00	500,000.00	500,000	2.00%

17,489,134.46

TOTAL INVESTMENTS

43,917,588.88 16,951,000.00 10,504,213.42 50,364,375.46

Unamortized Premiums	1,296,460.04	35,323.20		1,331,783.24
Unamortized Discounts	(3,266,297.99)	(11,555.00)		(3,277,852.99)
BOW	2,967,312.90	46,029,339.16	41,426,552.15	7,570,099.91
Village Bank Checking	(54,798.68)	16,182.64		(38,616.04)
Money Market Accounts	3,422,422.15	1,002,367.04	1,000,000.00	3,424,789.19
Net Cash and Investments	48,282,687.30	64,022,657.04	52,930,765.57	59,374,578.77

**CC Regular Session**

4. 2.

**Meeting Date:** 11/24/2015

**By:** Diana Lund, Finance

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**Information**

**Title**

Receive October 2015 Financial Reports - General Fund and Enterprise Funds

**Purpose/Background:**

Purpose: Receive October monthly financial reports for the funds of: General, Water, Sewer, Street Lighting, Recycling and Storm Drainage

Brief summary of actual revenues and expenditures-to-date in comparison to adopted budget for the respective funds.

**Action:**

No action required. Informational only.

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**Attachments**

October 2015 General Fund Financial Report - Budget to Actual

October 2015 Enterprise Funds Financial Reports - Budget to Actual

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 11/19/2015

**Reviewed By**

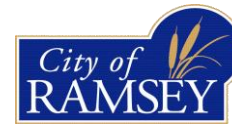
Kurt Ulrich

**Date**

11/19/2015 10:47 AM

Started On: 11/10/2015 05:07 PM

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

REVENUES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(7,000.00)	(6,213.05)	88.76%	
4609 OTHER MISCELLANEOUS REVENUES	59,527.00	66,853.38	112.31%	
4651 WATER REVENUE		(1,628.79)	0.00%	
4652 WATER SALES - RESIDENTIAL	999,433.00	873,425.86	87.39%	
4653 WATER SALES-COMMERCIAL	728,417.00	726,050.17	99.68%	
4654 WATER PENALTIES	34,013.00	20,278.68	59.62%	
4655 WATER METER INSTALLATION	10,000.00	13,835.41	138.35%	
4656 WATER METERS	25,000.00	32,651.00	130.60%	
4657 CONNECTION/RECONNECTION FEES	2,500.00	530.00	21.20%	
4701 INTEREST ON INVESTMENTS	120,000.00	-	0.00%	
4506 PREPAID INTEREST		1,479.80	0.00%	
4702 MISCELLANEOUS INTEREST		10,946.21	0.00%	
4705 CAPTIAL CONTRIBUTIONS		399,083.00	0.00%	
<b>Grand Total</b>	<b>1,971,890.00</b>	<b>2,137,291.67</b>		

EXPENSES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	193,994.00	131,815.48	67.95%	
6103 FULL TIME-REGULAR-OVERTIME	13,500.00	7,404.80	54.85%	
6105 TEMPORARY-WAGES & SALARIES	12,480.00	9,275.89	74.33%	
6121 PERA CONTRIBUTIONS	14,550.00	11,135.55	76.53%	
6122 FICA/MEDICARE CONTRIBUTIONS	15,940.00	12,471.39	78.24%	
6131 GROUP INSURANCE	31,045.00	20,062.77	64.62%	
6133 WORKERS COMP INSURANCE PREMIUM	6,822.00	-	0.00%	
6208 MISCELLANEOUS OFFICE SUPPLIES	600.00	615.82	102.64%	
6223 GASOLINE	4,500.00	1,573.59	34.97%	
6225 DIESEL FUEL	5,500.00	3,279.00	59.62%	
6229 SHOP MATERIALS	500.00	754.38	150.88%	
6231 UNIFORMS & TURN-OUT GEAR	2,800.00	2,440.00	87.14%	
6249 MISCELLANEOUS OPERATING SUPPLY	15,000.00	11,104.12	74.03%	
6257 OTHER VEHICLE PARTS	6,000.00	2,938.85	48.98%	
6273 UTILITY SYSTEM MAINT SUPPLIES	75,000.00	54,936.50	73.25%	
6281 SMALL TOOLS & MINOR EQUIPMENT	10,000.00	1,773.54	17.74%	
6292 WATER METERS FOR RESALE	25,000.00	26,936.68	107.75%	
6315 MISCELLANEOUS PROFESSIONAL SER	20,000.00	15,302.98	76.51%	
6322 POSTAGE	1,000.00	798.90	79.89%	
6323 CELLULAR PHONES	2,200.00	2,075.28	94.33%	
6335 TRAINING	1,200.00	1,077.95	89.83%	
6352 GENERAL NOTICE & PUBLIC INFOR	700.00	172.00	24.57%	
6361 GENERAL LIABILITY/PROPERTY INS	28,800.00	-	0.00%	
6371 ELECTRIC UTILITIES	112,000.00	86,457.50	77.19%	
6373 GAS	5,500.00	1,839.94	33.45%	
6374 REFUSE/RECYCLING	600.00	353.09	58.85%	
6381 BUILDING & STRUCTURE REPAIR	1,000.00	105.00	10.50%	
6439 OTHER MISCELLANEOUS	15,000.00	1,744.48	11.63%	
6451 MEMBERSHIP DUES	800.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	32,000.00	23,789.15	74.34%	
6722 DEPRECIATION	665,123.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	38,000.00	38,000.00	100.00%	
<b>Grand Total</b>	<b>1,357,154.00</b>	<b>470,234.63</b>		

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

REVENUES			
BUSINESS UNIT	9601	WATER UTILITY	
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-

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

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



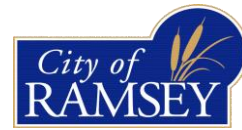
JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9602</b>	<b>SEWER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(6,000.00)	(6,187.83)	103.13%	
4356 SEWER AVAILABILITY CHARGE-ADM	1,500.00	3,503.85	233.59%	
4609 OTHER MISCELLANEOUS REVENUES	18,546.00	3,083.68	16.63%	
4661 RESIDENTIAL-SEWER CHARGES	1,010,480.00	769,067.77	76.11%	
4662 COMMERCIAL-SEWER CHARGES	332,380.00	243,902.30	73.38%	
4663 SEWER PENALTIES	26,858.00	22,096.32	82.27%	
4701 INTEREST ON INVESTMENTS	55,000.00	-	0.00%	
4506 PREPAID INTEREST		1,479.77	0.00%	
4702 MISCELLANEOUS INTEREST		15,895.25	0.00%	
4705 CAPTIAL CONTRIBUTIONS		277,277.00	0.00%	
<b>Grand Total</b>	<b>1,438,764.00</b>	<b>1,330,118.11</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9602</b>	<b>SEWER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	151,897.00	51,473.80	33.89%	
6103 FULL TIME-REGULAR-OVERTIME	-	108.90	0.00%	
6105 TEMPORARY-WAGES & SALARIES	-	6,057.89	0.00%	
6121 PERA CONTRIBUTIONS	11,392.00	3,991.93	35.04%	
6122 FICA/MEDICARE CONTRIBUTIONS	11,727.00	4,597.58	39.21%	
6131 GROUP INSURANCE	6,432.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	5,092.00	-	0.00%	
6223 GASOLINE	-	2,550.36	0.00%	
6225 DIESEL FUEL	4,200.00	1,237.68	29.47%	
6229 SHOP MATERIALS		96.00	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	11,000.00	7,087.93	64.44%	
6273 UTILITY SYSTEM MAINT SUPPLIES		1,614.50	0.00%	
6275 OTHER EQUIPMENT PARTS	5,000.00	4,182.03	83.64%	
6281 SMALL TOOLS & MINOR EQUIPMENT		242.24	0.00%	
6315 MISCELLANEOUS PROFESSIONAL SER	5,000.00	-	0.00%	
6322 POSTAGE		0.97	0.00%	
6335 TRAINING	1,000.00	801.00	80.10%	
6361 GENERAL LIABILITY/PROPERTY INS	15,000.00	-	0.00%	
6371 ELECTRIC UTILITIES	16,000.00	7,250.31	45.31%	
6373 GAS	2,600.00	998.12	38.39%	
6374 REFUSE/RECYCLING	600.00	353.09	58.85%	
<b>6377 SEWER SERVICE CHARGE</b>	<b>610,514.00</b>	<b>559,637.87</b>	<b>91.67%</b>	
6489 OTHER CONTRACTED SERVICES	20,000.00	14,931.33	74.66%	
6722 DEPRECIATION	481,270.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	32,000.00	32,000.00	100.00%	
<b>Grand Total</b>	<b>1,390,724.00</b>	<b>699,213.53</b>		

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**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

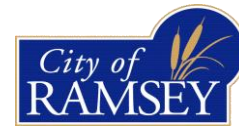
<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9603</b>	<b>STREET LIGHT UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(800.00)	(966.23)	120.78%	
4681 CHARGES FOR STREET LIGHTS	178,854.00	104,611.27	58.49%	
4683 STREET LIGHTING PENALTIES	5,000.00	3,826.03	76.52%	
4701 INTEREST ON INVESTMENTS	20,000.00	-	0.00%	
4684 PRIORITY STREET LIGHT		34,578.46	0.00%	
4705 CAPTIAL CONTRIBUTIONS		15,600.00	0.00%	
<b>Grand Total</b>	<b>203,054.00</b>	<b>157,649.53</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9603</b>	<b>STREET LIGHT UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6371 ELECTRIC UTILITIES	120,000.00	94,514.73	78.76%	
6489 OTHER CONTRACTED SERVICES	12,000.00	7,830.77	65.26%	
6722 DEPRECIATION	52,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	17,000.00	17,000.00	100.00%	
<b>Grand Total</b>	<b>201,000.00</b>	<b>119,345.50</b>		

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**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

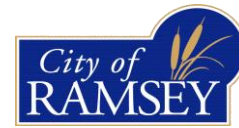
REVENUES				
BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(1,000.00)	(1,196.56)	119.66%	
4287 OTHER LOCAL GOVERNMENT GRANTS	63,835.00	76,385.50	119.66%	
4609 OTHER MISCELLANEOUS REVENUES	-	1,666.70	0.00%	
4671 RECYCLING CHARGES	294,617.00	223,640.33	75.91%	
4672 RECYCLING PENALTIES	7,000.00	5,789.44	82.71%	
4701 INTEREST ON INVESTMENTS	2,000.00	-	0.00%	
<b>Grand Total</b>	<b>366,452.00</b>	<b>306,285.41</b>		

EXPENSES				
BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	5,484.00	5,134.41	93.63%	
6103 FULL TIME-REGULAR-OVERTIME	-	299.48	0.00%	
6104 PART TIME-WAGES & SALARIES	-	152.02	0.00%	
6105 TEMPORARY-WAGES & SALARIES	-	187.86	0.00%	
6121 PERA CONTRIBUTIONS	411.00	439.36	106.90%	
6122 FICA/MEDICARE CONTRIBUTIONS	420.00	431.19	102.66%	
6133 WORKERS COMP INSURANCE PREMIUM	32.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	18,000.00	7,277.67	40.43%	
6322 POSTAGE	350.00	272.20	77.77%	
6374 REFUSE/RECYCLING	-	35.18	0.00%	
6489 OTHER CONTRACTED SERVICES	309,540.00	251,431.07	81.23%	
6820 OPERATING TRANSFERS TO OTHER F	10,000.00	10,000.00	100.00%	
<b>Grand Total</b>	<b>344,237.00</b>	<b>275,660.44</b>		

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**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

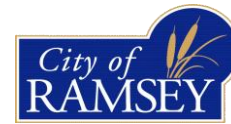
REVENUES				
BUSINESS UNIT	9605	STORM WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(1,600.00)	(1,705.56)	106.60%	
4693 STORM WATER-RESIDENTIAL	374,820.00	282,080.47	75.26%	
4694 STORM WATER-COMMERCIAL	373,621.00	277,896.85	74.38%	
4695 STORM WATER-PENALTIES	14,960.00	11,577.07	77.39%	
4701 INTEREST ON INVESTMENTS	15,000.00	-	0.00%	
<b>Grand Total</b>	<b>776,801.00</b>	<b>569,848.83</b>		

EXPENSES				
BUSINESS UNIT	9605	STORM WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	117,679.00	21,648.89	18.40%	
6103 FULL TIME-REGULAR-OVERTIME	-	468.08	0.00%	
6121 PERA CONTRIBUTIONS	8,826.00	1,658.84	18.79%	
6122 FICA/MEDICARE CONTRIBUTIONS	9,041.00	1,730.40	19.14%	
6131 GROUP INSURANCE	19,468.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	3,186.00	-	0.00%	
6223 GASOLINE	1,000.00	1,080.94	108.09%	
6225 DIESEL FUEL	1,500.00	2,018.38	134.56%	
6249 MISCELLANEOUS OPERATING SUPPLY	7,000.00	5,387.53	76.96%	
6257 OTHER VEHICLE PARTS	10,000.00	3,574.31	35.74%	
6315 MISCELLANEOUS PROFESSIONAL SER	10,000.00	3,102.75	31.03%	
6361 GENERAL LIABILITY/PROPERTY INS	6,800.00	-	0.00%	
6371 ELECTRIC UTILITIES	2,600.00	1,667.19	64.12%	
6373 GAS	3,000.00	998.09	33.27%	
6374 REFUSE/RECYCLING	600.00	317.83	52.97%	
6451 MEMBERSHIP DUES	40,500.00	41,192.00	101.71%	
6489 OTHER CONTRACTED SERVICES	15,000.00	68,529.30	456.86%	
6722 DEPRECIATION	260,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	27,000.00	27,000.00	100.00%	
<b>Grand Total</b>	<b>543,200.00</b>	<b>180,374.53</b>		



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**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9230</b>	<b>EDA</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4011 CURRENT-AD VALOREM TAXES	116,444.00	48,398.45	41.56%	
4012 DELINQUENT-AD VALOREM TAXES	-	2,115.53	0.00%	
4014 FISCAL DISPARITIES	-	11,341.96	0.00%	
4609 OTHER MISCELLANEOUS REVENUES		5,000.00	0.00%	
4701 INTEREST ON INVESTMENTS	3,000.00	-	0.00%	
4901 TRANSFER IN FROM OTHER FUNDS	87,857.00	87,857.00	100.00%	
<b>Grand Total</b>	<b>207,301.00</b>	<b>154,712.94</b>		

<b>EXPENDITURES</b>				
<b>BUSINESS UNIT</b>	<b>9230</b>	<b>EDA</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	103,645.00	-	0.00%	
6105 TEMPORARY-WAGES & SALARIES	6,000.00	950.00	15.83%	
6121 PERA CONTRIBUTIONS	7,569.00	-	0.00%	
6122 FICA/MEDICARE CONTRIBUTIONS	8,545.00	72.67	0.85%	
6131 GROUP INSURANCE	11,118.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	774.00	-	0.00%	
<b>6249 MISCELLANEOUS OPERATING SUPPLY</b>	<b>10,750.00</b>	<b>12,595.08</b>	<b>117.16%</b>	
6304 LEGAL FEES	1,500.00	101.50	6.77%	
6315 MISCELLANEOUS PROFESSIONAL SER	45,000.00	33,861.48	75.25%	
6322 POSTAGE	250.00	19.00	7.60%	
6323 CELLULAR PHONES	700.00	-	0.00%	
6331 TRAVEL & LODGING	1,000.00	-	0.00%	
6335 TRAINING	2,000.00	1,125.00	56.25%	
6361 GENERAL LIABILITY/PROPERTY INS	2,000.00	-	0.00%	
6371 ELECTRIC UTILITIES	1,150.00	715.98	62.26%	
6439 OTHER MISCELLANEOUS	1,000.00	-	0.00%	
6451 MEMBERSHIP DUES	1,000.00	400.00	40.00%	
6452 SUBSCRIPTIONS	300.00	-	0.00%	
<b>Grand Total</b>	<b>204,301.00</b>	<b>49,840.71</b>		

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**CITY OF RAMSEY  
FINANCIAL STATEMENT**



**JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015**

<b>GENERAL FUND EXPENDITURES - BY DEPARTMENT -</b>		
<b>Dept</b>	<b>-CURRENT YEAR ADOPTED BUDGET-</b>	<b>CURRENT YTD GENERAL LEDGER</b>
Admin	1,678,861.00	1,372,839.24
Com Dev	642,764.00	474,040.98
Contingency	263,259.00	188,481.25
Council	129,406.00	106,611.40
Finance	472,620.00	492,127.87
Fire	757,431.00	531,794.63
Legal	133,200.00	94,433.58
Police	3,143,904.00	2,400,224.76
Public Works	3,202,314.00	2,466,017.35
<b>Grand Total</b>	<b>10,423,759.00</b>	<b>8,126,571.06</b>

<b>GENERAL FUND EXPENDITURES - BY CATEGORY -</b>		
<b>Category</b>	<b>-CURRENT YEAR ADOPTED BUDGET-</b>	<b>-CURRENT YTD GENERAL LEDGER-</b>
Capital Outlay	544,963.00	422,004.25
Debt Service	127,694.00	82,272.78
Other Services & Charges	2,307,546.00	1,457,562.86
Personal Services	6,484,498.00	5,456,711.46
Supplies	849,425.00	598,386.71
Transfers out	109,633.00	109,633.00
<b>Grand Total</b>	<b>10,423,759.00</b>	<b>8,126,571.06</b>

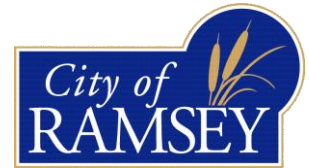
<b>GENERAL FUND REVENUES - BY CATEGORY -</b>		
<b>Category</b>	<b>-CURRENT YEAR ADOPTED BUDGET-</b>	<b>-CURRENT YTD GENERAL LEDGER-</b>
Taxes	7,926,570.00	4,139,851.13
Charges for Services	555,700.00	452,217.28
Business Licenses/Permits	68,100.00	55,580.57
Fines and Forfeits	71,000.00	47,220.63
Federal Intergovernmental	7,000.00	-
State Intergovernmental	411,600.00	400,284.98
Interest	60,000.00	-
Local Intergovernmental	-	6,400.00
Miscellaneous	12,750.00	24,190.84
Non-Business Licenses/Permits	349,032.00	570,766.53
Transfers in	962,007.00	359,560.32
<b>Grand Total</b>	<b>10,423,759.00</b>	<b>6,056,072.28</b>

This report reflects year to date revenue and expenditures as compared to annual budget.

It does not reflect fund balance.

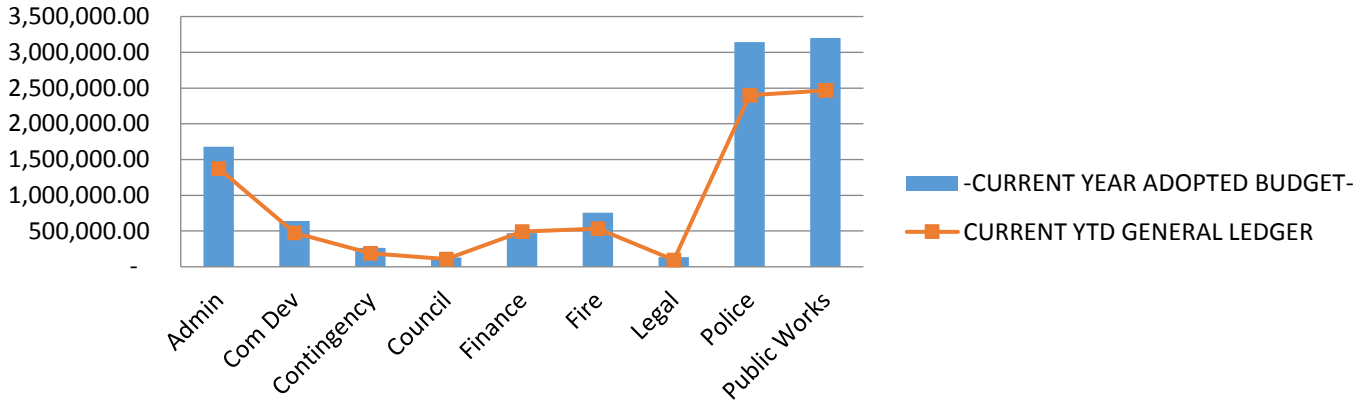
PREPARED BY: FINANCE DEPARTMENT

# CITY OF RAMSEY FINANCIAL STATEMENT

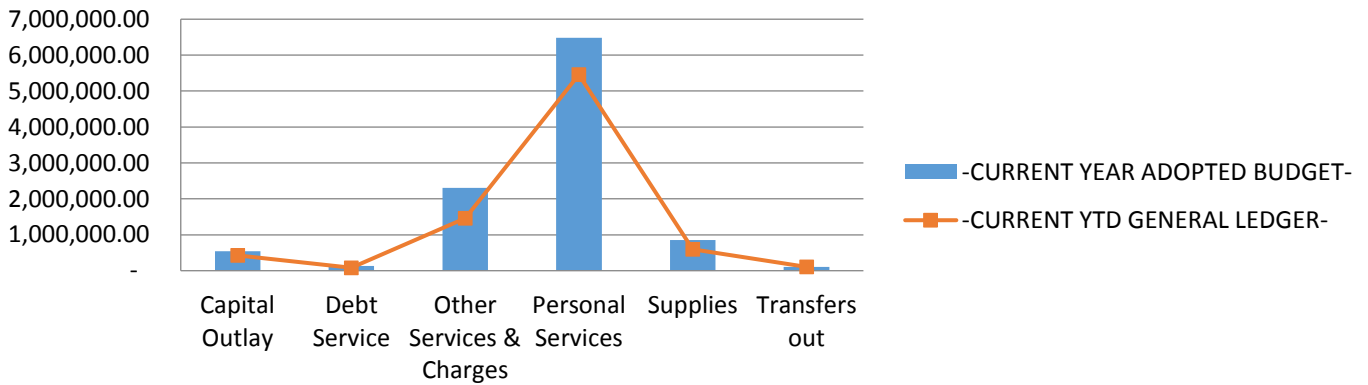


JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

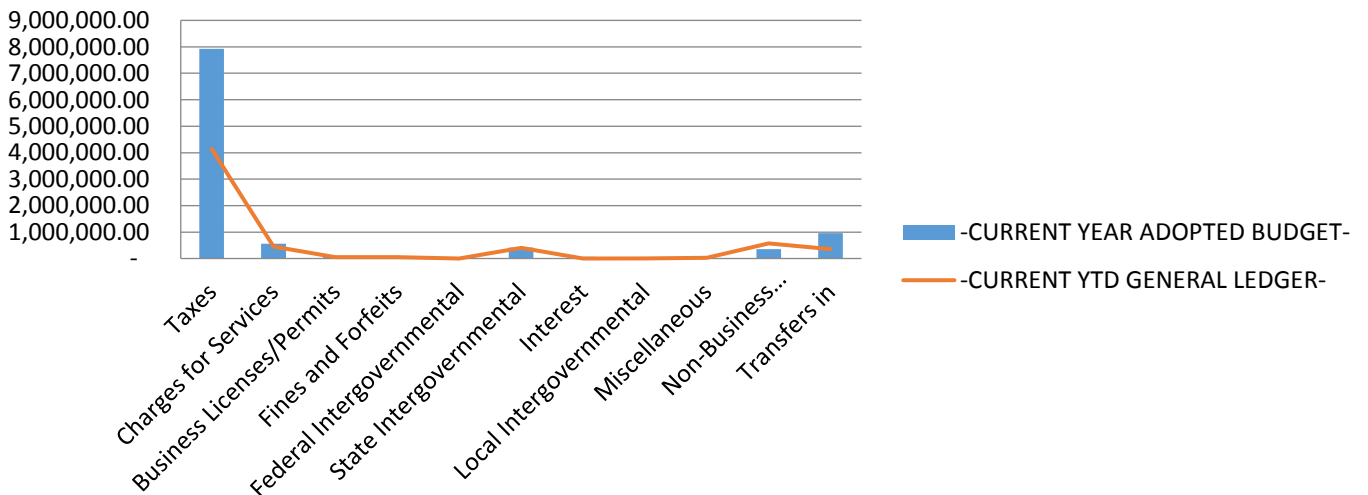
## GENERAL FUND EXPENDITURES - BY DEPARTMENT



## GENERAL FUND EXPENDITURES - BY CATEGORY



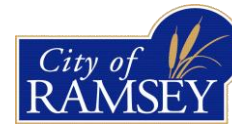
## GENERAL FUND REVENUES



This report reflects year to date revenue and expenditures as compared to annual budget.  
It does not reflect fund balance.

PREPARED BY: FINANCE DEPARTMENT

**CITY OF RAMSEY  
FINANCIAL STATEMENT**

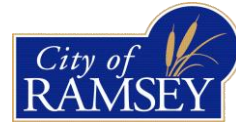


JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

REVENUES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(7,000.00)	(6,213.05)	88.76%	
4609 OTHER MISCELLANEOUS REVENUES	59,527.00	66,853.38	112.31%	
4651 WATER REVENUE		(1,628.79)	0.00%	
4652 WATER SALES - RESIDENTIAL	999,433.00	873,425.86	87.39%	
4653 WATER SALES-COMMERCIAL	728,417.00	726,050.17	99.68%	
4654 WATER PENALTIES	34,013.00	20,278.68	59.62%	
4655 WATER METER INSTALLATION	10,000.00	13,835.41	138.35%	
4656 WATER METERS	25,000.00	32,651.00	130.60%	
4657 CONNECTION/RECONNECTION FEES	2,500.00	530.00	21.20%	
4701 INTEREST ON INVESTMENTS	120,000.00	-	0.00%	
4506 PREPAID INTEREST		1,479.80	0.00%	
4702 MISCELLANEOUS INTEREST		10,946.21	0.00%	
4705 CAPTIAL CONTRIBUTIONS		399,083.00	0.00%	
<b>Grand Total</b>	<b>1,971,890.00</b>	<b>2,137,291.67</b>		

EXPENSES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	193,994.00	131,815.48	67.95%	
6103 FULL TIME-REGULAR-OVERTIME	13,500.00	7,404.80	54.85%	
6105 TEMPORARY-WAGES & SALARIES	12,480.00	9,275.89	74.33%	
6121 PERA CONTRIBUTIONS	14,550.00	11,135.55	76.53%	
6122 FICA/MEDICARE CONTRIBUTIONS	15,940.00	12,471.39	78.24%	
6131 GROUP INSURANCE	31,045.00	20,062.77	64.62%	
6133 WORKERS COMP INSURANCE PREMIUM	6,822.00	-	0.00%	
<b>6208 MISCELLANEOUS OFFICE SUPPLIES</b>	<b>600.00</b>	<b>615.82</b>	<b>102.64%</b>	
6223 GASOLINE	4,500.00	1,573.59	34.97%	
6225 DIESEL FUEL	5,500.00	3,279.00	59.62%	
<b>6229 SHOP MATERIALS</b>	<b>500.00</b>	<b>754.38</b>	<b>150.88%</b>	
<b>6231 UNIFORMS &amp; TURN-OUT GEAR</b>	<b>2,800.00</b>	<b>2,440.00</b>	<b>87.14%</b>	
6249 MISCELLANEOUS OPERATING SUPPLY	15,000.00	11,104.12	74.03%	
6257 OTHER VEHICLE PARTS	6,000.00	2,938.85	48.98%	
6273 UTILITY SYSTEM MAINT SUPPLIES	75,000.00	54,936.50	73.25%	
6281 SMALL TOOLS & MINOR EQUIPMENT	10,000.00	1,773.54	17.74%	
<b>6292 WATER METERS FOR RESALE</b>	<b>25,000.00</b>	<b>26,936.68</b>	<b>107.75%</b>	
6315 MISCELLANEOUS PROFESSIONAL SER	20,000.00	15,302.98	76.51%	
6322 POSTAGE	1,000.00	798.90	79.89%	
<b>6323 CELLULAR PHONES</b>	<b>2,200.00</b>	<b>2,075.28</b>	<b>94.33%</b>	
<b>6335 TRAINING</b>	<b>1,200.00</b>	<b>1,077.95</b>	<b>89.83%</b>	
6352 GENERAL NOTICE & PUBLIC INFOR	700.00	172.00	24.57%	
6361 GENERAL LIABILITY/PROPERTY INS	28,800.00	-	0.00%	
6371 ELECTRIC UTILITIES	112,000.00	86,457.50	77.19%	
6373 GAS	5,500.00	1,839.94	33.45%	
6374 REFUSE/RECYCLING	600.00	353.09	58.85%	
6381 BUILDING & STRUCTURE REPAIR	1,000.00	105.00	10.50%	
6439 OTHER MISCELLANEOUS	15,000.00	1,744.48	11.63%	
6451 MEMBERSHIP DUES	800.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	32,000.00	23,789.15	74.34%	
6722 DEPRECIATION	665,123.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	38,000.00	38,000.00	100.00%	
<b>Grand Total</b>	<b>1,357,154.00</b>	<b>470,234.63</b>		

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

REVENUES			
BUSINESS UNIT	9601	WATER UTILITY	
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-

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

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



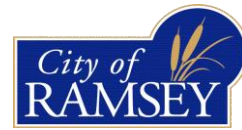
JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9602</b>	<b>SEWER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(6,000.00)	(6,187.83)	103.13%	
4356 SEWER AVAILABILITY CHARGE-ADM	1,500.00	3,503.85	233.59%	
4609 OTHER MISCELLANEOUS REVENUES	18,546.00	3,083.68	16.63%	
4661 RESIDENTIAL-SEWER CHARGES	1,010,480.00	769,067.77	76.11%	
4662 COMMERCIAL-SEWER CHARGES	332,380.00	243,902.30	73.38%	
4663 SEWER PENALTIES	26,858.00	22,096.32	82.27%	
4701 INTEREST ON INVESTMENTS	55,000.00	-	0.00%	
4506 PREPAID INTEREST		1,479.77	0.00%	
4702 MISCELLANEOUS INTEREST		15,895.25	0.00%	
4705 CAPTIAL CONTRIBUTIONS		277,277.00	0.00%	
<b>Grand Total</b>	<b>1,438,764.00</b>	<b>1,330,118.11</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9602</b>	<b>SEWER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	151,897.00	51,473.80	33.89%	
6103 FULL TIME-REGULAR-OVERTIME	-	108.90	0.00%	
6105 TEMPORARY-WAGES & SALARIES	-	6,057.89	0.00%	
6121 PERA CONTRIBUTIONS	11,392.00	3,991.93	35.04%	
6122 FICA/MEDICARE CONTRIBUTIONS	11,727.00	4,597.58	39.21%	
6131 GROUP INSURANCE	6,432.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	5,092.00	-	0.00%	
6223 GASOLINE	-	2,550.36	0.00%	
6225 DIESEL FUEL	4,200.00	1,237.68	29.47%	
6229 SHOP MATERIALS		96.00	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	11,000.00	7,087.93	64.44%	
6273 UTILITY SYSTEM MAINT SUPPLIES		1,614.50	0.00%	
6275 OTHER EQUIPMENT PARTS	5,000.00	4,182.03	83.64%	
6281 SMALL TOOLS & MINOR EQUIPMENT		242.24	0.00%	
6315 MISCELLANEOUS PROFESSIONAL SER	5,000.00	-	0.00%	
6322 POSTAGE		0.97	0.00%	
6335 TRAINING	1,000.00	801.00	80.10%	
6361 GENERAL LIABILITY/PROPERTY INS	15,000.00	-	0.00%	
6371 ELECTRIC UTILITIES	16,000.00	7,250.31	45.31%	
6373 GAS	2,600.00	998.12	38.39%	
6374 REFUSE/RECYCLING	600.00	353.09	58.85%	
<b>6377 SEWER SERVICE CHARGE</b>	<b>610,514.00</b>	<b>559,637.87</b>	<b>91.67%</b>	
6489 OTHER CONTRACTED SERVICES	20,000.00	14,931.33	74.66%	
6722 DEPRECIATION	481,270.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	32,000.00	32,000.00	100.00%	
<b>Grand Total</b>	<b>1,390,724.00</b>	<b>699,213.53</b>		

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**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

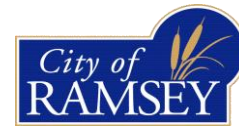
<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9603</b>	<b>STREET LIGHT UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(800.00)	(966.23)	120.78%	
4681 CHARGES FOR STREET LIGHTS	178,854.00	104,611.27	58.49%	
4683 STREET LIGHTING PENALTIES	5,000.00	3,826.03	76.52%	
4701 INTEREST ON INVESTMENTS	20,000.00	-	0.00%	
4684 PRIORITY STREET LIGHT		34,578.46	0.00%	
4705 CAPTIAL CONTRIBUTIONS		15,600.00	0.00%	
<b>Grand Total</b>	<b>203,054.00</b>	<b>157,649.53</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9603</b>	<b>STREET LIGHT UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6371 ELECTRIC UTILITIES	120,000.00	94,514.73	78.76%	
6489 OTHER CONTRACTED SERVICES	12,000.00	7,830.77	65.26%	
6722 DEPRECIATION	52,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	17,000.00	17,000.00	100.00%	
<b>Grand Total</b>	<b>201,000.00</b>	<b>119,345.50</b>		

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**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

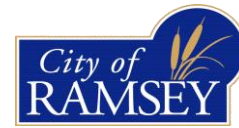
<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9604</b>	<b>RECYCLING UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(1,000.00)	(1,196.56)	119.66%	
4287 OTHER LOCAL GOVERNMENT GRANTS	63,835.00	76,385.50	119.66%	
4609 OTHER MISCELLANEOUS REVENUES	-	1,666.70	0.00%	
4671 RECYCLING CHARGES	294,617.00	223,640.33	75.91%	
4672 RECYCLING PENALTIES	7,000.00	5,789.44	82.71%	
4701 INTEREST ON INVESTMENTS	2,000.00	-	0.00%	
<b>Grand Total</b>	<b>366,452.00</b>	<b>306,285.41</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9604</b>	<b>RECYCLING UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	5,484.00	5,134.41	93.63%	
6103 FULL TIME-REGULAR-OVERTIME	-	299.48	0.00%	
6104 PART TIME-WAGES & SALARIES	-	152.02	0.00%	
6105 TEMPORARY-WAGES & SALARIES		187.86	0.00%	
6121 PERA CONTRIBUTIONS	411.00	439.36	106.90%	
6122 FICA/MEDICARE CONTRIBUTIONS	420.00	431.19	102.66%	
6133 WORKERS COMP INSURANCE PREMIUM	32.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	18,000.00	7,277.67	40.43%	
6322 POSTAGE	350.00	272.20	77.77%	
6374 REFUSE/RECYCLING		35.18	0.00%	
6489 OTHER CONTRACTED SERVICES	309,540.00	251,431.07	81.23%	
6820 OPERATING TRANSFERS TO OTHER F	10,000.00	10,000.00	100.00%	
<b>Grand Total</b>	<b>344,237.00</b>	<b>275,660.44</b>		

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**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

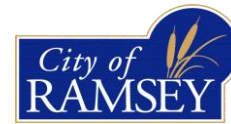
REVENUES				
BUSINESS UNIT	9605	STORM WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(1,600.00)	(1,705.56)	106.60%	
4693 STORM WATER-RESIDENTIAL	374,820.00	282,080.47	75.26%	
4694 STORM WATER-COMMERCIAL	373,621.00	277,896.85	74.38%	
4695 STORM WATER-PENALTIES	14,960.00	11,577.07	77.39%	
4701 INTEREST ON INVESTMENTS	15,000.00	-	0.00%	
<b>Grand Total</b>	<b>776,801.00</b>	<b>569,848.83</b>		

EXPENSES				
BUSINESS UNIT	9605	STORM WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	117,679.00	21,648.89	18.40%	
6103 FULL TIME-REGULAR-OVERTIME	-	468.08	0.00%	
6121 PERA CONTRIBUTIONS	8,826.00	1,658.84	18.79%	
6122 FICA/MEDICARE CONTRIBUTIONS	9,041.00	1,730.40	19.14%	
6131 GROUP INSURANCE	19,468.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	3,186.00	-	0.00%	
6223 GASOLINE	1,000.00	1,080.94	108.09%	
6225 DIESEL FUEL	1,500.00	2,018.38	134.56%	
6249 MISCELLANEOUS OPERATING SUPPLY	7,000.00	5,387.53	76.96%	
6257 OTHER VEHICLE PARTS	10,000.00	3,574.31	35.74%	
6315 MISCELLANEOUS PROFESSIONAL SER	10,000.00	3,102.75	31.03%	
6361 GENERAL LIABILITY/PROPERTY INS	6,800.00	-	0.00%	
6371 ELECTRIC UTILITIES	2,600.00	1,667.19	64.12%	
6373 GAS	3,000.00	998.09	33.27%	
6374 REFUSE/RECYCLING	600.00	317.83	52.97%	
6451 MEMBERSHIP DUES	40,500.00	41,192.00	101.71%	
6489 OTHER CONTRACTED SERVICES	15,000.00	68,529.30	456.86%	
6722 DEPRECIATION	260,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	27,000.00	27,000.00	100.00%	
<b>Grand Total</b>	<b>543,200.00</b>	<b>180,374.53</b>		



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**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2015 THROUGH PERIOD ENDING: October 31, 2015

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9230</b>	<b>EDA</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4011 CURRENT-AD VALOREM TAXES	116,444.00	48,398.45	41.56%	
4012 DELINQUENT-AD VALOREM TAXES	-	2,115.53	0.00%	
4014 FISCAL DISPARITIES	-	11,341.96	0.00%	
4609 OTHER MISCELLANEOUS REVENUES		5,000.00	0.00%	
4701 INTEREST ON INVESTMENTS	3,000.00	-	0.00%	
4901 TRANSFER IN FROM OTHER FUNDS	87,857.00	87,857.00	100.00%	
<b>Grand Total</b>	<b>207,301.00</b>	<b>154,712.94</b>		

<b>EXPENDITURES</b>				
<b>BUSINESS UNIT</b>	<b>9230</b>	<b>EDA</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	103,645.00	-	0.00%	
6105 TEMPORARY-WAGES & SALARIES	6,000.00	950.00	15.83%	
6121 PERA CONTRIBUTIONS	7,569.00	-	0.00%	
6122 FICA/MEDICARE CONTRIBUTIONS	8,545.00	72.67	0.85%	
6131 GROUP INSURANCE	11,118.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	774.00	-	0.00%	
<b>6249 MISCELLANEOUS OPERATING SUPPLY</b>	<b>10,750.00</b>	<b>12,595.08</b>	<b>117.16%</b>	
6304 LEGAL FEES	1,500.00	101.50	6.77%	
6315 MISCELLANEOUS PROFESSIONAL SER	45,000.00	33,861.48	75.25%	
6322 POSTAGE	250.00	19.00	7.60%	
6323 CELLULAR PHONES	700.00	-	0.00%	
6331 TRAVEL & LODGING	1,000.00	-	0.00%	
6335 TRAINING	2,000.00	1,125.00	56.25%	
6361 GENERAL LIABILITY/PROPERTY INS	2,000.00	-	0.00%	
6371 ELECTRIC UTILITIES	1,150.00	715.98	62.26%	
6439 OTHER MISCELLANEOUS	1,000.00	-	0.00%	
6451 MEMBERSHIP DUES	1,000.00	400.00	40.00%	
6452 SUBSCRIPTIONS	300.00	-	0.00%	
<b>Grand Total</b>	<b>204,301.00</b>	<b>49,840.71</b>		

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**CC Regular Session**

**4.3.**

**Meeting Date:** 11/24/2015

**Submitted For:** Jo Thieling, Administrative Services

**By:** Jo Thieling, Administrative Services

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**Information**

**Title**

Approve the Following Meeting Minutes:

1. City Council Special Work Session dated 11/10/2015
2. City Council Work Session dated 11/10/2015
3. City Council Regular dated 11/10/2015

**Purpose/Background:**

Purpose: The purpose of this case is for Council review and approval of meeting minutes.

Background: Attached are the meeting minutes referenced above.

**Action:**

Motion to approve the following Council meeting minutes:

1. City Council Special Work Session dated 11/10/2015
  2. City Council Work Session dated 11/10/2015
  3. City Council Regular dated 11/10/2015
- 

**Attachments**

CCWS Spec Mts

CCWS Mts

CC Mts

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**Form Review**

Form Started By: Jo Thieling  
Final Approval Date: 11/18/2015

Started On: 11/18/2015 11:01 AM

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

The Ramsey City Council conducted a Special City Council Work Session on Tuesday, November 10, 2015, at 6356 Riverdale Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen  
Councilmember Mark Kuzma  
Councilmember Melody Shryock  
Councilmember Kristine Williams

Members Absent: Councilmember Jill Johns  
Councilmember John LeTourneau  
Councilmember Chris Riley

Also Present: City Administrator Kurtis G. Ulrich  
City Engineer Bruce Westby  
Civil Engineer II Leonard Linton  
Housing Intern Michael Healy  
Resident John Freeburg (host)  
Resident Dave Acklund  
Resident Mike Miller  
Anoka Conservation District Representative Mitch Haustein

**1. CALL TO ORDER**

The special meeting was called to order at 4:03 p.m.

**2. TOPICS FOR DISCUSSION**

**2.01 Erosion Issues on the Mississippi River Bluffs of Ramsey and Potential Government Role**

*Meeting consisted of a walking tour of several adjacent properties that have experienced erosion issues.*

The first spot that was surveyed was Mr. Freeburg's property. City officials and staff joined Mr. Freeburg on the staircase leading down to his boat launch area. Mr. Freeburg explained that he first noticed that substantial erosion was taking place on the riverbank in 1992 when he put in stairs going down to the river. At that time, he applied 40 tons of rip-rap to the area in order to reinforce the bank, maintain his property line, and keep his stairs stable. Since that time, Mr. Freeburg estimates that he has had to put upwards of 500 tons of rip-rap and other rock in place in order to

keep the erosion of his boat launch at bay. He has spent over \$50,000 so far on materials and reports that the cost would have been much higher except that he has connections and has been able to obtain the rip-rap at a heavily discounted rate. The downside of using rip-rap on the bluff is that in order to get it to the riverbank he has to roll it down the bluff or use chutes. This process invariably damages the plants along the bluff and in general tears up the bluff.

Mr. Freeburg reports that there is a flooding component in all of this. Floodwaters typically come up fairly high on his stairs. There is a rock ridge nearby and the water above it is often quick to freeze. Water behind the rock ridge then backs up and floods the area, causing erosion. Mr. Freeburg is well aware that the conventional wisdom is “plant grass and trees” to address erosion but he has tried this several times and the river flooding has carried away his plantings. Mr. Freeburg states that if he had not added all of the fill over the years, the river would have eroded away most of his boat launch, leaving the posts that he has sunk into the bank surrounded by river. He isn't sure what the legal ramifications are from this, whether or not he would then be in violation of rules against installing permanent fixtures into the river.

Mr. Freeburg reports that a dramatic increase in erosion has occurred in the last forty years and may be the result of temperature fluctuations brought about by the presence of the Monticello power plant up the river. He does not think it makes sense for the river to have been fairly stable for thousands of years only to suddenly start changing rapidly right after the power plant went in. He reports that he has done a lot of internet research and that many studies have found a causal link between nuclear power plants and issues like what his property is experiencing. He further reports that the river used to consistently freeze all the way over and remain like that for much of the winter. The river, possibly warmer these days because of the power plant, now typically only slushes up and never fully freezes. He suspects that this frequent melting and freezing throughout the winter may be exacerbating erosion. Mr. Freeburg pointed out several places on his property and the neighboring properties where the river has undercut the bank, eroding at least six feet deep beneath the bank itself.

Mr. Freeburg and his neighbors acknowledge that this issue may be more of a county or state issue than a city issue. They hope that Ramsey's City Council can help them to better understand what help might be available to them and to advocate for beneficial projects that could help mitigate erosion. The residents noted that Anoka recently used a barge to dredge the Rum River and used the material that was dredged to reinforce the river banks. They contend that this is a lot less damaging to the bluffs than pouring rip-rap down the hill. Also, if enough properties are participating, there are economies of scale at play in using a barge that may end up making it cheaper than hauling in materials on trucks. Mr. Freeburg noted that the regional park on the Mississippi River has been experiencing major erosion problems as well. If the County were to hire a barge at some point to dredge and reinforce the park, might it be possible for nearby landowners to contribute extra funds in order to have the barge come to their properties and dredge and reinforce there also? It was noted that the river is unusually shallow in this area, generally not more than 8 feet deep.

It was asked whether or not there might be other communities in the area experiencing similar issues with erosion who might be inclined to participate in these discussions and in potential

solutions. Mr. Freeburg and the other residents expressed doubts that communities across the river are having the same problems since there are no bluffs there. It is fairly straightforward to reinforce a flat bank. It was noted that Champlin has done some erosion mitigation but that they have had simpler projects because their river lands do not have the same high bluffs.

Mayor Strommen noted that from what she has heard, it appears like an individual approach to addressing erosion does not seem to be working. It appears that this might be an issue that needs to be addressed collectively. Mitch Haustein of the Anoka Conversation District reported that the conservation district has recently applied for funds for river restoration projects. However, they have applied for these funds before and have thus far been unsuccessful in obtaining them. Mitch noted that having more specific information and partnering with groups of residents can greatly strengthen applications and increase the chances of getting funding. He invited the residents to share their contact information with the conversation district so that they can coordinate in the future when applying for funds. It was also noted that the County is well aware of the erosion problems at the regional park.

### 3. ADJOURNMENT

The meeting was adjourned at 4:48 p.m.

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

### ATTEST:

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Jo Ann M. Thieling  
City Clerk

*Drafted by Michael Healy  
Housing Intern*

***Note: Following is clarification language relating to statements made at the meeting by Mr. Freeburg. Mr. Freeburg sent this language in an email to Mr. Healy.***

*"I would like to add some clarifications. Regarding the rip-rap to my property, this was done in conjunction with my immediate upstream neighbor Mr. Al Farmes. Over the course of about 20 years, he and I have put in about \$50,000 out of pocket into the restoration and repair of our mutual approximately 100 foot long riverbank. He put in approximately \$15,000 and I put in approximately \$35,000. He and I spent many hours of our own labor in completing this project. We have both benefited greatly from this mutual effort. At the current time neither of us can perform the heavy labor required to maintain or add to the river bank. Lately I have had to hire a local contractor to help me with these tasks. The current cost of these repairs is approximately \$3,000 per running foot of river bank if starting from nothing, considering the cost*

*of putting one ton of material in place about \$1,000 and it takes about 3 tons to cover up one foot of riverbank”.*

*“Regarding the power plants. There are actually two of them upstream from us, one nuclear plant at Monticello and one coal plant at Becker. Both put out cooling water discharge into the river. Several years ago the Monticello plant was shut down for maintenance, during the winter of that year the river froze over as it had done in years past and a "normal" ice out occurred that spring. The Becker plant was in full operation during this time. This would seem to indicate that the river can handle the discharge from one power plant but not two”.*

And

*“Just one more clarification. The rock ridge that is approximately 1/3 mile downstream from me is also the approximate same location for an underwater power cable crossing. The possibility exists that the rock ridge was put there to protect the power line. This would mean that our flooding problem is in part man made but completely out of our control”.*

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, November 10, 2015, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen  
Councilmember Jill Johns  
Councilmember Mark Kuzma  
Councilmember Chris Riley  
Councilmember Melody Shryock  
Councilmember Kristine Williams

Members Absent: Councilmember John LeTourneau

Also Present: City Administrator Kurtis Ulrich  
Finance Director Diana Lund  
Police Chief Jeff Katers  
Public Works Superintendent Grant Riemer  
Human Resources Manager Colleen Lasher  
City Clerk Jo Ann Thieling  
City Engineer Bruce Westby  
City Attorney Joe Langel  
Receptionist/Secretary Pam Miller

**1. CALL TO ORDER**

Mayor Strommen called the City Council Work Session to order at 5:30 p.m.

**2. TOPICS FOR DISCUSSION**

**2.01: Recognition of Guest**

Mayor Strommen introduced Master Sergeant John Graw, a World War II Veteran, who recently moved to the City of Ramsey. She presented him with a “key to the City”, welcoming him to the community and thanking him for his service to our Country on the eve of Veteran’s Day. She hoped that others would take an opportunity tomorrow on Veteran’s Day to think about the service that veterans have given to our Country and thank them for their service.

**2.02: Discussion and Review of 2016 Proposed General/EDA Budgets and Levies**

Finance Director Lund reviewed the staff report.

City Administrator Ulrich stated that staff would like direction from the Council in regard to any additional information they may like prior to the final adoption of the budget and levy on December 8<sup>th</sup>.

Mayor Strommen stated that there has been some discussion regarding the staff positions and whether the Council is ready to move forward on those. She stated that if there is hesitancy towards that she would like the Council to speak now so that appropriate planning can occur.

Councilmember Kuzma stated that he is an advocate of being strong on crime and referenced the drug task force position proposed for the police department. He asked how the City would be benefited if the position is added.

Police Chief Katers stated that it is his opinion that the position is needed for the City. He stated that while the department is responding to incidental calls for contact they are not following to the source. He stated that this position will allow the department to follow the path to the source rather than just dealing with the end user. He explained that the investigations are labor intensive and by joining the task force the department will be able to leverage the expertise and assistance of the task force.

Councilmember Kuzma stated that he will support this position.

Councilmember Riley provided a handout that compared the value of homes to the City budget. He believed that it is a mistake that the spending of the City is increasing above the level of revenue received. He stated that although the problem may not be big this year, there will be an impact in the coming years because of the added debt that will come into effect. He stated that taxes were raised quite a lot the previous year and are proposed to be raised similarly this year, which in essence would commit the City in the following years to the increases as well.

Mayor Strommen stated that in her opinion the match is not one to one in regard to the City's revenue and spending. She explained that strategic investments need to occur in order to maintain a level of service and safety. She agreed with the statement that personnel additions will impact not only this year but future years because of the debt structure. She stated that these are valid additions but believed that priorities need to be identified in order to determine the choices that are most strategic and delay the other additions. She agreed that she would like to invest in the drug task force officer as that is an issue that continues to emerge and grow and a proactive nature would be most appropriate. She referenced the code enforcement position and stated that perhaps that is not something that is quite as planned out and strategic.

Councilmember Kuzma referenced the code enforcement position and asked if outside help could be gained if staff were to be overloaded.

City Administrator Ulrich stated that some of that work could be completed through contract, but noted that a premium is paid for outsourcing. He stated that staff could provide further information on the costs for outsourcing and the services that would be provided compared to the addition of a full-time position.

Mayor Strommen agreed that she would like additional details on that proposed position, noting that there is more to the image of the Highway 10 corridor than simply just code enforcement. She stated that the question could be is there more than can be done to reach the goal for the corridor outside of code enforcement. She recognized that perhaps the Strategic Plan is too aggressive and some items may not be as high of a priority as others.

City Administrator Ulrich described the duties that would be proposed for the code enforcement position including property management.

Mayor Strommen referenced the street maintenance position, noting that more work is being done on maintenance and reconstruction, and therefore that position is higher on the priority list in her eyes.

Councilmember Riley agreed that all of those items are priorities. He stated that the City has a competent staff and he feels that his job is to identify a correct amount to spend and not go through the proposed budget with a red pen.

Finance Director Lund stated that out of the proposed budget increases, \$240,000 is debt service and the remainder is personnel and line items within the budget. She stated that the decision would come down to the three positions as the remainder would be smaller line items.

Councilmember Kuzma asked the difference in the budget and levy if the three positions were cut from the proposal.

Finance Director Lund stated that the costs associated with the drug task force position would be \$77,935, the costs associated with the code enforcement position would be \$73,897, noting that if the position were eliminated the intern position would be added back in which would be approximately \$18,000, and the costs associated with the public works position would be \$49,039 for a total of slightly over \$199,000 which is about a one percent difference to the tax capacity rate.

Councilmember Kuzma stated that in terms of the services that will be provided to the community, a one percent savings would not amount to that much and therefore would support the positions.

Councilmember Shryock stated that the residents that she spoke with wanted to know the bottom line of what the levy will be to their taxes and the services that will be provided in return. She stated that the drug enforcement officer or street maintenance would provide a faster and more visible return but the code enforcement position would also provide a benefit. She stated that a one percent cut is not that much of a difference for the services that will be provided in return.

Councilmember Riley stated that the one percent is in regard to the tax capacity rate, which he felt is a made up number, and is not a direct relation to the budget or tax rate.

Councilmember Shryock asked for information specifically in regard to the impact that the change would have to the residents' taxes.

Mayor Strommen stated that she would also like to see a picture for the next few years, assuming that everything remains constant. She noted that she is not as concerned with the impact this year but the impact that would occur next year and the year after that.

Councilmember Williams stated that she is not comfortable with the services that would be provided by the code enforcement position. She stated that she would like to see how the current City staff could provide additional value to reach the desired goals. She believed that the City could do more with what the City currently has and believed that adding three full-time positions is a big ask.

Mayor Strommen stated that residents have a certain level of service that they expect and recognized that there is a balance that needs to be found in order to provide that level of service.

Councilmember Riley stated that this should be a fairly easy year as there is already a five percent increase in property values. He asked how the City is in the position that this is hard, as previous years had a decrease in property values. He stated that next year the property value increase could be one or two percent, which will require hard budget decisions.

Mayor Strommen stated that it is almost easier to decide what to cut when money is tight because the decisions are limited. She explained that when there is an increase in values the decisions need to be made in regard to how funds are invested.

Finance Director Lund stated that in order to reach the 5.2 percent mentioned by Councilmember Riley, \$280,000 would need to be decreased.

Mayor Strommen noted that additional information is needed from staff and additional discussion is needed; therefore, this item will come back to a future work session. She explained that the Council would like to see information on the impact on public works and the ability to get work done and in regard to the code enforcement position the ability to turn around license applications.

Ramsey Resident Bill Kingston stated that he would support the three positions and would like to see what the positions mean to property owners. He explained that would better help determine whether the potential increase or decrease is worth it.

### **2.03: Review Special Assessments Policy**

City Engineer Westby reviewed the staff report.

Councilmember Kuzma asked for additional information on how frontage is determined for assessment.

City Engineer Westby explained that direct access is determined by how the property is accessed by vehicle, specifically the driveway access.

Councilmember Riley stated that he believed that this policy worked well and the only tweak would be how staff uses the information for resident assessment in the future. He noted that a proposal can always be higher than what is actually assessed but it is harder to raise an assessment from what had originally been proposed.

City Engineer Westby referenced road projects from this year and stated that staff is going to get additional information on how the utilities impacted those prices.

Mr. Kingston stated that there is a unique situation that is not covered by the policy, which is open space within a Planned Unit Development (PUD). He explained that the attorney for the Homeowner's Association for Northfork did the necessary research to provide to the City and referenced case law. He stated that the required open space within the PUD is owned by the Homeowner's Association but has a zero assessed value and therefore you cannot add value and cannot be assessed.

Attorney Langel stated that whether a property starts out with a value of zero or \$100,000 the only question is whether the project adds value to the property. He stated that in that instance the issue was that redoing the street does not add value to the property because the property is still a swamp.

Mr. Kingston stated that the open space areas are part of the PUD and cannot be sold or developed.

Charlotte and Michael Culbertson, 15780 Andre Street, stated that she has sent an email to Councilmember Kuzma and City Engineer Westby. She referenced equity and stated that every single homeowner in the development is benefited by the project but agreed that it would be difficult to prove benefit for all properties. She believed that all properties abutting the project should be assessed as they will receive benefit. She stated that there are eight people that abut the project but do not have access and believed that they should be included in the assessment. She referenced the projects that were completed in 2015, noting that those projects were not assessed 25 percent of the project costs, and asked that the Council consider assessing the Andre Street project at a rate of 13 to 15 percent similar to the Jarvis Street project because it is a similar project that does not include utilities and they are not the only residents that will benefit from the project. She did not expect a change to the policy as she believed 25 percent is reasonable for most projects and asked that the assessment be comparative to the benefit that will be provided to the homeowners.

City Engineer Westby explained that Jarvis Street is a co-road/line road with the City of Elk River and therefore the assessment was lower because they were unsure how the benefit appraisal would turn out. He stated that utilities were not a part of the assessment decision. He explained the different requirements for a state aid road and noted that the state aid requirements could possibly be considered separate from the assessment and instead be considered as City costs.

Mayor Strommen stated that there will be much more discussion on how the policy applies to that specific project as that moves forward.

Councilmember Kuzma stated that the intent is to have another City meeting with the Northfork community and suggested that the meeting be with just the affected homeowners on Jarvis, rather than the entire Northfork neighborhood.

Mayor Strommen noted that this is a new policy and believed that there is a benefit to being inclusive so that when the road projects continue to move forward more residents understand the process. She stated that another metro community just passed a franchise fee to pay for roads and noted that Ramsey did not make that decision and instead chose the assessment policy.

**2.04: Discussion Regarding the Employee Sick Leave for Wellness Policy**

Mayor Strommen stated that due to time constraints this item should be postponed to a future work session to allow necessary discussion.

**3. TOPICS FOR FUTURE DISCUSSION**

**3.01: Review Future Topic/Calendar**

Noted.

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

City Administrator Ulrich noted that the tree lighting will occur on Tuesday, December 8<sup>th</sup> prior to the Council meeting. He advised that staff is reviewing possible dates for the annual appreciation holiday party, suggesting Friday, January 15<sup>th</sup>. He stated that the home for the troops has been completed and advised of an upcoming open house. He stated that Public Works Superintendent Reimer's wife will be donating a quilt for the appreciation event and the proceeds will go to Hope for Youth.

Mayor Strommen stated that she received an email from the Dynamic Group, which received a grant in the amount of \$250,000 to assist with employee training. She noted that they will be holding an event on Wednesday, December 2<sup>nd</sup> and she is unable to attend. She asked if another Councilmember would be interested in attending.

**5. ADJOURNMENT**

The Work Session of the City Council was adjourned at 6:55 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Amanda Staple  
*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, November 10, 2015, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen  
Councilmember Jill Johns  
Councilmember Mark Kuzma  
Councilmember Chris Riley  
Councilmember Melody Shryock  
Councilmember Kristine Williams

Members Absent: Councilmember John LeTourneau

Also Present: City Administrator Kurtis Ulrich  
Finance Director Diana Lund  
Police Chief Jeff Katers  
Human Resources Manager Colleen Lasher  
City Attorney Joe Langel

**1. CALL TO ORDER**

Mayor Strommen called the regular meeting of the Ramsey City Council to order at 7:05 p.m., and led in the Pledge of Allegiance.

**2. PRESENTATION**

**2.01: Swearing in of Patrol Officer Ashton Erickson by Attorney Joe Langel**

Police Chief Katers welcomed Officer Ashton Erickson to the podium for the swearing in by Attorney Langel.

Attorney Langel administered the Oath of Office to Ashton Erickson.

Mayor Strommen thanked the officers in the room for the service they provide to the community, noting that the support the department provides to its officers is amazing.

**3. CITIZEN INPUT**

None.

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

Motion by Councilmember Johns, seconded by Councilmember Williams, to approve the following items on the Consent Agenda:

- 4.01: Approve Request to Declare Surplus Property
- 4.02: Approve the Following Meeting Minutes:
  - 1) City Council Work Session dated October 27, 2015
  - 2) City Council Regular dated October 27, 2015
- 4.03: Adopt Resolution #15-11-277 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 22, 2015 through November 4, 2015
- 4.04: Adopt Resolution #15-11-276 to Hire a Patrol Officer to Fill the Current Vacancy
- 4.05: Adopt Resolution #15-11-275 to Hire Temporary Snow Plow Drivers
- 4.06: Adopt Resolution #15-11-274 Authorizing Execution of Certificate of Completion in Relation to Development Agreement with Martin Land Management LLC
- 4.07: Adopt Resolution #15-11-278 Approving an Additional Network to be added to the City's 2016 Health Insurance Options
- 4.08: Report from the Public Works Committee:
  - 1) Consider Initial Direction on Development of Policy for Private Improvements within Public Rights-of-Way: Ratify the recommendation of the Public Works Committee to recommend that the City Council adopt a formal policy to address private improvement in public rights-of-way, to be developed and approved at a subsequent meeting.
  - 2) Consider Request for Amendment to Private Improvement in 161<sup>st</sup> Avenue within Sweetbay Ridge: Ratify the recommendation of the Public Works Committee to recommend that the City Council direct Sweetbay Ridge to propose an alternative base material acceptable to the Public Works Superintendent and subsequently allow said private improvement within the right-of-way for 161<sup>st</sup> Avenue.
  - 3) Consider Vacating Permanent Road Easement Over a Portion of 14911 Ramsey Boulevard and the Parcel to the North with a Property Identification Number (PIN) of 22-32-25-33-0017: Ratify the recommendation of the Public Works Committee to recommend that the City Council adopt Ordinance #15-16 vacating the fifty (50) foot Permanent Road Easement on 14911 Ramsey Boulevard and on the parcel with a Property Identification Number (PIN) of 22-32-25-33-0017.
  - 4) Approve Installation of Priority Street Light: Ratify the recommendation of the Public Works Committee to approve installation of priority street light at the intersection of 180<sup>th</sup> Avenue and County Road 5.
  - 5) Receive Update on Public Works Campus Space Needs Analysis: No action needed.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Johns, Williams, Kuzma, Riley, and Shryock. Voting No: None. Absent: Councilmember LeTourneau.

#### **5. APPROVE AGENDA**

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

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Shryock, Kuzma, Johns, Riley, and Williams. Voting No: None. Absent: Councilmember LeTourneau.

## **6. PUBLIC HEARING**

None.

## **7. COUNCIL BUSINESS**

### **7.01: Introduce Ordinance #15-18: 2016 Schedule of Rates, Fees and Charges**

Finance Director Lund reviewed the staff report and recommendation to introduce Ordinance #15-18: Schedule of Rates, Fees and Charges as proposed.

Councilmember Riley stated that the largest changes were reviewed but noted that some of the items he noticed were the smallest fees, like a five dollar charge for room rental. He asked how much staff time goes into charging a five dollar fee.

Finance Director Lund stated that charge is being reviewed right now but noted that attempt was simply an attempt to recoup staff time for setup.

City Administrator Ulrich noted that some of the five dollar charges are for organizations that meet every week and pay in a larger sum for multiple rentals.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to introduce Ordinance #15-18 Establishing Permit Fees, Service Charges, and Various Other Fees to be Collected by the City of Ramsey.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Riley, Kuzma, Johns, Shryock, and Williams. Voting No: None. Absent: Councilmember LeTourneau.

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

City Administrator Ulrich announced upcoming meetings and events including the annual tree lighting, which will take place on Tuesday, December 8<sup>th</sup>.

Mayor Strommen reminded everyone that tomorrow is Veteran's Day, noting that the Council had the opportunity to thank one veteran during the work session and hoped that others will take the opportunity tomorrow to thank a veteran.

**9. ADJOURNMENT**

Motion by Councilmember Shryock, seconded by Councilmember Kuzma, to adjourn the meeting.

Motion carried.

The regular meeting of the City Council adjourned at 7:22 p.m.

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

**CC Regular Session**

**4. 4.**

**Meeting Date:** 11/24/2015

**By:** Jackie Lipski, Finance

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**Information**

**Title**

Adopt Resolution #15-11-289 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 5, 2015 through November 18, 2015

**Action:**

Motion to Adopt Resolution #15-11-289 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 5, 2015 through November 18, 2015

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**Attachments**

Bills List 11/24/2015

Resolution 11/24/2015

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**Form Review**

**Inbox**

Diana Lund

Kurt Ulrich

Form Started By: Jackie Lipski

Final Approval Date: 11/19/2015

**Reviewed By**

Diana Lund

Kurt Ulrich

**Date**

11/18/2015 12:12 PM

11/19/2015 10:47 AM

Started On: 11/18/2015 10:19 AM

<b>RAMSEY CITY COUNCIL MEETING</b>
<b>11/24/2015</b>
<b>BILLS LIST</b>

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 11/5/15-11/18/15	212,592.60
Accounts Payable 11/5/15-11/18/15	266,482.09
Payroll 11/6/15	129,500.62
Pay Estimates- Projects	1,000,320.18

**TOTAL SUBMITTED FOR APPROVAL THIS MEETING**

**\$ 1,608,895.49**

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2015 Y.T.D.</u>
NET PAYROLL TOTAL	\$ 149,634.84	\$ 3,057,926.47
- CORRECTION TO PAYROLL		
PREPAIDS	327,801.93	5,215,876.86
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		1,028,067.64
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	271,143.44	4,692,057.23
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)		3,516,972.66
- CHECKS VOIDED	0.00	0.00

**TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED**

**\$ 748,580.21**

**\$ 17,510,900.86**

CITY OF RAMSEY  
Council Check Register by GL  
Council Check Register and Summary

11/5/2015 -- 12/31/2015

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
98466	11/5/2015		<b>114962 ANDERSON, GRANT</b>						
		100.00	REFUND DAMAGE DEP. CENTRAL PRK		79061	110415	9804.1160		KEY & DAMAGE DEPOSIT
		<u>100.00</u>							
98467	11/5/2015		<b>110734 CITY OF RAMSEY</b>						
		22.56	56274644		79062	110515	9601.4651		WATER REVENUE
		120.00	724398		79062	110515	9601.4651		WATER REVENUE
		21.00	719803		79062	110515	9601.4651		WATER REVENUE
		21.53	44943511		79062	110515	9601.4651		WATER REVENUE
		200.00	718953		79062	110515	9601.4651		WATER REVENUE
		126.66	724724		79062	110515	9601.4651		WATER REVENUE
		30.54	723821		79062	110515	9601.4651		WATER REVENUE
		21.53	726019		79062	110515	9601.4651		WATER REVENUE
		145.00	706940851		79062	110515	9601.4651		WATER REVENUE
		<u>708.82</u>							
98468	11/5/2015		<b>113446 DAKOTA COUNTY FINANCIAL SERVICES</b>						
		812.00	2015 EBRIEFING FEE		79063	00017855	0211.6489		OTHER CONTRACTED SE
		<u>812.00</u>							
98469	11/5/2015		<b>113860 JESKA, SHEILA</b>						
		100.00	REFUND DAMAGE/KEY DEP		79064	110415	9804.1160		KEY & DAMAGE DEPOSIT
		55.00	REFUND DAMAGE/KEY DEP		79064	110415	9804.1160		KEY & DAMAGE DEPOSIT
		<u>155.00</u>							
98470	11/5/2015		<b>100678 PETTY CASH</b>						
		10.49	INTERVIEW TRAINING DINNER		79065	110415	0211.6331		TRAVEL & LODGING
		10.50	FALL SHOOT TRAINING-LUNCH		79065	110415	0211.6331		TRAVEL & LODGING
		15.76	OUT OF TOWN TRAINING- MEAL		79065	110415	0211.6331		TRAVEL & LODGING
		24.98	HALLOWEEN POT LUCK MISC		79065	110415	0130.6249		MISCELLANEOUS OPERA
		18.20	STAFF EVENTS MISC		79065	110415	0130.6208		MISCELLANEOUS OFFICI
		10.00	PIT TRAINING		79065	110415	0211.6331		TRAVEL & LODGING
		<u>89.93</u>							
98471	11/10/2015		<b>100012 ACE SOLID WASTE INC</b>						
		310.92	HAPPY DAYS- TRASH		79067	1265640	0455.6489		OTHER CONTRACTED SE
		24,555.80	NOV 15 CITY RECYCLING		79068	1265624	9604.6489		OTHER CONTRACTED SE
		169.41	NOV 15 MISC CITY ACCTS		79069	1265642	0194.6374		REFUSE/RECYCLING
		31.27	NOV 15 MISC CITY ACCTS		79069	1265642	0220.6374		REFUSE/RECYCLING
		325.80	NOV 15 MISC CITY ACCTS		79069	1265642	0452.6374		REFUSE/RECYCLING
		170.03	NOV 15 MISC CITY ACCTS		79069	1265642	0311.6374		REFUSE/RECYCLING
		52.70	NOV 15 MISC CITY ACCTS		79069	1265642	9601.6374		REFUSE/RECYCLING
		52.70	NOV 15 MISC CITY ACCTS		79069	1265642	9602.6374		REFUSE/RECYCLING
		52.68	NOV 15 MISC CITY ACCTS		79069	1265642	9605.6374		REFUSE/RECYCLING
		<u>25,721.31</u>							
98472	11/10/2015		<b>113692 ALL AMERICAN TITLE CO</b>						
		11.11	UB REFUND 4902 178TH LANE NW		79070	110415	9601.4651		WATER REVENUE
		<u>11.11</u>							
98473	11/10/2015		<b>113522 ALLIANCE TITLE LLC</b>						
		14.21	UB REFUND 16902 IODINE ST NW		79071	110415	9601.4651		WATER REVENUE
		<u>14.21</u>							
98474	11/10/2015		<b>113045 ANCONA TITLE AND ESCROW</b>						
		12.05	UB REFUND 15300 MARMOSSET ST NW		79072	110415	9601.4651		WATER REVENUE

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98474	11/10/2015		113045 ANCONA TITLE AND ESCROW						Continued.
		12.05							
98475	11/10/2015		100043 ANOKA COUNTY PROPERTY RECORDS TAXATION						
		207.27	23-32-25-42-0032		79114	110515	9412.6315		MISCELLANEOUS PROFE
		207.27	23-32-25-42-0039		79114	110515	9412.6315		MISCELLANEOUS PROFE
		414.54							
98476	11/10/2015		114978 BALLUFF, MICHAEL						
		8.23	UB REFUND 16150 ROYAL RD		79073	110415	9601.4651		WATER REVENUE
		8.23							
98477	11/10/2015		113607 BANKERS TITLE LLC						
		396.43	UB REFUND 15564 WACO ST NW		79074	110415	9601.4651		WATER REVENUE
		396.43							
98478	11/10/2015		114975 BENNETT, ANGIE						
		22.09	UB REFUND 7360 BUNKER LAKE BL		79075	110415	9601.4651		WATER REVENUE
		22.09							
98479	11/10/2015		114612 BRUMMER REALTY						
		43.18	UB REFUND 5542 154TH TER		79076	110415	9601.4651		WATER REVENUE
		323.35	UB REFUND 5549 154TH CT NW		79077	110415A	9601.4651		WATER REVENUE
		366.53							
98480	11/10/2015		114974 BUNKER, TIFFANY D.						
		40.37	UB REFUND 15511 SODIUM ST		79078	110415	9601.4651		WATER REVENUE
		40.37							
98481	11/10/2015		114972 CASSADY, JACOB						
		259.73	UB REFUND 5580 144TH AVE		79079	110415	9601.4651		WATER REVENUE
		259.73							
98482	11/10/2015		100404 CENTURYLINK						
		65.35	OCT/NOV 2015 BILLING		79080	763-422-1452-79	0452.6321		TELEPHONE
						5 OCT15			
		65.35							
98483	11/10/2015		110734 CITY OF RAMSEY						
		130.00	718070404		79115	111015	9601.4651		WATER REVENUE
		60.00	724398		79115	111015	9601.4651		WATER REVENUE
		400.00	722409		79115	111015	9601.4651		WATER REVENUE
		134.00	71892199		79115	111015	9601.4651		WATER REVENUE
		135.97	689292819		79115	111015	9601.4651		WATER REVENUE
		23.69	40323049		79115	111015	9601.4651		WATER REVENUE
		13.42	726171		79115	111015	9601.4651		WATER REVENUE
		30.00	723596		79115	111015	9601.4651		WATER REVENUE
		927.08							
98484	11/10/2015		113795 CONCIERGE TITLE INC						
		470.26	UB REFUND 7111 148TH AVE NW		79081	110415	9601.4651		WATER REVENUE
		425.48	UB REFUND 5571 SUNWOOD DR		79082	110515	9601.4651		WATER REVENUE
		53.01	UB REFUND 6811 146TH CIR NW		79083	110415B	9601.4651		WATER REVENUE
		948.75							
98485	11/10/2015		114981 DISTINCTIVE LIVING RENTALS						

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98485	11/10/2015		<b>114981 DISTINCTIVE LIVING RENTALS</b>						<b>Continued.</b>
		800.00	REFUND ESCROW 114787		79084	110915	9804.6433	00114787	REFUNDS
		<u>800.00</u>							
98486	11/10/2015		<b>100870 EDINA REALTY TITLE</b>						
		332.72	UB REFUND 14332 TUNGSTEN WAY		79085	110415	9601.4651		WATER REVENUE
		165.46	UB REFUND 15410 RADIUM ST		79086	110415A	9601.4651		WATER REVENUE
		<u>498.18</u>							
98487	11/10/2015		<b>113292 EXECUTIVE TITLE</b>						
		172.88	UB REFUND 14604 OLIVINE ST		79087	110415	9601.4651		WATER REVENUE
		<u>172.88</u>							
98488	11/10/2015		<b>113517 FIRST AMERICAN TITLE</b>						
		163.81	UB REFUND 14740 ERKIUM ST		79088	110415	9601.4651		WATER REVENUE
		<u>163.81</u>							
98489	11/10/2015		<b>112948 HOME SECURITY ABSTRACT AND TITLE</b>						
		35.82	UB REFUND 15212 ZUNI ST NW		79090	110415	9601.4651		WATER REVENUE
		<u>35.82</u>							
98490	11/10/2015		<b>113561 HOME TITLE INC</b>						
		234.55	UB REFUND 7796 149TH AVE NW		79091	110415	9601.4651		WATER REVENUE
		<u>234.55</u>							
98491	11/10/2015		<b>111865 LIBERTY TITLE INC</b>						
		303.32	UB REFUND 7080 148TH AVE		79092	110415	9601.4651		WATER REVENUE
		218.36	UB REFUND 15336 IODINE ST NW		79093	110415A	9601.4651		WATER REVENUE
		199.22	UB REFUND 14550 IODINE ST		79094	110415B	9601.4651		WATER REVENUE
		165.46	UB REFUND 15463 IODINE ST		79095	110415C	9601.4651		WATER REVENUE
		23.98	UB REFUND 8150 151ST LN		79096	110415D	9601.4651		WATER REVENUE
		13.38	UB REFUND 7043 139TH AVE		79097	110415E	9601.4651		WATER REVENUE
		9.26	UB REFUND 7740 171ST AVE NW		79098	110415F	9601.4651		WATER REVENUE
		<u>932.98</u>							
98492	11/10/2015		<b>100285 MET COUNCIL ENVIRONMENTAL SRV</b>						
		34,790.00	SAC OCT 2015		79099	110915	9602.2083		SAC CHARGES
		347.90-	SAC OCT 2015		79099	110915	9602.4356		SEWER AVAILABILITY CH
		<u>34,442.10</u>							
98493	11/10/2015		<b>114970 NORTH AMERICAN TITLE CO</b>						
		172.34	UB REFUND 5317 140TH AVE NW		79100	110415	9601.4651		WATER REVENUE
		<u>172.34</u>							
98494	11/10/2015		<b>114979 ON SITE TITLE LLC</b>						
		12.53	UB REFUND 7720 156TH AVE NW		79101	110415	9601.4651		WATER REVENUE
		<u>12.53</u>							
98495	11/10/2015		<b>114973 STRANDE, MARY</b>						
		82.68	UB REFUND 15307 SODIUM ST		79102	110415	9601.4651		WATER REVENUE
		<u>82.68</u>							
98496	11/10/2015		<b>114976 TARR, WINIFRED</b>						
		13.80	UB REFUND 15565 SODIUM WAY		79103	110415	9601.4651		WATER REVENUE
		<u>13.80</u>							

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98497	11/10/2015		114151 TASC (FEES)						Continued.
		167.70	OCT 15 FEES		79089	IN648014	9101.2176		LIFE/HEALTH-EMPLOYEE
		210.05	OCT 15 FEES		79089	IN648014	0130.6315		MISCELLANEOUS PROFE
		<u>377.75</u>							
98498	11/10/2015		114172 TITLE GROUP INC						
		176.17	UB REFUND 14160 BARIUM ST NW		79105	110415	9601.4651		WATER REVENUE
		<u>176.17</u>							
98499	11/10/2015		114074 TITLE SPECIALIST INC						
		190.80	UB REFUND 14240 URANIUM ST		79104	110415	9601.4651		WATER REVENUE
		<u>190.80</u>							
98500	11/10/2015		113610 TRADEMARK TITLE						
		28.70	UB REFUND 16265 JUNKITE ST NW		79106	110415	9601.4651		WATER REVENUE
		<u>28.70</u>							
98501	11/10/2015		100510 VERIZON WIRELESS						
		61.29	SEPT/OCT 15 BILLING		79107	9754296958	0130.6323		CELLULAR PHONES
		<u>61.29</u>							
98502	11/10/2015		114971 WALDERA, KELLY S.						
		518.33	UB REFUND 15461 XKIMO ST		79108	110415	9601.4651		WATER REVENUE
		<u>518.33</u>							
98503	11/10/2015		114977 WILD, DAVID						
		13.52	UB REFUND 14249 JUNKITE ST		79109	110415	9601.4651		WATER REVENUE
		<u>13.52</u>							
98504	11/10/2015		111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC						
		27.95	6701 HWY 10-YOUTH FIRST		79110	150-1687-1105 OCT 15	9410.6315	00041012	MISCELLANEOUS PROFE
		24.95	7550 SUNWOOD DR NW		79111	150-1681-6340OC T15	0194.6489		OTHER CONTRACTED SE
		24.95	7650 SUNWOOD DR NW		79112	150-1681-4280 OCT 15	9240.6315		MISCELLANEOUS PROFE
		27.95	7550 SUNWOOD DR-POLICE		79113	750-1682-6501 OCT 15	0211.6489		OTHER CONTRACTED SE
		<u>105.80</u>							
98570	11/12/2015		114984 MCGLONE, EMILY						
		100.00	REFUND DAMAGE/KEY DEP		79116	111015	9804.1160		KEY & DAMAGE DEPOSIT
		55.00	REFUND DAMAGE/KEY DEP		79116	111015	9804.1160		KEY & DAMAGE DEPOSIT
		<u>155.00</u>							
98571	11/12/2015		113976 MSM AUTO						
		155.75	REPLACE CHECK 93309		79117	111215	9804.6433	00113147	REFUNDS
		<u>155.75</u>							
98572	11/12/2015		114985 PAAVERUD, CARRIE						
		100.00	REFUND DAMAGE/KEY DEP		79118	111015	9804.1160		KEY & DAMAGE DEPOSIT
		55.00	REFUND DAMAGE/KEY DEP		79118	111015	9804.1160		KEY & DAMAGE DEPOSIT
		<u>155.00</u>							
98573	11/17/2015		100012 ACE SOLID WASTE INC						
		136.50	RECYCLE DAYS FALL 2015		79159	1265641	9604.6249		MISCELLANEOUS OPERA

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98573	11/17/2015		100012 ACE SOLID WASTE INC						Continued.
		136.50							
98574	11/17/2015		110734 CITY OF RAMSEY						
		162.20	722258		79164	111715	9601.4651		WATER REVENUE
		270.27	706940851		79164	111715	9601.4651		WATER REVENUE
		99.57	724716		79164	111715	9601.4651		WATER REVENUE
		20.00	36262643		79164	111715	9601.4651		WATER REVENUE
		21.53	674451896		79164	111715	9601.4651		WATER REVENUE
		243.17	700617252		79164	111715	9601.4651		WATER REVENUE
		135.46	722667		79164	111715	9601.4651		WATER REVENUE
		45.22	678110935		79164	111715	9601.4651		WATER REVENUE
		500.00	719881		79164	111715	9601.4651		WATER REVENUE
		142.00	722409		79164	111715	9601.4651		WATER REVENUE
		99.72	722640		79164	111715	9601.4651		WATER REVENUE
		180.00	725608		79164	111715	9601.4651		WATER REVENUE
		122.59	484615404		79164	111715	9601.4651		WATER REVENUE
		148.00	720116		79164	111715	9601.4651		WATER REVENUE
		20.00	636718846		79164	111715	9601.4651		WATER REVENUE
		100.00	118718918		79164	111715	9601.4651		WATER REVENUE
		100.00	721549		79164	111715	9601.4651		WATER REVENUE
		22.00	398002818		79164	111715	9601.4651		WATER REVENUE
		2,431.73							
98575	11/17/2015		114047 DCA TITLE						
		204.24	REPLACE CHECK 93774		79160	111715	9601.4651		WATER REVENUE
		204.24							
98576	11/17/2015		114664 JERNELL, LISA						
		65.00	REPLACE CHECK 96818		79161	111715	9230.2201	00923001	DEPOSITS PAYABLE
		65.00							
98577	11/17/2015		100391 POSTMASTER						
		1,492.60	EDA POSTCARD		79162	111715	9230.6315		MISCELLANEOUS PROFE
		1,492.60							
98578	11/17/2015		105628 WELLS CATERING SERVICE						
		928.04	EDA NETWORK EVENT-BAL		79163	40512A	9230.6249	00923003	MISCELLANEOUS OPERA
		928.04							
90351009	11/6/2015		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		15,632.44			79058	110515916597	9101.2174		PERA-EMPLOYEE
		20,745.77			79059	110515916598	9101.2183		PERA-EMPLOYER
		36,378.21							
92684273	11/6/2015		100113 BANK OF THE WEST						
		22,176.87			79048	110515916591	9101.2171		FEDERAL WITHHOLDING
		10,323.68			79053	110515916592	9101.2173		FICA & MEDICARE-EMPL
		10,323.68			79054	110515916593	9101.2182		FICA & MEDICARE-EMPL
		42,824.23							
95281088	11/6/2015		100601 MN DEPT OF REV WH						
		8,946.03			79060	110515916599	9101.2172		STATE WITHHOLDING
		8,946.03							
99069396	11/6/2015		100223 ICMA RETIREMENT TRUST 457						

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99069396	11/6/2015		100223 ICMA RETIREMENT TRUST 457						Continued.
		2,682.12			79055	110515916594	9101.2175		DEFERRED COMPENSAT
		<u>2,682.12</u>							
99110615	11/6/2015		107962 TASC						
		2,644.04			79049	1105159165910	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>2,644.04</u>							
99111015	11/10/2015		100629 MN DEPT OF REV SALES TX						
		.14	October 2015 Sales Tax		79066	10312015	9101.2082		SALES/USE TAX PAYABLE
		21.02	October 2015 Sales Tax		79066	10312015	9101.4305		RENTAL FEES
		10.19	October 2015 Sales Tax		79066	10312015	9101.4328		ACCIDENT REPORTS
		3.21	October 2015 Sales Tax		79066	10312015	9101.4308		SALES OF MAPS & PUBLI
		.07	October 2015 Sales Tax		79066	10312015	9101.4609		OTHER MISCELLANEOUS
		470.53	October 2015 Sales Tax		79066	10312015	9601.2082		SALES/USE TAX PAYABLE
		20,947.95	October 2015 Sales Tax		79066	10312015	9601.2082		SALES/USE TAX PAYABLE
		768.89	October 2015 Sales Tax		79066	10312015	9601.2085		ANOKA COUNTY TRANSI
		<u>22,222.00</u>							
99111315	11/13/2015		108768 COMDATA NETWORK INC						
		19.26	COBORN'S SUPERSTORE , BLUML		79119	OCT 15 COMDATA PCARD	0280.6241		COMMUNITY POLICING S
		3.20	OTTERBOX/LIFEPROOF , BLUML		79119	OCT 15 COMDATA PCARD	0211.6322		POSTAGE
		37.17	SQ *HANS' BAKERY, LLC , BLUML		79119	OCT 15 COMDATA PCARD	0211.6331		TRAVEL & LODGING
		4.25	TLO TRANSUNION , BLUML		79119	OCT 15 COMDATA PCARD	0211.6315		MISCELLANEOUS PROFE
		22.87	UPS , BLUML		79119	OCT 15 COMDATA PCARD	0211.6322		POSTAGE
		22.87	UPS , BLUML		79119	OCT 15 COMDATA PCARD	0211.6322		POSTAGE
		10.00	ALLIED PARKING-RITZ , BRAMA		79119	OCT 15 COMDATA PCARD	0130.6335		TRAINING
		9.98	THE HOME DEPOT , BRAY		79119	OCT 15 COMDATA PCARD	0194.6259		BUILDING MAINT/REPAIR
		3.97	THE HOME DEPOT , BRAY		79119	OCT 15 COMDATA PCARD	0194.6259		BUILDING MAINT/REPAIR
		9.97	THE HOME DEPOT , BRAY		79119	OCT 15 COMDATA PCARD	0194.6259		BUILDING MAINT/REPAIR
		7.97	THE HOME DEPOT , BRAY		79119	OCT 15 COMDATA PCARD	0194.6259		BUILDING MAINT/REPAIR
		7.97	THE HOME DEPOT , BRAY		79119	OCT 15 COMDATA PCARD	0194.6259		BUILDING MAINT/REPAIR
		7.84	THE HOME DEPOT , BRAY		79119	OCT 15 COMDATA PCARD	0194.6259		BUILDING MAINT/REPAIR
		19.97	THE HOME DEPOT , BRAY		79119	OCT 15 COMDATA PCARD	0194.6259		BUILDING MAINT/REPAIR
		7.97	THE HOME DEPOT , BRAY		79119	OCT 15 COMDATA PCARD	0194.6259		BUILDING MAINT/REPAIR
		29.97	THE HOME DEPOT , BRAY		79119	OCT 15 COMDATA PCARD	0194.6259		BUILDING MAINT/REPAIR
		7.48	THE HOME DEPOT , BRAY		79119	OCT 15 COMDATA PCARD	0194.6259		BUILDING MAINT/REPAIR
		2.18	THE HOME DEPOT , BRAY		79119	OCT 15 COMDATA PCARD	0194.6259		BUILDING MAINT/REPAIR

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99111315	11/13/2015		108768 COMDATA NETWORK INC						Continued.
		2.18	THE HOME DEPOT , BRAY		79119	OCT 15 COMDATA PCARD	0194.6259		BUILDING MAINT/REPAIR
		7.74	THE HOME DEPOT , BRAY		79119	OCT 15 COMDATA PCARD	0194.6259		BUILDING MAINT/REPAIR
		144.62	COBORN'S SUPERSTORE , FRANKFUR		79119	OCT 15 COMDATA PCARD	0211.6331		TRAVEL & LODGING
		145.36	GRAND VIEW LODGE TEN , FRANK		79119	OCT 15 COMDATA PCARD	0211.6331		TRAVEL & LODGING
		76.96	GRAND VIEW LODGE TEN , FRANK		79119	OCT 15 COMDATA PCARD	0211.6331		TRAVEL & LODGING
		120.00	MINNESOTA SHERIFFS ASS , FRANK		79119	OCT 15 COMDATA PCARD	0211.6335		TRAINING
		8.99	AMAZON MKTPLACE PMTS , FREDRIC		79119	OCT 15 COMDATA PCARD	0130.6249		MISCELLANEOUS OPERA
		35.96	AMAZON MKTPLACE PMTS , FREDRIC		79119	OCT 15 COMDATA PCARD	0130.6249		MISCELLANEOUS OPERA
		9.97	AMAZON MKTPLACE PMTS , FREDRIC		79119	OCT 15 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR E
		8.41	AMAZON MKTPLACE PMTS , FREDRIC		79119	OCT 15 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR E
		45.00	WWW.NEWEGGBUSINESS.COM , FREDR		79119	OCT 15 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR E
		43.98	WWW.NEWEGGBUSINESS.COM , FREDR		79119	OCT 15 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR E
		2.99	WWW.NEWEGGBUSINESS.COM , FREDR		79119	OCT 15 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR E
		32.27	WWW.NEWEGGBUSINESS.COM , FREDR		79119	OCT 15 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR E
		29.00	FINANCE AND COMMERCE I , GLADH		79119	OCT 15 COMDATA PCARD	0191.6452		SUBSCRIPTIONS
		68.99	COBORN'S SUPERSTORE , KAPLER		79119	OCT 15 COMDATA PCARD	0220.6249		MISCELLANEOUS OPERA
		63.15	COBORN'S SUPERSTORE , KAPLER		79119	OCT 15 COMDATA PCARD	0220.6249		MISCELLANEOUS OPERA
		54.95	LEADERSHIP MNGMT INT'L , KAPLE		79119	OCT 15 COMDATA PCARD	0220.6208		MISCELLANEOUS OFFICI
		24.97	THE HOME DEPOT , KAPLER		79119	OCT 15 COMDATA PCARD	0220.6281		SMALL TOOLS & MINOR E
		24.97	THE HOME DEPOT , KAPLER		79119	OCT 15 COMDATA PCARD	0220.6281		SMALL TOOLS & MINOR E
		3.43	THE HOME DEPOT , KAPLER		79119	OCT 15 COMDATA PCARD	0220.6281		SMALL TOOLS & MINOR E
		396.00	WAL-MART , KAPLER		79119	OCT 15 COMDATA PCARD	0220.6249		MISCELLANEOUS OPERA
		329.45	BLUE VELVET , KATERS		79119	OCT 15 COMDATA PCARD	0211.6249		MISCELLANEOUS OPERA
		154.80	AMAZON.COM , LASHER		79119	OCT 15 COMDATA PCARD	0130.6335		TRAINING
		11.00	AMAZON.COM , LASHER		79119	OCT 15 COMDATA PCARD	0130.6335		TRAINING
		70.90	COBORN'S SUPERSTORE , LASHER		79119	OCT 15 COMDATA PCARD	0130.6249		MISCELLANEOUS OPERA
		511.76	COBORN'S SUPERSTORE , LASHER		79119	OCT 15 COMDATA PCARD	0130.6249		MISCELLANEOUS OPERA

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		200.00	NATL PUBLIC EMPLOYER L , LASHE		79119	OCT 15 COMDATA	0130.6451		MEMBERSHIP DUES
						PCARD			
		161.12	WALMART.COM , LASHER		79119	OCT 15 COMDATA	0130.6335		TRAINING
						PCARD			
		322.23	WALMART.COM , LASHER		79119	OCT 15 COMDATA	0130.6335		TRAINING
						PCARD			
		30.00-	MINNESOTA GOVERNMENT F , LUND		79119	OCT 15 COMDATA	0153.6335		TRAINING
						PCARD			
		2.37	FRATTALLONES ANDOVER A , RIEME		79119	OCT 15 COMDATA	0311.6257		OTHER VEHICLE PARTS
						PCARD			
		179.97	JEFF STEIN SNAPON , RIEMER		79119	OCT 15 COMDATA	0311.6315		MISCELLANEOUS PROFE
						PCARD			
		179.98	JEFF STEIN SNAPON , RIEMER		79119	OCT 15 COMDATA	0211.6382		MACHINERY & EQUIPMEI
						PCARD			
		185.00	MINNESOTA FALL EXPO , RIEMER		79119	OCT 15 COMDATA	0311.6315		MISCELLANEOUS PROFE
						PCARD			
		42.00	WAYTEK , RIEMER		79119	OCT 15 COMDATA	0452.6257		OTHER VEHICLE PARTS
						PCARD			
		13.21	BLUE BRICKS , RIVERBLOOD		79119	OCT 15 COMDATA	0452.6335		TRAINING
						PCARD			
		119.85-	FLUID MGMT INC , RIVERBLOOD		79119	OCT 15 COMDATA	0452.6249		MISCELLANEOUS OPERA
						PCARD			
		6.49	MANKATO CITY CENTER HO , RIVER		79119	OCT 15 COMDATA	0452.6335		TRAINING
						PCARD			
		15.00	MANKATO CITY CENTER HO , RIVER		79119	OCT 15 COMDATA	0452.6335		TRAINING
						PCARD			
		45.58	MANKATO CITY CENTER HO , RIVER		79119	OCT 15 COMDATA	0452.6335		TRAINING
						PCARD			
		489.06	COBORN'S SUPERSTORE , SCHIFERL		79119	OCT 15 COMDATA	0220.6249		MISCELLANEOUS OPERA
						PCARD			
		44.87	AITKIN FLOWERS & GIFTS , THIEL		79119	OCT 15 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		8.00	7TH AND PIKE GARAGE , ULRICH		79119	OCT 15 COMDATA	0130.6331		TRAVEL & LODGING
						PCARD			
		905.75	HYATT HOTELS SEATTLE , ULRICH		79119	OCT 15 COMDATA	0130.6331		TRAVEL & LODGING
						PCARD			
		43.70	OLE PIPER INN , ULRICH		79119	OCT 15 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		90.00	MAGC , WENBERG		79119	OCT 15 COMDATA	0130.6335		TRAINING
						PCARD			
		46.90	BED BATH & BEYOND , WIEMANN		79119	OCT 15 COMDATA	0211.6208		MISCELLANEOUS OFFICI
						PCARD			
		68.40-	GRAND VIEW LODGE TEN , FRANK		79119	OCT 15 COMDATA	0211.6331		TRAVEL & LODGING
						PCARD			
		625.00	DEED COMMUNICATIONS , BRAMA		79119	OCT 15 COMDATA	9230.6249		MISCELLANEOUS OPERA
						PCARD			
		391.00	LORENZ BUS SERVICE , BRAMA		79119	OCT 15 COMDATA	9230.6249		MISCELLANEOUS OPERA
						PCARD			
		15.97-	COBORN'S SUPERSTORE , WENBERG		79119	OCT 15 COMDATA	0296.6249		MISCELLANEOUS OPERA
						PCARD			
		84.00	HOMEDEPOT.COM , NELSON		79119	OCT 15 COMDATA	9601.6249		MISCELLANEOUS OPERA
						PCARD			
		44.27	BILL'S SUPERETTE FIREFIGHTERS		79120	OCT 15 COMDATA	0220.6223		GASOLINE
						FUEL			

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99111315	11/13/2015		108768 COMDATA NETWORK INC							
		27.80	BILL'S SUPERETTE 1		79120	OCT 15 COMDATA FUEL	0240.6223		GASOLINE	
		27.85	BILL'S SUPERETTE 1		79120	OCT 15 COMDATA FUEL	0240.6223		GASOLINE	
		44.21	BILL'S SUPERETTE MADSEN		79120	OCT 15 COMDATA FUEL	0301.6223		GASOLINE	
		38.56	BILL'S SUPERETTE RIEMER		79120	OCT 15 COMDATA FUEL	0311.6223		GASOLINE	
		46.03	BILL'S SUPERETTE MADSEN		79120	OCT 15 COMDATA FUEL	0301.6223		GASOLINE	
		60.32	BILL'S SUPERETTE BYRON		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE	
		45.12	BILL'S SUPERETTE MADSEN		79120	OCT 15 COMDATA FUEL	0301.6223		GASOLINE	
		25.70	BILL'S SUPERETTE 1		79120	OCT 15 COMDATA FUEL	0240.6223		GASOLINE	
		48.45	BILL'S SUPERETTE DUBE		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE	
		38.99	BILL'S SUPERETTE FIREFIGHTERS		79120	OCT 15 COMDATA FUEL	0220.6225		DIESEL FUEL	
		21.00	BILL'S SUPERETTE FIREFIGHTERS		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE	
		49.37	BILL'S SUPERETTE MCDOWALL		79120	OCT 15 COMDATA FUEL	0301.6223		GASOLINE	
		46.93	BILL'S SUPERETTE MCDOWALL		79120	OCT 15 COMDATA FUEL	0301.6223		GASOLINE	
		51.40	BILL'S SUPERETTE MCDOWALL		79120	OCT 15 COMDATA FUEL	0301.6223		GASOLINE	
		77.86	BILL'S SUPERETTE FIREFIGHTERS		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE	
		42.01	BILL'S SUPERETTE FIREFIGHTERS		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE	
		41.26	BILL'S SUPERETTE FIREFIGHTERS		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE	
		35.26	BILL'S SUPERETTE FIREFIGHTERS		79120	OCT 15 COMDATA FUEL	0220.6225		DIESEL FUEL	
		29.53	BILL'S SUPERETTE FIREFIGHTERS		79120	OCT 15 COMDATA FUEL	0220.6225		DIESEL FUEL	
		27.68	BILL'S SUPERETTE FIREFIGHTERS		79120	OCT 15 COMDATA FUEL	0220.6225		DIESEL FUEL	
		33.00	BILL'S SUPERETTE FIREFIGHTERS		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE	
		25.44	BILL'S SUPERETTE FIREFIGHTERS		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE	
		39.16	BILL'S SUPERETTE KAPLER		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE	
		80.21	BILL'S SUPERETTE FIREFIGHTERS		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE	
		62.67	BILL'S SUPERETTE FIREFIGHTERS		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE	
		66.85	BILL'S SUPERETTE FIREFIGHTERS		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE	
		90.03	BILL'S SUPERETTE SEASONAL		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE	

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		66.35	BILL'S SUPERETTE SEASONAL		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		53.59	BILL'S SUPERETTE SEASONAL		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		47.07	BILL'S SUPERETTE SEASONAL		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		38.30	BILL'S SUPERETTE NIELSEN		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		70.05	BILL'S SUPERETTE NELSON		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		56.72	BILL'S SUPERETTE SEASONAL		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		58.51	BILL'S SUPERETTE SEASONAL		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		53.21	BILL'S SUPERETTE NELSON		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		48.70	BILL'S SUPERETTE SEASONAL		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		79.71	CASEYS GEN STORE BYRON		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		42.09	HOLIDAY STNSTORE NIELSEN		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		31.72	HOLIDAY STNSTORE GLADHILL		79120	OCT 15 COMDATA FUEL	0194.6223		GASOLINE
		10.50	HOLIDAY STNSTORE MARAS		79120	OCT 15 COMDATA FUEL	0311.6223		GASOLINE
		34.41	HOLIDAY STNSTORE RIEMER		79120	OCT 15 COMDATA FUEL	0311.6223		GASOLINE
		38.05	HOLIDAY STNSTORE NELSON		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		25.25	HOLIDAY STNSTORE LINTON		79120	OCT 15 COMDATA FUEL	0301.6223		GASOLINE
		47.87	HOLIDAY STNSTORE FIREFIGHTERS		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE
		17.31	HOLIDAY STNSTORE RIVERBLOOD		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		65.00	HOLIDAY STNSTORE HOLLLOM		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		45.00	HOLIDAY STNSTORE HOLLLOM		79120	OCT 15 COMDATA FUEL	0311.6223		GASOLINE
		69.60	HOLIDAY STNSTORE LOFGREN		79120	OCT 15 COMDATA FUEL	0311.6223		GASOLINE
		52.37	LITTLE DUKES RAMSEYNIELSEN		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		37.18	LITTLE DUKES RAMSEYJARSON		79120	OCT 15 COMDATA FUEL	0240.6223		GASOLINE
		20.86	LITTLE DUKES RAMSEYBRAY		79120	OCT 15 COMDATA FUEL	0194.6223		GASOLINE
		40.76	LITTLE DUKES RAMSEYSEASONAL		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		39.51	LITTLE DUKES RAMSEYMARAS		79120	OCT 15 COMDATA FUEL	0311.6223		GASOLINE
		14.10	LITTLE DUKES RAMSEYMEYENBURG		79120	OCT 15 COMDATA FUEL	0194.6223		GASOLINE

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		33.24	LITTLE DUKES RAMSEYJARSON		79120	OCT 15 COMDATA FUEL	0240.6223		GASOLINE
		47.67	LITTLE DUKES RAMSEYSEASONAL		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		50.60	LITTLE DUKES RAMSEYSEASONAL		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		30.37	LITTLE DUKES RAMSEYJARSON		79120	OCT 15 COMDATA FUEL	0240.6223		GASOLINE
		25.58	LITTLE DUKES RAMSEYDREW		79120	OCT 15 COMDATA FUEL	0194.6223		GASOLINE
		36.26	LITTLE DUKES RAMSEYJARSON		79120	OCT 15 COMDATA FUEL	0240.6223		GASOLINE
		28.62	LITTLE DUKES RAMSEYANDERSON		79120	OCT 15 COMDATA FUEL	0194.6223		GASOLINE
		54.34	LITTLE DUKES RAMSEYSTRELOW		79120	OCT 15 COMDATA FUEL	0194.6223		GASOLINE
		54.28	LITTLE DUKES RAMSEYBRAY		79120	OCT 15 COMDATA FUEL	0194.6223		GASOLINE
		39.26	LITTLE DUKES RAMSEYMCDOWALL		79120	OCT 15 COMDATA FUEL	0301.6223		GASOLINE
		21.09	LITTLE DUKES RAMSEYFIREFIGHTER		79120	OCT 15 COMDATA FUEL	0220.6225		DIESEL FUEL
		37.56	LITTLE DUKES RAMSEYFIREFIGHTER		79120	OCT 15 COMDATA FUEL	0220.6225		DIESEL FUEL
		24.99	LITTLE DUKES RAMSEYFIREFIGHTER		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE
		25.10	LITTLE DUKES RAMSEYFIREFIGHTER		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE
		25.35	LITTLE DUKES RAMSEYFIREFIGHTER		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE
		44.48	LITTLE DUKES RAMSEYKAPLER		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE
		45.76	LITTLE DUKES RAMSEYKAPLER		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE
		37.43	LITTLE DUKES RAMSEYKAPLER		79120	OCT 15 COMDATA FUEL	0220.6223		GASOLINE
		65.51	LITTLE DUKES RAMSEYBERGE		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		61.22	LITTLE DUKES RAMSEYBERGE		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		49.33	LITTLE DUKES RAMSEYRIVERBLOOD		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		54.60	LITTLE DUKES RAMSEYSEASONAL		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		95.39	LITTLE DUKES RAMSEYSEASONAL		79120	OCT 15 COMDATA FUEL	0452.6223		GASOLINE
		63.66	LITTLE DUKES RAMSEYTALBOT		79120	OCT 15 COMDATA FUEL	0311.6223		GASOLINE
		53.75	LITTLE DUKES RAMSEYTALBOT		79120	OCT 15 COMDATA FUEL	0311.6223		GASOLINE
		83.72	LITTLE DUKES RAMSEYLOFGREN		79120	OCT 15 COMDATA FUEL	0311.6223		GASOLINE
		56.50	ROGERS BP MARAS		79120	OCT 15 COMDATA FUEL	0311.6223		GASOLINE

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		19.40	SUPERAMERICA TURNER		79120	OCT 15 COMDATA FUEL	0311.6223		GASOLINE
		49.66	SUPERAMERICA MARAS		79120	OCT 15 COMDATA FUEL	0311.6223		GASOLINE
		45.81	BILL'S SUPERETTE GARDNER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		12.96	BILL'S SUPERETTE CAMACHO		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		12.33	BILL'S SUPERETTE CAMACHO		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		12.20	BILL'S SUPERETTE LUECK		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		15.01	BILL'S SUPERETTE LUECK		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		32.00	BILL'S SUPERETTE LUECK		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		47.80	BILL'S SUPERETTE VOIT		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		21.27	BILL'S SUPERETTE LUECK		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		36.86	BILL'S SUPERETTE DAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		30.00	BILL'S SUPERETTE DAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		29.82	BILL'S SUPERETTE DAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		9.95	BILL'S SUPERETTE DAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		20.12	CASEYS GEN STORE GARDNER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		32.33	CASEYS GEN STORE HESSE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		34.43	CASEYS GEN STORE HESSE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		31.85	HOLIDAY STATIONSTORE KATERS		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		34.46	HOLIDAY STNSTOREBAGNE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		36.29	HOLIDAY STNSTORE HESSE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		48.12	HOLIDAY STNSTORE ROSSUM		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		25.79	HOLIDAY STNSTORE HEMMERICH		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		16.95	HOLIDAY STNSTORE CURTIS		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		15.80	HOLIDAY STNSTORE CAMACHO		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		10.34	HOLIDAY STNSTORE CAMACHO		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		31.18	HOLIDAY STNSTORE BAGNE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		33.55	HOLIDAY STNSTORE HASSEL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE

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		36.00	HOLIDAY STNSTORE CURTIS		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		16.88	HOLIDAY STNSTORE BERAN		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		22.00	HOLIDAY STNSTORE LUECK		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		14.22	HOLIDAY STNSTORE LUECK		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		41.25	HOLIDAY STNSTORE DIXON		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		22.78	HOLIDAY STNSTORE SCHLENDER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		22.62	HOLIDAY STNSTORE SCHLENDER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		27.45	HOLIDAY STNSTORE DAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		29.54	HOLIDAY STNSTORE HINNENKAMP		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		31.19	HOLIDAY STNSTORE HINNENKAMP		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		31.65	HOLIDAY STNSTORE WEBB		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		47.44	HOLIDAY STNSTORE HEMMERICH		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		45.55	HOLIDAY STNSTORE WEBB		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		29.89	HOLIDAY STNSTORE WEBB		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		40.14	HOLIDAY STNSTORE WEBB		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		36.75	HOLIDAY STNSTORE HINNENKAMP		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		26.56	HOLIDAY STNSTORE KROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		18.93	HOLIDAY STNSTORE GARDNER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		36.95	HOLIDAY STNSTORE HESSE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		34.70	HOLIDAY STNSTORE GARDNER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		28.57	HOLIDAY STNSTORE HASSEL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		33.22	HOLIDAY STNSTORE CURTIS		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		29.66	HOLIDAY STNSTORE CURTIS		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		26.79	KWIK TRIP CURTIS		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		10.46	LITTLE DUKES RAMSEYCAMACHO		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		9.00	LITTLE DUKES RAMSEYBERAN		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		29.49	LITTLE DUKES RAMSEYCURTIS		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE

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99111315	11/13/2015		108768 COMDATA NETWORK INC						Continued.
		20.72	LITTLE DUKES RAMSEYBERAN		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		11.90	LITTLE DUKES RAMSEYBERAN		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		11.08	LITTLE DUKES RAMSEYBERAN		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		26.31	LITTLE DUKES RAMSEYBERAN		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		22.26	LITTLE DUKES RAMSEYBERAN		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		28.02	LITTLE DUKES RAMSEYCURTIS		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		13.15	LITTLE DUKES RAMSEYCAMACHO		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		16.78	LITTLE DUKES RAMSEYRESERVES		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		36.61	LITTLE DUKES RAMSEYROSSUM		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		28.65	LITTLE DUKES RAMSEYCURTIS		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		23.71	LITTLE DUKES RAMSEYCURTIS		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		14.89	LITTLE DUKES RAMSEYCAMACHO		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		10.76	LITTLE DUKES RAMSEYCAMACHO		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		13.70	LITTLE DUKES RAMSEYBERAN		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		14.84	LITTLE DUKES RAMSEYBRAY		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		18.73	LITTLE DUKES RAMSEYRESERVES		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		10.00	LITTLE DUKES RAMSEYLUECK		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		40.93	LITTLE DUKES RAMSEYVOIT		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		15.81	LITTLE DUKES RAMSEYLUECK		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		19.18	LITTLE DUKES RAMSEYVOIT		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		19.30	LITTLE DUKES RAMSEYLUECK		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		45.24	LITTLE DUKES RAMSEYVOIT		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		29.85	LITTLE DUKES RAMSEYVOIT		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		22.99	LITTLE DUKES RAMSEYVOIT		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		13.38	LITTLE DUKES RAMSEYLUECK		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		34.60	LITTLE DUKES RAMSEYBAGNE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		33.32	LITTLE DUKES RAMSEYSCHLENDER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE

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99111315	11/13/2015		108768 COMDATA NETWORK INC						Continued.
		21.16	LITTLE DUKES RAMSEYBAGNE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		23.61	LITTLE DUKES RAMSEYSCHLENDER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		32.06	LITTLE DUKES RAMSEYSCHLENDER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		31.84	LITTLE DUKES RAMSEYSCHLENDER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		14.61	LITTLE DUKES RAMSEYSCHLENDER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		39.46	LITTLE DUKES RAMSEYDIXON		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		25.50	LITTLE DUKES RAMSEYSCHLENDER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		30.56	LITTLE DUKES RAMSEYSCHLENDER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		26.91	LITTLE DUKES RAMSEYSCHLENDER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		22.02	LITTLE DUKES RAMSEYSCHLENDER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		14.75	LITTLE DUKES RAMSEYHINNENKAMP		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		27.64	LITTLE DUKES RAMSEYCURTIS		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		23.87	LITTLE DUKES RAMSEYDAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		14.58	LITTLE DUKES RAMSEYDAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		31.65	LITTLE DUKES RAMSEYDAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		33.09	LITTLE DUKES RAMSEYDAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		17.49	LITTLE DUKES RAMSEYDAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		29.92	LITTLE DUKES RAMSEYDAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		11.71	LITTLE DUKES RAMSEYDAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		30.27	LITTLE DUKES RAMSEYMOLDENHAUER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		24.50	LITTLE DUKES RAMSEYDAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		27.94	LITTLE DUKES RAMSEYWEBB		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		24.96	LITTLE DUKES RAMSEYWEBB		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		21.38	LITTLE DUKES RAMSEYHEMMERICH		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		41.04	LITTLE DUKES RAMSEYHEMMERICH		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		27.99	LITTLE DUKES RAMSEYHEMMERICH		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		34.59	LITTLE DUKES RAMSEYHEMMERICH		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE

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99111315	11/13/2015		108768 COMDATA NETWORK INC						Continued.
		33.76	LITTLE DUKES RAMSEYHEMMERICH		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		15.60	LITTLE DUKES RAMSEYVOIT		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		27.12	LITTLE DUKES RAMSEYWEBB		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		18.78	LITTLE DUKES RAMSEYVOIT		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		40.57	LITTLE DUKES RAMSEYWEBB		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		54.47	LITTLE DUKES RAMSEYBONINE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		13.69	LITTLE DUKES RAMSEYSTOLP		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		45.85	LITTLE DUKES RAMSEYSTOLP		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		33.90	LITTLE DUKES RAMSEYBONINE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		51.32	LITTLE DUKES RAMSEYBONINE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		31.35	LITTLE DUKES RAMSEYSTOLP		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		26.38	LITTLE DUKES RAMSEYSTOLP		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		43.88	LITTLE DUKES RAMSEYSTOLP		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		45.85	LITTLE DUKES RAMSEYBONINE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		42.44	LITTLE DUKES RAMSEYBONINE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		20.23	LITTLE DUKES RAMSEYFRANKFURTH		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		25.79	LITTLE DUKES RAMSEYFRANKFURTH		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		31.88	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		29.08	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		23.76	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		25.54	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		25.85	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		19.88	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		20.06	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		31.46	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		21.57	LITTLE DUKES RAMSEYHINNENKAMP		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		31.28	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE

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99111315	11/13/2015		108768 COMDATA NETWORK INC						Continued.
		10.64	LITTLE DUKES RAMSEYCAMACHO		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		15.37	LITTLE DUKES RAMSEYCAMACHO		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		6.85	LITTLE DUKES RAMSEYCAMACHO		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		24.27	LITTLE DUKES RAMSEYSCHLENDER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		11.09	LITTLE DUKES RAMSEYCAMACHO		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		29.20	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		14.68	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		27.22	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		28.43	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		29.46	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		29.14	LITTLE DUKES RAMSEYKROLL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		36.19	LITTLE DUKES RAMSEYHESSE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		36.63	LITTLE DUKES RAMSEYHESSE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		20.99	LITTLE DUKES RAMSEYHESSE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		20.23	LITTLE DUKES RAMSEYHESSE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		24.94	LITTLE DUKES RAMSEYGARDNER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		28.47	LITTLE DUKES RAMSEYGARDNER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		22.12	LITTLE DUKES RAMSEYGARDNER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		18.19	LITTLE DUKES RAMSEYGARDNER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		27.37	LITTLE DUKES RAMSEYGARDNER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		28.42	LITTLE DUKES RAMSEYCURTIS		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		47.94	LITTLE DUKES RAMSEYHASSEL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		43.68	LITTLE DUKES RAMSEYBAGNE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		43.62	LITTLE DUKES RAMSEYHASSEL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		18.68	LITTLE DUKES RAMSEYMOLDENHAUER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		19.52	LITTLE DUKES RAMSEYHASSEL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		32.34	LITTLE DUKES RAMSEYHASSEL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99111315	11/13/2015		108768 COMDATA NETWORK INC						Continued.
		37.37	LITTLE DUKES RAMSEYHASSEL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		32.31	LITTLE DUKES RAMSEYHASSEL		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		31.60	LITTLE DUKES RAMSEYBLUML		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		36.56	LITTLE DUKES RAMSEYKATERS		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		20.00	LITTLE DUKES RAMSEYLUECK		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		15.39	LITTLE DUKES RAMSEYMOLDENHAUER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		25.75	LITTLE DUKES RAMSEYMOLDENHAUER		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		28.05	RAMSEY MARKETBERAN		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		29.45	SHELL OIL CURTIS		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		37.14	SUPERAMERICA , FUEL, ROSSUM		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		32.08	SUPERAMERICA , FUEL, SCHLENDE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		40.82	SUPERAMERICA , FUEL, DIXON		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		41.16	SUPERAMERICA , FUEL, DIXON		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		41.01	SUPERAMERICA , FUEL, DAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		37.98	SUPERAMERICA , FUEL, DAHLBERG		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		48.12	SUPERAMERICA , FUEL, HEMMERIC		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		45.80	SUPERAMERICA BONINE		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		28.86	SUPERAMERICA HINNENKAMP		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		38.40	SUPERAMERICA HINNENKAMP		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		32.73	SUPERAMERICA HINNENKAMP		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		33.08	SUPERAMERICA HINNENKAMP		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		21.22	SUPERAMERICA		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		22.58	SUPERAMERICA		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		36.27	SUPERAMERICA		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		28.29	SUPERAMERICA		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		32.75	SUPERAMERICA		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		26.44	SUPERAMERICA		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE

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99111315	11/13/2015		<b>108768 COMDATA NETWORK INC</b>						Continued.
		30.53	SUPERAMERICA		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		29.35	SUPERAMERICA		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		57.50	SUPERAMERICA		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		29.30	SUPERAMERICA		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		30.21	SUPERAMERICA		79120	OCT 15 COMDATA FUEL	0211.6223		GASOLINE
		65.54	BILL'S SUPERETTE ERICKSON		79120	OCT 15 COMDATA FUEL	9601.6223		GASOLINE
		53.18	HOLIDAY STNSTORE ERICKSON		79120	OCT 15 COMDATA FUEL	9601.6223		GASOLINE
		61.40	HOLIDAY STNSTORE ERICKSON		79120	OCT 15 COMDATA FUEL	9601.6223		GASOLINE
		48.27	LITTLE DUKES RAMSEYERICKSON		79120	OCT 15 COMDATA FUEL	9601.6223		GASOLINE
		75.00	HOLIDAY STNSTORE GRAF		79120	OCT 15 COMDATA FUEL	9602.6223		GASOLINE
		78.25	HOLIDAY STNSTORE GRAF		79120	OCT 15 COMDATA FUEL	9602.6223		GASOLINE
		75.85	LITTLE DUKES RAMSEYGRAF		79120	OCT 15 COMDATA FUEL	9602.6223		GASOLINE
		74.26	LITTLE DUKES RAMSEYGRAF		79120	OCT 15 COMDATA FUEL	9602.6223		GASOLINE
		44.25	CASEYS GEN STORE HOLLOW		79120	OCT 15 COMDATA FUEL	9605.6223		GASOLINE
		72.10	CASEYS GEN STORE HOLLOW		79120	OCT 15 COMDATA FUEL	9605.6223		GASOLINE
		51.40	LITTLE DUKES RAMSEYHOLLOW		79120	OCT 15 COMDATA FUEL	9605.6223		GASOLINE
		48.93	LITTLE DUKES RAMSEYHOLLOW		79120	OCT 15 COMDATA FUEL	9605.6223		GASOLINE
		65.00	RAMSEY MARKETHOLLOW		79120	OCT 15 COMDATA FUEL	9605.6223		GASOLINE
		47.79	RAMSEY MARKETHOLLOW		79120	OCT 15 COMDATA FUEL	9605.6223		GASOLINE
		<u>16,500.22</u>							
99111715	11/17/2015		<b>100219 HOME DEPOT COMMERCIAL ACCT PROGRAM</b>						
		63.61	OCT 2015 PURCHASES		79165	111715	0452.6249		MISCELLANEOUS OPERA
		<u>63.61</u>							
99908132	11/6/2015		<b>114790 GREAT WEST LIFE AND ANNUITY INS CO</b>						
		3,359.00			79051	1105159165912	9101.2175		DEFERRED COMPENSAT
		<u>3,359.00</u>							
99909835	11/6/2015		<b>114790 GREAT WEST LIFE AND ANNUITY INS CO</b>						
		1,141.72			79052	1105159165913	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>1,141.72</u>							
		<u><u>212,592.60</u></u>	Grand Total						
							<u>Payment Instrument Totals</u>		
						Checks		75,831.42	

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		212,592.60	Grand Total						
							<u>Payment Instrument Totals</u>		
							Checks	75,831.42	
							EFT Payments	136,761.18	
							Total Payments	212,592.60	



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 12/31/2015

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
									6,578.50
100028	ANDOVER WHEEL AND FRAME INC	WHEEL ALIGNMENT	PV	79121	001	09101	11/5/2015	8788	59.00
	ANDOVER WHEEL AND FRAME INC 13476 HANSON BLVD ANDOVER MN 55304								Summary Total 59.00
									Payment Amount 59.00
100029	ANOKA AREA CHAMBER OF COMMERCE	RE: MANUFACTURE COHORT 15/16	PV	79126	001	09230	11/6/2015	23292	5,000.00
	ANOKA AREA CHAMBER OF COMMERCE 12 BRIDGE SQUARE ANOKA MN 55303								Summary Total 5,000.00
									Payment Amount 5,000.00
100035	ANOKA COUNTY CENTRAL COMMUNICATIONS	RUSSIAN TRANSLATER 9/28/15	PV	79184	001	09101	10/21/2015	2015111	15.45
	ANOKA COUNTY CENTRAL COMMUNICATIONS 325 EAST MAIN STREET ANOKA MN 55303								Summary Total 15.45
									Payment Amount 15.45
100043	ANOKA COUNTY PROPERTY RECORDS TAXATION	OCT 2015 CHARGES	PV	79123	001	09804	11/2/2015	534 10/31/15	46.00
	ANOKA COUNTY PROPERTY RECORDS TAXATION 2100 - 3RD AVENUE ANOKA MN 55303								Summary Total 46.00
									Payment Amount 46.00
107587	ANOKA COUNTY TREASURY DEPARTMENT	DEC 2015 BROADBAND	PV	79124	001	09101	11/3/2015	B1511030	604.50
	ANOKA COUNTY TREASURY DEPARTMENT 2100 THIRD AVENUE ANOKA MN 55303								Summary Total 604.50
									Payment Amount 604.50
100052	ANOKA POLICE DEPARTMENT	OCT 15 ANIMAL CONTAINMENT	PV	79183	001	09101	11/1/2015	110115	500.00



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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
101152	BKV GROUP INC	RAMSEY FIRE STAT 2	PV	79128	001	09436	10/25/2015	41087	3,578.10
	BKV GROUP INC			Summary Total					3,578.10
	222 NORTH 2ND STREET	PUBLIC WORKS STUDY	PV	79129	001	09412	10/25/2015	41088	2,058.40
	MINNEAPOLIS MN 55401			Summary Total					2,058.40
				Payment Amount					5,636.50
100647	BOLTON AND MENK, INC	HARVEST ESTATES	PV	79187	001	09804	10/16/2015	0183222	564.00
	BOLTON AND MENK, INC			Summary Total					564.00
	1960 PREMIER DRIVE			Payment Amount					564.00
	MANKATO MN 56001-5900								
100095	BRIGGS AND MORGAN PA INC	RE: TIF 15	PV	79188	001	09215	10/6/2015	569556	2,750.00
	BRIGGS AND MORGAN			Summary Total					2,750.00
	P O BOX 64591			Payment Amount					2,750.00
	ST PAUL MN 55164-0591								
114969	BUSACK, ANNMARIE	MISC REIMBURSE ITEMS	PV	79189	001	09101	11/3/2015	110315	67.20
	ANNMARIE BUSACK			Summary Total					67.20
				Payment Amount					67.20
112019	CENTRAL HYDRAULICS INC	HOSE	PV	79190	001	09101	11/5/2015	0039043	9.54
	CENTRAL HYDRAULICS INC			Summary Total					9.54
	21877 INDUSTRIAL COURT			Payment Amount					9.54
	ROGERS MN 55374								
106670	CENTRAL POWER DISTRIBUTORS INC	ACCT 70856 CREDIT ERROR	PV	79191	001	09101	11/10/2015	129969	33.40
	CENTRAL POWER DISTRIBUTORS INC			Summary Total					33.40
	3801 THURSTON AVENUE			Payment Amount					33.40
	ANOKA MN 55303								
100111	COMMERCIAL ASPHALT COMPANY	ASPHALT	PV	79192	001	09101	10/31/2015	151031	57.17

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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount	
	COMMERCIAL ASPHALT COMPANY P O BOX 1480 MAPLE GROVE MN 55311-6480							57.17	
							Summary Total	57.17	
							Payment Amount	57.17	
100167	CORNERSTONE FORD CORNERSTONE FORD 17219 HIGHWAY 10 NW PO BOX 304 ELK RIVER MN 55330	REPAIR ON 410	PV	79193	001	09101	11/2/2015	16128734/1	206.92
							Summary Total	206.92	
							Payment Amount	206.92	
101051	CUSHMAN MOTOR COMPANY, INC CUSHMAN MOTOR COMPANY, INC 2909 EAST FRANKLIN AVENUE MPLS MN 55406	MISC SUPPLIES	PV	79194	001	09101	10/30/2015	166898	199.17
							Summary Total	199.17	
							Payment Amount	199.17	
111818	DEANO'S COLLISION SPECIALISTS INC DEANO'S COLLISION SPECIALISTS INC 11063 173RD AVENUE ELK RIVER MN 55330	REPAIR ON 342	PV	79195	001	09101	11/3/2015	43218	319.00
							Summary Total	319.00	
							Payment Amount	319.00	
100144	DEHN OIL COMPANY DEHN OIL COMPANY 6735 141ST AVENUE NW RAMSEY MN 55303	LITH PLUS	PV	79130	001	09101	11/4/2015	25074969	131.25
							Summary Total	131.25	
							Payment Amount	131.25	
101185	DO ALL PRINTING COM INC DO ALL PRINTING COM INC 6360 HIGHWAY 10 NW RAMSEY MN 55303	TREE PLANTING GUIDES	PV	79131	001	09101	11/2/2015	30005	34.48
							Summary Total	34.48	
							Payment Amount	34.48	
100158	ECM PUBLISHERS INC	NOV 12 HEARING	PV	79132	001	09804	10/30/2015	271284	64.50





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Payment Instrument             Check Payment  
Pay Through Date             12/31/2015

Payee		Stub	Document				Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
100211	HAWKINS INC P O BOX 860263 MINNEAPOLIS MN 55486-0263	CHEMICALS	PV	79142	001	09601	10/30/2015	3795008	3,146.39
				Summary Total					3,146.39
				Payment Amount					3,146.39
114946	HOLTZ GARDEN CENTER 15245 HIGHWAY 65 NE HAM LAKE MN 55304	IRRIG. REPAIR 15961 JARVIS ST	PV	79203	001	09400	10/12/2015	33717	173.12
				Summary Total					173.12
				Payment Amount					173.12
112475	INNOVATIVE OFFICE SOLUTIONS INNOVATIVE OFFICE SOLUTIONS P O BOX 270107 MINNEAPOLIS MN 55427-0107	OFFICE SUPPLIES	PV	79143	001	09101	10/29/2015	IN0961821	341.71
		OFFICE SUPPLIES	PV	79143	002	09101	10/29/2015	IN0961821	125.84
				Summary Total					467.55
		OFFICE SUPPLIES	PV	79144	001	09101	11/2/2015	IN0965121	222.31
				Summary Total					222.31
				Payment Amount					689.86
107478	INTELLIGENT PRODUCTS INCORPORATED INTELLIGENT PRODUCTS INCORPORATED 10,000 LOWER RIVER ROAD P O BOX 626 BURLINGTON KY 41005	MUTT MITTS	PV	79145	001	09101	10/27/2015	200705A	739.60
				Summary Total					739.60
				Payment Amount					739.60
100843	LUECK, THOMAS THOMAS LUECK	REIMBURSE TZD CONF.	PV	79204	001	09101	11/4/2015	110415	186.56
				Summary Total					186.56
				Payment Amount					186.56
100271	MAIN MOTORS MAIN MOTORS 435 WEST MAIN STREET ANOKA MN 55303	REPAIR 667	PV	79205	001	09601	11/10/2015	451488	910.00
		REPAIR 667	PV	79205	002	09601	11/10/2015	451488	212.45
				Summary Total					1,122.45
				Payment Amount					

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Item	Document Co	Due Date	Invoice Number	Payment Amount
									1,122.45
106616	MARTIN MCALLISTER, INC	ASSESSMENT J. DUERKSEN	PV	79146	001	09101	10/31/2015	10096	450.00
	MARTIN MCALLISTER, INC 3900 IDS CENTER MINNEAPOLIS MN 55402								Summary Total 450.00
									Payment Amount 450.00
100283	MENARDS COON RAPIDS	MISC SUPPLIES	PV	79147	001	09101	10/30/2015	1635	128.88
	MENARDS COON RAPIDS 3045 MAIN STREET COON RAPIDS MN 55433								Summary Total 128.88
		TRASH BAGS	PV	79148	001	09101	10/27/2015	1400	1,128.00
									Summary Total 1,128.00
									Payment Amount 1,256.88
100289	METRO SALES INC	COPIER CONTRACT OCT 15/JAN16	PV	79206	001	09101	10/29/2015	383069	1,235.08
	METRO SALES INC	COPIER CONTRACT OCT 15/JAN16	PV	79206	002	09101	10/29/2015	383069	368.92
	1620 EAST 78TH STEET MINNEAPOLIS MN 55423								Summary Total 1,604.00
									Payment Amount 1,604.00
111513	MIDWEST PLAYSCAPES INC	CURVED BRIDGE-PLAYGROUND	PV	79207	001	09101	11/11/2015	6772	2,737.00
	MIDWEST PLAYSCAPES INC 500 PINE STREET SUITE 104 CHASKA MN 55318-1964								Summary Total 2,737.00
									Payment Amount 2,737.00
104920	MINNESOTA HIGHWAY SAFETY RESEARCH CNTR	E. JOHNSON	PV	79149	001	09101	11/4/2015	36384	256.00
	MINNESOTA HIGHWAY SAFETY RESEARCH CNTR 720 FOURTH AVENUE SOUTH ST CLOUD MN 56301-4498								Summary Total 256.00
									Payment Amount 256.00
100328	MN DEPT OF HEALTH WATER	CERT FEE M. GRAF	PV	79150	001	09601	11/9/2015	110915	23.00

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount	
									Summary Total	23.00
	MN DEPT OF HEALTH DRINKING WATER PROTECTION SECTION P O BOX 64494 ST PAUL MN 55164-0494								Payment Amount	23.00
100345	NAPA AUTO PARTS ELK RIVER	FUEL FILTER	PV	79209	001	09101	11/5/2015	827079		7.38
									Summary Total	7.38
	NAPA AUTO PARTS ELK RIVER 17137 YALE STREET NW	HOSE CLAMP	PV	79210	001	09101	11/5/2015	827118		2.28
									Summary Total	2.28
	P O BOX 1041 ELK RIVER MN 55330								Payment Amount	9.66
101127	NATIONAL CHILD SAFETY COUNCIL	DONATION-PANTHER PRECISION MAC	PV	79208	001	09101	11/13/2015	111315		150.00
									Summary Total	150.00
	NATIONAL CHILD SAFETY COUNCIL								Payment Amount	150.00
100363	NORTHERN SANITARY SUPPLY CO	MISC SUPPLIES	PV	79151	001	09101	11/5/2015	177565		207.43
									Summary Total	207.43
	NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433								Payment Amount	207.43
103461	NORTHERN TECHNOLOGIES INC	HARVEST ESTATES AUG/OCT 2015	PV	79211	001	09804	9/30/2015	15850		3,277.75
									Summary Total	3,277.75
	NORTHERN TECHNOLOGIES INC 1408 NORTHLAND DRIVE SUITE 107	GARNET STREET AUG/OCT 2015	PV	79212	001	09435	9/30/2015	15845		1,549.00
									Summary Total	1,549.00
	MENDOTA HEIGHTS MN 55120	FIRE STAT 2 AUG/OCT 15	PV	79213	001	09436	9/30/2015	15849		3,641.50
									Summary Total	3,641.50
		BROOKFIELD 6TH AUG/OCT 15	PV	79214	001	09804	9/30/2015	15855		1,574.50
									Summary Total	1,574.50
		WOODLAND AUG/OCT 2015	PV	79215	001	09804	9/30/2015	15854		480.50

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Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Item	Co	Due Date	Invoice Number	Payment Amount
Summary Total									480.50
Payment Amount									10,523.25
100384	PLAISTED COMPANIES INC	DIRT	PV	79231	001	09101	10/31/2015	62202	864.00
Summary Total									864.00
Payment Amount									864.00
PLAISTED COMPANIES INC PO BOX 332 11555 - 205TH AVENUE NW ELK RIVER MN 55330									
111368	POLLARDWATER.COM	HYD RNG REPL TOOL	PV	79216	001	09601	11/5/2015	0028847	182.78
Summary Total									182.78
Payment Amount									182.78
POLLARDWATER.COM 200 ATLANTIC AVENUE NEW HYDE PARK NY 11040									
111488	POPP.COM INC	OCT 2015 BILLING	PV	79152	001	09101	10/31/2015	992298837	119.26
	POPP.COM INC	OCT 2015 BILLING	PV	79152	002	09101	10/31/2015	992298837	27.11
	620 MENDELSSOHN AVENUE	OCT 2015 BILLING	PV	79152	003	09101	10/31/2015	992298837	32.53
	NORTH SUITE 101	OCT 2015 BILLING	PV	79152	004	09101	10/31/2015	992298837	184.32
	GOLDEN VALLEY MN 55427	OCT 2015 BILLING	PV	79152	005	09101	10/31/2015	992298837	32.53
		OCT 2015 BILLING	PV	79152	006	09101	10/31/2015	992298837	92.16
		OCT 2015 BILLING	PV	79152	007	09101	10/31/2015	992298837	37.95
		OCT 2015 BILLING	PV	79152	008	09101	10/31/2015	992298837	80.20
		OCT 2015 BILLING	PV	79152	009	09101	10/31/2015	992298837	84.72
		OCT 2015 BILLING	PV	79152	010	09101	10/31/2015	992298837	103.92
		OCT 2015 BILLING	PV	79152	011	09101	10/31/2015	992298837	61.88
Summary Total									856.58
Payment Amount									856.58
113444	PRECISE	US SIM	PV	79153	001	09101	10/27/2015	200-1006774	211.99
Summary Total									211.99
Payment Amount									211.99
PRECISE 501 EAST CLIFF ROAD SIUTE 100 BURNSVILLE MN 55337									
107978	PREMIER COMMERCIAL PROPERTIES INC	MANAGE HWY 10 OCT 15	PV	79217	001	09410	10/31/2015	4591	200.00
	PREMIER COMMERCIAL	MANAGE HWY 10 OCT 15	PV	79217	002	09410	10/31/2015	4591	200.00

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Pay Through Date 12/31/2015

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
	PROPERTIES INC 6897 139TH LANE NW RAMSEY MN 55303	MANAGE HWY 10 OCT 15	PV 79217 003	09410		10/31/2015	4591	200.00
								600.00
								600.00
106051	PRO POWER SPORTS AND MARINE PRO POWER SPORTS AND MARINE 6781 W HWY 10 RAMSEY MN 55303	2 HOOKS-TAIL GATE	PV 79154 001	09101		11/6/2015	65185	39.90
								39.90
								39.90
100413	RANDALL, GOODRICH AND HAAG, P L C. RANDALL, GOODRICH AND HAAG, P.L.C. 2140 FOURTH AVENUE NORTH ANOKA MN 55303	OCT/NOV 15 PROSECUTION	PV 79229 001	09101		11/17/2015	111715	2,833.00
								2,833.00
								2,833.00
114163	RCM SPECIALTIES INC RCM SPECIALTIES INC 12090 MARGO AVENUE SOUTH SUITE B HASTINGS MN 55033	STREET PATCHING	PV 79219 001	09101		10/23/2015	5207	61,675.01
								61,675.01
								61,675.01
114535	RED LEAF INC RED LEAF INC 3957 YOSEMITE AVENUE S MINNEAPOLIS MN 55416	NEWSLETTER DESIGN/SETUP	PV 79155 001	09101		10/30/2015	4085	750.00
								750.00
								750.00
110330	RESHETAR SYSTEM INC RESHETAR SYSTEM INC 730 BUNKER LAKE BLVD ANOKA MN 55303	CONCRETE- 7187 167TH	PV 79156 001	09101		10/28/2015	15-19391	1,100.00
								1,100.00
								1,100.00
106617	ROTARY CLUB OF RAMSEY	K ULRICH 4TH QTR	PV 79218 001	09101		11/9/2015	260	150.00

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Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
2015 DUES								
	ROTARY CLUB OF RAMSEY ATTEN: KEVIN BITTNER BOLTON AND MENK INC 7533 SUNWOOD DRIVE SUITE 206 RAMSEY MN 55303							Summary Total 150.00
								Payment Amount 150.00
100431	SAFETY KLEEN CORPORATION	RECYCLE OIL	PV	79220	001 09101	10/31/2015	CN01476731	104.69
	SAFETY KLEEN CORPORATION PO BOX 382066 PITTSBURGH PA 15250-8066							Summary Total 104.69
								Payment Amount 104.69
107711	SCHINDLER ELEVATOR	CITY HALL NOV 15/ JAN 16	PV	79221	001 09101	11/1/2015	8104129419	571.50
	SCHINDLER ELEVATOR P O BOX 93050 CHICAGO IL 60673-3050							Summary Total 571.50
								Payment Amount 571.50
111128	SHERBURNE COUNTY SHERIFFS OFFICE	RANGE USE 11/11/15	PV	79222	001 09101	11/11/2015	0201511-RPD	350.00
	SHERBURNE COUNTY SHERIFFS OFFICE 13880 BUSINESS CENTER DRIVE NW ELK RIVER MN 55330	RANGE USE 10/21-22/15	PV	79223	001 09101	10/26/2015	0201510-RPD	470.00
								Summary Total 470.00
								Payment Amount 820.00
114269	SPEEDCUTTERS OUTDOOR MAINTENANCE LLC	DRAW/CITY HALL	PV	79233	001 09101	11/9/2015	M1808	1,261.00
	SPEEDCUTTERS OUTDOOR MAINTENANCE LLC 18523 OLSON STREET NW ELK RIVER MN 55330							Summary Total 1,261.00
								Payment Amount 1,261.00
100469	STREICHER'S POLICE EQUIPMENT	9MM- PRACTICE	PV	79224	001 09101	11/11/2015	I1179686	266.88
	STREICHER'S POLICE EQUIPMENT							Summary Total 266.88

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Number	Payee Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
	LB# 7873 P O BOX 9438 MINNEAPOLIS MN 55440-9438					Payment Amount 266.88
100485	TIMESAVER OFF SITE SECRETARIAL INC	OCT 2015 MEETINGS	PV 79225 001 09101	10/30/2015	M21711	933.75
	TIMESAVER OFF SITE SECRETARIAL INC 5291 RIVER OAK DRIVE SAVAGE MN 55378					Summary Total 933.75 Payment Amount 933.75
112079	TOKLE INSPECTIONS INC	OCT 2015 SERVICES	PV 79227 001 09101	11/4/2015	110415	14,773.50
	TOKLE INSPECTIONS INC 1748 123RD AVENUE NW COON RAPIDS MN 55448					Summary Total 14,773.50 Payment Amount 14,773.50
108522	TOTAL CONTROL SYSTEMS, INC	CONTROL PANEL	PV 79226 001 09602	11/3/2015	7406	29,977.00
	TOTAL CONTROL SYSTEMS, INC P O BOX 40 STANCHFIELD MN 55080					Summary Total 29,977.00 Payment Amount 29,977.00
111742	TWIN CITY WATER CLINIC INC	OCT 15 WATER SAMPLES	PV 79228 001 09601	11/3/2015	7194	170.00
	TWIN CITY WATER CLINIC INC 617 13TH AVENUE SOUTH HOPKINS MN 55343					Summary Total 170.00 Payment Amount 170.00
114980	UNITED WATER AND SEWER CO	CAP WATERMAIN/SUNWOOD VILLAGE	PV 79157 001 09601	11/4/2015	11164	6,900.00
	UNITED WATER AND SEWER CO 7100 NORTHLAND CIRCLE SUITE 101 BROOKLYN PARK MN 55428-1500					Summary Total 6,900.00 Payment Amount 6,900.00

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Originator                      JLIPSKI  
Payment Instrument                    Check Payment  
Pay Through Date                    12/31/2015

Payee	Stub	Document	Due	Invoice	Payment					
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	
100539	WRIGHT TIRE SERVICE INC	TIRES FOR 651	PV	79158	001	09601	11/6/2015	30121	516.88	
	WRIGHT TIRE SERVICE INC								Summary Total	516.88
	710 WEST MAIN STREET								Payment Amount	516.88
	ANOKA MN 55303								Total Amount to be Processed	266,482.09
									Total Number of Payments to be Processed	77



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

**RESOLUTION #15-11-289**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF NOVEMBER 5, 2015 THROUGH NOVEMBER 18, 2015.**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of November 5, 2015, through November 18, 2015, in the amount of \$ 1,608,895.49 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 November 5, 2015, through November 18, 2015, in the amount of \$1,608,895.49.

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

Mayor Strommen  
Councilmember LeTourneau  
Councilmember Johns  
Councilmember Kuzma  
Councilmember Riley  
Councilmember Williams

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

Councilmember Shryock

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 24th day of November, 2015.

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Mayor

ATTEST:

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City Clerk

Meeting Date: 11/24/2015

By: Diana Lund, Finance

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**Information**

**Title**

Adopt Resolution #15-11-285: Not Waiving Waiving Statutory Tort Limits

**Purpose/Background:**

Purpose: The City is required to annually pass a resolution waiving or not waiving statutory tort limits of \$500,000/\$1,500,000 for its liability coverage.

The City of Ramsey annually renews its property, casualty and liability insurance coverage with the League of Minnesota Cities. A form is required to be filed for the City.

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

If the City Council was to consider waiving the tort limits and/or purchasing additional insurance coverage, staff would request rates for the increased coverage for 2016 and bring them back for consideration at a future regularly scheduled meeting of the City Council along with budget considerations.

**Notification:**

A League of Minnesota Cities memo regarding Liability Coverage Options is attached to further outline liability limits, coverage limits and waivers

**Observations/Alternatives:**

Option #1: **Not Waive** the Statutory Tort Limits for League of Minnesota Cities Insurance Trust Liability Coverage for the City - \$500,000/\$1,500,000. An individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants for any single occurrence to which the statutory tort limits apply would be limited to \$1,500,000.

Option #2: **Waive** the Statutory tort limits **and not purchase** excess liability coverage - \$1,500,000/\$1,500,000. An individual claimant would be able to recover up to \$1,500,000 on a single occurrence, whereas the total of all claimants per single occurrence, would also be limited to \$1,500,000 regardless of the number of claimants.

Option #3: **Waive** the Statutory tort limits **and purchase** excess liability coverage. A single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. As noted, this option is more expensive and is currently not budgeted for.

**Funding Source:**

Amounts attributed to not-waiving the statutory tort limits was included in the 2016 General Fund Budget.

**Recommendation:**

Staff recommends that the City Council adopt the resolution not waiving (Option #1) the Statutory Tort Limits for liability coverage.

**Action:**

Adopt Resolution #15-11-285 Not Waiving the Statutory Tort Limits for League of Minnesota Cities Insurance Trust Liability Coverage for the City of Ramsey.

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**Attachments**

Waiver Form

LMC Memo Liability Coverage

Resolution #15-11-285 Not Waiving Tort Limits

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 11/19/2015

**Reviewed By**

Kurt Ulrich

**Date**

11/19/2015 10:47 AM

Started On: 11/16/2015 03:44 PM

SECTION I: LIABILITY COVERAGE WAIVER FORM

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

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

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

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

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

Check one:

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

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

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

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



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

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

**Statutory Limits on Municipal Tort Liability**

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

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

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

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

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

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

**More Information**

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

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

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

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

Some examples include:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Highlight

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

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

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

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

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

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

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

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

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

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

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

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

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

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

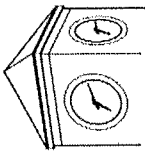
### **Is there a Simple way to Summarize the Options?**

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

#### **Your League Resource**

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

Pete Tritz 12/10



LEAGUE OF  
MINNESOTA  
CITIES

CONNECTING & INNOVATING  
SINCE 1913

### LMCIT Liability Coverage Options

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

LEAGUE OF MINNESOTA CITIES  
INSURANCE TRUST

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

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #15-11-285**

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

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

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

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

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

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

And voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council the 24<sup>th</sup> day of November, 2015.

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Mayor

**ATTEST:**

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City Clerk

Meeting Date: 11/24/2015

By: Chris Anderson, Community  
Development

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### Information

#### Title

Adopt Resolution #15-11-288 Approving an Encroachment Agreement for a Portion of a Driveway in a Drainage and Utility Easement at 5581 148th Lane NW; Case of Douglas and Vicky Foyt

#### Purpose/Background:

Douglas and Vicky Foyt (the "Property Owner") own the property located at 5581 148th Lane NW (the "Subject Property"). In 2004, the Property Owner installed a driveway extension (the "Extension") along the western wall of the attached garage, which encroached into both the required driveway setback of five (5) feet as well as into a Drainage and Utility Easement (the "Easement"). On November 12, 2015, a Variance to the required driveway setback was approved, allowing the Extension to remain in place, approximately one (1) foot from the western boundary of the Subject Property. The approval was contingent upon the Property Owner executing an Encroachment Agreement with the City.

#### Notification:

No notification is required to consider an Encroachment Agreement.

#### Observations/Alternatives:

The installation of the Extension occurred prior to the implementation of Zoning Permits, thus no permit was required at that time the work was completed. The Extension is elevated with fill and two (2) courses of block, which helped create a level surface. The Property Owner had spoken with the owners of the adjacent parcel prior to installing the Extension and those owners also supported the request for a Variance. The surface of the Extension presently consists of non-compliant gravel material, which, per the approved Variance, will need to be upgraded to comply with the surfacing requirements of the R-1 Residential (MUSA) District no later than June 30, 2016.

The Engineering Division has reviewed the request and noted that the Extension has been in place for approximately ten (10) years and, to our knowledge, has not generated any drainage concerns. There is no infrastructure in place (e.g. stormwater pipes) in this Easement either and thus, as long as the Property Owner maintains positive drainage on the Subject Property and existing grades at the property line, they have no objection to the encroachment.

An Encroachment Agreement has been drafted to reflect these requirements and obligates the Property Owner to achieve those drainage standards. The Encroachment Agreement also stipulates that the Property Owner is responsible for demolishing the portion of the Extension in the Easement and associated costs thereof should the City determine that maintenance and/or the installation of utilities within the Easement is necessary.

#### Alternatives

Alternative 1: Adopt Resolution #15-11-288 approving an Encroachment Agreement for an existing driveway extension that is partially located within a drainage and utility easement. City Staff supports this option.

Alternative 2: Do not adopt Resolution #15-11-288, denying an Encroachment Agreement for an existing driveway extension partially located within a drainage and utility easement. This would essentially invalidate the approved Variance and the Property Owner would be required to remove that portion of the driveway extension within the drainage and utility easement. Staff does not support this option.

**Funding Source:**

The preparation of this case is being handled as part of Staff's regular duties; however, should the Encroachment Agreement be approved, it will need to be recorded against the Subject Property and that cost would be the responsibility of the property owner.

**Recommendation:**

City Staff recommends approving Resolution #15-11-288 approving an Encroachment Agreement for an existing driveway extension partially located within a drainage and utility easement on the property located at 5581 148th Lane NW.

**Action:**

Adopt Resolution #15-11-288 approving an Encroachment Agreement for an existing driveway extension partially located within a drainage and utility easement at 5581 148th Lane NW.

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**Attachments**

[Site Location Map](#)

[Exhibit A - Site Plan](#)

[Aerial View of Site](#)

[Photos of Site](#)

[Draft Planning Commission Meeting Minutes Dated November 12, 2015](#)

[Encroachment Agreement](#)

[Resolution #15-11-288](#)

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**Form Review****Inbox**

Tim Gladhill

Kurt Ulrich

Form Started By: Chris Anderson

Final Approval Date: 11/19/2015

**Reviewed By**

Tim Gladhill

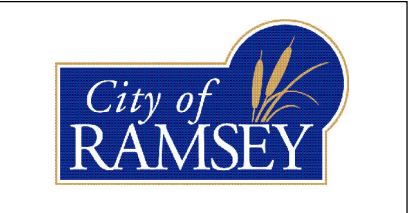
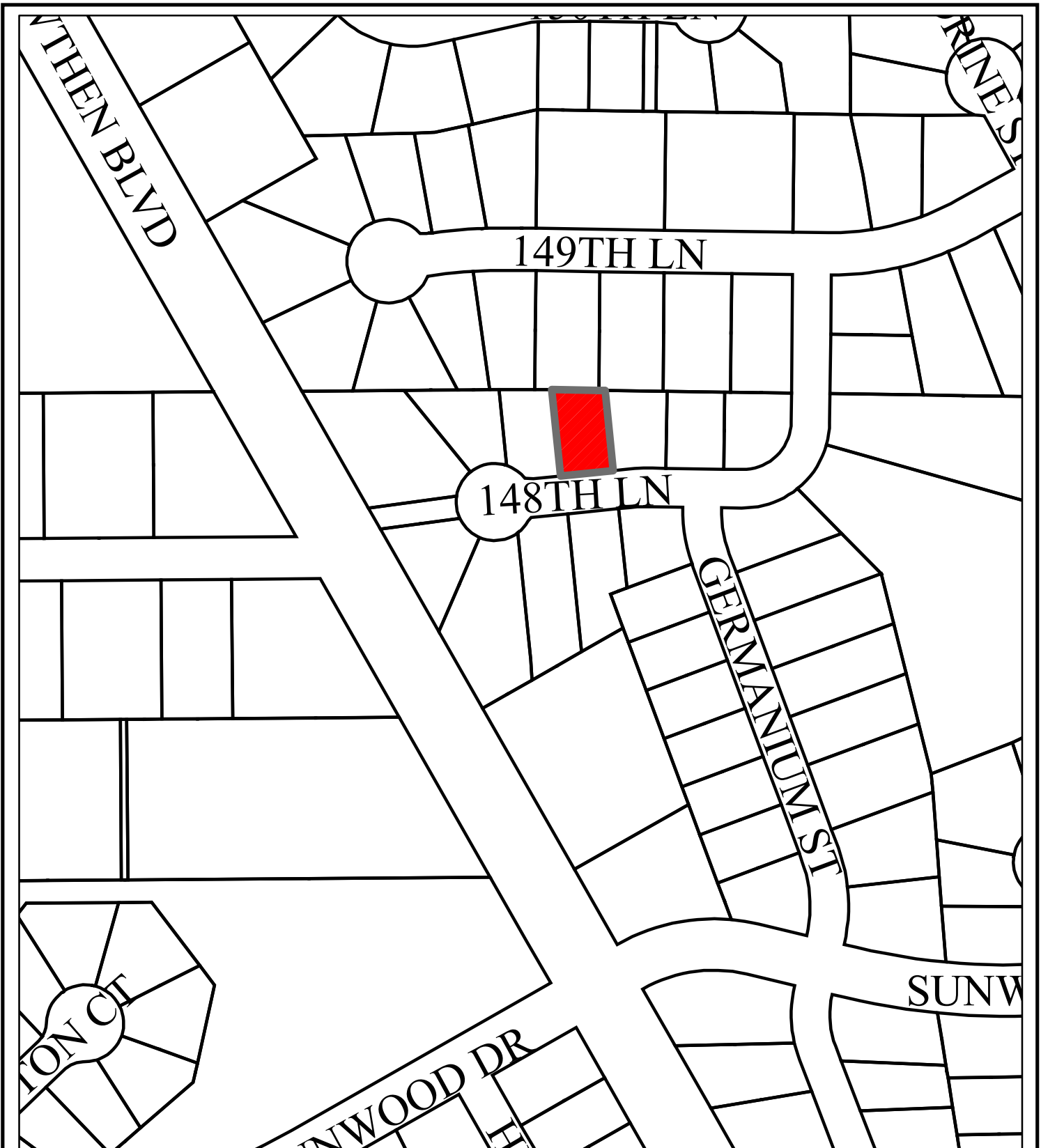
Kurt Ulrich

**Date**

11/19/2015 07:20 AM

11/19/2015 10:47 AM

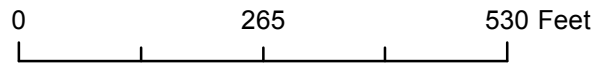
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5581 148th Lane NW  
25-32-25-22-0066

Legend

-  Site
-  Parcels

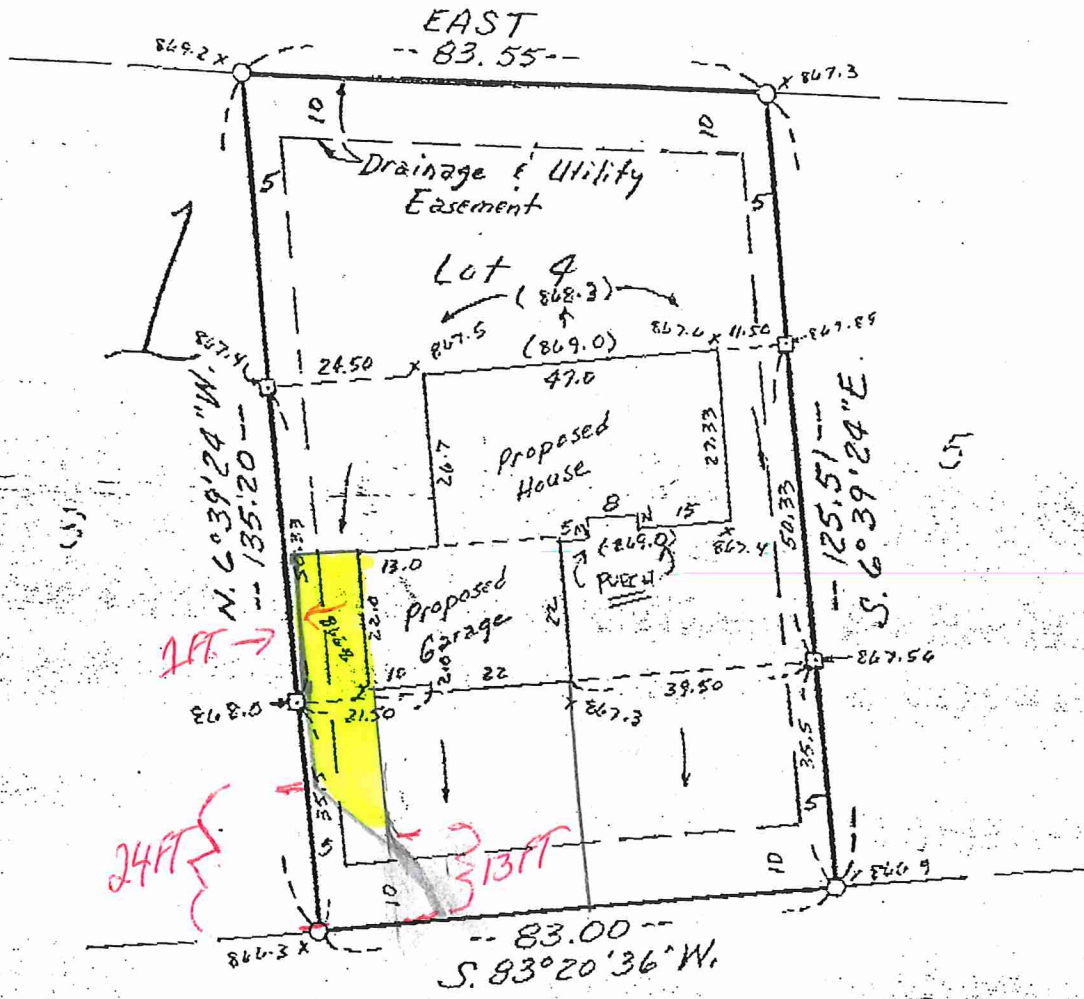


# CAINE & ASSOCIATES LAND SURVEYORS, INC.

17720 Highway 65 N.E. - Ham Lake, Minnesota 55304  
434 - 7646

CERTIFICATE OF SURVEY FOR: Preferred Builders

DESCRIBED AS: Lot 4, Block 1, RAMSEY COMMONS 2ND ADDITION, according to the recorded plat thereof, Anoka County, Minnesota.



NOTE:  
Verify all setback requirements  
and proposed building elevations  
for compliance with all  
requirements before construction.

I HEREBY CERTIFY THAT THIS SURVEY, PLAN,  
OR REPORT WAS PREPARED BY ME OR UNDER  
MY DIRECT SUPERVISION AND THAT I AM A  
DULY REGISTERED LAND SURVEYOR UNDER  
THE LAWS OF THE STATE OF MINNESOTA.

*Jeffrey M. Caine*  
DATE June 24, 1993 REG. NO. 12251

- X 900.0 Denotes Existing Elevation
- (900.0) Denotes Proposed Elevation
- Denotes Direction of Proposed Surface Drainage
- Proposed Top of Found. El. = 869.7
- Proposed Garage Floor El. = 868.3
- Proposed Bsmt. Floor El. = 861.6

SCALE: 1 INCH = 30 FEET.  
 ○ DENOTES 1/2 INCH IRON PIPE SET.  
 ● DENOTES FOUND IRON MONUMENT.  
 BEARINGS SHOWN ARE ASSUMED.  
 □ DENOTES WOOD HUB SET.





## **5.01: Public Hearing: Consider Request for a Variance to the Driveway Setback Requirement on the Property Located at 5581 148<sup>th</sup> Lane NW**

### **Public Hearing**

Chairperson Levine called the public hearing to order at 7:02 p.m.

### **Presentation**

Community Development Director Gladhill presented the staff report stating through the Code Enforcement Program, the City became aware of an existing driveway extension that encroaches into the required five (5) foot driveway setback on the property located at 5581 148<sup>th</sup> Lane NW. Upon receiving a Notice of Violation from the City, Douglas and Vicky Foyt submitted an application for a variance from the standard driveway setback. Staff reviewed the request in detail with the Commission and recommended approval of the variance contingent upon the driveway extension surface being upgraded to comply with current City Code standards and upon the applicant entering into an Easement Encroachment Agreement with the City.

Commissioner Maul explained he would be abstaining from action on this item.

### **Citizen Input**

Douglas Foyt, 5581 148<sup>th</sup> lane NW, explained he stored his boat on the side of his garage during the summer months and on the pad during the winter. However, after he purchased a trailer, the trailer now sits on the pad and the boat was stored indoors. He provided further comment on the grade of the storage pad and noted the surface was St. Cloud granite.

Vicky Foyt, 5581 148<sup>th</sup> Lane NW, commented they have not had any ponding or drainage issues between her and her neighbors from the storage pad.

Commissioner Bauer asked if the storage pad area were to be paved if the drainage would remain the same.

Mr. Foyt reported this was the case. He questioned if pavers could be used on the storage pad.

Community Development Director Gladhill indicated the City would support this type of material on the storage pad. Further discussion ensued regarding the easement on the property.

Commissioner Brauer discussed the encroachment issue from the October meeting and questioned how the Foyt's request differed.

Community Development Director Gladhill reported the homeowner's making the request from October had a very extensive retaining wall with several tiers along with an accessory structure up against a wetland. He noted a stormwater pond and wetlands were not involved in the Foyt's request.

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

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

Chairperson Levine closed the public hearing closed at 7:18 p.m.

### **Commission Business**

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to recommend that City Council adopt Resolution #15-11-270 approving Findings of Fact #0956.

### **Further discussion**

Commissioner Brauer requested the Commission review the Findings of Fact prior to approval.

The Commission reviewed the favorable Findings of Fact.

Commissioner VanScoy requested a Friendly Amendment adding a Finding of Fact stating there was no significant drainage or wetlands on the property. The Commission supported the addition of this Finding.

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

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to recommend that City Council adopt Resolution #15-11-271 granting a variance to the standard driveway setback on the Subject Property.

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

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**ENCROACHMENT AGREEMENT**

**THIS AGREEMENT** (“Agreement”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the **CITY OF RAMSEY**, a municipal corporation under the laws of the State of Minnesota (“City”), and **Douglas F. and Vicky A. Foyt**, husband and wife, and their successors and assigns (“Landowner”).

**RECITALS:**

**WHEREAS**, Landowner is the fee owner of the real property located at 5581 148<sup>th</sup> Lane NW, Ramsey, Minnesota and legally described as follows:

**Lot 4, Block 1, Ramsey Commons 2<sup>nd</sup> Addition, Anoka County, Minnesota.**

(“Property”); and

**WHEREAS**, the City currently has Drainage and Utility Easements (“Easements”) over, under and across a portion of the Property, as dedicated to the public pursuant to the Plat known as “Ramsey Commons 2<sup>nd</sup> Addition” recorded in the Office of the County Recorder, Anoka County, Minnesota, which Easements are shown on Exhibit “A” attached hereto and made a part hereof; and

**WHEREAS**, the Property has an existing attached garage (“Garage”) with a driveway extension (the “Driveway Extension”) along the west wall of said Garage; and

**WHEREAS**, the Driveway Extension was installed by the Landowner in 2004, predating any permit requirements of the City, is partially located within the Easements along the western boundary of the Property, and does not meet the required setback from the westerly boundary of the Property; and

**WHEREAS**, Landowner was granted a Variance from the City per Resolution #15-11-271 to encroach upon the required driveway setback for properties in the R-1 Residential District, contingent upon the Landowner upgrading the surface to comply with City Code Section 117-111 (R-1 Residential District) and executing an Encroachment Agreement with the City to address the portion of the Driveway Extension that encroaches four (4) feet into the Easements located along the westerly boundary of the Property, extending from the rear wall of the attached garage on the Property south as depicted on Exhibit "A".

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein and other good and valuable consideration, the parties agree as follows:

1. The City hereby approves an encroachment on and over the Easements by Landowner for the purposes of maintaining the Driveway Extension over that part of the Easements as shown in Exhibit "A" subject to the terms of this Agreement. Landowner shall not encroach upon the Easements greater than what is shown on Exhibit "A."

2. Nothing in this Agreement shall be deemed a waiver or abandonment of the City's rights under the Easements.

3. Landowner shall be responsible for all costs relating to use, maintenance and repair of the Driveway Extension.

4. Landowner agrees to maintain positive drainage on the Property and existing grades along the western line of the Property so as not to negatively impact property to the west.

5. Landowner agrees that if the City, during its normal construction, reconstruction, maintenance and/or repair of the public utilities of the City located within the Easements including, but not limited to, watermain, sanitary sewer and/or storm sewer systems, or as needed to address drainage issues, deems it necessary and expedient to excavate within the Easements,

Landowner shall be responsible for removing, reconstructing and/or repairing the Driveway Extension and the City's only obligation shall be to fill the excavated area and level the same to the grade that it was prior to the installation of the Driveway Extension. Notwithstanding the above, in the event the City finds it is necessary to completely and totally restore easement area, the landowner agrees to remove the Driveway Extension that has been placed in the Easements. Landowner will promptly comply with said removal request at his/her expense and will remove the Driveway Extension within sixty (60) days of the written request by the City.

6. In the event that Landowner fails to take any action required in this Agreement and the City is required to repair, reconstruct or take other actions to maintain the City's utilities, as a result of the Landowner's use and maintenance of the Driveway Extension, the City may take any and all actions permitted by law to collect the costs of those repairs and the City may further levy an assessment against the Property for all costs incurred by the City. Landowner waives any and all rights to challenge or appeal the assessment.

7. Landowner and their successors and assigns do hereby agree to defend, indemnify, and hold the City harmless from any and all costs and expenses, all claims and liability, including attorney's fees, relating to or arising from granting the Landowner permission to encroach on the Easements for the maintenance, use, and operation of the Driveway Extension, including third party claims against flooding issues that may occur due to filling within the Easements.

8. All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, to the following:

**TO CITY:**

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

**TO LANDOWNER:** Douglas F. and Vicky A. Foyt  
5581 148<sup>th</sup> Lane NW  
Ramsey, MN 55303

or to any successors or assigns of the Landowner or City, or any future address of the Landowner or City, if Landowner or City gives the other party notice of said change of address as provided pursuant to the provision for notice herein.

8. This Agreement shall be recorded against the title to the Property.

**CITY OF RAMSEY**

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

By: \_\_\_\_\_  
Jo Thieling, City Clerk

STATE OF MINNESOTA )  
 )ss.  
COUNTY OF ANOKA )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Sarah Strommen and Jo Thieling, respectively the Mayor and City Clerk 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

**LANDOWNER:**

By: \_\_\_\_\_  
Douglas F. Foyt

By: \_\_\_\_\_  
Vicky A. Foyt

STATE OF MINNESOTA )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by Douglas F. and Vicky A. Foyt, husband and wife.

\_\_\_\_\_  
Notary Public

Drafted by:  
City of Ramsey  
7550 Sunwood Dr NW  
Ramsey, MN 55303

Reviewed by:  
Ratwik, Roszak & Maloney, P.A.  
730 Second Ave. S., Suite 300  
Minneapolis, MN 55402

EXHIBIT "A"

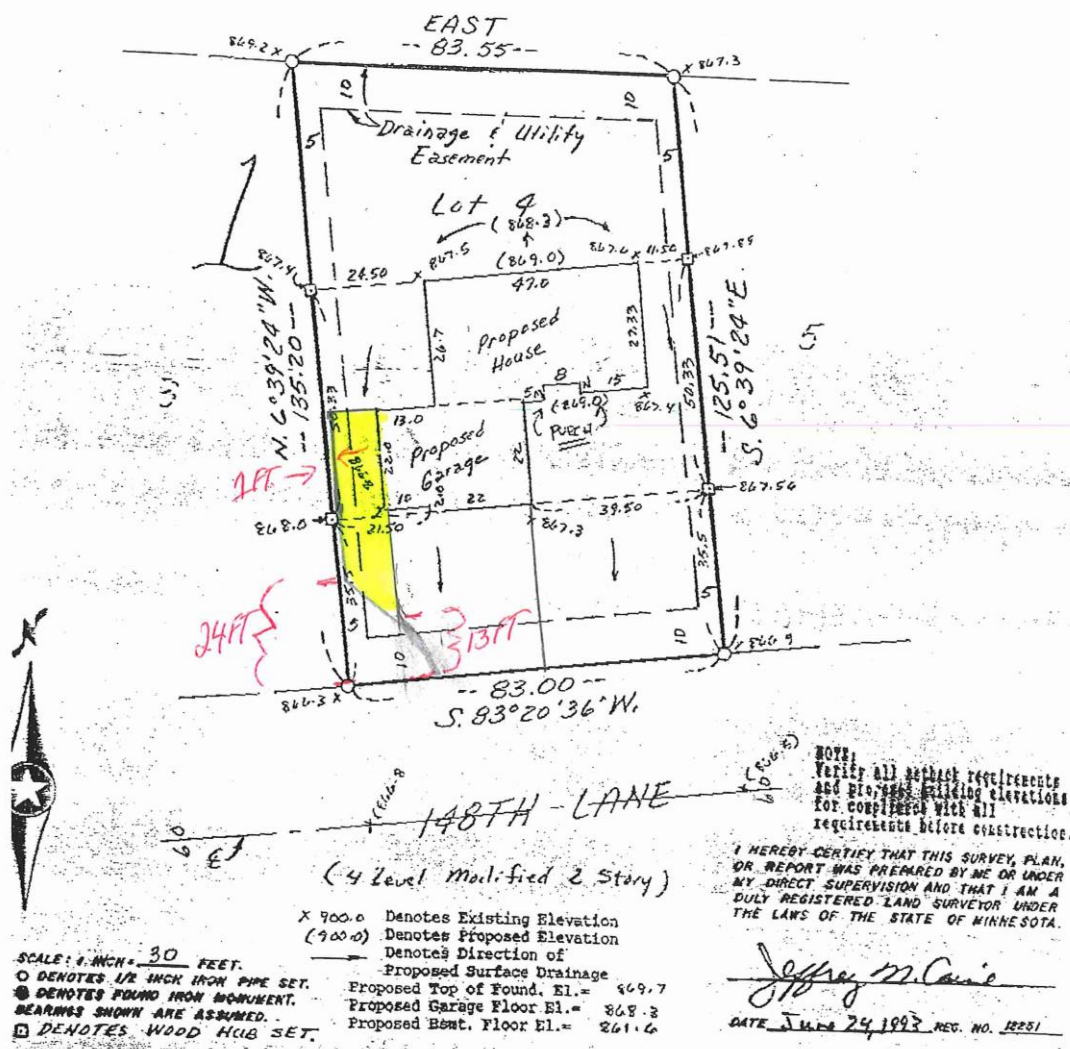
Site Plan

**CAINE & ASSOCIATES  
LAND SURVEYORS, INC.**

17720 Highway 65 N.E. - Ham Lake, Minnesota 55304  
434-7646

CERTIFICATE OF SURVEY FOR: Preferred Builders

DESCRIBED AS: Lot 4, Block 1, RAMSEY COMMONS 2ND ADDITION, according to the recorded plat thereof, Anoka County, Minnesota.



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

**RESOLUTION #15-11-288**

**RESOLUTION APPROVING AN ENCROACHMENT AGREEMENT FOR AN EXISTING DRIVEWAY EXTENSION PARTIALLY LOCATED IN A DRAINAGE AND UTILITY EASEMENT AT 5581 148<sup>TH</sup> LANE NW AND DECLARING TERMS OF SAME**

**WHEREAS**, Douglas F. and Vicky A. Foyt, hereinafter referred to as the “Applicant,” have requested an Encroachment Agreement for an existing driveway extension (the “Extension”) that partially encroaches upon a drainage and utility easement (the “Easement”) on the property generally known as 5581 148<sup>th</sup> Lane NW and legally described as follows:

Lot 4, Block 1, Ramsey Commons 2<sup>nd</sup> Addition, Anoka County, Minnesota

(the “Subject Property”).

**WHEREAS**, the Ramsey Planning Commission, on November 12, 2015, approved a Variance to the setback requirement for the Extension contingent upon the surface of the Extension being upgraded to comply with City Code and upon executing an Encroachment Agreement with the City; and

**WHEREAS**, the Ramsey Engineering Department approves of the encroachment into the Easement so long as the Applicant maintains both positive drainage on the Subject Property and existing grades at the property line; and

**WHEREAS**, City Council reviewed the request on November 24, 2015.

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

1. That, contingent upon the Applicant entering into an Encroachment Agreement with the City, the Applicant may continue to use and maintain the Extension in accordance with the terms and conditions contained within the Encroachment Agreement.

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 adopted by the Ramsey City Council this the 24<sup>th</sup> day of November, 2015.



**CC Regular Session**

**4. 7.**

**Meeting Date:** 11/24/2015

**Submitted For:** Bruce Westby, Engineering/Public Works

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

---

**Information**

**Title**

Adopt Resolution #15-11-281 Approving Partial Payment to Douglas-Kerr Underground, LLC for IP 15-21 Ridgepoint Residential Development

**Purpose/Background:**

Resolution and Pay Request attached.

**Recommendation:**

The Engineering Technician IV has inspected the completed work and recommends partial payment to Douglas-Kerr Underground, LLC for IP 15-21 Ridgepoint Residential Development in the amount of \$163,230.30.

**Action:**

Motion to adopt Resolution #15-11-281 approving partial payment to Douglas-Kerr Underground, LLC for IP 15-21 Ridgepoint Residential Development in the amount of \$163,230.30.

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**Attachments**

Resolution

Pay Request

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Bruce Westby	Bruce Westby	11/19/2015 10:30 AM
Kurt Ulrich	Kurt Ulrich	11/19/2015 10:47 AM
Form Started By: MaryJo Warner		Started On: 11/16/2015 09:49 AM
Final Approval Date: 11/19/2015		

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #15-11-281**

**RESOLUTION AUTHORIZING PARTIAL PAYMENT TO DOUGLAS-KERR UNDERGROUND FOR IMPROVEMENT PROJECT #15-21 RIDGEPOINT RESIDENTIAL DEVELOPMENT**

**WHEREAS**, pursuant to a resolution of the City Council adopted May 26, 2015, the City Council approved a draft Assessment Agreement between the City of Ramsey and Village Bank that provides for Village Bank to be assessed for the total cost of the public improvements; and

**WHEREAS**, pursuant to a resolution of the City Council adopted May 26, 2015, the City Council accepted final plans and specifications and authorized advertisements for bids for said improvements; and

**WHEREAS**, pursuant to a resolution of the City Council adopted August 11, 2015 the bid of Douglas-Kerr Underground, LLC in the amount of \$544,925.55 for the total bid is the lowest responsible bidder; and

**WHEREAS**, Change Order No. 1 was approved by City Council on October 13, 2015 in the amount of \$195,982.33; and

**WHEREAS**, as of November 24, 2015 \$0 has been paid to date; and

**WHEREAS**, the Engineering Technician IV has inspected the completed work and recommends partial payment to Douglas-Kerr Underground, LLC in the amount of \$163,230.30.

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

- 1) That the City Council hereby authorizes partial payment to Douglas-Kerr Underground, LLC. for Improvement Project 15-21; Ridgepoint Residential Development in the amount of \$163,230.30.
- 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 November 24, 2015.
- 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 24<sup>th</sup> day of November, 2015.

---

Mayor

**ATTEST:**

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City Clerk

Pay Estimate Summary Sheet  
IP 15-21 RIDGE POINT

City of Ramsey

Estimate no 1

TOTAL CONTRACT	\$	544,925.55
CHANGE ORDER	\$	195,982.33
TOTAL WITH CHANGE ORDER	\$	195,982.33
STORED MATERIALS		
TOTAL, COMPLETED WORK TO DATE	\$	171,821.37
TOTAL WORK COMPLETED PLUS STORED MATERIALS	\$	171,821.37
RETAINED PERCENTAGE 5%	\$	8,591.07
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$	163,230.30
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$	-
PAY CONTRACTOR PER ESTIMATE NO. 1	\$	163,230.30

Certificate for Partial Payment

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

Contractor: Douglas-Kerr Underground, LLC

By *Steve K. Byrd* Manager  
Name Title

Date 11-12-15

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

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

Date 11-12-15

APPROVED FOR PAYMENT:  
OWNER: City of Ramsey

By *Bruce Wandy* City Engineer 11/16/15  
Name Title Date

**CC Regular Session**

**4. 8.**

**Meeting Date:** 11/24/2015

**Submitted For:** Bruce Westby, Engineering/Public Works

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

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**Information**

**Title**

Adopt Resolution #15-11-282 Approving Partial Payment to Hardrives, Inc. for IP 15-00 2015 Street Maintenance Program Div. B

**Purpose/Background:**

Resolution and Pay Request attached.

**Recommendation:**

The Engineering Technician IV has inspected the completed work and recommends partial payment to Hardrives, Inc. for IP 15-00 2015 Street Maintenance Program in the amount of \$241,032.04.

**Action:**

Motion to adopt Resolution #15-11-282 approving partial payment to Hardrives, Inc. for IP 15-00 2015 Street Maintenance Program in the amount of \$241,032.04.

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**Attachments**

Resolution

Pay Request

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Bruce Westby	Bruce Westby	11/19/2015 07:56 AM
Kurt Ulrich	Kurt Ulrich	11/19/2015 10:47 AM
Form Started By: MaryJo Warner		Started On: 11/16/2015 10:03 AM
Final Approval Date: 11/19/2015		

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

**RESOLUTION #15-11-282**

**RESOLUTION AUTHORIZING PARTIAL PAYMENT TO HARDRIVES, INC. FOR 2015 STREET MAINTENANCE PROGRAM DIVISION B, OVERLAY IMPROVEMENTS; IMPROVEMENT PROJECT #15-00**

**WHEREAS**, pursuant to a resolution of the City Council adopted February 10<sup>th</sup>, 2015, a Feasibility Report was prepared by the City Engineer with reference to proposed bituminous pavement overlay improvements to numerous public street segments within the City of Ramsey as Division B of the 2015 Street Maintenance Program, including other appurtenant work as needed; and

**WHEREAS**, pursuant to a resolution of the City Council adopted March 10<sup>th</sup>, 2015, the Feasibility Report was received and accepted, and a Public Hearing was ordered for March 24<sup>th</sup>, 2015 at 7 p.m., where the City Council considered the proposed improvements for said streets in accordance with the Feasibility Report; and

**WHEREAS**, the City Clerk gave mailed and published notice of such hearing and improvements as required by law and on March 24<sup>th</sup>, 2015, the City Council conducted a public hearing for the proposed improvements; and

**WHEREAS**, pursuant to a resolution of the City Council adopted March 24<sup>th</sup>, 2015, the City Engineer was designated as the engineer for the proposed improvements and was ordered to prepare plans and specifications with reference to 2015 Street Maintenance Program Division B, Overlay Improvements; Improvement Project #15-00; and

**WHEREAS**, pursuant to a resolution of the City Council adopted June 9, 2015, the City Council accepted final plans and specifications and authorized advertisements for bids for said improvements; and

**WHEREAS**, pursuant to a resolution of the City Council adopted July 14, 2015 the bid of Hardrives, Inc. in the amount of \$311,312.19 for the total bid is the lowest responsible bidder; and

**WHEREAS**, as of November 24, 2015 \$0 has been paid to date; and

**WHEREAS**, the Engineering Technician IV has inspected the completed work and recommends partial payment to Hardrives, Inc. in the amount of \$241,032.04.

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

- 1) That the City Council hereby authorizes partial payment to Hardrives, Inc. for Improvement Project 15-00; 2015 Street Maintenance Program – Div B in the amount of \$241,032.04.

**RESOLUTION #15-11-282**

- 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 November 24, 2015.
- 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 24<sup>th</sup> day of November, 2015.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

Pay Estimate Summary Sheet  
IP 15-00 2015 Street Maintenance Program  
Division B  
City of Ramsey

Estimate no

1

TOTAL CONTRACT	\$	311,312.19
ADDITIONAL WORK	\$	-
TOTAL WITH ADDITIONAL WORK	\$	311,312.19
STORED MATERIALS		
TOTAL, COMPLETED WORK TO DATE	\$	253,717.94
TOTAL WORK COMPLETED PLUS STORED MATERIALS	\$	253,717.94
RETAINED PERCENTAGE 5%	\$	12,685.90
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$	241,032.04
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$	-
PAY CONTRACTOR PER ESTIMATE NO. 1	\$	241,032.04

Certificate for Partial Payment

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

Contractor: Hardrives, Inc.

By Don B. Blum D.V. McGee  
Name Title

Date 11/13/15

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

By Leonard Linton Civil Engineer II  
Name

Date 11-13-15

APPROVED FOR PAYMENT:  
OWNER: City of Ramsey

By Bruce W. Wenzel City Engineer 11/16/15  
Name Title Date

**CC Regular Session**

**4. 9.**

**Meeting Date:** 11/24/2015

**By:** Kathy Schmitz, Administrative Services

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**Information**

**Title**

Adopt Resolution #15-11-283 Approving Final Payment to Construction Results Corporation for IP #14-28 Parking Ramp Garage Enclosure

**Purpose/Background:**

Resolution and Pay Request attached.

**Recommendation:**

SRF Consulting, the project manager hired by the City, has inspected the completed work and recommends final payment to Construction Results Corporation for IP #14-28, parking ramp enclosure, in the amount of \$15,493.65.

**Action:**

Motion to Adopt Resolution #15-11-283 Approving Final Payment to Construction Results Corporation for IP #14-28 Parking Ramp Garage Enclosure.

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**Attachments**

Final Pay Request

Change Order 1

Res 15 11 283

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Patrick Brama	Patrick Brama	11/18/2015 01:11 PM
Kurt Ulrich	Kurt Ulrich	11/19/2015 10:47 AM
Form Started By: Kathy Schmitz		Started On: 11/16/2015 02:59 PM
Final Approval Date: 11/19/2015		

# AIA Document G702™ - 1992

## Application and Certificate for Payment

**TO OWNER**  
**RAMSEY**  
 7550 SUNDWOOD DRIVE NW  
 RAMSEY, MN 55303

**PROJECT:** RAMSEY MUNICIPAL PARKING  
 FACILITY ENCLOSURE PROJECT

**APPLICATION NO:** 6 RET  
**PERIOD TO:** 8/31/2015

**Distribution to:**  
 OWNER

**FROM CONTRACTOR**  
**CONSTRUCTION RESULTS CORPORATION**  
 14170 23RD AVENUE NORTH  
 PLYMOUTH, MN 55447

**VIA ARCHITECT:**  
**SRF CONSULTING GROUP, INC.**  
 ONE CARLSON PRKWY. N., STE. 150  
 MINNEAPOLIS, MN 55447-1087

**CONTRACT FOR:** GENERAL CONSTRUCTION

ARCHITECT

**CONTRACT DATE:** 3/19/2015

CONTRACTOR

**PROJECT NOS:** / 14-28 Reissued  
**CRC PROJ. #:** 5250

FIELD

OTHER

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM .....	\$	303,440.00
2. NET CHANGE BY CHANGE ORDERS .....	\$	6,433.00
3. CONTRACT SUM TO DATE (Line 1 + 2) .....	\$	309,873.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) .....	\$	309,873.00
5. RETAINAGE:		
a. 5 % of Completed Work (Columns D + E on G703)	\$	0.00
b. 0 % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b, or Total in Column I of G703) .....	\$	0.00
6. TOTAL EARNED LESS RETAINAGE .....	\$	309,873.00
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	294,379.35
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE .....	\$	15,493.65
9. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$	0.00
(Line 3 minus Line 6)		

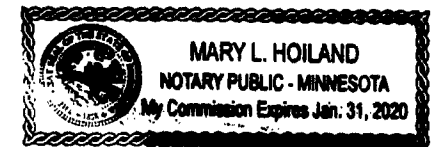
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this month	\$ 6,433.00	\$ 0.00
<b>TOTAL</b>	\$ 6,433.00	\$ 0.00
<b>NET CHANGES by Change Order</b>	\$ 6,433.00	

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

**CONTRACTOR:**  
 By: [Signature]  
 State of: Minnesota

Date: 8-25-15

County of: Hennepin  
 Subscribed and sworn to before  
 me this 25th day of  
August, 2015  
 Notary Public Mary L. Hoiland  
 My commission expires: January 31, 2020



### ARCHITECT'S CERTIFICATE FOR PAYMENT

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

**AMOUNT CERTIFIED** ..... \$ 15,493.65  
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:**  
 By: [Signature] P.E. Date: 10/28/15

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

**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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# AIA Document G703™ - 1992

## Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

In tabulations below, amounts are in US dollars.

Use Column F on Contracts where variable retainage for line items may apply.

APPLICATION NO:

6 RET

APPLICATION DATE:

8/25/2015

PERIOD TO:

8/31/2015

ARCHITECT'S PROJECT NO:

14-28 Reissued

CRC PROJ. #: 5250

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
			1	MOBILIZATION					
2	TEMP FENCING	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100%	\$0.00	\$0.00
3	EXCAVATION	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100%	\$0.00	\$0.00
4	ASPHALT	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100%	\$0.00	\$0.00
5	CONCRETE	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100%	\$0.00	\$0.00
6	MASONRY	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	100%	\$0.00	\$0.00
7	DOORS, FRAMES & HDWE	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100%	\$0.00	\$0.00
8	SECTIONAL DOOR	\$5,800.00	\$5,800.00	\$0.00	\$0.00	\$5,800.00	100%	\$0.00	\$0.00
9	PAINTING	\$8,400.00	\$8,400.00	\$0.00	\$0.00	\$8,400.00	100%	\$0.00	\$0.00
10	FIRE SPRINKLERS	\$23,000.00	\$23,000.00	\$0.00	\$0.00	\$23,000.00	100%	\$0.00	\$0.00
11	PLUMBING	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100%	\$0.00	\$0.00
12	HVAC	\$29,000.00	\$29,000.00	\$0.00	\$0.00	\$29,000.00	100%	\$0.00	\$0.00
13	ELECTRICAL	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100%	\$0.00	\$0.00
14	FIRE ALARM	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100%	\$0.00	\$0.00
15	ACCESS CONTROL ALLOWANCE	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100%	\$0.00	\$0.00
16	ALTERNATE #2	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100%	\$0.00	\$0.00
17	PERMITS, BONDS AND INSURANCE	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100%	\$0.00	\$0.00
18	GENERAL CONDITIONS	\$34,740.00	\$34,740.00	\$0.00	\$0.00	\$34,740.00	100%	\$0.00	\$0.00
19	CHANGE ORDER #1	\$6,433.00	\$6,433.00	\$0.00	\$0.00	\$6,433.00	100%	\$0.00	\$0.00
GRAND TOTAL		\$309,873.00	\$309,873.00	\$0.00	\$0.00	\$309,873.00	100%	\$0.00	\$0.00

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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**MINNESOTA · REVENUE****Contractor Affidavit Submitted**

Thank you, your Contractor Affidavit has been approved.

**Confirmation Summary**

Confirmation Number: 0-265-297-792  
 Submitted Date and Time: 20-Oct-2015 2:56:22 PM  
 Legal Name: CONSTRUCTION RESULTS CORP  
 Federal Employer ID: 41-1959135  
 User Who Submitted: Mary Hoiland  
 Type of Request Submitted: Contractor Affidavit

**Affidavit Summary**

Affidavit Number: 267534336  
 Minnesota ID: 4635783  
 Project Owner: CITY OF RAMSEY  
 Project Number: 14-28  
 Project Begin Date: 16-Apr-2015  
 Project End Date: 15-Jul-2015  
 Project Location: 7550 SUNWOOD DR. NW, RAMSEY, MN 55303  
 Project Amount: \$309,873.00

**Subcontractor Summary**

Name	ID	Affidavit Number
AESHLIMAN PLUMBING INC	6723004	366952448
CENTRAIRE HEATING & AIR COND INC	7129519	1888960512
COMMON GROUND ELECTRIC LLC	3802505	406142976
DMJ ASPHALT INC	1546001	472039424
A1 STRIPES INC	5137514	501366784
GENERAL SPRINKLER CORP	2564736	1269448704
PARAMOUNT MASONRY INC	4160009	965558272
PERFORMANCE FOAM INSULATION INC	7056928	1701986304
SIMPLEXGRINNELL LP	5355092	717832192
A P I GARAGE DOOR INC	2035079	491995136

**Important Messages**

A copy of this page must be provided to the contractor or government agency that hired you.

**Contact Us**

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.

# MINNESOTA REVENUE

## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 1-886-904-192  
Submitted Date and Time: 20-Oct-2015 1:51:04 PM  
Legal Name: AESHLIMAN PLUMBING INC  
Federal Employer ID: 20-0370318  
User Who Submitted: apiplumbing  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 366952448  
Minnesota ID: 6723004  
Project Owner: CITY OF RAMSEY  
Project Number: 14-28  
Project Begin Date: 18-May-2015  
Project End Date: 30-Jun-2015  
Project Location: 7550 SUNWOOD DRIVER NW, RAMSEY, MN 55303  
Project Amount: \$1,600.00  
Subcontractors: No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.

**From:** MN Revenue e-Services [<mailto:eservices.mdor@state.mn.us>]  
**Sent:** Monday, August 17, 2015 1:23 PM  
**To:** [cevenson@centraire.com](mailto:cevenson@centraire.com)  
**Subject:** Your Recent Contractor Affidavit Request

This email is an automated notification and is unable to receive replies.

## Contractor Affidavit Completed

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 0-574-941-056  
Submitted Date and Time: 17-Aug-2015 1:22:11 PM  
Legal Name: CENTRAIRE HEATING & AIR COND INC  
Federal Employer ID: 41-0918228  
User Who Submitted: cevenson  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

**Affidavit Number:** 1888960512  
Account Number: 7129519  
Project Owner: CITY OF RAMSEY  
Project Number: 14-28  
Project Begin Date: 17-Apr-2015  
Project End Date: 17-Aug-2015  
Project Location: 7550 SUNWOOD DRIVE NW, RAMSEY MN 55303  
Project Amount: \$30,500.00  
Subcontractors: No Subcontractors

### Important Messages

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### Contact Us

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### How to View and Print this Request

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## MINNESOTA • REVENUE

### Contractor Affidavit Completed

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 0-968-908-672  
Submitted Date and Time: 20-Oct-2015 9:06:08 AM  
Legal Name: COMMON GROUND ELECTRIC LLC  
Federal Employer ID: 47-2450424  
User Who Submitted: CGELLC2014  
Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 406142976  
Minnesota ID: 3802505  
Project Owner: CITY OF RAMSEY  
Project Number: 14-28  
Project Begin Date: 19-May-2015  
Project End Date: 31-Aug-2015  
Project Location: 7550 SUNWOOD DRIVE NW, RAMSEY, MN 55303  
Project Amount: \$11,285.00  
Subcontractors: No Subcontractors

#### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

#### Contact Us

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## MINNESOTA REVENUE

### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 0-632-416-128  
Submitted Date and Time: 17-Aug-2015 2:55:32 PM  
Legal Name: DMJ ASPHALT INC  
Federal Employer ID: 27-2243940  
User Who Submitted: Pave186  
Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 472039424  
Account Number: 1546001  
Project Owner: CITY OF RAMSEY  
Project Number: 14-28  
Project Begin Date: 20-Feb-2015  
Project End Date: 08-Jul-2015  
Project Location: 7550 SUNDOWN DRIVE NW - RAMSEY, MN 55303  
Project Amount: \$21,810.00  
Subcontractors: No Subcontractors

#### Important Messages

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#### Contact Us

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MINNESOTA REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

**Confirmation Summary**

Confirmation Number: 1-339-201-408  
Submitted Date and Time: 21-Aug-2015 5:06:10 PM  
Legal Name: A 1 STRIPES INC  
Federal Employer ID: 41-1991369  
User Who Submitted: A1Stripes  
Type of Request Submitted: Contractor Affidavit

**Affidavit Summary**

Affidavit Number: 501366784  
Minnesota ID: 5137514  
Project Owner: CITY OF RAMSEY  
Project Number: 14-28  
Project Begin Date: 24-Jul-2015  
Project End Date: 24-Jul-2015  
Project Location: 7550 SUNWOOD DRIVE NW RAMSEY MN 55303  
Project Amount: \$300.00  
Subcontractors: No Subcontractors

**Important Messages**

A copy of this page must be provided to the contractor or government agency that hired you.

**Contact Us**

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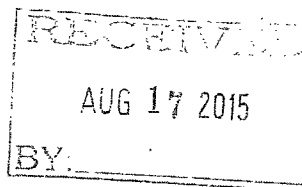
## MINNESOTA · REVENUE

**Contractor Affidavit Completed**

Thank you, your Contractor Affidavit has been approved.

**Confirmation Summary**

Confirmation Number: 1-721-788-288  
Submitted Date and Time: 14-Aug-2015 4:16:57 PM  
Legal Name: GENERAL SPRINKLER CORP  
Federal Employer ID: 41-1637692  
User Who Submitted: general1863  
Type of Request Submitted: Contractor Affidavit

**Affidavit Summary**

Affidavit Number: 1269448704  
Account Number: 2564736  
Project Owner: CITY OF RAMSEY  
Project Number: 14-28  
Project Begin Date: 16-Apr-2015  
Project End Date: 05-Aug-2015  
Project Location: 7550 SUNWOOD DRIVE, RAMSEY, MN 55303  
Project Amount: \$23,900.00  
Subcontractors: No Subcontractors

**Important Messages**

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**Contact Us**

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## MINNESOTA - REVENUE

### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 0-949-954-432  
Submitted Date and Time: 13-Aug-2015 5:01:09 PM  
Legal Name: PARAMOUNT MASONRY INC  
Federal Employer ID: 41-1921389  
User Who Submitted: ironman1021  
Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 965558272  
Account Number: 4160009  
Project Owner: CITY OF RAMSEY  
Project Number: 1  
Project Begin Date: 01-May-2015  
Project End Date: 01-Jun-2015  
Project Location: RAMSEY PARKING RAMP  
Project Amount: \$29,830.00  
Subcontractors: No Subcontractors

#### Important Messages

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#### Contact Us

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**From:** MN Revenue e-Services <[eservices.mdor@state.mn.us](mailto:eservices.mdor@state.mn.us)>  
**Subject:** Your Recent Contractor Affidavit Request  
**Date:** August 19, 2015 at 9:51:46 AM CDT  
**To:** <[bridgette@performancefoam.net](mailto:bridgette@performancefoam.net)>

This email is an automated notification and is unable to receive replies.

## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	0-505-653-120
Submitted Date and Time:	19-Aug-2015 9:51:38 AM
Legal Name:	PERFORMANCE FOAM INSULATION INC
Federal Employer ID:	80-0073931
User Who Submitted:	Performance
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

<b>Affidavit Number:</b>	<b>1701986304</b>
Account Number:	7056928
Project Owner:	CITY OF RAMSEY
Project Number:	14-28
Project Begin Date:	23-Jun-2015
Project End Date:	27-Jun-2015
Project Location:	7550 SUNWOOD DRIVE NW RAMSEY, MN 55303
Project Amount:	\$4,273.00
Subcontractors:	No Subcontractors

### Important Messages

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### Contact Us

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## MINNESOTA REVENUE

### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 0-401-479-552  
Submitted Date and Time: 19-Aug-2015 4:40:07 PM  
Legal Name: SIMPLEXGRINNELL LP  
Federal Employer ID: 58-2608861  
User Who Submitted: ColleenH2012  
Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 717832192  
Account Number: 5355092  
Project Owner: CITY OF RAMSEY  
Project Number: 14-28  
Project Begin Date: 12-Jun-2015  
Project End Date: 14-Aug-2015  
Project Location: RAMSEY MUNICIPAL PARKING FACILITY 7650 SUNWOOD DR NW RAMSEY MN 55303  
Project Amount: \$3,495.00  
Subcontractors: No Subcontractors

#### Important Messages

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## MINNESOTA • REVENUE

### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 0-773-199-744  
Submitted Date and Time: 19-Aug-2015 3:18:56 PM  
Legal Name: A P I GARAGE DOOR INC  
Federal Employer ID: 41-1806159  
User Who Submitted: TCD/MN  
Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 491995136  
Account Number: 2035079  
Project Owner: CITY OF RAMSEY  
Project Number: 14-28  
Project Begin Date: 03-Jul-2015  
Project End Date: 03-Jul-2015  
Project Location: 7550 SUNWOOD DRIVE NW, RAMSEY, MN 55303  
Project Amount: \$5,100.00  
Subcontractors: No Subcontractors

#### Important Messages

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#### Contact Us

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ENGINEERS  
PLANNERS  
DESIGNERS

## CHANGE ORDER

Change Order No. 1

**PROJECT:** Ramsey Municipal Parking Facility Enclosure – Project #14-28  
7650 Sunwood Drive NW  
Ramsey, MN 55303

**OWNER:** CITY OF RAMSEY  
7550 Sunwood Drive NW  
Ramsey, MN 55303

**ISSUE DATE:** August 3, 2015

**CONTRACT DATE:** March 19, 2015

**TO:** Mark Snyder, President  
Construction Results Company  
14170 23<sup>rd</sup> Ave N  
Plymouth, MN 55447

The Contract is changed as follows:

Change Order Request #100 R1	
a. Verify as-built size and location of water service.	\$3,755.00.
b. Additional excavation depth for wet tap to water main.	\$1,150.00.
c. Additional blocking at header for overhead door.	<u>\$ 503.00.</u>
Subtotal	\$5,408.00.
Change Order Request #101 R1	
a. Install conduit and wire from fire alarm panel to horn/strobe.	\$ 785.00.
b. Add receptacles in Elect Room for security system..	\$ 280.00.
c. Add conduit and receptacles to four fire alarm modules.	<u>\$ 616.00.</u>
Subtotal	\$1,681.00.
Reimbursed testing and inspection added cost due to late notification.	
a. Reimburse net cost for post-installed testing and inspection of concrete masonry on Grid 2.	\$ (656.00)
<b>Total:</b>	<b>\$ 6,433.00</b>

[www.srfconsulting.com](http://www.srfconsulting.com)

One Carlson Parkway North, Suite 150 | Minneapolis, MN 55447-4443 | 763.475.0010 Fax: 763.475.2429

An Equal Opportunity Employer

Original Contract Price was	\$ <u>303,440.00</u>
Net change by previous Change Orders	\$ <u>0.00</u>
The Contract Price Prior to this Change order was	\$ <u>303,440.00</u>
The Contract Price will be increased by this Change Order in the amount of	\$ <u>6,433.00</u>
The new Contract Price including this Change Order will be	<b><u>\$ 309,873.00</u></b>
The Contract Time will be increased by zero (21) days	

The date of Substantial Completion as of the date of this Change Order is August 17,2015.

Accepted By:

**ENGINEER**

SRF Consulting Group, Inc.  
One Carlson Parkway North, Suite 150  
Minneapolis, MN 55447

Bill Fossing

Bill Fossing, PE

8-19-15

(Date)

**CONTRACTOR**

Construction Results Company  
14170 23<sup>rd</sup> Ave N  
Plymouth, MN 55447

\_\_\_\_\_  
Mark Snyder  
President

\_\_\_\_\_  
(Date)

**OWNER**

City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

\_\_\_\_\_  
Sarah Strommen  
Mayor

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Kurt Ulrich  
City Administrator

\_\_\_\_\_  
(Date)



**Construction Results Corporation**

*Trusted Commercial & Industrial Contractor*

TIME & MATERIALS SUMMARY

CHANGE ORDER REQUEST #: #100r1

DATE: 7/22/2015

DESCRIPTION : Additional Add's

PROJECT : City of Ramsey Parking Garage Enclosure

C.R.C. PROJECT : #5250

Supervision and Project Management	Investigate watermain location	Addition Excavation for watermain	Overhead Door head detail	TOTALS	RATE	COST
<b>LABOR (MAN-HOURS) :</b>						
LABORER				0.000	\$73.22	\$0.00
CARPENTER - REGULAR TIME	18.0		4.0	22.000	\$79.16	\$1,741.42
CARPENTER - OVERTIME				0.000	\$118.73	\$0.00
SUPERINTENDENT	8.0			8.000	\$92.64	\$741.11
PROJECT MANAGER				0.000	\$90.61	\$0.00
<b>MATERIALS &amp; EQUIPMENT :</b>						
TRENCH BOX - UNITED RENTALS	\$477.23					\$477.23
BACKHOE \$250 - SKID \$250 - TAMPER \$150	\$650					\$650.00
PLANTS - 4 JUNIPERS - (8 TOTAL BEING REPLACED)		\$220				\$220.00
LUMBER - FASTENERS			\$122			\$122.00
						\$0.00
<b>SUBCONTRACTORS :</b>						
KRUEGER EXCAVATING		\$801.00				\$801.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00

<b>SUBTOTAL =</b>	<b>\$4,752.76</b>
15% OVERHEAD & FEE =	\$474.21
10% OVERHEAD & FEE =	\$80.10
BOND COST =	\$100.83
<b>TOTAL =</b>	<b>\$5,407.90</b>

# KRUEGER INC. EXCAVATING

"Our Goal Is to Dig Your Hole"

P.O. Box 729  
Prior Lake, MN 55372  
Office# 952-447-8335  
Fax# 952-447-6169

## Estimate

Date	Estimate #
6-19-15	2098

Construction Results  
14170 23rd Ave. N.  
Plymouth, MN 55447  
O-763-559-1100  
F-763-553-0494

Terms	Project
Due on receipt	

Description	Qty	Cost	Total
<p>CITY OF RAMSEY PARKING GARAGE</p> <p>ADDED EXCAVATION FOR WATER-MAIN 3 MEN - 3HRS EA. -ADDED EXCAVATION - 3MEN 2 HRS EA. -ADDED TIME BACK-FILL - 3 MEN 1HR EA. LARGER EQUIPEMENT FOOTPRINT REQUIRED DUE TO DEPTH OF W.M. MOBILIZATION OF LARGER EQUIP. TO REACH REQ. DEPTH LANDSCAPE RESTORATION BY G.C.</p>	9	\$89	\$801



BRANCH B77  
 12488 XENWOOD AVE SOUTH  
 SAVAGE MN 55378  
 952-882-6067  
 952-882-6068 FAX

RENTAL RETURN  
 INVOICE

# 128154103-001

Job Site

CITY OF RAMSEY PARKING RAMP  
 7550 SUNWOOD DR NW  
 RAMSEY MN 55303-5137

Office: 763-559-1100 Cell: 612-282-0270

CONSTRUCTION RESULTS CORP.  
 14170 - 23RD AVENUE NORTH  
 PLYMOUTH MN 55447

Customer # : 491709  
 Invoice Date : 05/06/15  
 Rental Out : 05/06/15 08:00 AM  
 Rental In : 05/06/15 02:28 PM  
 UR Job Loc : 7550 SUNWOOD DR NW,  
 UR Job # : 17  
 Customer Job ID:  
 P.O. # : 5250  
 Ordered By : NED MEYER  
 Written By : JOHN MCCMORROW  
 Salesperson : JORDAN FISCHER

Invoice Amount: \$477.23

Terms: Due Upon Receipt  
 Payment options: Contact our credit office 212-333-6600 Ext. 8  
 REMIT TO: UNITED RENTALS (NORTH AMERICA), INC.  
 PO BOX 840514  
 DALLAS TX 75284-0514

RENTAL ITEMS:							
Qty	Equipment	Description	Minimum	Day	Week	4 Week	Amount
4	940/9866	BBC 72 CORNER END POST 72"		21.20	40.30	126.00	84.80
4	940/9868	LIFTING LUGS FOR BUILD A BOX (EACH)		2.12	2.12	2.12	8.48
16	940/9852	25 BBP BUILD A BOX PANEL 60"		17.20	47.50	145.00	275.20
1	330/7113	LIFTING BRIDLE 4 LEG X 6'		22.30	54.60	139.00	22.30
						Rental Subtotal:	390.78
						Agreement Subtotal:	390.78
						Rental Protection:	54.71
						Tax:	31.74
						Total:	477.23

COMMENTS/NOTES:

Ned Meyer 612-282-0270  
 \*\*Customer Pick Up.\*\*  
 (1) 8 T x 5 L x 5 W 4 Sided BAB.

COPY

THIS INVOICE IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE RENTAL AGREEMENT, WHICH ARE INCORPORATED HEREIN BY REFERENCE.  
 A COPY OF THE RENTAL AGREEMENT IS AVAILABLE UPON REQUEST.



**Common Ground**  
ELECTRIC LLC

3230 Gorham Ave Suite #2  
Saint Louis Park MN 55426  
952-929-2648  
F 952-922-2634

# Estimate

Date	Estimate #
7/16/2015	295

Name / Address
CONSTRUCTION RESULTS CORP 14170 23RD AVENUE N PLYMOUTH, MN 55447

Ship To
CITY OF RAMSEY MUNICIPAL PARKING FACILITY RENOVATION 7550 SUNWOOD DRIVE NW RAMSEY, MN 55303

Description	Total
<p>1) Fire alarm horn &amp; strobe - Install conduit and wire from yet to be installed fire alarm system control box to a yet to be identified location that is visible through the windows - ALL WITHIN THE SAME ENCLOSED STAIRWELL. - Fire alarm control box, horn, strobe, and horn / strobe mounting box to be provided by others. - CGE will run the conduit, run the wire, and connect the horn &amp; strobe. Other will do the connections within the fire alarm control box.</p>	<p><del>250.00</del> 700.00 WTF</p>
<p>2) Receptacles in electrical room for low voltage security equipment - Install 2 additional 120v duplex receptacles in mechanical room, to be used by the low voltage security equipment - Security company requested two separate outlets roughly 6" apart</p>	<p>250.00</p>
<p>3) Conduit to 4 fire alarm system modules - 1/2" conduit from box outside the elevator equipment room, in the same enclosed stairwell, to near the dry pipe system valves to be located in the same stairwell, a 1900 electrical junction box near the system and a piece of flex conduit to each of the 4 modules that they have. - Labor - 2 electricians for 4 hours (8 hrs total) - Material - 1/2" EMT, EMT connectors &amp; couplings, 1/2" flex conduit, flex connectors, cement anchors, misc. truck supplies - Note: all wiring and connections to be made by others, CGE is only installing the conduits.</p>	<p><del>990.00</del> 550.00 WTF</p>
<p><b>Total</b></p>	
<p><del>1,590.00</del> 1,500.00</p>	

Signature \_\_\_\_\_

## Bill Fossing

---

**From:** Elstrom, Perry <PElstrom@braunintertec.com>  
**Sent:** Wednesday, August 05, 2015 8:40 AM  
**To:** Bill Fossing  
**Subject:** RMPF-Pkg Enclosure, Net Cost for Testing North CMU Wall  
**Attachments:** GPR-IR CostEstimate.pdf

Bill,

I planned to send you this yesterday afternoon but our servers crashed company wide and outlook was not available. We are up and running today.

Attached is the cost estimate for the north cmu wall GPR/IR services. The actual T&M cost for those services was \$1,611. You requested we determine a net cost. Assuming the north wall would have required the same inspection effort as performed for the south wall, we determined the following net cost....

Non-destructive evaluation (field work), invoice #B034521 =	\$1,461.00	<i>8-11-15</i>
Non-destructive evaluation report, invoice forthcoming =	<del>150.00</del>	<i>0</i>
Assumed cost of north wall special inspection =	<u>-805.00</u>	
Net cost =	\$806.00	<i>656.00 } WJF</i>

The assumed inspection cost of \$805.00 was based on the following actual costs to complete the similar south wall special inspections....

8 hours inspection at \$85/hr =	\$680.00
1 trip at \$70 =	70.00
0.25 hours PA at \$70 =	17.50
0.25 hours PM at \$150/hr =	<u>37.50</u>
Total =	\$805.00

Regards,  
Braun Intertec  
Perry Elstrom  
612-369-3657  
pelstrom@braunintertec.com

# INVOICE

# BRAUN INTERTEC

The Science You Build On.

**PLEASE REMIT TO**

Braun Intertec Corporation  
NW 7644 PO Box 1450  
Minneapolis, MN 55485

Telephone (952) 995-2000  
Fax (952) 995-2020  
Tax I.D. 41-1684205

Bill Fossing  
City of Ramsey  
c/o SRF Consulting Group  
1 Carlson Parkway North, Suite 150  
Minneapolis, MN 55447

Date 7/30/2015  
Invoice number B034521  
Project ID B1506454  
Customer account R16289  
Customer PO

Ramsey Parking Enclosure Masonry Wall Evaluation

Post construction testing of masonry wall  
c/o SRF Consulting Group  
1 Carlson Parkway North, Suite 150  
Minneapolis, MN 55447

---

For Professional Services rendered through 7/17/2015

**ANALYSIS OF FEES**

Consulting Services Detail	\$1,164.00
Non-Salary Detail	\$297.00

**Total Fees** \$1,461.00

Amount Previously Invoiced: \$0.00  
Amount Invoiced to Date: \$1,461.00

Please pay from this invoice.

Terms: Due on receipt, 1 1/2% per month after 30 days, 18% annual percentage rate.

We accept



	Employee	Date	Qty/Hours	Rate	Amount
<b>1 - Field Work</b>					
<b>1.1 - Field Work</b>					
<b>Consulting Services Detail</b>					
Radiography Crew(Ir-192)					
Matthew Schauer					
		7/17/2015	4.50	192.00	864.00
<b>Non-Salary Detail</b>					
Ground Penetrating Radar Equipment (per day)					
Matthew Schauer					
		7/17/2015	0.50	169.00	84.50
Infared Camera (per day)					
Matthew Schauer					
		7/17/2015	0.50	275.00	137.50
Trip Charge					
Matthew Schauer					
		7/17/2015	1.00	75.00	75.00
<b>Total 1.1 - Field Work: Consulting Services Detail</b>					<u>\$864.00</u>
<b>Total 1.1 - Field Work: Non-Salary Detail</b>					<u>\$297.00</u>
<b>Total 1.1 - Field Work</b>					<u><u>\$1,161.00</u></u>
<b>Total 1 - Field Work: Consulting Services Detail</b>					<u>\$864.00</u>
<b>Total 1 - Field Work: Non-Salary Detail</b>					<u>\$297.00</u>
<b>Total 1 - Field Work</b>					<u><u>\$1,161.00</u></u>
<b>2 - Reporting and Project Management</b>					
<b>2.1 - Reporting and Project Management</b>					
<b>Consulting Services Detail</b>					
Project Engineer/Manager					
Nicholas Hansen					
		7/16/2015	2.00	150.00	300.00
<b>Total 2.1 - Reporting and Project Management: Consulting Services Detail</b>					<u>\$300.00</u>
<b>Total 2.1 - Reporting and Project Management</b>					<u>\$300.00</u>
<b>Total 2 - Reporting and Project Management: Consulting Services Detail</b>					<u>\$300.00</u>
<b>Total 2 - Reporting and Project Management</b>					<u><u>\$300.00</u></u>
<b>Total Project</b>					<u><u>\$1,461.00</u></u>

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #15-11-283**

**RESOLUTION APPROVING PARTIAL PAYMENT TO CONSTRUCTION RESULTS CORPORATION FOR IP #14-28 PARKING RAMP GARAGE ENCLOSURE**

**WHEREAS**, pursuant to a motion of the Ramsey City Council, adopted October 14, 2014, accepting plans and specifications and authorizing advertisement for bids for the enclosure of 14 parking stalls located within the existing Ramsey Municipal Parking Ramp; and

**WHEREAS**, the bid of Construction Results Corporation in the amount of \$303,440.00 was the lowest responsible bidder; and

**WHEREAS**, pursuant to a motion of the Ramsey City Council on March 10, 2015 adopting Resolution #15-03-071, Construction Results Corporation was awarded a contract for said work; and

**WHEREAS**, Change Order #1, in the amount of \$6,433.00, was approved by City Council on August 25, 2015, making the total amount due \$309,873.00; and

**WHEREAS**, as of November 23, 2015, \$294,379.35 has been paid to date; and

**WHEREAS**, the SRF Consulting Group has inspected the completed work and recommends final payment to Construction Results Corporation in the amount of \$15,493.65.

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

- 1) That the City Council hereby authorizes final payment to Construction Results Corporation for Improvement Project 14-28; parking ramp garage enclosure in the amount of \$15,493.65.
- 2) That the City Council hereby accepts the project and authorizes the City Administrator to sign the release form for this payment.

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 24<sup>th</sup> day of November, 2015.

---

Mayor

**ATTEST:**

---

City Clerk

**CC Regular Session**

**4. 10.**

**Meeting Date:** 11/24/2015

**Submitted For:** Dean Kapler, Fire Department

**By:**

Kathy Schmitz, Administrative Services

**Information**

**Title**

Adopt Resolution #15-11-284 Approving Partial Payment to Brennan Construction of MN, Inc. for IP #14-30 Fire Station #2.

**Purpose/Background:**

Resolution and Pay Requests are Attached.

**Recommendation:**

BKV Group, Inc., the project manager hired by the City, has inspected the completed work and recommends partial payments to Brennan Construction in the amounts of \$315,587.15 and \$244,437.85 for a total of \$560,025.00.

**Action:**

Motion to Adopt Resolution #15-11-284 Approving Partial Payment to Brennan Construction of MN, Inc. for IP #14-30 Fire Station #2.

**Attachments**

Pay Request Labor

Pay Request Material

Change Order 01-Labor

Change Order 01-Material

Res 15 11 284

Project Budget

**Form Review**

**Inbox**

Dean Kapler  
Kathy Schmitz (Originator)  
Dean Kapler  
Patrick Brama  
Kurt Ulrich  
Form Started By: Kathy Schmitz  
Final Approval Date: 11/19/2015

**Reviewed By**

Kathy Schmitz  
Kathy Schmitz  
Dean Kapler  
Patrick Brama  
Kurt Ulrich

**Date**

11/18/2015 09:09 AM  
11/18/2015 09:25 AM  
11/18/2015 09:26 AM  
11/18/2015 01:13 PM  
11/19/2015 10:47 AM  
Started On: 11/16/2015 03:35 PM

# AIA® Document G702™ - 1992

## Application and Certificate for Payment

**TO OWNER:** City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

**PROJECT:** Ramsey Fire Station #2  
5650 Alpine Drive NW  
Ramsey, MN 55303

**FROM:** Brennan Construction of MN Inc.  
CONTRACTOR: 124 E. Walnut Street, Suite 20  
Mankato, MN 56001

**VIA ARCHITECT:** BKV Group, Inc.  
222 North Second Street  
Minneapolis, MN 55401

**APPLICATION NO:** 006 - Labor #2874  
**PERIOD TO:** October 31, 2015  
**CONTRACT FOR:** General Construction  
**CONTRACT DATE:** April 15, 2015  
**PROJECT NOS:** / 15-12 /

**Distribution to:**  
OWNER:  
ARCHITECT:  
CONTRACTOR:  
FIELD:  
OTHER:

### CONTRACTOR'S APPLICATION FOR PAYMENT

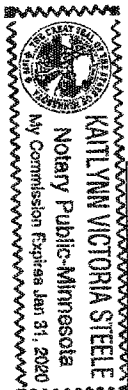
Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM ..... \$ 1,450,000.00
2. NET CHANGE BY CHANGE ORDERS ..... \$ 10,403.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$ 1,460,403.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$ 979,581.00
5. RETAINAGE:
  - a. 5 % of Completed Work  
(Column D + E on G703) ..... \$ 48,979.05
  - b. 0 % of Stored Material  
(Column F on G703) ..... \$ 0.00
- Total Retainage (Lines 5a + 5b or Total in Column I of G703) ..... \$ 48,979.05
6. TOTAL EARNED LESS RETAINAGE ..... \$ 936,601.95  
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$ 686,164.10  
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE ..... \$ 244,437.85
9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) ..... \$ 529,801.05

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this Month	\$ 10,403.00	\$ 0.00
<b>TOTALS</b>	<b>\$ 10,403.00</b>	<b>\$ 0.00</b>
NET CHANGES by Change Order	\$ 10,403.00	\$ 0.00

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

**CONTRACTOR:** By: *Christine Plante* Date: November 06, 2015  
State of Minnesota  
County of Blue Earth  
Subscribed and sworn to before me this *06* day of *November* 2015  
Notary Public: Kathryn Steele  
My Commission expires: January 31, 2020



### ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... \$ 244,437.85  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:** By: *[Signature]* Date: *11/11/15*  
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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# AIA Document G703™ - 1992

## Continuation Sheet

AIA Document, G702™-1992, Application and Certification for Payment, or G736™-2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are in US dollars.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 006 Labor  
 APPLICATION DATE: 10/30/2015  
 PERIOD TO: 10/30/2015  
 ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D+E)				% (G+C)			
	General Contractor	112,228.00	56,500.00		15,000.00	0.00	71,500.00	63.71 %	40,728.00	0.00
	Labor								23,608.00	0.00
	General Conditions	100,108.00	64,000.00		12,500.00	0.00	76,500.00	76.42 %	8,862.00	0.00
	Sod & Landscaping	35,762.00	26,900.00		0.00	0.00	26,900.00	75.22 %	4,950.00	0.00
	Irrigation	4,950.00	0.00		0.00	0.00	0.00	0.00 %	4,950.00	0.00
	Asphalt	11,368.00	0.00		6,965.00	0.00	6,965.00	61.27 %	4,403.00	0.00
	Earthwork	108,867.00	103,867.00		5,000.00	0.00	108,867.00	100.00 %	0.00	0.00
	Concrete	167,193.00	91,961.00		75,115.00	0.00	167,076.00	99.93 %	117.00	0.00
	Precast	13,090.00	13,090.00		0.00	0.00	13,090.00	100.00 %	0.00	0.00
	Masonry	221,610.00	175,254.00		44,499.00	0.00	219,753.00	99.16 %	1,857.00	0.00
	Steel Erection	113,300.00	85,300.00		8,330.00	0.00	93,630.00	82.64 %	19,670.00	0.00
	Fence	4,172.00	1,500.00		0.00	0.00	1,500.00	35.95 %	2,672.00	0.00
	Caulking	5,548.00	0.00		1,387.00	0.00	1,387.00	25.00 %	4,161.00	0.00
	Air Barrier	13,600.00	10,000.00		0.00	0.00	10,000.00	73.53 %	3,600.00	0.00
	Roofing	104,990.00	0.00		45,783.00	0.00	45,783.00	43.61 %	59,207.00	0.00
	Spray Foam	5,050.00	0.00		0.00	0.00	0.00	0.00 %	5,050.00	0.00
	Glass & Glazing	47,921.00	0.00		7,550.00	0.00	7,550.00	15.76 %	40,371.00	0.00
	Special Doors	6,870.00	0.00		0.00	0.00	0.00	0.00 %	6,870.00	0.00
	Drywall	26,620.00	14,641.00		6,655.00	0.00	21,296.00	80.00 %	5,324.00	0.00
	Tile	11,180.00	0.00		0.00	0.00	0.00	0.00 %	11,180.00	0.00
	Acoustic Ceiling	1,255.00	0.00		0.00	0.00	0.00	0.00 %	1,255.00	0.00
	Flooring	4,595.00	0.00		0.00	0.00	0.00	0.00 %	4,595.00	0.00

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
	Painting & Wallcovering	21,100.00	0.00	0.00	0.00	0.00	21,100.00	0.00
	Resinous Flooring	14,000.00	0.00	0.00	0.00	0.00	14,000.00	0.00
	Signage	1,545.00	0.00	0.00	0.00	0.00	1,545.00	0.00
	FPS	295.00	0.00	0.00	0.00	0.00	295.00	0.00
	Window Treatments	1,060.00	0.00	0.00	0.00	0.00	1,060.00	0.00
	plumbing	104,043.00	50,390.00	0.00	0.00	50,390.00	53,653.00	0.00
	Fire Protection	14,900.00	0.00	2,338.00	0.00	2,338.00	12,562.00	0.00
	HVAC	72,780.00	17,200.00	16,800.00	0.00	34,000.00	38,780.00	0.00
	Electrical	100,000.00	11,675.00	7,450.00	0.00	19,125.00	80,875.00	0.00
	Change Order #1	10,403.00	0.00	1,931.00	0.00	1,931.00	8,472.00	0.00
	<b>GRAND TOTAL</b>	<b>\$1,460,403.00</b>	<b>\$722,278.00</b>	<b>\$257,303.00</b>	<b>\$0.00</b>	<b>\$979,581.00</b>	<b>\$480,822.00</b>	<b>\$0.00</b>

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# AIA® Document G702™ - 1992

## Application and Certificate for Payment

**TO OWNER:** City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

**PROJECT:** Ramsey Fire Station #2  
5650 Alpine Drive NW  
Ramsey, MN 55303

**FROM:** Brennan Construction of MN Inc.  
124 E. Walnut Street, Suite 20  
Mankato, MN 56001

**VIA ARCHITECT:** BKV Group, Inc.  
222 North Second Street  
Minneapolis, MN 55401

**APPLICATION NO:** 006 - Material #2873

**PERIOD TO:** October 31, 2015

**CONTRACT FOR:** General Construction

**CONTRACT DATE:** April 15, 2015

**PROJECT NOS:** / 15-12 /

**Distribution to:** OWNER: \_\_\_\_\_ ARCHITECT: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_ FIELD: \_\_\_\_\_ OTHER: \_\_\_\_\_

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM ..... \$ 1,685,000.00
  2. NET CHANGE BY CHANGE ORDERS ..... \$ 4,098.00
  3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$ 1,689,098.00
  4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$ 1,077,959.00
  5. RETAINAGE:
    - a. 5 % of Completed Work (Column D + E on G703) ..... \$ 53,897.95
    - b. 0 % of Stored Material (Column F on G703) ..... \$ 0.00
- Total Retainage (Lines 5a + 5b or Total in Column I of G703) ..... \$ 53,897.95
6. TOTAL EARNED LESS RETAINAGE ..... \$ 1,024,061.05  
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$ 708,473.90  
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE ..... \$ 315,587.15
9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) ..... \$ 665,036.95

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this Month	\$ 4,098.00	\$ 0.00
<b>TOTALS</b>	<b>\$ 4,098.00</b>	<b>\$ 0.00</b>
NET CHANGES by Change Order	\$	\$ 4,098.00

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

**CONTRACTOR:** \_\_\_\_\_  
By: *[Signature]* \_\_\_\_\_  
Date: November 06, 2015

State of Minnesota  
County of Blue Earth  
Subscribed and sworn to before me this 06th day of November, 2015  
Notary Public: Kaitlynn Steele  
My Commission expires: January 31, 2020



**KAITLYNN VICTORIA STEELE**  
Notary Public-Minnesota  
My Commission Expires Jan 31, 2020

### ARCHITECT'S CERTIFICATE FOR PAYMENT

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

**AMOUNT CERTIFIED** ..... \$ 315,587.15  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:** \_\_\_\_\_  
By: *[Signature]* \_\_\_\_\_  
Date: 11/01/15

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# AIA<sup>®</sup> Document G703<sup>™</sup> - 1992

## Continuation Sheet

AIA Document G702<sup>™</sup>-1992, Application and Certification for Payment, or G736<sup>™</sup>-2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are in US dollars.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 006 Material  
 APPLICATION DATE: 10/30/2015  
 PERIOD TO: 10/31/2015  
 ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)	
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	General Conditions	291,577.00	179,000.00	49,500.00	0.00	228,500.00	78.37%	63,077.00	0.00
	Sod & Landscaping	24,738.00	0.00	0.00	0.00	0.00	0.00%	24,738.00	0.00
	Irrigation	4,790.00	0.00	0.00	0.00	0.00	0.00%	4,790.00	0.00
	Asphalt	15,527.00	0.00	6,100.00	0.00	6,100.00	39.29%	9,427.00	0.00
	Barthwork	118,500.00	118,500.00	0.00	0.00	118,500.00	100.00%	0.00	0.00
	Concrete	111,462.00	56,502.00	50,076.00	0.00	106,578.00	95.62%	4,884.00	0.00
	Precast	3,503.00	3,503.00	0.00	0.00	3,503.00	100.00%	0.00	0.00
	Masonry	204,480.00	89,469.00	38,600.00	0.00	128,069.00	62.63%	76,411.00	0.00
	Structural Steel	137,184.00	117,842.00	12,523.00	0.00	130,365.00	95.03%	6,819.00	0.00
	Fence	1,517.00	0.00	0.00	0.00	0.00	0.00%	1,517.00	0.00
	Millwork & Trim	19,904.00	0.00	0.00	0.00	0.00	0.00%	19,904.00	0.00
	Caulking	2,376.00	0.00	594.00	0.00	594.00	25.00%	1,782.00	0.00
	Air Barrier	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%	0.00	0.00
	Roofing	161,340.00	18,325.00	67,819.00	0.00	86,144.00	53.39%	75,196.00	0.00
	Spray Foam	2,600.00	0.00	0.00	0.00	0.00	0.00%	2,600.00	0.00
	Doors & Hardware	35,348.00	15,523.00	15,485.00	0.00	31,008.00	87.72%	4,340.00	0.00
	Glass & Glazing	50,125.00	0.00	29,400.00	0.00	29,400.00	58.65%	20,725.00	0.00
	Special Doors	42,559.00	0.00	0.00	0.00	0.00	0.00%	42,559.00	0.00
	Dryall	14,380.00	5,464.00	8,916.00	0.00	14,380.00	100.00%	0.00	0.00
	Tile	9,181.00	0.00	0.00	0.00	0.00	0.00%	9,181.00	0.00
	Acoustic Ceiling	4,745.00	0.00	0.00	0.00	0.00	0.00%	4,745.00	0.00
	Flooring	10,400.00	10,400.00	0.00	0.00	10,400.00	100.00%	0.00	0.00

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 User Notes: (1501039879)

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)	
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					% (G + C)
	Painting & Wallcovering	10,800.00	0.00	0.00	0.00	0.00 %	10,800.00	0.00	
	Resinous Flooring	14,000.00	0.00	0.00	0.00	0.00 %	14,000.00	0.00	
	Signage	4,815.00	0.00	0.00	0.00	0.00 %	4,815.00	0.00	
	Flag	4,441.00	0.00	0.00	0.00	0.00 %	4,441.00	0.00	
	Lockers	4,075.00	0.00	0.00	0.00	0.00 %	4,075.00	0.00	
	Toilet Accessories	1,405.00	0.00	0.00	0.00	0.00 %	1,405.00	0.00	
	Appliances	1,500.00	0.00	0.00	0.00	0.00 %	1,500.00	0.00	
	Entrance Flooring	2,534.00	0.00	0.00	0.00	0.00 %	2,534.00	0.00	
	Window Treatments	3,090.00	0.00	0.00	0.00	0.00 %	3,090.00	0.00	
	Plumbing	132,336.00	67,484.00	0.00	0.00	50.99 %	64,852.00	0.00	
	Fire Protection	9,300.00	0.00	0.00	0.00	0.00 %	9,300.00	0.00	
	HVAC	102,968.00	41,000.00	33,000.00	0.00	71.87 %	28,968.00	0.00	
	Electrical	117,500.00	12,750.00	16,700.00	0.00	25.06 %	88,050.00	0.00	
	Change Order #1	4,098.00	0.00	3,484.00	0.00	85.02 %	614.00	0.00	
	<b>GRAND TOTAL</b>	<b>\$1,689,098.00</b>	<b>\$745,762.00</b>	<b>\$332,197.00</b>	<b>\$0.00</b>	<b>\$1,077,959.00</b>	<b>63.82 %</b>	<b>\$611,139.00</b>	<b>\$0.00</b>

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Architecture Interior Design Landscape Architecture Engineering  
 Phone: 612.339.3752 Fax: 612.339.6212 www.bkvgroup.com  
 Enriching Lives and Strengthening Communities

CHANGE ORDER

Owner: X  
 Architect: X  
 Consultant:  
 Contractor: X  
 Field:  
 Other:

AIA DOCUMENT G701

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION. AUTHENTICATION OF THIS ELECTRONICALLY DRAFTED AIA DOCUMENT MAY BE MADE BY USING AIA DOCUMENT D401.

PROJECT:  
 Ramsey Fire Station #2  
 5650 Alpine Drive NW  
 Ramsey, MN 55303

CHANGE ORDER NO.: 01-LABOR

DATE OF ISSUANCE: 11/3/15

OWNER:  
 City of Ramsey  
 7550 Sunwood Drive  
 Ramsey, MN 55303

ARCHITECT'S PROJECT #: 1937.01

CONTRACT DATE: April 15, 2015

ARCHITECT:  
 Boarman Kroos Vogel Group  
 222 N. 2<sup>nd</sup> Street  
 Minneapolis, MN 55401

CONTRACT FOR: General Construction

TO CONTRACTOR:  
 Brennan Construction of MN  
 124 East Walnut Steet, Suite 20  
 Mankato, MN 56001

The contract is changed as follows:  
 (Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)


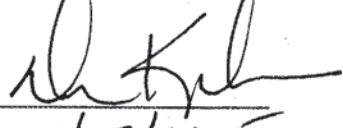
	RFP #	Subject		Labor
1	CR 1	Scrapped Steel at Vestibule (RFI 9)		-
2	PR 1	Revised Toilet Accessories	Credit	-
3	PR 2	Generator Pad		\$2,479
4	CR 2	Reworked Trolley Beam Mounting (RFI 8)	ADD	-
5	CR 4	L Angle at Roof Trusses	ADD	\$ 5,881
6	CR 6	Revise Columns at N Apparatus Bay	ADD	\$711
7	PR 5	Eliminate Trash Enclosure	Credit	(\$ 800)
8	CR 9	Electrical Permit Cost – Subs paid for permit	ADD	-
9	CR10	Plank connection at beams (RFI 34)	ADD	\$2,132
10	CR13	Sprinkler Permit cost – subs paid for permit	ADD	-
			<b>TOTALS:</b>	<b>\$10,403</b>
			<b>ADD</b>	<b>(0) Days</b>

The original Contract Sum was	\$	1,450,000
Net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	1,450,000
The Contract Sum will be (increased)(decreased)(unchanged) by this change order in the amount of	\$	10,403
The new Contract Sum including this Change Order will be	\$	1,460,403
The Contract time will be (increased)(decreased)(unchanged) by (0) days.		
The date of Substantial Completion as of the date of this Change Order therefore is:		March 15, 2016

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER:**

ARCHITECT	CONTRACTOR	OWNER
Boarman Kroos Vogel Group, Inc.	Brennan Construction of MN	City of Ramsey
Address	Address	Address
222 N. 2nd Street	124 East Walnut Street, Suite 20	7550 Sunwood Drive
Minneapolis, MN 55401	Mankato, MN 56001	Ramsey, MN 55303
BY	BY	BY

Bruce Schwartzman	 Mark Landgraff	Dean Kapler 
DATE	DATE 11/4/15	DATE 11/17/2015

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*Enriching Lives and Strengthening Communities*

CHANGE ORDER

Owner: X  
 Architect: X  
 Consultant:  
 Contractor: X  
 Field:  
 Other:

AIA DOCUMENT G701

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION. AUTHENTICATION OF THIS ELECTRONICALLY DRAFTED AIA DOCUMENT MAY BE MADE BY USING AIA DOCUMENT D401.

PROJECT:  
 Ramsey Fire Station #2  
 5650 Alpine Drive NW  
 Ramsey, MN 55303

CHANGE ORDER NO.: **01-Material**

DATE OF ISSUANCE: 11/3/15

OWNER:  
 City of Ramsey  
 7550 Sunwood Drive  
 Ramsey, MN 55303

ARCHITECT'S PROJECT #: 1937.01

CONTRACT DATE: March 15, 2015

ARCHITECT:  
 Boarman Kroos Vogel Group  
 222 N. 2<sup>nd</sup> Street  
 Minneapolis, MN 55401

CONTRACT FOR: General Construction

TO CONTRACTOR:  
 Brennan Construction of MN  
 124 East Walnut Street, Suite 20  
 Mankato, MN 56001

The contract is changed as follows:  
 (Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)


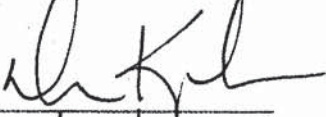
	RFP #	Subject		Material
1	CR 1	Scrapped Steel at Vestibule (RFI 9)		\$474
2	PR 1	Revised Toilet Accessories	Credit	(\$415)
3	PR 2	Generator Pad	ADD	\$478
4	CR 2	Reworked Trolley Beam Mounting (RFI 8)	ADD	\$452
5	CR 4	L Angle at Roof Trusses	ADD	\$2,239
6	CR 6	Revise Columns at N Apparatus Bay	ADD	-
7	PR 5	Eliminate Trash Enclosure	Credit	(\$300)
8	CR 9	Electrical Permit Cost – Subs paid for permit	ADD	\$489
9	CR 10	Plank Connection beams (RFI 34)	ADD	\$136
10	CR13	Sprinkler Permit Cost – Subs paid for permit	ADD	\$545
<b>TOTALS:</b>			<b>ADD</b>	<b>\$4,098</b>
			<b>ADD</b>	<b>(0) Days</b>

The original Contract Sum was	\$	1,685,000
Net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	1,685,000
The Contract Sum will be (increased)(decreased)(unchanged) by this change order in the amount of	\$	4,098
The new Contract Sum including this Change Order will be	\$	1,689,098
The Contract time will be (increased)(decreased)(unchanged) by (0) days.		
The date of Substantial Completion as of the date of this Change Order therefore is:		March 15, 2016

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER:**

ARCHITECT	CONTRACTOR	OWNER
Boarman Kroos Vogel Group, Inc.	Brennan Construction of MN	City of Ramsey
Address	Address	Address
222 N. 2nd Street	124 East Walnut Street, Suite 20	7550 Sunwood Drive
Minneapolis, MN 55401	Mankato, MN 56001	Ramsey, MN 55303
BY	BY	BY

Bruce Schwartzman	 Mark Landgraff	Dean Kapler 
DATE	DATE 11/4/15	DATE 11/17/2015

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

**RESOLUTION #15-11-284**

**RESOLUTION APPROVING PARTIAL PAYMENT TO BRENNEN CONSTRUCTION OF MN, INC. FOR IP #14-30 FIRE STATION #2**

**WHEREAS**, pursuant to a motion of the Ramsey City Council, adopted January 27, 2015, accepting plans and specifications and authorizing advertisement for bids for Fire Station #2; and

**WHEREAS**, the bid of Brennan Construction in the amount of \$3,135,000.00 was the lowest responsible bidder; and

**WHEREAS**, pursuant to a motion of the Ramsey City Council on April 14, 2015 adopting Resolution #15-04-079, Brennan Construction of MN, Inc. was awarded a contract for said work; and

**WHEREAS**, Change Order # 01-Labor, in the amount of \$10,403.00, and Change Order # 01-Material, in the amount of \$4, 098.00, were approved by City Council on November 5, 2015, making the total amount due \$3,149,50.00; and

**WHEREAS**, as of November 23, 2015, \$1,394,638.00 has been paid to date; and

**WHEREAS**, the BKV Group has inspected the completed work and recommends partial payments to Brennan Construction in the amounts of \$315,587.15 and \$244,437.85 for a total of \$560,025.00.

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

- 1) That the City Council hereby authorizes partial payments to Brennan Construction of MN, Inc. for Improvement Project #14-30; Fire Station #2 in amounts of \$315,587.15 and \$244,437.85 for a total of \$560,025.00.
- 2) That the City Council hereby accepts the project and authorizes the City Administrator to sign the release form for these payments.

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 24th day of November, 2015.

---

Mayor

ATTEST:

---

City Clerk

## Fire Station #2 Costs

### Soft Costs:

Legal	\$ 840.00
Northern Tech	\$ 3,750.00
Public Notices	\$ 714.88
LRRWMO	\$ 800.00
CES	\$ 2,281.75
BKV	\$ 140,252.99
WENCKO	\$ 1,800.00
Costs thru 4-28-15	<u>\$ 150,439.62</u>
BKV remaining on \$187,000 Contract	\$ 51,000.00
FF&E	\$ 160,000.00
SAC & WAC	\$ 24,850.00
Plan Review	\$ 11,595.00
Testing (Construction)	\$ 7,000.00
Bid Document Printing	\$ 6,000.00
Builder's risk insurance	\$ 1,000.00
Contingency	\$ 50,000.00
Total Soft Costs	<u>\$ 311,445.00</u>

### Hard Costs:

Wiring	\$ 50,000.00
Generator	\$ 65,000.00
Constructing Contingency	\$ 160,000.00
Construction Contract Approved	\$ 3,135,000.00
Total Hard Costs	<u>\$ 3,410,000.00</u>

**Total Costs of Fire Station #2** \$ 3,871,884.62

Original Bonding Request (Net of underwriting) \$ 3,875,000.00

**Bond Shortfall** \$ **(3,115.38)**

*Will use project contingency to balance*

**CC Regular Session**

**4. 11.**

**Meeting Date:** 11/24/2015

**Submitted For:** Bruce Westby, Engineering/Public Works

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

---

**Information**

**Title**

Adopt Resolution #15-11-286 Approving Partial Payment to Kuechle Underground for Improvement Project #13-10, Garnet Street and 168th Avenue Reconstruction

**Purpose/Background:**

Resolution and Pay Request attached.

**Recommendation:**

The Engineering Technician IV has inspected the completed work and recommends partial payment to Kuechle Underground, Inc. for Improvement Project #13-10, Garnet Street and 168th Avenue Reconstruction, in the amount of \$20,539.19.

**Action:**

Motion to adopt Resolution #15-11-286 approving payment to Kuechle Underground, Inc. for IP #13-10, Garnet Street and 168th Avenue Reconstruction, in the amount of \$20,539.19.

---

**Attachments**

Resolution

Pay Request

---

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Bruce Westby	Bruce Westby	11/19/2015 07:58 AM
Kurt Ulrich	Kurt Ulrich	11/19/2015 10:47 AM
Form Started By: MaryJo Warner		Started On: 11/17/2015 01:18 PM
Final Approval Date: 11/19/2015		

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #15-11-286**

**RESOLUTION AUTHORIZING PARTIAL PAYMENT TO KUECHLE UNDERGROUND FOR IMPROVEMENT PROJECT #13-10 GARNET STREET AND 168<sup>TH</sup> AVENUE RECONSTRUCTION**

**WHEREAS**, pursuant to a resolution of the City Council adopted February 25, 2014, a Feasibility Report was prepared by the City Engineer with reference to proposed improvements to Garnet Street from 167<sup>th</sup> Avenue to the north plat line of Now and Then Estates, and 168<sup>th</sup> Avenue west of Garnet Street, including the reconstruction of streets and curb and gutter, the construction of sidewalks, storm sewer, and public utilities, and other necessary appurtenant work; and

**WHEREAS**, pursuant to a resolution of the City Council adopted January 13, 2015, the Feasibility Report was received and accepted, and a Public Hearing was ordered for February 10, 2015 at 7 p.m., where the City Council considered the proposed improvements for said streets in accordance with the Feasibility Report; and

**WHEREAS**, pursuant to a resolution of the City Council adopted April 28, 2015, the City Council accepted final plans and specifications and authorized advertisements for bids for said improvements; and

**WHEREAS**, pursuant to a resolution of the City Council adopted June 9, 2015 the bid of Kuechle Underground in the amount of \$823,126.51 for the total bid is the lowest responsible bidder; and

**WHEREAS**, as of November 24, 2015 \$601,701.84 has been paid to date; and

**WHEREAS**, the Engineering Technician IV has inspected the completed work and recommends partial payment to Kuechle Underground in the amount of \$20,539.19.

**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 Kuechle Underground, Inc. for Improvement Project 13-10; Garnet Street – 168<sup>th</sup> Avenue Improvements in the amount of \$20,539.19.
- 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 November 24, 2015.
- 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 24<sup>th</sup> day of November, 2015.

---

Mayor

**ATTEST:**

---

City Clerk

Pay Estimate Summary Sheet

IP 13-10 GARNET STREET - 168TH AVENUE IMPROVEMENTS

City of Ramsey

Estimate no. 4

TOTAL CONTRACT	\$	823,126.51
ADDITIONAL WORK	\$	-
TOTAL WITH ADDITIONAL WORK	\$	823,126.51
STORED MATERIALS		
TOTAL, COMPLETED WORK TO DATE	\$	654,990.56
TOTAL WORK COMPLETED PLUS STORED MATERIALS	\$	654,990.56
RETAINED PERCENTAGE 5%	\$	32,749.53
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$	622,241.03
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$	601,701.84
PAY CONTRACTOR PER ESTIMATE NO. 4	\$	20,539.19

Certificate for Partial Payment

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

Contractor: Kuechle Underground, Inc.

By [Signature] V.P.  
Name Title

Date 11/16/15

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: CITY OF RAMSEY

By [Signature] Civil Engineer II  
Leonard Linton, PE

Date 11-16-15

APPROVED FOR PAYMENT:

OWNER: City of Ramsey

By [Signature] City Engineer 11/16/15  
Name Title Date

Meeting Date: 11/24/2015

Submitted For: Dean Kapler, Fire Department

By:

Dean Kapler, Fire Department

**Information**

**Title**

Adopt Resolution #15-11-290 Accepting Exercise Equipment Donation Valued at \$1,700 from Gail Graw for Placement in New Fire Station #2

**Purpose/Background:**

Purpose: To request Council to accept the donation of fitness equipment for the new Fire Station #2.

Background: Recently, Ramsey resident Pat Surma offered an Octane Fitness Cross Trainer Model Q37e to the Fire Department. The equipment is valued at \$1700. Staff has looked at the equipment and recommends accepting the donation, which will be given in the name of Mr. Surma's friend Gail Graw, This equipment will be placed in the new Fire Station #2 on its completion.

**Funding Source:**

There is no funding requirement as this is a donation.

**Recommendation:**

Staff recommends Council accept the donation of an Octane Fitness Cross Trainer Model Q37e, valued at \$1700 for use at the new Fire Station #2.

**Action:**

Motion to adopt Resolution #15-11-290 Accepting Exercise Equipment Donation Valued at \$1,700 from Gail Graw for placement in New Fire Station #2.

**Attachments**

Resolutin Accepting Donation

**Form Review**

**Inbox**

Jo Thieling

Kurt Ulrich

Form Started By: Dean Kapler

Final Approval Date: 11/19/2015

**Reviewed By**

Jo Thieling

Kurt Ulrich

**Date**

11/18/2015 10:00 AM

11/19/2015 10:47 AM

Started On: 11/18/2015 09:29 AM

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

**RESOLUTION #15-11-290**

**RESOLUTION ACCEPTING EXERCISE EQUIPMENT DONATION VALUED AT \$1700 FROM GAIL GRAW FOR PLACEMENT IN NEW FIRE STATION #2**

**WHEREAS**, MN State Statute 465.03 requires that a city pass a resolution that accepts any donations or grants; and

**WHEREAS**, two-thirds majority of the Councilmembers must adopt said resolution to formally accept donation; and

**WHEREAS**, the City of Ramsey has received a donation of an Octane Fitness Elliptical Cross Trainer valued at \$1700, for use at the new Fire Station #2.

**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 accepts donation made by Gail Graw of exercise equipment valued at \$1700.
- 2) That the donation shall be housed at the new Fire Station #2 upon its completion.

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 24<sup>th</sup> day of November, 2015.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

Meeting Date: 11/24/2015

By: Diana Lund, Finance

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**Information**

**Title**

Adopt Resolution #15-11-279 Adopting the 2016 Parking Ramp Maintenance Budget and Adopt Resolution #15-11-280 Allocating the Parking Ramp Maintenance Costs per the Adopted 2016 Budget

**Purpose/Background:**

Purpose: Allocate costs of the municipal parking ramp to the respective users: City, Residence at the COR Apartments and Transit per the Parking Use and Maintenance Agreement (PUMA).

Background:

The city adopted an amended and restated Parking Improvement Use and Maintenance Agreement (PUMA) for Parking District A (City Municipal Ramp) on April 30, 2012 and First Amendment on January 8, 2013. This agreement obligates the owner of each parcel in Parking District A to pay the City for costs the city has or will incur to maintain, repair and replace the District A parking improvements based on an allocated costs assigned to each parcel. This agreement was transferred from Flaherty and Collins to Residence at the COR Apartments, LLC with the sale of the property on April 9, 2015.

Per the agreement, the city is required to prepare a budget for formal adoption at least 30 days prior to fiscal year end or by November 30 outlining the anticipated parking maintenance costs for the next fiscal year and adopt a resolution allocating the budgeted parking maintenance costs among the parcels per the parcels "allocated share".

The city's 2016 Parking Ramp Maintenance Budget is attached that also includes the calculation of each parcels allocated share.

**Observations/Alternatives:**

Per Sections 7-9 of the PUMA, the city is **required** to establish an annual parking maintenance budget and **allocate** the respective shares to those parcels receiving benefit.

**Funding Source:**

The parking ramp is funded by the budget of General Government Buildings under the General Fund and the allocated share charged to Residence at the COR Apartments, LLC for their usage of 275 stalls in the parking ramp.

**Recommendation:**

Approve attached Resolution #15-11-279 Adopting the 2016 Parking Ramp Maintenance Budget

And

Approve attached Resolution #15-11-280 Allocating the Parking Ramp Maintenance Costs per the adopted 2016 budget based on each parcels allocated share as outlined.

**Action:**

Motion to adopt Resolution #15-11-279 Adopting the 2016 Parking Ramp Maintenance Budget

and

Motion to adopt Resolution #15-11-280 authorizing the allocation of the budgeted parking maintenance costs among the parcels as outlined.

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**Attachments**

2016 Parking Ramp Budget

Res #15-11-279 Adopting 2015 Ramp Maintenance Budget

Res #15-11-280 Authorizing 2015 Ramp Maintenance Cost Allocation

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 11/19/2015

**Reviewed By**

Kurt Ulrich

**Date**

11/19/2015 10:47 AM

Started On: 11/10/2015 05:17 PM

Parking Ramp Maint Costs -2016

For 2016	2016 Budget
Snow Removal - 8 events-Per City's PW Director	\$ 16,500
Maintenance Labor (Dan & Don 100 hr each, Jeff @ 50 hours)Based on 2015 activity + 2% COLA	\$ 9,528
Fire Ext recharge	\$ 300
Fire Alarm inspection	\$ 550
Bulbs	\$ 3,350
Elevator-2015 exp + 2%	\$ 4,925
Wash Glass Windows	\$ 533
Security	\$ 336
Mn Dept Of Labor-Elevator Lic	\$ 200
Misc Supplies	\$ 1,200
Phone	\$ 1,400
Electric-Connexus	\$ 51,940
Water	\$ 458
Mechanical Repairs-Based on 2015 activity (Ramp will be 10-years old)	\$ 11,200
Sweeping (2015 activity + 5%)	\$ 730
Liability Insurance (2015 activity + 10%)	\$ 18,008
Administration of Agreement (1%)	\$ 1,376
10% Contingency-Reserve Fund for future maint	\$ 12,253
Total Expense	\$ 134,787
Total Budgeted Expense	\$ 134,787
Residence at the COR Allocated share 275 stalls/793 stalls)	\$ 46,742
Transit: 350 Stalls	\$ 59,490
<b>City Hall: 143 stalls*</b>	<b>\$ 24,306</b>
Unallocated Stalls: 25 Stalls	\$ 4,249
The Residence: 275 stalls	\$ 46,742
Total Parking Ramp Allocation	\$ 134,787

\* Per 1-8-13 Puma Amendment. 75 Muni Center & 68 unallocated for future use

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #15-11-279**

**RESOLUTION ADOPTING THE 2016 CITY OF RAMSEY PARKING RAMP  
MAINTENANCE BUDGET**

**WHEREAS**, the City of Ramsey Adopted an Amended and Restated Parking Improvement Use and Maintenance Agreement (PUMA) for Parking District A (Municipal Center Ramp) on April 30, 2012 and First Amendment on January 8, 2013; and

**WHEREAS**, the City of Ramsey is required to annually adopt a budget of parking ramp maintenance costs on or before the date thirty days prior to the beginning of each full fiscal year; and

**WHEREAS**, on or before the date thirty days prior to each full fiscal year, the City Council must adopt a resolution allocating the budgeted parking maintenance costs for that fiscal year among the benefitting parcels; and

**WHEREAS**, That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2016 is hereby adopted for the Parking Ramp Maintenance Fund in the amount of \$134,787.

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

That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2016 is hereby adopted for the Parking Ramp Maintenance Fund as follows:

Expenses:	
Operating Expenses	\$134,787

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

the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 24th of November, 2015.

---

Mayor

**ATTEST:**

---

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #15-11-280**

**RESOLUTION AUTHORIZING THE ALLOCATION OF THE 2016 PARKING MAINTENANCE COSTS PER ALLOCATED SHARE ASSIGNED TO EACH PARCEL WITHIN PARKING DISTRICT A**

**WHEREAS**, the City of Ramsey Adopted an Amended and Restated Parking Improvement Use and Maintenance Agreement (PUMA) for Parking District A (Municipal Center Ramp) on April 30, 2012 and First Amendment January 8, 2013; and

**WHEREAS**, the City of Ramsey is required to annually adopt a budget of parking ramp maintenance costs on or before the date thirty days prior to the beginning of each full fiscal year; and

**WHEREAS**, on or before the date thirty days prior to each full fiscal year, the City Council must adopt a resolution allocating the budgeted parking maintenance costs for that fiscal year among the benefitting parcels; and

**WHEREAS**, the share of the anticipated annual parking maintenance costs the City allocates to each parcel for each given fiscal year will be determined by multiplying the parcel's allocated share, which is the number of parking spaces assigned to that parcel within Parking District A divided by the total number of parking spaces within Parking District A.

**WHEREAS**, for fiscal year 2016 the parcel allocation of the 793 stalls is calculated as such:

Transit Parcel:	350 Stalls
City Hall Parcel:	143 Stalls
Unallocated Stalls:	25 Stalls
Residence at the COR Parcel:	275 Stalls

**WHEREAS**, for fiscal year 2015, the budgeted park maintenance costs of \$134,787 will be allocated as such based off of the stall allocation listed above:

Transit Parcel Budget Allocation:	\$59,490
City Hall Parcel Budget Allocation:	\$24,306
Unallocated Stalls (City Portion):	\$ 4,249
Residence at the COR Apartments, LLC Parcel Budget Allocation:	\$46,742

**WHEREAS**, for fiscal year 2016, the owners of each parcel must pay to the City the amount of the parking maintenance costs that the City Council has allocated to the parcel as listed above, by February 28, 2016.

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

1) That the Ramsey City Council hereby approves the annual allocation of 2016 budgeted Parking Ramp Maintenance Costs as follows:

Transit Parcel Budget Allocation:	\$ 59,490
City Hall Parcel Budget Allocation:	\$ 24,306
Unallocated Stalls (City Portion):	\$ 4,249
Residence at the COR Apartments, LLC Parcel Budget Allocation:	\$46,742

With payment due to the City by February 28, 2016.

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

the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 24th of November, 2015.

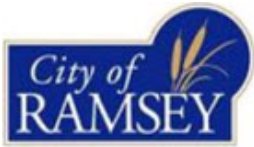
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Mayor

**ATTEST:**

---

City Clerk



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

**CC Regular Session**

**4. 14.**

**Meeting Date:** 11/24/2015

**By:** Tim Gladhill, Community Development

---

**Information**

**Title:**

Adopt Resolution #15-11-291 Approving the Registered Land Survey Associated with Improvement Project #12-22: Riverdale Drive Extension.

**Purpose/Background:**

Purpose

The purpose of this case is to approve a Registered Land Survey that will reconfigure existing property lines as a result of the Riverdale Drive Extension Improvement Project and associated stormwater ponding.

Background

The subdivision will not create additional developable lots . The intent is to reconfigure an existing Outlot owned by Anoka County that will allow it to be combined with future development parcels. The subdivision through RLS will also allow an existing road easement to be conveyed in fee title to the City.

Earlier in 2015, the City completed Improvement Project #12-22. The City also entered into a Memorandum of Agreement with as outlined in the attached document. This is a remaining step to complete the terms of the MOA and finalize said agreement.

**Notification:**

Notification is not required.

**Observations/Alternatives:**

City Code Section 117-560 governs the use of Registered Land Surveys. Given that the proposal resolves to reconfigure existing property lines and does not net any additional developable lots, the request does not require the approval of a traditional Plat.

**Funding Source:**

This request is being handled as part of normal Staff duties.

**Recommendation:**

Staff recommends approval of the Registered Land Survey.

**Action:**

Motion to adopt Resolution #15-11-291 approving the Registered Land Survey associated with Improvement Project #12-22 Riverdale Drive Extension.

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## Attachments

Site Location Map

Registered Land Survey

Memorandum of Agreement

Resolution

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## Form Review

### Inbox

Bruce Westby

Kurt Ulrich

Form Started By: Tim Gladhill

Final Approval Date: 11/19/2015

### Reviewed By

Bruce Westby

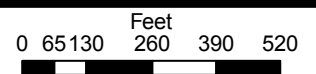
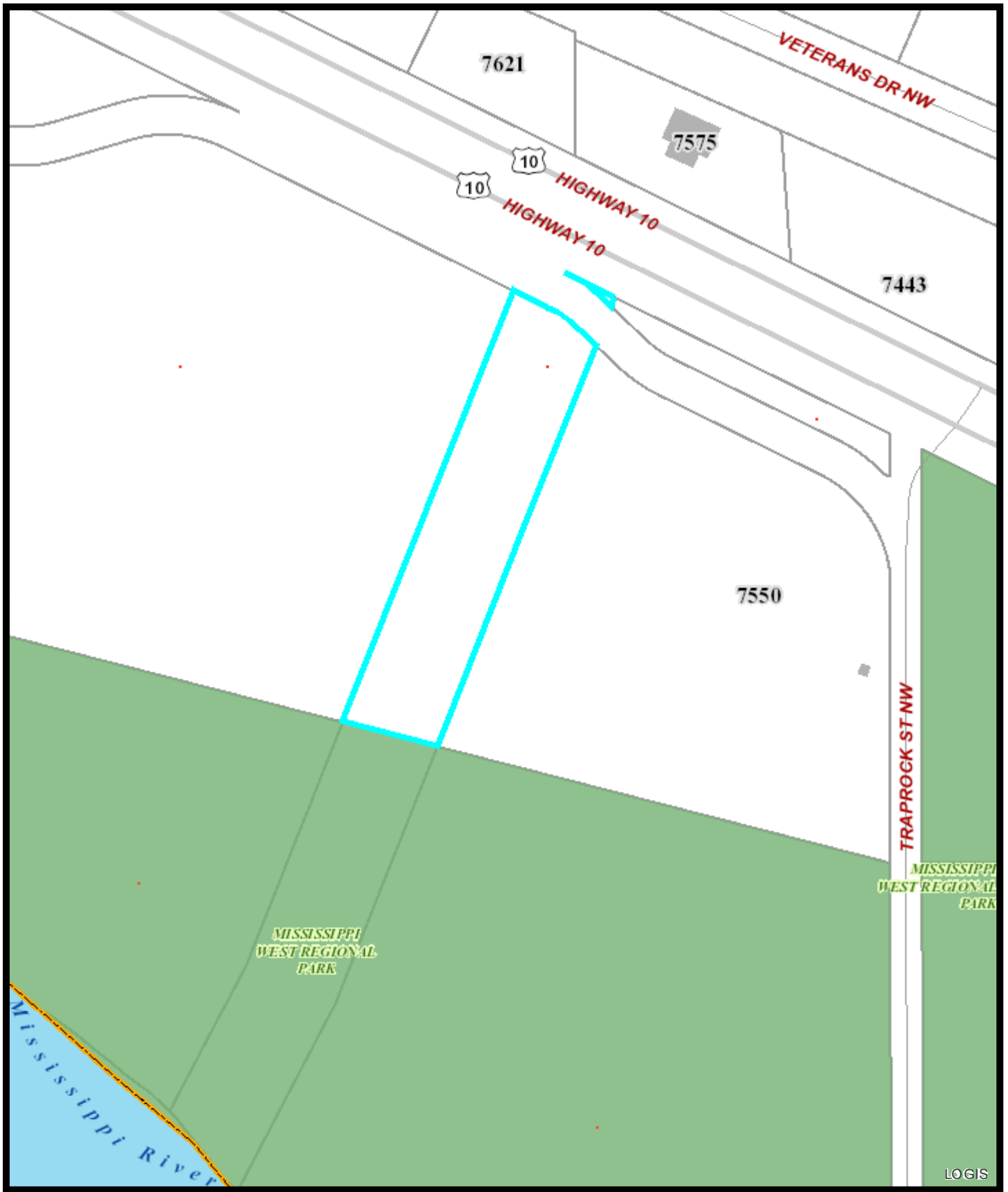
Kurt Ulrich

### Date

11/19/2015 08:03 AM

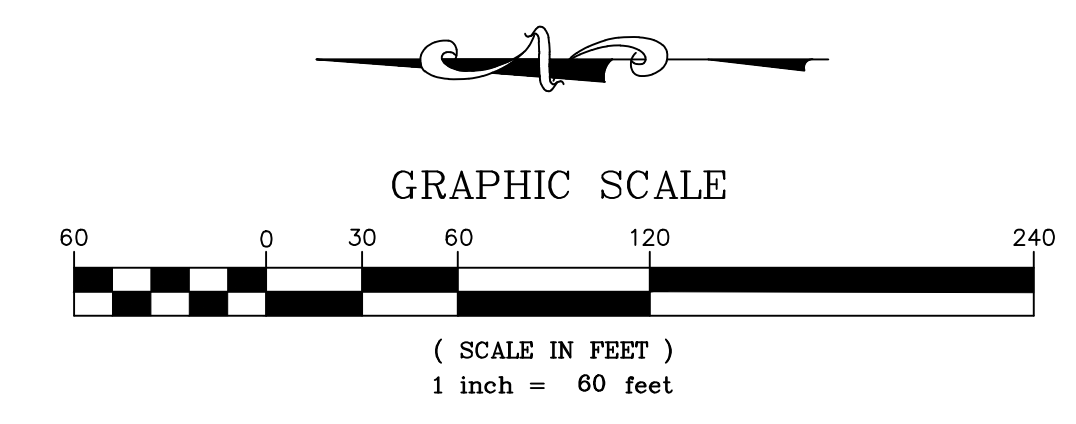
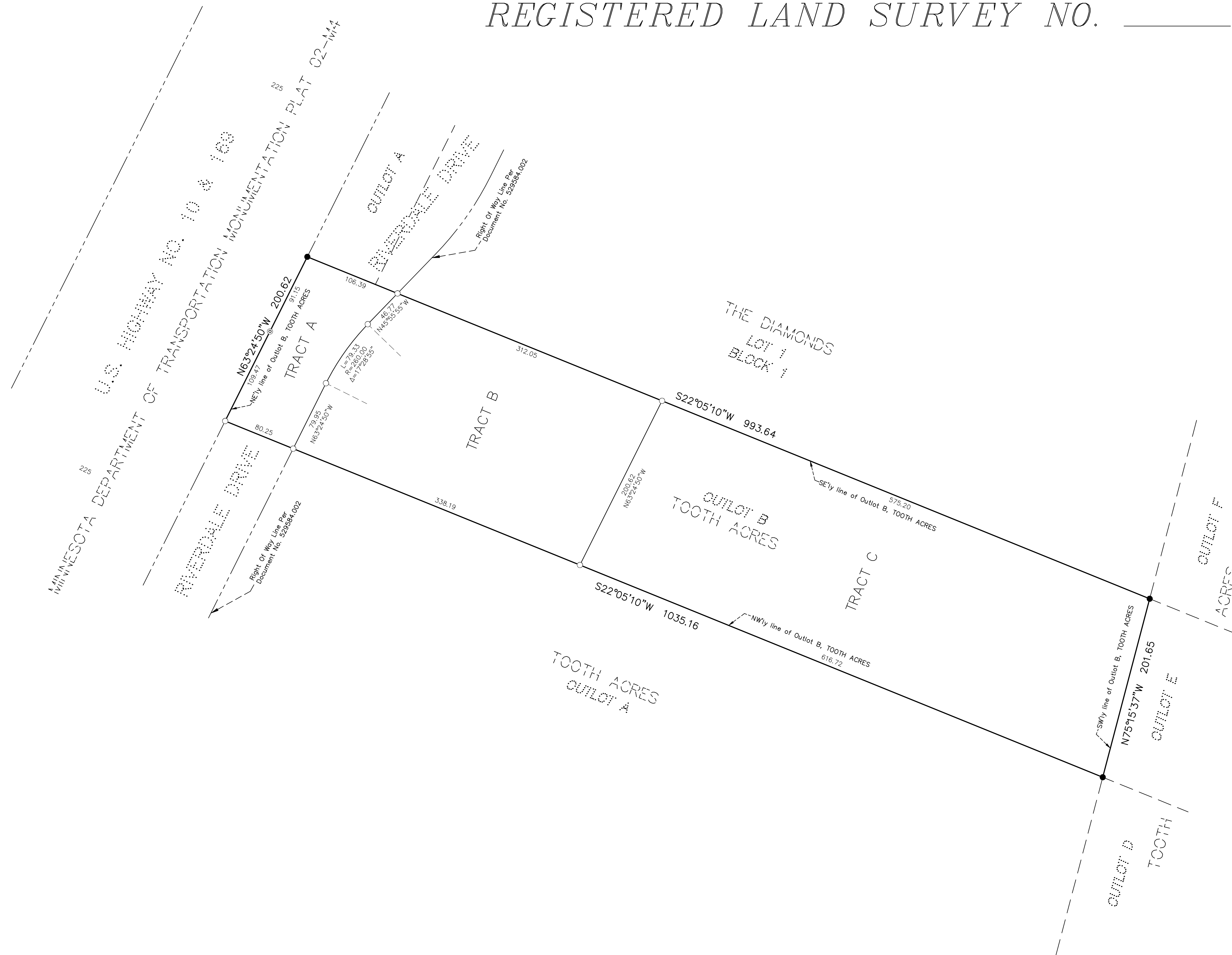
11/19/2015 10:47 AM

Started On: 11/18/2015 07:46 AM



# REGISTERED LAND SURVEY NO. \_\_\_\_\_

City of Ramsey  
County of Anoka  
Section 28, T.32, R.25



- Denotes Iron Pipe Set Marked By Anoka Co. Surv.
- Denotes Found Iron Pipe
- ⊙ Denotes Found Minnesota Department Of Transportation Right Of Way Monument

For the purposes of this REGISTERED LAND SURVEY the Northeastly line of Outlot B, TOOTH ACRES is assumed to have a bearing of N 63°24'50" W.

I, Charles F. Gitzen, hereby certify that, in accordance with the provisions of Minnesota Statutes, Section 508.47, I have surveyed the following described property situated in the County of Anoka, State of Minnesota:

Outlot B, TOOTH ACRES, Anoka County, Minnesota.

I hereby certify that this Registered Land Survey was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota and that this REGISTERED LAND SURVEY is a correct representation of said parcel of land. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Charles F. Gitzen, Licensed Land Surveyor  
Minnesota License No. 19523

**City Council, City of Ramsey, Minnesota**  
We do hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the City Council of the City of Ramsey, Minnesota, has approved this REGISTERED LAND SURVEY.

\_\_\_\_\_  
Mayor Clerk

**Anoka County Surveyor**  
Pursuant to Minnesota Statutes, Section 389.09, Subd. 1, this REGISTERED LAND SURVEY has been reviewed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

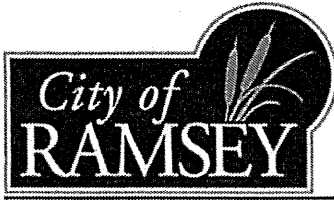
Larry D. Hoiium, Anoka County Surveyor

**County Auditor/Treasurer**  
Pursuant to Minnesota Statutes, Section 508.47, Subd. 4, taxes payable in the year 20\_\_\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Property Tax Administrator  
By \_\_\_\_\_, Deputy

**County Recorder/Registrar of Titles**  
County of Anoka, State of Minnesota  
I hereby certify that this REGISTERED LAND SURVEY NO. \_\_\_\_\_ was filed in the office of the County Recorder/Registrar of Titles for public record on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M. and was duly recorded in Book \_\_\_\_\_ Page \_\_\_\_\_, as Document Number \_\_\_\_\_.

\_\_\_\_\_  
County Recorder/Registrar of Titles  
By \_\_\_\_\_, Deputy



## Land Use Application

<input type="checkbox"/> Plat – Sketch Plan	<input type="checkbox"/> Plat – Preliminary Plat	<input type="checkbox"/> Plat – Final Plat
<input type="checkbox"/> Administrative Plat	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Easement/ROW Vacation
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Interim Use Permit	<input type="checkbox"/> Comprehensive Plan Amendment
<input type="checkbox"/> Zoning Amendment	<input type="checkbox"/> Home Occupation Permit	<input type="checkbox"/> Variance
<input type="checkbox"/> Dwelling Moving Permit	<input type="checkbox"/> Environmental Permit	<input checked="" type="checkbox"/> Registered Land Survey

### Applicant Contact Information

*Please note: All official communication will be routed through this contact.*

Name:	Andrew J. Witter, P.E., Assistant County Engineer		
Street Address:	Anoka County Highway Department, 1440 Bunker Lake Blvd. NW		
City, State, ZIP:	Andover, Minnesota 55304		
Home Phone:		Work Phone:	763-862-4249
Email: Andrew.Witter@co.anoka.mn.us		Fax Number:	
Name of Business (if applicable):	County of Anoka		
Business Address (if applicable)	Anoka County Highway Dept., 1440 Bunker Lake Blvd. NW		
Business City, State, ZIP	Andover, Minnesota 55304		
Business Phone:	763-862-4249	Business Fax:	

### Subject Property Information

*(Location of Application)*

Address <sup>1</sup>	vacant property - no address
PIN <sup>1</sup>	28-32-25-34-0003
Legal Description <sup>1</sup>	Outlot B, Tooth Acres
Zoning District <sup>2</sup>	B-2 Business District

<sup>1</sup>Property information can be found on the Planning Division webpage by clicking on 'gGov'.

<sup>2</sup>Contact the Planning Division at 763-433-9824 or [planning@cityoframsey.com](mailto:planning@cityoframsey.com) to request a Zoning Verification

## Property Owner Information

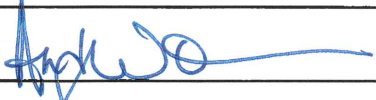
*(If different than Applicant)*

Name:	County of Anoka		
Street Address:	2100 Third Avenue, STE 720		
City, State, ZIP:	Anoka, Minnesota 55303		
Home Phone:		Work Phone:	763-421-4760
Email:		Fax Number:	

Please provide a detailed description of your request and attached a copy of a scaled site plan

See attached Memorandum of Agreement between Anoka County and the City of Ramsey for Public Work Improvements Related to the Ramsey Town Center Development, dated September 22, 2015 (Anoka County Contract No. C0004350)

***A "Land Use Sign" will be placed on the Subject Property to allow Ramsey Residents the opportunity to obtain information about your request.***

Applicant Signature		Co-Applicant Signature	
Printed Name	Andrew J. Witter	Printed Name	
Title	Assistant County Engineer	Title	
Date	11/4/15	Date	

I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account closure. I also understand that as the applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

Property Owner Signature		Property Owner Signature	
Printed Name	County of Anoka	Printed Name	
Title		Title	
Date		Date	

I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into the City and I will be held liable for any and all costs incurred by the City.

MEMORANDUM OF AGREEMENT  
BETWEEN ANOKA COUNTY AND THE CITY OF RAMSEY  
FOR PUBLIC WORK IMPROVEMENTS  
RELATED TO THE RAMSEY TOWN CENTER DEVELOPMENT

This Agreement is made and entered into this 22<sup>nd</sup> day of ~~September~~ 2015, by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 3rd Avenue North, Anoka, Minnesota 55303, hereinafter referred to as the "County" and the City of Ramsey, a Minnesota municipal corporation, 7550 Sunwood Drive Northwest, Ramsey, Minnesota 55303, hereinafter referred to as the "City."

WHEREAS, the City and the County entered into a Joint Powers Agreement dated April 12, 2005, to delineate responsibilities for construction of public works improvements related to the Ramsey Town Center Development ("JPA"); and

WHEREAS, Section 1. A. of the JPA provides that the County would accommodate storm water pipe and storage ponds for the Ramsey Town Center Development ("RTC") on County Property, which is legally described as Outlot B Tooth Acres, according to the map or plat thereof on file in the office of the Anoka County Registrar of Titles, Anoka County, Minnesota ("County Property"); and

WHEREAS, Section 6.D of the JPA also provides that the City was required to construct a storm water pipe and storage pond system on the County Property with sufficient capacity to accommodate the storm water runoff from the RTC and runoff for the County roadways in and around the development area, including all roadways and ditches that now naturally drain toward the intersections of Bunker Lake Boulevard and Highway 10, inclusive of Armstrong Boulevard and Ramsey Boulevard, as said roadways were to be configured in accordance with the JPA; and

WHEREAS, the City has constructed a storm water pipe and storage ponds on the County Property of sufficient capacity to accommodate storm water runoff from the RTC and the County road system ("Storm Sewer System"); and

WHEREAS, the Storm Sewer System consists of two ponds on the County Property, the northerly pond being somewhat round in shape, and the southerly pond being long and narrow, connected together by an underground culvert, as depicted in the attached Exhibit 1; and

WHEREAS, the City is currently in the process of designing and constructing a frontage road along the south side of Highway 10, part of which

will cross part of the County Property as depicted in Exhibit 1 ("Riverdale Drive"); and

WHEREAS, construction of Riverdale Drive will require a change to the Storm Sewer System; and

WHEREAS, the City and the County are entering into this Agreement for the purpose of describing the responsibilities of each party to (i) facilitate the construction of Riverdale Drive; (ii) facilitate the construction of improvements to the Storm Sewer System, (iii) describe the exchange of property and/or property interests between the County and the City to accomplish the same; and (iv) define the responsibilities of the parties to maintain the Storm Sewer System.

NOW, THEREFORE, in consideration of the mutual covenants and promises stated herein, the parties do hereby agree as follows:

1. Riverdale Drive.

To facilitate the construction of Riverdale Drive the County shall convey to the City that part of the County Property depicted in the attached Exhibit 1 as parcel A, ("Riverdale Road Property"). The County currently has a trail over the Riverdale Road Property. The County's conveyance shall specifically reserve an easement for trail purposes over that portion of the Riverdale Road Property overlying the storm sewer pipe. Conveyance of the Riverdale Road Property will require the preparation of a registered land survey. The County shall prepare the registered land survey, which pursuant to statute will have to be approved by the City. The City shall cooperate with the County in the approval of the registered land survey, including waiving and or paying any fees required by the City in the application and/or approval process.

The City shall, at its own expense, construct Riverdale Drive over the Riverdale Drive Property. As part of the construction of Riverdale Drive the City shall replace and/or repair any damage to the trail. Upon prior written permission of the County, the City may relocate the trail to a new location on the Riverdale Property.

2. Reconfiguration of the Storm Sewer System.

A. To construct Riverdale Drive the City will need to eliminate all or part of the northerly storm water pond. Additional capacity will be needed to handle the storm water runoff. The City shall obtain the necessary property rights to construct and maintain a storm water runoff pond on property adjacent to the County Property, which property is legally described as Lot 1, Block 1, THE DIAMONDS, according to the map or plat thereof on file in the office of the Anoka County Registrar of Titles, Anoka County, Minnesota ("Additional Ponding Area"). The Additional Ponding Area location is depicted in Exhibit 1 as parcel B. The property rights acquired by the City for the Additional Ponding Area shall

recognize the right of the County to drain and store the storm water runoff described in Section 6.D of the JPA. The City shall construct the storm water pond on the Additional Ponding Area at its sole cost and expense, including construction of the necessary improvements to connect it to the existing southerly pond.

B. The County shall grant to the City an easement over that part of the County Property located south of the Riverdale Drive Property to construct, maintain and repair a storm sewer system including an easement for ponding purposes as depicted in Exhibit 1. As depicted in Exhibit 1 there is a County trail running from the north to the south on the County Property. The City may relocate the trail as part of construction of the Storm Sewer System, provided that any change in location shall first be approved by the County in writing.

**3. Construction/Costs.**

The City shall construct, at its sole cost and expense, the Riverdale Drive and the Storm Sewer System as described herein. The City's access to the County Property shall be governed by the provisions of the Right of Entry agreement between the parties hereto dated September 9, 2014.

**4. Maintenance of the Storm Sewer System.**

In accordance with Section 17 of the JPA the City shall maintain the Storm Sewer System, and any changes thereto at its sole cost and expense.

**5. Exchange of Property Interests.**

After completion of all the work contemplated by this agreement, the County shall convey the Riverdale Drive Property to the City. The County and the City shall also enter into an easement agreement to memorialize each party's rights and responsibilities with regards to the necessary easements on each party's property.

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed.

COUNTY OF ANOKA


CITY OF RAMSEY

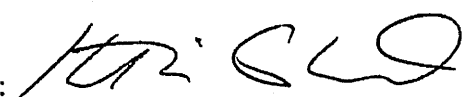
By:   
Rhonda Sivarajah, Chair  
Anoka County Board of Commissioners

By:   
Sarah Strommen  
Mayor

Dated: 9-22-15

Dated: 9/8/2015

By:   
Jerry Soma  
County Administrator

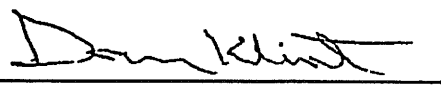
By:   
Kurt Ulrich  
City Administrator

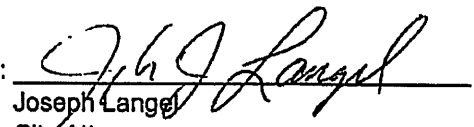
Dated: 9-22-15

Dated: 9-4-15

APPROVED AS TO FORM

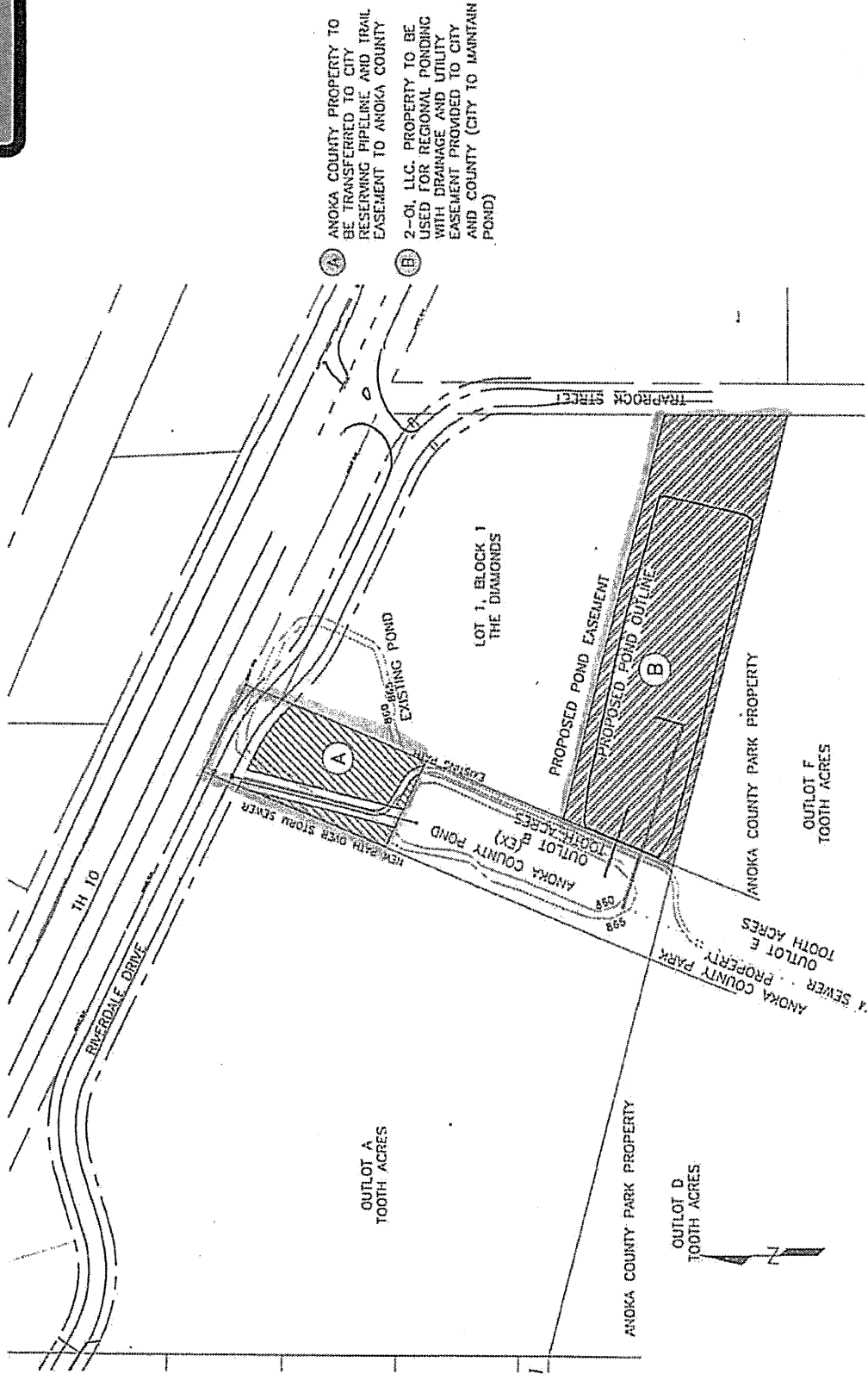
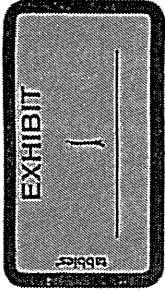
APPROVED AS TO FORM

By:   
Dan Klint  
Assistant County Attorney

By:   
Joseph Lange  
City Attorney

Dated: 9/24/15

Dated: 8/31/15



ANOKA COUNTY PROPERTY TO BE TRANSFERRED TO CITY RESERVING PIPELINE AND TRAIL EASEMENT TO ANOKA COUNTY

2-OI, LLC. PROPERTY TO BE USED FOR REGIONAL PONDING WITH DRAINAGE AND UTILITY EASEMENT PROVIDED TO CITY AND COUNTY (CITY TO MAINTAIN POND)



COUNTY POND EASEMENT EXHIBIT



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

**RESOLUTION #15-11-291**

**RESOLUTION GRANTING APPROVAL OF A REGISTERED LAND SURVEY RELATED TO IMPROVEMENT PROJECT NO. 12-22 RIVERDALE DRIVE EXTENSION**

**WHEREAS**, the City, hereafter referred to as “CITY”, has entered into a Memorandum of Agreement (“MOA”) with Anoka County, hereafter referred to as “COUNTY” related to the following described property located in the City of Ramsey:

Outlot B, TOOTH ACRES, Anoka County, Minnesota

(the “Subject Property”)

**WHEREAS**, in 2015, the City commenced construction of Improvement Project #12-22: Riverdale Drive (“IP 22”); and

**WHEREAS**, IP 22 required acquisition of certain rights of way and easement; and

**WHEREAS**, IP 22 resulted in the reconfiguration of certain stormwater ponds; and

**WHEREAS**, as no net increase in developable parcels result from the proposed registered land survey.

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

- 1) That the Ramsey City Council hereby grants approval of a Registered Land Survey and authorizes the Mayor and City Clerk to sign on behalf of the City.

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 24<sup>th</sup> day of November, 2015.

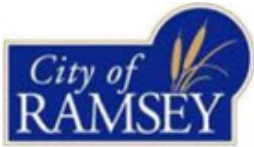
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Mayor

**ATTEST:**

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City Clerk



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

**CC Regular Session**

**6. 1.**

**Meeting Date:** 11/24/2015

**By:** Diana Lund, Finance

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**Information**

**Title:**

Adopt Ordinance #15-18 Adopting 2016 Schedule of Rates, Fees and Charges

**Purpose/Background:**

Purpose:

The city annually adopts a schedule of rates, fees and charges which outlines the fees that the city charges for such items as building construction, business licenses, utility rates, and planning and zoning.

Effective June 30, 1991, Ordinance #91-08 amended S7.01.10 of the City Code to allow the City Council to annually set fees.

A listing of the schedule of rates, fees and charges is attached. The justification for any changes are noted on the far right column of the schedule. The majority of the changes from 2015 to 2016 are reflective in the Facility Use section, Planning and Zoning section, and in the Utility Rates section.

Under the Facility Use section, the justification of the increases are due to staff time for scheduling the rentals and staff time for maintaining the fields. The field rate increases were documented at the Joint Meeting held on March 5, 2015 with the City of Ramsey, City of Anoka, Anoka Ramsey Athletic Association (ARAA) and PACT Charter School. The Planning and Zoning section has added a Grading permit with its fee set at same level as other current planning and zoning permits (example: Environmental, Interim Use), Park dedication and trail fees for residential units only to reflect the ever growing needs of park projects as outlined in the 2016-2020 CIP. The utility section has been updated to reflect the following increases: water rates which are per the 2012 Comprehensive Water Study, water lateral increase for residential and commercial construction based on 2015 actual project costs, sewer increases for residential and commercial accounts to account for the 17.6% increase from the Met Council for 2016 Wastewater charges, sewer lateral increase for residential and commercial accounts based on 2015 actual project costs and a 10% increase in storm water utility rates, to establish funding for upcoming storm water projects in the next few years per the 2016-2020 Capital Improvement Plan (CIP). All of the proposed utility rates are lower than the average 2015 metro rates for like utilities

The 2016 schedule will become effective January 1, 2016.

**Notification:**

This Ordinance was introduced by the City Council at their regular meeting of November 10, 2015.

The Public Hearing notice was published in the Anoka Union on November 13, 2015.

**Observations/Alternatives:**

-Accept the rates as proposed and introduced at the November 10, 2015 City Council meeting.

-Hold all rates constant with 2015 rates.

-Recommend changes that arise from input at public hearing.

**Recommendation:**

Adopt Ordinance 15-18 - 2016 Schedule of Rates, Fees and Charges as proposed.

**Action:**

Motion to waive the City Charter requirement that the Ordinance be read aloud and adopt Ordinance #15-18 adopting the 2016 Schedule of Rates, Fees and Charges.

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**Attachments**

Ord for 2016 Schedule of Rates, Fees and Charges

2016 Schedule of Rates, Fees and Charges

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 11/19/2015

**Reviewed By**

Kurt Ulrich

**Date**

11/19/2015 10:47 AM

Started On: 11/10/2015 05:19 PM

**ORDINANCE #15-18  
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 2016. This is known as the Schedule of Rates, Fees and Charges.

**SECTION 3. SCHEDULE**

The attached permit fees and service charges are hereby established for the year 2016.

**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 24<sup>th</sup> day of November, 2015.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

Introduction date: November 10, 2015  
Posting dates: November 10, 2015 - November 24, 2015  
Adoption date: November 24, 2015  
Publication date: November 27, 2015  
Effective date: January 1, 2016

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
<b>Administrative Hearings/Citations/Abate</b>				
<b>Abatement: Administration Fee</b>		25% of cost of abatement or \$750, whichever is less		
<b>Administrative Citation: Violations of 10 - Animals</b>		25.00		
<b>Administrative Citation: Violations of 26 - Rental Property</b>		75.00		
	2nd offense w/in 12months	250.00		
	3rd offense w/in 12 months	500.00		
<b>Administrative Citation: Violations of 30 - Public Nuisance</b>	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		
<b>Administrative Citation: Violations of 42 - Dump Garbage/Refuse</b>		75.00		
	2nd offense w/in 12months	250.00		
	3rd offense w/in 12 months	500.00		
<b>Administrative Citation: Violations of 54 - Prohibited Parking</b>		25.00		
<b>Administrative Citation: Violations of 54 - Recreational Vehicles</b>		75.00		
	2nd offense w/in 12months	250.00		
	3rd offense w/in 12 months	500.00		
<b>Administrative Citation: Violations of 54 - Time Zone Parking</b>		25.00		
<b>Administrative Citation: Violations of 105 - Construction</b>		75.00		
	2nd offense w/in 12months	250.00		
	3rd offense w/in 12 months	500.00		
<b>Administrative Citation: Violations of 105 - Exterior Completion</b>		75.00		
	2nd offense w/in 12months	250.00		
	3rd offense w/in 12 months	500.00		
<b>Administrative Citation: Violations of 105 - No Permit</b>		75.00		
	2nd offense w/in 12months	250.00		
	3rd offense w/in 12 months	500.00		
<b>Administrative Citation: Violations of 105 - Property Identification</b>		75.00		
	2nd offense w/in 12months	250.00		
	3rd offense w/in 12 months	500.00		
<b>Administrative Citation: Violations of 113 - Sewage</b>		75.00		
	2nd offense w/in 12months	250.00		
	3rd offense w/in 12 months	500.00		
<b>Administrative Citation: Violations of 117 - Off Street Parking</b>		25.00		
<b>Administrative Citation: Violations of 117 - Signs</b>		75.00		
	2nd offense w/in 12months	250.00		
	3rd offense w/in 12 months	500.00		
<b>Administrative Citation: Violations of 117 - Landscaping</b>		75.00		
	2nd offense w/in 12months	250.00		

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
	3rd offense w/in 12 months	500.00		
Administrative Hearing: Filing Fee		250.00		
<b>Alcoholic Beverages</b>				
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		
<b>Amusement &amp; Commercial Recreation</b>				
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	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		

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
<b>Building Construction</b>				
Administrative Fee-Process Returned Bldg. Permits		25.00		
Basement Finish	Cover 3 trips	153.00		
Building permit		City of Ramsey Valuation Fee Schedule		
Building plan check (65% of bldg. permit) 1997 UBC Table 1A		65% of Bldg. Permit Fee		
Plan Review fee for Similar Plans	MSBC fees 1300.0160	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		51.00/hr./Minimum 1 hr.		
Plan Check Fee (Outside Contracted)	All administrative and Overhead Costs	Actual Costs		
Air Conditioner Replacement		51.00		
Air Conditioner & Furnace Replacement (Combination)		51.00		
Deck Permit		102.00		
Demo Permit		102.00		
Driveway Escrow		2000.00		
Water Heater Replacement		51.00		
Electrical Permit Fee	Per Tokle Contract	Electrical Permit Fee Schedule		
Erosion Control Escrow	Returned when complete - not part of building code	1500.00		
Fence Permit	Over 7 feet in height	City of Ramsey Valuation Fee Schedule		
Fence Permit	Less than 7 feet in height	25.00 (Zoning Permit)		
Fireplace Permit	Cover 2 trips	102.00		
Furnace Replacement		51.00		
Inspections-After Hours/Weekend	1.5 times hourly rate	76.50/hr./minimum 2 hr.		
Investigation Fee	Work Started Without a Permit	Equal to Permit Fee		
Gas Line (Residential)		51.00		
Landscape Escrow		5000.00		
Lawn Irrigation-Residential	Cover 1 trip	51.00		
Lawn Irrigation-Commercial (Multi)		60.00		
Mechanical Permit-Residential	New Construction	150.00		
	Remodel/Addition	102.00		
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		102.00		
Moving Structure Permit Site Inspection		102.00		
Mobile Home Tie Down		51.00		
Mobile Home Water Hookup	1.25 hours	63.75		
Plumbing permit- Residential/Single Family	New Construction	200.00		
	Remodel/Addition	102.00		
Plumbing permit- Commercial	New Construction	1% of Job Value/Minimum \$300.00		

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
	Remodel/Addition	1% of Job Value/Minimum \$150.00		
Public Sidewalk Panels-Broken		Min \$500/Max \$1,500		
ReInspection Fees		51.00 per trip		
Re-Roofing/Shingling Permit-Residential	Cover 2 trips	102.00		
Re-Roofing/Shingling Permit-Commercial/Multi-Family		City of Ramsey Valuation Fee Schedule		
Re-Siding Permit	Cover 2 trips	102.00		
Replacement Windows (Residential)	City Required pre-inspection	102.00		
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]	2,485.00		
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		51.00		
State Surcharge	Applies to all permit types	\$5.00 Fixed Fee/\$.0005 Value-Based Permits	Per State of Minnesota Rates and Charges	
Swimming pool permit		125.00		
Vacuum Breaker Verification for Irrigation System (RPZ)-Residential		51.00		
Vacuum Breaker Verification for Irrigation System (RPZ)-Commer	1.25 Hours	63.75		
Water Availability Charge (WAC) - per address	Per 2012 Comprehensive Water System Study	1,206.00	1,236.00	2.5% Increase from 2012 Water study
Water Softener Permit-Residential		51.00		
Water permit (Utility Connection)-Residential		75.00		
Water permit (Utility Connection)-Commercial		2% of Job Value/Minimum \$250.00		
<b>Business</b>				
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		
Massage Establishment		100.00/annual		
Massage Establishment Owner/Manager Background Check Fee		50.00		
Massage Therapist		\$50.00/annual		
Massage Therapist Background Check Fee		35.00		
Motor vehicle sales/rental		175.00		
Multiple dwelling/Residential Rental	2-Year License	75.00/unit		
Multiple dwelling/Residential Rental (Initial License)	2-YR License; if inspection covered with CO	37.50/unit		
Pawn broker/Precious Metals		4,000.00		

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
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		
<b>City Financing</b>				
Interest rate charge - non-bonded programs		US Treas. rate + 2 points		
[bonded projects will be dependent upon interest rates being paid]		Bond Int rate + 2 points		
<b>Equipment Rental/when available</b>				
Chipper (Staffing see PW Maintenance Worker below)	Per Fema Schedule of Equipment Rates + staffing	per FEMA Schedule + Staffing		
Water Truck (Staffing see PW Maintenance Worker below)	Per Fema Schedule of Equipment Rates + staffing	per FEMA Schedule + Staffing		
Loader (Staffing see PW Maintenance Worker below)	Per Fema Schedule of Equipment Rates + staffing	per FEMA Schedule + Staffing		
Motor grader (Staffing see PW Maintenance Worker below)	Per Fema Schedule of Equipment Rates + staffing	per FEMA Schedule + Staffing		
All Equipment Rental not listed above	Per Fema Schedule of Equipment Rates + staffing	per FEMA Schedule + Staffing		
Public Works Maintenance Worker		2.30 x wage/hr.		
Portable Toilet		Actual Cost		
<b>Facility Use</b>				
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	55.00		
Concession stand pavilion/shelter- per day/event - non-res.	Includes 7.125% sales tax	65.00		
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				
Large Fields	Includes 7.125% sales tax	45.00/week	46.00/week	Staff Time-Scheduling. Rate increase noted at March 5, 2015 Joint meeting (Ramsey, Anoka, ARAA, PACT)
Small Fields	Includes 7.125% sales tax	23.00/week	24.00/week	Staff Time-Scheduling. Rate increase noted at March 5, 2015 Joint meeting (Ramsey, Anoka, ARAA, PACT)
Soccer & Lacrosse field maintenance - youth teams				

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
Full Size (Large Field)	Includes 7.125% sales tax	35.00/week	36.00/week	Staff Time-Scheduling. Rate increase noted at March 5, 2015 Joint meeting (Ramsey, Anoka, ARAA, PACT)
1/2 Size (Medium Field)	Includes 7.125% sales tax	18.00/week	19.00/week	Staff Time-Scheduling. Rate increase noted at March 5, 2015 Joint meeting (Ramsey, Anoka, ARAA, PACT)
Small Field	Includes 7.125% sales tax	10.00/week	11.00/week	Staff Time-Scheduling. Rate increase noted at March 5, 2015 Joint meeting (Ramsey, Anoka, ARAA, PACT)
Field Layout Field-Soccer, Football, Lacrosse		100.00		
Tennis court - non-residents	Includes 7.125% sales tax	17.00		
Basketball court - non-residents	Includes 7.125% sales tax	17.00		
Volleyball court - non-residents	Includes 7.125% sales tax	17.00		
Horseshoe pit - non-residents	Includes 7.125% sales tax	17.00		
Lighted ballfield Deposit Fee		100/individual		
		500/athletic organization		
Lighted ballfield - residents	Includes 7.125% sales tax	14.00/hr.		
Lighted ballfield - non-residents	Includes 7.125% sales tax	14.00/hr+25.00		
Light - Used By ARAA		Actual Cost		
Athletic Field Marking Paint - ARAA		Actual Cost		
Minimum Maintenance Fee of Park Buildings:				
Non-Profit	Non-Profit		5.00	Staff Time
Business Networking Groups	All Other Groups		20.00	Staff Time
<b>Municipal Center per day/event</b>	Includes 7.125% sales tax			
<b>Alexander Ramsey Room</b>				
Standard Room Fees:				
For Profit Groups: Resident	For Profit Groups: Resident	100.00		
For-Profit Groups: Non-Resident	Non-Profit Groups: Non-Resident	125.00		
Business Networking Groups	Business Networking Groups	0.00		
General Public: Resident/Homeowner Associations	General Public: Resident/Homeowner Associations	50.00		
General Public: Non- Resident	General Public: Non- Resident	125.00		
Minimum Maintenance Fee of Municipal Center Rooms:				
Non-Profit	Non-Profit	5.00		
Business Networking Groups	Business Networking Groups	20.00		

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
<b>Lake Itasca Room</b>				
<b>Standard Room Fees:</b>				
<b>For Profit Groups: Resident</b>	<b>For Profit Groups: Resident</b>	<b>75.00</b>		
<b>For-Profit Groups: Non-Resident</b>	<b>Non-Profit Groups: Non-Resident</b>	<b>100.00</b>		
<b>Business Networking Groups</b>	<b>Business Networking Groups</b>	<b>0.00</b>		
<b>General Public: Resident/Homeowner Associations</b>	<b>General Public: Resident/Homeowner Associations</b>	<b>30.00</b>		
<b>General Public: Non- Resident</b>	<b>General Public: Non- Resident</b>	<b>100.00</b>		
<b>Minimum Maintenance Fee:</b>				
<b>Non-Profit</b>	<b>Non-Profit</b>	<b>5.00</b>		
<b>Business Networking Groups</b>	<b>Business Networking Groups</b>	<b>15.00</b>		
<b>Trott Brook/Rum River/Mississippi Room/Council Chambers</b>				
<b>Standard Room Fees:</b>				
<b>For Profit Groups: Resident</b>	<b>For Profit Groups: Resident</b>	<b>50.00</b>		
<b>For-Profit Groups: Non-Resident</b>	<b>Non-Profit Groups: Non-Resident</b>	<b>75.00</b>		
<b>Business Networking Groups</b>	<b>Business Networking Groups</b>	<b>0.00</b>		
<b>General Public: Resident/Homeowner Associations</b>	<b>General Public: Resident/Homeowner Associations</b>	<b>20.00</b>		
<b>General Public: Non- Resident</b>	<b>General Public: Non- Resident</b>	<b>75.00</b>		
<b>Minimum Maintenance Fee:</b>				
<b>Non-Profit</b>	<b>Non-Profit</b>	<b>5.00</b>		
<b>Business Networking Groups</b>	<b>Business Networking Groups</b>	<b>10.00</b>		
<b>All Room Rentals: Additional Fees:</b>				
<b>Audio Visual (as Requested)</b>	<b>Non-Profit</b>	<b>5.00</b>		
	<b>For Profit Groups: Resident</b>	<b>15.00</b>		
	<b>Non-Profit Groups: Non-Resident</b>	<b>15.00</b>		
	<b>Business Networking Groups</b>	<b>15.00</b>		
	<b>General Public: Resident/Homeowner Associations</b>	<b>10.00</b>		
	<b>General Public: Non- Resident</b>	<b>15.00</b>		
<b>After Hours/Weekend Hourly Rate</b>	<b>Non-Profit</b>	<b>54.00/Hr</b>		
	<b>For Profit Groups: Resident</b>	<b>54.00/Hr</b>		
	<b>Non-Profit Groups: Non-Resident</b>	<b>54.00/Hr</b>		
	<b>Business Networking Groups</b>	<b>54.00/Hr</b>		
	<b>General Public: Resident/Homeowner Associations</b>	<b>54.00/Hr</b>		
	<b>General Public: Non- Resident</b>	<b>54.00/Hr</b>		
<b>Deposit (Every User/Every Room)</b>	<b>Non-Profit</b>	<b>100.00</b>		
	<b>For Profit Groups: Resident</b>	<b>100.00</b>		
	<b>Non-Profit Groups: Non-Resident</b>	<b>100.00</b>		
	<b>Business Networking Groups</b>	<b>100.00</b>		

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
	General Public: Resident/Homeowner Associations	100.00		Per Annual Agreement
	General Public: Non- Resident	100.00		
	After Hours/Weekend Fee	125.00+54.00/hr.		
	Audio/visual equipment use	125.00+54.00/hr.		
<b>Pact School Field Maintenance</b>	5% Increase per year	551.00	579.00	
<b>Park Center per day/event - residents</b>	Includes 7.125% sales tax	95.00		
<b>Park Center per day/event - non-residents</b>	Includes 7.125% sales tax	125.00		
Picnic Table Moving		65.00/Table		
<b>Ramsey Amphitheater Rental:</b>				
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		85.00		
Warming house per day/event - non-res.		95.00		
<b>Elmcrest Park Building</b>				
Pavilion Rental (Resident)		35.00		
Pavilion Rental (Non-Resident)		45.00		
Meeting Room (Resident)		95.00		
Meeting Room (Non-Resident)		125.00		
Pavilion w/Concessions (Resident)		55.00		
Pavilion w/Concessions (Non-Resident)		75.00		
Meeting Room w/Concessions (Resident)		105.00		
Meeting Room w/Concessions (Non-Resident)		135.00		
Meeting Room/Concessions/Pavilion (Resident)		115.00		
Meeting Room/Concessions/Pavilion (Non-Resident)		145.00		
<b>Miscellaneous</b>				
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		

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
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		
<b>Planning and Zoning</b>				
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-enviro sens		2000.00		
Conditional use permit app.-enviro sens		200.00		
Conditional use permit annual inspection		75.00		
Dock permit		25.00		
Environmental Permit		200.00		
Environmental Escrow		400.00		
Grading Permit			200.00	Based on other Permit Charges
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		
Park Dedication - Cash Contribution: Residential Unit	Including Townhomes & Apartment Units	2600/dwelling unit	2700/dwelling unit	
Park Dedication - Cash Contribution: Residential Unit	Exceed 12+ units per acre	7.5% Discount/\$2,405		
Park Dedication - Cash Contribution: Residential Unit	Exceed 20+ units per acre	15% Discount/\$2,210		
Park Dedication - Cash Contribution: Commercial/Assisted Living Facilities		4,738/acre		
Park Dedication - Cash Contribution: Industrial		3,966/acre		

3.8% Increase-Fund projects in 2016-2020 CIP. (Comparable with nearby metro cities).

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
Park Dedication - Land Contribution: Residential	0 - 3.0 dwelling units per acre	10% of land		Held in escrow  3.8% Increase-Fund projects in 2016-2020 CIP. (Comparable with nearby metro cities).
	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	10% gross land area	
		2600/dwelling unit	2700/dwelling unit	
Sidewalk Panel Replacement Escrow			1500.00	
Trail Development Fee - Cash Contribution: Residential Unit		700/dwelling unit	725/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		
<b>Platting or Subdividing</b>				
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		

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
Registered land survey application		200.00		
<b>Professional Services</b>				
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		78.00/hr	81.00/hr	Average hourly of all patrol & sergeants =\$35.23 hr * 2.3 for benefits & car
Other professional /staff services		2.30 X wage/hr.		
<b>Public Safety</b>				
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		
ATV/Golf Card Permit		10.00		
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		
Dog license - male/female - 3 yr. license		20		
Dog license - male/female neutered/spayed - 3 yr. license		10		
<b>Fire Prevention:</b>				
<b>Fire Suppression Fees:</b>				
Permit		Valuation based/1997 UBC Fee Table 1-A		
		Minimum of 23.50		
Plan Review		65% of permit fee		
		\$5.00 Minimum State Surcharge		
<b>Fire Alarm Fees:</b>				
Permit		Valuation based/1997 UBC Fee Table 1-A		

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
		Minimum of 23.50		
Plan Review		65% of permit fee		
		\$5.00 Minimum State Surcharge		
Temporary Assembly/Tent Permit(Greater than 100 sq. ft.)		50.00/per tent		
Aboveground Tank Storage		100.00/per tank		
Underground Tank Storage		100.00/per tank		
Fuel Tank Storage Removal		100.00/per tank		
Daycare Inspection Fee		50.00		
Permit Re-Inspection Fee		50.00		
Fireworks/Pyrotechnic Display Permit		200.00		
Fireworks -Retail Sale Permit - Retailer only selling fireworks		350.00		
Fireworks-Retail Sale Permit-All other retailers		100.00		
Double Permit Fee		2 x normal permit fee		
Lock Box 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		
Hunting Permit (Shotgun) per person		5.00		
Hunting Permit (Target Shooting) per person		5.00		
Letter of Good Standing		10.00		
Photo CD		20.00/cd		
Photo Electronical Transfers		10.00/transmission		
Photo Reprints		5.00 min chg + 1.00/print		
Vehicle Lockout		20.00		
Vehicle Storage		10.00/day		

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
<b>Reimbursements</b>				
Mileage/personal vehicle (IRS allowable rate)	Always follow IRS adopted rate	.575/mile	Available Oct 1	
<b>Right-of-Way</b>				
Permit Fee - Boring/Open Trench		\$95+\$15/Driveway, \$20/Road Closing		
		+ \$10,000 Bond per mile		
Boulevard Tree Replacement		\$700/Tree		
Permit Fee - Overhead		\$95.00\+.05/linear foot		
<b>Street and Traffic Charges</b>				
Developer contribution:				
street and/or traffic signs		Developer Installed		
Bituminous Paving/Patching		25.00/sq yard		
Culverts		Price + Tax		
Road Improvement Assessment	Per Special Assessment Policy	Per Policy		
Street Sweeping: Equipment Only:	Per FEMA Schedule of Equipment Rates	74.00/Hr		
Traffic Sign Replacement		200.00		
<b>Tobacco</b>				
Cigarette Sales (vending and over-the counter)		250.00		
Cigarette Sales with age verification technology		150.00		
E-Cigarette Sales		250.00		
E-Cigarette Sales with age verification technology		150.00		
<b>UTILITY RATES</b>				
Assessment Charge for Unpaid Items Assessed	Administration fee	\$76/ACCT	\$30.00/account	Based on fellow city comparison
Interest Rate on Unpaid Items Assessed		2 points over 10-year treasury	5.50%	Based on fellow city comparison
Penalty/late payment	Past due on current billing	10%		
<b>Recycling Rates</b>				
Residential Curb-side Program fee/qtr	Per Ace Contract	8.85/qtr		
<b>Sewer Rates</b>				
Residential/Single dwelling usage fee/qtr		66.79	68.79	3% increase. Met Council increasing sewer rates by 17.6%. Est 2016 Sewer Budget nets \$33,000 with 3% Increase. Average 2015 Sewer charge in metro area was \$73.98/qtr

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
Multi-family(apt) & commercial usage fee/qtr		66.79+2.89/1000 gal. in excess of 20,000 gal.	68.79+2.98/1000 gal.	3% increase. Met Council increasing sewer rates by 17.6%. Est 2016 Sewer Budget nets \$33,000 with 3% Increase. Average 2015 Sewer charge in metro area was \$73.98/qtr
Connection charge/res. equivalent		1,126.00		
Connection charge/acre comm./ind.		3,391.00		
Lateral Benefit Charges: Residential	Project Costs per lot	3,411.00	4,415.00	
Lateral Benefit Charges: Commercial	Project Costs per acre		7,268.00	Based on 2015 Project Costs - Riverdale Drive
<b>Street Lights</b>				
Developer contribution:				
installation of Cobra street light		1300.00/light	Per Connexus Energy Fee Schedule	Fee based on actual price paid
traditionaire subdivision street light (w/100 ft of wire)		Developer Installed		
New ROW COR Lights		\$2,600/light	Per Connexus Energy Fee Schedule	Fee based on actual price paid
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		
<b>Storm Water Management Rates</b>				
Residential		11.31/qtr	12.44/qtr	10% Increase-Fund projects in 2016-2020 CIP. Average 2015 Storm Water Charge in metro area was \$12.99/qtr
Commercial		45.23/REU/qtr	49.76/REU/qtr	10% Increase-Fund projects in 2016-2020 CIP. Average 2015 Storm Water Charge in metro area was \$51.96/qtr
Trunk charge/res. equivalent		459.00		
Trunk charge/acre comm./ind.		4,577.00		

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification	
<b>Water Rates</b>					
Minimum usage fee/qtr	Per 2012 Comprehensive Water System Study	37.05	37.80	2% Increase from 2012 Water study. Average 2015 Water Charge in Metro area was \$46.65/qtr	
Quarterly Rate Structure	Conservation Rates				
		\$2.47 per 1,000 for 1st 15,000 gallons	\$0 for 1st 15,000 gallons - \$37.80 Minimum		2% Increase from 2012 Water study
		\$2.56 per 1,000 for 15,001-25,000	\$2.61 per 1,000 for 15,001-25,000		2% Increase from 2012 Water study
		\$2.64 per 1,000 for 25,001-40,000	\$2.69 per 1,000 for 25,001-40,000		2% Increase from 2012 Water study
		\$2.80 per 1,000 for 40,001-60,000	\$2.86 per 1,000 for 40,001-60,000		2% Increase from 2012 Water study
		\$3.02 per 1,000 for 60,001-99,000	\$3.08 per 1,000 for 60,001-99,000		2% Increase from 2012 Water study
		\$3.33 per 1,000 for 99,001-201,000	\$3.40 per 1,000 for 99,001-201,000		2% Increase from 2012 Water study
		\$3.99 per 1,000 for 201,001 and above	\$4.07 per 1,000 for 201,001 and above		2% Increase from 2012 Water study
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	0.00	No longer use	
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			

CITY OF RAMSEY  
 2016 PROPOSED SCHEDULE OF RATES, FEES AND CHARGES  
 Ord #15-18

SERVICE OR LICENSE	SPECIAL NOTES	2015 Adopted	2016 Requested	Justification
Connection charge/res. equivalent	Per 2012 Comprehensive Water System Study	1,637.00	1,678.00	2.5% Increase from 2012 Water study
Connection charge/res. Within Reimbursement Area	PER \$6M Agreement with 21st Century Bank	1,925.00		
Connection charge/acre comm./ind.	Per 2012 Comprehensive Water System Study	6,131.00	6,284.00	2.5% Increase from 2012 Water study
Lateral Benefit Charges: Residential	Project Costs per lot	6,454.00	5,639.00	Based on 2015 Project Costs - Garnet St
Lateral Benefit Charges: Commercial	Project Costs per acre		6,308.00	Based on 2015 Project Costs - Riverdale Drive

Meeting Date: 11/24/2015

By: Geoff Solomonson, Community  
Development

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### Information

#### Title

Adopt Resolutions #15-11-272 and #15-11-273 Approving a Conditional Use Permit to Exceed Sign Size and Height Restrictions at 8035 Riverdale Dr. NW; Case of Ramsey-Arbor Properties, LLC.

#### Purpose/Background:

The City has received an application from Ramsey-Arbor Properties, LLC., requesting a conditional use permit (CUP) to exceed sign size restrictions for their parcel located at 8035 Riverdale Dr. NW (the "Subject Property"). The Subject Property is located directly adjacent to the Armstrong Boulevard Interchange project. The Applicant desires to construct a 225 square foot (450 square foot gross aggregate surface area) sign to a height of seventy-five (75) feet without the required monument style base material.

#### Notification:

In accordance with State statute, Staff attempted to notify property owners within 350 feet of the subject property of the public hearing via Standard US Mail. The Public Hearing was also noticed in the Anoka County Union Herald, the City's official newsletter for public notices.

#### Observations/Alternatives:

The request will result in a multi-tenant sign that is taller and larger than the requirements for being located in the Armstrong Boulevard Interchange Overlay District. The existing Armstrong Boulevard Interchange Overlay District allows for signs up to fifty (50) feet in height and 150 square feet of surface area (300 square feet of gross aggregate surface area, e.g. double sided sign) and requires a monument style base of materials consistent with that of the principal building to a minimum height of six (6) feet. Due to the location of the site, which is immediately adjacent to the Armstrong Boulevard interchange, a taller sign could be warranted due to the height of the overpass bridge. This process was contemplated when the overlay district was established. It was intended to allow signs taller than fifty (50) feet in height, but allowed the Planning Commission and City Council to have final approval authorize as opposed to an administrative process.

This Conditional Use Permit would supersede the current CUP, which allowed for multiple ground signs on the property. Under this new CUP, both the new sign and the existing smaller sign with frontage on Riverdale Dr. would be allowable. This case may also set a new precedent for additional, taller signs within the Armstrong Boulevard Interchange Overlay District. This process, required by City Code, simply allows the Planning Commission to review the request on a site specific nature, attach reasonable conditions, and provide an enforcement tool in the event the proposed use is not being used consistent with City Code.

#### Alternatives

Alternative 1: Adopt Resolutions #15-11-272 and #15-11-273 approving a Conditional Use Permit for a new seventy-five (75) foot high and 225 square foot sign as well as the existing smaller sign on Riverdale Drive. The proposed signage appears reasonable in size. The proposed location of the sign is not within the vision clearance triangle nor within any easement. Staff supports this option.

Alternative 2: Deny the request. Staff does not support this option.

**Funding Source:**

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

**Recommendation:**

The Planning Commission recommends approval of a conditional use permit to exceed the square footage and height limitation for a ground sign in the Armstrong Boulevard Interchange Overlay District without incorporating additional design elements such as a monument style base finish consistent with the exterior finish of the principal building to a minimum height of six (6) feet.

**Action:**

Motion to adopt Resolution #15-11-272 approving Findings of Fact #0957 and Resolution #15-11-273 relating to Ramsey-Arbor Properties, LLC's request for a conditional use permit to exceed sign size restrictions established in City Code.

**Attachments**

Site Location Map

Aerial Map with Dimensions

Sign Proposal

Resolution #15-11-272: DRAFT Findings of Fact

Resolution #15-11-273: DRAFT Conditional Use Permit

DRAFT Planning Commission Meeting Minutes Dated November 12, 2015

**Form Review**

**Inbox**

Tim Gladhill  
Kurt Ulrich  
Form Started By: Geoff Solomonson  
Final Approval Date: 11/19/2015

**Reviewed By**

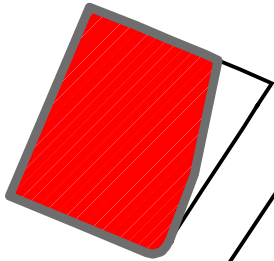
Tim Gladhill  
Kurt Ulrich

**Date**

11/19/2015 08:13 AM  
11/19/2015 10:47 AM  
Started On: 11/18/2015 08:03 AM

146TH AVE

NW 146TH AVE





RIVERDALE DR

ARMSTRONG BLVD


144TH AVE

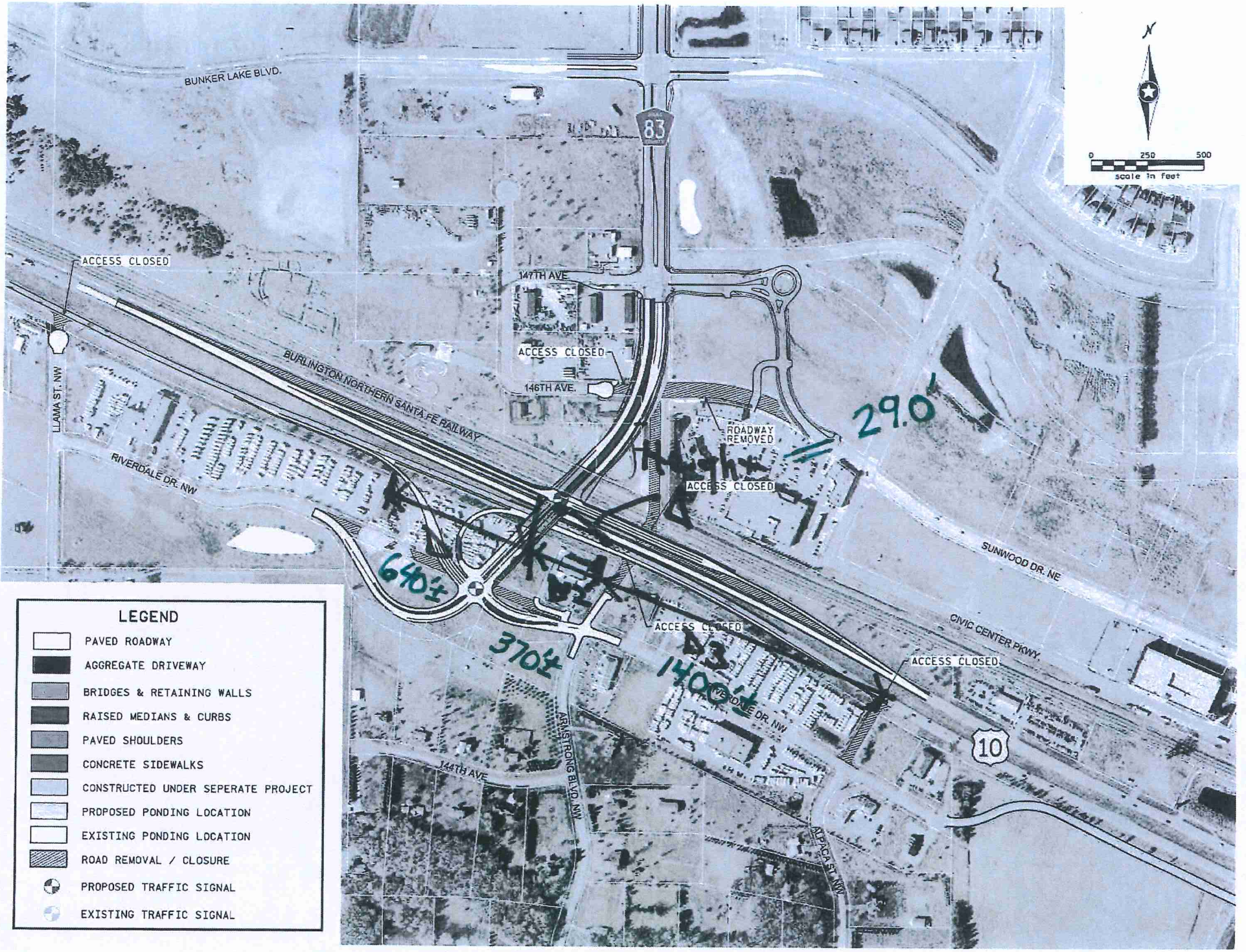


8035 Riverdale Drive NW  
29-32-25-41-0028

Legend  
 Site  
 Parcels

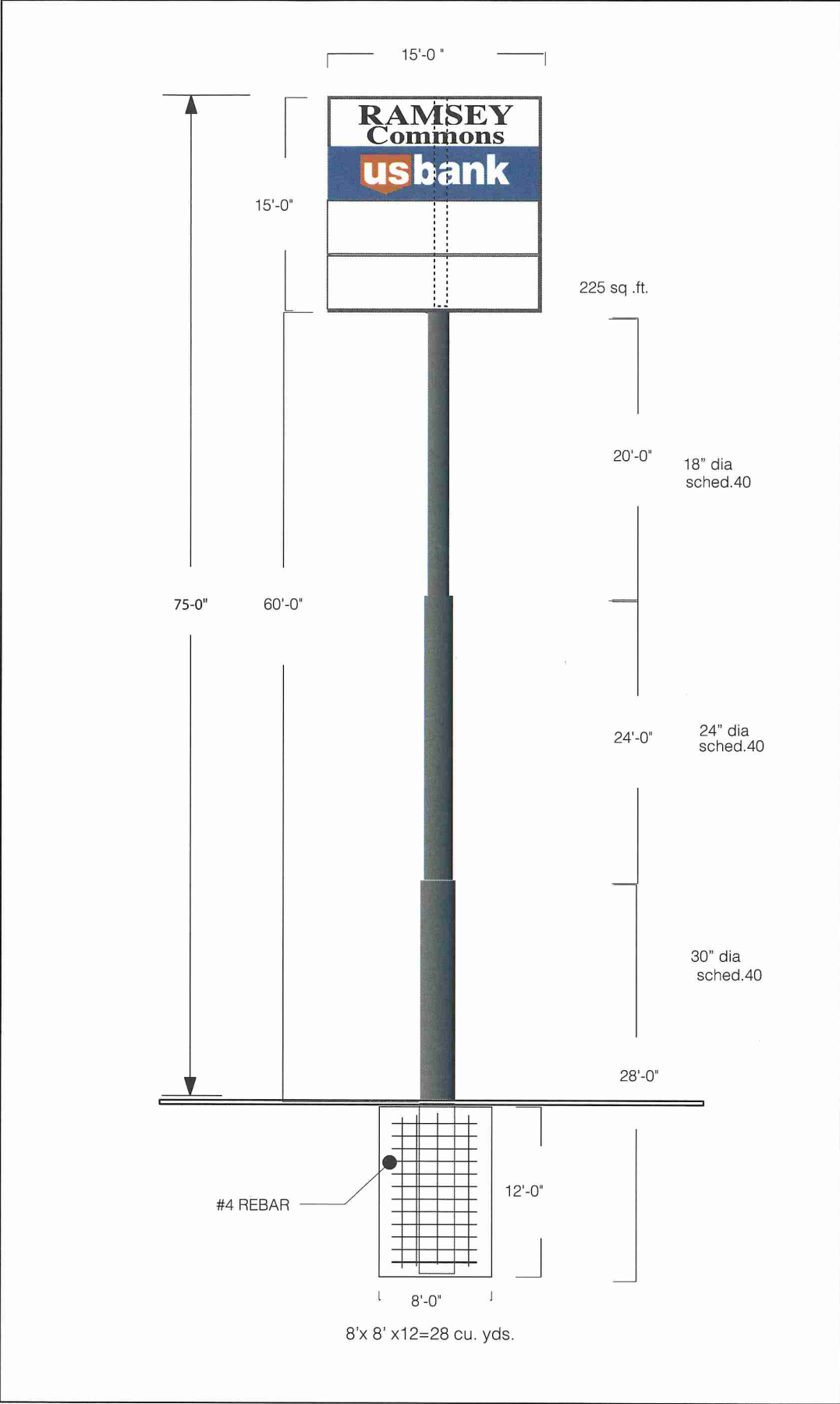


0 320 640 Feet  




**LEGEND**

- PAVED ROADWAY
- AGGREGATE DRIVEWAY
- BRIDGES & RETAINING WALLS
- RAISED MEDIANS & CURBS
- PAVED SHOULDERS
- CONCRETE SIDEWALKS
- CONSTRUCTED UNDER SEPERATE PROJECT
- PROPOSED PONDING LOCATION
- EXISTING PONDING LDCATION
- ROAD REMOVAL / CLOSURE
- PROPOSED TRAFFIC SIGNAL
- EXISTING TRAFFIC SIGNAL





Install pylon 75' tall from ground level with 15'x 15' sign cabinet

Direction 2

Ramsey Commons

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

**RESOLUTION #15-11-272**

**A RESOLUTION ADOPTING FINDINGS OF FACT #0957 RELATING TO A REQUEST FROM RAMSEY-ARBOR PROPERTIES, LLC FOR A CONDITIONAL USE PERMIT TO EXCEED SIGN SIZE AND HEIGHT RESTRICTIONS FOR A GROUND SIGN TO BE LOCATED AT 8035 RIVERDALE DR. NW**

**WHEREAS**, the City of Ramsey received an application from Ramsey-Arbor Properties, LLC for a conditional use permit to exceed the sign size and height restrictions on the property generally 8035 Riverdale Dr. NW and legally described as follows:

Tract A Reg. Land Survey No. 254, Ex Rd, Subject to Easement of Record, Anoka County, Minnesota

(“Subject Property”)

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

1. That Ramsey-Arbor Properties, LLC, hereinafter referred to as “Applicant,” properly applied for a conditional use permit (the “Permit”) to exceed the allotted height and square footage for a sign in the Armstrong Boulevard Interchange Overlay District.
2. That the Applicant appeared before the Ramsey Planning Commission for a public hearing pursuant to Section 117-51 (Conditional Use Permits) of the City Code on November 12, 2015, and that said public hearing was properly advertised, and that the minutes of said public hearing are hereby incorporated as a part of these findings by reference.
3. That the Subject Property is approximately 1.25 acres in size.
4. That the lot has frontage along Riverdale Drive NW.
5. That City Code Section 117-519 (Business type districts) states that signs located within the Armstrong Boulevard Interchange Overlay District shall be allowed to a height of fifty (50) feet and the gross surface area of a ground sign shall not exceed 150 square feet for each exposed face nor exceed an aggregate gross surface area of 300 square feet, and that a sign shall have a monument style base constructed of materials that are consistent with the principal building to a minimum height of six (6) feet.
6. That the Applicant is proposing a seventy five (75) foot tall ground sign with a fifteen (15) foot by fifteen (15) foot sign cabinet measuring 225 square feet (450 square foot aggregate) with no base finish.
7. That the Subject Property is located adjacent to the Armstrong Boulevard interchange with Highway 10.
8. That the height of the Armstrong Boulevard overpass bridge will be twenty nine (29) feet high above the ground.

9. That there are two (2) current signs on the Subject Property that were previously approved by CUP: a 90 square foot sign that is twenty five (25) feet in height next to Highway 10 and a twenty three (23) square foot sign that is eight (8) feet high along Riverdale Drive.
10. That this CUP will supersede the previous CUP, still allowing two (2) ground signs on the property.
11. That the Applicant has provided an exhibit that demonstrates the proposed height and location in relation to the Armstrong Boulevard interchange and the impact of traffic visibility in the area.
12. That a conditional use permit to exceed sign size restrictions will/will not grant the Applicant special privileges that are denied by the City Code to other properties in the residential area.
13. That the proposed increase in sign square footage will be designed so as to be harmonious and appropriate in appearance with the existing or intended character of the vicinity and will not change the essential character of the area.
14. That the proposed increase in sign square footage will not adversely impact traffic in the area.
15. That the proposed increase in sign square footage will not be unduly dangerous or otherwise detrimental to persons residing or working in the vicinity of the use or to the public welfare.
16. That the proposed increase in sign square footage will not substantially impair the use, enjoyment, or market value of surrounding properties.
17. That the proposed increase in sign square footage will not be hazardous or disturbing to existing or future neighboring uses.
18. That the proposed increase in sign square footage will not create excessive additional requirements at public cost for public facilities and services, and it will not be detrimental to the economic welfare of the community.
19. That the proposed increase in sign square footage will not involve activities and uses that will be detrimental to any persons, property, or the general welfare by reason of excessive production of glare.

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 \_\_\_ day of \_\_\_\_\_, 2015.

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Mayor

**ATTEST:**

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City Clerk

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

**RESOLUTION #15-11-273**

**A RESOLUTION APPROVING THE ISSUANCE OF A CONDITIONAL USE PERMIT TO RAMSEY-ARBOR PROPERTIES, LLC BASED ON FINDINGS OF FACT #0957 TO EXCEED SIGN REGULATIONS ESTABLISHED IN CITY CODE AND DECLARING TERMS OF THE PERMIT.**

**WHEREAS**, Ramsey-Arbor Properties, LLC has properly applied for a conditional use permit to exceed sign size and height restrictions as established in City Code on the property generally known as 8035 Riverdale Dr. NW and legally described as follows:

Tract A Reg. Land Survey No. 254, Ex Rd, Subject to Easement of Record, Anoka County, Minnesota

(“Subject Property”)

**WHEREAS**, the Planning Commission met on November 12, 2015, conducted a public hearing, and recommended City Council approve the request.

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

1. Based on Findings of Fact #0957, a conditional use permit (“Permit”) to exceed allotted square footage and height is hereby granted to Ramsey-Arbor Properties, LLC (“Permittee”).
2. The **Permittee** is herein granted permission to erect one (1) new permanent sign (the “Sign”) on the **Subject Property** fronting Highway 10 to replace the existing ground sign fronting Highway 10.
3. The **Sign** erected on the **Subject Property** shall not exceed two hundred twenty five (225) square feet in size per face, nor an aggregate of 450 square feet if double faced.
4. The installation of the **Sign** on the **Subject Property** requires a Sign Permit from the City of Ramsey (the “City”) and the application submittal for said Sign Permit shall include footings sized and approved by a licensed engineer.
5. The **Permittee** shall not install the **Sign** within the vision clearance triangle as defined in Section 117-348 (g) of Ramsey City nor within any easement on the **Subject Property**.
6. The sign shall be properly constructed and maintained in accordance with Division 8 (Signs) of the Ramsey City Code.
7. The **Permittee** shall be responsible for all **City** costs incurred in administering and enforcing this **Permit**.
8. The City Administrator, or his/her designee, shall have the right to inspect the **Subject Property** for compliance and safety purposes annually or at any time, upon reasonable request.

9. Should any provision of this **Permit** be declared void or unenforceable, the other provisions shall not be affected but shall remain in full force and effect.
10. This **Permit** shall not be considered modified, altered, changed or amended in any respect unless in writing and signed by the **City** and the **Permittee**.
11. That if the **Permittee** or its successors or assigns violates any material term or condition of this **Permit** it is grounds for suspension or revocation hereof consistent with applicable law, if the City Council reasonably determines that continued operation of the facility places the public health, safety or welfare or the environment in jeopardy or creates a public nuisance due to odors, litter, debris or other nuisance factors.

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 \_\_\_ day of \_\_\_\_\_, 2015.

Ramsey-Arbor Properties, LLC hereby acknowledges receipt of this permit and has reviewed the conditions of this permit and has agreed to comply with the terms of this permit.

**Ramsey-Arbor Properties, LLC**

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

Its: \_\_\_\_\_

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me a Notary Public, personally appeared \_\_\_\_\_, the \_\_\_\_\_ of Ramsey-Arbor Properties, LLC, a Minnesota domestic business corporation, on behalf of this corporation.

\_\_\_\_\_  
Notary Public

**CITY OF RAMSEY:**

By: \_\_\_\_\_  
          Mayor

By: \_\_\_\_\_  
          City Clerk

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF ANOKA     )

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

\_\_\_\_\_  
Notary Public

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

This document reviewed by:  
Ratwik, Roszak & Maloney, P.A.  
730 Second Ave. S., Suite 300  
Minneapolis, MN 55402

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, November 12, 2015, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:           Chairperson Gary Levine  
                                  Commissioner Andrew Andrusko  
                                  Commissioner Randy Bauer  
                                  Commissioner Ralph Brauer  
                                  Commissioner Matthew Maul  
                                  Commissioner Cindy Nosan  
                                  Commissioner Gary VanScoy

Members Absent:           None

Also Present:              Community Development Director Timothy Gladhill  
                                  City Planner Chris Anderson  
                                  Planning Intern Geoff Solomonson

**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**

Community Development Director Gladhill requested the Commission add Item 5.05 to the agenda to discuss a potential business incubator.

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to approve the agenda as amended adding Item 5.05.

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

**4.     APPROVE PLANNING COMMISSION MINUTES**

**4.01: Approve the Following Planning Commission Minutes:**

#### **4.01.1: Planning Commission Meeting Minutes Dated October 15, 2015**

Motion by Commissioner VanScoy, seconded by Commissioner Nosan, to approve the following minutes as presented: Planning Commission Meeting Minutes dated October 15, 2015.

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

### **5. PUBLIC HEARINGS/COMMISSION BUSINESS**

#### **5.01: Public Hearing: Consider Request for a Variance to the Driveway Setback Requirement on the Property Located at 5581 148<sup>th</sup> Lane NW**

##### **Public Hearing**

Chairperson Levine called the public hearing to order at 7:02 p.m.

##### **Presentation**

Community Development Director Gladhill presented the staff report stating through the Code Enforcement Program, the City became aware of an existing driveway extension that encroaches into the required five (5) foot driveway setback on the property located at 5581 148<sup>th</sup> Lane NW. Upon receiving a Notice of Violation from the City, Douglas and Vicky Foyt submitted an application for a variance from the standard driveway setback. Staff reviewed the request in detail with the Commission and recommended approval of the variance contingent upon the driveway extension surface being upgraded to comply with current City Code standards and upon the applicant entering into an Easement Encroachment Agreement with the City.

Commissioner Maul explained he would be abstaining from action on this item.

##### **Citizen Input**

Douglas Foyt, 5581 148<sup>th</sup> lane NW, explained he stored his boat on the side of his garage during the summer months and on the pad during the winter. However, after he purchased a trailer, the trailer now sits on the pad and the boat was stored indoors. He provided further comment on the grade of the storage pad and noted the surface was St. Cloud granite.

Vicky Foyt, 5581 148<sup>th</sup> Lane NW, commented they have not had any ponding or drainage issues between her and her neighbors from the storage pad.

Commissioner Bauer asked if the storage pad area were to be paved if the drainage would remain the same.

Mr. Foyt reported this was the case. He questioned if pavers could be used on the storage pad.

Community Development Director Gladhill indicated the City would support this type of material on the storage pad. Further discussion ensued regarding the easement on the property.

Commissioner Brauer discussed the encroachment issue from the October meeting and questioned how the Foyt's request differed.

Community Development Director Gladhill reported the homeowner's making the request from October had a very extensive retaining wall with several tiers along with an accessory structure up against a wetland. He noted a stormwater pond and wetlands were not involved in the Foyt's request.

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

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

Chairperson Levine closed the public hearing closed at 7:18 p.m.

### **Commission Business**

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to adopt Resolution #15-11-270 approving Findings of Fact #0956.

### **Further discussion**

Commissioner Brauer requested the Commission review the Findings of Fact prior to approval.

The Commission reviewed the favorable Findings of Fact.

Commissioner VanScoy requested a Friendly Amendment adding a Finding of Fact stating there was no significant drainage or wetlands on the property. The Commission supported the addition of this Finding.

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

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to recommend adopt Resolution #15-11-271 granting a variance to the standard driveway setback on the Subject Property.

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

**5.02: Public Hearing: Request for a Conditional Use Permit to Exceed Sign Size and Height Restrictions at 8035 Riverdale Drive NW, Case of Ramsey-Arbor Properties, LLC.**

**Public Hearing**

Chairperson Levine called the public hearing to order at 7:23 p.m.

**Presentation**

Planning Intern Solomonson presented the staff report stating the City has received an application from Ramsey-Arbor Properties, LLC requesting a conditional use permit (CUP) to exceed sign size restrictions for their parcel located at 8035 Riverdale Drive NW. The subject property is located directly adjacent to the Armstrong Boulevard Interchange project. The applicant desires to construct a 225 square foot (450 square foot gross aggregate surface area) sign to a height of seventy-five (75) feet without the required monument style base material. Staff discussed the request in detail with the Commission and recommended approval of the conditional use permit contingent upon incorporating a monument style base finish consistent with the exterior finish of the principal building to a minimum height of six (6) feet.

**Citizen Input**

Commissioner Bauer questioned why staff was recommending a monument base on the sign.

Community Development Director Gladhill reported this recommendation was being made for ground level aesthetics purposes.

Commissioner Brauer asked what the height of the overpass would be.

Community Development Director Gladhill discussed the height of the overpass in further detail with the Commission.

Steve Young, 8035 Riverdale Drive NW, discussed the sign location further and explained he was proposing to remove the existing 25-foot sign and would be replacing it with a multi-use 75-foot sign with a monument style base.

Commissioner Bauer inquired if City Code had any limits as to how many uses could share the sign.

Community Development Director Gladhill reported the City did not have any specific requirements regarding the number of shared users on a sign.

Mr. Young anticipated that he would have three or four tenants on the sign.

Commissioner VanScoy asked if the applicant had a preference with regard to the sign base.

Mr. Young preferred to not be required to have a monument style base given the high volume of traffic that would not see the sign base. He was not opposed to landscaping around the sign base.

Community Development Director Gladhill was not opposed to this suggestion; however he was following City Ordinance.

Commissioner Bauer inquired how tall the monument style base of the sign had to be.

Planning Intern Solomonson reported City Code required the base of the sign to be six feet in height.

Commissioner VanScoy supported staff's recommendation and suggested the monument style base be required.

Commissioner Nosan did not believe the monument base had to be six feet in height.

Chairperson Levine understood the need for consistency across the City with its signs.

Commissioner Andrusko discussed the amount of concrete that would be needed to anchor the sign. For this reason, he recommended the Planning Commission require a decorative monument style base on the sign.

Further discussion ensued regarding the number of existing signs on the property.

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

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

Chairperson Levine closed the public hearing closed at 7:47 p.m.

### **Commission Business**

Motion by Commissioner Bauer, seconded by Commissioner Maul, to recommend that City Council adopt Resolution #15-11-272 approving Findings of Fact #0957.

### **Further discussion**

Commissioner Brauer reviewed the Findings of Fact discussing the proper language in order for the Findings to be favorable.

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

Motion by Commissioner Bauer, seconded by Commissioner Maul, to recommend that City Council adopt Resolution #15-11-273 approving Ramsey-Arbor Properties, LLC's request for a conditional use permit to exceed sign size restrictions established by City Code without requiring the monument style base finish.

### **Further discussion**

Commissioner VanScoy supported the monument style base requirement as recommended by staff.

Commissioner Brauer agreed.

Commissioner Bauer did not believe a six-foot concrete wall constituted a "monument style base". He believed this would detract from the sign.

Commissioner Brauer suggested this request be approved as requested and that staff be directed to review City Code regarding sign bases.

Community Development Director Gladhill recommended that the Commission not require the base and that an Ordinance review be completed in the future separate from action on this item.

Commissioner Nosan questioned when the Planning Commission would revisit this issue.

Commissioner Bauer was in favor of the Commission reviewing the City's entire sign code in December.

Community Development Director Gladhill reported he would bring a work plan to the Commission in December.

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

### **5.03: Receive Update on Public Works Campus Space Needs Analysis and Consider Policy for a Future McKinley Street Connection.**

#### **Presentation**

Community Development Director Gladhill presented the staff report and reviewed the campus space needs analysis with the Planning Commission. He requested the Commission consider policy direction on McKinley Street as one of the top concepts for the proposed future public works campus requires the future connection of McKinley Street to be vacated.

#### **Commission Business**

Commissioner Bauer questioned how long range the plan was.

Public Works Superintendent Reemer believed the plan was slated for tentative construction in 2018.

Community Development Director Gladhill agreed stating there was three years of planning needed in order to properly complete the project.

Commissioner Bauer inquired when the City's transportation plan would be complete.

Community Development Director Gladhill anticipated that the transportation would be completed late 2016 or early 2017.

Commissioner Bauer was in favor of not making a single sided decision, but rather wanted the Planning Commission to take a look at the overall transportation plan.

Chairperson Levine commented the McKinley issue has been an issue in Ramsey for 30 years. The roadway should have been a through street. He believed this was an important issue for the Commission to address.

Public Works Superintendent Reemer explained there was talk of constructing an underpass under the railroad at Sunfish Lake Boulevard. He indicated this would directly impact and close off McKinley. He did not believe that McKinley would be used enough to push it through.

Further discussion ensued regarding the amount of traffic using McKinley and 143<sup>rd</sup>.

Commissioner Brauer was in favor of taking McKinley off the table and giving the Public Works Department the green light to proceed with their planning efforts.

Community Development Director Gladhill provided further comment on future rail crossings planned for the City of Ramsey.

Motion by Commissioner Brauer, seconded by Commissioner Maul, to remove future consideration of a connection at McKinley Street.

Commissioner VanScoy requested further information on the proposed frontage road.

Community Development Director Gladhill reviewed the location of the proposed frontage road and discussed how this roadway would assist with directing traffic along the front side of Highway 10.

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

Chairperson Levine recessed the meeting at 8:32 p.m.

Chairperson Levine reconvened the meeting at 8:37 p.m.

**5.04: Receive Presentation on Land Use Chapter of the Comprehensive Plan.**

**Presentation**

Planning Intern Solomonson reviewed the Land Use Chapter of the Comprehensive Plan in detail with the Commission.

**Commission Business**

Chairperson Levine thanked staff for the update.

**5.05: Discuss Potential Business Incubator.**

**Presentation**

Commissioner Brauer discussed the importance of encouraging business development in the City of Ramsey. He supported the City pursuing a business incubator that could offer support to local entrepreneurs. He reviewed a series of questions that would need to be addressed by the Commission and staff. He recommended that a pilot program be created along with a planning process to move this program forward.

**Commission Business**

Community Development Director Gladhill suggested staff create a work plan, conduct initial investigations and proceed in this manner.

Commissioner Andrusko supported the business incubator moving forward.

Motion by Commissioner Andrusko, seconded by Commissioner Maul, to direct staff to move forward with the business incubator initiative and to begin drafting a work plan.

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

**6. COMMISSION / STAFF INPUT**

The Staff Update was noted.

**6.01: Zoning Bulletins**

Zoning Bulletins were noted.

**7. ADJOURNMENT**

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

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

The regular meeting of the Planning Commission adjourned at 8:55 p.m.

Respectfully submitted,

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Tim Gladhill  
Community Development Director

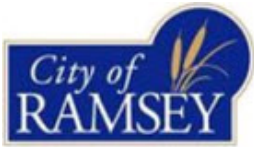
ATTEST:

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JoAnn Shaw  
Community Development Assistant

Drafted by Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*

DRAFT



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

**CC Regular Session**

7.2.

**Meeting Date:** 11/24/2015

**By:** Geoff Solomonson, Community  
Development

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**Information**

**Title:**

Adopt Ordinance #15-17 Amending City Code Chapter 105 (Buildings and Building Standards) Related to Allowable Hours of Construction

**Purpose/Background:**

The purpose of this case is to consider adding language to the City Code section related to allowable hours of construction. The proposed ordinance, as previously reviewed by the Planning Commission and City Council, leaves the overall hours of construction the same, but adds language that clarifies that the City can negotiate lesser hours as needed through the Development Agreement process.

The City of Ramsey has the code as listed below for construction hours within the city. The reason for this possible amendment to the Code is due to the number of concerns that have been raised to City Council regarding the time limits and to address some of the public perception of the listed hours.

**Notification:**

The Notice of Public Hearing was published in the City's official newspaper, the Anoka County UnionHerald.

**Observations/Alternatives:**

The question was most recently raised during the review of a Major Subdivision. Residents have had concerns with the hours listed as the maximum allowance, not necessarily being the standard hours of construction that most contractors choose to use. The Developer of Harvest Estates, for example, negotiated construction hours to stop at 8:00 p.m. instead of the maximum stopping time of 10:00 p.m.

This contrasts with the the construction of Fire Station Number No. 2 which is nearby in the same neighborhood and has a ending construction time of 10:00 p.m. Based on discussion in a previous Planning Commission meeting, the goal of this amendment has been to look at the possibly of introducing wording to negotiate an earlier stopping time for construction and creating exemptions built in for public improvement projects.

The Planning Commission conducted a public hearing on October 15, 2015 and there were no verbal or written comments received regarding the proposed Ordinance amendments. The Planning Commission went on to recommend the City Council adopt Ordinance #15-17 to address the ability to negotiate an earlier ending construction time and introduce exemptions for public improvement projects.

City Council introduced Ordinance #15-17 at their October 27, 2015 meeting and the Ordinance is now eligible for adoption.

Alternatives:

Alternative #1: Adopt Ordinance #15-17 amending City Code Chapter 105 (Buildings and Building Standards) related to allowable hours of construction. These minor changes in the City Code give the flexibility to negotiate an earlier ending construction time if there is an impact to the surroundings. Public perception of the listed hours would also be addressed with this ability as well. The Planning Commission support this option.

Alternative #2: Do not adopt Ordinance #15-17. The code would stay as currently written. Staff and the Planning Commission do not support this option.

**Funding Source:**

This case is being handled as part of normal Staff duties.

**Recommendation:**

A public hearing was held with the Planning Commission on October 15, 2015 in which a recommendation for adoption was approved.

**Action:**

Motion to waive the City Charter requirement to read the ordinance aloud and to adopt Ordinance #15-17 Amending City Code Chapter 105 Related to Allowable Hours of Construction.

Roll Call Vote:

Councilmember LeTourneau  
Councilmember Shryock  
Councilmember Johns  
Councilmember Williams  
Councilmember Kuzma  
Councilmember Riley  
Mayor Strommen

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**Attachments**

[Ordinance #15-17](#)

[Previous Planning Commission Case](#)

[Previous Planning Commission Minutes dated August 6, 2015](#)

[City Council Meeting Minutes dated August 25, 2015](#)

[Planning Commission Meeting Minutes Dated October 15, 2015](#)

[City Council Meeting Minutes Dated October 27, 2015](#)

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill (Originator)	Tim Gladhill	11/19/2015 09:31 AM
Kurt Ulrich	Kurt Ulrich	11/19/2015 10:47 AM
Form Started By: Tim Gladhill		Started On: 11/18/2015 07:47 AM
Final Approval Date: 11/19/2015		

**ORDINANCE #15-17**  
**CITY OF RAMSEY**  
**ANOKA COUNTY**  
**STATE OF MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 105 (BUILDING AND BUILDING REGULATIONS) OF THE RAMSEY CITY CODE AMENDING THE ALLOWABLE HOURS OF CONSTRUCTION.**

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 105-1 is amended to revise the following language (added language underlined, deleted language ~~strike through~~):

Sec. 105-1. - Restrictions on hours for construction.

- (a) Work hours. It shall be unlawful to engage in or conduct any activity in the construction of any building or structure, or the laying of any pavement, including but not limited to the making of any excavation, clearing of surface land and loading or unloading material, equipment or supplies in any residential district of the city, except between the hours of 7:00 a.m. and 10:00 p.m. Monday through Saturday. The city shall reserve the ability to negotiate reduced hours through a development agreement based on factors such as the proximity to existing residential dwellings, decibel levels exceeding those stated in Chapter 30-3, and dust control. All work relating to the construction site is to halt at the ending times. However, such activity shall be lawful from 6:00 a.m. to 10:00 p.m. with prior permission from the city administrator and his designee due to extenuating circumstances such as excessively warm temperature, the need to avoid traffic during normal work hours, etc. Any Sunday activity is also limited to the hours of 7:00 a.m. to 10:00 p.m. and to that which is being performed by the owner/occupant of the parcel on which the activity is occurring. Public improvement projects, public works construction activities and emergency construction activity shall be exempt from the construction hours listed.
- (b) Permit. Application for a permit shall be made in writing to the administrator and shall state the name of the applicant and their business address, the location of the proposed work, and the reason for seeking a permit to do such work on Sunday as well as the estimated time of the proposed operations. No such permit shall be issued excepting where the public welfare will be harmed by failure to perform the work at the time indicated.
- (c) Provision not to prevent necessary work. Nothing in this section shall be construed to prevent any work necessary to prevent injury to persons or property at any time.

**SECTION 3. SUMMARY**

The following is the official summary of Ordinance #15-, 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 #15- to amend Ramsey, Minnesota City Code Chapter 105 to amend the allowable hours of construction to allow the City to negotiate reduced hours of construction.

**SECTION 4. EFFECTIVE DATE**

**Commented [TG1]:** The reference to 9:00 was removed.

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 <sup>th</sup> day of \_\_\_\_\_, 2015.

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Mayor Sarah Strommen

**ATTEST:**

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City Clerk Jo Ann M. Thieling

**Introduction Date:**  
**Posting Dates:**  
**Adoption Date:**  
**Publication Date:**  
**Effective Date:**

**Regular Planning Commission**

5. 4.

**Meeting Date:** 08/06/2015

**By:** Geoff Solomonson, Community Development

**Information**

**Title:**

Discuss Potential Future City Code Amendment to Construction Hours

**Purpose/Background:**

The City of Ramsey has the code as listed below for construction hours within the city. The reason for this possible amendment to the Code is due to the number of concerns that have been raised to City Council regarding the time limits and to address some of the public perception of the listed hours. The question was most recently raised during the review of a Major Subdivision. Residents have had concerns with the hours listed as the maximum allowance, not necessarily being the standard hours of construction that most contractors choose to use. The contractor for the development of Harvest Estates, for example, negotiated construction hours to stop at 8:00 p.m. instead of the maximum stopping time of 10:00 p.m.

The goal of this amendment is to look at the possibly of introducing an earlier stopping time for construction with exemptions built in for public improvement projects, private homeowner construction, and extenuating circumstances which would involve City Administrator approval or City Council approval. It is noted, however, that it is rare that the complaints the City actually receive are that of evening work hours. Almost exclusively, the complaints are in regards to early start hours in the morning.

Also included in this document for examples are the hours of construction and stipulations of neighboring communities as a basis for discussion. It is worth noting that the majority of the surrounding communities have similar hours in effect as the City of Ramsey with some starting at 6:00 a.m.

**The code as it currently exists:**

**Sec. 105-1. - Restrictions on hours for construction.**

(a) Work hours. It shall be unlawful to engage in or conduct any activity in the construction of any building or structure, or the laying of any pavement, including but not limited to the making of any excavation, clearing of surface land and loading or unloading material, equipment or supplies in any residential district of the city, except between the hours of 7:00 a.m. and 10:00 p.m. Monday through Saturday. However, such activity shall be lawful from 6:00 a.m. to 10:00 p.m. with prior permission from the city administrator and his designee due to extenuating circumstances such as excessively warm temperature, the need to avoid traffic during normal work hours, etc. Any Sunday activity is also limited to the hours of 7:00 a.m. to 10:00 p.m. and to that which is being performed by the owner/occupant of the parcel on which the activity is occurring.

(b) *Permit.* Application for a permit shall be made in writing to the administrator and shall state the name of the applicant and their business address, the location of the proposed work, and the reason for seeking a permit to do such work on Sunday as well as the estimated time of the proposed operations. No such permit shall be issued excepting where the public welfare will be harmed by failure to perform the work at the time indicated.

(c) *Provision not to prevent necessary work.* Nothing in this section shall be construed to prevent any work necessary to prevent injury to persons or property at any time.

(Code 1978, § 7.81; Ord. No. 95-17)

**Possible code edit amendment:**

**Sec. 105-1. - Restrictions on hours for construction.**

(a) Work hours. It shall be unlawful to engage in or conduct any activity in the construction of any building or structure, or the laying of any pavement, including but not limited to the making of any excavation, clearing of

surface land and loading or unloading material, equipment or supplies in any residential district of the city, except between the hours of 7:00 a.m. and 8:00 p.m. Monday through Saturday unless work is done by a homeowner, in which residential homeowner construction is limited from 7:00 a.m. to 10:00 p.m. However, such activity shall be lawful from 6:00 a.m. to 10:00 p.m. with prior permission from the city administrator and his designee due to extenuating circumstances such as excessively warm temperature, the need to avoid traffic during normal work hours, etc. Any Sunday activity is also limited to the hours of 7:00 a.m. to 10:00 p.m. and to that which is being performed by the owner/occupant of the parcel on which the activity is occurring. Public improvement projects, public works construction activities and other similar emergency construction activity shall be exempt from the construction hours listed.

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(Code 1978, § 7.81; Ord. No. 95-17)

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

**Recommendation:**

While an amendment to City Code may be warranted, Staff poses a goal to balance the tranquility of the surrounding neighborhoods with the flexibility to be able to negotiate later hours where feasible. This topic report is for discussion only. There is no policy change being proposed at this time.

**Action:**

No action is being requested. Staff is seeking initial feedback to aide in development an actual ordinance for future consideration.

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**Attachments**

Construction Hours Document

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill	Tim Gladhill	07/31/2015 02:05 PM
Form Started By: Geoff Solomonson		Started On: 07/31/2015 01:43 PM
Final Approval Date: 07/31/2015		

# City of Ramsey

## Code – Construction Hours

The City of Ramsey has the code as listed below for construction hours within the city. The reason for this possible amendment to the Code is due to the number of concerns that have been raised to City Council regarding the time limits and to address some of the public perception of the listed hours, as residents have had concerns with the hours listed as the maximum allowance, not necessarily being the standard hours of construction that most contractors choose to use. The contractor for the development of Harvest Estates, for example, negotiated construction hours to stop at 8:00 p.m. instead of the maximum stopping time of 10:00 p.m.

The goal of this amendment is to look at the possibly of introducing an earlier stopping time for construction with exemptions built in for public improvement projects, private homeowner construction, and extenuating circumstances which would involve City Administrator approval or City Council approval.

Also included in this document for examples are the hours of construction and stipulations of neighboring communities. It is worth noting that the majority of the surrounding communities have similar hours in effect as the City of Ramsey with some starting at 6:00 a.m.

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- (b) *Permit.* Application for a permit shall be made in writing to the administrator and shall state the name of the applicant and their business address, the location of the proposed work, and the reason for seeking a permit to do such work on Sunday as well as the estimated time of the proposed operations. No such permit shall be issued excepting where the public welfare will be harmed by failure to perform the work at the time indicated.
- (c) *Provision not to prevent necessary work.* Nothing in this section shall be construed to prevent any work necessary to prevent injury to persons or property at any time.

(Code 1978, § 7.81; Ord. No. 95-17)

Other neighboring community's construction hours as it appears in their respective city code.

City	Hours	Notes:	Code
Ramsey	7:00am-10:00pm, Monday-Saturday	Construction may begin at 6am with permission from city administrator	Part 2, Chapter 105, Article 1, §105-1-A
Andover	7:00am-10:00pm		Title 5, Chapter 6, §5-6-3
Anoka	7:00am-10:00pm	Between 10pm and 7am, equipment, events, or activities must be authorized, sponsored, permitted or approved by city council or City Manager with conditions to the license, permit or contract.	Chapter 38, Article 1, §38-1-C-1-D
Apple Valley	6:00am-10:00pm	Snow removal and street-sweeping are exempt. Emergency work to preserve the public health, safety, or welfare, or in the performance of work necessary to restore a public service or eliminate a public hazard is exempt with reasonable actions to minimize the amount of noise.	Title XIII, Chapter 130, §130.56 & §130.57
Blaine	7:00am-10:00pm	City or state authorized, sponsored, or licensed work to preserve public health, safety, or welfare or to restore public service or eliminate a public hazard shall be exempt.	Chapter 50, Article IV, Division 2, §50- 203-5
Bloomington	7:00am-10:00pm, Monday-Friday; 9:00am-9:00pm, Saturday		Part 2, Chapter 10, §10.29.07-C
Burnsville	7:00am-10:00pm		Title 7, Chapter 1, §7-1-2 D-1
Champlin	7:00am-9:00pm	In the case of urgent necessity to the public health and safety and with a permit from the city administrator for a period not to exceed three days without renewal.	Part 1, Chapter 38, Article 3, §38-70-B- 8
Coon Rapids	7:00am-10:00pm, Monday-Saturday	City or state authorized, sponsored, or licensed work to preserve public health, safety, or welfare or to restore public service or eliminate a public hazard shall be exempt.	Title 8, Chapter 8, §8-403-10
Cottage Grove	7:00am-7:00pm, Monday-Friday; 9:00am-7:00pm, Saturday	Residential property owners or tenants 7:00am-10:00pm, M-F; 8:00am-9:00pm, weekends and legal holidays. Public projects performed by governmental agency or their agents are exempt. Repairs to utility structures that are damaged, in disrepair, or out of service and pose a danger to life, health, or significant loss of property are also exempt. Construction activities related to the following are exempt: refueling machinery and equipment, labor work not requiring power tools or equipment, construction equipment repair, surveying, construction staking, delivery of equipment or materials, and work preapproved by the city.	Title 4, Chapter 9, §4-9-8 & §4-9-3
Dayton	7:00am-7:00pm, Monday-Friday; 9:00am-4:00pm, Sat., Sun., Holiday	Excavation work may only commence between 7:00am and 7:00pm	Chapter 800, §806.03-4
Elk River	6:00am-9:00pm, Monday-Saturday	Single-family occupied residence owners and an authorized building inspector-based emergency for the protection of health and safety are exempt.	Chapter 46, Article 2, §46-37-7
Fridley	7:00am-9:00pm, Monday-Friday; 9:00am-9:00pm, Saturday	Alternate hour's work permit, Sunday, and legal holiday work permit may be issued by the city upon application.	Chapter 206, §206.09-5
Maple Grove	7:00am-9:00pm, Monday-Friday; 8:00am-9:00pm, Sat.-Sun.	8:00am-9:00pm on public holidays	Chapter 20, Article 3, Division 2, §20-85
Minnetonka	7:00am-10:00pm		Chapter 8, §850.015-1

Osseo	7:00am-10:00pm		Title XV, Chapter 150: §150.19-E
Otsego	7:00am-10:00pm, Monday-Saturday; 8:00am-10:00pm, Sunday	The Building Official may, in cases of emergency, grant permission to repair at any time when they find that such repair work will not affect the health and safety of the persons in the vicinity.	Chapter 4, Section 1, §4-1-4-A
Rogers		May limit as deemed necessary.	Part 2, Chapter 125, Article V, Division 2, Subdivision 1, §125-333-B
Plymouth	7:00am-9:00pm, Monday-Friday; 8:00am-9:00pm, Sat.-Sun.	8:00am-9:00pm on public holidays	Chapter 20, §2025.05, Subd. 4
Spring Lake Park	7:00am-10:00pm	Between 10pm and 7am, noise shall not exceed 50 decibels in any octave band of frequency above 300 cycles per second.	Title XV, Chapter 156, §156.033-B-1-A
St. Michael	7:00am-Sunset	Except for emergency construction activities such as street and other public works construction activities, utility repairs, flood prevention, snow removal, and other similar emergency construction activity	Title IX, Chapter 91, §91.18-AE

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, August 6, 2015, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:           Vice Chairperson Randy Bauer  
                                  Commissioner Andrew Andrusko  
                                  Commissioner Ralph Brauer  
                                  Commissioner Gary VanScoy

Members Absent:           Chairperson Gary Levine  
                                  Commissioner Matthew Maul  
                                  Commissioner Cindy Nosan

Also Present:               Development Services Manager Timothy Gladhill  
                                  City Planner Chris Anderson  
                                  Planning Intern Geoff Solomonson

**1.     CALL TO ORDER**

Vice Chairperson Bauer called the regular meeting to order at 7:00 p.m.

**2.     CITIZEN INPUT**

None.

**3.     APPROVAL OF AGENDA**

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

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

**4.     APPROVE PLANNING COMMISSION MINUTES**

**4.01: Approve the Following Planning Commission Minutes:**

**4.01.1: Planning Commission Meeting Minutes Dated July 9, 2015**

Motion by Commissioner VanScoy, seconded by Commissioner Andrusko, to approve the following minutes as presented: Planning Commission Meeting Minutes dated July 9, 2015.

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

#### **4.01.2: Special Planning Commission Meeting Minutes Dated July 9, 2015**

Motion by Commissioner VanScoy, seconded by Commissioner Andrusko, to approve the following minutes as presented: Special Planning Commission Meeting Minutes dated July 9, 2015.

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

### **5. PUBLIC HEARINGS/COMMISSION BUSINESS**

#### **5.01: PUBLIC HEARING: Consider Recommendation on Resolution #15-08-191 Approving Comprehensive Plan Amendment and Ordinance #15-14 Approving a Zoning Amendment for 14100 Sunfish Lake Boulevard NW**

##### **Public Hearing**

Vice Chairperson Bauer called the public hearing to order at 7:02 p.m.

##### **Presentation**

Development Services Manager Gladhill presented the staff report stating the purpose of this case is to consider two (2) separate, but related, actions:

1. Comprehensive Plan Amendment from Places to Shop to Places to Work
2. Zoning Amendment from B-1 General Business District to E-1 Employment District

Development Services Manager Gladhill explained the City has been approached by a potential buyer for the parcel, which is commonly known as the former Health Quest site. The Buyer is proposing a use allowable under the E-1 Employment District. The Buyer is considering submitting a request to the City under the City's Business Subsidy Policy, which would require the Planning Commission to adopt a resolution finding that the proposed use is consistent with the Comprehensive Plan. In order to pass said resolution, an amendment to the City's Comprehensive Plan is necessary. The City's Zoning Code/Official Zoning Map must be consistent with the Comprehensive Plan, so a parallel request for a Zoning Amendment is also included.

### **Citizen Input**

There was no public comment.

Motion by Commissioner Brauer, seconded by Commissioner Andrusko, to close the public hearing.

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

Vice Chairperson Bauer closed the public hearing closed at 7:05 p.m.

### **Commission Business**

Motion by Commissioner Brauer, seconded by Commissioner Andrusko, to recommend that City Council adopt Resolution #15-08-191 approving a Comprehensive Plan Amendment.

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

Motion by Commissioner Brauer, seconded by Commissioner Andrusko, to recommend that City Council adopt Ordinance #15-14 approving a Zoning Amendment for 14100 Sunfish Lake Blvd. NW.

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

### **5.02: Consider Request for Site Plan Amendment to Remove Patio Area/Walls at 14787, 14851, 14875 Olivine Street NW; Case of Distinctive Living Rentals, LLC**

### **Presentation**

Planning Intern Solomonson presented the staff report stating the purpose of this case is to consider a request for an amended Site Plan. The request is to eliminate an outdoor patio wall and concrete patio areas between the center units of three (3), eight-unit townhomes. Distinctive Living Rentals, LLC (the "Applicant") is currently constructing an eight (8) unit townhome building on Lot 3, Block 1 Town Center Gardens 3rd Addition and also owns Lots 1 and 4, Block 1 Town Center Gardens 3rd Addition (together, the "Subject Property"). The Applicant is seeking this amendment of all three (3) parcels and has identified reasons for the requests as size (or lack thereof for the patio areas), access, and placement of utilities.

### **Commission Business**

Commissioner VanScoy asked if the City already had townhomes with a similar configuration. Planning Intern Solomonson stated this was the case. City Planner Anderson stated the applicant was requesting the change as there was a need to move the gas meters.

Commissioner VanScoy questioned if the applicant was in attendance. City Planner Anderson commented that he was unable to attend this evening. Development Services Manager Gladhill reported that if the Commission and Council were not to approve the amendment other actions could be taken. However, the developer has been proactive in addressing the concern. He reported that the requested change does meet the City's Zoning Code.

Commissioner Brauer asked why the Planning Commission was reviewing this request. He did not believe that the applicant was requesting a huge change. He believed that staff should have the discretion to handle this type of request. Development Services Manager Gladhill commented that staff was trying to remain transparent and stated a discussion could be had at a future meeting regarding this topic.

Commissioner VanScoy understood that the City had different architectural standards for The COR than those developments outside of The COR. Development Services Manager Gladhill clarified that this project was not within The COR.

Motion by Commissioner Andrusko, seconded by Commissioner Brauer, to recommend that City Council adopt Resolution #15-08-190 approving the request to amend the site plan by replacing the patio areas and half wall between the center units on Lots 1, 3, and 4, Block 1 Town Center Gardens 3rd Addition.

Motion Carried. Voting Yes: Vice Chairperson Bauer, Commissioners Andrusko, and Brauer. Voting No: VanScoy. Absent: Chairperson Levine, Commissioners Maul and Nosan.

### **5.03: Review Comparison Document of The COR Development Plan and Original Ramsey Town Center Master Plan Prepared by the Planning Commission**

#### **Presentation**

Development Services Manager Gladhill presented the staff report stating the purpose of this case is to review a comparison document between the original Ramsey Town Center Master Plan and the current The COR Development Plan as requested by the City Council and Planning Commission on May 26, 2015. Minutes from this discussion are attached to this case as background of the purpose of this exercise.

Development Services Manager Gladhill reported at the May 26, 2015 Joint Meeting with the City Council, Staff was directed to prepare a comparison document outlining the differences between the current COR Development Plan and the original Ramsey Town Center Master Plan. Direction was to simply prepare a document outlining the changes and check back with the City Council and its advisory boards for future direction. It is anticipated that the output of this exercise may lead to some changes to the Design Framework for The COR to either better clarify

the vision, eliminate any conflicting language, simplify the document, or potential changes to the official vision.

Development Services Manager Gladhill indicated this step is focused on the inventory of the previous plan and the current plan. The intent of this topic report is not to begin developing a new vision for The COR. The Planning Commission met on July 9 and prepared the first draft of this document. The City Council reviewed the first draft of the document at their July 28, 2015 meeting and minutes from said meeting are attached to this case. Revisions based on the City Council's discussion include a clearer emphasis the additional steps will be coming after this first step that will discuss market realities and future revisions to the vision. This first step is simply inventory the current plan elements to ensure all policy makers are on the same page, and then subsequently decide if any changes need to be made to the elements or implementation items. He asked for comments or questions from the Commission.

### **Commission Business**

Commissioner Brauer reviewed the table he provided to staff and the Commission regarding the Comparison Document. He encouraged the Commission to consider what the goals were for The COR and to consider what metric would be followed to track these goals.

Vice Chairperson Bauer liked the idea of creating a destination space within The COR.

Commissioner Brauer recommended that the City's internet access be advertised to new developers.

Commissioner Andrusko was also in favor of creating a specialized cluster development that would draw people to Ramsey.

Commissioner Brauer was interested in the City creating a small business incubator facility. He believed this could benefit local residents in starting or growing their own business.

Commissioner VanScoy believed the revisioning was trying to meet the new market demands. However, this model has not been terribly successful either. He appreciated the comments provided by the Commission this evening.

Vice Chairperson Bauer commented that based on comments provided this evening, the Commission may be considering moving in a new direction for The COR than the two previous documents.

Commissioner Brauer noted one change to his chart requesting the entry regarding opposition be omitted. In addition, the auto reference should read "more auto centered".

Development Services Manager Gladhill noted that the Commission could either recommend approval of the Comparison Document this evening or delay action until further comments could be gathered from the City's other commissions/committees.

Commissioner VanScoy was in favor of delaying action until further comments could be gathered from the City's commissions/committees.

Motion by Commissioner VanScoy, seconded by Commissioner Brauer, to postpone action on the Comparison Document for The COR until further comments could be gathered from the City's other commissions/committees.

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

#### **5.04: Discuss Potential Future City Code Amendment to Construction Hours**

##### **Presentation**

Planning Intern Solomonson presented the staff report stating the City of Ramsey has the code as listed below for construction hours within the city. The reason for this possible amendment to the Code is due to the number of concerns that have been raised to City Council regarding the time limits and to address some of the public perception of the listed hours. The question was most recently raised during the review of a Major Subdivision. Residents have had concerns with the hours listed as the maximum allowance, not necessarily being the standard hours of construction that most contractors choose to use. The contractor for the development of Harvest Estates, for example, negotiated construction hours to stop at 8:00 p.m. instead of the maximum stopping time of 10:00 p.m.

Planning Intern Solomonson stated the goal of this amendment is to look at the possibly of introducing an earlier stopping time for construction with exemptions built in for public improvement projects, private homeowner construction, and extenuating circumstances which would involve City Administrator approval or City Council approval. It is noted, however, that it is rare that the complaints the City actually receive are that of evening work hours. Almost exclusively, the complaints are in regards to early start hours in the morning.

Planning Intern Solomonson reported that also included in this document for examples are the hours of construction and stipulations of neighboring communities as a basis for discussion. It is worth noting that the majority of the surrounding communities have similar hours in effect as the City of Ramsey with some starting at 6:00 a.m. Staff requested feedback from the Commission on how to proceed.

##### **Commission Business**

Commissioner VanScoy questioned how many complaints the City has received. Development Services Manager Gladhill did not have a specific number, but believed six to twelve complaints were received each spring. He commented that these complaints were regarding contractors starting prior to 7:00 a.m. He reported that the City's current standards met the PCA's standards.

Commissioner VanScoy did not see a reason to change the City's standards. He did not believe that the proposed language changes would eliminate all noise complaints. Development Services Manager Gladhill was of the opinion that public perception would be improved based on the code amendment and noted that construction hours could now be negotiated.

Commissioner Andrusko recommended that all emergency City work be allowed outside the stated construction hours. He suggested the language regarding construction completed by Ramsey homeowner's be clarified.

Commissioner VanScoy did not see a need to change the 10:00 p.m. construction stop time so long as staff was allowed to negotiate construction hours.

Commissioner Brauer feared how staff would be impacted if they were forced to negotiate with each construction company.

Development Services Manager Gladhill questioned if the Commission wanted to change the ending hours.

Commissioner Brauer stated nine neighboring communities specify 10:00 p.m. as their ending time, while the remainder specified 8:00 p.m. as the ending time. He supported an 8:00 p.m. end time.

Motion by Commissioner VanScoy, seconded by Commissioner Andrusko, to recommend staff proceed with the Code Amendment keeping the end time 10:00 p.m., that staff be allowed to negotiate end times to 9:00 p.m., and that staff note the language changes discussed by Commissioner Andrusko.

Motion Carried. Voting Yes: Vice Chairperson Bauer, Commissioners VanScoy, and Andrusko. Voting No: Brauer. Absent: Chairperson Levine, Commissioners Maul and Nosan.

## **5.05: Receive Future Business Park Infrastructure Analysis Preliminary Report**

### **Presentation**

Development Services Manager Gladhill presented the staff report stating the purpose of this case is to review a *preliminary* report from Bolton & Menk on required infrastructure improvements to the City's future business park; and to take comments/ suggestions.

Development Services Manager Gladhill indicated the EDA reviewed this document in July; and will be reviewing a revised version on August 13. Staff is not looking for a specific motion or direction from the Planning Commission at this point. The intent is to simply convey they information to the Planning Commission early in the process in order to frame future policy discussions. That being said, Staff welcomes thoughts on the land use implications of the proposed future improvements shown in the study. Adopting the study in no means obligates the City to any improvements or investments.

Development Services Manager Gladhill reported it is Staff's perspective, the "Project Financing" portion of this report is the last major outstanding item (page 11). Bolton & Menk would like to receive comments/ amendments to this preliminary report before the "Project Financing" section is completed. Staff intends to direct Bolton & Menk to develop multiple financing options. Staff will also connect with other cities and private developers to identify alternative strategies for assigning costs/ project financing. This report will be in front of the City Council on August 25. Staff requested feedback and direction from the Commission.

### **Commission Business**

Commissioner Brauer commended staff for their efforts on this report. He appreciated the traffic counts included within the document.

Commissioner Andrusko discussed the non-linear relationship between traffic along Trunk Highway 10 and Armstrong Boulevard. He recommended that the low-density residential and medium-density residential be flipped to allow for single family homes within Area 4. Development Services Manager Gladhill commented that he could investigate the relationship between the traffic counts on Highway 10 and Armstrong Boulevard and would report back to the Commission.

Further discussion ensued regarding traffic moving in and around the City of Ramsey.

Development Services Manager Gladhill indicated that full model build outs and traffic models for the City could be discussed at a future meeting. The Commission supported this recommendation.

## **6. COMMISSION / STAFF INPUT**

The Staff Update was noted.

### **6.01: Zoning Bulletins**

Zoning Bulletins were noted.

## **7. ADJOURNMENT**

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

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

The regular meeting of the Planning Commission adjourned at 8:32 p.m.

Respectfully submitted,

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Tim Gladhill  
Development Services Manager

ATTEST:

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JoAnn Shaw  
Planning Division Secretary

Drafted by Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*

**7.05: Consider Adopting Resolution #15-08-213 Approving Development Agreement for Riverdale Drive Extension Project**

City Engineer Westby reviewed the staff report and recommendation to Adopt Resolution #15-08-213 Approving the Development Agreement for Riverdale Drive Extension Project.

Motion by Councilmember LeTourneau, seconded by Councilmember Kuzma, to Adopt Resolution #15-08-213 Approving Development Agreement between PSG, LLC, 2-OI, LLC and the City of Ramsey for Riverdale Drive Extension to Traprock Street.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers LeTourneau, Kuzma, Johns, Riley, and Williams. Voting No: None. Absent: Councilmember Shryock.

**7.06: Dedicated Networks: Consider Resolution in Support of Minnesota Job Creation Fund Application for a Proposed Facility Expansion at 14000 Unity St NW**

Asst. City Administrator/Economic Development Manager Brama reviewed the staff report and recommendation to Adopt Resolution #15-08-195 declaring the City of Ramsey's support of applying to the State of Minnesota Department of Employment and Economic Development Job Creation Fund program.

Councilmember Riley stated that this would create additional tax base, support a local business, and create new jobs by simply supporting the request.

Motion by Councilmember Riley, seconded by Councilmember Williams, to Adopt Resolution #15-08-195 Declaring the City of Ramsey's Support of Applying to the State of Minnesota Department of Employment and Economic Development Job Creation Fund Program.

Further discussion: Asst. City Administrator/Economic Development Manager Brama stated that for the purpose of transparency the City is currently working with Dedicated Networks on an application that could move forward to the EDA for use of the revolving loan funds. Mayor Strommen stated that she is pleased to see this in alignment with the goal of the Strategic Plan in regard to economic development. Councilmember LeTourneau stated that he had the opportunity to celebrate the 10<sup>th</sup> anniversary of Dedicated Networks and noted that there was great energy and this is a great business.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Riley, Williams, Johns, Kuzma, and LeTourneau. Voting No: None. Absent: Councilmember Shryock.

**7.07: Discuss Initial Policy Direction Regarding a Potential Amendment to City Code Section 105-1 Entitled Hours of Construction**

Community Development Director Gladhill reviewed the staff report and stated that the decision for the Council would be whether the Council would like amend the City Code regarding hours of construction and if so, which of the two alternatives the Council would desire. He noted that

most of the complaints received are for work beginning prior to 7:00 a.m. and noted that there are not usually complaints for work occurring after 10:00 p.m.

Councilmember Riley stated that in regard to Harvest Estates and those neighbors, they were shocked to hear that the reasonable construction hours extended to 10:00 p.m. and believed the negotiated timeframe was a better fit that the residents agreed with. He stated that he would support shortening the hours, with the option for the developer to request longer hours if appropriate.

Mayor Strommen stated that she would find it surprising that construction workers would attempt to work past 10:00 p.m. although noted that there could be construction work attempting to stretch past 8:00 p.m., which is where the complaints arose in Harvest Estates.

Community Development Director Gladhill provided additional information on the Harvest Estate situation, noting that the core construction activities were completed by 8:00 p.m. but the street sweeping was occurring after 8:00 p.m., which is what caused the complaint calls.

Councilmember Williams stated that this would also apply to work on specific residential property, such as work on a deck.

Community Development Director Gladhill stated that additional language could be added to not impact existing homeowners.

Councilmember Johns stated that perhaps by shortening the construction hours you would generate more work for staff because of the requests that would come in for extended hours, rather than allowing the later hours and limiting the hours on situations that require that action.

Community Development Director Gladhill stated that he did not believe that there would be additional work in either situation.

Councilmember Kuzma stated that he would like to leave the hours as is and negotiate the hours as needed as he believed that would give the City more control.

Mayor Strommen stated that she would view the situation in the opposite as she believed that shortening the hours and allowing extended hours would give the City more control. She believed that 8:00 p.m. was a more reasonable hour for neighborhood construction, noting that if extended hours are needed the developer can request that.

Councilmember LeTourneau stated that if it's not broken he does not see a reason to fix it, as the Ordinance has worked well for many years, with the exception of the Harvest Estates case. He stated that 7:00 a.m. to 10:00 p.m. is reasonable, noting that many contractors end work by 6:00 or 8:00 p.m. on their own. He stated that if additional language is needed to be built into the development agreement that could be done.

Motion by Councilmember LeTourneau, seconded by Councilmember Kuzma, to follow the recommendation of the Planning Commission to leave the limits on the hours of construction to

7:00 a.m. to 10:00 p.m., except that the City may require 7:00 a.m. to 9:00 p.m. through a Development Agreement as part of the initial subdivision review, which puts the burden on the City to negotiate reduced construction hours.

Further discussion: Mayor Strommen stated that she was not sure what grounds the City would have to ask for reduced hours with the exception of complaints.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers LeTourneau, Kuzma, Johns, and Williams. Voting No: Mayor Strommen and Councilmember Riley. Absent: Councilmember Shryock.

#### **7.08: Consider Change Orders for Parking Ramp Garage Project**

Asst. City Administrator/Economic Development Manager Brama reviewed the staff report and recommendation to approve change order #1 for construction project #14-28.

Councilmember Williams referenced an increase on page two stating zero (21) days and asked if there would be an impact to the timeline.

Asst. City Administrator/Economic Development Manager Brama stated that the contract is over the original date and is currently 21 days over the original timeline. It was noted that the typographical error would be corrected.

Mayor Strommen stated that she believed that contingency was built into the contracts and asked for additional information.

Asst. City Administrator/Economic Development Manager Brama explained that there are policies for public construction projects that require contingency but that had been left off of this project in error.

Councilmember Riley understood the purpose of contingency but noted that he would like contingency to be used judiciously.

Motion by Councilmember LeTourneau, seconded by Councilmember Kuzma, to approve Change Order No. 1 for Construction Project #14-28.

Further discussion: He stated that he appreciated that contingency would be added in the future and reviewed the change orders proposed and believed them to be appropriate.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers LeTourneau, Kuzma, Johns, Riley, and Williams. Voting No: None. Absent: Councilmember Shryock.

#### **7.09: Review and Adopt Future Business Park Infrastructure Analysis**

## **DRAFT Planning Commission Minutes dated October 15, 2015**

### **5.04: Public Hearing: Consider Ordinance Amending City Code Chapter 105 (Buildings and Building Standards) Related to Allowable Hours of Construction.**

#### **Public Hearing**

Vice Chairperson Bauer called the public hearing to order at 9:45 p.m.

#### **Presentation**

Planning Intern Salmonson presented the staff report stating residents have concerns with the hours listed as the maximum allowance, not necessarily being the standard hours of construction that most contractors choose to use. Based on discussion in a previous Planning Commission meeting, the goal of the proposed amendment would be to introduce wording to negotiate an earlier stopping time for construction and creating exemptions built in for public improvement projects. Staff recommended approval of the proposed City Code amendment.

#### **Citizen Input**

There was no citizen input.

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

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

Vice Chairperson Bauer closed the public hearing closed at 9:47 p.m.

#### **Commission Business**

Motion by Commissioner VanScoy, seconded by Commissioner Nosan, to recommend that City Council adopt the Ordinance amending language regarding allowable hours of construction.

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

**7.07: Introduce Ordinance #15-17 Amending City Code Chapter 105 (Buildings and Building Standards) Related to Allowable Hours of Construction**

Community Development Director Gladhill reviewed the staff report and recommendation to introduce Ordinance #15-17 amending City Code Chapter 105.

Councilmember Kuzma stated that it is good to be flexible with the developers and residents and believed that this would provide a vehicle to smooth out any issues.

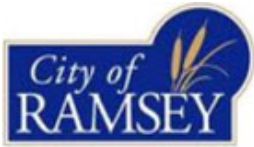
Councilmember Riley stated that he previously spoke in favor of reducing the construction hours. He did not believe the additional language regarding negotiation would add anything to the Ordinance and therefore would be opposing the vote.

Councilmember Shryock understood the comments of Councilmember Riley but noted that unfortunately in this day and age things need to be spelled out a bit more. She stated that although it may not seem that this would do a lot it could provide a little extra help in situations where negotiation is needed.

Mayor Strommen stated that in her opinion there should be limited hours with negotiation available for further extension of hours, which is the opposite of the approach the City is taking.

Motion by Councilmember Williams, seconded by Councilmember Kuzma, to introduce Ordinance #15-17 Amending Chapter 105 (Building and Building Regulations) of the Ramsey City Code, Amending the Allowable Hours of Construction.

Motion carried. Voting Yes: Councilmembers Williams, Kuzma, Johns, and Shryock. Voting No: Mayor Strommen and Councilmember Riley. Absent: Councilmember LeTourneau.



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

## CC Regular Session

7.3.

**Meeting Date:** 11/24/2015

**By:** Chris Anderson, Community  
Development

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### Information

#### **Title:**

Adopt Ordinance #15-15 Amending City Code Section 117-1 (Definitions) Chapter 117, Article II, Division 4, Subdivision III (Floodplain Overlay Districts)

#### **Purpose/Background:**

In 1979, the City enrolled in the National Flood Insurance Program (NFIP) by adopting floodplain regulations and Flood Boundary and Floodway Maps and Flood Insurance Rate Maps (FIRM) for the community. The Flood Boundary and Floodway Maps and FIRMs currently in effect are dated November 1, 1979. The community has grown substantially since the late 1970s, and thus, the maps lack much of the current street network.

The Federal Emergency Management Agency (FEMA) has been systematically updating floodplain maps across the state and has recently completed new maps for Anoka County. If the City desires to remain in the NFIP, the floodplain standards must be amended to adopt the new maps. Per the attached Letter of Final Determination, for the City to remain in the NFIP, the existing floodplain regulations must be amended to comply with federal regulations, which includes both text amendments as well as adopted the updated FIRMs and Flood Insurance Study (FIS).

The floodplain standards are designed to minimize structural damage as a result of large scale floods, oftentimes referred to as the 100-year flood (or Regional Flood or Special Flood Hazard Area), by prohibiting the placement of structures within designated floodways and by requiring either flood-proofing and/or the use of fill to elevate a structure to a certain elevation if within the flood fringe areas. Structures located within a designated floodplain are required to be covered by flood insurance (federal mandate). If a community opted not to participate in the NFIP, then federally backed mortgages would not be an option for properties in the Special Flood Hazard Area (SFHA) as flood insurance would not be available (to any property owner). Additionally, if the City opted not to continue in the NFIP, it would lose its eligibility for federal disaster also.

#### **Notification:**

The Notice of Public Hearing was published in the City's official newspaper, the Anoka County UnionHerald.

#### **Observations/Alternatives:**

The Minnesota Department of Natural Resources, as the State Coordinating Agency for the NFIP, has provided a model ordinance for consideration. Attached to this case is that model ordinance developed by the DNR that was used to guide Ramsey's local ordinance. This model includes commentary identifying those sections that are mandatory or optional, as well as some brief, basic background for some of the provisions. It should be noted that a majority of the provisions in the model ordinance already exist in the City's current floodplain regulation. Attached is a marked up version of the model ordinance that includes cross references to the City's current floodplain regulations to help illustrate what language already exists within City Code. Also attached to this case is a summary of optional provisions that don't already exist in City Code as well as a brief statement as to whether or not it was

included in the Ordinance Amendment and why.

One of the major components of this proposed Amendment is the incorporation, by reference, of the new maps and flood study. The updated maps include an underlying aerial image and a much needed updated network of streets. Upon adoption of the Ordinance Amendment, the City will also gain access to Digital Flood Insurance Rate Maps (DFIRMs) through FEMA, that should further assist in accurately determining whether a structure (or proposed location for a structure) is within a floodplain.

On October 15, 2015, the City received a Conditional Letter of Approval from the MN DNR stating that the draft Ordinance complies with Statewide Standards and Criteria for Management of Floodplain Areas of Minnesota, Minnesota Rules, Parts 6120.5000 to 6120.6200, with two (2) minor revisions needed. First, the map panel nomenclature in Section 117-181(c) needed to be updated to insert a "C" after 27003. The second revision was to amend the definition of 'Dwelling, manufactured home' to clarify that this term does not include 'recreational vehicle'. Both of these minor edits have been incorporated in the draft Ordinance.

The Planning Commission conducted a public hearing on October 15, 2015 and there were no written or verbal comments received regarding the proposed Ordinance.

Both the Environmental Policy Board and the Planning Commission have recommended that the City Council adopt Ordinance #15-15 to ensure that the City remains a participant in the NFIP and that flood insurance remains available to property owners or prospective property owners in the community.

The Ordinance was introduced at the City Council meeting on October 27, 2015 and is now eligible for adoption.

#### Alternatives

Alternative #1: Adopt Ordinance #15-15 amending Section 117-1 (Definitions) and Chapter 117, Article II, Division 4, Subdivision III (Floodplain Overlay Districts). The Amendment includes a majority of the existing regulations in an updated format. In addition, the Amendment includes FEMA mandated language that was not included in the City's original adopted ordinance. The Environmental Policy Board and the Planning Commission support this option.

Alternative #2: Adopt a revised version of Ordinance #15-15 amending Section 117-1 (Definitions) and Chapter 117, Article II, Division 4, Subdivision III (Floodplain Overlay Districts). There are a number of optional definitions and provisions that have either been included or excluded from the proposed Ordinance Amendment. The City Council may desire to make revisions to the draft Ordinance Amendment to add or remove one or more of these optional components. Staff would not object to this option as long as it would not delay the Ordinance Amendment from being adopted prior to December 16, 2015.

Alternative #3: Do not adopt Ordinance #15-15. This would result in the City being suspended from the NFIP, which does have some significant impacts to property owners and the City. As noted previously, this would result in flood insurance not being available for anyone in the community. Thus, federally backed loans would no longer be available for property owners that have structures within the floodplain districts. This would make selling/buying a home in the community, or even refinancing, very challenging. Finally, the City would lose its eligibility for federal disaster relief. Due to these outcomes, Staff, nor the Environmental Policy Board or Planning Commission, support this option.

#### **Funding Source:**

This case is being handled as part of Staff's normal duties.

#### **Recommendation:**

The Environmental Policy Board and Planning Commission both recommend adoption of Ordinance #15-15 to amend Section 117-1 (Definitions) and Chapter 117, Article II, Division 4, Subdivision III (Floodplain Overlay Districts) to incorporate by reference the updated Flood Insurance Rate Maps and the Flood Insurance Study, both dated December 16, 2015.

**Action:**

Motion to waive the City Charter requirement to read the ordinance aloud and adopt Ordinance #15-15 amending Section 117-1 (Definitions) and Chapter 117, Article II, Division 4, Subdivision III (Floodplain Overlay Districts) to incorporate by reference the updated Flood Insurance Rate Maps and the Flood Insurance Study, both dated December 16, 2015.

Roll Call Vote:

Councilmember Kuzma  
Councilmember Johns  
Councilmember Williams  
Councilmember LeTourneau  
Councilmember Riley  
Councilmember Shryock  
Mayor Strommen

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**Attachments**

June 16, 2015 Letter of Final Determination from FEMA  
July 9, 2015 Correspondence from MN DNR  
DNR Model Ordinance with Commentary  
Summary of Optional Provisions  
Draft EPB Meeting Minutes Dated September 21, 2015  
Planning Commission Meeting Minutes Dated October 15, 2015  
October 15, 2015 Letter of State Conditional Approval of Draft Ordinance  
MN DNR Floodplain Fact Sheet  
City Council Meeting Minutes Dated October 27, 2015  
Ordinance #15-15

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill	Tim Gladhill	11/19/2015 07:19 AM
Kurt Ulrich	Kurt Ulrich	11/19/2015 10:47 AM
Form Started By: Chris Anderson		Started On: 11/16/2015 02:00 PM
Final Approval Date: 11/19/2015		



# Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:  
19P

June 16, 2015

The Honorable Sarah Strommen  
Mayor, City of Ramsey  
Municipal Center  
7550 Sunwood Drive Northwest  
Ramsey, Minnesota 55303

Community: City of Ramsey,  
Anoka County, Minnesota  
Community No.: 270681  
Map Panels Affected: See FIRM Index

Dear Mayor Strommen:

This is to formally notify you of the final flood hazard determination for the City of Ramsey, Anoka County, Minnesota, in compliance with Title 44, Chapter I, Part 67, Section 67.11, Code of Federal Regulations (CFR). This section requires that notice of final flood hazards shall be sent to the Chief Executive Officer of the community, all individual appellants, and the State Coordinating Agency, and shall be published in the *Federal Register*.

On November 1, 1979, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issued a Flood Insurance Rate Map (FIRM) that identified the Special Flood Hazard Areas (SFHAs), the areas subject to inundation by the base (1-percent-annual-chance) flood, in your community. Recently, FEMA completed a re-evaluation of flood hazards in your community. On September 30, 2011, FEMA provided you with Preliminary copies of the FIRM and Flood Insurance Study (FIS) report that identify existing flood hazards in your community, including Base Flood Elevations (BFEs). The proposed flood hazard determinations (FHDs) for your community were published in the *Anoka County Union* on February 14, 2014 and February 21, 2014, and in the *Federal Register*, at Part 67, Volume 78, Page 78998, on December 27, 2013.

The statutory 90-day appeal period, which was initiated on the second newspaper publication date cited above, has ended. FEMA did not receive any appeals of the proposed FHDs during that time. Accordingly, the FHDs for your community are considered final. The final notice for FHDs will be published in the *Federal Register* as soon as possible. The FIRM for your community will become effective on December 16, 2015. Before the effective date, FEMA will send you final printed copies of the FIRM and FIS report.

Because the FIS report establishing the FHDs for your community has been completed, certain additional requirements must be met under Section 1361 of the National Flood Insurance Act of 1968, as amended, within 6 months from the date of this letter. Prior to December 16, 2015, your community is required, as a condition of continued eligibility in the National Flood Insurance Program (NFIP), to adopt or show evidence of adoption of floodplain management regulations that meet the standards of Paragraph 60.3(d) of the enclosed NFIP regulations (44 CFR 59, etc.) by the effective date of the FIRM. These standards are the minimum requirements and do not supersede any State or local requirements of a more stringent nature.

It must be emphasized that all the standards specified in Paragraph 60.3(d) of the NFIP regulations must be enacted in a legally enforceable document. This includes adoption of the current effective FIRM and FIS report to which the regulations apply and other modifications made by this map revision. Some of the standards should already have been enacted by your community in order to establish initial eligibility in the NFIP. Your community can meet any additional requirements by taking one of the following actions:

1. Amending existing regulations to incorporate any additional requirements of Paragraph 60.3(d);
2. Adopting all the standards of Paragraph 60.3(d) into one new, comprehensive set of regulations; or
3. Showing evidence that regulations have previously been adopted that meet or exceed the minimum requirements of Paragraph 60.3(d).

Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) as amended.

In addition to your community using the FIRM and FIS report to manage development in the floodplain, FEMA will use the FIRM and FIS report to establish appropriate flood insurance rates. On the effective date of the revised FIRM, actuarial rates for flood insurance will be charged for all new structures and substantial improvements to existing structures located in the identified SFHAs. These rates may be higher if structures are not built in compliance with the floodplain management standards of the NFIP. The actuarial flood insurance rates increase as the lowest elevations (including basement) of new structures decrease in relation to the BFEs established for your community. This is an important consideration for new construction because building at a higher elevation can greatly reduce the cost of flood insurance.

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions to document previous Letter of Map Change (LOMC) actions (i.e., Letters of Map Amendment (LOMAs), Letters of Map Revision (LOMRs)) that will be superseded when the revised FIRM panels referenced above become effective. Information on LOMCs is presented in the following four categories:

(1) LOMCs for which results have been included on the revised FIRM panels; (2) LOMCs for which results could not be shown on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the SFHA as shown on the FIRM; (3) LOMCs for which results have not been included on the revised FIRM panels because the flood hazard information on which the original determinations were based are being superseded by new flood hazard information; and (4) LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above. LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of a previously issued LOMC; the letter will be sent to your community shortly before the effective date of the revised FIRM and will become effective 1 day after the revised FIRM becomes effective. For the LOMCs listed in Category 4, we will review the data previously submitted for the LOMA or LOMR request and issue a new determination for the affected properties after the revised FIRM becomes effective.

The FIRM and FIS report for your community have been prepared in our countywide format, which means that flood hazard information for all jurisdictions within Anoka County has been combined into one FIRM and FIS report. When the FIRM and FIS report are printed and distributed, your community will receive only those panels that present flood hazard information for your community. We will provide complete sets of the FIRM panels to county officials, where they will be available for review by your community.

The FIRM panels have been computer-generated. Once the FIRM and FIS report are printed and distributed, the digital files containing the flood hazard data for the entire county can be provided to your community for use in a computer mapping system. These files can be used in conjunction with other thematic data for floodplain management purposes, insurance purchase and rating requirements, and many other planning applications. Copies of the digital files or paper copies of the FIRM panels may be obtained by calling our FEMA Map Information eXchange (FMIX), toll free, at 1-877-FEMA-MAP (1-877-336-2627). In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

If your community is encountering difficulties in enacting the necessary floodplain management measures required to continue participation in the NFIP, we urge you to call the Director, Federal Insurance and Mitigation Division of FEMA in Chicago, Illinois, at (312) 408-5500 for assistance. If you have any questions concerning mapping issues in general or the enclosed Summary of Map Actions, please call our FMIX at the telephone number shown above. Additional information and resources your community may find helpful regarding the NFIP and floodplain management, such as *The National Flood Insurance Program Code of Federal Regulations*, *Answers to Questions About the NFIP*, *Frequently Asked Questions Regarding the Effect that Revised Flood Hazards have on Existing Structures*, *Use of Flood Insurance Study (FIS) Data as Available Data*, and *National Flood Insurance Program Elevation Certificate and Instructions*, can be found on our website at <http://www.floodmaps.fema.gov/lfid>. Paper copies of these documents may also be obtained by calling our FMIX.

Sincerely,



Luis Rodriguez, P.E., Chief  
Engineering Management Branch  
Federal Insurance and Mitigation Administration

Enclosure:

Final Summary of Map Actions

cc: Community Map Repository

Chris Anderson, Community Floodplain Administrator/Environmental Coordinator, City of Ramsey

## FINAL SUMMARY OF MAP ACTIONS

Community: RAMSEY, CITY OF

Community No: 270681

To assist your community in maintaining the Flood Insurance Rate Map (FIRM), we have summarized below the previously issued Letter of Map Change (LOMC) actions (i.e., Letters of Map Revision (LOMRs) and Letters of Map Amendment (LOMAs)) that will be affected when the revised FIRM becomes effective on December 16, 2015.

## 1. LOMCs Incorporated

The modifications effected by the LOMCs listed below will be reflected on the revised FIRM. In addition, these LOMCs will remain in effect until the revised FIRM becomes effective.

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel
LOMR	9-17-84	09/17/1984	River's Bend, Rum River	2706810020B	27003C0282E

## 2. LOMCs Not Incorporated

The modifications effected by the LOMCs listed below will not be reflected on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lot(s) or structure(s) involved were outside the Special Flood Hazard Area, as shown on the FIRM. These LOMCs will remain in effect until the revised FIRM becomes effective. These LOMCs will be revalidated free of charge 1 day after the revised FIRM becomes effective through a single revalidation letter that reaffirms the validity of the previous LOMCs.

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel
LOMR-F	92-05-159G	05/05/1992	14611 BOWERS DR	2706810015B	27003C0280E
LOMR-F	97-05-022A	11/20/1996	LOT 55, BLOCK 6 - RIVER'S BEND	2706810020B	27003C0282E
LOMA	98-05-3342A	06/24/1998	RIVERS BEND - LOT 45, BLOCK 6 - 14301 WACE STREET, N.E.	2706810020B	27003C0282E
LOMR-F	98-05-5068A	10/14/1998	RIVERS BEND - LOT 17, BLOCK 6 - 14693 WARN STREET N.W.	2706810020B	27003C0282E
LOMA	99-05-1812A	02/24/1999	RIVERS BEND - BLOCK 8, LOT 3 - 14287 WACO STREET N.W.	2706810020B	27003C0282E
LOMR-F	99-05-5048A	06/29/1999	FORD BROOK ESTATES, BLOCK 9, LOT 1	2706810010B	27003C0167E
LOMA	02-05-1538A	02/13/2002	9158 COLLINS DRIVE NW	2706810015B	27003C0257E
LOMA	02-05-1954A	03/13/2002	RIVER'S BEND, BLOCK 6, LOT 43; 14325 WACO STREET NW	2706810005B	27003C0282E

## FINAL SUMMARY OF MAP ACTIONS

Community: RAMSEY, CITY OF

Community No: 270681

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel
LOMR-F	02-05-2961A	07/10/2002	GOLDEN EAGLE ESTATES, BLOCK 6, LOT 5; 7720 168TH AVENUE NORTHWEST	2706810005B	27003C0165E
LOMA	03-05-2612A	07/30/2003	PART OF THE NE 1/4, SE 1/4, SECT 3, T32, R25; 17640 NOWTHEN BLVD NW	2706810005B	27003C0165E
LOMA	03-05-5099A	09/17/2003	9351 ERMINE BOULEVARD, NW	2706810005B	27003C0142E
LOMA	03-05-4157A	09/26/2003	RIVER'S BEND, BLOCK 6, LOT 58; 4861 142ND LANE NORTHWEST	2706810020B	27003C0282E
LOMA	03-05-3744A	10/24/2003	FORD BROOK ESTATES, BLOCK 3, LOT 1; 5531 180TH AVENUE NW	2706810010B	27003C0166E
LOMA	04-05-2935A	05/26/2004	RIVERS BEND, BLK 6, LOT 56; 4881 142ND LANE NW	2706810020B	27003C0282E
LOMA	04-05-4185A	09/24/2004	RIVERS BEND, BLOCK 6, LOT 52; 4937 142ND LANE NW	2706810020B	27003C0282E
LOMA	05-05-0243A	10/29/2004	GOLDEN EAGLE ESTATES, BLOCK 6, LOT 1 -- 7610 168TH AVENUE NW	2706810005B	27003C0165E
LOMR-F	05-05-1191A	02/23/2005	RIVER'S BEND SUBDIV, BLOCK 6, LOT 53 -- 4923 142ND LANE NW	2706810020B	27003C0282E
LOMR-F	05-05-1304A	02/23/2005	RIVER'S BEND SUBDIV, BLOCK 6, LOTS 46-48 -- 5031, 5015 & 5001 142ND LANE NW	2706810020B	27003C0282E
LOMR-F	05-05-2292A	05/16/2005	ALPINE WOODS SUBDIV, BLOCK 1, LOTS 5-12; BLOCK 2, LOTS 1 & 2	2706810020B	27003C0170E 27003C0281E
LOMA	05-05-2129A	06/27/2005	RIVERS BEND, BLOCK 6, LOT 44 -- 14313 WACO STREET NW	2706810020B	27003C0282E
LOMA	05-05-4486A	11/08/2005	PORTION OF SECTION 14, T32, R25	2706810010B	27003C0170E
LOMA	06-05-B676A	04/27/2006	RIVER'S BEND, BLOCK 6, LOT 19 -- 14667 WACO STREET (MN)	2706810020B	27003C0282E
LOMR-FW	06-05-C578A	12/12/2006	RIVER'S BEND, BLOCK 6, LOT 21 -- 14643 WACO STREET NW (MN)	2706810020B	27003C0282E
LOMR-F	07-05-5371A	12/31/2007	LOTS 1-4, BK 1; 1-24, BK 2; 1-14, BK 3; 1-4, BK 4; 1-5, BK 5; 1-7, BK 6, A-C, E, SWEETBAY RIDGE	2706810005B	27003C0165E
LOMR-F	08-05-3239A	06/05/2008	RIVERS BEND, BLOCK 6, LOT 57 -- 4869 142ND LANE NW	2706810020B	27003C0282E
LOMR-F	08-05-4386A	08/29/2008	RIVER'S BEND, BLOCK 6, LOT 49 -- 4985 142ND LANE NW	2706810020B	27003C0282E

## FINAL SUMMARY OF MAP ACTIONS

Community: RAMSEY, CITY OF

Community No: 270681

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel
LOMA	10-05-6042A	12/09/2010	LOT 3, BLOCK 1, NORTHFORK OAKS ADDITION -- 16120 ROYAL ROAD	2706810005B	27003C0165E
LOMA	11-05-3253A	03/15/2011	6801 157TH LANE NORTHWEST	2706810010B	27003C0165E
LOMA	11-05-8326A	12/06/2011	ALPINE WOODS, BLOCK 1, LOT 7 -- 15438 VANADIUM STREET	2706810020B	27003C0170E
LOMA	12-05-2457A	02/28/2012	WHISPERING PINES ESTATES, BLOCK 4, LOT 4 -- 8511 154TH LANE NORTHWEST	2706810015B	27003C0165E
LOMA	13-05-0700A	01/29/2013	LOT 4, BLOCK 6, OUTLOT D, GOLDEN EAGLE ESTATES -- 7700 168TH AVENUE NORTHWEST	2706810005B	27003C0165E
LOMA	13-05-4542A	04/04/2013	NORTHFORK OAKS ADDITION, BLOCK 1, LOT 4 -- 16070 ROYAL ROAD	2706810005B	27003C0165E
LOMR-FW	13-05-7710A	09/05/2013	LOT 18, BLOCK 1, BROOKFIELD FIRST ADDITION - 6889 170TH TRAIL NORTHWEST	2706810010B	27003C0165E
LOMA	14-05-2106A	12/31/2013	LOT 25, BLOCK 3, BROOKFIELD SECOND ADDITION -- 16702 LIMONITE STREET	2706810005B	27003C0165E
LOMA	14-05-3327A	02/13/2014	LOT 4, BLOCK 1, NORTHFORK OAKS ADDITION -- 16070 ROYAL ROAD NORTHWEST (ACCESSORY)	2706810005B	27003C0165E
LOMA	14-05-6992A	07/24/2014	LOT 1, BLOCK 8, RIVER'S BEND -- 14265 WACO STREET NORTHWEST	2706810020B	27003C0282E
LOMR-FW	14-05-7671A	08/26/2014	NORTHFORK OAKS THIRD ADDITION, BLOCK 2, LOT 3 -- 8850 162ND LANE NORTHWEST	2706810005B	27003C0165E
LOMR-FW	14-05-9376A	10/28/2014	LOT 20, BLOCK 1, BROOKFIELD FIRST ADDITION - 6919 170TH TRAIL NORTHWEST	2706810005B 2706810010B	27003C0165E
LOMA	14-05-9498A	11/06/2014	NORTHFORK ITASCA POINT ADDITION, BLOCK 1, LOT 3 -- 9001 159TH LANE NORTHWEST	2706810005B	27003C0165E
LOMR-FW	15-05-1505A	01/29/2015	LOT 4, AUDITOR'S SUBDIVISION NO. 96 -- 6322 RIVERDALE DRIVE NORTHWEST	2706810020B	27003C0283E

## 3. LOMCs Superseded

The modifications effected by the LOMCs listed below have not been reflected on the Final revised FIRM panels because they are being superseded by new detailed flood hazard information or the information available was not sufficient to make a determination. The reason each is being superseded is noted below. These LOMCs will no longer be in effect when the revised FIRM becomes effective.

LOMC	Case No.	Date Issued	Project Identifier	Reason Determination Will be Superseded
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## FINAL SUMMARY OF MAP ACTIONS

Community: RAMSEY, CITY OF

Community No: 270681

LOMC	Case No.	Date Issued	Project Identifier	Reason Determination Will be Superseded
LOMR	09-05-4652P	12/14/2009	ERMINE BOULEVARD CULVERT REPLACEMENT	4

1. Insufficient information available to make a determination:
2. Lowest Adjacent Grade and Lowest Finished Floor are below the proposed Base Flood Elevation.
3. Lowest Ground Elevation is below the proposed Base Flood Elevation.
4. Revised hydrologic and hydraulic analyses.
5. Revised topographic information.

#### 4. LOMCs To Be Redetermined

The LOMCs in Category 2 above will be revalidated through a single revalidation letter that reaffirms the validity of the determination in the previously issued LOMC. For LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures has changed, the LOMC cannot be revalidated through this administrative process. Therefore, we will review the data previously submitted for the LOMC requests listed below and issue a new determination for the affected properties after the effective date of the revised FIRM.

LOMC	Case No.	Date Issued	Project Identifier	Old Panel	New Panel
			NO CASES RECORDED		



July 9, 2015

The Honorable Sarah Strommen  
Mayor, City of Ramsey  
7550 Sunwood Dr NW  
Ramsey, MN 55303

Dear Mayor Strommen,

ANOKA COUNTY, MINNESOTA FLOOD INSURANCE STUDY

You recently received a letter from the Federal Emergency Management Agency (FEMA) dated June 16, 2015, about your floodplain regulations. This letter, known as the Letter of Final Determination (LFD), explains that the Flood Insurance Rate Maps (FIRMs) for your community, as well as the Anoka County Flood Insurance Study, are now complete and will become effective on December 16, 2015 (which is 6 months from the date of the LFD).

This letter is intended to explain the statement in the LFD that “your community is required... to adopt or show evidence of adoption of floodplain management regulations that meet the standards of Paragraph 60.3(d)....by the effective date of the FIRM.” In other words, *your community must amend your floodplain ordinance, or adopt a new ordinance, by December 16, 2015, in order to continue participating in the National Flood Insurance Program (NFIP).* The DNR, as the State Coordinating Agency for the NFIP, will be assisting you in this effort.

The DNR will advise your staff as to what type of floodplain ordinance your community should adopt. We will be contacting you within the next few weeks with a draft ordinance tailored to your community. I urge you to respond as soon as possible to initiate this process so as to prevent your community from being suspended from the National Flood Insurance Program should you not meet the 6-month deadline.

*We strongly encourage your community to complete a draft of a new or revised floodplain ordinance and forward it to my attention by September 16, 2015 (the midpoint of the 6-month adoption period).*

This allows time for our review and approval, for your community to complete the adoption/publication process, and for an adopted/certified copy of the ordinance to be sent to the Federal Emergency Management Agency’s Chicago Regional Office by December 16, 2015.

All communities will eventually receive one set of paper copies of the Anoka County Flood Insurance Study and the respective flood insurance rate map panels from FEMA. Many communities prefer to have the final study/maps available when they initiate the ordinance adoption/amendment process. We anticipate that electronic versions of the final maps will be available within the next month, and we will make them available on our ftp site:

[ftp://ftp.dnr.state.mn.us/pub/waters/floodplain/County\\_data/Anoka/](ftp://ftp.dnr.state.mn.us/pub/waters/floodplain/County_data/Anoka/) These posted documents will include pdfs for viewing and printing, as well as shapefiles for GIS use.



Mayor Strommen  
July 9, 2015  
Page two

FEMA has advised us that, *without exception*, a community will be suspended from the National Flood Insurance Program if the required floodplain ordinance documents are not received in its Chicago Regional Office by the study/map effective date. A suspended community may be reinstated if the community: 1) submits the required floodplain ordinance language; and 2) documents that no improper floodplain development has occurred since the study/map effective date or that any improper floodplain development has been properly mitigated. During the suspension period, no flood insurance policies can be written or renewed in the community. This would have a serious impact on people exposed to flood damage or those who are trying to purchase homes in the designated 100-year floodplain, where flood insurance is a requirement of the loan.

While our office in St. Paul will be the main contact for the ordinance update, we will coordinate with DNR Area Hydrologist Kate Drewry of our St. Paul regional office. Ms. Drewry will continue to be your main contact for day-to-day assistance with administering your floodplain management ordinance and for questions about other DNR water-related programs and permits. Please feel free to contact Ms. Drewry at any time at (651) 259-5753 or [kate.drewry@state.mn.us](mailto:kate.drewry@state.mn.us). If you have questions for me, you may contact me at the address in the footer of page one, at (651) 259-5713, or at [ceil.strauss@state.mn.us](mailto:ceil.strauss@state.mn.us).

Sincerely,



Ceil Strauss, CFM  
State Coordinator, National Flood Insurance Program

ec: Terri Yearwood, DNR Eco-Waters' Regional Manager  
Jeanne Daniels, DNR Eco-Waters' District Manager  
Kate Drewry, Area Hydrologist  
Chris Anderson, Floodplain Administrator



## Minnesota Sample Floodplain Ordinance Three District Ordinance

**Commented [TG1]:** Include Ramsey Commentary and Code References

*This sample ordinance includes the three primary types of floodplain districts: Floodway, Flood Fringe, and General Floodplain. It can be used in a variety of situations, where all three districts or only some of them are present.*

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Ordinance Language	Commentary
<b>SECTION 1.0 STATUTORY AUTHORIZATION, FINDINGS OF FACT AND PURPOSE</b>	
<p><b>1.1 Statutory Authorization:</b> The legislature of the State of Minnesota has, in Minnesota Statutes Chapter 103F and Chapter [394/462] delegated the responsibility to local government units to adopt regulations designed to minimize flood losses. Therefore, the [City Council/ Board of Commissioners] of _____, Minnesota, does ordain as follows.</p>	<p><i>Mandatory language. The zoning enabling statute reference is Chapter 394 for counties and Chapter 462 for cities and townships. "Governing body" is the City Council or County or Township Board.</i></p>
<b>1.2 Purpose:</b>	
<p>1.21 This ordinance regulates development in the flood hazard areas of _____. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this ordinance to promote the public health, safety, and general welfare by minimizing these losses and disruptions.</p> <p>1.22 National Flood Insurance Program Compliance. This ordinance is adopted to comply with the rules and regulations of the National Flood Insurance Program codified as 44 Code of Federal Regulations Parts 59 -78, as amended, so as to maintain the community's eligibility in the National Flood Insurance Program.</p> <p>1.23 This ordinance is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.</p>	<p><i>Mandatory language</i></p> <p><i>1.23 is optional language referencing the natural beneficial functions of floodplains.</i></p>
<b>SECTION 2.0 GENERAL PROVISIONS</b>	
<p><b>2.1 How to Use This Ordinance:</b> This ordinance adopts the floodplain maps applicable to (<i>Community</i>) and includes three floodplain districts: Floodway, Flood Fringe, and General Floodplain.</p>	
<p>2.11 Where Floodway and Flood Fringe districts are delineated on the floodplain maps, the standards in Sections 4 or 5 will apply, depending on the location of a property.</p>	<p><i>The types of floodplain zones present in a community will vary, depending on hydrologic conditions and the level of detail of the applicable maps.</i></p>
<p>2.12 Locations where Floodway and Flood Fringe districts are not delineated on the floodplain maps are considered to fall within the General Floodplain district. Within the General Floodplain district, the Floodway District standards in Section 4 apply unless the floodway boundary is determined, according to the process outlined in Section 6. Once the floodway boundary is determined, the Flood Fringe District standards in Section 5 may apply outside the floodway.</p>	<p><i>If the General Floodplain District (the A zone or other zones without a defined floodway) is not present within the community, references to it, including the provisions of Section 6, may be deleted but Section 6 should be "reserved for future use" (i.e., in case a future annexation adds an A zone).</i></p>
<p><b>2.2 Lands to Which Ordinance Applies:</b> This ordinance applies to all lands within the jurisdiction of (<i>Community</i>) shown on the Official Zoning Map and/or the attachments to the map as being located within the boundaries of the Floodway, Flood Fringe, or General Floodplain Districts.</p>	
<p>2.21 The Floodway, Flood Fringe and General Floodplain Districts are overlay districts that are superimposed on all existing zoning districts. The standards imposed in the overlay districts are in addition to any</p>	<p><i>2.21 is optional – if the community has a zoning ordinance – as most do – it's helpful to define these districts as overlay districts. If</i></p>

**Commented [TG2]:** Current RAMSEY City Code sections noted and Ramsey Staff commentary in this column.

**Commented [TG3]:** 117-180 (a)(1)

**Commented [TG4]:** 117-180 (b)

**Commented [TG5]:** 117-181 (a)

Ordinance Language	Commentary
<p>other requirements in this ordinance. In case of a conflict, the more restrictive standards will apply.</p>	<p><i>not, then delete this statement and other overlay references.</i></p>
<p><b>2.3 Incorporation of Maps by Reference:</b> The following maps together with all attached material are hereby adopted by reference and declared to be a part of the Official Zoning Map and this ordinance. The attached material includes the Flood Insurance Study for _____ County, Minnesota, and Incorporated Areas, dated _____ and the Flood Insurance Rate Map panels enumerated below, dated _____, all prepared by the Federal Emergency Management Agency. These materials are on file in the <u>(list location where maps will be filed – i.e., City Clerk’s office).</u>  <u>(list all map panels here)</u></p>	<p><i>Mandatory language. Each community must adopt the Flood Insurance Study and specific map panels that encompass its boundaries. Under Minnesota Rules 6120.5700, these materials are considered attachments to the Zoning Map.</i></p> <p><u>Listing of maps will vary by jurisdiction and map type.</u></p> <ul style="list-style-type: none"> <li>• <i>For communities with older maps, such as Flood Hazard Boundary Maps, in addition to Flood Insurance Rate Maps, these maps should also be listed in Section 2.3.</i></li> <li>• <i>For counties, the map index may be used in lieu of listing all the map panels individually.</i></li> <li>• <i>Cities may need to adopt other map panels to encompass areas that may be annexed in the future. Counties and townships may need to adopt city map panels to encompass areas that may be detached from cities. See Section 2.10.</i></li> </ul>
<p><b>2.4 Regulatory Flood Protection Elevation:</b> The regulatory flood protection elevation (RFPE) is an elevation no lower than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway.</p>	<p><i>Optional - Reiterates information in the (mandatory) definition of this term in Section 2.9. The RFPE can be increased beyond one foot to provide enhanced flood protection.</i></p> <p><i>In A-O zones, add more detailed language: “Within the AO Zone, the RFPE is an elevation no lower than [the number shown on the FIRM] above the highest adjacent grade of an existing structure or proposed structure or a proposed structural addition.”</i></p>
<p><b>2.5 Interpretation:</b> The boundaries of the zoning districts are determined by scaling distances on the Flood Insurance Rate Map.</p> <p>2.51 Where a conflict exists between the floodplain limits illustrated on the official zoning map and actual field conditions, the flood elevations shall be the governing factor. The Zoning Administrator must interpret the boundary location based on the ground elevations that existed on the site on the date of the first National Flood Insurance Program map showing the area within the regulatory floodplain, and other available technical data.</p> <p>2.52 Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the <u>(Planning Commission/Board of Adjustment)</u> and to submit technical evidence.</p>	
<p><b>2.6 Abrogation and Greater Restrictions:</b> It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or other private agreements. However, where this ordinance imposes greater restrictions, the provisions of this ordinance prevail. All other ordinances</p>	

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Ordinance Language	Commentary
inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.	
<p><b>2.7 Warning and Disclaimer of Liability:</b> This ordinance does not imply that areas outside the floodplain districts or land uses permitted within such districts will be free from flooding or flood damages. This ordinance does not create liability on the part of (<i>Community</i>) or its officers or employees for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.</p>	
<p><b>2.8 Severability:</b> If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.</p>	<p><i>This statement not needed if already included in zoning ordinance</i></p>
<p><b>2.9 Definitions:</b> Unless specifically defined below, words or phrases used in this ordinance must be interpreted according to common usage and so as to give this ordinance its most reasonable application.</p>	<p><i>These definitions may already exist as part of zoning ordinance, but check for consistency.</i></p>
<p>2.911 Accessory Use or Structure – a use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure.</p>	<p><i>Definitions are mandatory unless otherwise indicated.</i></p>
<p><b>2.912 Base Flood Elevation</b> – The elevation of the “regional flood.” The term “base flood elevation” is used in the flood insurance survey.</p>	<p><i>Optional definition</i></p>
<p>2.913 Basement – any area of a structure, including crawl spaces, having its floor or base subgrade (below ground level) on all four sides, regardless of the depth of excavation below ground level.</p>	
<p>2.914 Conditional Use – a specific type of structure or land use listed in the official control that may be allowed but only after an in-depth review procedure and with appropriate conditions or restrictions as provided in the official zoning controls or building codes and upon a finding that:</p> <p>(a) Certain conditions as detailed in the zoning ordinance exist.</p> <p>(b) The structure and/or land use conform to the comprehensive land use plan if one exists and are compatible with the existing neighborhood.</p>	<p><i>Optional definition – check against zoning ordinance. Some local ordinances – and the state rules that apply to floodplains – use the older term “special use.”</i></p>
<p><b>2.915 Critical Facilities</b> – <del>facilities necessary to a community’s public health and safety, those that store or produce highly volatile, toxic or water-reactive materials, and those that house occupants that may be insufficiently mobile to avoid loss of life or injury. Examples of critical facilities include hospitals, correctional facilities, schools, daycare facilities, nursing homes, fire and police stations, wastewater treatment facilities, public electric utilities, water plants, fuel storage facilities, and waste handling and storage facilities.</del></p>	<p><i>Optional definition – see the (optional) regulation of critical facilities in Section 3.25.</i></p>
<p>2.916 Development – any manmade change to improved or unimproved real estate, including buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.</p>	<p><i>This definition means that many land alteration activities are regulated and may require permits.</i></p>
<p>2.917 Equal Degree of Encroachment – a method of determining the location of floodway boundaries so that floodplain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.</p>	

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Ordinance Language	Commentary
2.918 <del>Farm Fence</del> – A fence as defined by Minn. Statutes Section 344.02, Subd. 1(a)-(d). An open type fence of posts and wire is not considered to be a structure under this ordinance. Fences that have the potential to obstruct flood flows, such as chain link fences and rigid walls, are regulated as structures under this ordinance.	<i>Optional definition – to be used if this type of farm fence is to be exempted from permit requirements</i>
2.919 Flood – a temporary increase in the flow or stage of a stream or in the stage of a wetland or lake that results in the inundation of normally dry areas.	<i>Optional definition</i>
2.920 Flood Frequency – the frequency for which it is expected that a specific flood stage or discharge may be equaled or exceeded.	<i>Optional definition</i>
2.921 Flood Fringe – that portion of the floodplain outside of the floodway. Flood fringe is synonymous with the term “floodway fringe” used in the Flood Insurance Study for <u>(Local Unit)</u> , Minnesota.	<i>For cities mapped as part of county-wide flood insurance study, the county name should be inserted here.</i>
2.922 <del>Flood Prone Area</del> – <del>any land susceptible to being inundated by water from any source (see “Flood”).</del>	<i>Optional definition – see provisions of Section 7 on flood prone areas</i>
2.923 Floodplain – the beds proper and the areas adjoining a wetland, lake or watercourse which have been or hereafter may be covered by the regional flood.	
2.924 Floodproofing – a combination of structural provisions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.	
2.925 Floodway – the bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which are reasonably required to carry or store the regional flood discharge.	
2.926 <del>Lowest Floor</del> – the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building’s lowest floor.	
2.927 <del>Manufactured Home</del> – a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include the term “recreational vehicle.”	
2.928 Obstruction – any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel modification, culvert, building, wire, fence, stockpile, refuse, fill, structure, or matter in, along, across, or projecting into any channel, watercourse, or regulatory floodplain which may impede, retard, or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water.	<i>Optional definition</i>
2.929 <del>One Hundred Year Floodplain</del> – lands inundated by the “Regional Flood” (see definition).	
2.930 Principal Use or Structure – all uses or structures that are not accessory uses or structures.	<i>Optional definition</i>
2.931 Reach – a hydraulic engineering term to describe a longitudinal segment of a stream or river influenced by a natural or man-made	<i>Optional definition</i>

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Ordinance Language	Commentary
obstruction. In an urban area, the segment of a stream or river between two consecutive bridge crossings would most typically constitute a reach.	
2.932 <b>Recreational Vehicle</b> – a vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. For the purposes of this ordinance, the term recreational vehicle is synonymous with the term “travel trailer/travel vehicle.”	
2.933 <b>Regional Flood</b> – a flood which is representative of large floods known to have occurred generally in Minnesota and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of the 1% chance or 100-year recurrence interval. Regional flood is synonymous with the term “base flood” used in a flood insurance study.	
2.934 <b>Regulatory Flood Protection Elevation (RFPE)</b> - an elevation not less than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway.	<i>RFPE: The one-foot elevation is mandated by state law, but a higher elevation can yield increased protection.</i>
2.935 <b>Repetitive Loss:</b> Flood related damages sustained by a structure on two separate occasions during a ten year period for which the cost of repairs at the time of each such flood event on the average equals or exceeds 25% of the market value of the structure before the damage occurred.	<i>Repetitive Loss: This is an optional definition linked to the optional provision for repetitive loss properties in Section 11.16.</i>
2.936 <b>Special Flood Hazard Area</b> – a term used for flood insurance purposes synonymous with “One Hundred Year Floodplain.”	
2.937 <b>Structure</b> - anything constructed or erected on the ground or attached to the ground or on-site utilities, including, but not limited to, buildings, factories, sheds, detached garages, cabins, manufactured homes, recreational vehicles not meeting the exemption criteria specified in Section 9.22 of this ordinance and other similar items.	
2.938 <b>Substantial Damage</b> - means damage of any origin sustained by a structure where the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.	
2.939 <b>Substantial Improvement</b> - within any consecutive 365-day period, any reconstruction, rehabilitation (including normal maintenance and repair), repair after damage, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed. The term does not, however, include either:  (a) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code	<i>“Start of construction” and “historic structure” are defined in 44 Code of Federal Regulations 59.1.</i>

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<p>enforcement official and which are the minimum necessary to assure safe living conditions.</p> <p>(b) Any alteration of a “historic structure,” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.” For the purpose of this ordinance, “historic structure” is as defined in 44 Code of Federal Regulations, Part 59.1.</p>	<p><i>“Historic structures” as defined in the CFR generally include sites listed on or eligible for the National Register of Historic Places and state- or locally-designated historic properties.</i></p>
<p><del>2.10. Annexations: The Flood Insurance Rate Map panels adopted by reference into Section 2.3 above may include floodplain areas that lie outside of the corporate boundaries of the (Community) at the time of adoption of this ordinance. If any of these floodplain land areas are annexed into the (Community) after the date of adoption of this ordinance, the newly annexed floodplain lands will be subject to the provisions of this ordinance immediately upon the date of annexation.</del></p>	<p><i>The first Section 2.10 applies to cities only. It is optional but recommended – if not included, any annexation will trigger an amendment of the floodplain ordinance.</i></p>
<p><del>2.10. Detachments. The Flood Insurance Rate Map panels adopted by reference into Section 2.3 above will include floodplain areas that lie inside the corporate boundaries of municipalities at the time of adoption of this ordinance. If any of these floodplain land areas are detached from a municipality and come under the jurisdiction of (County/ Township) after the date of adoption of this ordinance, the newly detached floodplain lands will be subject to the provisions of this ordinance immediately upon the date of detachment.</del></p>	<p><i>The second Section 2.10 applies only to counties or townships that exercise zoning authority. Counties may choose to adopt specific map panels or adopt the countywide map index.</i></p>
<p><b>SECTION 3.0 ESTABLISHMENT OF ZONING DISTRICTS</b></p>	
<p><b>3.1 Districts:</b></p>	
<p>3.11 Floodway District. The Floodway District includes those areas designated as floodway on the Flood Insurance Rate Map adopted in Section 2.3.</p>	<p><i>For lakes, ponds and wetlands, the floodway is usually administratively defined as the area at or below the Ordinary High Water Level. See DNR’s Floodplain Information Sheet 1, <a href="http://files.dnr.state.mn.us/publications/waters/floodplain_management_fact_sheet_1.pdf">http://files.dnr.state.mn.us/publications/waters/floodplain_management_fact_sheet_1.pdf</a></i></p>
<p>3.12 Flood Fringe District. The Flood Fringe District includes those areas designated as floodway fringe on the Flood Insurance Rate Map adopted in Section 2.3, as being within Zones AE, AO, or AH but being located outside of the floodway.</p>	<p><i>If a community has floodplain delineations on the FIRM for lakes, ponds and wetland <u>without</u> delineated floodways, contact DNR Floodplain Program staff for specific language.</i></p>
<p>3.13 General Floodplain District. The General Floodplain District includes those areas designated as Zone A or Zones AE, AO, or AH without a floodway on the Flood Insurance Rate Map adopted in Section 2.3.</p>	<p><i>Zones AO and AH are areas prone to flooding due to overland flow or small ponds, and are not typically found on most FIRMs. If not present, references in 3.12 and 3.13 can be deleted.</i></p>
<p><b>3.2 Compliance:</b> Within the floodplain districts established in this ordinance, the use of any land, the use, size, type and location of structures on lots, the installation and maintenance of transportation, utility, water supply and waste treatment facilities, and the subdivision of land must comply with the terms of this ordinance and other applicable regulations. All uses not listed as permitted uses or conditional uses in Sections 4.0, 5.0 and 6.0, respectively, are prohibited.</p> <p>In addition, a caution is provided here that:</p>	
<p><b>3.21</b> New and replacement manufactured homes and certain recreational vehicles are subject to the general provisions of this ordinance and specifically Section 9.0.</p>	<p><i>Optional language in second paragraph and 3.21 -3.23 cross-references other sections of the ordinance.</i></p>
<p><b>3.22</b> Modifications, additions, structural alterations, normal maintenance</p>	

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Ordinance Language	Commentary
and repair, or repair after damage to existing nonconforming structures and nonconforming uses of structures or land are regulated by the general provisions of this ordinance and specifically Section 11.0.	
3.23 All structures must be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.	<i>Item 3.23 is mandatory based on 44 CFR 60(a)(3), from which this language is drawn.</i>
3.24 As-built elevations for elevated or floodproofed structures must be certified by ground surveys and flood-proofing techniques must be designed and certified by a registered professional engineer or architect as specified in the general provisions of this ordinance and specifically as stated in Section 10.0 of this ordinance.	
3.25 Critical facilities, as defined in Section 2.915, are prohibited in all floodplain districts.	<i>Optional but recommended language in 3.25 would prohibit critical facilities in all floodplain districts. This is a higher regulatory standard intended to keep critical infrastructure and concentrations of people out of floodplain areas.</i>
<b>SECTION 4.0 FLOODWAY DISTRICT (FW)</b>	
4.1 <b>Permitted Uses:</b> The following uses, subject to the standards set forth in Section 4.2, are permitted uses if otherwise allowed in the underlying zoning district or any applicable overlay district:	<i>It is critical that the floodway be protected so that it can transport and store the waters of the regional (100-year) flood without increased flood heights or velocities or threats to public health and safety.</i>
4.11 General farming, pasture, grazing, outdoor plant nurseries, horticulture, truck farming, forestry, sod farming, and wild crop harvesting.	<i>Note that communities are not required to adopt <u>all</u> of the listed uses, but must provide for <u>some</u> use of the floodway land. Other similar uses may be included in this section if they meet the standards in Section 4.2. If a community wishes to restrict all floodplain districts to only these permitted floodway uses, see the DNR's "Restrictive Ordinance."</i>
4.12 Industrial-commercial loading areas, parking areas, and airport landing strips.	
4.13 Open space uses, including but not limited to private and public golf courses, tennis courts, driving ranges, archery ranges, picnic grounds, boat launching ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting preserves, hunting and fishing areas, and single or multiple purpose recreational trails.	
4.14 Residential lawns, gardens, parking areas, and play areas.	
4.15 Railroads, streets, bridges, utility transmission lines and pipelines, provided that the Department of Natural Resources' Area Hydrologist is notified at least ten days prior to issuance of any permit, and that the standards in Sections 4.41, 4.43(a) and 4.46 of this ordinance are met.	<i>4.15: Earlier versions of the DNR sample ordinances listed utility and transportation uses as conditional uses. In this version, these uses are permitted if DNR is notified and certain standards are met</i>
4.2 <b>Standards for Floodway Permitted Uses:</b>	<i>Higher standards for floodway protection could include limiting impervious coverage in the floodway, in order to facilitate infiltration of rainfall.</i>
4.21 The use must have a low flood damage potential.	
4.22 With the exception of the uses listed in Section 4.15, the use must not obstruct flood flows or increase flood elevations and must not involve structures, fill, obstructions, excavations or storage of materials or equipment.	
4.23 Any facility that will be used by employees or the general public must be designed with a flood warning system that provides adequate time	

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Ordinance Language	Commentary
<p>for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the regional (1% chance) flood.</p>	
<p>4.3 <b>Conditional Uses:</b> The following uses may be allowed as conditional uses following the standards and procedures set forth in Section 10.4 of this ordinance and further subject to the standards set forth in Section 4.4, if otherwise allowed in the underlying zoning district or any applicable overlay district.</p>	<p><i>Note that these conditional uses are optional for the community but, if allowed, must meet the standards in Sections 4.4. Communities are encouraged to select only those conditional uses that are appropriate for their conditions.</i></p>
<p>4.31 Structures accessory to the uses listed in 4.1 above and the uses listed in 4.32 - 4.37 below.</p>	
<p>4.32 Extraction and storage of sand, gravel, and other materials.</p>	
<p>4.33 Marinas, boat rentals, docks, piers, wharves, and water control structures.</p>	
<p>4.34 Storage yards for equipment, machinery, or materials.</p>	<p><i>Optional statement in 4.35 allows typical farm fences such as barbed wire fences that don't obstruct flood flows as permitted uses. See also Section 10.21(c).</i></p>
<p>4.35 Placement of fill or construction of fences that obstruct flood flows. Farm fences, as defined in section 2.918, are permitted uses.</p>	
<p>4.36 Travel-ready recreational vehicles meeting the exception standards in Section 9.3.</p>	<p><i>Section 4.36 is optional: we recommend treating recreational vehicles as conditional uses so that road access and warning systems are carefully reviewed to ensure public safety in times of flooding.</i></p>
<p>4.37 Levees or dikes intended to protect agricultural crops for a frequency flood event equal to or less than the 10-year frequency flood event.</p>	
<p>4.4 <b>Standards for Floodway Conditional Uses:</b></p>	
<p>4.41 All Uses. A conditional use must not cause any increase in the stage of the 1% chance or regional flood or cause an increase in flood damages in the reach or reaches affected.</p>	<p><i>Note that flood control projects intended to remove areas from the floodway to allow development of single or multiple structures are not permitted unless a Letter of Map Revision (LOMR) can be obtained to change the floodway boundary. Contact DNR Floodplain Program staff for further information.</i></p>
<p>4.42 Fill; Storage of Materials and Equipment:</p>	
<p>(a) The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.</p>	
<p>(b) Fill, dredge spoil, and other similar materials deposited or stored in the floodplain must be protected from erosion by vegetative cover, mulching, riprap or other acceptable method. Permanent sand and gravel operations and similar uses must be covered by a long-term site development plan.</p>	<p><i>4.42 (a) and (b) must be included if deposition or storage of fill is allowed in the floodway</i></p>
<p>(c) Temporary placement of fill, other materials, or equipment which would cause an increase to the stage of the 1% percent chance or regional flood may only be allowed if the <i>(Governing Body)</i> has approved a plan that assures removal of the materials from the floodway based upon the flood warning time available.</p>	<p><i>Alternative (c) is an optional alternative allowing temporary storage of fill or other materials that could increase flood stage, suitable for locations where adequate flood warning times will be available to allow removal of materials.</i></p>
<p>4.43 Accessory Structures:</p>	
<p>(a) Accessory structures must not be designed for human habitation.</p>	<p><i>If accessory structures are to be allowed in the floodway, items (a) through (c) are required.</i></p>
<p>(b) Accessory structures, if permitted, must be constructed and placed on the building site so as to offer the minimum obstruction to the flow of flood waters:</p>	

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<p>(1) Whenever possible, structures must be constructed with the longitudinal axis parallel to the direction of flood flow; and</p> <p>(2) So far as practicable, structures must be placed approximately on the same flood flow lines as those of adjoining structures.</p> <p>(c) Accessory structures must be elevated on fill or structurally dry floodproofed in accordance with the FP-1 or FP-2 floodproofing classifications in the State Building Code. All floodproofed accessory structures must meet the following additional standards:</p> <p>(1) The structure must be adequately anchored to prevent flotation, collapse or lateral movement and designed to equalize hydrostatic flood forces on exterior walls; and</p> <p>(2) Any mechanical and utility equipment in the structure must be elevated to or above the regulatory flood protection elevation or properly floodproofed.</p> <p>(d) As an alternative, an accessory structure may be internally/wet floodproofed to the FP-3 or FP-4 floodproofing classifications in the State Building Code, provided the accessory structure constitutes a minimal investment and does not exceed 576 square feet in size. A detached garage may only be used for parking of vehicles and limited storage. All structures must meet the following standards:</p> <p>(1) To allow for the equalization of hydrostatic pressure, there must be a minimum of two "automatic" openings in the outside walls of the structure, with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding; and</p> <p>(2) There must be openings on at least two sides of the structure and the bottom of all openings must be no higher than one foot above the lowest adjacent grade to the structure. Using human intervention to open a garage door prior to flooding will not satisfy this requirement for automatic openings.</p> <p>4.44 Structural works for flood control that will change the course, current or cross section of protected wetlands or public waters are subject to the provisions of Minnesota Statutes, Section 103G.245.</p> <p>4.45 A levee, dike or floodwall constructed in the floodway must not cause an increase to the 1% chance or regional flood. The technical analysis must assume equal conveyance or storage loss on both sides of a stream.</p> <p>4.46 Floodway developments must not adversely affect the hydraulic capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.</p>	<p><i>Subsection (d) is optional language allowing for wet floodproofing of small accessory structures that constitute a minimal investment.</i></p> <p><i>Optional provision providing notice that work in public waters requires a DNR permit.</i></p>
<p><b>SECTION 5.0 FLOOD FRINGE DISTRICT (FF)</b></p> <p>5.1 <b>Permitted Uses:</b> Permitted uses are those uses of land or structures allowed in the underlying zoning district(s) that comply with the standards in Sections</p>	<p><i>If underlying zoning district(s) are present (as in most communities) the second sentence</i></p>

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5.2. If no pre-existing, underlying zoning districts exist, then any residential or nonresidential structure or use of a structure or land is a permitted use provided it does not constitute a public nuisance.	<i>can be deleted.</i>
<b>5.2 Standards for Flood Fringe Permitted Uses:</b>	
<p>5.21 All structures, including accessory structures, must be elevated on fill so that the lowest floor, as defined, is at or above the regulatory flood protection elevation. The finished fill elevation for structures must be no lower than one foot below the regulatory flood protection elevation and the fill must extend at the same elevation at least 15 feet beyond the outside limits of the structure.</p> <p>(a) All service utilities, including ductwork, must be elevated or water-tight to prevent infiltration of floodwaters.</p> <p>(b) As an alternative to elevation on fill, an accessory structure that constitutes a minimal investment and that does not exceed 576 square feet in size may be internally floodproofed in accordance with Section 4.43.</p>	<p><i>“Lowest floor” is defined as the lowest floor of the lowest enclosed area, including basements, crawl spaces, etc. See Section 2.926.</i></p> <p><i>(a) clarifies that ductwork must be elevated because it is seldom water-tight, which results in health hazards due to mold and mildew after flooding.</i></p> <p><i>(b) If an accessory structure exceeds 576 square feet, then FEMA will not allow internal floodproofing, and the structure must be elevated on fill or dry floodproofed in accordance with Section 4.44 (a) – (c).</i></p>
5.22 The cumulative placement of fill or similar material on a parcel must not exceed 1,000 cubic yards, unless the fill is specifically intended to elevate a structure in accordance with Section 5.21 of this ordinance, or if allowed as a conditional use under Section 5.33 below.	5.22 is an optional provision. Treating large volumes of fill as a conditional use allows communities to require an erosion control and emergency removal plan for uses such as sand and gravel mining or dredge spoil storage.
5.23 The storage of any materials or equipment must be elevated on fill to the regulatory flood protection elevation.	
5.24 The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.	
5.25 Fill must be properly compacted and the slopes must be properly protected by the use of riprap, vegetative cover or other acceptable method.	
5.26 All new principal structures must have vehicular access at or above an elevation not more than two feet below the regulatory flood protection elevation, or must have a flood warning/emergency evacuation plan acceptable to the <u>(Governing Body)</u> .	Section 5.26 is optional, but is mandatory for subdivisions, which include manufactured home parks and recreational vehicle parks/campgrounds. See also Section 7.13.
5.27 Accessory uses such as yards, railroad tracks, and parking lots may be at an elevation lower than the regulatory flood protection elevation. However, any facilities used by employees or the general public must be designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the regional (1% chance) flood.	
5.28 Interference with normal manufacturing/industrial plant operations must be minimized, especially along streams having protracted flood durations. In considering permit applications, due consideration must be given to the needs of industries with operations that require a floodplain location.	The Federal Emergency Management Agency (FEMA) has established criteria for removing the flood fringe designation for certain structures properly elevated on fill above the regional flood elevation. These standards, included in Technical Bulletin 10.01, require enhanced management and notification procedures. Contact DNR floodplain staff for
5.29 Flood fringe developments must not adversely affect the hydraulic capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.	
5.30 Manufactured homes and recreational vehicles must meet the	

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standards of Section 9 of this ordinance.	<i>further information.</i>
<p>5.3 <b>Conditional Uses:</b> The following uses and activities may be allowed as conditional uses, if allowed in the underlying zoning district(s) or any applicable overlay district, following the procedures in Section 10.4 of this ordinance. Conditional uses must meet the standards in Sections 5.24 through 5.30 and Section 5.4.</p> <p>5.31 Any structure that is not elevated on fill or floodproofed in accordance with Section 5.21 of this ordinance.</p> <p>5.32 Storage of any material or equipment below the regulatory flood protection elevation.</p> <p>5.33 The cumulative placement of more than 1,000 cubic yards of fill when the fill is not being used to elevate a structure in accordance with Section 5.21 of this ordinance.</p>	<p><i>As with conditional uses in the floodway, conditional uses in the flood fringe are optional – communities should determine which of these uses are needed and appropriate in their floodplain areas.</i></p>
<p>5.4 <b>Standards for Flood Fringe Conditional Uses:</b></p>	
<p>5.41 The standards listed in Sections 5.24 through 5.30 apply to all conditional uses.</p>	
<p>5.42 Basements, as defined by Section 2.913 of this ordinance, are subject to the following:</p>	
<p>(a) Residential basement construction is not allowed below the regulatory flood protection elevation.</p>	
<p>(b) Non-residential basements may be allowed below the regulatory flood protection elevation provided the basement is structurally dry floodproofed in accordance with Section 5.44 of this ordinance.</p>	
<p>5.43 All areas of nonresidential structures, including basements, to be placed below the regulatory flood protection elevation must be floodproofed in accordance with the structurally dry floodproofing classifications in the State Building Code. Structurally dry floodproofing must meet the FP-1 or FP-2 floodproofing classification in the State Building Code, which requires making the structure watertight with the walls substantially impermeable to the passage of water and with structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. Structures wet floodproofed to the FP-3 or FP-4 classification are not permitted.</p>	
<p>5.44 The placement of more than 1,000 cubic yards of fill or other similar material on a parcel (other than for the purpose of elevating a structure to the regulatory flood protection elevation) must comply with an approved erosion/sedimentation control plan.</p>	<p><i>Optional provisions to be used if placement of this amount of fill is regulated as a conditional use.</i></p>
<p>(a) The plan must clearly specify methods to be used to stabilize the fill on site for a flood event at a minimum of the regional (1% chance) flood event.</p>	
<p>(b) The plan must be prepared and certified by a registered professional engineer or other qualified individual acceptable to the <u>(Governing Body)</u>.</p>	

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(c) The plan may incorporate alternative procedures for removal of the material from the floodplain if adequate flood warning time exists.	
5.45 Storage of materials and equipment below the regulatory flood protection elevation must comply with an approved emergency plan providing for removal of such materials within the time available after a flood warning.	
5.46 RESERVED FOR OPTIONAL ALTERNATIVE ELEVATION METHODS	<i>Alternative elevation methods such as the use of stilts, pilings, parallel walls, etc. may be appropriate in certain circumstances, provided that communities are able to provide a high level of monitoring and enforcement. Contact DNR floodplain staff for the applicable language.</i>
<b>SECTION 6.0 GENERAL FLOODPLAIN DISTRICT (GF)</b>	<i>If the General Floodplain District (the A zone or the AE, AO or AH zones without a defined floodway) is not present within the community, delete the contents of this section and retitle it "Reserved for Future Use" (i.e., in case a future annexation adds an A zone).</i>
<b>6.1 Permitted Uses:</b>	
6.11 The uses listed in Section 4.1 of this ordinance, Floodway District Permitted Uses, are permitted uses.	
6.12 All other uses are subject to the floodway/flood fringe evaluation criteria specified in Section 6.2 below. Section 4.0 applies if the proposed use is determined to be in the Floodway District. Section 5.0 applies if the proposed use is determined to be in the Flood Fringe District.	
<b>6.2 Procedures for Floodway and Flood Fringe Determinations:</b>	
6.21 Upon receipt of an application for a permit or other approval within the General Floodplain District, the Zoning Administrator must obtain, review and reasonably utilize any regional flood elevation and floodway data available from a federal, state, or other source.	<i>State and federal rules establish standards for this determination but do not specify a procedure to be followed. (However, the community is required under 44 CFR 60.3(b)(4) to "obtain, review and reasonably utilize" base flood elevation and floodway data.) The procedure shown here is one that DNR suggests that communities follow. DNR Floodplain Program staff can assist communities in obtaining relevant data and completing the determination.</i>
6.22 If regional flood elevation and floodway data are not readily available, the applicant must furnish additional information, as needed, to determine the regulatory flood protection elevation and whether the proposed use would fall within the Floodway or Flood Fringe District. Information must be consistent with accepted hydrological and hydraulic engineering standards and the standards in 6.23 below.	
6.23 The determination of floodway and flood fringe must include the following components, as applicable:	
(a) Estimate the peak discharge of the regional (1% chance) flood.	
(b) Calculate the water surface profile of the regional flood based upon a hydraulic analysis of the stream channel and overbank areas.	
(c) Compute the floodway necessary to convey or store the regional flood without increasing flood stages more than one-half (0.5) foot. A lesser stage increase than 0.5 foot is required if, as a result of the stage increase, increased flood damages would result. An equal degree of encroachment on both sides of the stream within	

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<p>the reach must be assumed in computing floodway boundaries.</p>	
<p>6.24 The Zoning Administrator will review the submitted information and assess the technical evaluation and the recommended Floodway and/or Flood Fringe District boundary. The assessment must include the cumulative effects of previous floodway encroachments. The Zoning Administrator may seek technical assistance from a designated engineer or other expert person or agency, including the Department of Natural Resources. Based on this assessment, the Zoning Administrator may approve or deny the application.</p>	<p><i>Federal rules require that communities assess the cumulative effects of floodway encroachments on both sides of a stream. Contact Floodplain Program staff for assistance in making this assessment.</i></p>
<p>6.25 Once the Floodway and Flood Fringe District boundaries have been determined, the Zoning Administrator must process the permit application consistent with the applicable provisions of Section 4.0 and 5.0 of this ordinance.</p>	
<p><b>SECTION 7.0 LAND DEVELOPMENT STANDARDS</b></p>	
<p><del>7.1 In General: Recognizing that flood-prone areas may exist outside of the designated floodplain districts, the requirements of this section apply to all land within (Community).</del></p>	<p><i>Section 7.1 is optional – this and related provisions in 7.25 and 7.3 are designed to enable communities to manage flood risks in unmapped but flood-prone areas (i.e., wetlands, ditches, isolated basins). If these standards are not needed, Section 7 can be retitled “Subdivisions.”</i></p>
<p>7.2 <b>Subdivisions:</b> No land may be subdivided which is unsuitable for reasons of flooding or inadequate drainage, water supply or sewage treatment facilities. Manufactured home parks and recreational vehicle parks or campgrounds are considered subdivisions under this ordinance.</p>	<p><i>The subdivision requirements in Section 7.21 – 7.24 are mandatory. These provisions can be integrated into a city or county subdivision ordinance, where one exists. Note that manufactured home and recreational vehicle parks are treated as subdivisions.</i></p>
<p>7.21 All lots within the floodplain districts must be able to contain a building site outside of the Floodway District at or above the regulatory flood protection elevation.</p>	
<p>7.22 All subdivisions must have road access both to the subdivision and to the individual building sites no lower than two feet below the regulatory flood protection elevation, unless a flood warning emergency plan for the safe evacuation of all vehicles and people during the regional (1% chance) flood has been approved by the <i>(Governing Body)</i>. The plan must be prepared by a registered engineer or other qualified individual, and must demonstrate that adequate time and personnel exist to carry out the evacuation.</p>	
<p>7.23 For all subdivisions in the floodplain, the Floodway and Flood Fringe District boundaries, the regulatory flood protection elevation and the required elevation of all access roads must be clearly labeled on all required subdivision drawings and platting documents.</p>	
<p>7.24 In the General Floodplain District, applicants must provide the information required in Section 6.2 of this ordinance to determine the regional flood elevation, the Floodway and Flood Fringe District boundaries and the regulatory flood protection elevation for the subdivision site.</p>	
<p><del>7.25 If a subdivision proposal or other proposed new development is in a flood-prone area, any such proposal must be reviewed to assure that:</del></p> <p><del>(a) All such proposals are consistent with the need to minimize flood damage within the flood-prone area;</del></p> <p><del>(b) All public utilities and facilities, such as sewer, gas, electrical, and</del></p>	<p><i>7.25 is optional, to be used in conjunction with 7.1.</i></p>

**Commented [TG34]:** Not in current City Code. Staff recommends that this NOT be added.

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<p><del>water systems are located and constructed to minimize or eliminate flood damage, and</del></p> <p><del>(c) Adequate drainage is provided to reduce exposure of flood hazard.</del></p>	
<p><b>7.3 Building Sites</b> <del>If a proposed building site is in a flood-prone area, all new construction and substantial improvements (including the placement of manufactured homes) must be:</del></p> <p><del>(a) Designed (or modified) and adequately anchored to prevent floatation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;</del></p> <p><del>(b) Constructed with materials and utility equipment resistant to flood damage;</del></p> <p><del>(c) Constructed by methods and practices that minimize flood damage; and</del></p> <p><del>(d) Constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.</del></p>	<p>7.3 is optional, to be used in conjunction with 7.1.</p>
<p><b>SECTION 8.0 PUBLIC UTILITIES, RAILROADS, ROADS, AND BRIDGES</b></p>	
<p><b>8.1 Public Utilities:</b> All public utilities and facilities such as gas, electrical, sewer, and water supply systems to be located in the floodplain must be floodproofed in accordance with the State Building Code or elevated to the regulatory flood protection elevation.</p>	
<p><b>8.2 Public Transportation Facilities:</b> Railroad tracks, roads, and bridges to be located within the floodplain must comply with Sections 4.0 and 5.0 of this ordinance. These transportation facilities must be elevated to the regulatory flood protection elevation where failure or interruption of these facilities would result in danger to the public health or safety or where such facilities are essential to the orderly functioning of the area. Minor or auxiliary roads or railroads may be constructed at a lower elevation where failure or interruption of transportation services would not endanger the public health or safety.</p>	
<p><b>8.3 On-site Water Supply and Sewage Treatment Systems:</b> Where public utilities are not provided: 1) On-site water supply systems must be designed to minimize or eliminate infiltration of flood waters into the systems; and 2) New or replacement on-site sewage treatment systems must be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters and they must not be subject to impairment or contamination during times of flooding. Any sewage treatment system designed in accordance with the state's current statewide standards for on-site sewage treatment systems is considered to be in compliance with this Section.</p>	

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<p><b>SECTION 9.0 MANUFACTURED HOMES, MANUFACTURED HOME PARKS, AND RECREATIONAL VEHICLES.</b></p>	
<p>9.1 <b>Manufactured Homes:</b> New manufactured home parks and expansions to existing manufactured home parks are prohibited in any floodplain district. For existing manufactured home parks or lots of record, the following requirements apply:</p> <p>9.11 Placement or replacement of manufactured home units is prohibited in the Floodway District.</p> <p>9.12 If allowed in the Flood Fringe District, placement or replacement of manufactured home units is subject to the requirements of Section 5 of this ordinance and the following standards.</p> <p>(a) New and replacement manufactured homes must be elevated in compliance with Section 5 of this ordinance and must be securely anchored to an adequately anchored foundation system that resists flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state or local anchoring requirements for resisting wind forces.</p> <p>(b) New or replacement manufactured homes in existing manufactured home parks must meet the vehicular access requirements for subdivisions in Section 7.22.</p>	<p><i>This subsection is mandatory; the remainder of Section 9.0 is optional but recommended if manufactured home parks are located in any floodplain districts.</i></p> <p><i>Section 9 is revised to recognize MN Department of Health rules (Section <a href="#">4630.0200</a>), which prohibit mobile home parks and recreational camping areas in flood-prone areas. Placement or replacement of manufactured home units may be allowed in existing manufactured home parks or on lots of record.</i></p>
<p>9.2 <b>Recreational Vehicles:</b> New recreational vehicle parks or campgrounds and expansions to existing recreational vehicle parks or campgrounds are prohibited in any floodplain district. Placement of recreational vehicles in existing recreational vehicle parks or campgrounds in the floodplain must meet the exemption criteria below or be treated as new structures meeting the requirements of this ordinance.</p> <p>9.21 Recreational vehicles are exempt from the provisions of this ordinance if they are placed in any of the following areas and meet the criteria listed in Section 9.22:</p> <p>(a) Individual lots or parcels of record.</p> <p>(b) Existing commercial recreational vehicle parks or campgrounds.</p> <p>(c) Existing condominium-type associations.</p> <p>9.22 Criteria for Exempt Recreational Vehicles:</p> <p>(a) The vehicle must have a current license required for highway use.</p> <p>(b) The vehicle must be highway ready, meaning on wheels or the internal jacking system, attached to the site only by quick disconnect type utilities commonly used in campgrounds and recreational vehicle parks.</p> <p>(c) No permanent structural type additions may be attached to the vehicle.</p> <p>(d) The vehicle and associated use must be permissible in any pre-existing, underlying zoning district.</p> <p>(e) Accessory structures are not permitted within the Floodway</p>	<p><i>These exemption criteria are required if recreational vehicles are allowed within any floodplain district. If this section is not used, recreational vehicle placement must be explicitly prohibited in floodplain districts.</i></p> <p><i>9.22(e) is optional. Recreational vehicles in existing campgrounds may be allowed within the Floodway District, if defined as a</i></p>

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<p>District. Any accessory structure in the Flood Fringe District must be constructed of flood-resistant materials and be securely anchored, meeting the requirements applicable to manufactured homes in Section 9.22.</p>	<p><i>permitted or conditional use, but we recommend they be treated as a temporary use, without accessory structures and with an emergency plan in place.</i></p>
<p><del>(f) — An accessory structure must constitute a minimal investment</del></p>	
<p>9.23 Recreational vehicles that are exempt in Section 9.22 lose this exemption when development occurs on the site that exceeds a minimal investment for an accessory structure such as a garage or storage building. The recreational vehicle and all accessory structures will then be treated as new structures subject to the elevation and floodproofing requirements of Section 5.0 of this ordinance. No development or improvement on the parcel or attachment to the recreational vehicle is allowed that would hinder the removal of the vehicle should flooding occur.</p>	<p><i>9.22 (f) and 9.23 are optional. Communities may apply a monetary limit such as \$500 as a threshold for a “minimal investment,” recognizing that this threshold will vary from place to place.</i></p>
<p><b>SECTION 10.0 ADMINISTRATION</b></p>	
<p>10.1 <b>Zoning Administrator:</b> A Zoning Administrator or other official designated by the <u>(Governing Body)</u> must administer and enforce this ordinance.</p>	<p><i>Many of the standards and procedures in this section are likely to exist in other parts of the community’s zoning ordinance, and may be cross-referenced rather than repeated here. However, the community must be able to demonstrate that these procedures or comparable ones are in place.</i></p>
<p><b>10.2 Permit Requirements:</b></p>	
<p>10.21 Permit Required. A permit must be obtained from the Zoning Administrator prior to conducting the following activities:</p> <ul style="list-style-type: none"> <li>(a) The erection, addition, modification, rehabilitation, or alteration of any building, structure, or portion thereof. Normal maintenance and repair also requires a permit if such work, separately or in conjunction with other planned work, constitutes a substantial improvement as defined in this ordinance.</li> <li>(b) The use or change of use of a building, structure, or land.</li> <li>(c) The construction of a dam, fence, or on-site septic system, although a permit is not required for a farm fence as defined in this ordinance.</li> <li>(d) The change or extension of a nonconforming use.</li> <li>(e) The repair of a structure that has been damaged by flood, fire, tornado, or any other source.</li> <li>(f) The placement of fill, excavation of materials, or the storage of materials or equipment within the floodplain.</li> <li>(g) Relocation or alteration of a watercourse - including new or replacement culverts and bridges), unless a public waters work permit has been applied for.</li> <li>(h) Any other type of “development” as defined in this ordinance.</li> </ul>	<p><i>The term “Zoning Administrator” is used throughout this section for ease of reference, but in some communities the City Clerk or other official may fill this role.</i></p> <p><i>The exemption for farm fences in (c) is optional.</i></p> <p><i>Any change in the course, current or cross-section of public waters requires a public waters work permit from the DNR under MN Stat. 103G.245.</i></p>
<p>10.22 Application for Permit. Permit applications must be submitted to the Zoning Administrator on forms provided by the Zoning Administrator. The permit application must include the following as applicable:</p>	<p><i>This section may cross-reference any other permitting requirements in the zoning ordinance.</i></p>

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<p>(a) A site plan showing all pertinent dimensions, existing or proposed buildings, structures, and significant natural features having an influence on the permit.</p> <p>(b) Location of fill or storage of materials in relation to the stream channel.</p> <p>(c) Copies of any required municipal, county, state or federal permits or approvals.</p> <p>(d) Other relevant information requested by the Zoning Administrator as necessary to properly evaluate the permit application.</p>	
<p>10.23 Certificate of Zoning Compliance for a New, Altered, or Nonconforming Use. No building, land or structure may be occupied or used in any manner until a certificate of zoning compliance has been issued by the Zoning Administrator stating that the use of the building or land conforms to the requirements of this ordinance.</p>	
<p>10.24 Certification. The applicant is required to submit certification by a registered professional engineer, registered architect, or registered land surveyor that the finished fill and building elevations were accomplished in compliance with the provisions of this ordinance. Floodproofing measures must be certified by a registered professional engineer or registered architect.</p>	
<p>10.25 Record of First Floor Elevation. The Zoning Administrator must maintain a record of the elevation of the lowest floor (including basement) of all new structures and alterations or additions to existing structures in the floodplain. The Zoning Administrator must also maintain a record of the elevation to which structures and alterations or additions to structures are floodproofed.</p>	
<p>10.26 Notifications for Watercourse Alterations. Before authorizing any alteration or relocation of a river or stream, the Zoning Administrator must notify adjacent communities. If the applicant has applied for a permit to work in public waters pursuant to Minnesota Statutes, Section 103G.245, this will suffice as adequate notice. A copy of the notification must also be submitted to the Chicago Regional Office of the Federal Emergency Management Agency (FEMA).</p>	
<p>10.27 Notification to FEMA When Physical Changes Increase or Decrease Base Flood Elevations. As soon as is practicable, but not later than six months after the date such supporting information becomes available, the Zoning Administrator must notify the Chicago Regional Office of FEMA of the changes by submitting a copy of the relevant technical or scientific data.</p>	
<p><b>10.3 Variances:</b></p>	<p><i>Cross-reference all sections of the zoning ordinance that regulate processing and review of variance applications. Section 10.3 only contains DNR/FEMA – mandated regulatory &amp; notification provisions.</i></p>
<p>10.31 Variance Applications. An application for a variance to the provisions of this ordinance will be processed and reviewed in accordance with applicable state statutes and Section(s) _____ of the zoning ordinance/code.</p>	
<p>10.32 Adherence to State Floodplain Management Standards. A variance must not allow a use that is not allowed in that district, permit a lower</p>	<p><i>Communities that administer zoning ordinances (including floodplain ordinances)</i></p>

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<p>degree of flood protection than the regulatory flood protection elevation for the particular area, or permit standards lower than those required by state law.</p>	<p><i>must establish a board of adjustment to hear appeals of the ordinance, including variance requests. In many communities, the city council, county board, or planning commission serves as the board of adjustment. If a community does not have existing variance procedures or a board of adjustment, contact Floodplain Program staff for sample ordinance language.</i></p>
<p>10.33 Additional Variance Criteria. The following additional variance criteria of the Federal Emergency Management Agency must be satisfied:</p> <p>(a) Variances must not be issued by a community within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.</p> <p>(b) Variances may only be issued by a community upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.</p> <p>(c) Variances may only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.</p>	<p><i>The language in Section 10.33 (a – c) is language required by FEMA and must be adopted verbatim. Note specifically that the reference to “exceptional hardship” in (b)(ii) must remain in the ordinance, although it has been replaced by the term “practical difficulties” in state zoning enabling statutes.</i></p>
<p>10.34 Flood Insurance Notice. The Zoning Administrator must notify the applicant for a variance that: 1) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage; and 2) Such construction below the base or regional flood level increases risks to life and property. Such notification must be maintained with a record of all variance actions.</p>	<p><i>Section 10.34 is required by FEMA.</i></p>
<p>10.35 General Considerations. The community may consider the following factors in granting variances and imposing conditions on variances and conditional uses in floodplains:</p> <p>(a) The potential danger to life and property due to increased flood heights or velocities caused by encroachments;</p> <p>(b) The danger that materials may be swept onto other lands or downstream to the injury of others;</p> <p>(c) The proposed water supply and sanitation systems, if any, and the ability of these systems to minimize the potential for disease, contamination and unsanitary conditions;</p> <p>(d) The susceptibility of any proposed use and its contents to flood damage and the effect of such damage on the individual owner;</p> <p>(e) The importance of the services to be provided by the proposed use to the community;</p> <p>(f) The requirements of the facility for a waterfront location;</p> <p>(g) The availability of viable alternative locations for the proposed use that are not subject to flooding;</p> <p>(h) The compatibility of the proposed use with existing development and development anticipated in the foreseeable future;</p>	<p><i>Section 10.35 is optional but recommended as guidance for communities in reviewing variance applications. The same factors are recommended for review of conditional use applications, below.</i></p>

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<p>(i) The relationship of the proposed use to the Comprehensive Land Use Plan and flood plain management program for the area;</p> <p>(j) The safety of access to the property in times of flood for ordinary and emergency vehicles;</p> <p>(k) The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters expected at the site.</p> <p>10.36 Submittal of Hearing Notices to the Department of Natural Resources (DNR). The <i>(designated body/community official)</i> must submit hearing notices for proposed variances to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.</p> <p>10.37 Submittal of Final Decisions to the DNR. A copy of all decisions granting variances must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.</p> <p>10.38 Record-Keeping. The Zoning Administrator must maintain a record of all variance actions, including justification for their issuance, and must report such variances in an annual or biennial report to the Administrator of the National Flood Insurance Program, when requested by the Federal Emergency Management Agency.</p>	
<p><b>10.4 Conditional Uses:</b></p>	
<p>10.41 Administrative Review. An application for a conditional use permit under the provisions of this ordinance will be processed and reviewed in accordance with Section (s) _____ of the zoning ordinance/code.</p>	<p><i>Cross-reference any conditional use procedures in the zoning ordinance, if these exist. If not, contact Floodplain Program staff for administrative language.</i></p>
<p>10.42 Factors Used in Decision-Making. In passing upon conditional use applications, the <i>(Governing Body)</i> must consider all relevant factors specified in other sections of this ordinance, and those factors identified in Section 10.35 of this ordinance.</p>	<p><i>Section 10.42 is optional but recommended as guidance for decisions on conditional uses (and variances, as noted above).</i></p>
<p>10.43 Conditions Attached to Conditional Use Permits. The <i>(Governing Body)</i> may attach such conditions to the granting of conditional use permits as it deems necessary to fulfill the purposes of this ordinance. Such conditions may include, but are not limited to, the following:</p> <p>(a) Modification of waste treatment and water supply facilities.</p> <p>(b) Limitations on period of use, occupancy, and operation.</p> <p>(c) Imposition of operational controls, sureties, and deed restrictions.</p> <p>(d) Requirements for construction of channel modifications, compensatory storage, dikes, levees, and other protective measures.</p> <p>(e) Floodproofing measures, in accordance with the State Building Code and this ordinance. The applicant must submit a plan or document certified by a registered professional engineer or architect that the floodproofing measures are consistent with the regulatory flood protection elevation and associated flood factors</p>	<p><i>Section 10.43 is also optional; conditions are intended to be specific to the particular site and proposed use.</i></p>

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for the particular area.	
10.44 Submittal of Hearing Notices to the Department of Natural Resources (DNR). The <i>(designated body/community official)</i> must submit hearing notices for proposed conditional uses to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.	
10.45 Submittal of Final Decisions to the DNR. A copy of all decisions granting conditional uses must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.	
<b>SECTION 11.0 NONCONFORMITIES</b>	
11.1 <b>Continuance of Nonconformities:</b> A use, structure, or occupancy of land which was lawful before the passage or amendment of this ordinance but which is not in conformity with the provisions of this ordinance may be continued subject to the following conditions. Historic structures, as defined in Section 2.939(b) of this ordinance, are subject to the provisions of Sections 11.11 – 11.16 of this ordinance.	
11.11 A nonconforming use, structure, or occupancy must not be expanded, changed, enlarged, or altered in a way that increases its flood damage potential or degree of obstruction to flood flows except as provided in 11.12 below. Expansion or enlargement of uses, structures or occupancies within the Floodway District is prohibited.	<p><i><u>Buildings and structures within the Floodway District may not be enlarged or expanded. In some cases, a floodway area can be filled without causing any rise in flood stage. In such cases, a Letter of Map Revision may be obtained that changes the floodway boundary, placing the area in the Flood Fringe. Contact Floodplain Program staff for details.</u></i></p>
11.12 Any addition or structural alteration to a nonconforming structure or nonconforming use that would result in increasing its flood damage potential must be protected to the regulatory flood protection elevation in accordance with any of the elevation on fill or floodproofing techniques (i.e., FP-1 thru FP-4 floodproofing classifications) allowable in the State Building Code, except as further restricted in 11.13 and 11.17 below.	
11.13 If the cost of all previous and proposed alterations and additions exceeds 50 percent of the market value of any nonconforming structure, then the entire structure must meet the standards of Section 4.0 or 5.0 of this ordinance for new structures depending upon whether the structure is in the Floodway or Flood Fringe District, respectively. The cost of all structural alterations and additions must include all costs such as construction materials and a reasonable cost placed on all manpower or labor.	<p><i>Section 11.13 is optional but recommended, in order to gradually eliminate nonconformities over time. Note that Section 11.17 refers to "substantial improvement," which is tracked over a one-year period.</i></p>
11.14 If any nonconforming use, or any use of a nonconforming structure, is discontinued for more than one year, any future use of the premises must conform to this ordinance. The Assessor must notify the Zoning Administrator in writing of instances of nonconformities that have been discontinued for a period of more than one year.	<p><i>Section 11.14 reflects an optional provision in statute (462.357.1e(1) and 394.36) – local government may impose reasonable conditions on the nonconforming use or structure. Many communities have adopted similar provisions in their zoning ordinances.</i></p>
11.15 If any nonconformity is substantially damaged, as defined in Section 2.938 of this ordinance, it may not be reconstructed except in conformity with the provisions of this ordinance. The applicable provisions for establishing new uses or new structures in Sections 4.0 or 5.0 will apply depending upon whether the use or structure is in the	<p><i>Section 11.15 is specific to floodplain uses in state and federal statute, as distinct from the standard provisions for nonconformities in the Chapters 394 and 462.</i></p>

Commented [TG42]: 117-189

Ordinance Language	Commentary
Floodway or Flood Fringe, respectively.	
<p>11.16 <del>If any nonconforming use or structure experiences a repetitive loss, as defined in Section 2.925 of this ordinance, it must not be reconstructed except in conformity with the provisions of this ordinance.</del></p>	<p>Section 11.16 is optional but recommended, in order to gradually eliminate nonconformities that are frequently damaged but not to the "50%" level.</p>
<p>11.17 Any substantial improvement, as defined in Section 2.939 of this ordinance, to a nonconforming structure requires that the existing structure and any additions must meet the requirements of Section 4.0 or 5.0 of this ordinance for new structures, depending upon whether the structure is in the Floodway or Flood Fringe District.</p>	<p>Section 11.17 is a mandatory federal requirement. As defined, "substantial improvement" is monitored over a one-year period.</p>
<p><b>SECTION 12.0 PENALTIES AND ENFORCEMENT</b></p>	
<p>12.1 <b>Violation Constitutes a Misdemeanor:</b> Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances or conditional uses) constitute a misdemeanor and will be punishable as defined by law.</p>	
<p>12.2 <b>Other Lawful Action:</b> Nothing in this ordinance restricts the <i>(Community)</i> from taking such other lawful action as is necessary to prevent or remedy any violation. If the responsible party does not appropriately respond to the Zoning Administrator within the specified period of time, each additional day that lapses will constitute an additional violation of this ordinance and will be prosecuted accordingly.</p>	
<p>12.3 <b>Enforcement:</b> Violations of the provisions of this ordinance will be investigated and resolved in accordance with the provisions of Section(s) <i>(list relevant sections)</i> of the zoning ordinance/code. In responding to a suspected ordinance violation, the Zoning Administrator and <i>(Governing Body)</i> may utilize the full array of enforcement actions available to it including but not limited to prosecution and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance availability to the guilty party. The <i>(Community)</i> must act in good faith to enforce these official controls and to correct ordinance violations to the extent possible so as not to jeopardize its eligibility in the National Flood Insurance Program.</p>	<p><i>Cross-reference any sections of the zoning ordinance that deal with enforcement procedures. If such provisions don't exist, contact Floodplain Program staff for sample language.</i></p>
<p><b>SECTION 13.0 AMENDMENTS</b></p>	
<p>13.1 <b>Floodplain Designation – Restrictions on Removal:</b> The floodplain designation on the Official Zoning Map must not be removed from floodplain areas unless it can be shown that the designation is in error or that the area has been filled to or above the elevation of the regulatory flood protection elevation and is contiguous to lands outside the floodplain. Special exceptions to this rule may be permitted by the Commissioner of the Department of Natural Resources (DNR) if the Commissioner determines that, through other measures, lands are adequately protected for the intended use.</p>	

**Commented [TG43]:** Not in current City Code. Staff recommends that this NOT be added.

**Commented [TG44]:** 117-190

**Commented [TG45]:** 117-191

Ordinance Language	Commentary
<p>13.2 <b>Amendments Require DNR Approval:</b> All amendments to this ordinance must be submitted to and approved by the Commissioner of the Department of Natural Resources (DNR) prior to adoption. The Commissioner must approve the amendment prior to community approval.</p>	
<p>13.3 <b>Map Revisions Require Ordinance Amendments.</b> The floodplain district regulations must be amended to incorporate any revisions by the Federal Emergency Management Agency to the floodplain maps adopted in Section 2.3 of this ordinance.</p>	

**EFFECTIVE DATE:** This ordinance shall be in full force and effect from and after its passage and approval and publication, as required by law and/or charter.

Adopted by the \_\_\_\_\_ Board/City Council  
(Community Name)

This \_\_\_\_ of \_\_\_\_\_, (Day)  
(Month) (Year)

Attest: \_\_\_\_\_, County Board Chairperson/Mayor  
(Name of Elected Official)

Attest: \_\_\_\_\_, County Administrator/City Clerk  
(Name of Community Official)

Stamp With Community Seal:

## Summary of Optional Provisions

(Note that optional provisions in existence within City Code already are not addressed here)

The following definitions are optional:

*Base Flood Elevation* means the elevation of the “regional flood”. The term “base flood elevation” is used in the flood insurance study.

There are multiple terms that are often interchanged when referring to floodplain regulations, including this one. It has no impact other than clarifying that it is the same as the Regional Flood, which is already defined within City Code.

*Critical Facilities* means facilities necessary to a community’s public health and safety, those that store or produce highly volatile, toxic or water-reactive materials, and those that house occupants that may be insufficiently mobile to avoid the loss of life or injury. Examples of critical facilities include hospitals, correctional facilities, schools, daycare facilities, nursing homes, fire and police stations, wastewater treatment facilities, public electric utilities, water plants, fuel storage facilities, and waste handling and storage facilities.

This definition is not included in the proposed Ordinance as it would restrict these types of facilities from being constructed within any floodplain district, even those areas where fill can be used to elevate a structure to or above the Regulatory Flood Protection Elevation.

*Farm Fence* means an open type fence of posts and wire, which is permitted to accommodate agricultural activities and the raising of livestock and animals in certain zoning districts, and is not considered to be a structure with regard to floodplain regulations.

City Code does allow for barbless wire fences and fences capable of carrying an electric charge to accommodate agricultural activities and the raising of livestock. Incorporating this definition would allow for this low impact, non-flood impeding style of fence to be considered a permitted use within the Floodway District. Note that regardless of whether this definition is adopted or not, other, more typical residential style fences, such as chain link or privacy, are considered structures and are not permitted in the Floodway District without the issuance of a Conditional Use Permit.

*Flood Prone Area* means any land susceptible to being inundated by water from any source (see “Flood” definition).

This optional definition is not included in the proposed Ordinance as it would create additional regulation on lands outside the designated floodplain districts.

*Repetitive Loss* means flood related damages sustained by a structure on two separate occasions during a ten year period for which the cost of repairs at the time of each such flood event on the average equals or exceeds 25% of the market value of the structure before the damage occurred.

This optional definition relates to an optional provision that would require a nonconforming use or structure that experiences damage meeting this definition twice within a 10-year period to be either not reconstructed or reconstructed only in conformity with provisions within this Subdivision. This goes beyond the minimum standards and thus, Staff has not included this in the draft Ordinance.

The following provisions are optional:

This Subdivision is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.

While optional, this statement reiterates the importance of preserving floodplain areas to reduce the impacts of flooding and has been included in the draft Ordinance as Sec. 117-180 (b)(3).

Annexations: The Flood Insurance Rate Map panels adopted by reference into Section 2.3 above may include floodplain areas that lie outside of the corporate boundaries of the City of Ramsey at the time of adoption of this ordinance. If any of these floodplain land areas are annexed into the City after the date of adoption of this ordinance, the newly annexed floodplain lands will be subject to the provisions of this ordinance immediately upon the date of annexation.

This language has been included in the draft Ordinance as Sec. 117-181 (i) to avoid the need to amend the Floodplain Overlay Districts Subdivision in the future, should land ever be annexed into the City.

Critical facilities, as defined above, are prohibited in all floodplain districts.

As noted above under definitions, this provision was not included in the draft Ordinance as it would restrict these types of facilities from being constructed within any floodplain district, even those areas where fill can be used to elevate a structure to or above the Regulatory Flood Protection Elevation.

The Floodway, Flood Fringe and General Floodplain districts are overlay districts that are superimposed on all existing zoning districts. The standards imposed in the overlay districts are in addition to any other requirements in the underlying zoning district. In case of a conflict, the more restrictive standards will apply.

Rather than creating separate zoning districts for each of the three floodplain designations, the City has utilized overlay districts as a way to maintain the underlying, existing zoning designation. Thus, this language has been included in the draft Ordinance as Sec. 117-181 (b)(1).

In General: Recognizing that flood prone areas may exist outside of the designated floodplain districts, the requirements of this section apply to all land within the City of Ramsey.

If a subdivision proposal or other proposed new development is in a flood prone area, any such proposal must be reviewed to assure that:

- (a) All such proposals are consistent with the need to minimize flood damage within the flood prone area,
- (b) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage, and
- (c) Adequate drainage is provided to reduce exposure of flood hazard.

Building Sites: If a proposed building site is in a flood prone area, all new construction and substantial improvements (including the placement of manufactured homes) must be:

- (a) Designed (or modified) and adequately anchored to prevent floatation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
- (b) Constructed with materials and utility equipment resistant to flood damage;
- (c) Constructed by methods and practices that minimize flood damage; and
- (d) Constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

These standards go beyond the designated boundaries of floodplains into any land that may be subjected to flooding. If part of a subdivision, these areas most likely may be encumbered by Drainage and Utility Easements, which would prohibit the placement of structures in these areas. As this extends beyond the minimum requirements, Staff has not included this language in the draft Ordinance.

A Farm Fence, as defined in 117-1, would require a Zoning Permit but is not considered a structure when administering this Subdivision.

City Code presently does allow for certain types of fences to be used strictly for agricultural activities and the raising of livestock. This type of a fence (generally barbless wire secured to posts with or without the capability to carry an electric charge) does not present a barrier to flood flows (unlike privacy fences or even chain link) and thus, Staff has included this language in the draft Ordinance so that it can be used within the Floodway District to enclose pasture/grazing areas.

- (1) Factors Used in Decision-Making. In passing upon conditional use applications, the City Council will consider all relevant factors specified in other sections of this Subdivision, and those factors identified in Section 117-189 (c)(5).
- (2) Conditions Attached to Conditional Use Permits. The City Council may attach such conditions to the granting of conditional use permits as it deems necessary to fulfill the purposes of this ordinance. Such conditions may include, but are not limited to, the following:
  - a. Modification of waste treatment and water supply facilities.
  - b. Limitations on period of use, occupancy, and operation.
  - c. Imposition of operational controls, sureties, and deed restrictions.
  - d. Requirements for construction of channel modifications, compensatory storage, dikes, levees, and other protective measures.
  - e. Floodproofing measures, in accordance with the MN State Building Code and this Subdivision. The applicant must submit a plan or document certified by a registered professional engineer or architect that the floodproofing measures are consistent with the regulatory flood protection elevation and associated flood factors for the particular area.

While optional, these provisions help provide guidance for both the City and potential applicants when considering requests for Conditional Use Permits within a floodplain. Staff has included this language in the draft Ordinance under Sec. 117-189 (d)(2) and (3).

If any nonconforming use or structure experiences a repetitive loss, as defined above, it must not be reconstructed except in conformity with the provisions of this ordinance.

This is optional provision that would require a nonconforming use or structure that experiences damage meeting the definition of Repetitive Loss twice within a 10-year period to either not be reconstructed or be reconstructed only in conformity with provisions within this Subdivision. This goes beyond the minimum standards and thus, Staff has not included this in the draft Ordinance.

## 5. POLICY BOARD BUSINESS

### 5.01: Consider an Amendment to City Code Chapter 117, Article II, Division 4, Subdivision III (Floodplain Overlay Districts) to Adopt Updated Flood Insurance Rate Maps Prepared by the Federal Emergency Management Agency

City Planner Anderson presented the staff report. He drew attention to the latest flood map available, which was from November 1, 1979. There has been a lot of growth in the city since then. There are new flood insurance maps from the insurance agencies. He explained there is a difference between a flood way and a flood fringe. He said structures are not permitted in the floodway. Some exceptions could be possible through a Conditional Use Permit. He gave an example of a structure that would be built on posts and would be elevated above the flood plain. He explained a flood fringe is defined as not part of the main flood area. This would be where there may be spillage near from the floodway with much lower velocities. These definitions determine where a structure can be built, according to FEMA.

City Planner Anderson noted the updated maps do need to be adopted. He gave a brief overview of the sections in the current ordinance that will likely be updated. He noted some of the language and definitions should be updated. He stated some of the language from the City Code should be carried over. He discussed the possibilities of how the layout of the document may change.

Board Member Bentz raised the issue of residents that are currently dealing with property flooding. He asked if these types of situations would be included in the amendment.

City Planner Anderson responded this is an option to include such instances, but it does not need to be codified. These are situations that can be handled on a case by case basis. He noted it is staff's recommendation not to include potentially flood prone areas, however if the Board wants to pursue this they can make that part of their recommendation.

Board Member Bentz asked if there is a way the realtors can find out about properties that may have flooding issues.

City Planner Anderson replied staff receives a lot of questions from realtors, and developers, and residents about whether there are issues with a certain property. When the City is made aware of these situations, they work with them and also provide any pertinent information in the property file maintained by the City.

City Planner Anderson reiterated when the Ordinance amendment comes forward, it will be to repeal the existing ordinance and replace it with this one. It can look drastic, but in reality there is very little changing. There may be a little rearranging within a section, but there are no major changes to the amendment. He noted the deadline to adopt an Ordinance that incorporates these new maps to stay eligible in the flood insurance program is December 16. The intention is to present the ordinance amendment to the Planning Commission at a public hearing in October and would to have it in front of City Council for adoption by of December at the latest. Notification will then be sent to FEMA that the amendment is adopted, in time for the December 16 deadline. He noted residents do not have to be in a flood zone to purchase insurance. If a resident is not in a flood zone, it may be less expensive to purchase flood insurance if the homeowners wishes.

Board Member Bentz questioned if the map on display is the map used for insurance purposes now.

City Planner Anderson explained the maps being used now are the maps from 1979. It does not distinguish between flood fringe and flood way. The new one does that. It also distinguishes between 100 year and 500 year flood levels.

Board Member Bentz inquired if a GIF overlay could be included to make things clear for the residents.

Board Member Hiatt asked if staff anticipates this will be an effect on some residents.

City Planner Anderson responded residents are federally required to have flood insurance if their structure is in the 100-year flood plain. If only a portion of a lot is under the flood plain, then the insurance is up to the lender. He said lenders seemed to be a bit more lenient before the housing crash, but have become more stringent since. The requirement of flood insurance is not a decision by the City, but is up to the lender if not federally mandated. There are instances where residents have obtained their mortgage without obtaining flood insurance. Then they have refinanced, and then are required to have flood insurance. He said he has had many conversations with residents about this. This is a change instituted by the lender.

Board Member Bentz stated he would like to avoid the necessity of flood insurance for those on the borders of wetland.

City Planner Anderson noted there are a surprising amount of wetland areas that are not part of a designated flood plain. He said just because there is a water body or a wetland doesn't mean there will be flood plain associated with that.

Acting Chairperson Valentine pointed out flooding is usually associated with drainage and not a body of water.

Board Member Hiatt referred to a case mentioned prior regarding a property battling flooding due to construction. He questioned if this situation should be included in the new Ordinance in order for the City to provide assistance.

City Planner Anderson responded he cannot provide a blanket answer. These types of situations would be considered on a case-by-case basis. There may be some action toward drainage correction. He suggested if there is any hesitation by a Board Member to keep certain language in, or omit certain language in a certain section, they can ask for that amendment.

Board Member Bentz questioned in the case already mentioned, would the homeowner apply for a variance and go through that process, or would it be better to go to Engineering and request help.

City Planner Anderson stated if the language is not in the Ordinance, it is difficult to know how open the City will be to hear the case, or fix the problem. If that particular property is in a flood plain, it will be considered. He said if the property owner wanted it fixed, it would not be a variance, and doesn't fit in the Conditional Use Permit parameters. He suggested the homeowner have a conversation with the Public Works or Engineering Department, and then it may become

an issue to take to the Public Works Committee. He noted there is an appeal process if requested.

Motion by Board Member Hiatt and seconded by Board Member Lewis to recommend that the City Council adopt the updated Flood Insurance Rate Maps by amending Chapter 117, Article II, Division 4, Subdivision III (Floodplain Overly Districts).

Motion carried. Voting Yes: Acting Chairperson Valentine, Board Member Hiatt, Lewis, Bentz, and Bernard. Voting No: None. Absent: Chairperson Stodola and Board Member Covart.

#### **5.02: Review of EPB Presence at Happy Days**

City Planner Anderson presented the staff report. He asked for feedback on how the Board thought the day went. He said he did incorporate the various comments made throughout the event.

Board Member Bentz summarized the comments he heard throughout the event and sent them to him.

Board Member Hiatt commented the question used to engage people was a good starter piece. He said Board Member Bentz did a nice job having more specific questions to spur dialogue. He noted there was a chance to explain to a group of people that the Board Members are not employees, but are citizens volunteering their time. It was good visibility for the Committee and how it works.

Acting Chairperson Valentine asked how many people went through the area the Board was in.

City Planner answered it was between 50 and 75 people. He thought there were about 30 to 40 people the Board Members captured dialogue with. He noted the “after parade” rush that is typically seen in the expos in previous years did not seem to happen. The booths within the City tent had very little traffic after the parade. He said he wasn't sure if the craft and business expos that that traffic. He pointed out the EPB booth was the last City-represented booth. He suggested the Committee didn't need to be represented in person next year.

Board Member Lewis said he was there after the parade. He said considering the amount of time the Board spent in meetings preparing for Happy Days, and the time spent in the booth, he questioned whether it would be valid to move forward. He stated he noticed the absence of the Parks and Recreation Board, and that could have been a more sought out group than the EPB. There were a lot of questions posed to the EPB that would have pertained more to the Parks and Recreation Board. Since this is an advisory board, and not a policy making board, he said he wasn't sure how helpful its presence was.

Board Member Bentz stated he did not think the set up was conducive to where the City booths were located. The blow up bouncers were loud and had long lines. The crafts were one way, and the parking ramp was another. Unless people were going to the parking ramp, there was little reason to go by and stop at the City booth. He commented some residents mentioned the upcoming recycling day. It was said that Home Depot takes appliances on certain days, and Best Buy takes appliances. Some residents questioned whether there should be a recycling day. He

**5.05: PUBLIC HEARING: Consider Recommendation on Ordinance #15-15 Amending City Code Section 117-1 (Definitions) Chapter 117, Article II, Division 4, Subdivision III (Floodplain Overlay Districts).**

**Public Hearing**

Vice Chairperson Bauer called the public hearing to order at 9:48 p.m.

**Presentation**

City Planner Anderson presented the staff report stating in 1979, the City enrolled in the National Flood Insurance Program (NFIP) by adopting floodplain regulations and Flood Boundary and Floodway Maps and Flood Insurance Rate Maps (FIRM) for the community. The Flood Boundary and Floodway Maps and FIRMs currently in effect are dated November 1, 1979. The community has grown substantially since the late 1970's and thus, the maps lack much of the current street network.

City Planner Anderson stated the Federal Emergency Management Agency (FEMA) has been systematically updating floodplain maps across the state and has recently completed new maps for Anoka County. If the City desires to remain in the NFIP, the floodplain standards must be amended to adopt the new maps. The floodplain standards are designed to minimize structural damage as a result of large scale floods, oftentimes referred to as the 100-year flood, by prohibiting the placement of structures within designated floodways and by requiring either flood-proofing and/or the use of fill to elevate a structure. Structures located within a designated floodplain are required to be covered by flood insurance. Staff provided further comment on the changes and recommended approval.

**Citizen Input**

Vice Chairperson Bauer asked when the Ordinance amendment would become effective.

City Planner Anderson reported that the Ordinance and new maps would become effective December 16, 2015.

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

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

Vice Chairperson Bauer closed the public hearing at 9:58 p.m.

**Commission Business**

Motion by Commissioner VanScoy, seconded by Commissioner Andrusko, to recommend that City Council adopt Ordinance #15-15 amending Section 117-1 (Definitions) and Chapter 117,

Article II, Division 4, Subdivision III (Floodplain Overlay Districts) to incorporate by reference the updated Flood Insurance Rate Maps and the Flood Insurance Study, both dated December 16, 2015.

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



October 15, 2015

The Honorable Sarah Strommen  
Mayor, City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

Dear Mayor Strommen,

### CONDITIONAL STATE APPROVAL OF FLOODPLAIN ORDINANCE & REQUIRED NEXT STEPS

The Department of Natural Resources (DNR) received via email on October 7, 2015, a draft floodplain management ordinance amendment for the City of Ramsey from City Planner Chris Anderson. This ordinance is being amended in order to incorporate the *Flood Insurance Study, Anoka County, Minnesota and Incorporated Areas* and the accompanying Flood Insurance Rate Map panels with an effective date of December 16, 2015.

The draft ordinance will need a few minor corrections and additions to meet state and FEMA standards. These are all corrected on the attached draft:

- Our mistake: the map panel numbers need a "C" inserted after the "27003" – this was an oversight on our part.
- The definition of "manufactured home" should be added to the ordinance in order to meet FEMA requirements for this very specific definition. The definition could be noted as applicable only to the floodplain districts.

Apart from the above items, the draft floodplain management ordinance is in compliance with *Statewide Standards and Criteria for Management of Floodplain Areas of Minnesota*, Minnesota Rules, Parts 6120.5000 to 6120.6200. Therefore, in accordance with Minnesota Statutes, Chapter 103F, I hereby give conditional state approval of the draft floodplain management ordinance, provided the abovementioned revisions are made. To the best of my knowledge, this draft ordinance will then also be in compliance with the floodplain management standards of the Federal Emergency Management Agency.

This approval is valid upon adoption of the draft ordinance by the city and receipt by this office of **one (1) copy each of the adopted ordinance (signed and stamped with the community seal), the affidavit of publication, and the completed "Ordinance Certification Checklist"** that I have enclosed. Please forward these documents to Ceil Strauss, the DNR's State NFIP Coordinator in St. Paul at the address below in the footer. Upon receipt and verification, Ms. Strauss will transmit one copy of these materials to Mr. John Devine at FEMA's Chicago Regional Office.



Ms. Sarah Strommen

October 15, 2015

Page two

Please remember, FEMA must receive a signed, certified, and in-effect ordinance no later than December 16, 2015. To allow sufficient time for processing and transmittal, we request that you submit the requested materials to the DNR no later than December 11, 2015. ***If FEMA has not received the documentation by the map effective date, FEMA will suspend the city from the National Flood Insurance Program***

Please be advised that any future amendments of this ordinance or change in the designation of flood prone areas require prior approval of the Commissioner. In addition, you are required to send copies of hearing notices and final decisions pertaining to variance, conditional uses, and ordinance amendments to this agency. Please send those to State NFIP Coordinator Ceil Strauss at the above address. Should you have any questions on this ordinance or related matters, please contact Ms. Strauss at (651) 259-5713 or [ceil.strauss@state.mn.us](mailto:ceil.strauss@state.mn.us).

While our office in St. Paul will continue to be the main contact for the ordinance update, your DNR Area Hydrologist will continue to be your main contact for day to day assistance with administering your floodplain management ordinance and questions about other DNR water-related programs and permits. Your Area Hydrologist is Kate Drewry, who can be contacted at 651-259-5753 or [kate.drewry@state.mn.us](mailto:kate.drewry@state.mn.us).

The DNR greatly appreciates your community's cooperation and initiative in providing for the reduction of flood damages through the adoption and administration of this ordinance.

Sincerely,



Jennifer Shillcox  
Land Use Section Supervisor

Enclosure: Ordinance Certification Checklist

ec: Chris Anderson, City Planner  
John Devine, FEMA  
Terri Yearwood, DNR Eco-Waters' Regional Manager  
Jeanne Daniels, DNR Eco-Waters' District Manager  
Kate Drewry, Area Hydrologist



# What are the Floodway and the Flood Fringe?

For regulatory purposes, the floodplain is divided into **Floodway** and **Flood Fringe**:

- **Floodway** is the channel of the river or stream and the adjacent land that must remain free from obstruction so that the 100-year flood can be conveyed downstream.
- **Flood Fringe** is the remaining portion of the floodplain. FEMA and state regulations permit communities to allow the flood fringe to be obstructed and developed if standards (i.e., elevating and floodproofing structures) are met.



Figure 1. View of floodway and flood fringe on a river.

When the FEMA floodplain maps are initially developed, the community works with state and FEMA representatives to determine which portion of the floodplain will be floodway versus flood fringe. Detailed engineering models are run to determine the effect of filling in (or developing) all the flood fringe areas. The filling that would be allowed in the flood fringe generally cannot:

- Increase the 100-year flood elevation more than ½ foot above the natural unobstructed condition, or
- Increase the 100-year flood elevation if the filling would negatively impact existing floodplain development (even the increase would be less than ½ foot).

Development in the floodplain is regulated by local (i.e., city, county or township) ordinances. Development within the floodway is very restricted. The type of development allowed in the flood fringe (i.e., residential, industrial, etc.) depends on the local zoning, but must meet minimum elevation or flood proofing standards.

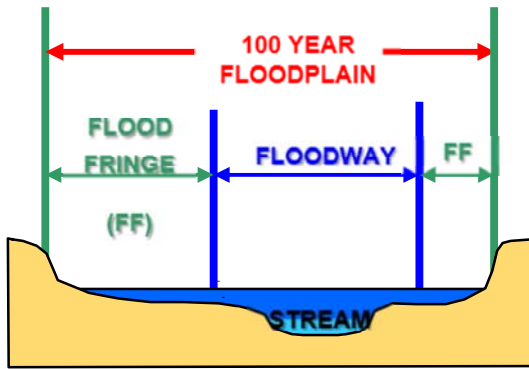


Figure 2. Cross-section of river showing floodplain before obstructions or filling.

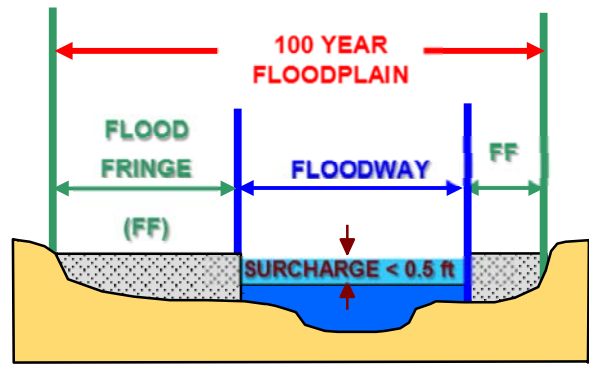


Figure 3. Cross-section of river showing floodplain with filling in flood fringe.

## What is the General Floodplain?

If no detailed hydraulic model has been developed to delineate the floodplain and approximate methods are used, the floodplain is designated as **General Floodplain**. When development is proposed in a general floodplain area, the permit applicant is responsible to pay for the hydraulic studies that identify floodway versus flood fringe areas.

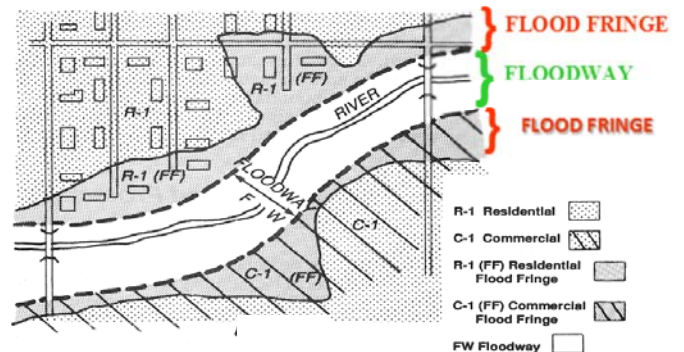


Figure 4. Local zoning map showing flood fringe and floodway overlay districts.

**7.03: Introduce Ordinance #15-15 Amending City Code Section 117-1 (Definitions – Chapter 117, Article II, Division 4, Subdivision III (Floodplain Overlay Districts))**

Community Development Director Gladhill reviewed the staff report and recommendation of the Environmental Policy Board and Planning Commission to introduce Ordinance #15-15 to amend Section 117-1 (Definitions) and Chapter 117, Article II, Division 4, Subdivision III (Floodplain Overlay Districts) to incorporate by reference the updated Flood Insurance Rate Maps and the Flood Insurance Study, both dated December 16, 2015.

Councilmember Kuzma stated that he has been through the process with insurance regarding floodplains and believed updating the maps would be helpful to residents.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to introduce Ordinance #15-15 amending Section 117-1 (Definitions) and Chapter 117, Article II, Division 4, Subdivision III (Floodplain Overlay Districts) to incorporate by reference the updated Flood Insurance Rate Maps and the Flood Insurance Study, both dated December 16, 2015.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Kuzma, Shryock, Johns, Riley, and Williams. Voting No: None. Absent: Councilmember LeTourneau.

**ORDINANCE #15-15  
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 SECTION 117-1 (DEFINITIONS) AND SUBDIVISION III  
(FLOODPLAIN OVERLAY DISTRICTS) 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 117-1 is amended to include the following definitions (note that underlined text is new):

Base Flood Elevation means the elevation of the “regional flood”. The term “base flood elevation” is used in the flood insurance study.

Dwelling, Manufactured Home, means a structure, transportable in one or more sections, which in the traveling mode, is eight body feet or more in width and 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designated to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein; except that the term includes any structure which meets all the requirements and with respect to which the manufacturer voluntarily files a certification pursuant to Minn. Stats. §§ 327.31—327.36. The term ‘dwelling, manufactured home’, does not include ‘Recreational Vehicle’ as defined herein.

Farm Fence means an open type fence of posts and wire, which is permitted to accommodate agricultural activities and the raising of livestock and animals in certain zoning districts, and is not considered to be a structure with regard to floodplain regulations.

Lowest Floor means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building’s lowest floor.

One Hundred Year Floodplain means lands inundated by the Regional Flood.

Recreational Vehicle means a vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use. For the purposes of Subdivision III

(Floodplain Overlay Districts), the term recreational vehicle is synonymous with the term ‘travel trailer/travel vehicle’.

Special Flood Hazard Area is a term used for flood insurance purposes synonymous with ‘One Hundred Year Floodplain’.

Substantial Damage means damage of any origin sustained by a structure where the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial Improvement means within any consecutive 365-day period, any reconstruction, rehabilitation (including normal maintenance and repair), repair after damage, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction”, as defined in 44 Code of Federal Regulations 59.1, of the improvement. This term includes structures that have incurred Substantial Damage, regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.
- (2) Any alteration of a “historic structure”, as defined in 44 Code of Federal Regulations 59.1, provided that the alteration will not preclude the structure’s continued designation as a “historic structure”.

Subdivision III (Floodplain Overlay Districts) is hereby repealed and replaced with the following:

Sec. 117-180. – Statutory authorization and purpose.

(a) Statutory Authorization. The legislature of the State of Minnesota has, in Minnesota Statutes Chapter 103F and Chapter 462, delegated the responsibility to local government units to adopt regulations designed to minimize flood losses. Therefore, the City Council does ordain as follows.

(b) Purpose

- (1) This Subdivision regulates development in the flood hazard areas of the city. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this Section to promote the public health, safety, and general welfare by minimizing these losses and disruptions.
- (2) National Flood Insurance Program Compliance. This ordinance is adopted to comply with the rules and regulations of the National Flood Insurance Program codified as 44 Code of Federal Regulations Parts 59 -78, as amended, so as to maintain the city’s eligibility in the National Flood Insurance Program.
- (3) This Subdivision is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.

Sec. 117-181. – General Provisions

- (a) This Subdivision adopts the floodplain maps applicable to the city and includes three floodplain districts: Floodway, Flood Fringe, and General Floodplain.
- (1) Where Floodway and Flood Fringe districts are delineated on the floodplain maps, the standards in Section 117-183 or 117-184 will apply, depending on the location of a property.
  - (2) Locations where Floodway and Flood Fringe districts are not delineated on the floodplain maps are considered to fall within the General Floodplain district. Within the General Floodplain district, the Floodway District standards in Section 117-183 apply unless the floodway boundary is determined, according to the process outlined in Section 117-185. Once the floodway boundary is determined, the Flood Fringe district standards in Section 117-184 may apply outside the floodway.
- (b) Lands to which this Subdivision applies. This Subdivision applies to all lands within the jurisdiction of the city shown on the Official Zoning Map and/or the attachments to the map as being located within the boundaries of the Floodway, Flood Fringe, or General Floodplain districts.
- (1) The Floodway, Flood Fringe and General Floodplain districts are overlay districts that are superimposed on all existing zoning districts. The standards imposed in the overlay districts are in addition to any other requirements in the underlying zoning district. In case of a conflict, the more restrictive standards will apply.
- (c) Incorporation of maps by reference. The following maps, together with all attached material, are hereby adopted by reference and declared to be a part of the Official Zoning Map and this Subdivision. The attached material includes the Flood Insurance Study for Anoka County, Minnesota, and Incorporated Areas and the Flood Insurance Rate Maps enumerated below, all dated December 16, 2015 and all prepared by the Federal Emergency Management Agency. These materials are on file in the Community Development Department.
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|---------------|---------------|
| • 27003C0142E | • 27003C0186E |
| • 27003C0144E | • 27003C0257E |
| • 27003C0165E | • 27003C0280E |
| • 27003C0166E | • 27003C0281E |
| • 27003C0167E | • 27003C0282E |
| • 27003C0170E | • 27003C0283E |
- (d) Regulatory flood protection elevation. The regulatory flood protection elevation (RFPE) is an elevation no lower than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway.
- (e) Interpretation. The boundaries of the zoning districts are determined by scaling distances on the Flood Insurance Rate Map.
- (1) Where a conflict exists between the floodplain limits illustrated on the official zoning map and actual field conditions, the flood elevations shall be the governing factor. The Zoning Administrator must interpret the boundary location based on the ground elevations that existed on the site on the date of the first National Flood Insurance Program map showing the area within the regulatory floodplain, and other available technical data.
  - (2) Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the Planning Commission and to submit technical evidence.

- (f) Abrogation and greater restrictions. It is not intended by this Subdivision to repeal, abrogate, or impair any existing easements, covenants, or other private agreements. However, where this Subdivision imposes greater restrictions, the provisions of this Subdivision prevail.
- (g) Warning and disclaimer of liability. This Subdivision does not imply that areas outside the floodplain districts or land uses permitted within such districts will be free from flooding or flood damages. This Subdivision does not create liability on the part of the city or its officers or employees for any flood damages that result from reliance on this Subdivision or any administrative decision lawfully made thereunder.
- (h) Severability. If any section, clause, provision, or portion of this Subdivision is adjudged unconstitutional or invalid by a court of law, the remainder of this Subdivision shall not be affected and shall remain in full force.
- (i) Annexations. The Flood Insurance Rate Map panels adopted by reference into Section 117-181 (c) above may include floodplain areas that lie outside of the corporate boundaries of the city at the time of adoption of this Subdivision. If any of these floodplain land areas are annexed into the city after the date of adoption of this Subdivision, the newly annexed floodplain lands will be subject to the provisions of this Subdivision immediately upon the date of annexation.

Sec. 117-182. – Establishment of flood zone districts.

- (a) Districts.
  - (1) Floodway District. The Floodway District includes those areas designated as floodway on the Flood Insurance Rate Map adopted in Section 117-181. For lakes, wetlands and other basins (that do not have a floodway designated), the Floodway District includes those areas designated as Zone A or AE on the Flood Insurance Rate Map that are at or below the ordinary high water level as defined in Minnesota Statutes, Section 103G.005, subdivision 14.
  - (2) Flood Fringe District. The Flood Fringe District includes those areas designated as floodway fringe on the Flood Insurance Rate Map adopted in Section 117-181 as being within Zone AE but being located outside of the floodway. For lakes, wetlands and other basins (that do not have a floodway designated), the Flood Fringe District includes those areas designated as Zone A or AE on the Flood Insurance Rate Map panels adopted in Section 117-181 that are below the 1% annual chance (100-year) flood elevation but above the ordinary high water level as defined in Minnesota Statutes, Section 103G.005, subdivision 14.
  - (3) General Floodplain District. The General Floodplain District includes those areas designated as Zone A or Zone AE without a floodway on the Flood Insurance Rate Map adopted in Section 117-181, but not subject to the criteria in Section 117-182 (a)(1) and (2) above.
- (b) Compliance. Within the floodplain districts established in this Subdivision, the use of any land, the use, size, type and location of structures on lots, the installation and maintenance of transportation, utility, water supply and waste treatment facilities, and the subdivision of land must comply with the terms of this ordinance and other applicable regulations. All uses not listed as permitted uses or conditional uses in Sections 117-183, 117-184, and 117-185, respectively, are prohibited. In addition, a caution is provided here that:
  - (1) New and replacement manufactured homes and certain recreational vehicles are subject to the general provisions of this Subdivision and specifically Section 117-188.
  - (2) Modifications, additions, structural alterations, normal maintenance and repair, or repair after damage to existing nonconforming structures and nonconforming uses of structures or land are regulated by the general provisions of this Subdivision and specifically Section 117-190.

- (3) All structures must be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- (4) As-built elevations for elevated or floodproofed structures must be certified by ground surveys and flood-proofing techniques must be designed and certified by a registered professional engineer or architect as specified in the general provisions of this Subdivision and specifically as stated in Section 117-189.

Sec. 117-183. – Floodway District (FW)

- (a) Permitted uses. The following uses, subject to the standards set forth in 117-183 (b), are permitted uses if otherwise allowed in the underlying zoning district or any applicable overlay district:
  - (1) General farming, pasture, grazing, outdoor plant nurseries, horticulture, truck farming, forestry, sod farming, and wild crop harvesting.
  - (2) Industrial-commercial loading areas, parking areas, and airport landing strips.
  - (3) Open space uses, including but not limited to private and public golf courses, tennis courts, driving ranges, archery ranges, picnic grounds, boat launching ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting preserves, hunting and fishing areas, and single or multiple purpose recreational trails.
  - (4) Residential lawns, gardens, parking areas, and play areas.
  - (5) Railroads, streets, bridges, utility transmission lines and pipelines, provided that the Department of Natural Resources' Area Hydrologist is notified at least ten days prior to issuance of any permit, and that the standards in 117-183 (d)(1), 117-183 (d)(3) and 117-183 (d)(6) are met.
- (b) Standards for Floodway Permitted Uses:
  - (1) The use must have a low flood damage potential.
  - (2) With the exception of the uses listed in 117-183 (a)(5), the use must not obstruct flood flows or increase flood elevations and must not involve structures, fill, obstructions, excavations or storage of materials or equipment.
  - (3) Any facility that will be used by employees or the general public must be designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the regional (1% chance) flood.
- (c) Conditional Uses. The following uses may be allowed as conditional uses following the standards and procedures set forth in Section 117-189 (d) of this Subdivision and further subject to the standards set forth in Section 117-183 (d), if otherwise allowed in the underlying zoning district or any applicable overlay district.
  - (1) Structures accessory to the uses listed in Section 117-183 (a) and the uses listed in subsections (c) (2) through (9) below.
  - (2) Extraction and storage of sand, gravel, and other materials.
  - (3) Marinas, boat rentals, docks, piers, wharves, and water control structures.
  - (4) Storage yards for equipment, machinery, or materials.
  - (5) Placement of fill or construction of fences that obstruct flood flows. Farm fences, as defined in Sec. 117-1, are permitted uses.
  - (6) Travel-ready recreational vehicles meeting the exception standards in Section 117-188(b)(2).
  - (7) Levees or dikes intended to protect agricultural crops for a frequency flood event equal to or less than the 10-year frequency flood event.
- (d) Standards for Floodway Conditional Uses:

- (1) All uses. A conditional use must not cause any increase in the stage of the 1% chance or regional flood or cause an increase in flood damages in the reach or reaches affected.
- (2) Fill; storage of materials and equipment:
  - a. The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.
  - b. Fill, dredge spoil, and other similar materials deposited or stored in the floodplain must be protected from erosion by vegetative cover, mulching, riprap or other acceptable method. Permanent sand and gravel operations and similar uses must be covered by a long-term site development plan.
  - c. Temporary placement of fill, other materials, or equipment which would cause an increase to the stage of the 1% percent chance or regional flood may only be allowed if the city has approved a plan that assures removal of the materials from the floodway based upon the flood warning time available.
- (3) Accessory Structures:
  - a. Accessory structures must not be designed for human habitation.
  - b. Accessory structures, if permitted, must be constructed and placed on the building site so as to offer the minimum obstruction to the flow of flood waters:
    1. Whenever possible, structures must be constructed with the longitudinal axis parallel to the direction of flood flow; and
    2. So far as practicable, structures must be placed approximately on the same flood flow lines as those of adjoining structures.
  - c. Accessory structures must be elevated on fill or structurally dry floodproofed in accordance with the FP-1 or FP-2 floodproofing classifications in the MN State Building Code. All floodproofed accessory structures must meet the following additional standards:
    1. The structure must be adequately anchored to prevent flotation, collapse or lateral movement and designed to equalize hydrostatic flood forces on exterior walls; and
    2. Any mechanical and utility equipment in the structure must be elevated to or above the regulatory flood protection elevation or properly floodproofed.
  - d. As an alternative, an accessory structure may be internally/wet floodproofed to the FP-3 or FP-4 floodproofing classifications in the MN State Building Code, provided the accessory structure constitutes a minimal investment and does not exceed 576 square feet in size. A detached garage may only be used for parking of vehicles and limited storage. All structures must meet the following standards:
    1. To allow for the equalization of hydrostatic pressure, there must be a minimum of two “automatic” openings in the outside walls of the structure, with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding; and
    2. There must be openings on at least two sides of the structure and the bottom of all openings must be no higher than one foot above the lowest adjacent grade to the structure. Using human intervention to open a garage door prior to flooding will not satisfy this requirement for automatic openings.
- (4) Structural works for flood control that will change the course, current or cross section of protected wetlands or public waters are subject to the provisions of Minnesota Statutes, Section 103G.245.
- (5) A levee, dike or floodwall constructed in the floodway must not cause an increase to the 1% chance or regional flood. The technical analysis must assume equal conveyance or storage loss on both sides of a stream.
- (6) Floodway developments must not adversely affect the hydraulic capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.

- (a) Permitted uses. Permitted uses are those uses of land or structures allowed in the underlying zoning district(s) that comply with the standards in subsection (b) below.
- (b) Standards for flood fringe permitted uses.
- (1) All structures, including accessory structures, must be elevated on fill so that the lowest floor, as defined, is at or above the regulatory flood protection elevation. The finished fill elevation for structures must be no lower than one foot below the regulatory flood protection elevation and the fill must extend at the same elevation at least 15 feet beyond the outside limits of the structure.
    - a. All service utilities, including ductwork, must be elevated or water-tight to prevent infiltration of floodwaters.
    - b. As an alternative to elevation on fill, an accessory structure that constitutes a minimal investment and that does not exceed 576 square feet in size may be internally floodproofed in accordance with 117-183 (d)(3).
  - (2) The cumulative placement of fill or similar material on a parcel must not exceed 1,000 cubic yards, unless the fill is specifically intended to elevate a structure in accordance with subsection (a) above, or if allowed as a conditional use under Section 117-184(c)(3) below.
  - (3) The storage of any materials or equipment must be elevated on fill to the regulatory flood protection elevation.
  - (4) The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.
  - (5) Fill must be properly compacted and the slopes must be properly protected by the use of riprap, vegetative cover or other acceptable method.
  - (6) All new principal structures must have vehicular access at or above an elevation not more than two feet below the regulatory flood protection elevation, or must have a flood warning /emergency evacuation plan acceptable to the City.
  - (7) Accessory uses such as yards, railroad tracks, and parking lots may be at an elevation lower than the regulatory flood protection elevation. However, any facilities used by employees or the general public must be designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the regional (1% chance) flood.
  - (8) Interference with normal manufacturing/industrial plant operations must be minimized, especially along streams having protracted flood durations. In considering permit applications, due consideration must be given to the needs of industries with operations that require a floodplain location.
  - (9) Flood fringe developments must not adversely affect the hydraulic capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.
  - (10) Manufactured homes and recreational vehicles must meet the standards of Section 117-188.
- (c) Conditional Uses. The following uses and activities may be allowed as conditional uses, if allowed in the underlying zoning district(s) or any applicable overlay district, following the procedures in Section 117-189(d). Conditional uses must meet the standards in (4) through (10) above and Section 117-184(d).
- (1) Any structure that is not elevated on fill or floodproofed in accordance with Section 117-184(b)(1)a. and b.
  - (2) Storage of any material or equipment below the regulatory flood protection elevation.
  - (3) The cumulative placement of more than 1,000 cubic yards of fill when the fill is not being used to elevate a structure in accordance with (b)(1) above.
- (d) Standards for Flood Fringe Conditional Uses.
- (1) The standards listed in Section 117-184(b) (4) through (10) apply to all conditional uses.

- (2) Basements, as defined in subsection 117-1, are subject to the following:
  - a. Residential basement construction is not allowed below the regulatory flood protection elevation.
  - b. Non-residential basements may be allowed below the regulatory flood protection elevation provided the basement is structurally dry floodproofed in accordance with 117-184(d)(3).
- (3) All areas of nonresidential structures, including basements, to be placed below the regulatory flood protection elevation must be floodproofed in accordance with the structurally dry floodproofing classifications in the MN State Building Code. Structurally dry floodproofing must meet the FP-1 or FP-2 floodproofing classification in the MN State Building Code, which requires making the structure watertight with the walls substantially impermeable to the passage of water and with structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. Structures wet floodproofed to the FP-3 or FP-4 classification are not permitted.
- (4) The placement of more than 1,000 cubic yards of fill or other similar material on a parcel (other than for the purpose of elevating a structure to the regulatory flood protection elevation) must comply with an approved erosion/sedimentation control plan.
  - a. The plan must clearly specify methods to be used to stabilize the fill on site for a flood event at a minimum of the regional (1% chance) flood event.
  - b. The plan must be prepared and certified by a registered professional engineer or other qualified individual acceptable to the City.
  - c. The plan may incorporate alternative procedures for removal of the material from the floodplain if adequate flood warning time exists.
- (5) Storage of materials and equipment below the regulatory flood protection elevation must comply with an approved emergency plan providing for removal of such materials within the time available after a flood warning.
- (6) Alternative elevation methods other than the use of fill may be utilized to elevate a structure's lowest floor above the regulatory flood protection elevation. These alternative methods may include the use of stilts, pilings, parallel walls, etc., or above-grade, enclosed areas such as crawl spaces or tuck under garages. The base or floor of an enclosed area shall be considered above-grade and not a structure's basement or lowest floor if:
  - a. The enclosed area is above-grade on at least one side of the structure.
  - b. It is designed to internally flood and is constructed with flood resistant materials.
  - c. It is used solely for parking of vehicles, building access or storage. The above-noted alternative elevation methods are subject to the following additional standards:
    1. Design and Certification - The structure's design and as-built condition must be certified by a registered professional engineer or architect as being in compliance with the general design standards of the MN State Building Code and, specifically, that all electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities must be at or above the regulatory flood protection elevation or be designed to prevent flood water from entering or accumulating within these components during times of flooding.
    2. Specific Standards for Above-grade, Enclosed Areas - Above-grade, fully enclosed areas such as crawl spaces or tuck under garages must be designed to internally flood and the design plans must stipulate:
      - i. The minimum area of openings in the walls where internal flooding is to be used as a floodproofing technique. There shall be a minimum of two openings on at least two sides of the structure and the bottom of all openings shall be no higher than one foot above grade. The automatic openings shall have a minimum net area of not less than

one square inch for every square foot of enclosed area subject to flooding unless a registered professional engineer or architect certifies that a smaller net area would suffice. The automatic openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of flood waters without any form of human intervention; and

- ii. That the enclosed area will be designed of flood resistant materials in accordance with the FP-3 or FP-4 classifications in the MN State Building Code and shall be used solely for building access, parking of vehicles, or storage.

#### Sec. 117-185 General Floodplain District (GF)

##### (a) Permitted Uses.

- (1) The uses listed in 117-183 (a), Floodway District Permitted Uses, are permitted uses.
- (2) All other uses are subject to the floodway/flood fringe evaluation criteria specified in 117-185 (b) below. Section 117-183 applies if the proposed use is determined to be in the Floodway District. Section 117-184 applies if the proposed use is determined to be in the Flood Fringe District.

##### (b) Procedures for Floodway and Flood Fringe Determinations.

- (1) Upon receipt of an application for a permit or other approval within the General Floodplain District, the Zoning Administrator must obtain, review and reasonably utilize any regional flood elevation and floodway data available from a federal, state, or other source.
- (2) If regional flood elevation and floodway data are not readily available, the applicant must furnish additional information, as needed, to determine the regulatory flood protection elevation and whether the proposed use would fall within the Floodway or Flood Fringe District. Information must be consistent with accepted hydrological and hydraulic engineering standards and the standards in 117-185 (b)(3) below.
- (3) The determination of floodway and flood fringe must include the following components, as applicable:
  - a. Estimate the peak discharge of the regional (1% chance) flood.
  - b. Calculate the water surface profile of the regional flood based upon a hydraulic analysis of the stream channel and overbank areas.
  - c. Compute the floodway necessary to convey or store the regional flood without increasing flood stages more than one-half (0.5) foot. A lesser stage increase than 0.5 foot is required if, as a result of the stage increase, increased flood damages would result. An equal degree of encroachment on both sides of the stream within the reach must be assumed in computing floodway boundaries.
- (4) The Zoning Administrator will review the submitted information and assess the technical evaluation and the recommended Floodway and/or Flood Fringe District boundary. The assessment must include the cumulative effects of previous floodway encroachments. The Zoning Administrator may seek technical assistance from a designated engineer or other expert person or agency, including the MN Department of Natural Resources, before presenting the technical evaluation and findings to the City Council. The City Council must formally accept the technical evaluation and the recommended floodway and/or flood fringe district boundary or deny the permit application. The City Council, prior to official action, may submit the application and all supporting data and analyses to the Federal Emergency Management Agency (FEMA), the MN Department of Natural Resources, or the Planning Commission for review and comment.
- (5) Once the Floodway and Flood Fringe District boundaries have been determined, the City Council shall refer the matter back to the Zoning Administrator to process the permit application consistent with the applicable provisions of Section 117-183 and 117-184.

#### Sec. 117-186 Subdivisions

- (a) Subdivisions. No land may be subdivided which is unsuitable for reasons of flooding or inadequate drainage, water supply or sewage treatment facilities. Manufactured home parks and recreational vehicle parks or campgrounds are considered subdivisions under this Section.
- (1) All lots within the floodplain districts must be able to contain a building site outside of the Floodway District at or above the regulatory flood protection elevation.
  - (2) All subdivisions must have road access both to the subdivision and to the individual building sites no lower than two feet below the regulatory flood protection elevation, unless a flood warning emergency plan for the safe evacuation of all vehicles and people during the regional (1% chance) flood has been approved by the City Council. The plan must be prepared by a registered engineer or other qualified individual, and must demonstrate that adequate time and personnel exist to carry out the evacuation.
  - (3) For all subdivisions in the floodplain, the Floodway and Flood Fringe District boundaries, the regulatory flood protection elevation, and the required elevation of all access roads must be clearly labeled on all required subdivision drawings and platting documents.
  - (4) In the General Floodplain District, applicants must provide the information required in Section 117-185 (b) to determine the regional flood elevation, the Floodway and Flood Fringe District boundaries and the regulatory flood protection elevation for the subdivision site.

Sec. 117-187 Public Utilities, Railroads, Roads, and Bridges.

- (a) Public Utilities. All public utilities and facilities such as gas, electrical, sewer, and water supply systems to be located in the floodplain must be floodproofed in accordance with the MN State Building Code or elevated to the regulatory flood protection elevation.
- (b) Public Transportation Facilities. Railroad tracks, roads, and bridges to be located within the floodplain must comply with Sections 117-183 and 117-184. These transportation facilities must be elevated to the regulatory flood protection elevation where failure or interruption of these facilities would result in danger to the public health or safety or where such facilities are essential to the orderly functioning of the area. Minor or auxiliary roads or railroads may be constructed at a lower elevation where failure or interruption of transportation services would not endanger the public health or safety.
- (c) On-site Water Supply and Sewage Treatment Systems. Where public utilities are not provided:
- (1) On-site water supply systems must be designed to minimize or eliminate infiltration of flood waters into the systems; and
  - (2) New or replacement on-site sewage treatment systems must be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters and they must not be subject to impairment or contamination during times of flooding. Any sewage treatment system designed in accordance with the state's current statewide standards for on-site sewage treatment systems is considered to be in compliance with this Section.

Sec. 117-188 Manufactured Homes, Manufactured Home Parks, and Recreational Vehicles.

- (a) Manufactured Homes. New manufactured home parks and expansions to existing manufactured home parks are prohibited in any floodplain district. For existing manufactured home parks or lots of record located in a floodplain district, the placement of new or replacement manufactured homes will be treated as a new structure and are subject to the following requirements:
- (1) Placement or replacement of manufactured home units is prohibited in the Floodway District.
  - (2) If allowed in the Flood Fringe District, placement or replacement of manufactured home units is subject to the requirements of Section 117-184 and the following standards.
    - a. New and replacement manufactured homes must be elevated in compliance with Section 117-184 and must be securely anchored to an adequately anchored foundation system that resists

flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state or local anchoring requirements for resisting wind forces.

- b. New or replacement manufactured homes in existing manufactured home parks must meet the vehicular access requirements for subdivisions in 117-186 (a)(2).
- (b) Recreational Vehicles. New recreational vehicle parks or campgrounds and expansions to existing recreational vehicle parks or campgrounds are prohibited in any floodplain district. Placement of recreational vehicles in existing recreational vehicle parks or campgrounds in the floodplain must meet the exemption criteria below or be treated as new structures meeting the requirements of this ordinance.
- (1) Recreational vehicles are exempt from the provisions of this Section if they are placed in any of the following areas and meet the criteria listed in 117-188 (2):
    - a. Individual lots or parcels of record.
    - b. Existing commercial recreational vehicle parks or campgrounds.
    - c. Existing condominium-type associations.
  - (2) Criteria for Exempt Recreational Vehicles:
    - a. The vehicle must have a current license required for highway use.
    - b. The vehicle must be highway ready, meaning on wheels or the internal jacking system, attached to the site only by quick disconnect type utilities commonly used in campgrounds and recreational vehicle parks.
    - c. No permanent structural type additions may be attached to the vehicle.
    - d. The vehicle and associated use must be permissible in any pre-existing, underlying zoning district.
    - e. Accessory structures are not permitted within the Floodway District. Any accessory structure in the Flood Fringe District must be constructed of flood-resistant materials and be securely anchored, meeting the requirements applicable to manufactured homes in this Section.
  - (3) Recreational vehicles that are exempt in 117-188 (2) lose this exemption when development occurs on the site exceeding \$500.00 for an accessory structure such as a garage or storage building. The recreational vehicle and all accessory structures will then be treated as new structures subject to the elevation and floodproofing requirements of Section 117-184. No development or improvement on the parcel or attachment to the recreational vehicle is allowed that would hinder the removal of the vehicle should flooding occur.

#### Sec. 117-189 Administration

- (a) Zoning Administrator. A Zoning Administrator or other official designated by the City Council must administer and enforce the provisions of this Subdivision.
- (b) Permit Requirements.
  - (1) Permit Required. A permit must be obtained from the Zoning Administrator prior to conducting the following activities:
    - a. The erection, addition, modification, rehabilitation, or alteration of any building, structure, or portion thereof. Normal maintenance and repair also requires a permit if such work, separately or in conjunction with other planned work, constitutes a substantial improvement as defined in Section 117-1.
    - b. The use or change of use of a building, structure, or land.
    - c. The construction of a dam, fence, or on-site septic system. A Farm Fence, as defined in 117-1, would require a Zoning Permit but is not considered a structure when administering this Subdivision.
    - d. The change or extension of a nonconforming use.
    - e. The repair of a structure that has been damaged by flood, fire, tornado, or any other source.

- f. The placement of fill, excavation of materials, or the storage of materials or equipment within the floodplain.
  - g. Relocation or alteration of a watercourse - including new or replacement culverts and bridges), unless a public waters work permit has been applied for.
- (2) Application for Permit. Permit applications must be submitted to the Zoning Administrator on forms provided by the Zoning Administrator. The permit application must include the following as applicable:
- a. A scaled site plan showing all pertinent dimensions, existing or proposed buildings, structures, and significant natural features having an influence on the permit.
  - b. Location of fill or storage of materials in relation to the stream channel.
  - c. Copies of any required municipal, county, state or federal permits or approvals.
  - d. Other relevant information requested by the Zoning Administrator as necessary to properly evaluate the permit application.
- (3) Certificate of Zoning Compliance for a New, Altered, or Nonconforming Use. No building, land or structure may be occupied or used in any manner until a certificate of zoning compliance has been issued by the Zoning Administrator stating that the use of the building or land conforms to the requirements of this ordinance.
- (4) Certification. The applicant is required to submit certification by a registered professional engineer, registered architect, or registered land surveyor that the finished fill and building elevations were accomplished in compliance with the provisions of this ordinance. Floodproofing measures must be certified by a registered professional engineer or registered architect.
- (5) Record of First Floor Elevation. The Zoning Administrator must maintain a record of the elevation of the lowest floor (including basement) of all new structures and alterations or additions to existing structures in the floodplain. The Zoning Administrator must also maintain a record of the elevation to which structures and alterations or additions to structures are floodproofed.
- (6) Notifications for Watercourse Alterations. Before authorizing any alteration or relocation of a river or stream, the Zoning Administrator must notify adjacent communities. If the applicant has applied for a permit to work in public waters pursuant to Minnesota Statutes, Section 103G.245, this will suffice as adequate notice. A copy of the notification must also be submitted to the Chicago Regional Office of FEMA.
- (7) Notification to FEMA When Physical Changes Increase or Decrease Base Flood Elevations. As soon as is practicable, but not later than six months after the date such supporting information becomes available, the Zoning Administrator must notify the Chicago Regional Office of FEMA of the changes by submitting a copy of the relevant technical or scientific data.
- (c) Variances.
- (1) Variance Applications. An application for a variance to the provisions of this Subdivision will be processed and reviewed in accordance with applicable state statutes and Section 117-53.
  - (2) Adherence to State Floodplain Management Standards. A variance must not allow a use that is not allowed in that district, permit a lower degree of flood protection than the regulatory flood protection elevation for the particular area, or permit standards lower than those required by state law.
  - (3) Additional Variance Criteria. The following additional variance criteria of the Federal Emergency Management Agency must be satisfied:
    - a. Variances must not be issued by a community within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.
    - b. Variances may only be issued by a community upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that the granting of a variance will not

result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

- c. Variances may only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
  - (4) Flood Insurance Notice. The Zoning Administrator must notify the applicant for a variance that:
    - a. The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage; and
    - b. Such construction below the base or regional flood level increases risks to life and property. Such notification must be maintained with a record of all variance actions.
  - (5) General Considerations. The city may consider the following factors in granting variances and imposing conditions on variances and conditional uses in floodplains:
    - a. The potential danger to life and property due to increased flood heights or velocities caused by encroachments.
    - b. The danger that materials may be swept onto other lands or downstream to the injury of others.
    - c. The proposed water supply and sanitation systems, if any, and the ability of these systems to minimize the potential for disease, contamination and unsanitary conditions.
    - d. The susceptibility of any proposed use and its contents to flood damage and the effect of such damage on the individual owner.
    - e. The importance of the services to be provided by the proposed use to the community.
    - f. The requirements of the facility for a waterfront location.
    - g. The availability of viable alternative locations for the proposed use that are not subject to flooding.
    - h. The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
    - i. The relationship of the proposed use to the Comprehensive Land Use Plan and flood plain management program for the area.
    - j. The safety of access to the property in times of flood for ordinary and emergency vehicles.
    - k. The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters expected at the site.
  - (6) Submittal of Hearing Notices to the Department of Natural Resources (DNR). The Zoning Administrator must submit hearing notices for proposed variances to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.
  - (7) Submittal of Final Decisions to the DNR. A copy of all decisions granting variances must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.
  - (8) Record-Keeping. The Zoning Administrator must maintain a record of all variance actions, including justification for their issuance, and must report such variances in an annual or biennial report to the Administrator of the National Flood Insurance Program, when requested by the Federal Emergency Management Agency.
- (d) Conditional Uses.
- (1) Administrative Review. An application for a conditional use permit under the provisions of this Subdivision will be processed and reviewed in accordance with Section 117-51 of the City Code.
  - (2) Factors Used in Decision-Making. In passing upon conditional use applications, the City Council will consider all relevant factors specified in other sections of this Subdivision, and those factors identified in Section 117-189 (c)(5).

- (3) Conditions Attached to Conditional Use Permits. The City Council may attach such conditions to the granting of conditional use permits as it deems necessary to fulfill the purposes of this ordinance. Such conditions may include, but are not limited to, the following:
  - a. Modification of waste treatment and water supply facilities.
  - b. Limitations on period of use, occupancy, and operation.
  - c. Imposition of operational controls, sureties, and deed restrictions.
  - d. Requirements for construction of channel modifications, compensatory storage, dikes, levees, and other protective measures.
  - e. Floodproofing measures, in accordance with the MN State Building Code and this Subdivision. The applicant must submit a plan or document certified by a registered professional engineer or architect that the floodproofing measures are consistent with the regulatory flood protection elevation and associated flood factors for the particular area.
- (4) Submittal of Hearing Notices to the Department of Natural Resources (DNR). The Zoning Administrator must submit hearing notices for proposed conditional uses to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.
- (5) Submittal of Final Decisions to the DNR. A copy of all decisions granting conditional uses must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

#### Sec. 117-190 Nonconforming Uses.

- (a) Continuance of Nonconformities. A use, structure, or occupancy of land which was lawful before the passage or amendment of this Subdivision but which is not in conformity with the provisions of this Subdivision may be continued subject to the following conditions. Historic structures, as defined in 117-1, are subject to the provisions of Section 117-190 (a)(1) – (5).
  - (1) A nonconforming use, structure, or occupancy must not be expanded, changed, enlarged, or altered in a way that increases its flood damage potential or degree of obstruction to flood flows except as provided in 117-190 (a)(2) below. Expansion or enlargement of uses, structures or occupancies within the Floodway District is prohibited.
  - (2) Any addition or structural alteration to a nonconforming structure or nonconforming use that would result in increasing its flood damage potential must be protected to the regulatory flood protection elevation in accordance with any of the elevation on fill or floodproofing techniques (i.e., FP-1 thru FP-4 floodproofing classifications) allowable in the MN State Building Code, except as further restricted in 11.13 and 11.17 below.
  - (3) If the cost of all previous and proposed alterations and additions exceeds 50 percent of the market value of any nonconforming structure, then the entire structure must meet the standards of Section 117-183 or 117-184 for new structures depending upon whether the structure is in the Floodway or Flood Fringe District, respectively. The cost of all structural alterations and additions must include all costs such as construction materials and a reasonable cost placed on all manpower or labor.
  - (4) If any nonconforming use, or any use of a nonconforming structure, is discontinued for more than one year, any future use of the premises must conform to this ordinance. The Assessor must notify the Zoning Administrator in writing of instances of nonconformities that have been discontinued for a period of more than one year.
  - (5) If any nonconformity is substantially damaged, as defined in Section 117-1, it may not be reconstructed except in conformity with the provisions of this ordinance. The applicable provisions for establishing new uses or new structures in Section 117-183 or 117-184 will apply depending upon whether the use or structure is in the Floodway or Flood Fringe, respectively.
  - (6) Any substantial improvement, as defined in Section 117-1, to a nonconforming structure requires that the existing structure and any additions must meet the requirements of Section 117-183 or

117-184 for new structures, depending upon whether the structure is in the Floodway or Flood Fringe District.

#### Sec. 117-191 Penalties and Enforcement

- (a) Violation Constitutes a Misdemeanor. Violation of the provisions of this Subdivision or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances or conditional uses) constitute a misdemeanor and will be punishable as defined by law.
- (b) Other Lawful Action. Nothing in this Subdivision restricts the city from taking such other lawful action as is necessary to prevent or remedy any violation. If the responsible party does not appropriately respond to the Zoning Administrator within the specified period of time, each additional day that lapses will constitute an additional violation of this Subdivision and will be prosecuted accordingly.
- (c) Enforcement. In responding to a suspected code violation, the Zoning Administrator and City Council may utilize the full array of enforcement actions available to it including but not limited to prosecution and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance availability to the guilty party. The City must act in good faith to enforce these official controls and to correct code violations to the extent possible so as not to jeopardize its eligibility in the National Flood Insurance Program.

#### Sec. 117-192 Amendments

- (a) Floodplain Designation – Restrictions on Removal. The floodplain designation on the Official Zoning Map must not be removed from floodplain areas unless it can be shown that the designation is in error or that the area has been filled to or above the elevation of the regulatory flood protection elevation and is contiguous to lands outside the floodplain. Special exceptions to this rule may be permitted by the Commissioner of the Department of Natural Resources (DNR) if the Commissioner determines that, through other measures, lands are adequately protected for the intended use.
- (b) Amendments Require DNR Approval. All amendments to this Subdivision must be submitted to and approved by the Commissioner of the Department of Natural Resources (DNR) prior to adoption. The Commissioner must approve the amendment prior to city approval.
- (c) Map Revisions Require Ordinance Amendments. The floodplain district regulations must be amended to incorporate any revisions by the Federal Emergency Management Agency to the floodplain maps adopted in Section 117-181 (c).

### **SECTION 3. SUMMARY**

The following is the official summary of Ordinance #15-15, 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 #15-15 to amend Ramsey, Minnesota City Code Section 117-1 (Definitions) and Subdivision III (Floodplain Overlay Districts) to:

- Incorporate additional definitions related to administering the Floodplain Management Program.
- Adopt the Flood Insurance Study for Anoka County and the Flood Insurance Rate Maps, dated December 16, 2015, all prepared by the Federal Emergency Management Agency.

**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 24<sup>th</sup> day of November, 2015.

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Mayor

**ATTEST:**

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City Clerk

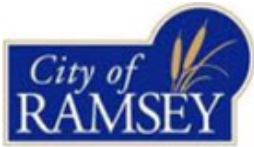
**Introduction Date:**

**Posting Dates:**

**Adoption Date:**

**Publication Date:**

**Effective Date:**



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

## CC Regular Session

7. 4.

**Meeting Date:** 11/24/2015

**By:** Bruce Westby, Engineering/Public Works

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### Information

#### **Title:**

Adopt Resolution #15-11-287 authorizing preparation of Plans and Specifications for Riverdale Drive Extension from Traprock Street to Ramsey Boulevard, Improvement Project #16-20

#### **Purpose/Background:**

##### **Purpose:**

The purpose of this case is to adopt a resolution authorizing City staff to accept the attached proposal from Bolton & Menk, Inc. in the amount of \$89,170 to prepare final Plans and Specifications to extend Riverdale Drive from Traprock Street to Ramsey Boulevard in 2016.

##### **Background:**

In September of 2014, the Cities of Ramsey and Anoka, in partnership with the Minnesota Department of Transportation (MnDOT), the Anoka County Highway Department, and the Metropolitan Council, completed the Highway 10 Access Planning Study. This Study includes an Implementation Plan that identifies 21 proposed improvement projects along the Highway 10 corridor through Anoka and Ramsey. These projects are prioritized as immediate, short-term, mid-term, or opportunity/development/safety driven projects. The extension of Riverdale Drive from Traprock Street to Ramsey Boulevard is prioritized as an immediate need, the highest priority.

On October 28th, 2014 the City Council adopted the Highway 10 Access Planning Study, thereby supporting the mutual goals and objectives of the various agencies to improving the operations and safety of Highway 10 in balance with local community values. In support of these goals and objectives, City staff submitted an application on January 2, 2015 for \$750,000 in grant funding from the Routes of Regional Significance Account, administered through the Local Road Improvement Program, for extending Riverdale Drive between Traprock Street and Ramsey Boulevard south of U.S. Highway 10, which was subsequently denied.

On May 26th, 2015 the City Council authorized applying for up to \$710,000 in funding through the MnDOT Metro Municipal Agreement Program. On July 21st City staff received a comment memo from MnDOT requesting additional information on the project, including a cost breakdown showing eligible project costs based on MnDOT's cost participation policy. On August 11th Staff submitted the attached memo to MnDOT including the requested information, which defined MnDOT's maximum share of the project costs at \$584,280. On September 21st Staff was notified the project was awarded up to \$584,280 in funding through the Metro Municipal Agreement Program based on the information provided. A copy of the funding award letter is attached.

On October 13th, 2015 the City Council adopted a resolution accepting the awarded MnDOT Metro Municipal Agreement Program funds for the Riverdale Drive extension project in the maximum amount of \$584,280. This obligated the City to moving forward with the project including preparation of final Plans and Specifications, as well as executing a Cooperative Construction Agreement and letting the project by June 30, 2017. If the City does not follow through with any of these items, funding will be withdrawn.

The total cost of the project is estimated at \$1,253,280 and the City's share is estimated at \$669,000. This amount was budgeted in the City's Capital Improvement Plan and Municipal State Aid dollars have been designated to cover this cost.

**Notification:**

Notifications are not required for this case.

**Observations/Alternatives:**

**Observations:**

Staff previously received a letter of support from the Anoka County Parks Departments for this project, which requires Riverdale Drive to be extended across Anoka County Park property. This letter was submitted with the City's funding application. Upon Council approval to prepare plans and specifications, Staff will work with the Anoka County Parks Department to obtain the required roadway right-of-way and ponding easements.

**Alternatives:**

Alternative #1 - Adopt Resolution #15-11-287 authorizing City staff to accept the attached proposal from Bolton & Menk, Inc. in the amount of \$89,170 to prepare final Plans and Specifications to extend Riverdale Drive from Traprock Street to Ramsey Boulevard in 2016. Staff supports this alternative.

Alternative #2 - Deny adoption of Resolution #15-11-287 at this time. Staff does not support this alternative.

**Funding Source:**

The total estimated cost for extending Riverdale Drive between Traprock Street and Ramsey Boulevard is \$ 1,253,280. It is estimated that the City is eligible to receive up to \$584,280 in funding through the Metro Municipal Agreement Program, and that an estimated local match of \$669,000 will be required from the City to complete the project. Local costs are proposed to be paid with Municipal State Aid funds.

**Recommendation:**

City staff recommends adopting Resolution #15-11-287 authorizing City staff to accept the attached proposal from Bolton & Menk, Inc. in the amount of \$89,170 to prepare final Plans and Specifications to extend Riverdale Drive from Traprock Street to Ramsey Boulevard in 2016.

**Action:**

Adopt Resolution #15-11-287 authorizing City staff to accept the attached proposal from Bolton & Menk, Inc. in the amount of \$89,170 to prepare final Plans and Specifications to extend Riverdale Drive from Traprock Street to Ramsey Boulevard in 2016.

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**Attachments**

Resolution 15-11-287

BMI Proposal

Map Riverdale Dr Ext

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	11/19/2015 11:04 AM
Kurt Ulrich	Kurt Ulrich	11/19/2015 12:38 PM
Form Started By: Bruce Westby		Started On: 11/17/2015 11:17 AM
Final Approval Date: 11/19/2015		

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

**RESOLUTION #15-11-287**

**RESOLUTION AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS FOR RIVERDALE DRIVE EXTENSION FROM TRAPROCK STREET TO RAMSEY BOULEVARD, IMPROVEMENT PROJECT #16-20**

**WHEREAS**, the City of Ramsey desires to extend Riverdale Drive from Traprock Street to Ramsey Boulevard to complete the south frontage road to U.S. Highway 10 between Armstrong Boulevard and Ramsey Boulevard; and

**WHEREAS**, the City of Ramsey's 2015 – 2019 Capital Improvement Program identifies this project for construction in calendar years 2016 – 2017; and

**WHEREAS**, this improvement project is identified as an immediate priority in the Highway 10 Access Planning Study completed in 2014 as a partnership between the Minnesota Department of Transportation (MnDOT) and the Anoka County Highway Department; and

**WHEREAS**, the City represents that this project provides benefit to the Trunk Highway system, as well as to the local community, making the project eligible for funding through MnDOT's Metro Municipal Agreement Program in the maximum amount of \$584,280; and

**WHEREAS**, the City has the capability to adequately fund its local cost share for this public improvement project in the estimated amount of \$669,000; and

**WHEREAS**, the City agrees to comply with all applicable laws and regulations as stated in the grant agreement; and

**WHEREAS**, the City has the necessary capabilities to adequately develop, implement, manage, and maintain this public improvement project; and

**WHEREAS**, on September 21, 2015, the City was notified by MnDOT that this project received up to \$584,280 in funding through MnDOT's Metro Municipal Agreement Program for eligible construction items, including construction engineering and inspection, in accordance with MnDOT's Cost Participation Policy; and

**WHEREAS**, upon accepting the funds the City agreed to prepare project plans and specifications conforming to MnDOT's design standards and format; and

**WHEREAS**, upon accepting the funds the City agreed to execute a Cooperative Construction Agreement with MnDOT prior to awarding the project; and

**WHEREAS**, upon accepting the funds the City agreed to let the project by June 30, 2017.

**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 authorizes City staff to accept the proposal from Bolton & Menk, Inc. in the amount of \$89,170 to prepare final Plans and Specifications to extend Riverdale Drive from Traprock Street to Ramsey Boulevard in 2016.

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 24<sup>th</sup> day of November, 2015.

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Mayor

**ATTEST:**

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City Clerk



# BOLTON & MENK, INC.®

## Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303  
Phone (763) 433-2851 • Fax (763) 427-0833  
www.bolton-menk.com

November 17, 2015

Mr. Bruce Westby, P.E.  
City Engineer  
City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, Minnesota 55303

RE: Proposal for Engineering Services  
Riverdale Drive Extension Project

Dear Mr. Westby:

We appreciate the opportunity to present this scope of services for the Riverdale Drive Extension project. Our scope and fees were prepared based on our understanding of the project scope and our previous experience in delivering Municipal Agreement projects.

We understand the importance of delivering this project to set the stage for future funding opportunities. We have assembled a team of professionals to assist with the project, including members of the T.H. 10 Corridor Study.

If there are any questions related to the scope and/or fee portion of this submittal, please call me at the number listed below.

Respectfully submitted,

**Bolton & Menk, Inc.**

Kevin P. Kielb, P.E.  
Senior Project Manager  
(651) 968-7760

# Proposed Scope of Services

## Riverdale Drive Extension Project

City of Ramsey  
November 17, 2015

**Location:** The proposed 0.4 mile Riverdale Drive extension along the south side of T.H. 10 will connect Traprock Street and Ramsey Boulevard and remove an existing uncontrolled access to TH 10 at Traprock Street.

The project will be constructed in right-of-way which will be acquired by the City through agreement with Anoka County. Anoka County owns the Mississippi West Regional Park and will be a participant in the project planning and design.

**General Scope Description:** Bolton & Menk will complete stakeholder engagement, surveying, preliminary design, final design plans, project specifications, cost estimate and permits.

### **Bolton & Menk Proposed Team:**

- Project Manager – Kevin Kielb, P.E.
- Design Engineer – Jason Cook, P.E.
- Water Resources – Tim Olson, P.E.
- Traffic Engineer – Bryan Nemeth, P.E., P.T.O.E.
- Resources – Chris Chromy and Eric Johnson were key parties in the T.H. 10 Corridor Study and will serve as internal and external resources on an as-needed basis.

### **Key City Staff:**

We anticipate assistance from several individuals at the City of Ramsey to lead to a successful project:

- City Project Manager – Bruce Westby, P.E.
- Drainage, Permitting, Plan Review – Leonard Linton, P.E.
- Constructability Review and Utility Assistance – Mike McDowall

**Schedule:** The FY 2017 Municipal Agreement Funding (state funds) have been awarded to this project. To meet the needs of the City and requirements for use of these state funds, this project will adhere to a schedule that will include 2016 construction.

### **Detailed Scope Tasks:**

#### **Task 1: Project Management / Meetings**

- A. Coordination - Bolton & Menk will have ongoing coordination with the City's Project Manager. Bolton & Menk will also coordinate with Anoka County and MnDOT staff as necessary. This task includes coordinating with the City to gather base map data, complete the permitting process and plan review.

- B. Agency Coordination – Bolton & Menk will coordinate with agencies as needed to discuss issues, concerns, and proposed improvements.

*Deliverables: Meeting Agendas, Minutes, Ongoing Coordination.*

## **Task 2: Data Collection**

Bolton & Menk will utilize previously gathered information to the extent possible for the project. We have assumed the City will provide all drawing files for the recently completed Riverdale Drive Extension project which ended at Traprock Street. We have assumed we will use the existing City files as a base along the T.H. 10 right-of-way in the area of the Traprock Street connection. Additional surveying across the Mississippi West Regional Park will be required to provide a complete base map.

Our tasks are anticipated to include the following:

- A. Research
  - Gather section corner information available from County Surveyor's office/on-line
  - Gather section lines, plats, rights-of-way and easements from MnDOT
  - Gather copies of plats as needed from City
  - Gather existing CAD files from the City for recently completed project(s)
  - Initiate Gopher One Call utility locate requests
    - Ground markings
    - Maps
- B. Horizontal and Vertical Control Surveys
  - Establish intermediate horizontal control points along project area
  - Establish bench marks along the project area

*Deliverables: Field Review, Base Map, Topographic Survey*

## **Task 3: Preliminary Design**

- A. Geometric Layout
  - Based upon our initial conversations with MnDOT, a geometric layout will not be required for the project.

## **Task 4: Utility Coordination**

- A. Utility Identification – Bolton & Menk will identify the location and potential impacts of known existing public and private utilities within the project area.
- B. Utility Impacts and Relocation – Bolton & Menk will send final design plans to utility owners for relocation planning and coordination at the 60% and 95% plan levels. Further correspondence and coordination with utility owners may be necessary to understand and resolve potential issues.
- C. Utility Coordination Meetings – Bolton & Menk will prepare for and facilitate utility coordination meetings with public and private utility owners. Our scope accommodates up to two meetings.

- D. Groundwater Monitoring Points – We understand there are several groundwater monitoring points in the project area. We will work with the City to identify the locations and determine the potential project impacts.

*Deliverables: Utility Coordination and Meeting Facilitation*

#### **Task 5: Geotechnical**

We will utilize Northern Technologies Inc. for the geotechnical exploration and assistance with the preparation of a Materials Data Report for the project.

- A. Geotechnical Engineering Coordination - Bolton & Menk will have regular communications with Northern Technologies Inc. to ensure the proper areas are tested and that the results are integrated into the project design.
- B. Bolton & Menk will prepare the Materials Data Report, which will include the pavement design and discussion of any other materials related issues that may impact project design.

*Deliverables: Coordination with Northern Technologies Inc., Materials Data Report*

#### **Task 6: Final Design and Plan Preparation**

Our team will complete the detailed design of the proposed improvements consistent with the latest MnDOT design requirements, Americans with Disabilities Act (ADA) requirements, and Public Rights of Way Accessibility Guidance (PROWAG) guidelines, and in accordance with all Federal and State laws, rules, and regulations. Plan preparation will be consistent with the requirements of the Municipal Agreement Program Plan Preparation, Design and Construction Guide (November 2012).

- A. Plan Sheets - Our team of engineers and technicians are committed to providing a complete plan set to ensure proper roadway design, utility design, ADA curb ramp design, and drainage design. Comprehensive, detailed construction plans that are legible and constructible will be produced. Construction plan details will be consistent with State Aid requirements. This task includes preparation of applicable plan sections such as:

- Title Sheet
- Earthwork Summary and Tabulations
- General Layout
- Legend
- Statement of Estimated Quantities
- Tabulations
- Typical Sections / Construction Details
- Existing Conditions and Utilities Plans
- Right of Way Plans
- Removal Plans
- Roadway Construction & Grading Plans
- Sanitary Sewer and Watermain Plans and Details
- Staging and Traffic Control Plans

- Turf Establishment and Erosion Control Plans
  - Signing and Striping Plans
  - Sanitary, Water, and Drainage Plans
- B. Staging and Traffic Control Plans – As a portion of the final design, we will prepare traffic control and staging plans for work in the T.H. 10 right of way. There is the potential that the work can be completed using short-term closures, however, since this is a high speed roadway, we believe MnDOT will require complete staging and traffic control plans for this project. We have assumed that the only work required within the right of way will be removing the right-in/right-out access on the south side of the T.H. 10 eastbound lanes. Our services will include:
- Traffic Analysis
  - Traffic Management Plan
  - Traffic Control Plans
  - MnDOT Meetings
  - Specifications
- C. Project Specifications – Bolton & Menk will prepare special provisions to submit with the final construction plan.
- D. Engineer’s Estimate – Bolton & Menk will prepare an engineer’s cost estimate with breakdowns provided for the various funding sources and participating/non-participating items where necessary.
- E. Submittals - Bolton & Menk will submit final design plans and other documents for review at the following stages of completion:
- 60% Plan Review – submittal to include final design plans and a format/index for the special provisions.
  - 95% Plan Review – submittal to include final design plans, specifications, and engineer’s estimate. We will incorporate the City comments from the 60% plan review.
  - Final Plan Approval – submittal of final design plans, specifications, and engineer’s estimate for approval and signatures. Any final City comments will be addressed in this submittal.
- F. Permits - Bolton & Menk will prepare and coordinate all necessary permits for the project, including the permit required by the Lower Rum River Watershed Management Organization (LRRWMO).
- G. Bidding Documents - Bolton & Menk will prepare and assemble bidding documents which will include project specifications, instructions to bidders, bid proposal form, labor/wage requirements, and MnDOT attachments.

*Deliverables: 60%, 95%, and final plans, engineers estimate (95% and final), special provisions (95% and final). Complete final construction plans on 11" x 17" signed by licensed Bolton & Menk engineer and all approving agencies. All permits required for the project, including the LRRWMO permit.*

### **Task 7: Property Acquisition**

At this time we do not anticipate property acquisition as a need. Our team is able to assist the City with property acquisition for this project if needed. At this time, we understand the City will acquire an easement from Anoka County and our roll will be limited to:

- A. Parcel Sketches - Prepare parcel sketches and proposed easement descriptions.
- B. View Stakes - Stake proposed easements in the field for viewing purposes.

*Deliverables: None anticipated*

### **Task 8: Bidding Services**

Our team will lead contract bidding and award activities in accordance with State Aid requirements.

- A. Advertisement for Bid - Bolton & Menk will prepare and publish the advertisement for bid.
- B. Distribute Bidding Documents - Bolton & Menk will distribute bid documents.
- C. Responses to Questions - Bolton & Menk will provide responses to contractor questions.
- D. Issue Addenda - Bolton & Menk will issue addenda as required.
- E. Bid Opening and Tabulation - Bolton & Menk will attend the bid opening and assist the City in preparing bid tabulation and verification.
- F. Bolton & Menk will prepare a Letter of Recommendation based on a review of the Bids received.

*Deliverables: Advertisement for bid, distribution of bid documents, responses to contractor questions, issue addenda, Bid Tabulation, and Letter of Recommendation.*

## DETAILED COST ESTIMATE

**CLIENT: City of Ramsey**  
**PROJECT: Riverdale Drive Extension Project**

**BOLTON & MENK, INC.**

WORK TASK DESCRIPTION	Project Manager	Project Engineer	Design Engineer	Sr. Traffic Engineer	Technician	Survey	Clerical	Total Hours	Cost
	\$155	\$110	\$95	\$120	\$105	\$110	\$60		

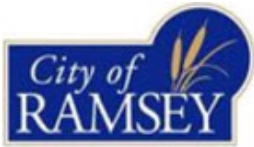
### Preliminary and Final Design

1.0 Project Management / Meetings	40	16	0	0	0	0	0	56	\$7,960
2.0 Data Collection / Base Map	6	4	0	0	0	32	0	42	\$4,890
3.0 Preliminary Design (Not Required)	0	0	0	0	0	0	0	0	\$0
4.0 Utility Coordination	8	12	16	0	8	0	6	50	\$5,280
5.0 Geotechnical Coordination	0	2	16	0	0	0	2	20	\$1,860
6.0 Final Design and Plan Preparation	32	52	152	44	300	0	50	630	\$64,900
7.0 Property Acquisition	0	0	0	0	8	4	0	12	\$1,280
8.0 Bidding Services	10	12	10	0	0	0	7	39	\$4,240
<b>Subtotal Bolton &amp; Menk Design</b>	<b>86</b>	<b>86</b>	<b>184</b>	<b>44</b>	<b>316</b>	<b>36</b>	<b>58</b>	<b>810</b>	<b>\$86,170</b>

SUBCONSULTANT - Northern Technologies      \$3,000

**TOTAL for Design through Bidding      \$89,170**





Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

**CC Regular Session**

**7.5.**

**Meeting Date:** 11/24/2015

**Submitted For:** Patrick Brama, Administrative Services

**By:** Patrick Brama, Administrative Services

---

**Information**

**Title:**

Public Works Campus Space Needs Analysis

**Purpose/Background:**

**PURPOSE**

BKV Group will be at this meeting to provide a brief presentation of the public works campus space needs analysis. The purpose of this case is to adopt the attached space needs analysis.

*NOTE: for those parties that have already reviewed the attached space needs analysis, it should be noted, an executive summary was added. Additionally, some of the preliminary cost estimations were reviewed and adjusted; which resulted in a slight reduction in project costs.*

**BACKGROUND**

On June 09, 2015, the City Council authorized BKV Group to complete a space needs analysis for a potential future public works campus. Detailed background information on this case (public works campus, space needs analysis, process, funding, etc.) can be found by referencing the attached case.

**PREVIOUS REVIEW**

Public Works Department, October 2015  
Public Works Committee, October 20, 2015  
Staff Development Review Team, November 10, 2015  
Planning Commission, November 12, 2015  
Public Works Committee, November 17, 2015

**Notification:**

NA

**Observations/Alternatives:**

Please see attached space needs analysis.

**Funding Source:**

NA

**Recommendation:**

BKV Group, City Staff, and the Public Works Committee have identified "Option A" in the attached report as the most desired site/ building layout. All three groups recommend the City Council adopt the attached space needs analysis. By adopting the attached report, the City Council is providing the following general policy direction/ making the following observations:

(1) Option A in the attached report is the desired concept layout. This will solidify where the future public works campus will be located; and how much land is needed.

*Option A eliminates the City's ability to connect McKinley Street across the public works campus in the future. In addition to the parties previously mentioned, this specific item was discussed by the Planning Commission. All parties are comfortable with eliminating a potential future McKinley Street connection across the public works campus. Attached is a reference map and Planning Commission minutes. Due to the change in proposed layouts for improvements to U.S. Highway 10, the McKinley Street connection is no longer a priority.*

(2) Option A results in the ability to market and redevelop about 18.03 acres of land (9.36 and 8.67 pieces). This information will be brought back to the EDA for further discussion.

(3) A Public Works Campus is estimated to cost about \$13M (2017 dollars). Moving forward, this number can be utilized in future policy discussions (strategic planning, budget discussions, CIP, etc.). Staff plans on bringing back a case to discuss the next step in the process to construct a new public works campus at a later date--preliminary design (January).

**Action:**

**Motion to:**

Adopt the attached future public works campus space needs analysis.

**Disclaimer:**

*Approving this study does not formally commit, authorize, or obligate the City of Ramsey to construct a new public works campus. Approving this study is the first step in the planning process to consider a new public works campus.*

---

**Attachments**

Space Needs Analysis

SNAnalysis Appendix

Process

06 09 2015 Council Case

11 12 2015 Planning Commission

McKinley Map

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**Form Review**

**Inbox**

Grant Riemer

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 11/19/2015

**Reviewed By**

Grant Riemer

Kurt Ulrich

**Date**

11/19/2015 09:41 AM

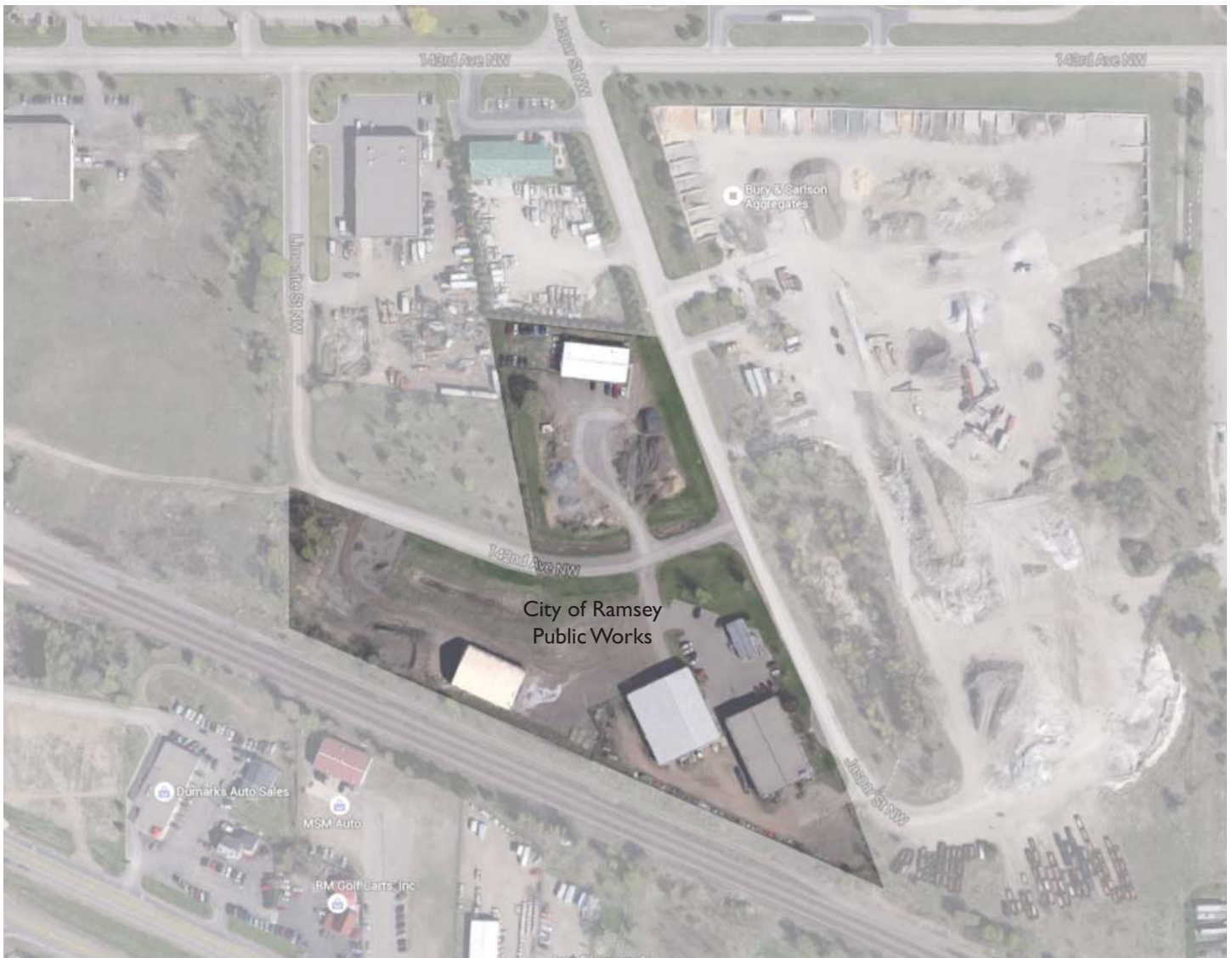
11/19/2015 10:47 AM

Started On: 11/18/2015 08:09 AM

## PUBLIC WORKS STUDY CITY OF RAMSEY, MN

### Draft Report - City Council Workshop Review

November 24, 2015



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# I. Executive Summary

## A. INTRODUCTION

The intent of this Study is to provide well developed and comprehensive information that enable the Ramsey City leadership in making informed decisions regarding the City's Public Works Department infrastructure and operational requirements. The goal is that this information will clearly identify the issues and possible solutions to existing deficiencies, resulting in a plan that supports the City and the department's long range operational requirements.

The culmination of the report by BKV Group provides the City Council with an assessment of your current public works facilities. It was a thoughtful and collaborative process that analyzed operations and growth to accurately project facility space requirements. These space requirements are the basis for the concept plans that were developed. The plans were vetted out with City input to address space requirements and operational efficiency. Each concept plan was evaluated based on its ability to allow for proper movement and flow of operations. From the plans project cost estimates were prepared that reflect appropriate construction cost based on similar facilities in Minnesota. To help establish a "next steps" track a preliminary project schedule is included that defines a progression to implement a future plan.

The Executive Summary briefly describes the methodology that produced this report and its components, as well as provides a snap-shot of each of the sections identified within the report. The conclusion of the Executive Summary includes recommendations and next steps for the City to consider moving forward.

The study started with a discovery process where BKV Group obtained all necessary and available information from the City. This information included existing plans of the buildings, sites, utility information, previous reports, staffing data, activities performed, maintenance, and fleet data. This information provided an initial understanding of Ramsey's Public Works facilities, staffing, operations and overall objectives.

The report is sequentially developed building on the information and analysis of each subsequent phase.

The sections of the report are as follows:

Section 2 - Facility Assessment (Physical Conditions)

Section 3 - Operational / Functional Observations

Section 4 - Space Programming

Section 5 - Facility Comparisons

Section 6 - Master Planning Concepts

Section 7 – Project Cost Estimates

Section 8 – Project Schedule

Appendices

- Appendix A: Space Standards
- Appendix B: Acknowledgements
- Appendix C: Existing Building Plans (Electronic format only)

An initial team kick off meeting including the entire planning team and City officials was held on July 30, 2015. The objective of the meeting was to review the objectives for the study, timelines, and discovery information obtained and most importantly identify and discuss the primary goals and requirements for the study. Following the kick off meeting, the BKV team toured the public works facilities and site with the Public Works Director starting the on-site facility assessment and documentation.

## B. FACILITY ASSESSMENTS

Section 2 of this report, the Facility Assessments started with meeting the Public Works Director to review general information on the buildings, operations, staff and equipment. The only buildings on site that were built specifically for public works is the administration trailer and the salt storage building. The other 3 buildings were existing buildings that were on the property when the City acquired the land. The vehicle and fleet storage buildings were previously built for Minnesota Sawdust operations when they owned the property. Like most public works departments around the state they adapt and use the existing buildings to the best of their ability. In general the buildings are showing wear that is typical for buildings that are 45 +/- year old and under the type of use that public works activities involve.

The assessment included on-site observation of the existing facility and is intended to provide an indication of existing conditions, possible capital improvement upgrades, potential code compliance items or other building maintenance requirement which should be considered in any building renovation / addition project or as planned facility capital improvement projects.

The facility assessment portion is not intended to be exhaustive analysis but rather to assess and highlight the major building deficiencies observed visually during the tours.

The following information is a summary of the primary condition and code issues identified within each of the buildings.

# I. Executive Summary

## 1. Utility and Sign Shop:

The building was built in the early to mid-1970's and is approximately 5,000 sf. The building is a pre-engineered metal building with metal wall panels and roof. The following are some of the major issues identified.

- Exit door not compliant with code requirements
- Damaged exterior siding in spots
- Rusting exterior doors and frames
- Damaged insulation and vapor barrier
- Evidence of roof leaks
- Non-accessible bathroom

## 2. Vehicle Storage

The Vehicle Storage building consists of a pre-engineered metal structure with insulated metal wall panels. The building is 13,228 sf and was built in the mid 1970's to early 1980's. An addition was added on the West side and the year of constructed is unknown. The following are some of the major issues identified.

- Rusting exterior doors and frames
- Exit door not compliant with code requirements
- No internal floor drainage for vehicles
- Structural configuration limits efficient storage capacities of large vehicles
- Damaged insulation and vapor barrier
- Exterior damage to metal panel cladding
- Rusting of limited locations on the structural steel

## 3. Fleet Storage

The Fleet Storage building is a concrete masonry block building with precast double T's for the roof structure. The building is 12,258 sf and was built in the mid 1970's to early 1980's. The following are some of the major issues identified.

- Rusting exterior doors and frames
- Portions of the exterior masonry have been repaired but lack proper finish coatings
- Significant cracks in exterior masonry walls exist
- Interior concrete slab is heavily worn, spalled, and cracked
- Concrete apron at overhead doors is cracked

- Evidence of moisture intrusion at masonry wall along grade

## 4. Salt Storage Enclosure

The salt storage enclosure consists of a fabric roof structure supported by aluminum space frame set on round concrete foundation posts with precast form perimeter walls. The salt storage building covers 6,000 sf and was built in 2006.

- The enclosure is in good condition

## 5. Administration Trailer

The Administration Trailer is a 10 year old double-wide temporary trailer of approximately 1,600 sf. The entirety of the administrative and personnel areas are located within the trailer; including break area, offices, and crew areas.

- Interior finishes are heavily worn
- Exterior paint finish is peeling and aged
- Accessible entrance is not clearly labeled

## 6. Site

The current site encompasses two parcels separated by 142nd Avenue Northwest. The Northern parcel is 2.07 acres and is used for granular material storage along with the Utility and Sign Shops building located at the far North end. The southern parcel is 3.17 acres and contains the Administration Trailer, Fleet Storage and Salt Storage.

- Site is small and cramped negatively affecting operations and movement of vehicles
- The existing site and buildings are unable to store all the department's equipment and vehicles; additional storage is currently being used to store larger equipment off-site at 6710 Hwy 10. Operationally this is inefficient.
- Site functions are spread out and separated making communication and operations less efficient.
- Existing asphalt pavement is in fair condition with multiple cracks

## 7. Fuel Island

The fuel island consists of two above-ground storage tanks for on-road and off-road diesel fuel.

- The tanks appear to be in good condition but the metering technology is dated.

# I. Executive Summary

## Summary of Facility Assessment

The buildings are generally in fair condition. The administration trailer is more of a temporary facility and not suitable for the requirements of the City's public works staff. Based on age and the intense use of public works activities they are showing wear and tear that would be anticipated. The main issue is that some of the buildings that Public Works utilizes were not built for public works operations. They have been adapted to work as best as possible but they do not have the required areas need for an efficient and appropriate public works department.

## C. OPERATIONAL / FUNCTIONAL OBSERVATIONS

The space needs analysis and the site walk through provided an opportunity for the study team to assess the functionality and operational efficiency of the complex. Based on the planning team's familiarity with public works departments along with input from the public works department the team evaluated the operational conditions of the department. The following is a summary of issues observed.

### I. General Site Observations

The total available site is more than sufficient to meet the needs for the Department.

Operational/Functional Deficiencies:

- The road that bi-sects the site is a public road with no separation from the Public Works yard and facility components which could create conflicts.
- No site security, due to the fact that there is no perimeter fence the department has over the years experienced theft and vandalism.
- Employee and visitor parking is located in a manner that creates conflict with department vehicle movement.
- Proximity of building creates operational inefficiency.
- No "front door" to the site.
- Public related activities (recycling, water sales) are located in areas of the site that force public vehicles deep into Public Works activities.

### 2. Exterior Material Storage

The site contains storage areas for a variety of materials and vehicles/equipment. These include stockpiles of granular materials, waste construction materials, construction materials,

police impound and public works equipment and equipment implements.

Operational/Functional Deficiencies:

- Lack of site constraint results in materials stored in non-uniform manner and location.
- Lack of site constraint results in continued storage of items no longer required.

### 3. Administration / Personnel Areas

The entirety of the administrative and personnel areas is located in a trailer near the entrance to the site. The building houses offices, break room and crew areas.

Operational/Functional Deficiencies:

- Space inadequate for functions required on site.
- Building does not house all personnel.

### 4. Fleet Storage Building

This building houses the Streets, Parks and Fleet Maintenance operations.

Operational/Functional Deficiencies:

- Shops and storage areas are poorly defined and are not segregated from areas that generate vehicle exhaust fumes.
- Inadequate fleet maintenance area.
- There is no appropriate drainage system in the building
- The building clear height is not sufficient for lifting large vehicles.
- There are no personnel support areas in the building

### 5. Utilities & Sign Shop Building

The Utilities Operation and Sign Operation are located in a separate building located remotely on the site. The building houses the offices and personnel areas for the Utilities Crew, Utilities shops and storage, Utilities vehicle storage, Utilities material storage and the Sign Shop operation.

Operational/Functional Deficiencies:

- The remoteness of the building reduces the ability for good communication between Utilities staff and other Public Works groups.
- The spaces are inadequate to support the needs.

# I. Executive Summary

- The Sign production area is located on the second floor of the space with limited access.
- Storage of vehicles in shops creates exhaust/ventilation issues.

## 6. Vehicle Storage Building

The building consists of a two bay structure with overhead doors on each end of two circulation aisles. The building is used for vehicle and material storage.

Operational/Functional Deficiencies:

- The configuration of building does not lend itself to efficient use as vehicle storage.

## 7. Salt Storage Enclosure

The sand and salt storage building is a fabric covered steel structure.

Positive Features:

- The structure is sufficient for the amount of material stored.
- Circulation to and from the structure appears efficient

Operational/Functional Deficiencies:

- The structure is located adjacent to a wetlands area. Runoff must be carefully controlled.

### Summary of Operational and Functional Observations:

The buildings do not provide the required spaces to support the City's public works operations. The locations / separations of the buildings creates inefficient staff communication and interaction. The overall site has adequate area but is not currently configured to provide appropriate vehicle and material movement. Public access creates vehicle movement problems and the site lacks a security perimeter.

## D. SPACE PROGRAM ANALYSIS

### Space Programming Methodology

The goal of the programming analysis is to assist the City in determining what spaces are needed and appropriate sizes of those spaces based on Ramsey's specific department activities. The Space Program documentation is presented in two forms; Space Program Spreadsheets and Space Standards. The spreadsheets identify operational areas and the square footage requirements

for each. The Space Standards are diagrammatic drawings of some of the spaces which help to diagrammatically illustrate the space, its equipment and general proportions to meet function, building code and accessibility guidelines.

### Summary of the Program Requirements

As detailed in Section 4 of this report, the space needs are documented in a program which identifies the individual spaces required of the department. The program is based on requirements for a 15-20 year projected space need.

The program sheets are broken into the main operations of the department;

- Administration / Personnel
- Vehicle Maintenance
- Parks / Streets & Utilities Shops and Storage
- Fleet Storage (these areas are under the Building Type heading as "enclosed")

The following chart is a summary of the existing total department area compared to the required program area.

Department	2015 Current Space	2030 Projected Need	Space Deficiency	% of Change
Public Works	32,000 sf	66,205 sf	34,205 sf	206.9%

### Summary of Space Programming

The programming analysis defined required and appropriately sized spaces for public works. In summary this exercise further confirmed that the existing buildings do not currently have the needed floor space. A large portion of the inadequate area deals with the storage of the City's equipment. The city has a large investment in this equipment. Housing this equipment indoors, as is standard in the industry extends the life of the equipment and reduces maintenance requirements.

# I. Executive Summary

## E. FACILITY COMPARISONS

In Section 5 of the report provides a comparative analysis between the characteristics of the Ramsey Public Works facilities and the characteristics of the same departments in other comparable Minnesota municipalities.

This assessment is done to help provide a comparison of the size of other public works facilities in Minnesota. This comparison looks at 15 Minnesota cities are listed ranging in population from 16,500 to 39,000. With public works facilities that range in size from 44,900 square feet to 86,680 square feet, with the average facility being more in the 64,500 square feet range. As a snap shot Ramsey's existing public works facilities totals at approximately 32,000 square feet. The required programmed area is 66,205 square feet, which is in line with current area requirements for public works operations as demonstrated in this comparison.

## F. CONCEPT PLAN DEVELOPMENT

The concept plans and the site masterplan options were developed based upon achieving the identified priorities, goals and proper area requirements and work flows to support the public works department. The four concept planning options identified some core planning principals:

1. Provide adequate and appropriate building / operational area required for the Public Works Department
2. Provide adequate and appropriate site area and circulation needed for public works equipment & operations
3. Allow for future expansion
4. Site layouts that create operational efficiency
5. Separate public and public works traffic flow and access

A major issue in the planning of the proposed site centered on extending McKinley Street through to connect with Jasper. The planning commission reviewed this issue and it was determined in their November 12, 2015 meeting that extending McKinley Street through would not be a requirement of the City's comprehensive plan.

The following is a summary of the four options developed:

- **Option A** – construct a new public works operations east of Jasper and utilize some existing structures for storage.

- **Option B** - construct an entirely new public works facility east of Jasper.
- **Option C** – construct a new public works operations east of Jasper and utilize some existing structures for storage.
- **Option D** - construct a new public works operations on the west side of Jasper and utilize some existing structures for storage.

## Summary of Concept Planning

Of the four site options studied two of them lacked the required work flow needed to foster operational efficiency. Options A and B produced the most efficient area configurations. The primary difference between options A and B is that in option A existing building are utilized for general storage needs while option B proposes construction all new facilities east of Jasper. From a land use perspective:

- **Option A** – utilized 15.5 acres for public works and allows 18 acres for other development.
- **Option B** - utilized 11.4 acres for public works and allows roughly 23 acres for other development.

In summary while both options have a number of positive features it was determined that option A would provide the best current and long range area to best support the City's public works activities.

## G. PROJECT COST ANALYSIS

Section 7 of the report looks at the cost associated with each of the concept planning options. These estimates are general in nature, however the estimated costs are based on historic and current cost data for public works construction in our region.

The square foot cost shown in the body of the report represent the mean range that we would anticipate for construction to occur in 2016. These values have been inflated to anticipate construction cost in 2017.

The estimated cost for each of the four options with inflation added are as follows:

### Option A

- Construction \$11,563,571
- Soft Cost Estimate \$1,500,000
- **Estimated 2017 Total Project Cost \$13,063,571**

# I. Executive Summary

## Option B

- Construction \$12,226,835
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,726,835**

## Option C

- Construction \$11,508,446
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,008,446**

## Option D

- Construction \$11,343,071
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$12,843,071**

The difference between the high and low estimated is \$883,764. Since all concept plans are based on providing the same core building area the primary differences in the cost are based on the following:

1. Reuse or new of existing storage buildings
2. Relocation of the existing salt storage shed
3. Amount of site development required

## H. PROPOSED PROJECT SCHEDULE

Section 8 of the report is a detailed schedule identifying dates that have occurred throughout the study as well as possible future action items. In our professional opinion that the City's public works department is lacking in a number of standards that are typical and appropriate for public works operations. If the City Council approves and adopts the report the process is defined to allow the required activities to occur for construction to start in spring of 2017.

Some of the major dates / timelines are:

- December 8, 2015 - City Council adoption of the study
- May 2016 to March 2017 - Design & Document Process
- March 2017 to May 2017 – Bid & Award the Construction Project
- May 2017 to June 2018 – Construction

BKV Group has enjoyed and valued the opportunity to be part of the planning team for the City and the Public Works department. Our goal was to provide you with a well-developed and comprehensive analysis that addresses the issues, provides clear and appropriate options and a path to achieve them. We welcome the opportunity to address any questions that the City or the community might have.

Our behalf of the planning team we are available to provide any additional support the City may need.

Bruce Schwartzman, AIA – Partner with BKV Group

Craig Carter, AIA – Senior Architect and Planner with BKV Group

Michael Healy – Project Planner with BKV Group

Ron Hilton - Senior Vice President with Maintenance Facility Consultants, a division of Whitman, Requardt & Associates, LLP

END OF SECTION

## II. Facility Assessment

### A. INTRODUCTION

The purpose of this section of the study is to assess the condition of the existing Ramsey Public Works facilities. This information provides the necessary data to assist the City Leadership to make informed decisions regarding how to best address the existing city infrastructures for long range planning. With this information the report identifies possible repairs, upgrades and/or replacement of these facilities based on conditions as well as operational requirements.

The process starts with the BKV Group team becoming familiar with previous data, studies, documents and drawings for the buildings to be studied. The next step is an on-site meeting and tour of each facility with BKV Group's team of architects and engineers to tour the buildings and site. Following these visits, BKV Group documents the conditions.

The Facility Assessments were conducted on July 30, 2015.

The individuals present for the tour were:

- Grant Riemer  
*Public Works Superintendent*
- Bruce Schwartzman, AIA  
*Partner & Managing Architect with BKV Group*
- Ron Hilton  
*Senior Vice President with Maintenance Facility Consultants, a division of Whitman, Requardt & Associates, LLP*
- Craig Carter, AIA  
*Senior Project Architect with BKV Group*

The assessments included on-site observations of the existing facilities and review with key staff regarding the functional operation of the buildings. This portion of the process identified assets and deficiencies. The physical conditions of the buildings were assessed, as well as the way in which the building's design affects staff operations. A physical condition review of the buildings is performed to determine maintenance issues, safety and code concerns, and review how conditions affect building system operations and energy costs.

The assessments are intended to provide an indication of capital maintenance requirements, potential code and regulatory required upgrades, and other building conditions which should be considered as part of the facility's general upkeep as well as part of any building project. The study does not address potential environmental issues such as asbestos or deconstructive testing for unseen conditions. The facility assessments are not intended to be exhaustive, but rather to assess and highlight the major building deficiencies in four major categories:

1. Functional accommodations
2. Safety / security of staff and visitors
3. Code related deficiencies
4. Capital maintenance / building envelope

## II. Facility Assessment

### B. FACILITY ASSESSMENT REPORT

A brief summary of the existing conditions and deficiencies identified within each facility follows.

- B.1. Utility and Sign Shop
- B.2. Vehicle Storage
- B.3. Fleet Maintenance and Shops
- B.4. Salt Storage Building
- B.5. Administration Trailer
- B.6. Site
- B.7. Fuel Island
- B.8. Police Impound



Existing Site Conditions

## II. Facility Assessment

### B.1. UTILITY AND SIGN SHOP

The utility and sign shop building was built in the early to mid 1970's and is approximately 5,000 sf. It consists of a pre-engineered metal building with metal wall panels and roof. The exterior wall has approximately a 8 ft high concrete masonry unit base course.

The following photographs and captions summarize our findings:



Figure B.1.2: No code-required exit door



Figure B.1.3: Overhead door opening infilled with metal panel and wood studs



Figure B.1.1: Overall view of Utility and Sign Shop Building



Figure B.1.4: Overhead door jamb damaged and rusting

## II. Facility Assessment



Figure B.I.5: Damaged / torn insulation and vapor barrier



Figure B.I.8: Soil erosion at perimeter of building suggests evidence of gutters overflowing



Figure B.I.6: Damaged metal gutter at overhead door



Figure B.I.9: Hollow metal door and frame rusting and signs of moisture damage at masonry wall along grade



Figure B.I.7: Depressed asphalt at door threshold causing ponding and drainage issues



Figure B.I.10: Hollow metal door and frame rusting

## II. Facility Assessment



Figure B.1.11: Storage shelving placed too close together for safe access



Figure B.1.14: Evidence of roof leaks in sign shop area



Figure B.1.12: Exit door has deadbolt with thumb-turn which is not allowed by code



Figure B.1.15: Restroom is not handicap accessible



Figure B.1.13: Sign shop is not handicap accessible

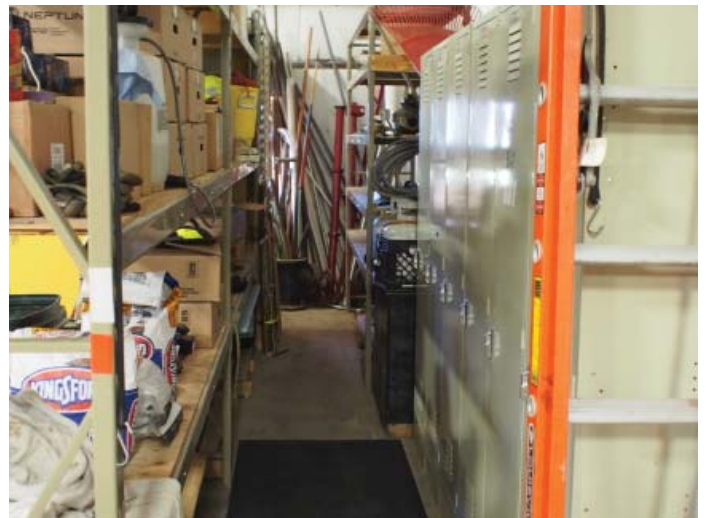


Figure B.1.16: Staff lockers are not handicap accessible

## II. Facility Assessment

### B.2 VEHICLE STORAGE

The Vehicle Storage building consists of a pre-engineered metal structure with insulated metal wall panels. The building is 13,228 sf and was built in the mid 1970's to early 1980's. An addition to the West end of the building was constructed similarly, the year of the addition is unknown.

The following photographs and captions summarize our findings:



Figure B.2.2: Hollow metal door and frame on South facade is rusting



Figure B.2.3: Northwest exit door is stuck in closed position, does not meet code



Figure B.2.1: Overall view of Cold Storage Building



Figure B.2.4: Building lacks floor drains in main storage area creating slip hazards from wet vehicles

## II. Facility Assessment



Figure B.2.5: Condensate drain is located high on the wall causing rust stains on South facade



Figure B.2.8: Steel structure is showing evidence a failing finish and rusting



Figure B.2.6: Insulation and vapor barrier is damaged



Figure B.2.9: Settling of concrete apron at North overhead door has necessitated asphalt patching



Figure B.2.7: Exit door is locked with deadbolt, does not meet code



Figure B.2.10: Exterior metal panel cladding is damaged at North facade

## II. Facility Assessment

### B.3 FLEET MAINTENANCE AND SHOPS

The Fleet Maintenance and Shops Building is a concrete masonry block building with precast double T's for the roof structure. The building is 12,258 sf and was built in the mid 1970's to early 1980's.

The following photographs and captions summarize our findings:

- Existing restroom is not handicap accessible
- Exit doors are being locked using thumb-turn style deadbolt which does not meet code



Figure B.3.2: Exterior masonry jambs have been repaired at overhead door but lack proper sealing/finishing



Figure B.3.3: Exterior hollow metal doors and frames are rusting



Figure B.3.1: Overall view of Fleet Storage Building



Figure B.3.4: Concrete apron at overhead doors is cracking and spalled

## II. Facility Assessment



Figure B.3.5: Cracks are visible in exterior masonry walls on North and South facades



Figure B.3.8: Moisture damage is visible at base of masonry wall, exterior finish is failing and chipping off



Figure B.3.6: Vertical cracks are visible in masonry pilaster at West facade



Figure B.3.9: Evidence of thermal bridging throughout the building as dirt has accumulated at areas of condensation aligning with the studs



Figure B.3.7: Downspouts have eroded soil at base of wall/foundation causing potential drainage issues



Figure B.3.10: Staff lockers are not handicap accessible and are located in main storage area

## II. Facility Assessment



Figure B.3.11: Concrete slab on grade is heavily worn, spalling and cracking

## II. Facility Assessment

### B.4 SALT STORAGE BUILDING

The salt storage building consists of a fabric roof structure supported by aluminum space frame set on round concrete foundation posts. The salt is kept from spilling out by precast concrete walls cantilevered up from the ground. The salt storage building covers 6,000 sf and was built in 2006. The building is in good shape and could be relocated if necessary.

The following photographs and captions summarize our findings:



Figure B.4.2: Precast wall panels and concrete foundation piers along exterior wall are in good condition



Figure B.4.3: Aluminum space frame structure appears in good condition



Figure B.4.1: Overall view of Salt Storage Building



Figure B.4.4: Overall fabric roof structure is in good condition

## II. Facility Assessment

### B.5 ADMINISTRATION TRAILER

The Administration Trailer is a 10 year old double-wide temporary trailer of approximately 1,600 sf.

The following photographs and captions summarize our findings:



Figure B.5.2: Main entrance lacks signage directing to accessible entrance



Figure B.5.3: Ceiling is starting to sag and separate at seam of trailer



Figure B.5.1: Overall view of Administration Trailer



Figure B.5.4: Exterior cladding is showing age and needs to be painted

## II. Facility Assessment



Figure B.5.5: Hole in floor is covered with sheet metal



Figure B.5.8: Office space is insufficient for staff needs



Figure B.5.6: Areas of missing VCT floor finish



Figure B.5.9: Staff lockers are not handicap accessible



Figure B.5.7: VCT floor finish shows extensive wear



Figure B.5.10: Supply and waste pipes at lavatory are not insulated

## II. Facility Assessment



Figure B.5.11: Mechanical systems are in good condition



Figure B.5.12: Electrical systems are adequate and in good condition

## II. Facility Assessment

### B.6 SITE

The current site encompasses two parcels separated by 142nd Avenue Northwest. The Northern parcel is 2.07 acres and is used for granular material storage along with the Utility and Sign Shops building located at the far North end. The southern parcel is 3.17 acres and contains the Administration Trailer, Fleet Storage Buildings and Salt Storage.

The following photographs and captions summarize our findings:



Figure B.6.3: On-site pavement has multiple cracks and has less than 10 years of useful service life remaining



Figure B.6.1: Aerial view of Public Works site



Figure B.6.4: Unpaved areas of site are in good condition with no signs of deep rutting



Figure B.6.2: Major streets around the site are in good condition



Figure B.6.5: Granular storage areas do not meet current EPA standards for cover

## II. Facility Assessment



Figure B.6.6: Granular material storage bins are in good condition



Figure B.6.7: Yard storage is located throughout the grounds

## II. Facility Assessment

### B.7 FUEL ISLAND

The fuel island consists of two above-ground storage tanks for on-road and off-road diesel fuel. The tanks appear to be in good condition but the metering technology is dated.

The following photographs and captions summarize our findings:



Figure B.7.1: Above ground fuel storage tank

### B.8 POLICE IMPOUND LOT

The police impound lot adjacent to Fleet Storage had no security cameras and insufficiently tall fences to prevent people from breaking into the vehicles, thus it has been temporarily moved to another location.



Figure B.8.1: Police Impound Lot

END OF SECTION

# III. Operational and Functional Observations

## A. INTRODUCTION

The space needs analysis and the site walk through provided an opportunity for the study team to assess the functionality and operational efficiency of the complex. The following represent observations from the site visit and pursuant space needs evaluation. The following is divided by building/site area and includes observed positive features and operational/functional deficiencies.

## B. OBSERVATIONS

### I. Administration/Personnel Areas

The entirety of the administrative and personnel areas is located in a trailer near the entrance to the site. The building houses offices, break room and crew areas.

#### Positive Features

- None

#### Operational Deficiencies

- Space inadequate for functions required on site.
- Building does not house all personnel.

### 2. Fleet Maintenance and Shops Building

The Fleet Maintenance and Shops building houses the Streets, Parks and Fleet Maintenance operations. It is configured as a drive through building with a large overhead door on each end and a central circulation aisle. Shop spaces are located on both sides of the aisle with Streets and Park shops, materials storage and vehicle storage located at the entry end of the building and Fleet Maintenance located on one side of the aisle at the exit end of the building.

#### Positive Features

- None

#### Operational/Functional Deficiencies

- Shops and storage areas are poorly defined and are not segregated from areas that generate vehicle exhaust fumes.
- The Fleet Maintenance area is insufficient for the fleet size.
- The current wash location is behind the vehicle repair bays which causes the bays to be blocked and water to flow into the bays.
- There is no efficient drainage system in the building
- The building clear height is not sufficient for lifting large vehicles.
- There are no personnel support areas in the building.

### 3. Utilities Shops Building

The Utilities Operation and Sign Operation are located in a separate building located remotely on the site. The building houses the offices and personnel areas for the Utilities Crew, Utilities shops and storage, Utilities vehicle storage, Utilities material storage and the Sign Shop operation.

#### Positive Features

- None

#### Operational/Functional Deficiencies

- The remoteness of the building reduces the ability for good communication between Utilities staff and other Public Works groups.
- The work spaces are inadequate to support the department's needs. Currently, six staff are working out of an space designed for roughly two individuals.
- The Sign production area is located on the second floor of the space with limited access.
- Storage of vehicles in shops creates exhaust/ventilation issues.
- Limited room for efficient storage of vehicles and equipment; vehicles require stacking causing operational inefficiency. and building does not fit all required equipment.

### 4. Vehicle Storage Building

The Vehicle Storage building consists of a two bay structure with overhead doors on each end of two circulation aisles. The building is used for vehicle and material storage.

#### Positive Features

- The building has sufficient clear heights for most activities.
- The building includes substantial square footage that has capability for use as storage or possibly use for another function.
- The building is heated.

#### Operational/Functional Deficiencies

- The structural configuration of building does not lend itself to efficient use as vehicle storage.
- The space is lacks a drainage system for vehicle run-off.

### III. Operational and Functional Observations

#### 5. Salt Storage Building

The Salt Storage building is a fabric covered aluminum structure.

##### Positive Features

- The structure is sufficient for the amount of material stored.
- Circulation to and from the structure appears efficient, with ample maneuvering space for equipment.

##### Operational/Functional Deficiencies

- The structure is located adjacent to a wetlands area and runoff must be carefully controlled.

#### 6. Exterior Material Storage

The site contains storage areas for a variety of materials and vehicles/equipment. These include stockpiles of granular materials, waste construction materials, construction materials, police impound and public works equipment and equipment implements.

##### Positive Features

- Sufficient space for storage of all assessed needs.

##### Operational/Functional Deficiencies

- Lack of site constraint results in materials stored in non-uniform manner and location.
- Lack of site constraint results in continued storage of items no longer required.

#### 7. General Site Observations

The current site size and configuration limits the department's operational efficiency and opportunity for growth. The inefficient layout and shape of the site has facilitated the need to spread operational functions throughout the site creating increased site circulation and separation of functions. Site operational/functional deficiencies noted include the following.

- The road that bi-sects the site is virtually a public road with no separation from the Public Works yard and facility components.
- Site security is at a minimum/non-existent
- Employee and visitor parking is located in a manner forcing integration of private vehicle traffic with department vehicle traffic.
- Movement between buildings does not flow efficiently due to the location of the drive areas and entrances to the buildings.
- Building locations and elevations create inefficiencies in movement of materials and vehicles.
- There is no "front door" to the site.

- Public related activities (recycling, water sales) are located in areas of the site that force public vehicles deep into Public Works activities.
- Site size limits the ability to store large equipment. Equipment is typically stored off-site because of site constraints affecting operational efficiency.

END OF SECTION

## IV. Space Programming

### A. INTRODUCTION

The Space Program documentation is presented in two forms; Space Program Spreadsheets and Space Standards. The spreadsheets are summaries which identify personnel by position as well as support spaces necessary to accommodate efficient operations of the department. The Space Standards are diagrammatic drawings of each space which include the equipment that can be accommodated within the space to meet function, building code and accessibility guidelines. The Space Standards are included in the appendix at the end of this report. Both parts together form "The Program", a term used within the architectural industry to describe the inventory of all spaces to be accommodated in the future planning, budget definition and physical building design.

#### Assumptions made in developing the program:

The development of the program is based on planning for a 15-20 year projected need. The projection of the program for a 15-20 year time-frame is within a reasonable range to accurately project future needs. It is important to note, however, that as time passes, particularly if funding for a project is not immediately available or a capital campaign will be in process over the next few years, the original program should be reviewed, refined and re-assessed to keep up with changing growth patterns and refined time frame. These considerations will affect the size and costs of future facility projects.

#### How to read the Program Summaries:

Each space required for the department is listed along with the area required for those spaces. The usable Square footage of a facility includes all areas that are within the interior walls of each individual function. If a facility was planned according to only the net number, the building would be too small to accommodate all functions listed. The reason for this is that space is consumed by components of the building including columns, structure, thickness of walls, plumbing and mechanical shafts, efficiency of the circulation or corridor system and other areas that cannot be easily projected at this phase of the project. To accommodate space for those functions, we have provided a CIRCULATION FACTOR of an additional 20 to 35% of the Net area to be dedicated toward these uses. Generally speaking, buildings that require greater circulation, wide public waiting areas, or large public interface functions require larger efficiency factors. A factor of 35% is reasonable for this project type but could be considered conservative, depending upon the amount of open circulation space desired. The final row, TOTAL PROPOSED / USABLE SF

is the number that should be used in the planning and space allocation for each department.

#### Summary of the Program Requirements:

The space needs are documented in a program which identifies the individual spaces required of the department. The program is based on requirements for a 15-20 year projected space need.

The program sheets are broken into the main operations of the department;

- Administration / Personnel
- Vehicle Maintenance
- Parks / Streets & Utilities Shops and Storage
- Fleet Storage (these areas are under the Building Type heading as "enclosed")

#### Summary of Existing Space Deficiency

Department	2015 Current Space	2030 Projected Need	Space Deficiency	% of Change
Public Works	32,000 sf	66,205 sf	34,205 sf	206.9%

#### Analysis / Summary of Findings:

Public Works Findings:

The existing Public Works facility is currently located just east of the Municipal Complex on the south edge of the City limits.

- Current operational offices are in a temporary trailer that lacks required operational areas
- Lack of adequate storage area
- Lack of fleet space (equipment stored outside)
- Lack of adequate and appropriate fleet maintenance area
- Lacks meeting and break areas
- No staff locker area
- Lacking required office areas
- Lacks Maintenance bay areas
- Operational/functional relationships of areas is disjointed
- The configuration of the buildings (office/shops/vehicle storage) results in most vehicles travelling through a very confined area causing significant congestion and a mix of pedestrian and vehicular traffic.

**City of Ramsey Department of Public Works**  
Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
<b>ADMINISTRATION/PERSONNEL AREAS</b>								
Reception/Waiting	100		1	100		100	-	-
Public Works Superintendent	225		1	225		225	-	-
Parks and Asst PW Superintendent	168		1	168		168	-	-
Utilities Department Supervisor	168		1	168	includes SCADA workstation	168	-	-
Parks Lead Person	120		1	144		144	-	-
Streets Lead Person	120		1	144		144	-	-
Spare Office	120		1	144		144	-	-
Copy/Work Room	100		1	100		100	-	-
Streets Assembly Room	198		1	198	includes lockers	198	-	-
Parks Assembly Room	254		1	254	includes lockers	254	-	-
Utilities Assembly Room	152		1	152	includes lockers	152	-	-
Break Room/Training	525		1	525	includes kitchenette	525	-	-
Male Restroom/Shower	300		1	300		300	-	-
Female Restroom/Shower	120		1	120		120	-	-
Mud Room/Alcove	80		1	80	at employee entry	80	-	-
Mechanical Rooms	400		1	400		400	-	-
Electrical Rooms	350		1	350		350	-	-
LAN/IT Room	100		1	100		100	-	-
Fitness / Storage Room	750		1	750	current size of fire station	750	-	-
<i>Administration/Personnel Areas subtotal</i>						4,422	-	-
<i>circulation</i>				35%		1,548	-	-
<b>ADMINISTRATION/PERSONNEL AREAS TOTAL</b>						<b>5,970</b>	-	-

**City of Ramsey Department of Public Works**  
Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
<b>VEHICLE MAINTENANCE FACILITY</b>								
<i>Administration/Personnel</i>								
Mechanic Office/Library	120		1	120		120	-	-
Male Restroom	80		1	80		80	-	-
Female Restroom	80		1	80		80	-	-
<i>Administration/Personnel Areas subtotal</i>				280		280	-	-
<i>circulation</i>				35%		98	-	-
<b>Administration/Personnel Total</b>				<b>378</b>		<b>378</b>	-	-
<i>Repair Bays</i>								
Truck Repair Bay		20 x 55	2	2,200		2,200	-	-
Auto Repair Bay		16 x 35	2	1,120		1,120	-	-
<i>Repair Bays subtotal</i>				3,320		3,320	-	-
<i>circulation</i>				20%		664	-	-
<b>Repair Bays Total</b>				<b>3,984</b>		<b>3,984</b>	-	-
<i>Shops/Support/Parts</i>								
Common Work Area	300		1	300	includes tire equip.	300	-	-
Lube/Compressor Room	500		1	500		500	-	-
Equipment Storage	300		1	300		300	-	-
Tool Crib	100		1	100		100	-	-
Tire Storage	300		1	300		300	-	-
Parts Storeroom	464		1	464		464	-	-
<i>Shops/Support/Parts subtotal</i>				1,964		1,964	-	-
<i>circulation</i>				20%		393	-	-
<b>Shops/Support/Parts Total</b>				<b>2,357</b>		<b>2,357</b>	-	-
<b>VEHICLE MAINTENANCE FACILITY TOTAL</b>						<b>6,719</b>	-	-

**City of Ramsey Department of Public Works**

Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
<b>PARKS SHOPS/STORAGE</b>								
General Shop	1,000		1	1,000		1,000	-	-
Tool Storage	200		1	200		200	-	-
Small Equipment Storage	200		1	200		200	-	-
Consumables Storage	200		1	200		200	-	-
Material Storage	-		1	-	See Cold Storage	-	-	-
<i>Parks Shops/Storage subtotal</i>				1,000		1,000	-	-
<i>circulation</i>	20%			200		200	-	-
<b>PARKS SHOPS/STORAGE TOTAL</b>				<b>1,200</b>		<b>1,200</b>	-	-
<b>STREETS SHOPS/STORAGE</b>								
Sign Design	400		1	400	conditioned	400	-	-
Sign Fabrication	500		1	500		500	-	-
Sign Storage	500		1	500		500	-	-
Carpentry Shop	1,000		1	1,000		1,000	-	-
Welding Shop		30 x 50	1	1,500	could be in VMF	1,500	-	-
General Shop	1,000		1	1,000		1,000	-	-
Tool Storage	200		1	200		200	-	-
Consumables Storage	200		1	200		200	-	-
Material Storage	-		1	-	see cold storage	-	-	-
<i>Streets Shops/Storage subtotal</i>				5,300		5,300	-	-
<i>circulation</i>	35%			1,855		1,855	-	-
<b>STREETS SHOPS/STORAGE TOTAL</b>				<b>7,155</b>		<b>7,155</b>	-	-
<b>UTILITIES SHOPS/STORAGE</b>								
General Shop	1,000		1	1,000		1,000	-	-
Parts Storage	300		1	300		300	-	-
Tool/Equipment Storage	200		1	200		200	-	-
Material Storage	-		1	-	See Cold Storage	-	-	-
<i>Utilities Shops/Storage subtotal</i>				1,500		1,500	-	-
<i>circulation</i>	35%			525		525	-	-
<b>UTILITIES SHOPS/STORAGE TOTAL</b>				<b>2,025</b>		<b>2,025</b>	-	-

**City of Ramsey Department of Public Works**

Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
<b>COLD STORAGE</b>								
Streets Materials	1,000		1	1,000		1,000	-	-
Utilities Materials	1,000		1	1,000		1,000	-	-
Parks Materials	1,000		1	1,000		1,000	-	-
Implements/Blades/etc	2,500		1	2,500	includes circulation	2,500	-	-
Shared Materials	2,000		1	2,000	barricades/cones/etc	2,000	-	-
Lumber Storage	400		1	400		400	-	-
Paving Materials - palletized	400		1	400		400	-	-
<i>Cold Storage subtotal</i>				8,300		8,300	-	-
<i>circulation</i>	20%			1,660		1,660	-	-
<b>COLD STORAGE TOTAL</b>				<b>9,960</b>		<b>9,960</b>	<b>-</b>	<b>-</b>
<b>YARD STORAGE</b>								
Truck Wash		20 x 50	2	2,000		2,000	-	-
Mower Blow Down		10 x 20	1	200		-	-	200
Antenna	40		1	40		-	-	40
Scrap Bins	200		4	800		-	-	800
Used Tire Storage	100		1	100		-	100	-
Salt Storage		70 x 100	1	7,000		-	7,000	-
Granular Material Storage		15 x 20	6	1,800		-	1,800	-
Granular Material Stockpiles		100 x 100	3	30,000		-	-	30,000
Material Storage	800		1	800	pipe, structures, etc	-	-	800
Generator		10 x 15	1	150		-	-	150
Fuel Island		14 x 30	2	840		-	840	-
Above Ground Fuel Storage	400		1	400		-	-	400
Recycling Center	43,560		1	43,560	containers near site entrance	-	-	43,560
Recycling Center Office/RR	140		1	140		140	-	-
Drying Bed		20 x 50	1	1,000		-	1,000	-
Impound Lot		10 x 20	20	4,000		-	4,000	-
<i>Yard Storage subtotal</i>				92,830		2,140	14,740	75,950
<i>circulation</i>	100%			92,830		2,140	14,740	75,950
<b>YARD STORAGE TOTAL</b>				<b>185,660</b>		<b>4,280</b>	<b>29,480</b>	<b>151,900</b>

**City of Ramsey Department of Public Works**

Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
<b>PARKING</b>								
Employee		10 x 20	50	10,000		-	-	10,000
Visitor		10 x 20	2	400		-	-	400
Accessible		15 x 20	2	600		-	-	600
Agency Vehicles								
Interior Conditioned								
X-Small Equipment		8 x 8	18	1,152		1,152	-	-
Small Equipment		10 x 20	33	6,600		6,600	-	-
Medium Equipment		15 x 30	15	6,750		6,750	-	-
Large Equipment		15 x 40	7	4,200		4,200	-	-
Covered								
X-Small Equipment		8 x 8	0	-		-	-	-
Small Equipment		10 x 20	0	-		-	-	-
Medium Equipment		12 x 30	0	-		-	-	-
Large Equipment		12 x 40	0	-		-	-	-
Exterior								
X-Small Equipment		8 x 8	0	-		-	-	-
Small Equipment		10 x 20	3	600		-	-	600
Medium Equipment		12 x 30	5	1,800		-	-	1,800
Large Equipment		12 x 40	0	-		-	-	-
Down/Ready Line								
Auto/Light Truck		10 x 20	4	800		-	-	800
Truck		12 x 40	1	480		-	-	480
		<i>Parking subtotal</i>		33,382		18,702	-	14,680
		<i>circulation - interior/heated storage</i>	80%	14,962		14,962	-	-
		<i>circulation - exterior storage</i>	100%	1,280		-	-	1,280
		<b>PARKING TOTAL</b>		<b>49,624</b>		<b>33,664</b>	<b>-</b>	<b>15,960</b>
<b>Site Subtotal</b>				<b>268,313</b>		<b>70,973</b>	<b>29,480</b>	<b>167,860</b>
Site Circulation, Setbacks				201,235				
Stormwater Management				43,560				
<b>SITE TOTAL</b>				<b>513,108</b>				
				11.78 acres				

Department	Job Title	Duties	No.	
			Full Time	Seasonal
<b>Administration</b>				
PW/Streets	PW Superintendent	Department Head	1	
Parks	Parks and Asst PW Superintendent	Park Dept Supervisor/Asst. PW Superintendent	1	
<b>Parks</b>				
Parks	Parks Lead Person	Parks Maintenance/Manage seasonal staff	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance/Irrigation Maintenance	1	
Parks	Future		2	
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Intern	Park Administration/Event Coordination	1	
<b>Streets</b>				
Streets	Streets Lead Person	Supervise streets projects/staff	1	
Streets	PW Maintenance Worker	Street Maintenance/Traffic Signs	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance/Fleet Maintenance	1	
Streets	PW Mechanic	Fleet Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	Future		2	
Streets	Seasonal Staff	Street Maintenance		1
Streets	Seasonal Staff	Street Maintenance		1
Streets	Seasonal Staff	Street Maintenance		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
<b>Utilities</b>				
Utilities	Utilities Supervisor	Utilities Dept Supervisor	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Future		2	
Utilities	Seasonal Staff	Utility Maintenance		1
Utilities	Seasonal Staff	Utility Maintenance		1
Totals			25	19





## V. Facility Comparisons

### A. INTRODUCTION

This section of the report provides a comparative analysis between the characteristics of the Ramsey Public Works facilities and the characteristics of the same departments in other comparable Minnesota municipalities. A comparative analysis of other municipalities, if used as a checks-and-balances comparison to the developed space program, can provide a quick snap-shot of the overall range of facilities that meet relatively similar requirements. The selection of comparable cities is primarily established based on population. Therefore it should be noted that variables in staffing, area of the city and age of existing facilities can create a range in the facilities. We do not utilize a facility comparison as the only means of projected space needs and a direct comparison is never truly possible, as no two cities are identical, the process can identify irregularities and areas to consider or reconsider or can confirm the projected program numbers, providing validity to the developed program.

One item to be particularly aware of when comparing similar city's facilities is to recognize that these figures may not represent current planning that is underway to expand those facilities. The asterisks and key notes, noted at the bottom of each analysis, provide further information to qualify the information provided in the spreadsheet. Projected or in-process expansion is an indicator of current space deficiencies, particularly important in weighing the relevance of their current facilities sizes to those projected for the City of Ramsey. The total of the comparative studies are averaged for ease of quick review, however each municipality's characteristics should be reviewed individually to best understand how their facility size (with projected expansion, if indicated) supports the population, and then compared with the projected numbers for the Ramsey's facilities.

### B. COMPARATIVE ANALYSIS METHODOLOGY

The methodology for identifying the municipalities to be considered for the analysis consists of collecting a variety of information. BKV Group researched and identified a few municipalities, or "sister-cities", that seem to be similar in nature, size or community demographics from which to base the comparisons. In our analysis, a range of near-metro and out-state municipalities was used to provide a broad cross-section of comparative information. Other criteria used to select comparison information included geographic location along a major highway system or major transportation corridor.

The cities in this comparison were identified and ranked by municipality with a population range of 16,000 to 40,000. The

population differentiation is an important designation, as it often correlates with the facility size, number of employees it is supporting, and square footage per capita of residents served. However, the size of a municipal public works facility can vary greatly from one to another depending on the types of services provided and the geographic size of the area serviced.

### C. ANALYSIS / SUMMARY OF FINDINGS

Comparison of Existing Facility:

The comparative analysis for the public works facility indicates that the City of Ramsey's Public Work's facility is similar to the comparable municipalities' facilities. A major factor in considering the usefulness of a public works facility is the efficiency of the layout and movement of vehicles and materials. The layout of the existing facility creates inefficiency in operation flow, segregating personnel and provides marginal fleet maintenance and storage. Overall, the facility is greatly undersized when compared to similar municipalities.

Projections:

When comparing Ramsey's projections for the 2030 timeframe, the projected facility size is within the range of other municipalities in the area. The projected requirements for the Ramsey Public Works facility is primarily based on providing adequate vehicle storage, service bays and proper staff support space.

In the comparison below 15 Minnesota cities are listed ranging in population from 16,500 to 39,000. With public works facilities that range in size from 44,900 square feet to 86,680 square feet, with the average facility size being 64,537 square feet. As a snap shot Ramsey's existing public works facilities totals at approximately 32,000 square feet which is well below the current public works standards. The programmed area based on the size and operations of the City of Ramsey is 66,205 square feet, which is in line with current area requirements for public works operations.

## V. Facility Comparisons

### Public Works - Space Comparison

Municipality	Population (2013)	Municipality Area (sq m.)	Site Size (acres)	Facility Size (gsf) <sup>1</sup>	Notes
Red Wing	16,513	41.19	8.03	57,310	
Willmar	19,680	15.95	16.96	68,600	
Northfield	20,581	8.61	10.82	52,400	
Golden Valley	20,845	10.55	1.68	54,400	
Farmington	22,167	14.94	6.76	44,970	
Crystal	22,588	5.88	5.30	63,000	Built in 2015, \$12.8M
Elk River	23,447	43.82	17.47	83,244	Fleet 44,144 sf, Mechanics 13,300 sf, Shops 18,400 sf, Office 7,400 sf
Prior Lake	24,408	18.33	11.40	48,453	
Chanhausen	24,432	22.88	7.52	85,250	
White Bear Lake	24,555	8.66	4.23	55,259	
Austin	24,763	10.84	14.04	68,960	
Savage	28,639	16.45	14.51	66,600	29,000 sf addition in 2012
Andover	31,709	34.83	14.99	86,680	Size reflects 2015 needs assessment, current size is 43,680 sf
Cottage Grove	35,339	37.48	11.27	63,922	
Shakopee	39,167	29.32	12.52	69,000	
<b>Average</b>	<b>25,256</b>	<b>21.32</b>	<b>10.50</b>	<b>64,537</b>	

<b>Ramsey (Existing)</b>	<b>24,935</b>	<b>29.79</b>	<b>7.74</b>	<b>32,000</b>	
<b>(Proposed GSF)</b>			<b>11.59</b>	<b>66,205</b>	

General Notes:

1. Facility size does not include area for granular storage buildings.

END OF SECTION

## VI. Master Planning Concept Options

### A. INTRODUCTION

This portion of the study is the next step after the completion of the assessment of the existing facilities, operational analysis and space programming. This process involves the planning team and the City discussing all possible options to address operational space, as detailed in the program analysis, that will address the long term requirements of the City's Public Works department. Site options consider a variety of selection criteria such as: existing infrastructure locations, expansion capabilities, staff access, parking, zoning, easements, public access to a recycling center, existing and anticipated roadway improvements, etc. And while not a driver for study, the team did assess each plan and pros and cons associated with possible overall area development. The potential options were reviewed with the City planning team to assure that all viable options are being considered.

### Concept Plan Development

The concept plans and the site master plan options were developed based upon achieving the identified priorities, goals and common vision of the city and public works department. The four concept planning options identified some core planning principals:

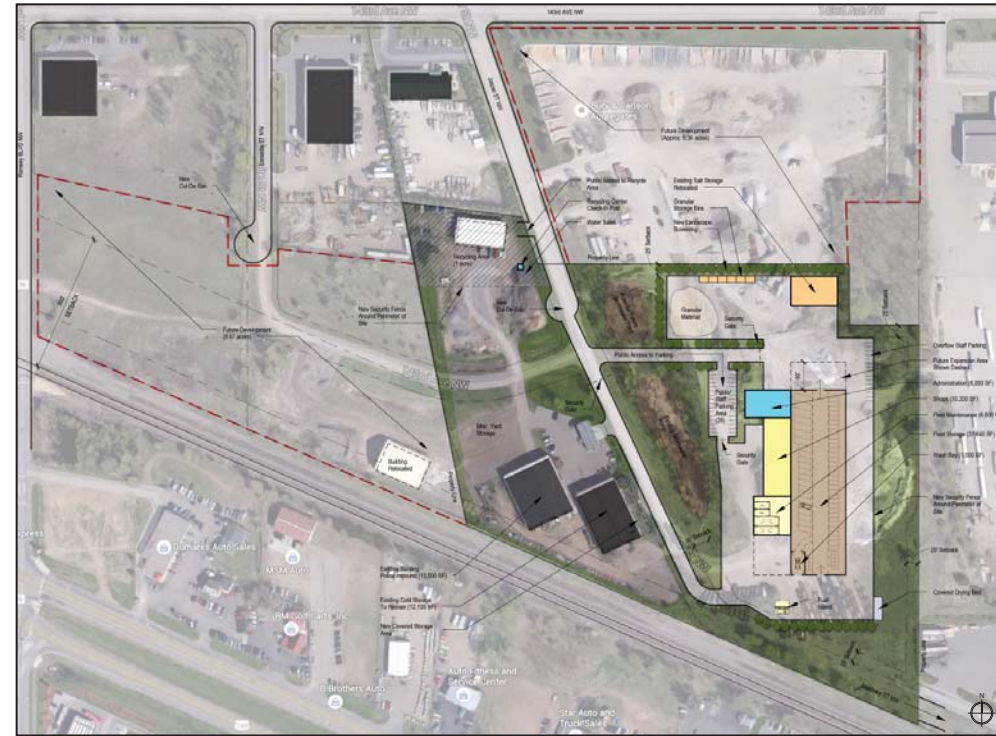
1. Provide adequate and appropriate building / operational area required for the Public Works Department
2. Provide adequate and appropriate site area and circulation needed for public works equipment & operations
3. Allow for future expansion
4. Create site layouts that promote operational efficiency
5. Separate public and public works traffic flow and access

The following is a summary of the four options developed:

- **Option A** – construct a new public works operations east of Jasper and utilize some existing structures for storage.
- **Option B** - construct an entirely new public works facility east of Jasper.
- **Option C** – construct a new public works operations east of Jasper and utilize some existing structures for storage.
- **Option D** - construct a new public works operations on the west side of Jasper and utilize some existing structures for storage.

END OF SECTION

### Option A



Total Site Area: 15.50 acres  
Total Developable Area: 18.03 acres

### Option B



Total Site Area: 11.40 acres  
Total Developable Area: 21.98 acres

### Option C



Total Site Area: 13.62 acres  
Total Developable Area: 19.80 acres

### Option D

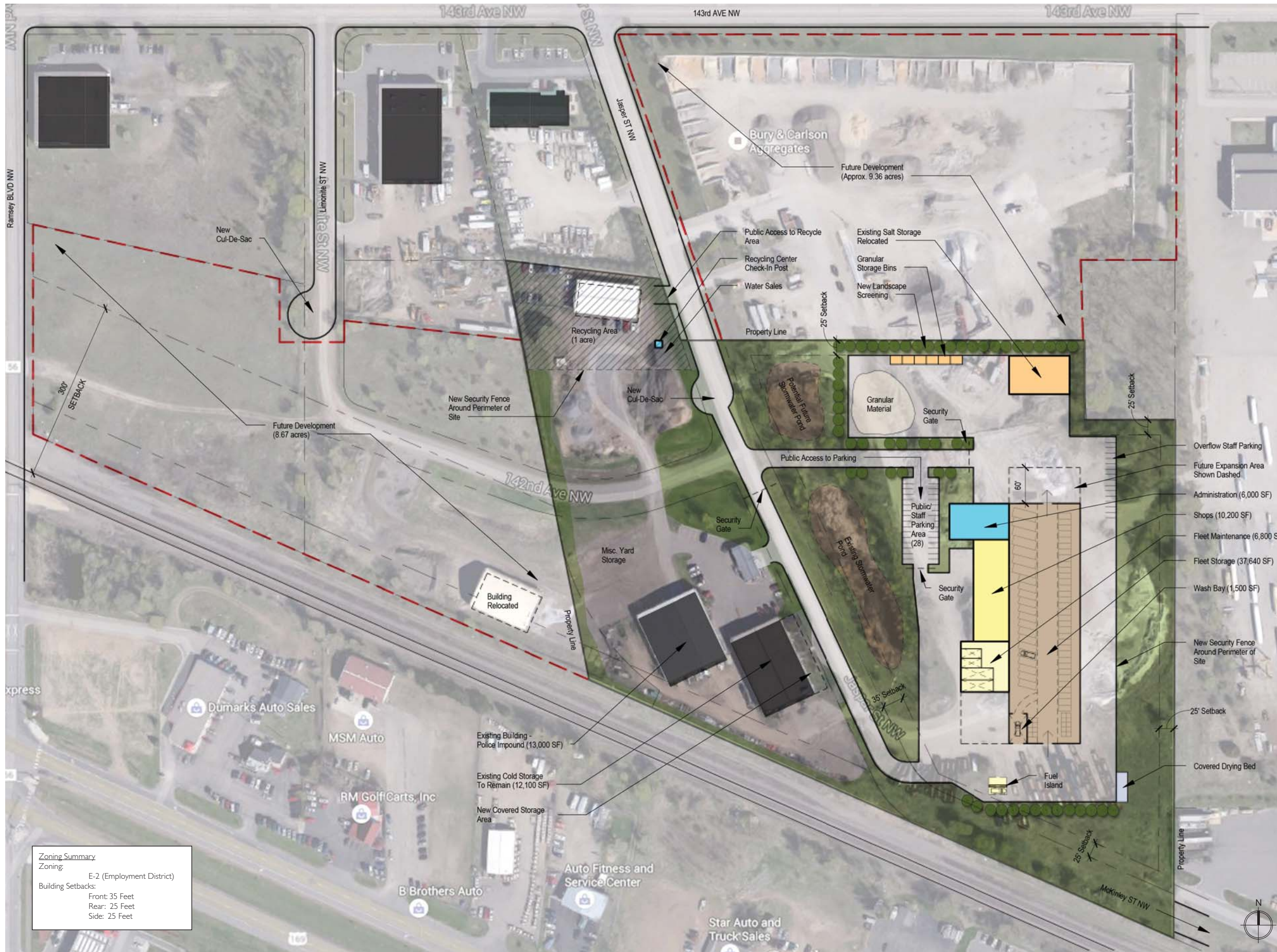


Total Site Area: 9.68 acres  
Total Developable Area: 23.91 acres

Preferred Options

Additional Options Studied

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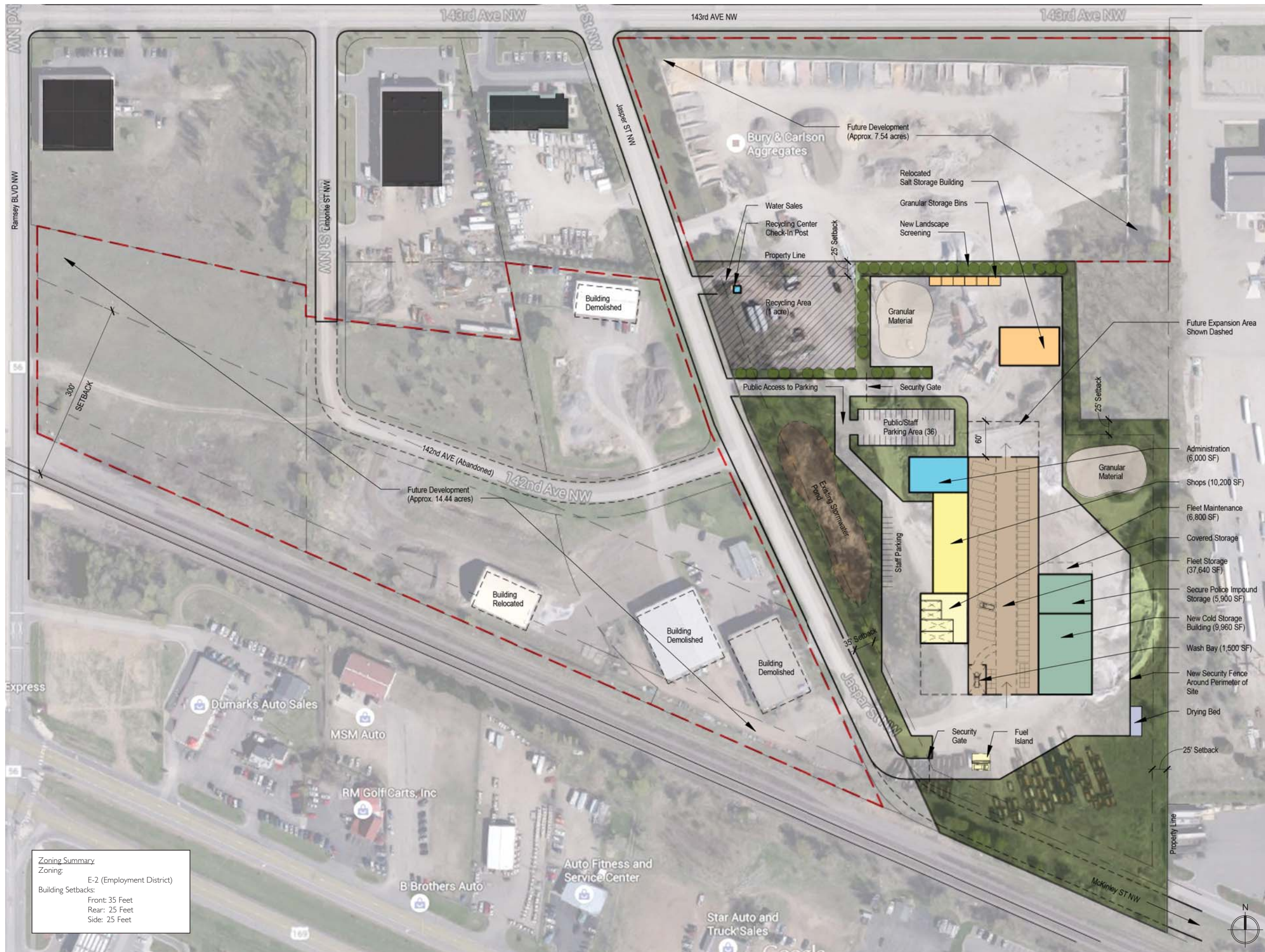


Zoning Summary  
 Zoning: E-2 (Employment District)  
 Building Setbacks:  
 Front: 35 Feet  
 Rear: 25 Feet  
 Side: 25 Feet

- Pros:**
- Utilizes existing cold storage buildings
  - Efficient centralized operation / circulation
  - Room for future growth / expansion
  - Existing stormwater pond can remain in-place
- Cons:**
- Salt storage building needs to be relocated

Option A  
 15.50 acres

DRAFT



Zoning Summary  
 Zoning: E-2 (Employment District)  
 Building Setbacks:  
 Front: 35 Feet  
 Rear: 25 Feet  
 Side: 25 Feet

- Pros:**
- Operations are centralized with efficient circulation
  - Room for future expansion
  - Existing stormwater pond can remain in-place

- Cons:**
- New cold storage/police impound building required
  - Salt storage building needs to be relocated

Option B  
 11.40 acres

DRAFT

## VII. Project Cost Estimates

### A. INTRODUCTION

This section of the report looks at the cost associated with each of the master plan options. These estimates are general in nature at this early stage of planning. However the estimated costs are based on historic cost for public works construction in our region.

There are a number of possible project aspects that can affect the cost of a project, such as:

- Poor soil conditions
- Contaminated soil conditions from previous uses
- Level of ground water is high
- Restrictive development standards
- Higher requirement for sustainability such as LEED

In general the square foot cost shown in the following estimates represent the mean range that we would anticipate for construction to occur in 2016. The construction industry is currently indicating anticipated inflation higher than what has occurred over the past 5 years. While there are many factors that can effect bidding climates, it is anticipated that yearly escalation cost will be in the 4% to 6% range. In the last year we have seen a dramatic spike in construction cost as we came out of the recession. For this reason we would suggest that the City move ahead with project planning this upcoming year with the goal to start construction in spring of 2017.

The estimated cost for each of the four options with inflation added are as follows:

#### Option A

- Construction \$11,563,571
- Soft Cost Estimate \$1,500,000
- **Estimated 2017 Total Project Cost \$13,063,571**

#### Option B

- Construction \$12,226,835
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,726,835**

#### Option C

- Construction \$11,508,446
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,008,446**

#### Option D

- Construction \$11,343,071
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$12,843,071**

The difference between the high and low estimate is \$883,764. Since all concept plans are based on providing the same amount of building area the primary difference in the cost is based on:

1. Reuse of existing or new cold storage buildings
2. Relocation of the existing salt storage shed
3. Amount of site development required

## VII. Project Cost Estimates

### Site Option A:

#### A. Construction Estimate:

1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
4. 39,140 SF Fleet Storage at \$125 / SF = \$4,892,500
5. Remodel Cold Storage Buildings = \$250,000
6. New Fueling Island with above ground tanks = \$200,000
7. Move Salt Storage = \$50,000
8. Demolition, Fence and Site Development = \$400,000
9. Design & Construction contingency at 5% = \$524,425

---

**Construction Estimate = \$11,012,925**

#### B. Soft Cost Estimate (Typically Include):

1. A/E Fees
2. Legal Counsel Review
3. Reimbursable Expenses
4. Geotechnical Report
5. Data / Telecom Wiring
6. A/V Systems for Training Room
7. Survey
8. CM / Project Management Fees
9. FF&E (Furniture, Fixtures and equipment)
10. SAC (sewer connection fees through Met Council)
11. WAC (water connection fees)
12. Bond costs
13. Plan review fee
14. Bid Advertising
15. Special Testing (construction)
16. Bid document printing
17. Builders Risk Insurance
18. General Project Contingency

---

**Soft Cost Estimate = \$1,400,000**

**Estimated Total Project Cost for 2016 = \$12,412,925**

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

**Inflated Construction Estimate for 2017 = \$11,012,925 x 5% = \$11,563,571**  
**Soft Cost Estimate = \$1,500,000**

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**Estimated 2017 Total Project Cost \$13,063,571**

# VII. Project Cost Estimates

## Site Option B:

### A. Construction Estimate:

- 1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
- 2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
- 3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
- 4. 39,140 SF Fleet Storage at \$125 / SF = \$4,892,500
- 5. 15,860 SF Cold Storage Building at \$60 / SF = \$951,600
- 6. New Fueling Island with above ground tanks = \$200,000
- 7. Move Salt Storage = \$50,000
- 8. Demolition, Fence and Site Development = \$300,000
- 9. Design & Construction contingency at 5% = \$554,505

---

**Construction Estimate = \$11,644,605**

### B. Soft Cost Estimate (Typically Include):

- 1. A/E Fees
- 2. Legal Counsel Review
- 3. Reimbursable Expenses
- 4. Geotechnical Report
- 5. Data / Telecom Wiring
- 6. A/V Systems for Training Room
- 7. Survey
- 8. CM / Project Management Fees
- 9. FF&E (Furniture, Fixtures and equipment)
- 10. SAC (sewer connection fees through Met Council)
- 11. WAC (water connection fees)
- 12. Bond costs
- 13. Plan review fee
- 14. Bid Advertising
- 15. Special Testing (construction)
- 16. Bid document printing
- 17. Builders Risk Insurance
- 18. General Project Contingency

---

**Soft Cost Estimate = \$1,400,000**

**Estimated Total Project Cost for 2016 = \$13,044,605**

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

**Inflated Construction Estimate for 2017 = \$11,644,605 x 5% = \$12,226,835**  
**Soft Cost Estimate = \$1,500,000**

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**Estimated 2017 Total Project Cost \$13,726,835**

## VII. Project Cost Estimates

### Site Option C:

#### A. Construction Estimate:

1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
4. 39,140 SF Fleet Storage at \$125 / SF = \$4,892,500
5. Remodel Cold Storage Buildings = \$250,000
6. New Fueling Island with above ground tanks = \$200,000
7. Move Salt Storage = \$50,000
8. Demolition, Fence and Site Development = \$350,000
9. Design & Construction contingency at 5% = \$521,925

---

**Construction Estimate = \$10,960,425**

#### B. Soft Cost Estimate (Typically Include):

1. A/E Fees
2. Legal Counsel Review
3. Reimbursable Expenses
4. Geotechnical Report
5. Data / Telecom Wiring
6. A/V Systems for Training Room
7. Survey
8. CM / Project Management Fees
9. FF&E (Furniture, Fixtures and equipment)
10. SAC (sewer connection fees through Met Council)
11. WAC (water connection fees)
12. Bond costs
13. Plan review fee
14. Bid Advertising
15. Special Testing (construction)
16. Bid document printing
17. Builders Risk Insurance
18. General Project Contingency

---

**Soft Cost Estimate = \$1,400,000**

**Estimated Total Project Cost for 2016 = \$12,360,425**

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

**Inflated Construction Estimate for 2017 = \$10,960,425 x 5% = \$11,508,446**  
**Soft Cost Estimate = \$1,500,000**

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**Estimated 2017 Total Project Cost \$13,008,446**

# VII. Project Cost Estimates

## Site Option D:

### A. Construction Estimate:

- 1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
- 2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
- 3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
- 4. 39,140 SF Fleet Storage at \$125 / SF = \$4,892,500
- 5. Remodel Cold Storage Buildings = \$250,000
- 6. New Fueling Island with above ground tanks = \$200,000
- 7. Demolition, Fence and Site Development = \$250,000
- 8. Design & Construction contingency at 5% = \$514,425

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**Construction Estimate = \$10,802,925**

### B. Soft Cost Estimate (Typically Include):

- 1. A/E Fees
- 2. Legal Counsel Review
- 3. Reimbursable Expenses
- 4. Geotechnical Report
- 5. Data / Telecom Wiring
- 6. A/V Systems for Training Room
- 7. Survey
- 8. CM / Project Management Fees
- 9. FF&E (Furniture, Fixtures and equipment)
- 10. SAC (sewer connection fees through Met Council)
- 11. WAC (water connection fees)
- 12. Bond costs
- 13. Plan review fee
- 14. Bid Advertising
- 15. Special Testing (construction)
- 16. Bid document printing
- 17. Builders Risk Insurance
- 18. General Project Contingency

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**Soft Cost Estimate = \$1,400,000**

**Estimated Total Project Cost for 2016 = \$12,202,925**

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

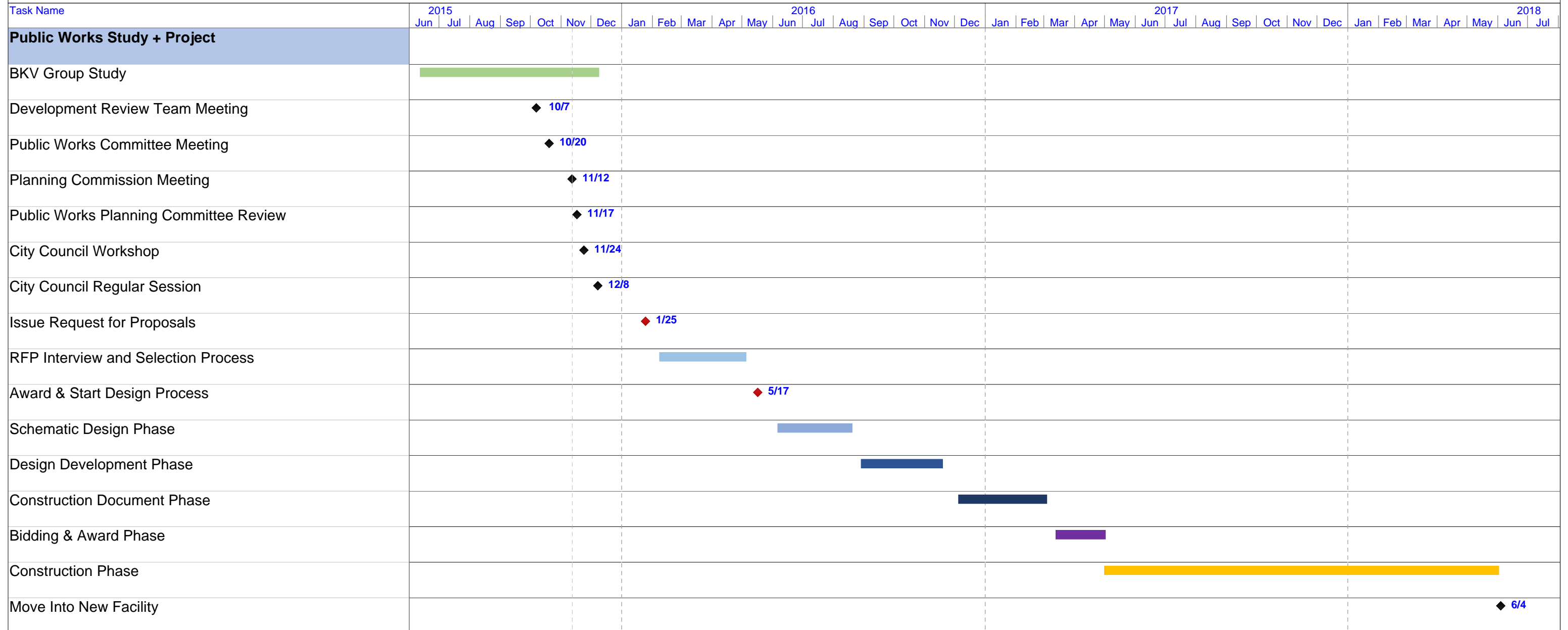
**Inflated Construction Estimate for 2017 = \$10,802,925 x 5% = \$11,343,071**  
**Soft Cost Estimate = \$1,500,000**

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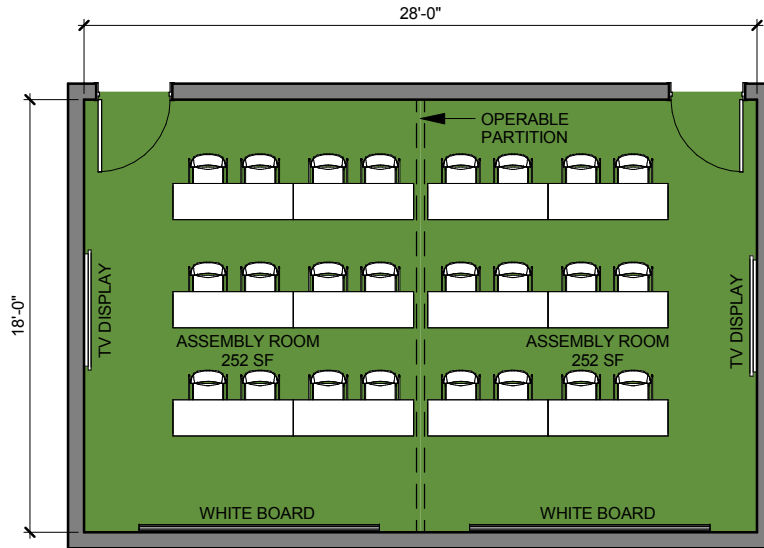
**Estimated 2017 Total Project Cost \$12,843,071**

END OF SECTION

**City of Ramsey  
Public Works Study  
Proposed Project Implementation Schedule**  
November 12, 2015



Task		Project Summary		Inactive Summary		Manual Summary		External Milestone	
Split		External Tasks		Manual Task		Start-only		Progress	
Milestone		External Milestone		Duration-only		Finish-only		Deadline	
Summary		Inactive Milestone		Manual Summary Rollup		External Tasks			



**Critical Physical Adjacencies:**

- Staff break room

**Finishes:**

- Painted Gyp Bd wall finish
- Acoustic ceiling tile

**Other Requirements:**

- Room identification signage
- Windows preferred

**In-contract Systems and Equipment:**

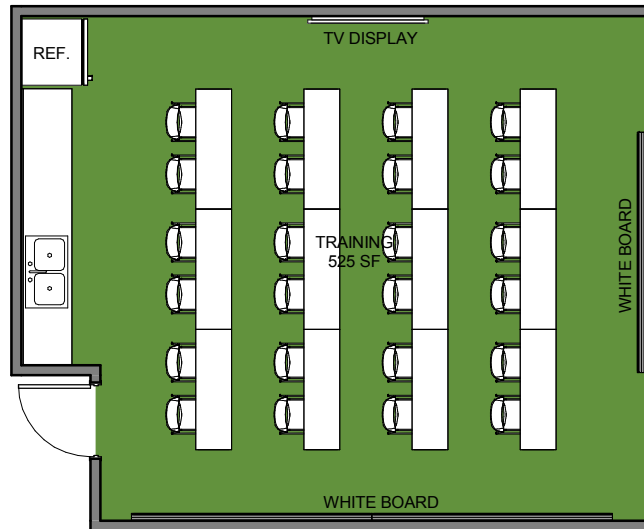
- Operable partition wall

**Separate-contract Systems and Equipment:**

- 

**Owner-supplied Systems and Equipment:**

- TV display monitor
- White Board



**Critical Physical Adjacencies:**

- 

**Finishes:**

- Suspended acoustical tile ceiling
- Textured and painted gypsum board walls
- No chair rail required
- Rubber wall base
- Vinyl tile floor

**Other Requirements:**

- Room identification signage
- Windows preferred, not operable
- Acoustic separation, STC 65

**In-contract Systems and Equipment:**

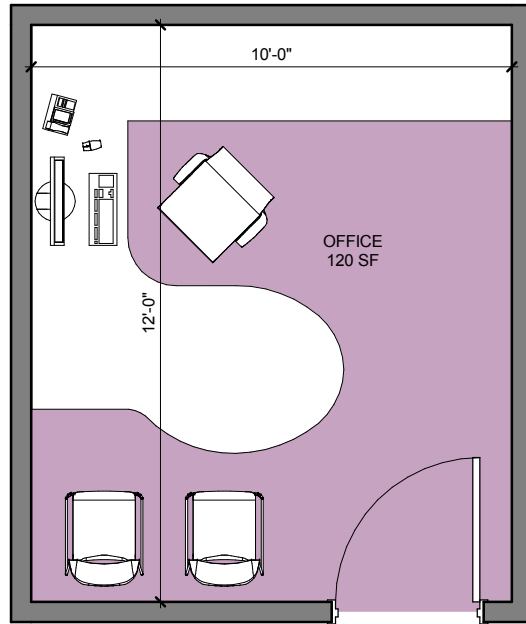
- Data and power at walls
- Public address speaker at ceiling
- Direct/indirect lighting with occupancy sensor and override
- Dedicated VAV with CO2 sensor demand ventilation

**Separate-contract Systems and Equipment:**

- Tables
- Task chairs, rolling
- 3 Markerboards (120"x48")

**Owner-supplied Systems and Equipment:**

- CPU, mouse, keyboard, webcam, 60" monitor
- Conference phone
- Trash and recycle bins



**Critical Physical Adjacencies:**

- Reception

**Finishes:**

- Suspended acoustical tile ceiling
- Textured and painted gypsum board walls
- No chair rail required
- Rubber wall base
- Carpet tile floor

**Other Requirements:**

- Room identification signage
- Windows preferred, not operable
- Acoustic separation, STC 65

**In-contract Systems and Equipment:**

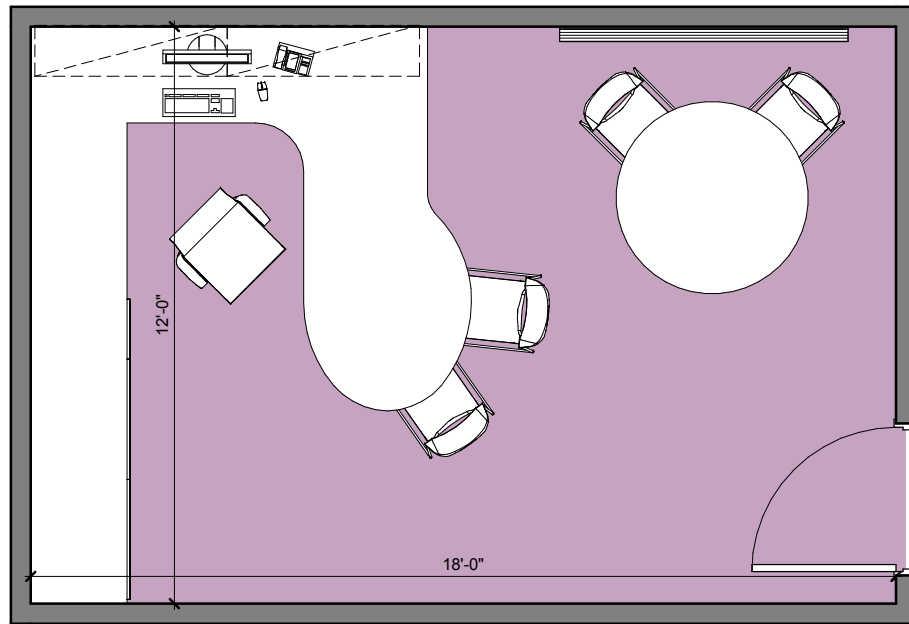
- Data and power at walls
- Public address speaker at ceiling
- Direct/indirect lighting with occupancy sensor and override
- Dedicated VAV with CO2 sensor demand ventilation

**Separate-contract Systems and Equipment:**

- Workstation
- 1 work chair, 2 side chairs

**Owner-supplied Systems and Equipment:**

- CPU, mouse, keyboard, webcam, 60" monitor
- Workstation phone
- Trash and recycle bins



#### Critical Physical Adjacencies:

- Reception
- Copy Room

#### Finishes:

- Suspended acoustical tile ceiling
- Textured and painted gypsum board walls
- No chair rail required
- Rubber wall base
- Carpet tile floor

#### Other Requirements:

- Room identification signage
- Windows preferred, not operable
- Acoustic separation, STC 65

#### In-contract Systems and Equipment:

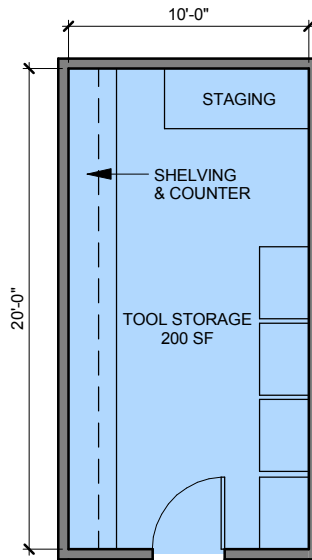
- Data and power at walls and table center
- Public address speaker at ceiling
- Direct/indirect lighting with occupancy sensor and override
- Dedicated VAV with CO2 sensor demand ventilation

#### Separate-contract Systems and Equipment:

- Workstation
- 1 work chair, 4 side chairs
- 1 round conference table

#### Owner-supplied Systems and Equipment:

- CPU, mouse, keyboard, webcam, monitor
- Workstation phone
- Trash and recycle bins



**Critical Physical Adjacencies:**

- Adjacent to shops area

**Finishes:**

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

**Other Requirements:**

- Room identification signage

**In-contract Systems and Equipment:**

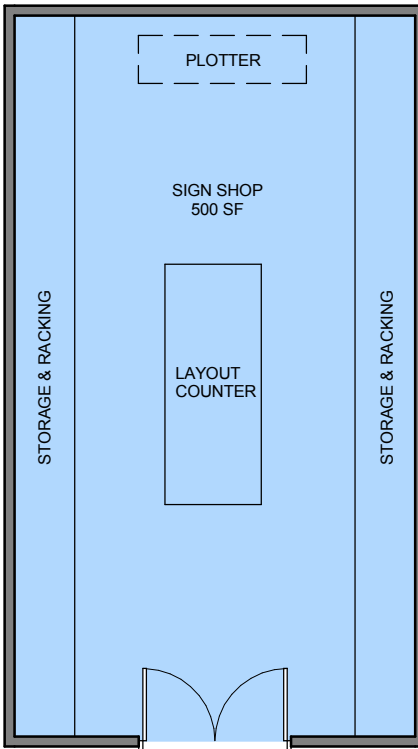
- Power at walls and work tables

**Separate-contract Systems and Equipment:**

- Compressed air supply

**Owner-supplied Systems and Equipment:**

- Shelving
- Work tables



**Critical Physical Adjacencies:**

- Access to exterior for loading/unloading materials
- Clean environment

**Finishes:**

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

**Other Requirements:**

- Room identification signage
- Windows preferred, not operable
- 6ft wide min. access door

**In-contract Systems and Equipment:**

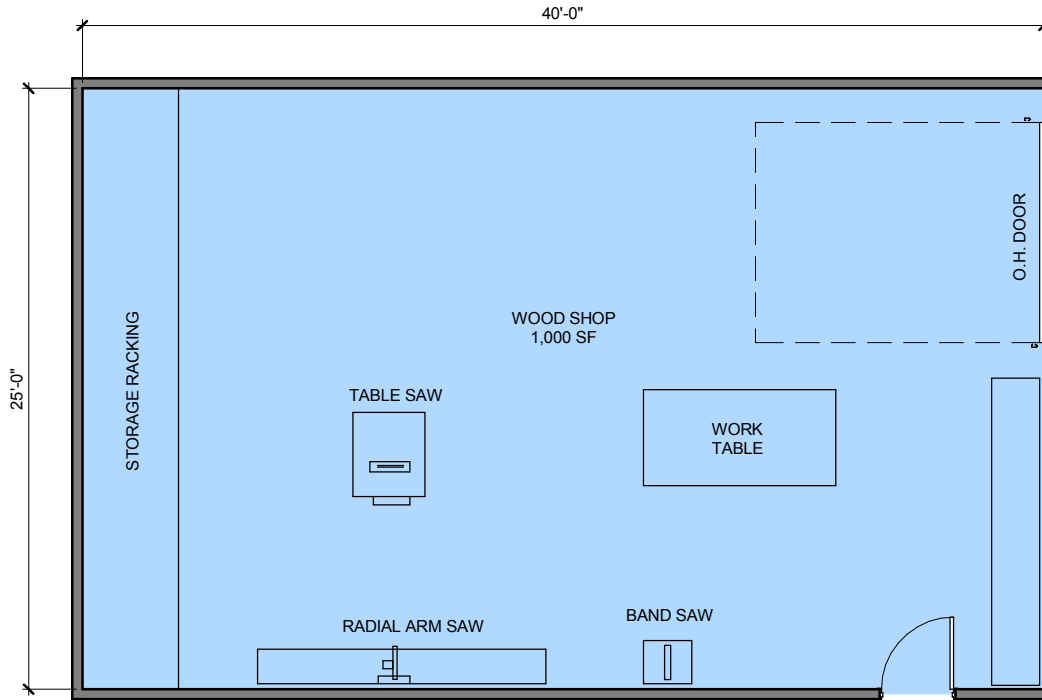
- Power at walls and work tables

**Separate-contract Systems and Equipment:**

- 

**Owner-supplied Systems and Equipment:**

- Shelving
- Layout Counter
- Plotter



#### Critical Physical Adjacencies:

- Access to exterior for loading/unloading materials

#### Finishes:

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes

#### Other Requirements:

- Room identification signage
- Windows preferred, not operable
- 8ft high min. overhead door for forklift access, preferred

#### In-contract Systems and Equipment:

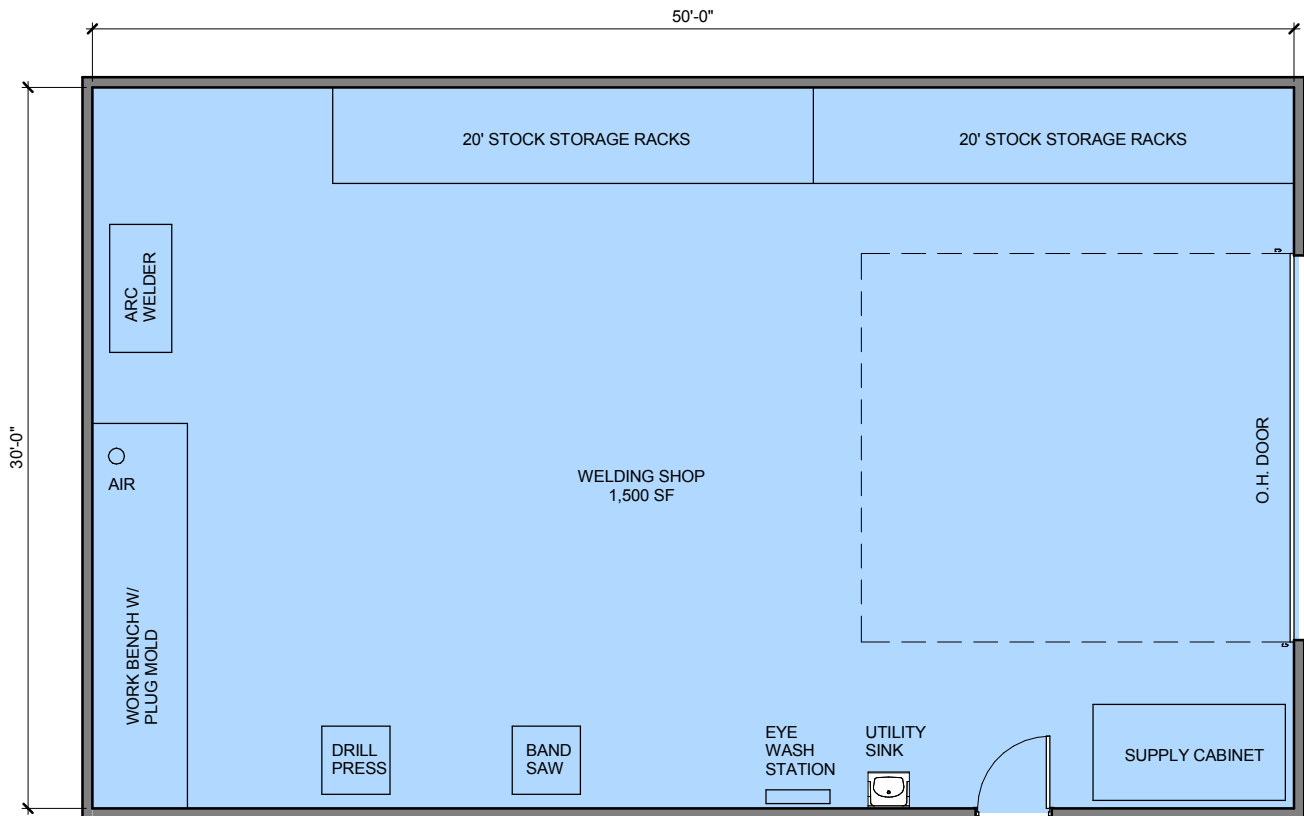
- Power at walls and work tables

#### Separate-contract Systems and Equipment:

- Compressed air supply

#### Owner-supplied Systems and Equipment:

- Shelving and work tables
- Woodworking equipment
- Dust collection system



#### Critical Physical Adjacencies:

- Access to exterior for loading/unloading materials
- Near fleet maintenance bays

#### Finishes:

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

#### Other Requirements:

- Room identification signage
- Windows preferred, not operable
- Overhead door for forklift access, preferred

#### In-contract Systems and Equipment:

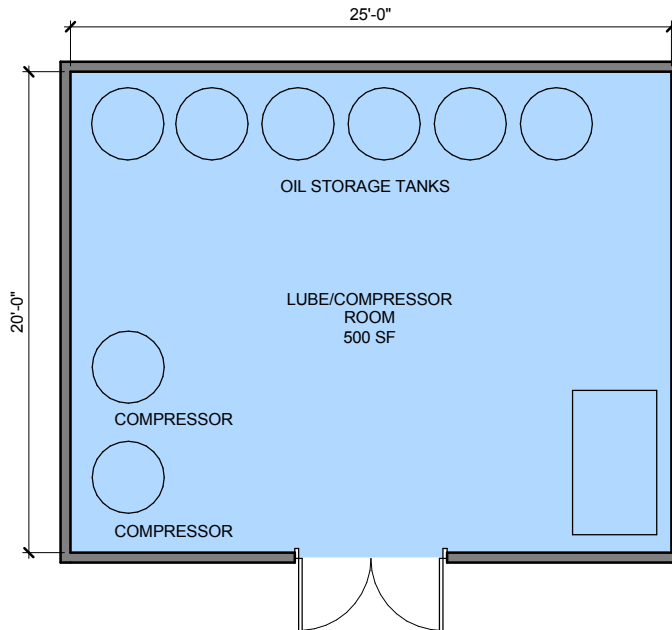
- Power at walls and work tables
- Utility hand sink

#### Separate-contract Systems and Equipment:

- Compressed air supply
- Eye wash station

#### Owner-supplied Systems and Equipment:

- Shelving
- Work tables
- Welding equipment (Arc Welder, Band Saw, Drill Press)



**Critical Physical Adjacencies:**

- Access to exterior for loading/unloading materials
- Near fleet maintenance bays

**Finishes:**

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

**Other Requirements:**

- Room identification signage
- 6ft wide min. access door, preferred

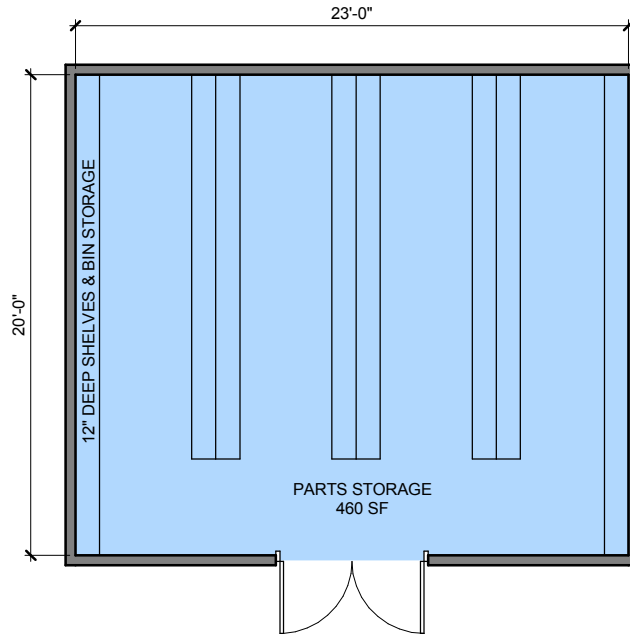
**In-contract Systems and Equipment:**

- Power

**Separate-contract Systems and Equipment:**

- Compressed air supply
- Lube storage system

**Owner-supplied Systems and Equipment:**



**Critical Physical Adjacencies:**

- Access to fleet maintenance area

**Finishes:**

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

**Other Requirements:**

- Room identification signage

**In-contract Systems and Equipment:**

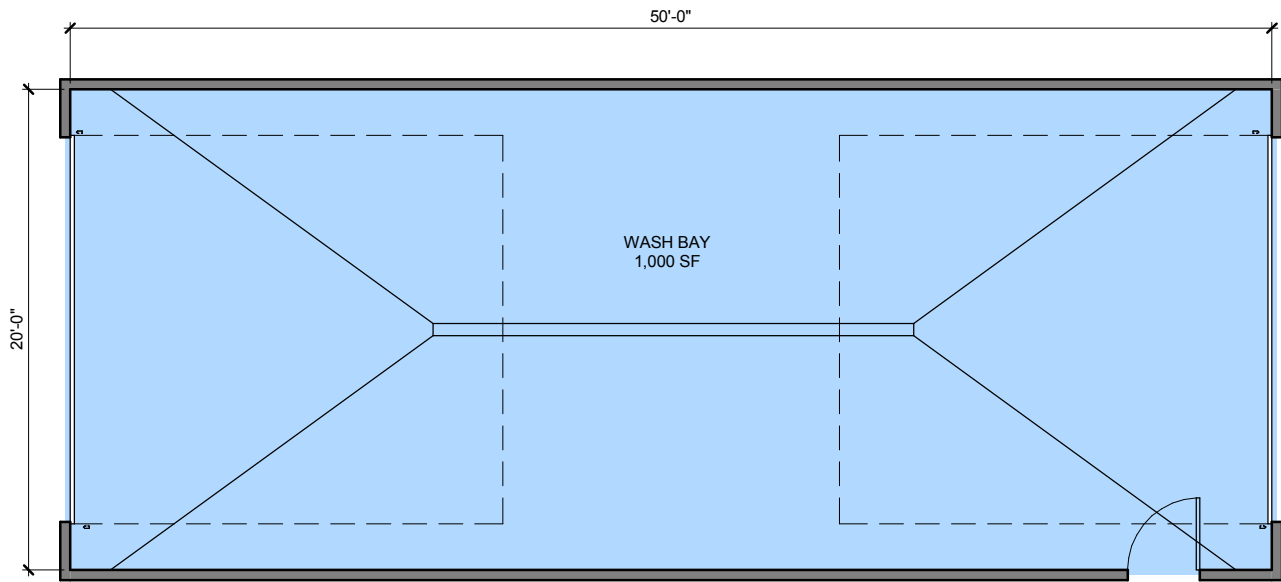
- 

**Separate-contract Systems and Equipment:**

- 

**Owner-supplied Systems and Equipment:**

- Shelving



**Critical Physical Adjacencies:**

- Exterior access door
- Exit into fleet storage

**Finishes:**

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

**Other Requirements:**

- Room identification signage
- Water-proof light fixtures as required
- Floor drain
- (2) Two weatherproof power receptacles

**In-contract Systems and Equipment:**

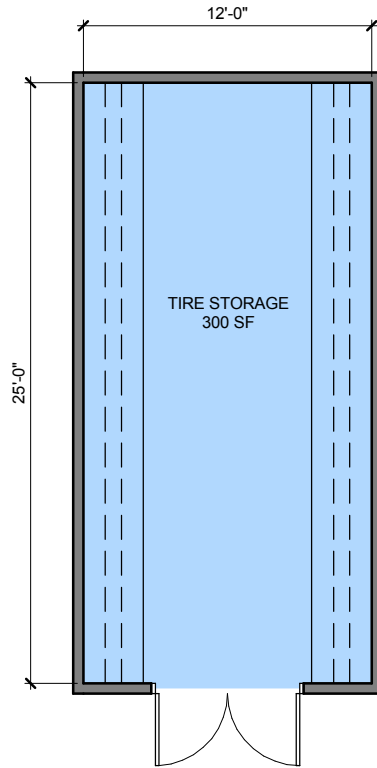
- 

**Separate-contract Systems and Equipment:**

- Compressed air supply at two locations

**Owner-supplied Systems and Equipment:**

- Wash equipment
- Work tables



**Critical Physical Adjacencies:**

- Fleet maintenance bay

**Finishes:**

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

**Other Requirements:**

- Room identification signage
- 6ft wide door for moving carts and materials

**In-contract Systems and Equipment:**

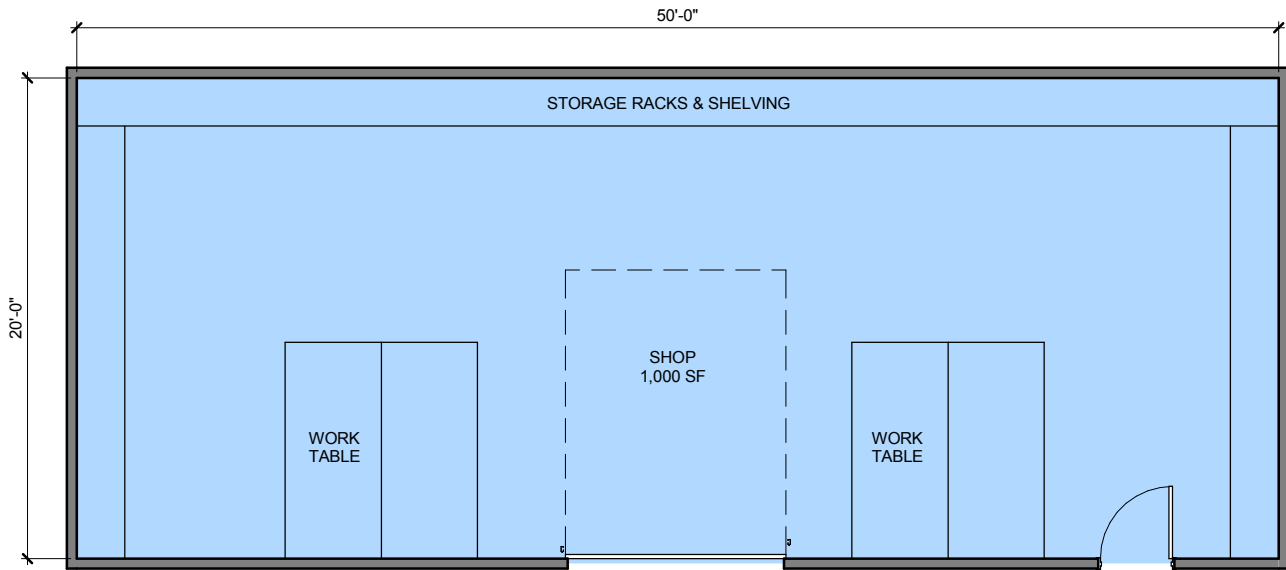
- 

**Separate-contract Systems and Equipment:**

- 

**Owner-supplied Systems and Equipment:**

- Shelving



**Critical Physical Adjacencies:**

- Access to exterior for loading/unloading materials

**Finishes:**

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

**Other Requirements:**

- Room identification signage
- Windows preferred, not operable
- 8ft high min. overhead door for forklift access, preferred

**In-contract Systems and Equipment:**

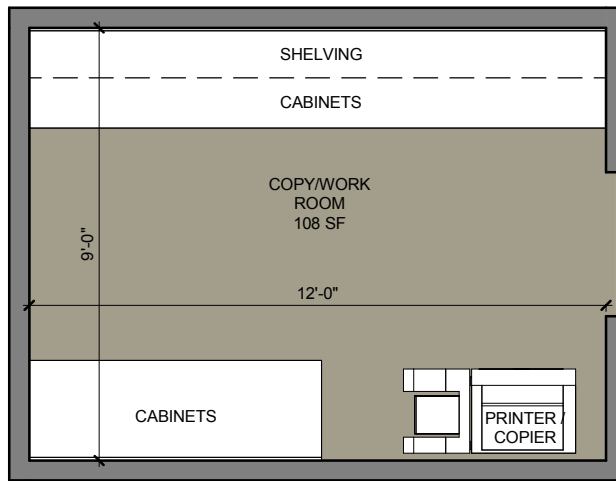
- Power at walls and work tables

**Separate-contract Systems and Equipment:**

- Compressed air supply

**Owner-supplied Systems and Equipment:**

- Shelving
- Work tables



**Critical Physical Adjacencies:**

- Reception
- Manager's Office

**Finishes:**

- Suspended acoustical tile ceiling
- Textured and painted gypsum board walls
- No chair rail required
- Rubber wall base
- Carpet tile floor

**Other Requirements:**

- Room identification signage
- Windows preferred, not operable
- Acoustic separation, STC 65

**In-contract Systems and Equipment:**

- Data and power at walls and table center
- Public address speaker at ceiling
- Direct/indirect lighting with occupancy sensor and override
- Dedicated VAV with CO2 sensor demand ventilation

**Separate-contract Systems and Equipment:**

- Cabinets
- Copier / printer

**Owner-supplied Systems and Equipment:**

- CPU, mouse, keyboard, webcam, 60" monitor
- Conference phone
- Trash and recycle bins

# Ramsey Public Works Campus

## PROCESS/PROJECT OUTLINE

Estimated Cost: \$12M-\$14M (11/19/2015)

### **1. Space Needs Analysis**

***Summer/Fall 2016***

***\$20,000***

The purpose of this step is to answer a number of questions regarding the existing Public Works site. For example, how are we operating today; and what resources do we have today? What resources/ facilities do we need now and in the future? Can we renovate the existing Public Works campus/ buildings? Should we demolish and rebuild? What alternatives for location and design of a new campus exist; and how much do they cost? Construction of a new Public Works campus will result in available land for redevelopment—what is the highest and best use for redevelopment?

**DELIVERABLES:**

- Feasibility Report
- Space Needs Analysis
- Master Planning

### **2. Preliminary Design**

***2017***

***\$65,000***

The purpose of this stage is to develop schematic designs of the new Public Works Campus; and to select a design. The outcome of this stage is preliminary architectural designs, preliminary site plan documents, preliminary project budget, and overall project design selected.

**DELIVERABLES:**

- General Building Design and Layout Selected
- Preliminary Detailed Budget, Architectural Plans, and Site Plans

### **3. Final Design, Specs, Bid Docs**

***2017/2018***

***\$190,000***

The purpose of this stage is to develop final detailed site plans, architectural plans, civil plans, landscaping plans, electric/ mechanical plans, construction specifications, bid documents, and project budget. This work does have a shelf life of five years. This is work will need to be completed in order to construct a new Public Works Campus. Essentially, the project would be ready-to-bid after this step.

**DELIVERABLES:**

- Final detailed plans, specifications, bid documents, and budget
- Project would be ready to bid

### **4. Bidding & Bid Award**

***2018/2019***

***\$15,000***

The purpose of this stage is to bid and potentially award the proposed construction project to a general contractor. Staff would recommend the City Council have a detailed/formal policy discussion regarding this project before this step is completed. This would entail a detailed review of the project budget and the proposed funding source (bonding). The outcome of said discussion would be consensus support from policy makers for construction of a new Public Works Campus, or not.

**DELIVERABLES:**

- Bid Tabulation and Potential Bid Award

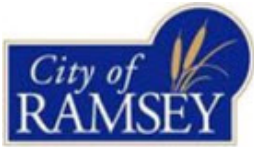
### **5. Construction Administration**

***2019/2020***

***\$20,000***

The purpose of this stage is to physically construct a new Public Works and provide construction administration services. This step would be authorized when a bid is awarded. The number above only outlines the cost for the architect to provide construction administration services (project management).

**DISCLAIMER:** other than step 1, all numbers included this document are very preliminary, in draft form, unofficial, and not developed by licensed professionals. As this process unfolds, accurate numbers will be provided. These numbers should be utilized for reference purposes only.



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

## CC Regular Session

7. 4.

**Meeting Date:** 06/09/2015

**Submitted For:** Patrick Brama, Administrative Services

**By:** Patrick Brama, Administrative Services

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### Information

**Title:**

Consider Strategy for Future Public Works Campus Planning Process

**Purpose/Background:**

**PURPOSE**

Provide direction to Staff on how to move forward with planning for a replacement Public Works Campus.

1. Consider Staff recommendation on how to proceed with the space needs analysis (Step 1 of process).
2. Consider Staff recommendation to budget \$65,000 for preliminary design in 2016 (Step 2 of process).

**BACKGROUND** (Public Works Campus)

1. The Public Works department moved from its original location on Hwy 47 and 142nd Ave to its current location at 14100 Jasper St in 1995. The buildings were originally constructed for a company called Minnesota Sawdust in 1984. At the time of the move, we employed 7 full-time maintenance workers and 2 seasonal workers. Today, we employ 17 full-time maintenance workers and 8-12 seasonal workers.
2. In 2002 the City of Ramsey purchased the property at 14210 Jasper St and converted that building to what is now our utility department and sign shop.
3. In 2005 the Public Works department was granted an interim use permit for a temporary construction trail to house our administrative offices and lunch room.
5. In 2006 we constructed covered storage to protect our winter road salt supply.
6. Since approximately 2007, we have been using off-site storage buildings to house seasonal or less frequently used equipment, due to the lack of secure storage space at our campus.

**BACKGROUND** (Process)

Please see the attached process outline. At this point, the City is at Step 1 (of 5) in the process to plan for, and construct, a replacement Public Works Campus (Space Needs Analysis Stage). The City budgeted \$20,000 for this work in 2015 (to be completed in 2015).

**Notification:**

NA

**Observations/Alternatives:**

Please review staff recommendation first. If the Council is concerned with the Staff recommendation, below are alternatives to consider:

1. Competitively Bid Step 1 of the attached process (rather than select BKV Group now).
2. Don't budget for Step 2 in 2016 at this time (wait until 2017 or later).
3. Oppose planning for the reconstruction of a replacement Public Works Campus altogether in 2015 (or later).

**Funding Source:**

General Fund and Enterprise Funds

**Recommendation:**

**1. Consider Staff recommendation on how to proceed with the space needs analysis (Step 1 of process).**

Typically, Staff would recommend completing a RFQ (Request for Quotes) for this type of work. However, a RFQ on a space needs analysis can easily turn into a bidding war between engineering firms; which motivates firms to "undercut" their bid on the space needs analysis in an effort to "buy" later steps of engineering/ architectural services (steps 2-5 outlined in the attachment). Unless a solid reason exists, Cities select the lowest quote on any given project. This situation can result in a lack of service/ quality in work delivered. Additionally, it should be noted, a space needs analysis can be a fairly ambiguous in terms of several items (not easy to compare apples to apples--and challenging to draft a very clear RFQ).

As a result of the information outlined above, Staff would feel more comfortable allowing an architectural/ engineering firm that has a good track record with City to complete Step 1 of this process. Then, when it comes to Steps 2-5, staff would recommend architectural/ engineering services for this project be competitively bid (i.e. a standard RFQ process). NOTE: in order for the City to receive quality competitive bids for steps 2-5, the space needs analysis needs to be thorough and of high quality (will make the RFQ very clear). This work is not required to be competitively bid via State Statute.

Attached to this case is a proposal from BKV Group for a space needs analysis (not to exceed \$19,500). Staff would recommend awarding BKV Group this work. BKV Group has a solid track record with the City (Fire Station #2 and the Ramsey Municipal Center).

**2. Consider Staff recommendation to budget \$65,000 for preliminary design in 2016 (Step 2 of process).**

As the Council knows, in order to complete a project in 2016, we need to budget for that project in 2015. If the Council is interested in moving this project along in 2016, Staff would recommend budgeting for Step 2 (Preliminary Design) now. Staff was provided a "preliminary/ budgeting" estimation of \$55,000 for this work by BKV Group. Staff would recommend the City Council budget \$65,000 for Step 2 in 2016.

**Action:**

Motion to:

Accept the attached proposal for professional services from BKV Group, not to exceed \$19,500.

-and-

Direct Staff to budget \$65,000 in 2016 for preliminary design of a replacement Public Works Campus.

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**Attachments**

Campus REF MAP (Two Options)

Process Outline

BKV Group Proposal (Step 1 Space Needs)

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**Form Review**

**Inbox**

Grant Riemer

Diana Lund

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 06/04/2015

**Reviewed By**

Grant Riemer

Diana Lund

Kurt Ulrich

**Date**

06/04/2015 10:41 AM

06/04/2015 10:56 AM

06/04/2015 03:24 PM

Started On: 06/03/2015 04:57 PM

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, November 12, 2015, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:                   Chairperson Gary Levine  
  Commissioner Andrew Andrusko  
  Commissioner Randy Bauer  
  Commissioner Ralph Brauer  
  Commissioner Matthew Maul  
  Commissioner Cindy Nosan  
  Commissioner Gary VanScoy

Members Absent:                   None

Also Present:                       Community Development Director Timothy Gladhill  
  Planning Intern Geoff Solomonson

**5.03: Receive Update on Public Works Campus Space Needs Analysis and Consider Policy for a Future McKinley Street Connection.**

**Presentation**

Community Development Director Gladhill presented the staff report and reviewed the campus space needs analysis with the Planning Commission. He requested the Commission consider policy direction on McKinley Street as one of the top concepts for the proposed future public works campus requires the future connection of McKinley Street to be vacated.

**Commission Business**

Commissioner Bauer questioned how long range the plan was.

Public Works Superintendent Reemer believed the plan was slated for tentative construction in 2018.

Community Development Director Gladhill agreed stating there was three years of planning needed in order to properly complete the project.

Commissioner Bauer inquired when the City's transportation plan would be complete.

Community Development Director Gladhill anticipated that the transportation would be completed late 2016 or early 2017.

Commissioner Brauer was in favor of not making a single sided decision, but rather wanted the Planning Commission to take a look at the overall transportation plan.

Chairperson Levine commented the McKinley issue has been an issue in Ramsey for 30 years. The roadway should have been a through street. He believed this was an important issue for the Commission to address.

Public Works Superintendent Reemer explained there was talk of constructing an underpass under the railroad at Sunfish Lake Boulevard. He indicated this would directly impact and close off McKinley. He did not believe that McKinley would be used enough to push it through.

Further discussion ensued regarding the amount of traffic using McKinley and 143<sup>rd</sup>.

Commissioner Brauer was in favor of taking McKinley off the table and giving the Public Works Department the green light to proceed with their planning efforts.

Community Development Director Gladhill provided further comment on future rail crossings planned for the City of Ramsey.

Motion by Commissioner Brauer, seconded by Commissioner Maul, to remove future consideration of a connection at McKinley Street.

Commissioner VanScoy requested further information on the proposed frontage road.

Community Development Director Gladhill reviewed the location of the proposed frontage road and discussed how this roadway would assist with directing traffic along the front side of Highway 10.

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

