

City of Ramsey
Agenda
Regular City Council
Tuesday, March 28, 2017

7:00 pm
Council Chambers, 7550 Sunwood Drive NW

1. Call to Order

2. Presentation

1. Presentation to PACT Pantherettes Dance Team and Anoka High School Twisters Dance Team
2. Presentation of Fire Department 2016 Annual Report

3. Citizen Input

4. Consent Agenda

1. Receive February 2017 Financial Reports - General Fund and Enterprise Funds
2. Approve the Following Meeting Minutes:
 1. City Council Work Session dated 03/14/17
 2. City Council Regular dated 03/14/17
3. Approve Pro Power Sports Lease Re-Assignment Agreement
4. Adopt Resolution #17-03-072 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 9, 2017 through March 22, 2017
5. Adopt Resolution #17-03-073 Recognizing the PACT Charter School Pantherettes Dance Team and #17-03-074 Recognizing the Anoka High School Twisters Dance Team.
6. Adopt Resolution #17-03-070 Approving the Transfer of Excess General Fund Revenues to the Equipment Revolving Fund, Facilities Construction Fund, Capital Maintenance Fund and Public Improvement Revolving (PIR) Fund
7. Adopt Resolution #17-03-075 Authorizing Partial Payment to DRC, Inc. and Approving Change Order #1 for Ramsey Municipal Complex Site Demolition
8. Adopt Resolution #17-03-076 Approving Assessment Agreement for Repair of Failed SSTS (Subsurface Sewage Treatment System) 16400 Uranimite St. NW; Case of Kathy Charette

5. Approve Agenda

6. Public Hearing

7. Council Business

1. Adopt Resolution #17-03-064 Approving a Private Kennel License for the Property Located at 16825 Nutria St NW; Case of Mayra and Jeffrey Lindquist
2. Adopt Resolution #17-03-063 Approving a Beekeeping License for the Property Located at 17201 St. Francis Blvd NW; Case of Tim & Corrin O'Shaugnessy
3. Adopt Resolution #17-03-071 Approving the EPB's 2017-2019 Work Plan
4. Adopt Resolution 17-03-068 to Hire a Part-time Building Maintenance Worker
5. Adopt Resolution 17-03-067 to Hire a Part-time Economic Development Administrative Assistant
6. Adopt Resolution #17-03-066 Appointing and Re-appointing Board and Commission Members
7. Consider the Establishment of a Youth Liaison to the Park and Recreation Commission
8. Approve Resolution #17-03-059 Authorizing a MN DNR Grant Application from the Local Trail Connections Program for a Segment of the Trott Brook Trail
9. Review Format and Content for April 10 Comprehensive Plan Update Workshop (Transportation Plan; Parks and Recreation Plan)
10. Authorize Work Plan for the Park System Components of the Comprehensive Plan, *and* City-wide Parks Master Plan
11. Review Preliminary Feedback from Highway 10 Summit and Discuss Corridor Improvement Plan Next Steps

8. Mayor/Council/Staff Input

1. Update on Purchase of former Sunfish Lake Gas Station

9. Adjournment

Meeting Date: 03/28/2017

Information

Title:

Presentation to PACT Pantherettes Dance Team and Anoka High School Twisters Dance Team

Purpose/Background:

Purpose: To congratulate and give recognition to the PACT Charter School Pantherettes Dance Team and the Anoka High School Twisters Dance Team for their hard work, determination, and placement in the State Tournament. Council will also be asked to adopt Resolutions during the Consent Agenda this evening recognizing the PACT Charter School and Anoka High School Dance Teams.

Background:

PACT Charter School:

The team's Head Coach, Erin Kruesi, has been working with the PACT team for five seasons and coaching Dance Team for a total of 14 seasons. Their assistant coach, Kelsey Field, danced with the PACT dance team for 6 seasons and has coached them for 3 seasons.

The PACT Charter School Dance Team made it to State this year in the Jazz division, where the top 12 teams compete for the State Championship title. After staying home from State last season, the Pantherettes came back stronger than ever this year. They placed 3rd at Sections in High Kick, though only the top 2 teams advanced to the State competition. However, they won their first ever Jazz Section championship with their most successful jazz program in PACT history, and advanced to the State Tournament in this routine. This is PACT's 3rd time competing at the State tournament, and they are the only athletic program at their school to have made it to this level of competition.

In addition to this outstanding accomplishment, the PACT Dance Team Head Coach, Erin Kruesi, and her Assistant Coach, Kelsey Field, were once again nominated for Coach of the Year awards in Class A.

The Pantherettes would like to thank both their coaches for all of their dedication and love given to this team and the sport as a whole. They would also like to specifically recognize Coach Kelsey, who has just finished her 9th and final season as a Pantherette, and will be moving on to graduate school in July to pursue a career in Athletic Training. The team stated they are forever grateful for her contributions to this program.

Mayor Strommen will call the Coach and Team forward and present certificates of recognition to each member. The PACT Pantherettes Dance Team 2016-2017 Roster is as follows:

Coaches:

Erin Kruesi, Head Coach
Kelsey Field, Assistant Coach

Dancers:

Captain Caitlyn Fries (All-State Jazz)
Captain Jaida Schweiger (All-State Jazz)
Mia-Rose Peters (All-State Kick)
Josie Breitzmann - Jazz
Samantha Brickman - Jazz
Josie Carrington - Jazz

Rylie Erickson - Jazz
Amanda Hanson - Jazz
Claudia Mann - Jazz
Clare Novak - Jazz
Raegyn Soderlund - Jazz
Claire Strobush - Jazz
Kyra Warner - Jazz

Managers:

Elsie Nudd
Eliana Hanson

Anoka High School:

The Anoka High School Twisters Dance Team competed at the 4AAA Section Tournament & earned a trip to the State Tournament in both High Kick (3rd place) & Jazz (1st Place - Section Champions). The Twisters went on to place 7th in Jazz and 8th in High Kick at the 2017 Class AAA Minnesota State High School League Dance Tournament. 2016 was the first time in 16 years that the Twisters qualified for State in High Kick & were honored to secure and participate for a 2nd year in a row!

The Twisters would like to thank their Coaches for all their hard work and dedication to the team and look forward to next year's season.

Mayor Strommen will call the Coach and Team forward and present certificates of recognition to each member. The Anoka Twisters Dance Team 2016-2017 Roster is as follows:

Coaches:

Head Coach Megan Subialka
Assistant Coach Meredith Subialka
Assistant Coach Emily Parsons
Assistant Coach Jessica Grover
Assistant Coach Madeline Wittmann
Assistant Coach Alicia Reibling

Dancers:

Captain Abigail Barr - Jazz and High Kick
Captain Lexi Schurrer - Jazz and High Kick
Captain Lauren Springer - Jazz and High Kick
Captain Jordyn Willenbring - High Kick
Brenna Asch - Jazz and High Kick
Emily Berg - Jazz and High Kick
Lilly Cich - Jazz and High Kick
Kaitlyn Dechene - High Kick
Amanda Garcia - High Kick
Kaiyah Goldsmith - Jazz and High Kick
Sky Gonterman - High Kick
Elizabeth Hanks - Jazz and High Kick
Danielle Johnson - Jazz and High Kick
Randi Lindau - High Kick
Ashley Meyer - High Kick
Samantha Meyer - High Kick
Tasha Mosksnes - High Kick
Alexis Moritz - High Kick
Grace Narr - Jazz and High Kick
Hailey Olson - High Kick

Sara Olson - High Kick
Grace Otto - High Kick
Kylie Perry - High Kick
Haley Reuter - High Kick
Sydney Schmidt - High Kick
Julia Smith - Jazz and High Kick
Lexus Stahn - High Kick
Codi Trombley - Jazz and High Kick
Alexis Vanderlee - High Kick
Allie Westervelt - High Kick
Sophie Westervelt - Jazz and High Kick
Melody Windhurst - Jazz and High Kick

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Jo Thieling	Jo Thieling	03/21/2017 04:06 PM
Kurt Ulrich	Kurt Ulrich	03/22/2017 04:57 PM
Form Started By: Kathy Schmitz		Started On: 03/14/2017 04:16 PM
Final Approval Date: 03/22/2017		

Meeting Date: 03/28/2017

Information

Title:

Presentation of Fire Department 2016 Annual Report

Purpose/Background:

Purpose: To receive the Fire Department's annual report for year 2016.

Background: Fire Chief Kohner will be present to highlight the annual report of the Fire Department's for 2016. The full report is attached for Council's information.

Attachments

Fire Dept 2016 Annual Report

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 03/23/2017

Reviewed By

Kurt Ulrich

Date

03/23/2017 02:53 PM

Started On: 03/22/2017 03:28 PM



2016



Ramsey Fire Department Annual Report



Serving and Protecting Our Community
for 28 Years

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Message from the Chief

The members of the Ramsey Fire Department are pleased to offer you this annual report for the year 2016. This is a working document that addresses your fire departments daily activities and accomplishments. It is our goal to offer the highest level of service possible for the citizens and business community of Ramsey while honoring the established budget set forth by the reigning City Council and the City Administrator. It is also our intention, and practice, to function with complete transparency in all that we do.

The Ramsey Fire Department has endured a lot of restructuring and change throughout the past year. We have demanded more of our staff and expected more of our volunteers. Throughout this time, the leadership within the organization has been dedicated to holding each other accountable and upholding our institutional goals and values. I would like to thank the membership of the Ramsey Fire Department for standing tall and resilient during this transitional period.

I would also like to thank the Ramsey City Council for their support of the Ramsey Fire Department over the past years. Without their dedication to the fire department and its mission goals, we would not be able to continue to provide the quality of service to the citizens that they expect from us.

Finally, I would like to thank you for allowing me to be your fire chief. I am blessed to be able to serve in this capacity and lead such a dedicated organization. I value the people I work with and witness their commitment daily. I am honored to be a member of this organization and of this community. I do not take this responsibility lightly, nor the safety of our citizens.

Sincerely,

A handwritten signature in black ink that reads "Matt Kohner". The signature is written in a cursive, slightly slanted style.

Matt Kohner
Fire Chief

Mission Statement

The Ramsey Fire Department is dedicated to protecting life and property in our communities through emergency response, prevention and education with pride, honor and integrity.



Core Values: PRIDE, HONOR, INTEGRITY, PROFESSIONAL, ETHICAL, DEDICATED, ACCOUNTABLE, RESPECTFUL, LOYALTY, SACRIFICE



Ramsey Firefighters

Serving and Protecting our Community Since 1988

The Department

The Ramsey Fire Department provides emergency response service for all hazards including, but not limited to, fires, medical emergencies, rescues and accidental release of hazardous material. The Department also conducts code compliance inspections and reviews building plans for code compliance. Its community support programs include annual fire prevention training for elementary school students, fire education training for groups and businesses, and participation in neighborhood and youth programs. The Department is dispatched by Anoka County and participates in an automatic aid system with three area fire departments and in a statewide mutual aid system. Fire staff consists of full-time and paid-on-call firefighters. The City has two fire stations, and operates a third fire station in the City of Nowthen under a joint powers agreement. The Department is also a member of the Anoka County Fire Protection Council under a joint powers agreement and shares a fire records management system, the Anoka County Fire Academy, the Specialized Rescue Team, and Fire Investigation Team. Members of the Ramsey Fire Department serve on the Specialized Rescue Team and Fire Investigation Team. The equipment roster includes two engines, a 104 foot platform aerial, two water tankers, two medium duty rescue trucks, and two grass trucks. Equipment owned by Nowthen and based at Station 3 includes an engine, water tanker and a grass truck. The department also has a rescue boat and three duty vehicles. Ramsey's fire department was organized in 1988 and today, the department is staffed by 55 paid on-call firefighters, a full-time Chief and Fire Marshal, and a part-time Fire Technician.



2016 Goals and Objectives

- **Development and implementation of new Mission Statement and Core Values.** Dr. Rich Gassaway was brought in to facilitate the process which included input from all staff.
- **Review organizational structure of fire department.** A new organizational chart was created along with revised job descriptions and a new command staff implemented.
- **Beautification. Have attractive, welcoming streetscapes at fire station entrances along with administrative area upgrades to better serve public.** The administrative area at Station 1 was redesigned, walls painted and new sod, plantings and mulch installed in the front of the building.
- **Increase the level of community involvement through fire prevention activities focused on safer living/working environments.** Life safety presentations increased from 27 in 2015 to 42 in 2016. A strong focus was put towards older adults.
- **Increase level of response to high priority medicals, thus providing improved patient care.** A list of high priority medical calls was developed and put into place through Anoka County dispatch.
- **Roll out implementation plan for fire records management system (FDM).** We fully transitioned from Firehouse to FDM.
- **Deliver leadership training relevant to company officer development.** Command staff attended a Fire Officer Academy focused on leadership.



2016 Accomplishments

- *Mission Statement and Core Values:* Firefighters worked together to develop a Mission Statement for our Fire Department. Dr. Rich Gasaway facilitated the process and actively engaged firefighters to participate and put their fingerprint on the statement. The mission statement outlines the organization's purpose. By defining our core values, we completed the second step in becoming a value-based organization.

The Ramsey Fire Department is dedicated to protecting life and property in our communities through emergency response, prevention and education with pride, honor and integrity.



Pride, Honor, Integrity, Professional, Ethical, Dedicated,
Accountable, Respectful, Loyalty, Sacrifice

- *Fire Station 2:* The completion of this multi-discipline building improves the Public Safety services provided to the residents, businesses and visitors within the city.



- *POC Fire Inspectors:* Two paid on-call Fire Inspectors were brought on to assist with code compliance of existing buildings. The additional daytime staff also increases our level of service for calls and raises our point value on the ISO grading system.

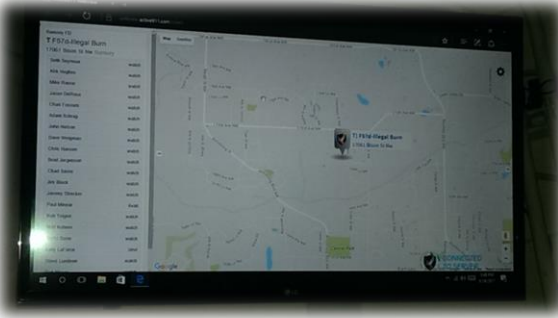
- *Station 1 Landscape:* Firefighters worked on an exterior facelift to Station 1 with the addition of new sod, shrubs and mulch.



- **Fitness Equipment:** Station 2 welcomed the arrival of new fitness equipment geared to focus on firefighter health and wellness. Cardiac related issues are the leading cause of firefighter death and RFD is dedicated to developing a stronger fire service, starting with well and fit firefighters. Along with the benefit of cardio fitness, this equipment will increase muscular strength and flexibility.



- **Technology Advances:** Enhancements made to the fire departments use of technology in the delivery of service were implementing the Active 911 phone application, installing monitors at the stations with a mapping feature and FF response status and installation of tablets in all vehicles for use of Anoka County CAD Mobile system.



- **Rescue 21:** RFD took delivery of a replacement box for the rescue truck. This box was designed for more efficient use with better access to equipment in a timelier manner. By replacing only the box, it extends the life expectancy of this piece of apparatus.



Notable Events

- *Changes in the medical response plan to include increased response to high priority medicals increasing level of service to the community.*
- *A mobile command post was set up and an Emergency Management Incident Action Plan was used to organize a search for a missing person. Multiple agencies were involved and much ground was covered long into the night. She was found unharmed in the morning by the Captain of the Police Reserves and patient care was given by RFD.*
- *The first annual Firefighter Oath of Office ceremony was conducted for our newest recruits. It was an awesome sight to see our current firefighters along with the many family members of our recruits filling out the Training Room. We had 70 chairs that were filled and 12-15 people standing in the back. To get to this point has been a huge commitment taken on by the Recruit Firefighter and an even bigger commitment taken on by the families that have supported them as they strived to become a firefighter. They have joined an elite group of people. We are working to develop a culture that honors the importance of each individual firefighter, but, together we will do far more than any of us could do alone.*



- *Chief Kohner assisted in the interview process for St. Paul Fire District Chiefs. The process included panel interviews and grading the applicant's proficiency on the Command Simulator.*
- *The October firefighter recruitment efforts brought on an additional 7 new firefighters that started in January 2017. We experienced a great turn out at the meeting with 47 application packets taken.*

- *Firefighters participated in the Greater MN Gateway Project which celebrated the completion of the Armstrong Interchange. This was a major achievement for Public Safety as it has created an access to homes and businesses south of the RR tracks, thus eliminating the delay caused by train traffic. Ironically, half way through the presentation RFD was dispatched to a structure fire. Firefighters in attendance quickly left the presentation in the Aerial truck and had no delays in response as they used the Armstrong interchange in route to the call.*



- *Firefighters experienced an exciting start to the Night 2 Unite festivities with a structure fire callout. The high temps and humidity took its toll, but every truck that was assigned to visit parties continued to do so once we cleared the scene. The residents were extremely thankful that firefighters continued on with the planned visits! That's dedication...*



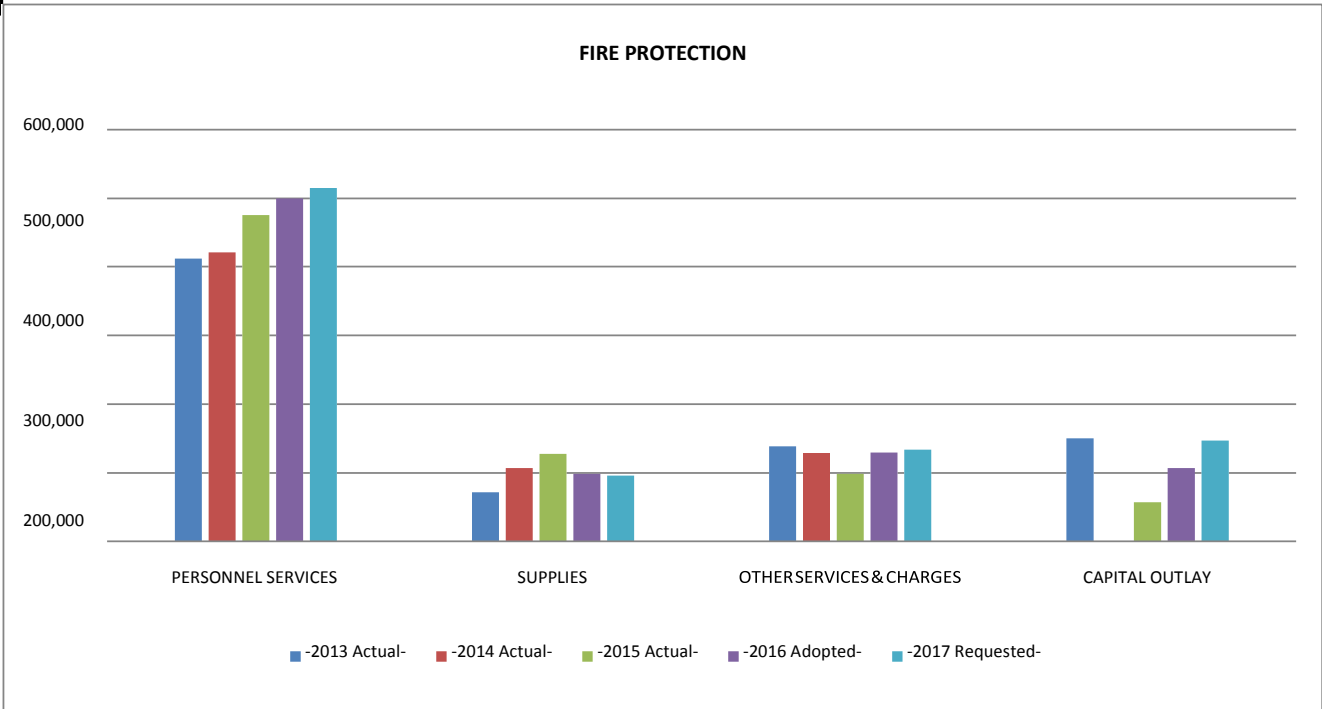
- *A lightning storm that came through the city on July 5th, created multiple calls for service. It was a harsh reminder of the damage these electrical storms can create.*



- *RFD received \$17,110 in grants. This money came from a combination training reimbursements from the MN Board of Fire Training and Education and the Anoka County Recruitment Grant.*

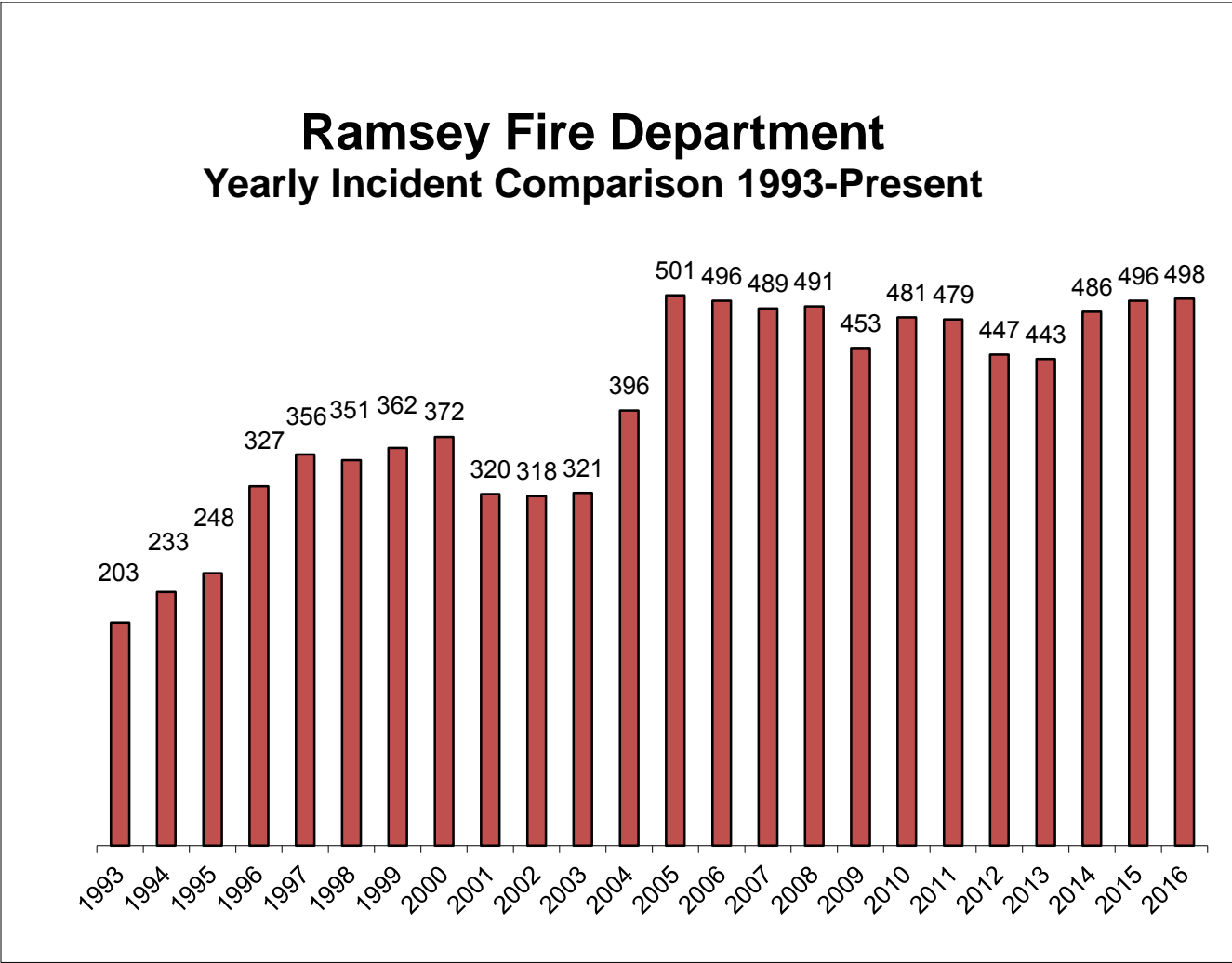
Fire Department General Fund Budget

EXPENDITURE BY OBJECT SUMMARY	-2013 Actual-	-2014 Actual-	-2015 Actual-	-2016 Actual-	-2017 Requested-
PERSONNEL SERVICES	412,126	421,000	475,872	515,260	515,243
SUPPLIES	71,216	106,773	127,264	97,549	95,500
OTHER SERVICES & CHARGES	138,511	128,535	98,111	97,539	133,400
CAPITAL OUTLAY	150,000	-	56,900	107,429	146,900
TOTAL EXPENDITURE BY OBJECT	771,853	656,308	758,147	817,777	891,043



Emergency Response

- In 2016, the Ramsey Fire Department responded to 498 calls. Below are some statistical highlights:
 - Response times average 8 minutes and 23 seconds for emergencies.
 - Residential property accounts for 57% of all incidents.
 - Medical and rescue emergency calls account for 72% of all incidents. Ramsey responded to 161 medicals in 2016.
 - Fires account for only 10% of total calls in 2016 (47)
 - Duty officer calls continue to make up a large portion of our incidents at 31%
 - Station calls are slanted towards the east end of town with Station 2 receiving 45%, followed by Station 1 with 35% and Station 3 with 20%.
 - Structure fires totaled 12 in Ramsey and 4 in Nowthen.



2016 Incidents by Type

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total 2016
100- Fires	3	2	4	9	6	6	8	2	1	0	3	1	45
200- Overpressure Rupture, Explosion, Overheat(no fire)	0	0	0	0	1	0	0	0	0	0	0	1	2
300- Rescue & Emergency Medical Service Incident	5	6	5	6	9	7	8	17	30	19	31	18	161
400- Hazardous Condition(No fire)	2	7	2	1	4	6	2	2	4	1	10	2	43
500- Service Call	7	5	10	9	8	7	11	5	3	12	6	5	88
600- Good Intent Call	8	6	4	6	6	12	7	7	7	8	10	5	86
700- False Alarm & False Call	5	3	5	5	3	4	5	12	6	7	6	11	72
Grand Total	30	29	30	36	37	42	42	45	51	47	66	43	498



2016 Incidents by Property Use

General Use	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Total 2016
Other	1	2	0	0	0	1	3	0	0	0	1	1	9
Assembly	2	0	0	0	0	0	0	0	2	1	2	1	8
Educational	0	0	0	0	0	0	1	0	0	0	0	0	1
Health Care, Detention & Correction	0	0	0	0	1	0	0	1	0	2	2	1	7
Industrial, Utility, Defense	0	0	0	0	0	0	1	0	1	0	0	0	2
Manufacturing, Processing	0	0	0	0	0	0	1	0	0	0	0	0	1
Mercantile, Business	1	4	0	5	0	0	1	1	2	0	1	4	19
Outside or Special Property	5	6	12	10	13	21	17	15	17	18	28	7	169
Residential	21	17	18	21	23	20	18	28	29	26	32	29	282
Grand Total	30	29	30	36	37	42	42	45	51	47	66	43	498

Mutual Aid

Mutual aid between fire departments is an important concept in providing adequate response while maintaining an affordable cost for operation.

In 2016 the Ramsey Fire Department came to the aid of 5 fire departments a total of 16 times. In return, the City of Ramsey received aid from 5 fire departments 7 times. The chart to the right indicates the cities included in the mutual aid. The number of times a neighboring department assisted can be higher than the total of 7 requests as multiple departments assisted on any one call.

Given	Incidents
ANDOVER	1
ANOKA-CHAMPLIN	9
ELK RIVER	2
OAK GROVE	2
ST. FRANCIS	2
Total	16

Received	Incidents
ANDOVER	6
ANOKA-CHAMPLIN	5
ELK RIVER	1
OAK GROVE	5
ST. FRANCIS	1
Total	7

Ramsey/Nowthen Service Fees

Ramsey and Nowthen continued to maintain a strong working relationship for the purpose of increasing service capacity and decreasing response time, and reducing the cost of providing fire and rescue services to both communities

Per the Joint Powers Agreement, Ramsey and Nowthen pay fees for apparatus and staff for training and response for each community. In 2016, Ramsey fees totaled \$8600 for apparatus. Nowthen reimbursement for staff training and meetings totaled \$16,080.50, staff costs for response to Nowthen totaled \$16,385, and apparatus costs totaled \$13,000. It should be noted that per the JPA Nowthen also paid \$3708 to the Relief Association, \$6416 for Administrative costs, \$4500 for an Assistant Chief rate, \$2520 for a Lieutenant rate, and \$6138 for Workman’s Compensation Insurance for firefighters at the Nowthen Station.



Training, Conferences, and Schools

Recognizing the need to always remain solid on core skills, as well as training rigorously on those that are high hazard/low frequency, we are able to minimize risk potential as well as ensure that we continue to provide the best quality care and hazard mitigation for our citizens and visitors. Training topics covered in 2016:

Date	Topic	Date	Topic	Date	Topic
1/6	Bloodbourne Pathogens	5/11	RIT	9/28	Master Streams
1/20	Building Construction	5/18	Pump Practicles	10/5	Pain Management
1/27	Elevator Operations	5/25	Aerial Operations	10/12	Station Maintenance
2/17	SCBA	6/1	Chest Pain	10/19	Standpipe Operations
2/24	Life Fitness Pre-Plan	6/15	Pump Testing	10/26	Water Rescue
3/2	CPR Recertification	6/29	Station Maintenance	11/2	Respiratory Emergencies
3/16	Grass Fire Prep	8/3	Behavioral Health	11/9	Medical Basics
3/30	Station Maintenance	8/17	Defensive Driving	11/16	Confined Space Rescue
4/6	Severe Bleed/Splinting	8/31	Firefighter Wellness	11/30	Chimney Fires
4/20	Forcible Entry	9/7	Stroke/Cardiac Arrest	12/7	Toxicology
4/27	Water Streams	9/14	Fire Hose	12/14	FF Team Building
5/4	Patient Trauma	9/21	Ability Test		

In addition to weekly training provided by Ramsey staff, firefighters attend training and conferences provided by outside agencies throughout the year. This is important in that new ideas and concepts are introduced and adopted into the fire department operations. Fire department staff attending conferences and schools are expected to train staff and share concepts with other staff.

- The Fire Department took advantage of training reimbursement offered by the Minnesota Board of Firefighter Training and Education to bring in outside instructors for training.
- Allina Transportation provides Emergency Medical Services training to the firefighters on a monthly basis. The training is required for continued certification of the firefighter EMR and EMT's.
- Staff attended a number of conferences and schools including;
 - Minnesota State Fire Marshal Conference
 - MN Fire Chief Conference
 - Fire Code for DHS Licensed Facilities Training
 - MN State Fire Chiefs Conference
- Fire Technician AnnMarie Busack attended the FDM (Fire Records) training along with several other fire service representatives from Anoka County. The session included training on the different modules in the system.
- Command staff attended the pilot Fire Officer Academy course. This course focused on the following subjects: leadership, professional development, communications, legal issues, strong emphasis on human resources, budget and finance, change management, strategic planning, governmental relations, and marketing.



Community Events

The Ramsey Fire Department prides itself on being accessible to the community. Fire Department personnel participate in a variety of community activities and perform numerous public relations details throughout the year. Highlights from 2016 include the following events:

- Fire staff teamed with the Police Department and assisted with several events. They included:
 - N2U
 - Safety Camp
 - First Week of School
 - Special Olympics Torch Run
 - Special Olympics Polar Plunge



- Salvation Army Bell Ringing
- Hope for Youth 5K
- Happy Days
- Heritage Days
- MN State Daughters of the American Revolution 5k
- Super Soccer Saturday
- Ramsey Elementary Welcome back to school event
- Coborns Kids Day
- Acapulco Night
- 9-11 Golf Tournament



- The Fire Department's Open House is the BIG event of the year for the firefighters. Every year the event draws in an estimated 500 people. This year's Open House drew in over an estimated 300 guests. The Weather was a little cool and may have affected the attendance. Firefighters provided demonstrations in vehicle extrication and fire extinguisher use about every half hour throughout the day. The Police Department was on hand with safety information and squad tours.



Fire Prevention and Education

Fire prevention and education is often the most understaffed and under budgeted operation in fire departments. While difficult to measure, it is also one of the most important services a fire department can provide to protect the public. In 2015 there were 6,658 fires in the seven-county metro area resulting in \$100,061,866 in lost property. That is one structure fire every 2 hours and 33 minutes. 57 civilian lives were lost in Minnesota in 2015.

Once again, cooking fires were the leading cause of structure fires and resulted in five civilian deaths and 33 civilian injuries as well as 3 firefighter injuries in Minnesota. The dollar loss from cooking fires in 2015 totaled \$3,931,979.

In 2015, there were 78 sprinkler saves in Minnesota. This means that every month in Minnesota, there were six to seven fires extinguished by automatic fire sprinkler systems. These sprinkler activations saved 78 buildings from devastation by fire, minimized property loss, greatly reduced business interruption, and potentially saved lives.

Fire prevention is a daily activity in Ramsey. The commercial and large industrial inspections are a very important component of the prevention program. Property owners and tenants not only receive corrections to make their properties safer but, they also receive education on how to maintain their property to prevent fires. We hope to collect information in the future that will show the impact of this service.

The biggest push for fire education is coordinated around Fire Prevention Week in October. This education targets primarily the youth in the community. It is our mission to train the youth to train the adults. This is the time that many of the schools in the area schedule station tours and school visits. Staff provides not only an orientation to the fire station operations and fire trucks but more importantly deliver a fire safety message to students and adults.

- Staff conducted school visits at Lord of Life Preschool, Cross of Hope Preschool, Learning Lodge Day Care, Youth First and KinderCare Day Care and hosted visits from St Johns Elementary. Staff estimates contact with over 540 students through the school visits.
- An estimated 140 students toured the fire station.
- One of the goals of the fire department's fire prevention program is to begin providing senior housing with fire safety education. This year, staff was able to train 25 seniors in the proper use of a fire extinguisher.

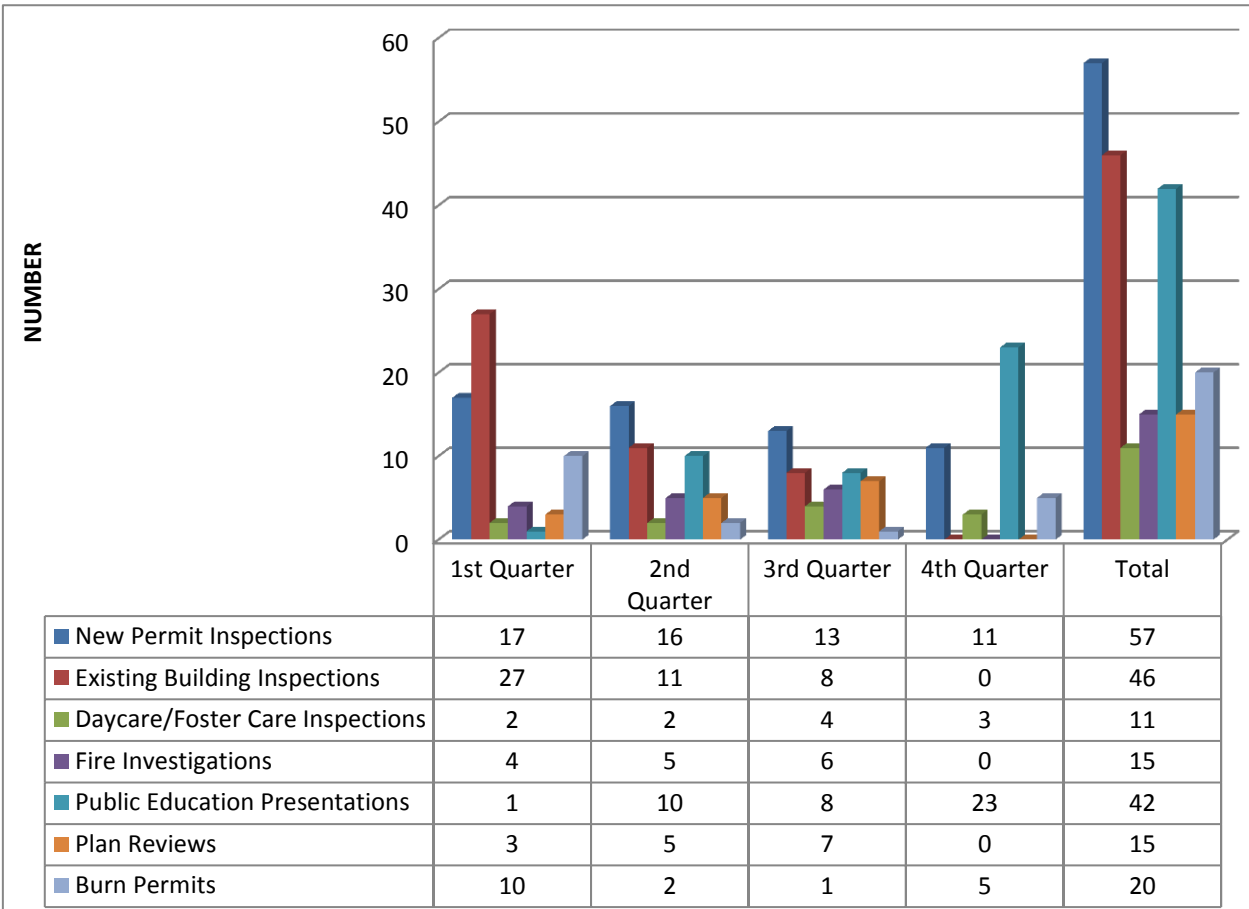


Commercial Inspection Activity

It is the City’s goal to visit each business within our community with the intent of identifying issues that could produce a fire or other emergency. The intent of our visit is to make businesses and the City of Ramsey safer for everyone; and to educate businesses in fire safety and the Minnesota State Fire Code

A national statistic shows that of all the businesses that sustain a fire, over 65% of them never return to business. Their customers do business with other vendors while they try to get back up and running or they simply do not have the insurance to fully cover them. With proper fire education and training, we can greatly reduce the chances of this happening.

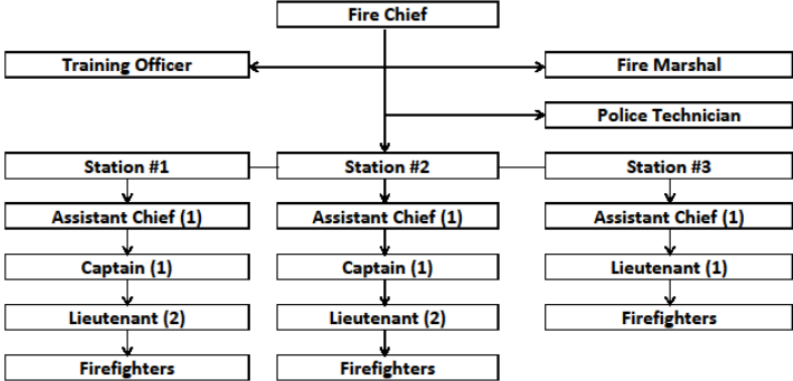
2016 Fire Marshal Quarterly Activity



Staff

2015 Ramsey Fire Department

Organization Chart



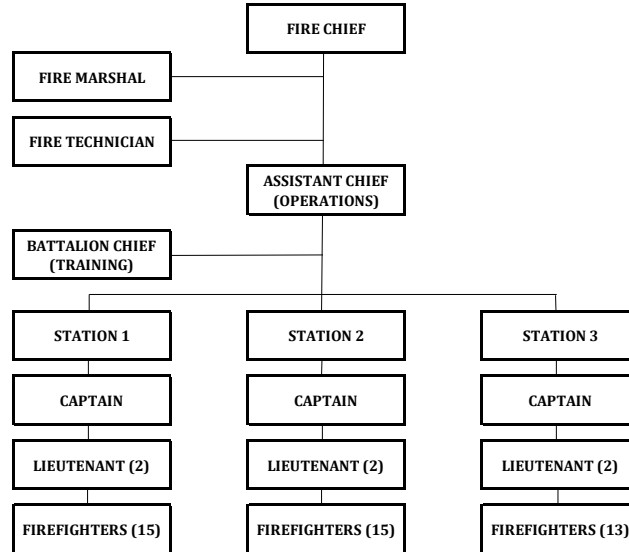
Borer, Justin
<i>Firefighter</i>
Bromen, John
<i>Firefighter</i>
Dahlberg, Mike
<i>Firefighter</i>
Dargis, Levi
<i>Firefighter</i>
Grega, Jim
<i>Firefighter</i>
Hovorka, Justin
<i>Firefighter</i>
Jordan, Mike
<i>Firefighter</i>
Jorgensen, Brad
<i>Captain</i>
Lyon, Thomas
<i>Firefighter</i>
Merritt, Alex
<i>Firefighter</i>
Nelson, John
<i>Firefighter</i>
Rouse, Mike
<i>Firefighter</i>
Schiferli, Carey
<i>Asst Chief</i>
Schrag, Adam
<i>Lieutenant</i>
Sufka, Jason
<i>Firefighter</i>
Teigen, Rob
<i>Firefighter</i>
Turner, Marie
<i>Firefighter</i>
Widstrom, Scott
<i>Lieutenant</i>

Atchison, John
<i>Firefighter</i>
Block, Jim
<i>Firefighter</i>
Burshem, Tyler
<i>Firefighter</i>
DeRosa, Jason
<i>Firefighter</i>
Gordon, Adam
<i>Firefighter</i>
Hager, Mark
<i>Lieutenant</i>
Hansen, Chris
<i>Firefighter</i>
Hughes, Kirk
<i>Firefighter</i>
Kintigh, Nick
<i>Firefighter</i>
Minear, Paul
<i>Firefighter</i>
Moser, Rob
<i>Firefighter</i>
Murillo-Ibarra, Ramon
<i>Firefighter</i>
Nielsen, Mike
<i>Firefighter</i>
Schmidt, Dillon
<i>Firefighter</i>
Seymour, Seth
<i>Firefighter</i>
Sinton, Kelly
<i>Firefighter</i>
Swedeen, Shane
<i>Firefighter</i>
Tjosaa, Matt
<i>Firefighter</i>
Weigman, Dave
<i>Battalion Chief</i>
Weiss, Chriss

Blood, Jason
<i>Firefighter</i>
Fossum, Chad
<i>Firefighter</i>
Hayft, Bart
<i>Asst Chief</i>
Hayft, Chad
<i>Firefighter</i>
Hemmerich, Kyle
<i>Firefighter</i>
Junge, Ray
<i>Firefighter</i>
LaForce, Kelly
<i>Firefighter</i>
Lundeen, Steve
<i>Lieutenant</i>
Nelson, Michael
<i>Firefighter</i>
Reighard, Paul
<i>Firefighter</i>
Sacre, Chad
<i>Captain</i>
Schultz, Isaac
<i>Firefighter</i>
Strecker, Jeremy
<i>Firefighter</i>
Suchy, Mike
<i>Firefighter</i>
Swirtz, Chuck
<i>Firefighter</i>
Wiemann, Tyler
<i>Lieutenant</i>

Staff Changes

Many changes in staff took place in 2016, including the promotion of 8 recruits to the rank of firefighter, 4 retirements, 4 resignations and an organizational restructure of the Command Staff. This change in Officer Staff involved the revision of job descriptions using span of control and chain of command methodology and a reapplication for all positions. The new model will increase efficiency and accountability of staff and a better workload distribution.



➤ Promotions/Certifications:

- Tyler Burshem- Firefighter
- Nick Kintigh- Firefighter
- Thomas Lyon - Firefighter
- Mike Rouse - Firefighter
- Kelly Sinton-Firefighter
- Jeremy Strecker-Firefighter
- Jason Sufka-Firefighter
- Matt Tjosaas-Firefighter
- Steve Lundeen- Fire Instructor
- Scott Widstrom- Fire Instructor

➤ Retirements:

- Jeff Erickson
- Bill Karels
- Dean Kapler
- Doug Olejnicak

➤ Resignations:

- Jackie Edwards
- Dylan VanAvery
- Vladimer Panko
- Don Yamauchi

➤ Years of Service Awards:

- Jackie Edwards- 5 years
- Mike Nielson- 10 years
- Rob Teigen- 10 years
- Dave Weigman- 10 years
- Don Yamauchi- 10 years
- Justin Borer- 10 years
- Bart Hayft- 10 years
- Chad Hayft- 10 years
- Kyle Hemmerich- 10 years
- Shane Swedeen- 10 years
- Carey Schiferli- 15 years

Fire Stations
Station 1, 15050 Armstrong Blvd



Station 2, 5650 Alpine Drive



Station 3, 19800 Nowthen Blvd



CC Regular Session

4. 1.

Meeting Date: 03/28/2017

By: Diana Lund, Finance

Information

Title

Receive February 2017 Financial Reports - General Fund and Enterprise Funds

Purpose/Background:

Purpose: Receive February 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.

Attachments

February 2017 General Fund Financial Report - Budget to Actual

B\February 2017 Enterprise Funds Financial Reports - Budget to Actual

Form Review

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 03/22/2017

Reviewed By

Kurt Ulrich

Date

03/22/2017 04:58 PM

Started On: 03/15/2017 09:53 AM

**CITY OF RAMSEY
FINANCIAL STATEMENT**



JANUARY 1, 2016 THROUGH PERIOD ENDING: February 28, 2017

GENERAL FUND EXPENDITURES - BY DEPARTMENT -		
Dept	-CURRENT YEAR ADOPTED BUDGET-	CURRENT YTD GENERAL LEDGER
Admin	1,977,847.00	242,240.89
Com Dev	806,971.00	91,689.52
Contingency	180,448.00	-
Council	127,259.00	27,294.55
Finance	477,560.00	59,598.55
Fire	895,212.00	142,418.28
Legal	128,600.00	13,260.54
Police	3,453,477.00	452,757.34
Public Works	3,081,385.00	336,545.10
Grand Total	11,128,759.00	1,365,804.77

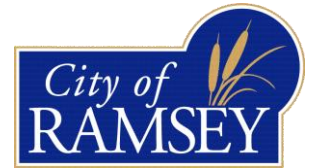
GENERAL FUND EXPENDITURES - BY CATEGORY -		
Category	-CURRENT YEAR ADOPTED BUDGET-	-CURRENT YTD GENERAL LEDGER-
Capital Outlay	302,406.00	109,334.00
Debt Service	120,412.00	-
Other Services & Charges	2,631,607.00	194,747.12
Personal Services	7,249,034.00	950,742.03
Supplies	825,300.00	110,585.26
Grand Total	11,128,759.00	1,365,408.41

GENERAL FUND REVENUES - BY CATEGORY -		
Category	-CURRENT YEAR ADOPTED BUDGET-	-CURRENT YTD GENERAL LEDGER-
Taxes	8,685,635.00	-
Charges for Services	619,462.00	65,370.79
Business Licenses/Permits	49,300.00	5,136.48
Fines and Forfeits	66,000.00	4,944.55
Federal Intergovernmental	7,500.00	-
State Intergovernmental	336,550.00	70,000.00
Interest	100,000.00	-
Local Intergovernmental	8,000.00	-
Miscellaneous	31,000.00	5,610.79
Non-Business Licenses/Permits	462,500.00	55,033.05
Transfers in	762,812.00	-
Grand Total	11,128,759.00	206,095.66

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

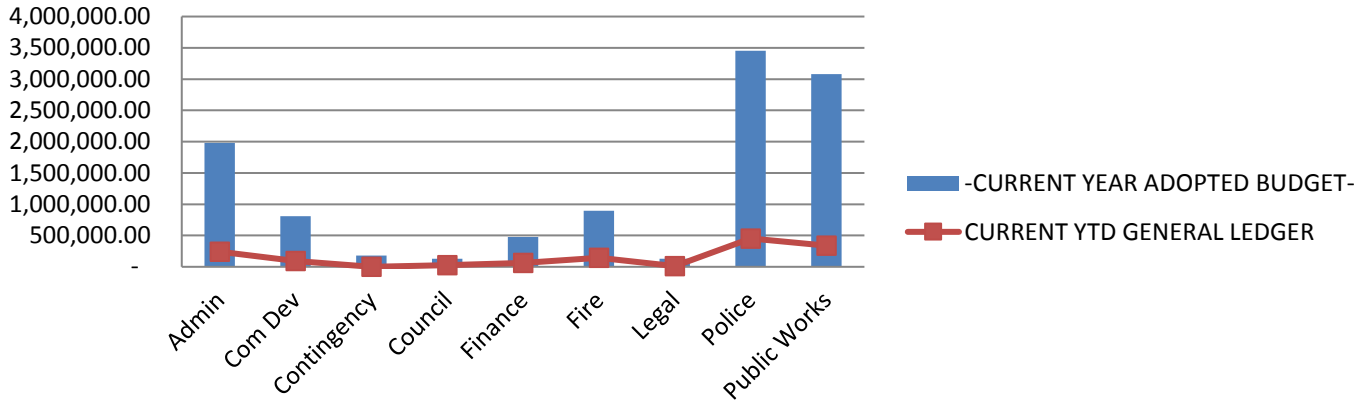
PREPARED BY: FINANCE DEPARTMENT

CITY OF RAMSEY FINANCIAL STATEMENT

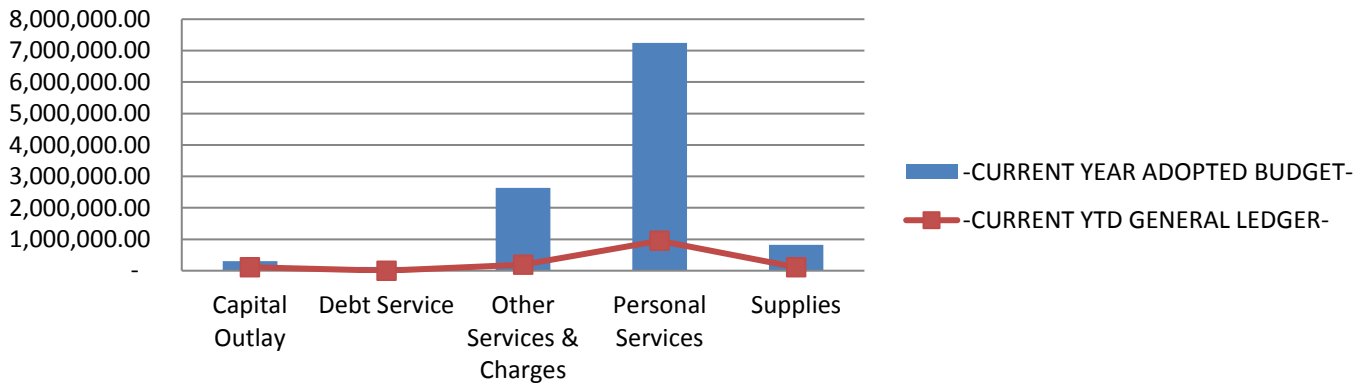


JANUARY 1, 2016 THROUGH PERIOD ENDING: February 28, 2017

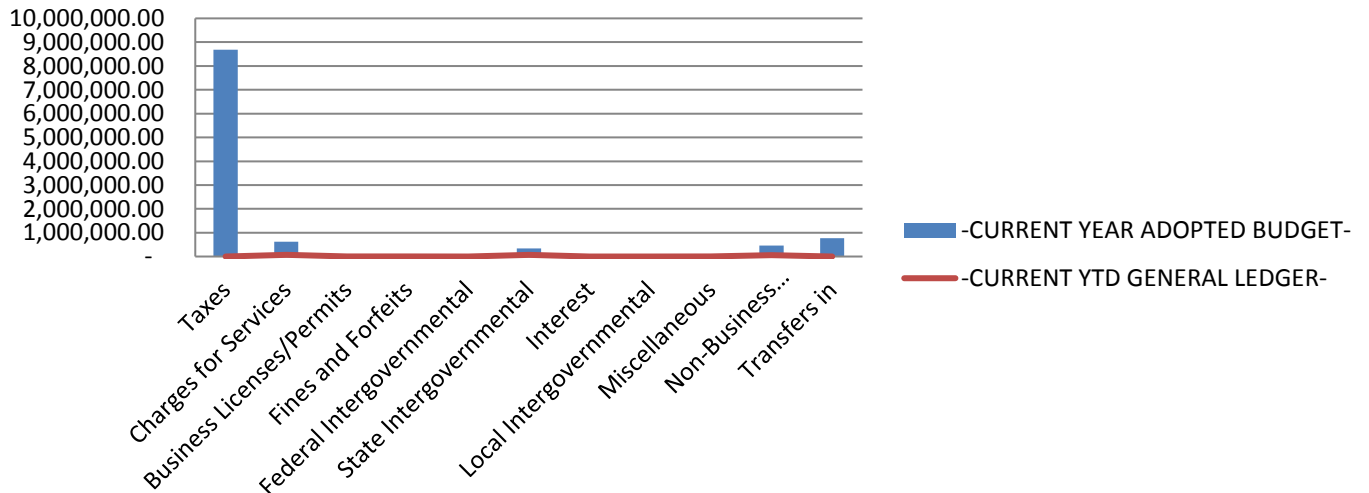
GENERAL FUND EXPENDITURES - BY DEPARTMENT



GENERAL FUND EXPENDITURES - BY CATEGORY



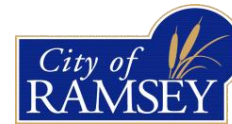
GENERAL FUND REVENUES



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**



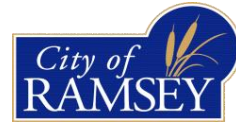
JANUARY 1, 2016 THROUGH PERIOD ENDING: February 28, 2017

REVENUES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(12,000.00)	(719.54)	6.00%	
4609 OTHER MISCELLANEOUS REVENUES	62,000.00	2,156.47	3.48%	
4651 WATER REVENUE		606.77	0.00%	
4652 WATER SALES - RESIDENTIAL	1,098,237.00	(56.47)	-0.01%	
4653 WATER SALES-COMMERCIAL	859,824.00	-	0.00%	
4654 WATER PENALTIES	37,995.00	(374.88)	-0.99%	
4655 WATER METER INSTALLATION	10,000.00	1,820.00	18.20%	
4656 WATER METERS	25,000.00	4,374.28	17.50%	
4657 CONNECTION/RECONNECTION FEES	500.00	-	0.00%	
4701 INTEREST ON INVESTMENTS	120,000.00	-	0.00%	
4705 CAPITAL CONTRIBUTIONS	-	8,652.00	0.00%	
Grand Total	2,201,556.00	16,458.63		

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	223,557.00	24,284.11	10.86%	
6103 FULL TIME-REGULAR-OVERTIME	13,500.00	1,169.37	8.66%	
6105 TEMPORARY-WAGES & SALARIES	17,066.00	-	0.00%	
6121 PERA CONTRIBUTIONS	17,779.00	2,186.35	12.30%	
6122 FICA/MEDICARE CONTRIBUTIONS	19,574.00	2,308.27	11.79%	
6131 GROUP INSURANCE	28,356.00	3,663.00	12.92%	
6133 WORKERS COMP INSURANCE PREMIUM	8,914.00	-	0.00%	
6208 MISCELLANEOUS OFFICE SUPPLIES	600.00	-	0.00%	
6223 GASOLINE	3,500.00	351.38	10.04%	
6225 DIESEL FUEL	4,500.00	131.25	2.92%	
6229 SHOP MATERIALS	500.00	585.64	117.13%	
6231 UNIFORMS & TURN-OUT GEAR	2,800.00	150.00	5.36%	
6249 MISCELLANEOUS OPERATING SUPPLY	18,000.00	5,635.04	31.31%	
6257 OTHER VEHICLE PARTS	7,000.00	537.29	7.68%	
6273 UTILITY SYSTEM MAINT SUPPLIES	75,000.00	3,718.28	4.96%	
6281 SMALL TOOLS & MINOR EQUIPMENT	6,000.00	188.03	3.13%	
6292 WATER METERS FOR RESALE	40,000.00	23,954.15	59.89%	
6315 MISCELLANEOUS PROFESSIONAL SER	190,000.00	6.45	0.00%	
6322 POSTAGE	1,000.00	50.55	5.06%	
6323 CELLULAR PHONES	3,000.00	457.03	15.23%	
6335 TRAINING	1,500.00	690.00	46.00%	
6352 GENERAL NOTICE & PUBLIC INFOR	700.00	-	0.00%	
6361 GENERAL LIABILITY/PROPERTY INS	30,554.00	-	0.00%	
6371 ELECTRIC UTILITIES	120,000.00	6,841.87	5.70%	
6373 GAS	4,000.00	357.92	8.95%	
6374 REFUSE/RECYCLING	700.00	81.60	11.66%	
6381 BUILDING & STRUCTURE REPAIR	2,000.00	-	0.00%	
6439 OTHER MISCELLANEOUS	53,000.00	50.00	0.09%	
6451 MEMBERSHIP DUES	800.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	72,000.00	3,617.17	5.02%	
6722 DEPRECIATION	705,629.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	40,000.00	-	0.00%	
Grand Total	1,711,529.00	81,014.75		

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

**CITY OF RAMSEY
FINANCIAL STATEMENT**

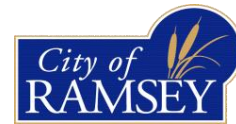


JANUARY 1, 2016 THROUGH PERIOD ENDING: February 28, 2017

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**



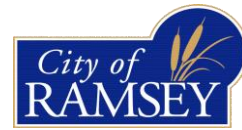
JANUARY 1, 2016 THROUGH PERIOD ENDING: February 28, 2017

REVENUES				
BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(11,000.00)	(666.80)	6.06%	
4273 OTHER STATE GRANTS & AIDS		27,180.81	0.00%	
4356 SEWER AVAILABILITY CHARGE-ADM	2,000.00	149.10	7.46%	
4609 OTHER MISCELLANEOUS REVENUES	15,000.00	2,096.47	13.98%	
4661 RESIDENTIAL-SEWER CHARGES	1,138,447.00	102.14	0.01%	
4662 COMMERCIAL-SEWER CHARGES	350,745.00	(65.41)	-0.02%	
4663 SEWER PENALTIES	40,152.00	(42.09)	-0.10%	
4701 INTEREST ON INVESTMENTS	70,000.00	-	0.00%	
4702 MISCELLANEOUS INTEREST	15,276.00	-	0.00%	
Grand Total	1,620,620.00	28,754.22		

EXPENSES				
BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	147,861.00	4,533.87	3.07%	
6121 PERA CONTRIBUTIONS	11,090.00	375.98	3.39%	
6122 FICA/MEDICARE CONTRIBUTIONS	11,404.00	373.90	3.28%	
6131 GROUP INSURANCE	7,821.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	4,799.00	-	0.00%	
6223 GASOLINE	3,500.00	247.35	7.07%	
6225 DIESEL FUEL	2,500.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	11,500.00	62.58	0.54%	
6275 OTHER EQUIPMENT PARTS	7,000.00	-	0.00%	
6315 MISCELLANEOUS PROFESSIONAL SER	81,000.00	-	0.00%	
6335 TRAINING	1,500.00	745.00	49.67%	
6361 GENERAL LIABILITY/PROPERTY INS	18,540.00	-	0.00%	
6371 ELECTRIC UTILITIES	15,000.00	1,016.95	6.78%	
6373 GAS	3,000.00	279.50	9.32%	
6374 REFUSE/RECYCLING	700.00	81.60	11.66%	
6377 SEWER SERVICE CHARGE	755,600.00	188,899.95	25.00%	
6489 OTHER CONTRACTED SERVICES	22,000.00	2,447.20	11.12%	
6722 DEPRECIATION	498,397.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	34,000.00	-	0.00%	
Grand Total	1,637,212.00	199,063.88		

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**



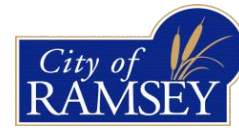
JANUARY 1, 2016 THROUGH PERIOD ENDING: February 28, 2017

REVENUES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(2,500.00)	(116.36)	4.65%	
4681 CHARGES FOR STREET LIGHTS	145,000.00	10.56	0.01%	
4683 STREET LIGHTING PENALTIES	5,300.00	(6.68)	-0.13%	
4701 INTEREST ON INVESTMENTS	12,000.00	-	0.00%	
4684 PRIORITY STREET LIGHT	45,000.00	3.22	0.01%	
Grand Total	204,800.00	(109.26)		

EXPENSES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6371 ELECTRIC UTILITIES	130,000.00	9,729.63	7.48%	
6489 OTHER CONTRACTED SERVICES	12,000.00	2,447.20	20.39%	
6722 DEPRECIATION	43,800.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	19,000.00	-	0.00%	
Grand Total	204,800.00	12,176.83		

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

**CITY OF RAMSEY
FINANCIAL STATEMENT**



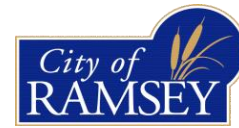
JANUARY 1, 2016 THROUGH PERIOD ENDING: February 28, 2017

REVENUES				
BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(2,100.00)	(144.45)	6.88%	
4287 OTHER LOCAL GOVERNMENT GRANTS	66,000.00	-	0.00%	
4671 RECYCLING CHARGES	302,000.00	20.38	0.01%	
4672 RECYCLING PENALTIES	8,000.00	(9.75)	-0.12%	
4701 INTEREST ON INVESTMENTS	2,000.00	-	0.00%	
Grand Total	375,900.00	(133.82)		

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	20,288.00	1,619.65	7.98%	
6104 PART TIME-WAGES & SALARIES	7,280.00	-	0.00%	
6121 PERA CONTRIBUTIONS	1,981.00	125.07	6.31%	
6122 FICA/MEDICARE CONTRIBUTIONS	2,117.00	111.36	5.26%	
6131 GROUP INSURANCE	2,110.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	209.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	15,500.00	-	0.00%	
6322 POSTAGE	400.00	25.89	6.47%	
6451 MEMBERSHIP DUES	-	150.00	0.00%	
6489 OTHER CONTRACTED SERVICES	315,000.00	53,055.90	16.84%	
6820 OPERATING TRANSFERS TO OTHER F	11,000.00	-	0.00%	
Grand Total	375,885.00	55,087.87		

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, 2016 THROUGH PERIOD ENDING: February 28, 2017

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	(3,500.00)	(273.12)	7.80%	
4693 STORM WATER-RESIDENTIAL	474,000.00	36.11	0.01%	
4694 STORM WATER-COMMERCIAL	465,800.00	(1,359.85)	-0.29%	
4695 STORM WATER-PENALTIES	18,102.00	(13.52)	-0.07%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
Grand Total	964,402.00	(1,610.38)		

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	126,773.00	-	0.00%	
6121 PERA CONTRIBUTIONS	9,508.00	11.97	0.13%	
6122 FICA/MEDICARE CONTRIBUTIONS	9,724.00	13.15	0.14%	
6131 GROUP INSURANCE	14,993.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	3,516.00	-	0.00%	
6223 GASOLINE	1,000.00	-	0.00%	
6225 DIESEL FUEL	4,000.00	79.70	1.99%	
6249 MISCELLANEOUS OPERATING SUPPLY	10,000.00	62.59	0.63%	
6257 OTHER VEHICLE PARTS	8,000.00	1,495.37	18.69%	
6315 MISCELLANEOUS PROFESSIONAL SER	60,000.00	-	0.00%	
6361 GENERAL LIABILITY/PROPERTY INS	8,000.00	-	0.00%	
6371 ELECTRIC UTILITIES	2,800.00	278.93	9.96%	
6373 GAS	3,000.00	279.51	9.32%	
6374 REFUSE/RECYCLING	700.00	81.60	11.66%	
6451 MEMBERSHIP DUES	21,000.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	20,000.00	2,447.21	12.24%	
6722 DEPRECIATION	270,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	29,000.00	-	0.00%	
Grand Total	602,014.00	4,750.03		

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

CC Regular Session

4. 2.

Meeting Date: 03/28/2017

By: Jo Thieling, Administrative Services

Information

Title

Approve the Following Meeting Minutes:

1. City Council Work Session dated 03/14/17
2. City Council Regular dated 03/14/17

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 Work Session dated 03/14/17
 2. City Council Regular dated 03/14/17
-

Attachments

CCWS Mts

CC Mts

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 03/23/2017

Reviewed By

Kurt Ulrich

Date

03/23/2017 02:54 PM

Started On: 03/08/2017 01:53 PM

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, March 14, 2017, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Administrator Kurtis Ulrich
Human Resources Manager Colleen Lasher
Community Development Director Timothy Gladhill
Asst. City Administrator/Economic Development Manager Patrick Brama

1. CALL TO ORDER

Mayor Strommen called the City Council Work Session to order at 5:35 p.m.

2. TOPICS FOR DISCUSSION

2.01: City Board and Commission Interviews

City Administrator Ulrich reviewed the staff report and the number of applicants that the Council would be interviewing tonight. He explained that each candidate would be given a ten-minute timeframe for their interview. He stated that there are four incumbents that are recommended for reappointment and reviewed the available positions for each Board and Commission. He explained the scoring process the Council should record during the interviews and noted that following the interviews, staff will tabulate the score cards to assist in the discussions of the Council.

The Council conducted interviews for available Board and Commission positions and asked the same six questions of each applicant.

City Administrator Ulrich noted that if the Council has scored the interviews they could provide those to staff to tabulate between the break.

Mayor Strommen noted that there are still three candidates to be interviewed following the regular Council meeting.

RECESS AND RECONVENE

The Council recessed the work session at 6:55 p.m.

The Council reconvened the work session at 8:27 p.m.

2.01: City Board and Commission Interviews (continued)

The Council continued to conduct interviews for available Board and Commission positions, asking the same six questions of each applicant.

Asst. City Administrator/Economic Development Manager Brama tabulated the interview scores using the written input from the Council.

City Administrator Ulrich reminded the Council that there are four incumbents that are recommended for re-appointment and noted that discussion should begin there, reviewing the open vacancies on each Board and Commission.

Mayor Strommen referenced the Planning Commission and stated that one of the incumbents states that she can only serve one of the four years in the term. She stated that there are a lot of good candidates and her concern would be that some people may not choose to reapply.

Councilmember Kuzma agreed that it would not be fair to have someone serve one year of a four-year term and believed that a new applicant should be chosen.

Councilmember Riley stated that the Planning Commission has a long learning curve and noted that if that incumbent is replaced now the majority of the Commission would be composed of new members. He asked if the Council could choose an applicant to become active in one year.

Human Resources Manager Lasher noted that applicants are advised that their application would be on file for one year and although the City has not done that in the past, it could be done.

Mayor Strommen asked if the applicant could be made aware that they would become effective in one year, meaning that they would become effective when the vacancy occurs.

Councilmember Shryock stated that could help the learning curve as if the applicant knows they will become active in one year, they may learn more information during that one year term before they become active.

City Administrator Ulrich stated that his concern is that the incumbent on the Planning Commission has not made the point clear yet as to if she would be vacating the term after one year. He stated that staff has discussed this and there is a lot going on with the Planning Commission this year with the Comprehensive Plan and therefore it would be nice to have that knowledge continue on.

Community Development Director Gladhill stated that the incumbent has been a great contributor to the Planning Commission. He stated that The COR Development Plan and Comprehensive Plan update are both occurring at this time. He noted that additional funds have been budgeted towards training and therefore they are able to get new Commissioners up to speed faster.

Councilmember Shryock stated that if nothing precludes the Council from appointing someone now to begin their term in one year, that would be great, as the incumbent could continue for the next year and the new appointee could gain traction and be ready to go when the incumbent leaves.

Mayor Strommen stated that the Council would need an effective date and perhaps a conversation can occur with the incumbent.

Human Resources Manager Lasher stated that the incumbent specifies a date of March 31, 2018 in her letter.

City Administrator Ulrich stated that perhaps that date was chosen because the incumbent knows that is when the recruitment occurs.

Mayor Strommen stated that it is her experience that people that are not chosen do not apply again and therefore she would like to solidify the date and have someone set up to take the position from this pool of applicants.

City Administrator Ulrich noted that there is often turnover during the course of the year.

Councilmember Williams stated that she is in favor of reappointing the incumbent until her official notice of resignation is provided.

Councilmember Kuzma stated that he would prefer to replace the incumbent with a new applicant.

Mayor Strommen suggested appointing the incumbent to the date she specified in her application, March 31, 2018 and the new applicant would become effective on that date.

Councilmember LeTourneau stated that he agrees that the incumbent should stay but noted that there has been a lot of turmoil on the Planning Commission and it feels as if there is a lot of instability. He stated that the more that new members are introduced, it will be harder on the leadership and to be productive. He agreed that the incumbent should remain on the Commission for the one year term.

It was the consensus of the Commission to reappoint the incumbent to the Planning Commission, directing staff to work with her to define her exact resignation date and appointing a current applicant to begin on that date.

The Council discussed the applicants and on which Commission or Board they would best fit.

Community Development Director Gladhill noted that there was a member of the Comprehensive Plan Steering Committee and that could be an opportunity to keep someone engaged until the additional vacancy opens on the Planning Commission.

It was the consensus of the Council to appoint Jennifer Leistico (four-year term) and Charles Tchuinkwa (two-year term) on the Parks Commission; and to appoint Cheri Gengler (full term) to the Planning Commission and Matt Woestenshoff to the Comprehensive Plan Steering Committee (effective immediately) and to the Planning Commission (effective April 1, 2018).

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 9:34 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

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, March 14, 2017, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: None

Also Present: City Administrator Kurtis Ulrich
Finance Director Diana Lund
Police Chief Jeff Katers
Public Works Superintendent Grant Riemer
Community Development Director Timothy Gladhill
City Engineer Bruce Westby
Asst. City Administrator/Economic Development Manager Patrick Brama

1. CALL TO ORDER

Mayor Strommen called the regular meeting of the Ramsey City Council to order at 7:02 p.m., followed by the Pledge of Allegiance led by Mayor Strommen.

2. PRESENTATION

None.

3. CITIZEN INPUT

None.

4. CONSENT AGENDA

Councilmember Kuzma requested to remove item 4.10 from the Consent Agenda.

Councilmember Riley referenced Item 4.03 and explained that the Council is simply receiving the update and is not giving or approving the update.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to approve the following items on the Consent Agenda as revised to remove item 4.10:

- 4.01: Receive Cash and Investments for Period Ending February 28, 2017
- 4.02: Receive Progress Report on Comprehensive Plan Update
- 4.03: Receive Progress Report on The COR Development Plan Update
- 4.04: Receive Update on Comprehensive Plan Amendments for Brookfield 8th Addition and Woodlands 4th Addition
- 4.05: Note the Following Boards and Commissions Meeting Minutes:
 - 1) Planning Commission Meeting Minutes dated January 5, 2017
 - 2) Economic Development Authority Meeting Minutes dated January 12, 2017
 - 3) Park and Recreation Meeting Minutes dated January 12, 2017
 - 4) Environmental Policy Board Meeting Minutes dated January 18, 2017
- 4.06: Approve Licenses:
 - Solicitor
 - Comcast Cable/6901 Winnetka Avenue N, Brooklyn Park
- 4.07: Approve the following Meeting Minutes:
 - 1) City Council Work Session dated February 28, 2017
 - 2) City Council Regular dated February 28, 2017
- 4.08: Approve Amended Communications Plan
- 4.09: Approve Various Items Related to Reassignment of Lifestyle Properties, Inc. Purchase Agreement to Morning Sun Homes, Inc.
- 4.10: ~~Approve Request from Ramsey Business for Use of EDA Revolving Loan Fund; Case of American Print & Digital~~ This item was removed from the Consent Agenda and considered as Item 7.04.
- 4.11: Adopt Resolution #17-03-058 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Received During the Period of February 23, 2017 through March 8, 2017

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

5. APPROVE AGENDA

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

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

6. PUBLIC HEARING

6.01: Public Hearing to Consider Adoption of Resolution #17-02-060 Approving the Issuance of Bonds by the City of Minneapolis and the Housing and Redevelopment Authority of the City of St. Paul on Behalf of Allina Health System

Presentation

Finance Director Lund reviewed the staff report and recommendation to adopt Resolution #17-03-060 approving the issuance of bonds by the City of Minneapolis and the HRA of the City of St. Paul on behalf of Allina Systems.

Public Hearing

Mayor Strommen called the public hearing to order at 7:07 p.m.

Citizen Input

There was none.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to close the public hearing.

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

The public hearing was closed at 7:07 p.m.

Council Business

Councilmember Kuzma asked if some of the offices in Ramsey would be remodeled.

Nathan Canova, Dorsey and Whitney, replied that this would provide no improvements and is strictly refinancing for the purpose of interest rate savings.

Motion by Councilmember Kuzma, seconded by Councilmember LeTourneau, to adopt Resolution #17-03-060 Approving the Issuance of Bonds by the City of Minneapolis and the Housing and Redevelopment Authority of the City of Saint Paul, Minnesota, on Behalf of Allina Health Systems Under Minnesota State Statutes, Sections 469.152 to 469.165.

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

6.02: Public Hearing to Consider Adoption of Resolution #17-03-057 Accepting Feasibility Report and Ordering Plans and Specifications for Improvement Project #17-00, Sunwood Drive Reconstruction

Presentation

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #17-03-057 accepting the Feasibility Report and ordering Plans and Specifications for Improvement Project #17-00, Sunwood Drive Reconstruction.

Public Hearing

Mayor Strommen called the public hearing to order at 7:19 p.m.

Citizen Input

There was none.

Motion by Councilmember Shryock, seconded by Councilmember Johns, to close the public hearing.

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

The public hearing was closed at 7:19 p.m.

Council Business

Councilmember Riley noted that the Council has heard this case multiple times and the Public Works Committee has also discussed the project. He stated that City Engineer Westby has also done a great job reaching out and working with the business owners in the project area. He stated that this is a project that is wanted.

Motion by Councilmember Riley, seconded by Councilmember Johns, to adopt Resolution #17-03-057 Accepting Feasibility Report and Ordering Plans and Specifications for Improvement Project #17-00, Sunwood Drive Reconstruction.

Further discussion: Councilmember LeTourneau stated that he appreciates how City Engineer Westby and the staff reach out to the community, whether that is residents or businesses. He stated that the City is doing the best they can with the difficult policy. He stated that the feedback that the City receives helps the City to shape the policy, as roadwork is something that everyone wants but no one wants to pay for. Mayor Strommen agreed that these are improvements that everyone wants but no one wants to pay for. She stated that there were multiple options discussed for how to pay for these improvements when the policy was created. She stated that it is often easier for people to provide input on specific projects when it becomes real and appreciates the input that everyone is providing.

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

7. COUNCIL BUSINESS

7.01: Receive Update on Covenant Meadows and Consider Environmental Review Options (Project #17-102); Case of Eric Thomsen

Community Development Director Gladhill reviewed the staff report and provided an update on Covenant Meadows. He noted that the Planning Commission postponed action at their March 2nd meeting to spend more time addressing concerns raised by neighboring property owners regarding impacts to ecological and wildlife resources. It was requested that the City explore a discretionary Environmental Assessment Worksheet (EAW) or Citizen Petition EAW. He noted that the City will be hosting a workshop on the project on Thursday, April 6th at 5:30 p.m. to discuss neighbor concerns in more detail.

Councilmember Riley asked for more information on the 15 acres along Trott Brook that would be protected.

Community Development Director Gladhill noted that staff was able to negotiate with the developer to deed the 15 acres to the north that borders Trott Brook to the City at no cost. He stated that staff believes that would provide better protection than private development/ownership.

Mayor Strommen asked the next step.

Community Development Director Gladhill stated that the Planning Commission will hold a workshop on Thursday, April 6th at 5:30 p.m. prior to their regular meeting later that night, at which formal recommendation will be made.

Mayor Strommen stated that she agrees with staff that the EAW would not provide the answers the citizens are requesting and agrees that the public workshop would be the best course of action to resolve those concerns.

7.02: Consider Authorizing Ad-Hoc Subcommittee of the Planning Commission to Update Housing Plans

Community Development Director Gladhill reviewed the staff report and recommendation to authorize the Planning Commission to re-establish the Ad-Hoc Housing Committee to update the City's Housing Plan.

Councilmember LeTourneau asked if a member of the EDA should also be a member of the Ad-Hoc Committee.

Community Development Director Gladhill stated that the makeup of the Committee could be discussed but believed that the membership should be limited to three members. He confirmed that the composition could be mixed between the EDA and Planning Commission.

Mayor Strommen confirmed the consensus of the Council to offer one of the spots to a member from the EDA and if no one wishes to participate, the three members will simply be pulled from the Planning Commission.

Motion by Councilmember Johns, seconded by Councilmember LeTourneau, to authorize the Planning Commission, and possibly EDA, to re-establish the Ad-Hoc Housing Committee to update the City's Housing Plan.

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

7.03: Consider Stone Brook Children's Academy & Childcare Center Purchase Agreement (Portions May be Closed to the Public)

Asst. City Administrator/Economic Development Manager Brama reviewed the staff report and noted that staff is generally comfortable with the terms and conditions laid out in the purchase agreement as they appear to meet the land sale policies, fit within the CBRE adopted "deal ranges", and meet the intent of the template purchase agreement. He stated that staff does not have a need to go into closed session for this case as Stone Brook has agreed to the EDA's counter offer on price. He reviewed the benefits that this development would provide to the City and to The COR and recommended approval.

Councilmember Riley referenced the different concept options for the planned sites, noting that the original plan of the applicant was Plan A, while the Planning Commission suggested B or C. He asked how that would work with no other future sites developed at this time.

Asst. City Administrator/Economic Development Manager Brama stated that in looking at the four concepts, the Planning Commission felt most comfortable with Concept B because of how it flows with the overall site. He stated that there has been direction from the Planning Commission and EDA that concept B would be preferred as it would best fit with the vision for the area. He noted that it would allow cross access for the site and would also provide a north/south connection. He stated that he has spoken with the applicant and their first choice would be concept A as that would increase safety for the users of their site as it would eliminate cross traffic. He stated that the location of the playground would need to be more creative as well. He stated that Stone Brook understands the needs and desires of the City and is comfortable making a compromise with the City to utilize concept B.

Councilmember Williams stated that she would like to see the easements specified in the purchase agreement and development agreement.

Asst. City Administrator/Economic Development Manager Brama agreed that is an important component and noted that the development agreement would outline the easements and would be in place prior to execution of the purchase agreement.

Councilmember LeTourneau stated that originally, he thought he would favor option B, as that provides a better view shed from the street, but is also sensitive of the safety concerns with cross traffic. He emphasized that he likes the building orientation of concept B but the parking alignment of concept A. He stated that he would prefer to not have cross access through the site because of the safety concern.

Councilmember Shryock stated that the reservation would simply be a holder and the City could take it or leave it at a later date. She stated that she understands the safety aspect of concept A, but also understands for the overall safety of the area it would be nice to have the cross access. She stated that none of the access options show a cross access on the southern portion, which would eliminate the safety concern. She stated that she would like to see that alternative.

Mayor Strommen stated that there are two ways to look at safety and stated that she would be in favor of including the easements in the purchase agreement. She referenced a portion of the case which outlines the elements of the purchase agreement, specifically regarding private road versus public road. She asked for clarification.

Asst. City Administrator/Economic Development Manager Brama stated that there are two options for the road and provided additional details. He stated that the purchase agreement will include both options and specify how the cost splits would occur for each option.

Kristin Johnson, the applicant, stated that her preference for safety reasons would be concept A. She explained that having a road coming through the site would be less safe for parents dropping off their children. She stated that with the site more self-contained it would be safer for the parents and children, especially as the neighboring use is not known.

Councilmember Shryock stated that she understands the desire to have the separation and noted that perhaps a cross access could occur on the south portion of the property which would allow cross access and would also provide the safety for her site.

Councilmember Williams asked the preference of a public or private road.

Ms. Johnson replied that her preference would be for a public road as that would ensure that the road continues to be well maintained in alignment with other public roads.

Councilmember Williams stated that she is not in favor of a public road in this location if the cross easements cannot be reserved. She stated that the cost of constructing a public road is high and therefore should serve more than one parcel.

Motion by Councilmember LeTourneau, seconded by Councilmember Riley, to approve the purchase agreement with Stone Brook Academy for one acre of land located near the center of The COR for a children's academy and childcare center.

Further discussion: Councilmember Williams stated that given the absence of the cross access easement language she cannot support the motion.

Councilmember Riley withdrew this second of the motion.

The motion failed for lack of second.

Asst. City Administrator/Economic Development Manager Brama stated that the Council can either move forward with the proposed motion which was silent of the language regarding cross access easements, or the Council can reach consensus on whether to include the cross access easements.

City Administrator Ulrich stated that the Council can approve the purchase agreement with the additional language and staff can work with the City Attorney.

Motion by Councilmember LeTourneau, seconded by Councilmember Riley, to approve the purchase agreement with Stone Brook Academy for one acre of land located near the center of The COR for a children's academy and childcare center, with the inclusion of a provision that the purchaser provide a cross easement with language acceptable to the City Attorney.

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

7.04: Approve Request from Ramsey Business for Use of EDA Revolving Loan Fund; Case of American Print & Digital

Asst. City Administrator/Economic Development Manager Brama reviewed the case and the recommendation to approve the request from a Ramsey business, American Print & Digital, for use of an EDA Revolving Loan Fund. He provided an update that has occurred to provide a different collateral than originally approved.

Councilmember Kuzma stated that there is a big different between a second mortgage on a home versus used equipment. He stated that if there was a problem it would be easy for the business owner to walk away and it would be risky for the City to recoup the cost. He stated that he would not support this item.

Councilmember Riley stated that as discussed earlier, the position of the City is not to act as a bank but as a lender of last resort. He stated that this is a business loan and it makes more sense to have business collateral rather than a personal residence. He stated that the City now has the first position which is stronger than a second position and therefore he will continue to support this item.

Motion by Councilmember Riley, seconded by Councilmember Williams, to approve the request from American Print and Digital for use of the EDA Revolving Loan Fund in the amount of \$72,500 subject to the items in the case.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Riley, Williams, Johns, LeTourneau, and Shryock. Voting No: Councilmember Kuzma.

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced upcoming meetings and events.

Mayor Strommen stated that tomorrow is the North Metro Mayors Legislative Day and Board meeting and therefore she and City Administrator Ulrich will be meeting with the legislative representatives to discuss the City's priorities along with the priorities of the North Metro Mayors.

9. ADJOURNMENT

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

Motion carried.

The regular meeting of the City Council adjourned at 8:10 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session

4. 3.

Meeting Date: 03/28/2017

Submitted For: Patrick Brama, Administrative Services

By: Patrick Brama, Administrative Services

Information

Title

Approve Pro Power Sports Lease Re-Assignment Agreement

Purpose/Background:

Approve Pro Power Sports Lease Re-Assignment Agreement

Observations/Alternatives:

The purpose of this case is to approve the attached "Reassignment Agreement" for the City's current lease with Todd Amar of Pro- Power Sports to Thomas Dehn of Mille Lacs Motorsports II.

For background information on the request, and Thomas Dehn, please see attached request letter. Tom Dehn is purchasing Pro-Power Sports; and will become the new owner/ operator.

For background information on this lease, please reference the attached leases, lease amendments, and lease maps. In summary, the City began leasing space to Pro-Power Sports in 2014. Their lease has been amended three times. Generally, Pro-Power Sports has been a good tenant, and has paid on time.

Recommendation:

Staff doesn't have any concerns with this reassignment. Staff would note, Tom Dehn has verbally proposed to "clean up" the property, make some "exterior improvements," and intends to get rid of the "crate walls." Tom Dehn mentioned, he may consider bringing back boat sales to this location. Mille Lacs Motorsports II, Inc. appears to be in good standing with the State of Minnesota (registration with the Secretary of State).

Action:

Motion to:

Approve the attached lease reassignment agreement for Mille Lacs Motorsports II, Inc.; subject to final review and amendments by the City Attorney.

Attachments

Request Letter

Lease Reassignment Agreement

2014 Lease Agreement

2015 Lease Amendment 1

2015 Lease Amendment 2

2016 Lease Amendment 3

REF MAP

Form Review

Inbox

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 03/23/2017

Reviewed By

Kurt Ulrich

Date

03/23/2017 03:27 PM

Started On: 03/20/2017 06:04 PM

G. SCOTT HOKE
PROFESSIONAL ASSOCIATION



March 8, 2017

Mr. Patrick Brama
City of Ramsey
7550 Sunwood Drive Northwest
Ramsey, MN 55303

Re: Acquisition of Pro Power Sports & Marine, Inc.

Dear Mr. Brama:

I am writing to follow up on our recent email exchange concerning the above Ramsey business. My client, Mille Lacs Motorsports II, Inc., owned by Thomas A. Dehn, is purchasing the business and assets of Pro Power Sports & Marine, Inc. We expect the closing to be held on March 15, 2017.

Thomas A. Dehn owns a Minnesota corporation known as Mille Lacs Motorsports, Inc. This business owns and operates Power Lodge dealerships in Brainerd and Onamia, Minnesota. The business sells snowmobiles, ATVs, UTVs and boats. Mr. Dehn formed Mille Lacs Motorsports II, Inc., to purchase the business in Ramsey. The business in Ramsey leases its property at 6781 Highway 10 from 6781 Properties, LLC, owned by Russell King.

In connection with this transaction, my client is receiving an assignment of the lease with 6781 Properties, LLC, and is also receiving an assignment of the Pro Power interest in the lease with the City of Ramsey.

Mr. Dehn, was raised on his family farm in Dayton, Minnesota. He graduated from Anoka High School in 1981 and operates the Brainerd and Onamia Power Lodge dealerships. He is also involved in real estate development and home construction. He started the Onamia business as a Polaris dealer in 1998. In 2005 they moved to a different location in a new building on Highway 169 just south of Onamia. In 2006 he opened the Power Lodge location in Brainerd.

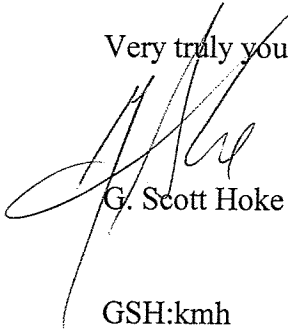
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March 8, 2017
Mr. Patrick Brama

I have enclosed with this letter a copy of the Assignment of Lease from Pro Power for the city of Ramsey properties. This document requires a consent signed by the City of Ramsey.

We would appreciate the council's consideration of the assignment of this lease and an extension of the lease to coincide with the term of the lease with 6781 Properties, LLC. That lease terminates on December 31, 2021.

Thank you for your consideration of this matter.

Very truly yours,



G. Scott Hoke

GSH:kmh
Enc.
cc: Thomas A. Dehn

ASSIGNMENT OF LEASE

This Assignment of Lease is made as of _____, 2017 (“Effective Date”) by Pro Power Sports & Marine, Inc., (“Assignor”) to Mille Lacs Motor Sports II, Inc., (“Assignee”).

In consideration of one dollar and other good and valuable consideration paid by Assignee to Assignor, Assignor hereby assigns to Assignee all interests of Assignor under that certain Lease dated March 1, 2013, originally entered into with Assignor as Tenant and the City of Ramsey as Landlord, and amended by Amendment One dated January 28, 2015, Amendment Two dated June 23, 2015 and Amendment Three dated March 1, 2016, (together referred to as the “Lease”) for storage and parking area adjacent to the building located at 6781 Highway 10, Ramsey, Minnesota 55303.

This Assignment is effective from and including the Effective Date, and is made and given subject to all provisions of the Lease. Assignee hereby accepts this assignment and agrees to be bound by all obligations of the Tenant under said Lease

Assignor:

Assignee:

Pro Power Sports & Marine, Inc.

Mille Lacs Motorsports II, Inc.

By _____
Todd Aymar, President

By _____
Thomas A. Dehn, President

CONSENT TO ASSIGNMENT

The City of Ramsey, Minnesota, a municipal corporation under the laws of Minnesota, hereby consents to this assignment.

City of Ramsey

Sarah Strommen, Mayor

Kurt Ulrich, City Administrator

LEASE AGREEMENT

This Lease is effective as of March 1, 2014, and is made by and between the City of Ramsey, a Minnesota municipal corporation, 7550 Sunwood Drive NW, Ramsey, MN 55303 (“Landlord”) and Pro Power Sports & Marine, Inc a Minnesota corporation , 6781 Highway 10 NW, Ramsey, MN 55303 (“Tenant”).

DATA SHEET

1. **Premises.** An unimproved parcel (hereinafter described) immediately west of 6781 Highway 10 NW, Ramsey, MN 55303 and which parcel is described as follows:

The leased property is approximately 15,000 square feet of outside storage space located in the southern section of that real property legally described as TRACT A REGISTERED LAND SURVEY NO 249, Anoka County, Minnesota, Property Identification Number 343225210103. The leased premises consists of the paved, fenced in outside storage area only shown on Exhibit “A”.

Hereinafter referred to as the “Premises”.

2. **Term.** Twelve (12) months beginning on the Commencement Date (the “Initial Term”).
3. **Scheduled Commencement Date.** March 1, 2014 (the “Commencement Date”).
4. **Termination.** Notwithstanding the Initial Term or the Option Term, in event the Landlord determines in its sole discretion, that the Premises or any part thereof is required for the improvement of U.S. Highway 10, upon giving one years’ prior written notification to Tenant, the Landlord may terminate this Lease. Landlord is not obligated to provide this one year notice to quit in the event of any default by Tenant of the terms of this Lease.
5. **Rental Rate.**
 - a. **Initial Term.** \$525.00 per month during the Initial Term (the “Base Rent”).
 - b. **Option Term.** Provided Tenant is current with all terms and conditions of the Lease Agreement, then Tenant may execute an option to extend the Lease term for an additional one (1) year by providing Landlord with written notice not less than ninety (90) days prior to expiration of the Lease Term. In the event Tenant exercises its right to the Option Term, the Rental Rate shall be negotiated between the parties for the Option Term if said option is exercised by Tenant. Monthly rent during the Option Period shall be negotiated between the parties. If a rental rate is not reached by the Landlord and Tenant by the expiration date of the Initial Term, the Tenant shall either vacate the Premises immediately or be charged a base rent of \$925.00 per month for the Option Term.

- c. **Late Fee.** Tenant shall pay a late fee to Landlord of \$50.00 each time the rent is not paid by the 1st day of each month when due plus \$10.00 per day after the 1st day of the month the rent is not paid up to a maximum late fee of \$100.00 per month.
 - d. **Damage Deposit.** Tennant is responsible for a \$650.00 damage deposit to the Landlord by March 1, 2014. Landlord shall utilize deposit made from previous lease agreement with Tennant to satisfy this term. Tennant shall not pay a new deposit for this Lease Agreement.
6. **Permitted Use.** Outdoor areas displaying for sale, boats snowmobiles and similar recreational equipment and accessories. See Additional restrictions on Permitted uses in paragraph 9. herein.
 7. **Landlord Address:**

City of Ramsey
Attention: City Administrator
Ramsey Municipal Center
7550 Sunwood Drive NW
Ramsey, MN 55303
 8. **Tenant Address:**

Pro Power Sports & Marine, Inc.
Attention: Todd Amar
6781 Highway 10
Ramsey, Minnesota

LEASE TERMS

1. **PREMISES:**

Landlord hereby leases to Tenant, and his successors and assigns, and Tenant hereby leases from Landlord, for the Term described in Item 2 of the Data Sheet and upon the conditions hereinafter provided, the Premises described in Item 1 of the Data Sheet.

2. **RENTABLE AREA:**

The Rentable Area of the Premises is estimated to be the paved surface area as part of the land set forth in Item 1 of the Data Sheet. The actual Rentable Area of the Premises consists of 15,000 square feet.

3. **LEASEHOLD IMPROVEMENTS:**

Tenant is taking the premises "AS IS" and Landlord shall not be obligated to do any work on the Premises. The Tenant shall maintain the Premises as an outdoor storage facility and

recreational equipment sales lot and shall not make any changes or make any alteration, decoration, addition or improvement to the Premises without the prior written consent of Landlord.

4. **TERM:**

The term of this Lease shall be as described in Item 2 of the Data Sheet above (the "Initial Term") and shall commence upon the "Commencement Date" as described in Item 3 of the Data Sheet above.

5. **TERMINATION.**

See Item 5 of the Data Sheet for Landlord's Right to Terminate.

6. **RENT:**

See Item 6 of the Data Sheet for the Rental Rate.

7. **PROPERTY TAXES:**

Real Estate Property Taxes. Payment of property taxes shall be the sole responsibility of the Landlord.

8. **USE:**

8.1 Premises shall be used and occupied by Tenant solely for the purpose of outside storage, display and sales of boats, snowmobiles and similar recreation equipment and accessories as an accessory use of the Tenant's primary business operation located at 6781 West Highway 10.

8.2 Vehicle sales of any type on the Premises shall NOT be permitted. The permitted uses by Tenant shall at all times be in full compliance with all applicable laws, ordinances and governmental regulations affecting Premises. The Premises shall not be used in such manner that, in accordance with any requirement of law or of any public authority, Landlord shall be obligated on account of the purpose or manner of said use to make any addition or alteration to or in the Premises. The Premises shall not be used in any manner which will increase the rates required to be paid for public liability or for fire and extended coverage insurance covering the Premises. Tenant shall occupy the Premises, conduct its business and control its agents, employees, invitees and visitors in such a way as is lawful, and reputable and will not permit or create any nuisance, noise, odor, or otherwise interfere with, annoy or disturb adjacent property owners in their normal business operations.

10. **ASSIGNMENT AND SUBLETTING:**

Tenant agrees to use and occupy the Premises throughout the entire term hereof for the purpose or purposes herein specified and for no other purposes, in the manner and to substantially the extent now intended, and not to assign, sublet, license, concession or otherwise transfer this Lease or Tenant's rights in the Premises, or any part thereof, whether by voluntary act, operation of law, or otherwise, without obtaining the prior written consent of Landlord in each instance.

Tenant shall seek such consent of Landlord by a written request therefore, setting forth such information as Landlord may deem necessary. Landlord agrees not to withhold consent unreasonably. Consent by Landlord to any assignment of this Lease or to any subletting of the Premises shall not be a waiver of Landlord's rights under this paragraph as to any subsequent assignment or subletting. Landlord's rights to assign this Lease are and shall remain unqualified. No such assignment or subleasing shall relieve Tenant from any of Tenant's obligations in this Lease contained, nor shall any assignment or sublease or other transfer of this Lease be effective unless the assignees, subtenant or transferee shall at the time of such assignment, sublease or transfer, assume in writing for the benefit of Landlord, its successors or assigns, all of the terms, covenants and conditions of this Lease thereafter to be performed by Tenant and shall agree in writing to be bound thereby. Should Tenant sublease in accordance with the terms of this Lease, fifty percent (50%) of any increase in rental received by Tenant over the per square foot rental rate which is being paid by Tenant shall be forwarded to and retained by Landlord, which increase shall be in addition to the Rental Rate due Landlord under this Lease.

11. MAINTENANCE:

Tenant agrees to keep and maintain the Premises and any fixtures and equipment in a properly functioning, safe, orderly and sanitary condition, will make all necessary replacements thereto, will suffer no waste or injury thereto, and will at the expiration or other termination of the Lease, surrender the same with all improvements in the same order and condition in which they were on the Commencement Date.

In addition, Tenant shall pay all Operating Expenses incurred by Tenant in the operation, maintenance and repair of the Premises. The term "Operating Expenses" shall include but not be limited to maintenance, repair, operation of utilities and lighting, parking and landscaped areas, fencing and signs, snow removal, insurance premiums, wages and fringe benefits of personnel employed for such work, costs of equipment purchased and used for such purposes. The Tenant shall be responsible at its expense for all maintenance of the Premises.

12. ALTERATIONS; EQUIPMENT; MOVING:

12.1 Tenant will not make or permit anyone to make any alterations, decorations, additions or improvements, structural or otherwise, in or to the Premises without the prior written consent of Landlord, which consent shall not be unreasonably withheld.

12.2 Tenant shall not install any equipment containing Hazardous Materials or any equipment which will or may necessitate any changes, replacements or additions to the Premises.

13. RIGHT OF ENTRY:

13.1 Tenant will permit Landlord, or its representatives, to enter the Premises, to examine, inspect and protect the Premises, and to make such alterations, renovations, restorations and/or repairs as in the judgment of Landlord may be deemed necessary or desirable for the Premises.

13.2 Tenant shall maintain a minimum driving lane width of fifteen (15) feet to allow access from the southern portion of the Property to the northern portion of the Property for public safety purposes; and, Tenant shall maintain access to all fire hydrants located on the Premises.

14. SERVICES AND UTILITIES:

Tenant shall pay for the use of all utility services it requires for its permitted use of the Premises, if any, during the term of the Lease.

15 WAIVER AND INDEMNITY:

15.1 Notwithstanding anything apparently to the contrary in this Lease, Landlord and Tenant hereby release one another and their respective officers and employees and property manager from any and all liability (to the other or anyone claiming through or under them by way of subrogation or otherwise) for any loss or damage covered by property insurance or coverable by a customary form of policy of the insurance, even if such loss or damage shall have been caused by the fault or negligence of the other party, or anyone for whom such party may be responsible.

15.2 Tenant agrees to indemnify, defend and hold Landlord and its officers and employees and property manager harmless from and against any claim, loss or expense arising out of injury, death or property loss or damage occurring on the Premises, except only to the extent caused by the negligent act or intentional misconduct of Landlord or its officers, employees or property manager.

16. INSURANCE:

Tenant agrees to purchase, in advance, and to carry in full force and effect general liability insurance, providing coverage on an "occurrence" rather than a "claims made" basis, which policy shall include coverage for Bodily Injury, Property Damage, personal Injury, Contractual Liability (applying to this Lease), and Independent Contractors, in current Insurance Services Office form or other form which provides coverage at least as broad. Tenant shall maintain a combined policy limit of at least \$1,000,000.00 applying to Bodily Injury, Property Damage and Personal Injury, which limit may be satisfied by Tenant's basic policy, or by the basic policy in combination with umbrella excess policies so long as the coverage is at least as broad as that required herein. Such liability, umbrella and/or excess policies may be subject to aggregate limits so long as the aggregate limits have not at any pertinent time been reduced to less than the policy limit stated above, and provided further that any umbrella or excess policy provides coverage from the point that such aggregate limits in the basic policy become reduced or exhausted. The Tenant shall provide an insurance certificate naming the City of Ramsey as an additional insured. Landlord shall receive a written notice of insurance termination 30 days prior to cancellation.

If the above insurance policy ceases to be available, or is available on terms so unacceptable that prudent landlords or tenants, as the case may be, generally do not carry such insurance, then in lieu of such insurance the pertinent party may carry the most comparable insurance which is available and generally carried by prudent parties.

17. DEFAULT:

17.1 Any one of the following events shall constitute an Event of Default:

- (i) Tenant shall fail to pay any monthly installment of Base Rent and such default shall continue for a period of five (5) days after the due date therefor;
- (ii) Tenant shall violate or fail to perform any of the other conditions, covenants or agreements herein made by Tenant and such default shall continue for fifteen (15) days after notice from Landlord; provided, however, that if the nature of such default is such that Tenant can cure the default, but not within fifteen (15) days, then the Event of Default shall be suspended for a period not in excess of thirty (30) additional days so long as Tenant commences cure within fifteen (15) days and thereafter diligently and continuously prosecutes the curing of the default, and so long as continuation of the default does not create material risk to the Premises or to persons using the Premises;
- (iii) Tenant shall file or have filed against it any bankruptcy or other creditor's action, or make an assignment for the benefit of its creditors.

17.2 If an Event of Default shall have occurred and be continuing, Landlord may at its sole option by written notice to Tenant terminate this Lease. Neither the passage of time after the occurrence of the Event of Default nor exercise by Landlord of any other remedy with regard to such Event of Default shall limit Landlord's rights under this Section 17.2.

17.3 If an Event of Default shall have occurred and be continuing, whether or not Landlord elects to terminate this Lease, Landlord may enter upon and repossess the Premises (said repossession being hereinafter referred to as "Repossession") by summary legal proceedings or legal eviction or other lawful means, and may remove Tenant and all other persons and property therefrom pursuant to Court Order.

17.4 From time to time after Repossession of the Premises, whether or not this Lease has been terminated, Landlord may, but shall not be obligated to, attempt to relet the Premises for the account of Tenant in the name of Landlord or otherwise, for such term or terms (which may be greater of less than the period which would otherwise have constituted the balance of the Term) and for such terms (which may include concessions or free rent) and for such uses as Landlord, in its uncontrolled discretion, may determine, and may collect and receive the rent therefor. Any rent received shall be applied against Tenant's obligations hereunder, but Landlord shall not be responsible or liable for any failure to collect any rent due upon any such reletting.

17.5 No termination of this Lease pursuant to Section 17.2 and no Repossession of the Premises pursuant to Section 17.3 or otherwise shall relieve Tenant of its liabilities and obligations under this Lease, all of which shall survive any such termination or Repossession. In the event of any such termination or Repossession, whether or not the Premises shall have been relet, Tenant shall pay to Landlord the Base Rent and other sums and charges to be paid by Tenant up to the

time of such termination or Repossession, and thereafter Tenant, until the end of what would have been the Term in the absence of such termination or Repossession, shall pay to Landlord, as and for liquidated and agreed current damages for Tenant's default, the equivalent of the amount of the Rent payable under this Lease by Tenant if this Lease were still in effect, less the net proceeds, if any, of any reletting effected pursuant to the provisions of Section 17.4 after deducting all of Landlord's expenses in connection with such reletting, including, without limitation, all repossession costs, brokerage and management commissions, operating expenses, legal expenses, attorney's fees, alteration costs, and expenses of preparation for such reletting. Tenant shall pay such current damages to Landlord monthly on the days on which the Rent would have been payable under this Lease if this Lease were still in effect, and Landlord shall be entitled to recover the same from Tenant on each such day. At any time after such termination or Repossession, whether or not Landlord shall have collected any current damages as aforesaid, Landlord shall be entitled to recover from Tenant, and Tenant shall pay to Landlord on demand, as and for liquidated and agreed final damages for Tenant's default, an amount equal to the then present value of the excess of the Rent and other sums or charges reserved under this Lease from the day of such termination or Repossession for what would be the then unexpired term if the same had remained in effect, over the amount of rent Tenant demonstrates that Landlord could in all likelihood actually collect for the Premises for the same period, said present value to be arrived at on the basis of a discount of four percent (4%) per annum.

17.6 Landlord shall in no event be considered to be in default of Landlord's obligations hereunder until the expiration of a reasonable time after notice of default from Tenant.

18. WAIVER:

No waiver by either party of any breach of any agreement herein contained shall operate as a waiver of such agreement itself, or of any subsequent breach thereof. No payment by Tenant or receipt by Landlord of a lesser amount than the monthly installments of rent herein stipulated shall be deemed to be other than on account of the earliest stipulated rent nor shall any endorsement or statement on any check or letter accompanying a check for payment of rent be deemed an accord and satisfaction, nor shall acceptance of rent with knowledge of breach constitute a waiver of the breach, and Landlord may accept such check or payment without prejudice to Landlord's right to recover the balance of such rent, to terminate this Lease, to Repossess the Premises or to pursue any other remedy provided in this Lease. No re-entry by Landlord, and no acceptance by Landlord of keys from Tenant, shall be considered an acceptance of a surrender of the Lease.

19. COVENANT OF QUIET ENJOYMENT:

Landlord covenants that it has the right to make this Lease for the term aforesaid and covenants that if Tenant shall pay the rent and perform all of the covenants, terms and conditions of this Lease to be performed by Tenant, Tenant shall, during the Term, freely, peaceable and quietly occupy and enjoy the full possession of the Premises. The term "Landlord" as used in this Lease shall mean solely the owner of the Premises, or in the case of a sale-leaseback, the lessee of the underlying land, at the relevant time. The liability of the original Landlord and any successor Landlord under this Lease is limited to its interest in the Premises and any insurance proceeds

payable to Landlord with respect to the Premises, and with respect to any liability accrued prior to a transfer, any net proceeds received by the transferor Landlord in consideration of the transfer.

20. NO REPRESENTATIONS BY LANDLORD:

Neither Landlord nor any agent or employee of Landlord has made any representations or promises with respect to the Premises except as herein expressly set forth, and no right, privileges, easements or licenses are acquired by Tenant except as herein expressly set forth. Tenant, by taking possession of the Premises, shall accept the same "as is" except as expressly provided in this Lease and such taking of possession shall be conclusive evidence that the Premises are in good and satisfactory condition at the time of such taking of possession. In addition to and without limitation of the immediately preceding sentence, Tenant agrees that it is leasing the Premises on an "AS IS", "WHERE IS" and "WITH ALL FAULTS" basis, based upon its own judgment, and hereby disclaims any reliance upon any statement or representation whatsoever made by Landlord. LANDLORD MAKES NO WARRANTY WITH RESPECT TO THE PREMISES, EXPRESS OR IMPLIED, AND LANDLORD SPECIFICALLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR CONSEQUENTIAL DAMAGES ARISING OUT OF THE USE OF OR THE INABILITY TO USE THE PREMISES.

21. NOTICES:

All notices or other communications hereunder shall be in writing and shall be effective if hand delivered or sent by registered or certified first-class mail, postage prepaid, or by overnight express service which maintains confirmation of delivery, (i) if to Landlord at Landlord Address set forth on Item 8 of the Data Sheet, and (ii) if to Tenant, at Tenant Address set forth in Item 9 of the Data Sheet, unless notice of a change of address is given pursuant to the provisions of this Section. The day notice is given by mail shall be deemed to be the day following the day of mailing. If acceptance is refused, as evidenced by the records of the Postal Service or overnight delivery service, notice shall be deemed given on the date acceptance is refused.

22. ESTOPPEL CERTIFICATES:

Tenant agrees at any time and from time to time, upon not less than five (5) days prior written notice by Landlord, to execute, acknowledge and deliver to Landlord or a party designated by Landlord a statement in writing (i) certifying that this Lease is unmodified and in full force and effect, or if there have been modifications, that the Lease is in full force and effect as modified and stating the modifications, (ii) stating the dates to which the rent and other charges hereunder have been paid by Tenant, (iii) stating whether or not Landlord is in default in the performance of any covenant, agreement or condition contained in this Lease, and, if so, specifying each such default, (iv) agreeing that, except for any security deposit required herein, Tenant shall not prepay any rent more than thirty (30) days in advance, and (v) such other matters relating to this Lease as may reasonably be requested. Any such statement delivered pursuant hereto may be relied upon by any owner of the Project or any prospective purchaser of the Project. Tenant acknowledges that failure to comply with this Section 20 on a timely basis could result in loss of a favorable sale and Tenant agrees to be liable for any consequential damages resulting from Tenant's breach hereunder.

23. SURRENDER; HOLDING OVER:

Upon the expiration of this Lease or the earlier termination of Tenant's right to possession, Tenant shall immediately vacate the Premises, remove all of its property therefrom, remove any Hazardous Materials installed, used, generated, stored or disposed of by Tenant, and leave the Premises in the condition required by this Lease. Any property not removed shall be deemed abandoned, and Tenant shall be liable for all costs of removal and Tenant shall indemnify, defend and hold Landlord harmless from any cost or liability due to disposition of any property in the Premises in which a person other than Tenant has an interest. Should Tenant continue to occupy the Premises, or any part thereof, after the expiration or termination of the Lease term, whether with or without the consent of Landlord, such tenancy shall be from month to month and the monthly Rent set forth in the term sheet shall be payable if Tenant's holdover is without the consent of Landlord, neither this Section nor the acceptance of any rent hereunder shall prevent Landlord from exercising any remedy to regain immediate possession of the Premises.

24. BROKERS:

Tenant warrants that it has not engaged or dealt with any broker in connection with this Lease and Tenant agrees to indemnify and hold Landlord harmless from and against any claim for broker's fees or finder's fees asserted by anyone on account of any dealings with Tenant in connection with this Lease.

25. MISCELLANEOUS:

- (a) This Lease is governed by and shall be construed according to the laws of the State of Minnesota.
- (b) The captions in this Lease are for convenience only and are not a part of this Lease.
- (c) Time is of the essence.
- (d) The provisions of this Lease which relate to periods subsequent to the expiration of the Term shall survive expiration.
- (e) If any provision of this Lease is invalid or unenforceable to any extent, then such provision and the remainder of this Lease shall continue in effect and be enforceable to the fullest extent permitted by law.
- (f) This Lease contains the entire agreement of the parties hereto with respect to the Premises and Project. This Lease may be modified only by a writing executed and delivered by both parties.
- (g) Nothing contained in this Lease shall be deemed or construed to create a partnership or joint venture of or between Landlord and Tenant, or to create any other relationship between the parties other than that of landlord and tenant.

- (h) This Lease shall be binding upon and inure to the benefit of the parties hereto and, subject to the restrictions and limitations herein contained, their respective heirs, successors and assigns.
- (i) Tenant shall have the right to plow snow off the parking lot and onto the adjacent property owned by Landlord.

LANDLORD

THE CITY OF RAMSEY,
a Minnesota Municipal Corporation


By: 
Its Mayor

TENANT

PRO POWER SPORTS & MARINE, INC.,
a Minnesota Corporation

By: 
Its President

ATTEST:

By: 
Its City Administrator

Appendix A

REFERENCE MAP

6811 Highway 10, PID: 34-32-25-21-0103

RED: Pro Power Leased Area
BLACK: New fence line

BLUE: Public Parking
PURPLE: Old fence line



AMENDMENT ONE TO LEASE

DATE: January 28th, 2015

PROPERTY ADDRESS

An unimproved parcel immediately west of 6781 Highway 10NW, Ramsey MN approximately 15,000 square feet of outside storage space located in the southern section of the real property legally described as TRACT A REGISTERED LAND SURVEY NO 249 Anoka County, Minnesota PID # 34-32-25-21-0103

WHEREAS, City of Ramsey Landlord, and Pro Power Sports & Marine, Inc. Tenant, have entered into a Lease Agreement dated March 1, 2014 ("Lease");

WHEREAS, Tenant's Lease is set to expire on February 28th, 2015.

WHEREAS, Paragraph 5b "Option Term" allows the Tenant to extend the lease for an additional one (1) year.

WHEREAS, Tenant wishes to exercise the "Option Term" to extend the lease for an additional one (1) year term.

NOW THEREFORE: Landlord and Tenant agree to the following:

- 1) Tenant's Lease shall be extended from February 28th, 2015 through February 28th, 2016.
- 2) Tenant's monthly rental payment will change from \$525.00 per month to \$540.75 per month beginning on March 1, 2015 and will continue at \$540.75 per month through the expiration of the Lease term on February 28th, 2016.
- 3) Except as expressly amended hereby, all of the terms, provisions, covenants and conditions of the Lease are hereby ratified and confirmed and shall continue in full force and effect.

Landlord:

City of Ramsey

By: 

Its: City Administrator

Date: 2/11/15

Tenant:

Pro Power Sports & Marine, Inc.

By: 

Its: President

Date: 1/29/2015

LEASE AGREEMENT

AMENDMENT TWO

This Amendment Two is entered into by and between the **City of Ramsey** and **Pro Power Sports & Marine, Inc.**, and amends the Lease Agreement between the parties dated March 1, 2013, and Amendment One dated January 28, 2015.

Recitals

1. Tenant operates a business on property located at 6781 Highway 10 in Ramsey. Pursuant to the Lease and Amendment One, Tenant rents a portion of the City's adjacent property directly to the west of Tenant's business (PID 34-32-25-21-0103).
2. The City also owns the adjacent parcel directly to the east of Tenant's business with the address of 6745 Highway 10 and legally described as Lot 2, Block 1, Deal Industrial Park (PID 34-32-25-12-0008) ("Subject Property").
3. Tenant wishes to utilize a portion of the Subject Property for storage of merchandise.
4. The City is willing to lease a portion of the Subject Property to Tenant provided Tenant erects a fence separating the leased area from the remainder of the Subject Property.

Agreement

1. Recitals. The recitals set forth above are hereby incorporated into this Agreement.
2. Term. This Amendment Two is effective upon execution by both parties and shall remain in effect through February 28, 2016.
3. Leased Area. The portion of the Subject Property leased pursuant to this Amendment Two is a 38' x 139' area in the northwest corner of the Subject Property ("Leased Area"). The intent is to lease the rectangular area between the Subject Property's west property line and the outside western wall of the existing building on the Subject Property, and from the rear property line of the Subject Property southwest 139' towards the front of the Subject Property. See the attached Exhibit 1.
4. New Fence. Tenant shall, at its sole cost, erect a chain link fence separating the Leased Area from the remainder of the Subject Property. Tenant shall obtain a

permit for the fence from the City, if required. The fence shall begin on the rear property line at a point 38' from the northwest corner of the Subject Property, then run south/southwest parallel to the property line 58' to the northwest outside corner of the building on the Subject Property. The fence may abut, but shall not touch or be attached to, the building on the Subject Property. Tenant shall be solely responsible for maintaining the fence.

5. Existing Fence. Tenant erected a chain link fence from the southwest outside corner of the existing building on the Subject Property south and then westward to Tenant's building. See Exhibit 1. By this Amendment Two, City ratifies Tenant's erection of that fence and allows Tenant to continue utilizing it. Tenant shall continue to be solely responsible for maintaining the existing fence.
6. Fence Removal. Upon termination of the Lease and any amendment thereto, Tenant shall, within 30 days, remove the new and existing fences including footings, fill any remaining holes and patch the holes with asphalt, unless the City states in writing that the fences may remain. If the fences remain, they become the sole property of the City to the extent the fences are installed on the Subject Property.
7. Existing Terms. Except as expressly amended in this Amendment Two, all terms, conditions and covenants of the Lease, as Amended by Amendment One, are hereby ratified and shall continue in full force and effect, and shall apply to the Leased Area, as defined above.


LANDLORD

TENANT

CITY OF RAMSEY

PRO POWER SPORTS & MARINE, INC.

By: 
Sarah Strommen, Mayor

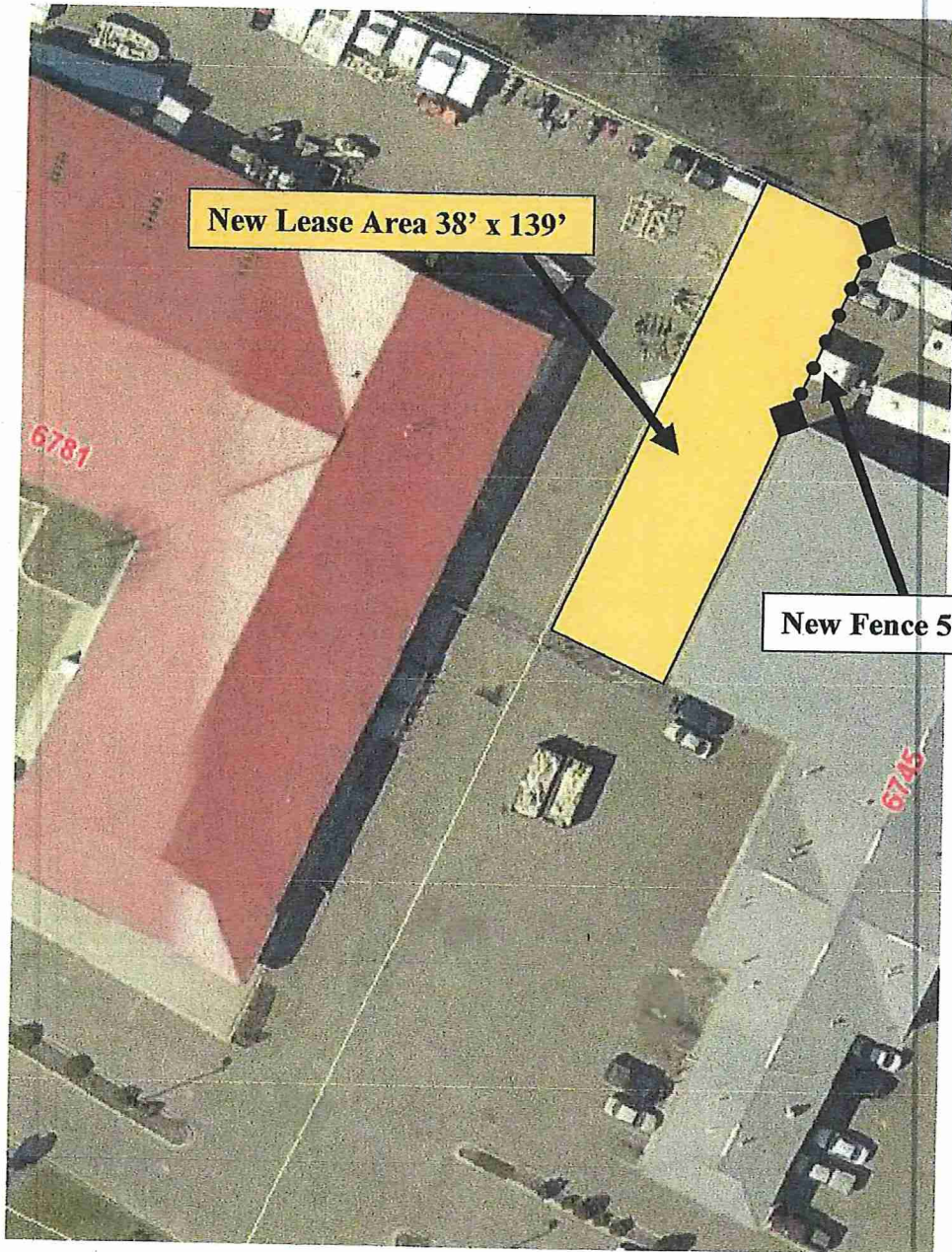
By: 
Its President

By: 
Kurtis G. Ulrich
City Administrator

Dated: 06/23/2015

Dated: 6-17-15

Exhibit 1



LEASE AGREEMENT

AMENDMENT THREE

March 1, 2016

This Amendment Three is entered into by and between the **City of Ramsey** and **Pro Power Sports & Marine, Inc.**, and amends the Lease Agreement between the parties dated March 1, 2013, Amendment One dated January 28, 2015 and Amendment Two dated June 23, 2015.

Recitals

1. Tenant operates a business on property located at 6781 Highway 10 in Ramsey and owned by Pro Power (PID 34-32-25-12-0022).
2. Pursuant to the Original Lease, Amendment One and Amendment Two, Tenant rents a portion of City-owned property located directly to the west of Tenant's business (PID 34-32-25-21-0103, 15,000 square feet, 6811 U.S. Highway 10).
3. Pursuant to the Original Lease, Amendment One and Amendment Two, Tenant also rents a portion of the City-owned property located directly to the east of Tenant's business (PID 34-32-25-12-0008, 3,200 square feet, 6745 U.S. Highway 10).
4. The City and Tenant are willing to extend the lease terms for both parcels (PID 34-32-25-12-0008 and PID 34-32-25-21-0103) (collectively, the "Leased Area").

Agreement

1. Recitals. The recitals set forth above are hereby incorporated into this Agreement.
2. Term. This Amendment Three is effective upon execution by both parties and shall remain in effect through February 28, 2018.
3. Lease Rates.

PID # 34-32-25-12-0008:

March 1, 2016 – February 28, 2017 is \$139.09 / month

March 1, 2017 – February 28, 2018 is \$143.26 / month

PID# 34-32-25-21-0103:

March 1, 2016 – February 28th, 2017 is \$556.97

March 1, 2017 – February 28th, 2018 is \$573.68

4. Existing Terms. Except as expressly amended in this Amendment Three, all terms, conditions and covenants of the original Lease, as Amended by Amendment One and Amendment Two, are hereby ratified and shall continue in full force and effect, and shall apply to the Leased Area, as defined above.

LANDLORD

TENANT

CITY OF RAMSEY

PRO POWER SPORTS & MARINE, INC.

By: Sarah Strommen
Sarah Strommen, Mayor

By: [Signature]
Its President

By: [Signature]
Kurtis G. Ulrich
City Administrator

Dated: 3-10-2016

Dated: 3-10-2016





Original Lease, as of 2014.
15,000 square feet

New Lease, as of 2015.
3,200 square feet

6825

Ramsey Bicycle

City Owned

6781

Pro Power Sports

6745

City Owned

6701

City Owned

HIGHWAY 10

6760

CC Regular Session

4. 4.

Meeting Date: 03/28/2017

By: Jackie Lipski, Finance

Information

Title

Adopt Resolution #17-03-072 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 9, 2017 through March 22, 2017

Action:

Motion to Adopt Resolution #17-03-072 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 9, 2017 through March 22, 2017.

Attachments

Bills List 3/28/2017

Resolution 3/28/2017

Form Review

Inbox

Diana Lund

Kurt Ulrich

Form Started By: Jackie Lipski

Final Approval Date: 03/23/2017

Reviewed By

Diana Lund

Kurt Ulrich

Date

03/23/2017 12:04 PM

03/23/2017 02:53 PM

Started On: 03/23/2017 10:48 AM

RAMSEY CITY COUNCIL MEETING
3/28/2017
BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 3/9/17-3/22/17	311,560.11
Accounts Payable 3/9/17-3/22/17	261,847.33
Payroll 3/10/2017	139,423.43
Debt Service	149,672.50
Pay Estimate-Project	31,267.64

TOTAL SUBMITTED FOR APPROVAL THIS MEETING

\$ 893,771.01

	<u>APPROVED PREV. MTG</u>	<u>2017 Y.T.D.</u>
<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>		
NET PAYROLL TOTAL	\$ 154,725.98	\$ 726,840.88
- CORRECTION TO PAYROLL		
PREPAIDS	179,454.56	1,386,385.53
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		531,121.25
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	163,704.86	1,292,384.09
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)		342,596.31
- CHECKS VOIDED	0.00	0.00
TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED	\$ 497,885.40	\$ 4,279,328.06

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

3/9/2017 -- 12/31/2017

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
102242	3/9/2017		115608 ALL IN ONE- TRANSLATION AGENCY, LLC						
		100.00	SPANISH INTERPRETER		85519	17875	0191.6249		MISCELLANEOUS OPERA
		<u>100.00</u>							
102243	3/9/2017		110734 CITY OF RAMSEY						
		160.00	721662		85520	030917	9601.4651		WATER REVENUE
		<u>160.00</u>							
102244	3/9/2017		100116 CONNEXUS ENERGY						
		6,467.79	WTR TWR/LIFT STAT/WELLS		85521	759126-303102 FEB 17	9601.6371		ELECTRIC UTILITIES
		622.33	WTR TWR/LIFT STAT/WELLS		85521	759126-303102 FEB 17	9602.6371		ELECTRIC UTILITIES
		9,608.01	STREET LIGHTS		85522	759126-303101 FEB 17	9603.6371		ELECTRIC UTILITIES
		868.83	TRAFFIC SIGNALS		85523	759126-303100 FEB 17	0260.6371		ELECTRIC UTILITIES
		659.73	MISC PW ACCOUNTS		85524	759126-303106 FEB 17	0311.6371		ELECTRIC UTILITIES
		1,505.10	MISC PW ACCOUNTS		85524	759126-303106 FEB 17	0452.6371		ELECTRIC UTILITIES
		219.91	MISC PW ACCOUNTS		85524	759126-303106 FEB 17	9601.6371		ELECTRIC UTILITIES
		219.91	MISC PW ACCOUNTS		85524	759126-303106 FEB 17	9602.6371		ELECTRIC UTILITIES
		219.90	MISC PW ACCOUNTS		85524	759126-303106 FEB 17	9605.6371		ELECTRIC UTILITIES
		1,968.50	MISC CITY ACCOUNTS		85525	759126-303107 FEB 17	0220.6371		ELECTRIC UTILITIES
		5,395.24	MISC CITY ACCOUNTS		85525	759126-303107 FEB 17	0194.6371		ELECTRIC UTILITIES
		131.46	MISC CITY ACCOUNTS		85525	759126-303107 FEB 17	0194.6371		ELECTRIC UTILITIES
		72.81	MISC CITY ACCOUNTS		85525	759126-303107 FEB 17	9230.6371		ELECTRIC UTILITIES
		5,456.48	MISC CITY ACCOUNTS		85525	759126-303107 FEB 17	9240.6371		ELECTRIC UTILITIES
		30.98	MISC CITY ACCOUNTS		85525	759126-303107 FEB 17	9410.6371	0004108	ELECTRIC UTILITIES
		891.23	MISC CITY ACCOUNTS		85525	759126-303107 FEB 17	9410.6371	0004102	ELECTRIC UTILITIES
		85.00	SIRENS		85526	759126-303095 FEB 17	0250.6371		ELECTRIC UTILITIES
		<u>34,423.21</u>							
102245	3/9/2017		113991 EMERGENCY RESPONSE SOLUTIONS						
		226.00	FIRE HELMET		85527	8157	0220.6231		UNIFORMS & TURN-OUT (
		354.60	PLUG IN CHARGERS FD		85528	8139	0220.6231		UNIFORMS & TURN-OUT (
		<u>580.60</u>							
102246	3/9/2017		115328 LENNAR						
		1,500.00	REFUND ERO ESC 16030 URANIMATE		85543	030817	9804.6433	00115215	REFUNDS
		<u>1,500.00</u>							
102247	3/9/2017		113819 LEWIS, PEGGY						
		115.00	REFUND RENTAL RES-CANCELLED		85544	030917	9101.4305		RENTAL FEES

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102247	3/9/2017		113819 LEWIS, PEGGY							
		155.00	REFUND RENTAL RES-CANCELLED		85544	030917	9804.1160		KEY & DAMAGE DEPOSIT	
		270.00								
102248	3/9/2017		100291 MET COUNCIL SAC							
		29,820.00	FEB 2017 SAC CHARGES		85545	030617	9602.2083		SAC CHARGES	
		298.20	FEB 2017 SAC CHARGES		85545	030617	9602.4356		SEWER AVAILABILITY CH	
		29,521.80								
102249	3/9/2017		112688 TITAN MACHINERY							
		137.41	LAMP TAIL/STOP		85546	8873799	0311.6257		OTHER VEHICLE PARTS	
		137.41								
102250	3/9/2017		100510 VERIZON WIRELESS							
		308.11	JAN-FEB 2017 SERVICE		85547	9780147590	0220.6323		CELLULAR PHONES	
		308.11								
102251	3/9/2017		115624 WERES, ADORA							
		155.00	REFUND KEY/DAMAGE DEPOSIT		85551	030917	9804.1160		KEY & DAMAGE DEPOSIT	
		155.00								
102252	3/9/2017		111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC							
		24.95	FEB 2017 SERVICE		85548	150-1681-6340	0194.6489		OTHER CONTRACTED SEI	
						FEB 17				
		24.95	7650 SUNWOOD DR NW		85549	150-1681-4280	9240.6315		MISCELLANEOUS PROFES	
						FEB 17				
		27.95	6701 HWY 10 YOUTH FIRST		85550	150-1687-1105	9410.6315	00041012	MISCELLANEOUS PROFES	
						FEB 2017				
		27.95	5650 ALPINE DR FIRE		85552	150-1691-2206	0220.6489		OTHER CONTRACTED SEI	
						MAR 17				
		105.80								
102253	3/14/2017		100031 ANOKA COUNTY							
		20.00	REG NOTARY J. HEDBURG		85554	031417	0211.6451		MEMBERSHIP DUES	
		20.00								
102254	3/14/2017		100164 ELECTRIC SYSTEMS OF ANOKA INC							
		226.85	REPAIR SIREN		85555	6548	0250.6382		MACHINERY & EQUIPMEN	
		226.85								
102255	3/14/2017		115627 INNOVATIVE INDUSTRIES INC							
		2,822.00	SLIDEMASTERS		85556	44739	0220.6281		SMALL TOOLS & MINOR I	
		2,822.00								
102256	3/14/2017		115628 K HOVNIANIAN HOMES OF MINNESOTA LLC							
		33,637.85	RELEASE ESCROWS		85557	031317	9804.6433	00107942	REFUNDS	
		37,230.00	RELEASE ESCROWS		85557	031317	9804.6433	00107856	REFUNDS	
		70,867.85								
102257	3/14/2017		115140 SERMON, KAREN							
		155.00	REFUND DAMAGE/KEY DEPOSIT		85558	031417	9804.1160		KEY & DAMAGE DEPOSIT	
		155.00								
102258	3/14/2017		104434 TASER INTERNATIONAL							
		116.76	BATTERY/MISC		85559	SI1470151	0211.6233		BATTERIES EQUIP	
		16.84	BATTERY/MISC		85559	SI1470151	0211.6322		POSTAGE	

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102258	3/14/2017		104434 TASER INTERNATIONAL						Continued...
		2,959.00	BATTERY/MISC		85559	S11470151	0211.6231		UNIFORMS & TURN-OUT (
		3,092.60							
102259	3/14/2017		100510 VERIZON WIRELESS						
		61.47	JAN/FEB 2017 SERVICE		85560	9780722361	0130.6323		CELLULAR PHONES
		61.47							
102260	3/14/2017		111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC						
		27.95	7550 SUNWOOD DR PD		85561	150-1682-6501	0211.6489		OTHER CONTRACTED SEI
						FEB 17			
		27.95							
102335	3/16/2017		101209 A TOUCH OF MAGIC INC						
		262.50	BAL- BUS.EXPO 2017		85608	031617	9230.6249	00923001	MISCELLANEOUS OPERA
		262.50							
102336	3/16/2017		100391 POSTMASTER						
		1,693.96	POSTCARDS- 2017 BUS EXPO		85609	031617	9230.6322	00923001	POSTAGE
		1,693.96							
102337	3/16/2017		105628 WELLS CATERING SERVICE						
		844.31	HWY 10 SUMMIT		85610	42562	0191.6249		MISCELLANEOUS OPERA
		844.31							
102338	3/21/2017		100012 ACE SOLID WASTE INC						
		122.40	MISC PW ACCOUNTS		85640	2575885	0311.6374		REFUSE/RECYCLING
		185.86	MISC PW ACCOUNTS		85640	2575885	0194.6374		REFUSE/RECYCLING
		146.54	MISC PW ACCOUNTS		85640	2575885	0452.6374		REFUSE/RECYCLING
		40.80	MISC PW ACCOUNTS		85640	2575885	9601.6374		REFUSE/RECYCLING
		40.80	MISC PW ACCOUNTS		85640	2575885	9602.6374		REFUSE/RECYCLING
		40.80	MISC PW ACCOUNTS		85640	2575885	9605.6374		REFUSE/RECYCLING
		25,260.85	MARCH 17 CITY RECYCLE CONTRACT		85641	2575870	9604.6489		OTHER CONTRACTED SEI
		25,838.05							
102339	3/21/2017		115633 CAREY, SHONDA						
		155.00	REFUND DAMAGE/KEY DEPOSIT		85642	032017	9804.1160		KEY & DAMAGE DEPOSIT
		155.00							
102340	3/21/2017		100404 CENTURYLINK						
		65.35	FEB/MARCH 2017 SERVICE		85643	763-422-1452-79	0452.6321		TELEPHONE
						5 2/17			
		65.35							
102341	3/21/2017		110734 CITY OF RAMSEY						
		153.84	725802		85644	032017	9601.4651		WATER REVENUE
		153.84							
102342	3/21/2017		115634 JOHNSON, MARTY						
		155.00	REFUND DAMAGE/KEY DEPOSIT		85645	032017	9804.1160		KEY & DAMAGE DEPOSIT
		155.00							
102343	3/21/2017		107244 NORTHLAND TRUST SERVICES INC						
		140,000.00	STATE AID ROADS BONDS		85646	020717	9344.6602		BOND PRINCIPAL
		9,177.50	STATE AID ROADS BONDS		85646	020717	9344.6611		BOND INTEREST
		495.00	STATE AID ROADS BONDS		85646	020717	9344.6310		FISCAL AGENT FEES

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102343	3/21/2017	149,672.50	107244 NORTHLAND TRUST SERVICES INC						Continued...
102344	3/21/2017	400.00	112474 RAMSEY RETAIL RENTAL INC						
		400.00	2017 EDA BUS EXPO RENTAL		85647	031517	9230.6249	00923001	MISCELLANEOUS OPERA
90410403	3/10/2017	17,435.46	100398 PUBLIC EMPLOYEES RETIREMENT ASSN		85537	030917906364	9101.2174		PERA-EMPLOYEE
		23,232.63			85538	030917906365	9101.2183		PERA-EMPLOYER
		40,668.09							
90844864	3/10/2017	9,674.36	100601 MN DEPT OF REV WH		85539	030917906366	9101.2172		STATE WITHHOLDING
		9,674.36							
95490151	3/10/2017	24,790.89	101306 IRS		85540	030917906367	9101.2171		FEDERAL WITHHOLDING
		11,106.44			85541	030917906368	9101.2173		FICA & MEDICARE-EMPLC
		11,106.44			85542	030917906369	9101.2182		FICA & MEDICARE-EMPLC
		47,003.77							
98031017	3/10/2017	661.00	115568 ALERUS FINANCIAL NA		85534	0309179063614	9101.2176		LIFE/HEALTH-EMPLOYEE
		661.00							
99031017	3/10/2017	3,114.56	107962 TOTAL ADMINISTRATIVE SERVICE CORP		85530	0309179063610	9101.2176		LIFE/HEALTH-EMPLOYEE
		3,114.56							
99031417	3/14/2017	1,536.16	107885 DEPARTMENT OF LABOR AND INDUSTRY		85446	FEB2017	9101.2081		SURCHARGES-PERMITTS
		30.74	February Surcharges		85446	FEB2017	9101.4604		SURCHARGES
		1,505.42							
99031517	3/15/2017	110.88	108768 COMDATA NETWORK INC		85562	FEB 17 COMDATA	0211.6208		MISCELLANEOUS OFFICE
			AMAZON MKTPLACE PMTS			PCARD			
		13.99	AMAZON MKTPLACE PMTS		85562	FEB 17 COMDATA	0211.6275		OTHER EQUIPMENT PART
						PCARD			
		6.22	AMAZON MKTPLACE PMTS		85562	FEB 17 COMDATA	0211.6275		OTHER EQUIPMENT PART
						PCARD			
		17.98	AMAZON MKTPLACE PMTS		85562	FEB 17 COMDATA	0211.6249		MISCELLANEOUS OPERA
						PCARD			
		4.49	AMAZON MKTPLACE PMTS		85562	FEB 17 COMDATA	0211.6249		MISCELLANEOUS OPERA
						PCARD			
		8.41	AMAZON MKTPLACE PMTS		85562	FEB 17 COMDATA	0211.6249		MISCELLANEOUS OPERA
						PCARD			
		17.75	AMAZON MKTPLACE PMTS		85562	FEB 17 COMDATA	0211.6275		OTHER EQUIPMENT PART
						PCARD			
		6.07	AMAZON MKTPLACE PMTS		85562	FEB 17 COMDATA	0211.6275		OTHER EQUIPMENT PART
						PCARD			
		38.52	COBORN'S SUPERSTORE		85562	FEB 17 COMDATA	0280.6241		COMMUNITY POLICING S
						PCARD			
		262.20	COPQUEST INC		85562	FEB 17 COMDATA	0211.6237		CRIME SCENE KIT MATER
						PCARD			

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99031517	3/15/2017		108768 COMDATA NETWORK INC						Continued...
		40.60	COURTSIDE BAR GRILL-A		85562	FEB 17 COMDATA PCARD	0211.6331		TRAVEL & LODGING
		40.65	DIXIE BLUE BAR-B-QUE		85562	FEB 17 COMDATA PCARD	0211.6331		TRAVEL & LODGING
		191.48	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		15.00	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		33.09	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		36.37	PAPPYS CAFE		85562	FEB 17 COMDATA PCARD	0211.6331		TRAVEL & LODGING
		68.20	TLO TRANSUNION		85562	FEB 17 COMDATA PCARD	0211.6315		MISCELLANEOUS PROFES
		30.01	ULINE *SHIP SUPPLIES		85562	FEB 17 COMDATA PCARD	0211.6208		MISCELLANEOUS OFFICE
		375.00	BCA TRAINING EDUCATION		85562	FEB 17 COMDATA PCARD	0211.6335		TRAINING
		163.90	COBORN'S SUPERSTORE		85562	FEB 17 COMDATA PCARD	0211.6331		TRAVEL & LODGING
		450.00	EB 2017 TWIN CITIES O		85562	FEB 17 COMDATA PCARD	0211.6335		TRAINING
		.15	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		4.49	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		4.00	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		1.75	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		10.80	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		8.70	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		.15	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		4.49	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		4.00	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		1.75	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		10.80	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		8.70	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		.15	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		4.49	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		4.00	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		1.75	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES

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99031517	3/15/2017		108768 COMDATA NETWORK INC							
		10.80	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES	
		8.70	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES	
		.15	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES	
		4.49	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES	
		4.00	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES	
		1.75	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES	
		10.80	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES	
		8.70	FEDEXOFFICE		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES	
		137.45	GLOCK STORE		85562	FEB 17 COMDATA PCARD	0211.6231		UNIFORMS & TURN-OUT C	
		34.30	HOPES CHINESE RESTAURA		85562	FEB 17 COMDATA PCARD	0211.6331		TRAVEL & LODGING	
		36.18	THRIFT BOOKS GLOBAL, L		85562	FEB 17 COMDATA PCARD	0211.6207		TRAINING SUPPLIES	
		799.00	AMAZON MKTPLACE PMTS		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F	
		110.00	AMAZON MKTPLACE PMTS		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F	
		90.00	AMAZON MKTPLACE PMTS		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F	
		799.00	AMAZON MKTPLACE PMTS		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F	
		126.21	AMAZON.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F	
		32.13	CBI*ACRONIS		85562	FEB 17 COMDATA PCARD	0192.6405		OFFICE & DATA PROCESSI	
		204.00	SMK*SURVEYMONKEY.COM		85562	FEB 17 COMDATA PCARD	0192.6405		OFFICE & DATA PROCESSI	
		286.99	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6405		OFFICE & DATA PROCESSI	
		2.99	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6405		OFFICE & DATA PROCESSI	
		1,359.96	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6405		OFFICE & DATA PROCESSI	
		1,139.98	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6405		OFFICE & DATA PROCESSI	
		7.96	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6405		OFFICE & DATA PROCESSI	
		259.98	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6405		OFFICE & DATA PROCESSI	
		1.98	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6405		OFFICE & DATA PROCESSI	
		273.98	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6405		OFFICE & DATA PROCESSI	
		5.81	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6405		OFFICE & DATA PROCESSI	

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99031517	3/15/2017		108768 COMDATA NETWORK INC						Continued...
		247.99	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		250.99	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		860.23	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		6.99	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		53.29	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		5.99	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		115.14	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		65.99	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		24.99	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		207.00	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		1.99	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		41.98	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		495.00	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		252.90	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		769.99	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		48.90	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		41.99	WWW.NEWEGGBUSINESS.COM		85562	FEB 17 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR F
		295.00	CARE.CITRIXONLINE.COM		85562	FEB 17 COMDATA PCARD	0191.6352		GENERAL NOTICE & PUBLI
		84.07	CHANTICLEAR PIZZA		85562	FEB 17 COMDATA PCARD	0191.6249		MISCELLANEOUS OPERA
		40.00	OFFICEMAX/OFFICEDEPOT6		85562	FEB 17 COMDATA PCARD	0191.6208		MISCELLANEOUS OFFICE
		27.98	OFFICEMAX/OFFICEDEPOT6		85562	FEB 17 COMDATA PCARD	0191.6208		MISCELLANEOUS OFFICE
		27.98	OFFICEMAX/OFFICEDEPOT6		85562	FEB 17 COMDATA PCARD	0191.6208		MISCELLANEOUS OFFICE
		8.15-	OFFICEMAX/OFFICEDEPOT6		85562	FEB 17 COMDATA PCARD	0191.6208		MISCELLANEOUS OFFICE
		38.45	AMAZON.COM		85562	FEB 17 COMDATA PCARD	0220.6257		OTHER VEHICLE PARTS
		2.74	AMAZON.COM		85562	FEB 17 COMDATA PCARD	0220.6257		OTHER VEHICLE PARTS
		75.00	DPS FIREFIGHTER LICENS		85562	FEB 17 COMDATA PCARD	0220.6451		MEMBERSHIP DUES
		75.00	DPS FIREFIGHTER LICENS		85562	FEB 17 COMDATA PCARD	0220.6451		MEMBERSHIP DUES

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99031517	3/15/2017		108768 COMDATA NETWORK INC							
		1,497.00	ASSESSMENTLEADERS.COM		85562	FEB 17 COMDATA PCARD	0130.6315		MISCELLANEOUS PROFES	
		200.00	NATL PUBLIC EMPLOYER L		85562	FEB 17 COMDATA PCARD	0130.6451		MEMBERSHIP DUES	
		60.00	MINNESOTA GOVERNMENT F		85562	FEB 17 COMDATA PCARD	0153.6451		MEMBERSHIP DUES	
		60.00	MINNESOTA GOVERNMENT F		85562	FEB 17 COMDATA PCARD	0153.6451		MEMBERSHIP DUES	
		1,500.00	ALLDATA CORP		85562	FEB 17 COMDATA PCARD	0311.6315		MISCELLANEOUS PROFES	
		21.42	DOOLITTLE'S WOODFI		85562	FEB 17 COMDATA PCARD	0311.6335		TRAINING	
		9.99	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		9.97	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		5.97	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		2.89	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		2.89	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		15.99	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		3.97	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		17.49	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		8.99	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		17.99	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		9.80	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		7.89	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		4.99	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		6.99	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		6.98	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		9.99	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		4.00	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		.86	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		18.98	MENARDS COON RAPIDS MN		85562	FEB 17 COMDATA PCARD	0311.6281		SMALL TOOLS & MINOR F	
		135.95	MENARDS ELK RIVER MN		85562	FEB 17 COMDATA PCARD	0452.6249		MISCELLANEOUS OPERA'	
		36.99	MENARDS ELK RIVER MN		85562	FEB 17 COMDATA PCARD	0452.6249		MISCELLANEOUS OPERA'	

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		7.98	MENARDS ELK RIVER MN		85562	FEB 17 COMDATA PCARD	0452.6249		MISCELLANEOUS OPERA
		6.71	MENARDS ELK RIVER MN		85562	FEB 17 COMDATA PCARD	0452.6249		MISCELLANEOUS OPERA
		73.88	CC RAMSEY TOWN CTR		85562	FEB 17 COMDATA PCARD	0452.6249		MISCELLANEOUS OPERA
		55.95	LEADERSHIP MNGMT INT'L		85562	FEB 17 COMDATA PCARD	0452.6208		MISCELLANEOUS OFFICE
		1.50	MPLS METERS MULTI		85562	FEB 17 COMDATA PCARD	0452.6335		TRAINING
		200.00	U OF M CONTLEARNING		85562	FEB 17 COMDATA PCARD	0452.6335		TRAINING
		60.33	BACHMAN'S INC-CALL CEN		85562	FEB 17 COMDATA PCARD	0130.6249		MISCELLANEOUS OPERA
		4.99	MENARDS ELK RIVER MN		85562	FEB 17 COMDATA PCARD	0130.6249		MISCELLANEOUS OPERA
		21.99	MENARDS ELK RIVER MN		85562	FEB 17 COMDATA PCARD	0130.6249		MISCELLANEOUS OPERA
		.34	MENARDS ELK RIVER MN		85562	FEB 17 COMDATA PCARD	0130.6249		MISCELLANEOUS OPERA
		70.85	TLF FLOWERSHOPPING COM		85562	FEB 17 COMDATA PCARD	0130.6249		MISCELLANEOUS OPERA
		19.28	CUB FOODS		85562	FEB 17 COMDATA PCARD	0130.6249		MISCELLANEOUS OPERA
		8.00	RAMP C MPLS PARKING		85562	FEB 17 COMDATA PCARD	0130.6249		MISCELLANEOUS OPERA
		89.24	AMAZON MKTPLACE PMTS		85562	FEB 17 COMDATA PCARD	0211.6208		MISCELLANEOUS OFFICE
		34.19	COBORN'S SUPERSTORE		85562	FEB 17 COMDATA PCARD	0211.6208		MISCELLANEOUS OFFICE
		22.00	MINNESOTA COUNTY ATTOR		85562	FEB 17 COMDATA PCARD	0211.6204		STATIONERY, ENVELOPES
		9.00	HC CENTRAL LIBRARY PAR		85562	FEB 17 COMDATA PCARD	9230.6331		TRAVEL & LODGING
		6.00	MINNEAPOLIS US BANK PL		85562	FEB 17 COMDATA PCARD	9230.6331		TRAVEL & LODGING
		10.99	AMAZON MKTPLACE PMTS		85562	FEB 17 COMDATA PCARD	0223.6231		UNIFORMS & TURN-OUT (
		6.22	AMAZON MKTPLACE PMTS		85562	FEB 17 COMDATA PCARD	0223.6231		UNIFORMS & TURN-OUT (
		45.38	AMAZON.COM		85562	FEB 17 COMDATA PCARD	0223.6249		MISCELLANEOUS OPERA
		11.46	AMAZON.COM		85562	FEB 17 COMDATA PCARD	0223.6249		MISCELLANEOUS OPERA
		103.93	AMAZON.COM AMZN.COM/BI		85562	FEB 17 COMDATA PCARD	0223.6231		UNIFORMS & TURN-OUT (
		80.72	CROSSBREED HOLSTERS		85562	FEB 17 COMDATA PCARD	0223.6231		UNIFORMS & TURN-OUT (
		104.97	HIRSHFIELDS COON RAPID		85562	FEB 17 COMDATA PCARD	9601.6249		MISCELLANEOUS OPERA
		690.00	POLLUTION CONTROL AGEN		85562	FEB 17 COMDATA PCARD	9602.6335		TRAINING
		25.00	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE

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99031517	3/15/2017		108768 COMDATA NETWORK INC							
		33.31	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		38.77	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		20.00	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		48.62	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0301.6223		GASOLINE	
		17.82	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		22.93	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		23.01	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		45.94	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0301.6223		GASOLINE	
		44.95	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		14.90	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		30.58	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		34.61	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		36.30	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6225		DIESEL FUEL	
		36.86	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		40.20	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		25.00	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		26.00	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		85.67	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0220.6225		DIESEL FUEL	
		49.10	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0452.6223		GASOLINE	
		54.80	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0452.6223		GASOLINE	
		32.97	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0240.6223		GASOLINE	
		12.81	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0191.6223		GASOLINE	
		33.59	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0301.6223		GASOLINE	
		56.70	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0311.6223		GASOLINE	
		33.55	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0240.6223		GASOLINE	
		28.67	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0240.6223		GASOLINE	
		30.50	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0240.6223		GASOLINE	

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99031517	3/15/2017		108768 COMDATA NETWORK INC							
		55.15	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0311.6223		GASOLINE	
		28.00	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0311.6223		GASOLINE	
		49.13	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0311.6223		GASOLINE	
		20.46	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0311.6223		GASOLINE	
		37.35	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0301.6223		GASOLINE	
		30.00	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0220.6225		DIESEL FUEL	
		60.05	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		57.59	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0452.6223		GASOLINE	
		48.22	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0452.6223		GASOLINE	
		26.43	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0452.6223		GASOLINE	
		58.62	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0452.6223		GASOLINE	
		65.63	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0311.6223		GASOLINE	
		7.85	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0452.6223		GASOLINE	
		65.67	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0452.6223		GASOLINE	
		43.99	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0311.6223		GASOLINE	
		17.77	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0311.6223		GASOLINE	
		55.00	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		41.33	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0452.6223		GASOLINE	
		41.69	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0311.6223		GASOLINE	
		33.07	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0191.6223		GASOLINE	
		43.39	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0194.6223		GASOLINE	
		30.58	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0194.6223		GASOLINE	
		22.46	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0220.6225		DIESEL FUEL	
		23.86	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		24.55	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		41.99	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		56.26	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	

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99031517	3/15/2017		108768 COMDATA NETWORK INC							
		1.79	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0452.6223		GASOLINE	
		94.98	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0452.6223		GASOLINE	
		60.34	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0452.6223		GASOLINE	
		36.90	SUPERAMERICA 4508		85563	FEB 17 COMDATA FUEL	0220.6223		GASOLINE	
		27.50	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		33.55	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		19.00	BILL'S SUPERETTE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		24.40	CASEYS GEN STORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		28.15	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		34.44	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		24.43	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		28.38	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		28.53	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		25.44	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		25.40	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		29.71	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		29.96	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		23.29	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		15.35	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		18.43	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		17.33	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		24.82	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		19.05	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		22.19	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		21.96	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		29.50	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		27.73	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	

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		27.38	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		40.03	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		33.62	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		25.03	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		26.19	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		26.55	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		23.24	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		24.94	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		23.35	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		35.94	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		26.19	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		37.69	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		63.00	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		46.04	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		43.49	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		30.90	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		27.50	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		26.68	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		26.23	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		26.95	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		32.25	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		36.00	GULF OIL		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		30.60	HOLIDAY DEALER		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		16.00	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		32.00	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		23.13	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		37.50	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Continued...
99031517	3/15/2017		108768 COMDATA NETWORK INC							
		15.75	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		31.12	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		30.53	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		29.19	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		26.42	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		13.31	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		30.57	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		23.77	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		39.79	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		31.42	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		38.29	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		40.68	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		34.87	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		40.08	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		22.86	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		38.32	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		34.91	HOLIDAY STNSTORE		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		37.29	KWIK TRIP		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		33.54	KWIK TRIP		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		29.29	KWIK TRIP		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		31.56	KWIK TRIIP		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		18.07	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		21.69	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		20.98	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		18.18	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		26.29	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	
		14.21	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE	

CITY OF RAMSEY
 Council Check Register by GL
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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99031517	3/15/2017		108768 COMDATA NETWORK INC						Continued..
		27.22	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		24.26	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		21.33	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		34.61	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		17.18	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		23.71	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		42.69	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		36.11	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		24.03	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		29.59	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		16.57	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		19.45	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		20.98	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		46.49	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		22.40	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		24.72	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		23.04	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		22.64	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		18.24	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		29.23	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		15.71	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		30.38	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		25.31	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		27.54	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		31.20	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		27.62	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		21.98	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99031517	3/15/2017		108768 COMDATA NETWORK INC						Continued...
		24.40	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		31.11	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		48.90	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		43.76	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		23.84	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		34.07	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		70.06	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		23.17	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		39.20	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		30.63	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		24.45	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		18.42	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		24.12	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		24.22	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		38.05	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		16.30	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		24.04	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		30.47	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		29.60	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		24.62	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		28.61	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		23.92	SUPERAMERICA 4508		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		37.50	SUPERAMERICA 4755		85563	FEB 17 COMDATA FUEL	0211.6223		GASOLINE
		47.32	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	9601.6223		GASOLINE
		43.95	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	9601.6223		GASOLINE
		51.31	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	9601.6223		GASOLINE
		66.95	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	9602.6223		GASOLINE

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Continued...
99031517	3/15/2017		108768 COMDATA NETWORK INC							
		42.75	CASEYS RAMSEY		85563	FEB 17 COMDATA FUEL	9602.6223		GASOLINE	
		68.29	LITTLE DUKES RAMSEY		85563	FEB 17 COMDATA FUEL	9602.6223		GASOLINE	
		<u>23,533.03</u>								
99031617	3/16/2017		100629 MN DEPT OF REV SALES TX							
		19.60			85553	FEB2017	9101.4305		RENTAL FEES	
		14.91			85553	FEB2017	9101.4328		ACCIDENT REPORTS	
		3.22			85553	FEB2017	9101.4308		SALES OF MAPS & PUBLIC	
		292.04			85553	FEB2017	9601.2082		SALES/USE TAX PAYABLE	
		3,096.70			85553	FEB2017	9601.2082		SALES/USE TAX PAYABLE	
		154.53			85553	FEB2017	9601.2085		ANOKA COUNTY TRANSIT	
		<u>3,581.00</u>								
99351881	3/10/2017		100223 ICMA RETIREMENT TRUST 457							
		1,895.33			85529	030917906361	9101.2175		DEFERRED COMPENSATION	
		<u>1,895.33</u>								
99859328	3/10/2017		114790 GREAT WEST LIFE AND ANNUITY INS CO							
		4,545.00			85532	0309179063612	9101.2175		DEFERRED COMPENSATION	
		<u>4,545.00</u>								
99860611	3/10/2017		114790 GREAT WEST LIFE AND ANNUITY INS CO							
		1,274.89			85533	0309179063613	9101.2176		LIFE/HEALTH-EMPLOYEE	
		<u>1,274.89</u>								
		<u>461,232.61</u>	Grand Total							

<u>Payment Instrument Totals</u>	
Checks	323,776.16
EFT Payments	<u>137,456.45</u>
Total Payments	461,232.61

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
100006	AA DRIVE LINE SPECIALTIES INC	U JOINTS/DRIVE SHAFT 675	PV	85611	001	09101	3/10/2017	6079	238.05
	AA DRIVE LINE SPECIALTIES INC	U JOINTS/DRIVE SHAFT 675	PV	85611	002	09101	3/10/2017	6079	242.92
	801 NORTH STREET ANOKA MN 55303							Summary Total	480.97
								Payment Amount	480.97
100011	ACE SALES	BUS EXPO BACKPACKS	PV	85648	001	09230	3/8/2017	2611	925.75
	ACE SALES 17555 UNICORN STREET NW RAMSEY MN 55303							Summary Total	925.75
								Payment Amount	925.75
110402	ADVANCE AUTO PARTS	FEB 2017 PURCHASES	PV	85612	001	09101	2/28/2017	022817	83.50
	ADVANCE AUTO PARTS	FEB 2017 PURCHASES	PV	85612	002	09101	2/28/2017	022817	785.89
	AAP FINANCIAL SERVICES	FEB 2017 PURCHASES	PV	85612	003	09101	2/28/2017	022817	92.28
	P O BOX 742063 ATLANTA GA 30374-2063							Summary Total	961.67
								Payment Amount	961.67
100017	AIRGAS USA, LLC	MISC GASES	PV	85613	001	09101	2/28/2017	9942753050	26.48
	AIRGAS USA LLC P O BOX 802576 CHICAGO IL 60680-2576							Summary Total	26.48
								Payment Amount	26.48
107587	ANOKA COUNTY TREASURY DEPARTMENT	APR 2017 BROADBAND	PV	85564	001	09101	3/1/2017	B170301M	604.50
	ANOKA COUNTY TREASURY DEPARTMENT 2100 THIRD AVENUE ANOKA MN 55303							Summary Total	604.50
								Payment Amount	604.50
111377	ANOKA MUNICIPAL UTILITY	RAMSEY STREET LIGHTS	PV	85672	001	09603	3/9/2017	22-990005-01 MAR 17	56.80
	ANOKA MUNICIPAL UTILITY CITY HALL	SIGNAL	PV	85673	001	09101	3/9/2017	22-612000-01 MAR 17	36.15
	2015 FIRST AVENUE NO	BUNKER/DYSPOSIUM						Summary Total	36.15
								Payment Amount	36.15

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount
	ANOKA MN 55303	CTY RD 116/HWY 47 SIGNAL	PV	85674	001	09101	3/9/2017	22-613120-01 MAR 17	116.42
				Summary Total					116.42
		14034 DYSPOSIUM ST LIGHT	PV	85675	001	09101	3/9/2017	22-610280-00 MAR 17	55.53
				Summary Total					55.53
				Payment Amount					264.90
100063	ASPEN MILLS	MISC R. PULLAR	PV	85649	001	09101	3/11/2017	195127	1,795.40
				Summary Total					1,795.40
	ASPEN MILLS 8201 C CENTRAL AVE NE	MISC FIRE J. HOVORKA	PV	85676	001	09101	3/8/2017	194991	160.45
				Summary Total					160.45
	SPRING LAKE PARK MN 55432	MISC FIRE M. JORDAN	PV	85677	001	09101	3/8/2017	194992	160.45
				Summary Total					160.45
		MISC FIRE D. SCHMIDT	PV	85678	001	09101	3/8/2017	194990	160.45
				Summary Total					160.45
		MISC FIRE R. MURILLO	PV	85679	001	09101	3/8/2017	194989	160.45
				Summary Total					160.45
		MISC FIRE M. TURNER	PV	85680	001	09101	3/8/2017	194988	160.45
				Summary Total					160.45
				Payment Amount					2,597.65
108513	BLAINE LOCK AND SAFE, INC.	CAMERA ENCLOSURE LOCK	PV	85614	001	09101	3/7/2017	18022	146.75
				Summary Total					146.75
	BLAINE LOCK AND SAFE, INC. 12052 CENTRAL AVE NE BLAINE MN 55434			Payment Amount					146.75
100086	BLUE VELVET INC	FIRE- MARCH WASHES	PV	85565	001	09101	3/3/2017	030317	119.80
				Summary Total					119.80
	BLUE VELVET INC 14101 ST FRANCIS BLVD	FEB 17 WASHES FIRE	PV	85566	001	09101	3/3/2017	030317A	119.80
				Summary Total					119.80
	RAMSEY MN 55303			Payment Amount					239.60
114529	BRUCE JACOBSON LANDSCAPE ARCHITECT	PREPARED SLIDE PRESENTATION	PV	85567	001	09101	3/3/2017	17-0125-1	1,150.00
				Summary Total					1,150.00
	BRUCE JACOBSON LANDSCAPE ARCHITECT			Payment Amount					1,150.00

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	4204 PILLSBURY AVENUE S MINNEAPOLIS MN 55409								1,150.00
								Payment Amount	1,150.00
100297	CENTERPOINT ENERGY CENTERPOINT ENERGY P O BOX 4671 HOUSTON TX 77210-4671	6701 HIGHWAY 10	PV	85568	001	09410	3/9/2017	6011580-5 MARCH 17	247.58
								Summary Total	247.58
			PV	85569	001	09101	3/9/2017	6702493-5 MAR 17	2,831.99
								Summary Total	2,831.99
		MARCH 2017 14515 E TOWN CENTER	PV	85650	001	09601	3/9/2017	8782239-1 MAR 17	105.24
								Summary Total	105.24
		15050 ARMSTRONG BLVD	PV	85681	001	09101	3/9/2017	5914352-9 MAR 17	279.48
								Summary Total	279.48
		5650 ALPINE DR NW	PV	85682	001	09101	3/9/2017	5961540-1 MAR 17	422.21
								Summary Total	422.21
								Payment Amount	3,886.50
108228	COBORN'S INC COBORN'S INC 1921 COBORN BLVD ST CLOUD MN 56301	RE: P MILLER	PV	85570	001	09101	2/24/2017	103127838	36.36
								Summary Total	36.36
								Payment Amount	36.36
100120	CONTINENTAL RESEARCH CORP CONTINENTAL RESEARCH CORP PO BOX 15204 ST LOUIS MO 63110	MACHO MANGO	PV	85651	001	09101	3/13/2017	446910-CRC-1	90.00
								Summary Total	90.00
								Payment Amount	90.00
100125	COUNTRYSIDE PRINTING INC COUNTRYSIDE PRINTING 6250 BUNKER LAKE BLVD NW SUITE 113 RAMSEY MN 55303	EDA BUS EXPO 17 POST CARDS	PV	85683	001	09230	3/15/2017	34585	1,000.00
								Summary Total	1,000.00
								Payment Amount	1,000.00
100127	CROW RIVER FARM	MISC SUPPLIES	PV	85571	001	09101	3/9/2017	182985	27.63

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Number	Payee Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
EQUIPMENT COMPANY						
	CROW RIVER FARM EQUIPMENT COMPANY 17685 - 53RD STREET NE ROGERS MN 55374					Summary Total 27.63
						Payment Amount 27.63
111818	DEANO'S COLLISION SPECIALISTS INC	343-REPLACE WINDSHIELD	PV 85652 001 09101	3/15/2017	47065	381.60
	DEANO'S COLLISION SPECIALISTS INC 11063 173RD AVENUE ELK RIVER MN 55330					Summary Total 381.60
						Payment Amount 381.60
100144	DEHN OIL COMPANY	DIESEL	PV 85615 001 09101	3/13/2017	45686	526.50
	DEHN OIL COMPANY 6735 141ST AVENUE NW RAMSEY MN 55303					Summary Total 526.50
		DIESEL	PV 85616 001 09101	3/13/2017	45685	894.00
						Summary Total 894.00
						Payment Amount 1,420.50
106065	DIVERSIFIED TEXTURING AND ENGRAVING	LOCKER TAGS- FIRE	PV 85684 001 09101	3/3/2017	503	310.00
	DIVERSIFIED TEXTURING AND ENGRAVING 1609 99TH LANE NE BLAINE MN 55449-4430					Summary Total 310.00
						Payment Amount 310.00
101185	DO ALL PRINTING COM INC	HWY 10 DOCUMENTS	PV 85685 001 09101	3/13/2017	35073	145.00
	DO ALL PRINTING COM INC 6360 HIGHWAY 10 NW RAMSEY MN 55303					Summary Total 145.00
						Payment Amount 145.00
100158	ECM PUBLISHERS INC	ORD 17-02	PV 85572 001 09101	3/3/2017	464636	96.75
	ECM PUBLISHERS INC 4095 COON RAPIDS BLVD					Summary Total 96.75
	COON RAPIDS MN 55433	ORD 17-03	PV 85573 001 09101	3/3/2017	464637	64.50
						Summary Total 64.50
		ORD 17-05	PV 85574 001 09101	3/3/2017	464638	69.88

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount
									69.88
				Summary Total					244.00
		AD CSO OFFICER	PV	85617	001	09101	3/5/2017	465092	244.00
				Summary Total					86.00
		RFP-FERT/HERB SERVICE	PV	85618	001	09101	3/3/2017	464635	86.00
				Summary Total					86.00
		RFP PORTABE RESTROOMS	PV	85699	001	09101	3/10/2017	466860	86.00
				Summary Total					86.00
				Payment Amount					647.13
100160	EH RENNER AND SONS INC	PUMP TEST WELL 449174	PV	85698	001	09101	3/10/2017	000154490000	351.00
				Summary Total					351.00
	EH RENNER AND SONS INC 15688 JARVIS STREET ELK RIVER MN 55330			Payment Amount					351.00
106624	EHLERS AND ASSOCIATES, INC	RE: PLATINUM PROPERTIES	PV	85620	001	09230	3/10/2017	73036	215.00
				Summary Total					215.00
	EHLERS & ASSOCIATES, INC 3060 CENTRE POINTE DRIVE ROSEVILLE MN 55113-1105	RE: LIFE FITNESS EXPAN	PV	85621	001	09215	3/10/2017	73035	275.00
				Summary Total					275.00
				Payment Amount					490.00
113651	ELECTRO WATCHMAN INC	WORK AT FIRE STATION 2	PV	85653	001	09101	3/7/2017	277554-02	105.68
				Summary Total					105.68
	ELECTRO WATCHMAN INC ONE W WATER STREET SUITE 110 ST PAUL MN 55107			Payment Amount					105.68
104267	ELITE SANITATION	PORTABLE TOILET RENTAL	PV	85619	001	09101	3/7/2017	23833	99.50
				Summary Total					99.50
	ELITE SANITATION PO BOX 526 ELK RIVER MN 55330			Payment Amount					99.50

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CITY OF RAMSEY
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK
Version LOGIS004V
Originator JLIPSKI
Payment Instrument Check Payment
Pay Through Date 12/31/2017

Number	Payee Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
113991	EMERGENCY RESPONSE SOLUTIONS	12 AC CHARGING CORDS	PV 85686 001 09101	2/23/2017	8231	183.81
	EMERGENCY RESPONSE SOLUTIONS				Summary Total	183.81
	4817 VIKING BLVD SUITE 102	GAS MONITOR CALIB.	PV 85687 001 09101	3/3/2017	8294	300.00
	EAST BETHEL MN 55092				Summary Total	300.00
					Payment Amount	483.81
113321	FACTORY MOTOR PARTS CO	WHEEL WEIGHTS	PV 85575 001 09101	3/9/2017	6-1468219	23.19
	FACTORY MOTOR PARTS CO				Summary Total	23.19
	BIN 139107					
	P O BOX 9107					
	MINNEAPOLIS MN 55480-9107				Payment Amount	23.19
110760	FIRE SAFETY USA, INC	HELMETS	PV 85576 001 09101	3/2/2017	98044	101.50
	FIRE SAFETY USA, INC				Summary Total	101.50
	3253 19TH STREET NW					
	ROCHESTER MN 55901				Payment Amount	101.50
112421	FIRST SCRIBE	ROW WAY WEB MARCH 2017	PV 85622 001 09101	3/1/2017	2472604	200.00
	FIRST SCRIBE				Summary Total	200.00
	110 CHESHIRE LANE SUITE 105					
	MINNETONKA MN 55305				Payment Amount	200.00
100189	G AND K SERVICES INC	UNIFORM CLEANING	PV 85623 001 09101	3/8/2017	1006375192	21.00
	G AND K SERVICES INC	UNIFORM CLEANING	PV 85623 002 09101	3/8/2017	1006375192	5.00
	P O BOX 842385	UNIFORM CLEANING	PV 85623 003 09101	3/8/2017	1006375192	26.52
	BOSTON MA 02284-2385	UNIFORM CLEANING	PV 85623 004 09101	3/8/2017	1006375192	26.52
					Summary Total	79.04
	FIRE DEPT. MATS		PV 85654 001 09101	3/15/2017	1006386477	16.56
					Summary Total	16.56
	UNIFORM CLEANING		PV 85688 001 09101	3/15/2017	1006386479	20.00
	UNIFORM CLEANING		PV 85688 002 09101	3/15/2017	1006386479	6.00
	UNIFORM CLEANING		PV 85688 003 09101	3/15/2017	1006386479	27.69
	UNIFORM CLEANING		PV 85688 004 09101	3/15/2017	1006386479	27.69

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Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
Summary Total					81.38
Payment Amount					176.98
100650 GRAINGER	MISC SUPPLIES	PV 85577 001 09101	3/10/2017	9383605012	61.78
Summary Total					61.78
Payment Amount					61.78
GRAINGER INC DEPT. 806511127 PALATINE IL 60038-0001					
110386 HEALTH PARTNERS	RE: M. STEPHENS	PV 85578 001 09101	3/1/2017	900032042	791.00
Summary Total					791.00
Payment Amount					791.00
HEALTH PARTNERS P O BOX 77026 MINNEAPOLIS MN 55480-7726					
113278 HEMMERICH, KYLE	REIMB-INT AFFAIRS TRAINING	PV 85579 001 09101	3/13/2017	031317	59.18
Summary Total					59.18
Payment Amount					59.18
KYLE HEMMERICH					
112475 INNOVATIVE OFFICE SOLUTIONS	HR INK STAMP	PV 85624 001 09101	3/10/2017	IN1536040	53.15
Summary Total					53.15
INNOVATIVE OFFICE SOLUTIONS AB # 1004	OFFICE SUPPLIES	PV 85625 001 09101	3/13/2017	IN1538725	144.65
Summary Total					144.65
P O BOX 249004 APPLE VALLEY MN 55124-9017	POUCHES- PD	PV 85655 001 09101	3/15/2017	IN1541715	44.00
Summary Total					44.00
MISC OFFICE SUPPLIES		PV 85656 001 09101	3/16/2017	IN1543388	212.34
MISC OFFICE SUPPLIES		PV 85656 002 09101	3/16/2017	IN1543388	103.08
MISC OFFICE SUPPLIES		PV 85656 003 09101	3/16/2017	IN1543388	33.76
Summary Total					349.18
Payment Amount					590.98
107464 INTEGRA TELECOM	4 MITEL PHONES	PV 85657 001 09101	3/6/2017	120384665	1,236.48
Summary Total					1,236.48
INTEGRA TELECOM NW 5814 P O BOX 1450 MINNEAPOLIS MN 55485-5814					

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Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Item	Co	Due Date	Invoice Number	Payment Amount
Payment Amount									1,236.48
100256	LANO EQUIPMENT INC	AIR FILTER-STIHL BLOWER	PV	85580	001	09101	3/8/2017	02-420347	16.76
				Summary Total					16.76
	LANO EQUIPMENT INC 6140 HIGHWAY 10 NW ANOKA MN 55303	CHAIN SAW SUPPLIES	PV	85626	001	09101	3/14/2017	02-420982	50.87
				Summary Total					50.87
		DRIVE TUBE BEARING	PD	85627	001	09101	3/14/2017	02-421006	29.92-
				Summary Total					29.92-
				Payment Amount					37.71
100722	LATOUR VINYL	HELMET DECALS	PV	85581	001	09101	3/1/2017	030117	7.00
				Summary Total					7.00
	LATOUR VINYL 7747 158TH AVENUE NW RAMSEY MN 55303			Payment Amount					7.00
100259	LEAGUE OF MN CITIES INS TRUST	2017 GENERAL LIABILITY	PV	85582	001	09101	3/6/2017	10002906 3/6/17	167,220.00
	LEAGUE OF MN CITIES INS TRUST	2017 GENERAL LIABILITY	PV	85582	002	09101	3/6/2017	10002906 3/6/17	15,196.00
	C/O BERKLEY RISK SERVICES INC	2017 GENERAL LIABILITY	PV	85582	003	09101	3/6/2017	10002906 3/6/17	3,229.00
	P O BOX 581517	2017 GENERAL LIABILITY	PV	85582	004	09101	3/6/2017	10002906 3/6/17	3,229.00
	MINNEAPOLIS MN 55458-1517	2017 GENERAL LIABILITY	PV	85582	005	09101	3/6/2017	10002906 3/6/17	338.00
		2017 GENERAL LIABILITY	PV	85582	006	09101	3/6/2017	10002906 3/6/17	131.00
				Summary Total					189,343.00
				Payment Amount					189,343.00
106616	MARTIN MCALLISTER, INC	ASSESS- M. STEPHENS	PV	85583	001	09101	2/28/2017	10919	500.00
				Summary Total					500.00
	MARTIN MCALLISTER, INC 3900 IDS CENTER MINNEAPOLIS MN 55402			Payment Amount					500.00
100284	MENARDS ELK RIVER	FIRE- MISC SUPPLIES	PV	85689	001	09101	3/11/2017	27846	104.99

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	MENARDS ELK RIVER 19521 EVANS STREET NW ELK RIVER MN 55330-1077								104.99
									Summary Total
									Payment Amount
									104.99
108208	METRO PRODUCTS INC METRO PRODUCTS INC 7401 CENTRAL AVENUE NE FRIDLEY MN 55432	REPAIR VICTOR HEATING TIP	PV	85584	001	09101	3/6/2017	124456	42.50
									Summary Total
									Payment Amount
									42.50
100316	MN STATE FIRE CHIEFS ASSN MN STATE FIRE CHIEFS ASSN 2704 COUNTY HIGHWAY 10 MOUNDS VIEW MN 55112	MAG-CAREY SCHIFERLI MEMBERSHIP 2017	PV	85585	001	09101	3/1/2017	300003077	25.00
									Summary Total
			PV	85586	001	09101	3/1/2017	300003083	93.00
									Summary Total
			PV	85587	001	09101	3/1/2017	300003080	25.00
									Summary Total
			PV	85588	001	09101	3/1/2017	300003079	25.00
									Summary Total
			PV	85589	001	09101	3/1/2017	300003074	25.00
									Summary Total
			PV	85590	001	09101	3/1/2017	300003076	25.00
									Summary Total
			PV	85591	001	09101	3/1/2017	300003081	25.00
									Summary Total
			PV	85592	001	09101	3/1/2017	300003073	25.00
									Summary Total
			PV	85593	001	09101	3/1/2017	300003082	25.00
									Summary Total
			PV	85594	001	09101	3/1/2017	300003078	25.00
									Summary Total
			PV	85595	001	09101	3/1/2017	300003075	25.00
									Summary Total
									Payment Amount
									343.00
113909	MOBILE VEHICLE INTEGRATION	RADIO WORK- FIRE	PV	85596	001	09101	3/1/2017	1703042	1,215.00

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
PHOENIX AZ 85014									264.08
Payment Amount									264.08
114239	NORTH AMERICAN SAFETY	SAFETY VESTS	PV	85628	001	09101	3/10/2017	25620	236.50
	NORTH AMERICAN SAFETY	SAFETY VESTS	PV	85628	002	09101	3/10/2017	25620	82.50
	149 N MERIDIAN STREET	SAFETY VESTS	PV	85628	003	09101	3/10/2017	25620	44.85
BELLE PLAINE MN 56011									363.85
Summary Total									363.85
Payment Amount									363.85
100363	NORTHERN SANITARY SUPPLY CO	MISC SUPPLIES	PV	85661	001	09101	3/15/2017	185126	139.75
NORTHERN SANITARY SUPPLY CO									139.75
341 COON RAPIDS BLVD									139.75
MINNEAPOLIS MN 55433									139.75
Payment Amount									139.75
115071	NORTHLAND OCCUPATIONAL HEALTH	RANDOM TESTING	PV	85662	001	09101	3/19/2017	1286	150.00
NORTHLAND OCCUPATIONAL HEALTH									150.00
7533 SUNWOOD DRIVE NW SUITE 212									150.00
RAMSEY MN 55303									150.00
Payment Amount									150.00
110480	OPUS 21 MANAGEMENT SOLUTIONS	FEB 2017 SERVICE	PV	85600	001	09601	3/8/2017	170238	215.53
	OPUS 21 MANAGEMENT SOLUTIONS	FEB 2017 SERVICE	PV	85600	002	09601	3/8/2017	170238	215.53
	680 COMMERCE DRIVE SUITE 160	FEB 2017 SERVICE	PV	85600	003	09601	3/8/2017	170238	215.53
	WOODBURY MN 55125	FEB 2017 SERVICE	PV	85600	004	09601	3/8/2017	170238	215.53
		FEB 2017 SERVICE	PV	85600	005	09601	3/8/2017	170238	215.52
Summary Total									1,077.64
Payment Amount									1,077.64
111488	POPP.COM INC	FEB 2017 SERVICE	PV	85663	001	09101	2/28/2017	992398828	107.58
	POPP.COM INC	FEB 2017 SERVICE	PV	85663	002	09101	2/28/2017	992398828	37.65
	620 MENDELSSOHN AVENUE	FEB 2017 SERVICE	PV	85663	003	09101	2/28/2017	992398828	32.27
	NORTH SUITE 101	FEB 2017 SERVICE	PV	85663	004	09101	2/28/2017	992398828	182.89
	GOLDEN VALLEY MN 55427	FEB 2017 SERVICE	PV	85663	005	09101	2/28/2017	992398828	32.27

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Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
		FEB 2017 SERVICE	PV	85663	006	09101	2/28/2017	992398828	91.44
		FEB 2017 SERVICE	PV	85663	007	09101	2/28/2017	992398828	37.65
		FEB 2017 SERVICE	PV	85663	008	09101	2/28/2017	992398828	106.78
		FEB 2017 SERVICE	PV	85663	009	09101	2/28/2017	992398828	85.23
		FEB 2017 SERVICE	PV	85663	010	09101	2/28/2017	992398828	104.52
		FEB 2017 SERVICE	PV	85663	011	09101	2/28/2017	992398828	56.80
								Summary Total	875.08
								Payment Amount	875.08
100413	RANDALL GOODRICH AND HAAG PLC 2140 FOURTH AVENUE NORTH ANOKA MN 55303	PROSECUTION FEB/MAR 17	PV	85630	001	09101	3/16/2017	031617	2,920.00
								Summary Total	2,920.00
								Payment Amount	2,920.00
113737	RATWIK ROSZAK AND MALONEY PA 300 U.S. TRUST BUILDING 730 SECOND AVENUE SOUTH MINNEAPOLIS MN 55402	RETAINER FEB 2017	PV	85601	001	09435	2/28/2017	60092	333.50
		RETAINER FEB 2017	PV	85601	002	09435	2/28/2017	60092	203.00
		RETAINER FEB 2017	PV	85601	003	09435	2/28/2017	60092	2,555.12
								Summary Total	3,091.62
		FEB 2017 SERVICES	PV	85631	001	09101	3/1/2017	60091	161.76
		FEB 2017 SERVICES	PV	85631	002	09101	3/1/2017	60091	391.50
		FEB 2017 SERVICES	PV	85631	003	09101	3/1/2017	60091	631.72
		FEB 2017 SERVICES	PV	85631	004	09101	3/1/2017	60091	221.29
		FEB 2017 SERVICES	PV	85631	005	09101	3/1/2017	60091	58.00
		FEB 2017 SERVICES	PV	85631	006	09101	3/1/2017	60091	1,392.00
								Summary Total	2,856.27
								Payment Amount	5,947.89
115125	ROYAL VENDING INC 9633 85TH AVENUE NORTH MAPLE GROVE MN 55369	COFFEE	PV	85602	001	09101	3/7/2017	21498	149.20
								Summary Total	149.20
								Payment Amount	149.20
100431	SAFETY KLEEN CORPORATION PO BOX 382066	RECYCLE OIL	PV	85632	001	09101	2/28/2017	CN04352585	110.97
								Summary Total	110.97

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Number	Payee Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
	PITTSBURGH PA 15250-8066					110.97
					Payment Amount	110.97
115583	SANDARIN, BARBARA	YOGA CLASSES 3/8/17-3/29/17	PV 85603 001 09101	2/16/2017	021617	180.00
	BARBARA SANDARIN 1824 113TH LANE NW COON RAPIDS MN 55433				Summary Total	180.00
					Payment Amount	180.00
111128	SHERBURNE COUNTY SHERIFFS OFFICE	RANGE USE 3/6/17	PV 85604 001 09101	3/7/2017	0201703	120.00
	SHERBURNE COUNTY SHERIFFS OFFICE 13880 BUSINESS CENTER DRIVE NW ELK RIVER MN 55330	RANGE USE 3/9/17 STEPHENS	PV 85633 001 09101	3/13/2017	201703-RPD-2	30.00
					Summary Total	120.00
					Summary Total	30.00
					Payment Amount	150.00
112545	SHI	WINDOWS MARCH 17- FEB 18	PV 85665 001 09101	2/28/2017	B06183452	13,073.24
	SHI INTERNATIONAL CORP. P O BOX 952121 DALLAS TX 75395-2121				Summary Total	13,073.24
					Payment Amount	13,073.24
100440	SHORT ELLIOT HENDRICKSON INC	ANTENNA PROJECT	PV 85664 001 09804	3/14/2017	329982	227.42
	SHORT ELLIOT HENDRICKSON INC NW 6262 P O BOX 1450 MINNEAPOLIS MN 55485-6262				Summary Total	227.42
					Payment Amount	227.42
115629	STEARNS COUNTY SHERIFF'S OFFICE	MISSING CHILDREN-TRAIN (6) PD	PV 85605 001 09101	3/8/2017	SD17-0049	60.00
	STEARNS COUNTY SHERIFF'S OFFICE ATTEN: KELLY SIMS P O BOX 217 ST CLOUD MN 56302				Summary Total	60.00

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Item Co	Due Date	Invoice Number	Payment Amount
								60.00
100469	STREICHER'S POLICE EQUIPMENT	4 BADGES	PV	85634	001 09101	3/10/2017	11253203	239.96
	STREICHER'S POLICE EQUIPMENT 10911 WEST HWY 55 MINNEAPOLIS MN 55441							Summary Total 239.96
								Payment Amount 239.96
110313	SUMMIT FIRE PROTECTION	FIRE EXT INSPECTION	PV	85666	001 09101	3/3/2017	1174177	766.75
	SUMMIT FIRE PROTECTION P O BOX 6205 CAROL STREAM IL 60197-6205							Summary Total 766.75
		FIRE DEPT EXT INSPECTION	PV	85667	001 09101	3/2/2017	1174179	322.75
								Summary Total 322.75
		PW EXT INSPECTION	PV	85690	001 09101	3/2/2017	1174180	364.33
		PW EXT INSPECTION	PV	85690	002 09101	3/2/2017	1174180	364.33
		PW EXT INSPECTION	PV	85690	003 09101	3/2/2017	1174180	364.34
								Summary Total 1,093.00
								Payment Amount 2,182.50
100474	SUPERIOR STRIPING INC	HANDICAPS IN RAMP	PV	85668	001 09240	3/14/2017	41000	195.00
	SUPERIOR STRIPING INC 14021 BASALT STREET NW RAMSEY MN 55303							Summary Total 195.00
								Payment Amount 195.00
115630	THECO INC	RENTAL MARCH 1-3, 2017	PV	85700	001 09101	3/17/2017	35455	2,306.66
	THECO INC P O BOX 1138 MAPLE GROVE MN 55311							Summary Total 2,306.66
		RENTAL FEB 22-28, 2017	PV	85701	001 09101	2/23/2017	35411	6,150.00
								Summary Total 6,150.00
								Payment Amount 8,456.66
100485	TIMESAVER OFF SITE SECRETARIAL INC	FEB/MARCH 2017 MEETINGS	PV	85671	001 09101	3/14/2017	M22768	616.88
	TIMESAVER OFF SITE SECRETARIAL INC							Summary Total 616.88



45 S. 7th Street, Suite 2000
 Minneapolis, MN 55402
 Phone 612-851-4931
 Fax 612-851-4933

INVOICE

CITY OF RAMSEY
 ATTN: FINANCE OFFICER
 7550 SUNWOOD DRIVE NW
 RAMSEY MN 55303-5137

02/07/2017
 RAMSEY09A

RE: CITY OF RAMSEY, MINNESOTA
 \$1,340,000 GENERAL OBLIGATION TAXABLE
 STATE-AID ROAD BONDS, SERIES 2009A

Debt Service: 04/01/2017

934,660
934,660 → 140,000.00
 → 9,177.50

Principal: 140,000.00
 Interest: 9,177.50

Total Principal & Interest: 149,177.50

Less Cash on Hand (Escrow Funds) (0.00)

Paying Agent Annual Fee *934,631* 495.00

=====
Total Amount Due: 149,672.50 *MS*

CHECK PAYMENTS due: 03-27-17

Make Checks payable to:
 NORTHLAND TRUST SERVICES INC.

WIRE PAYMENTS due: 03-29-17

Wells Fargo Bank, San Francisco, CA
 ABA: 121-000-248
 ACCT: 143-6412710 Northland Trust Services
 REF: Issuer name & series number

*MN SCHOOL DISTRICTS should wire funds 3 days prior to debt service date according to State Credit Enhancement requirements.

Thank you for your business!

If you have questions please contact:

Rhonda Magee
 PH: 612-851-4931
 rmagee@northlandtrust.com

Scott Miles
 PH: 612-851-5914
 smiles@northlandtrust.com

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
115603	DRC INC 4880 CLEAR SPRING ROAD MINNETONKA MN 55345	PAY EST 2 OLD MUNI DEMO	PV	85697	001	09412	3/21/2017	032117	31,267.64
Summary Total									31,267.64
Payment Amount									31,267.64
Total Amount to be Processed									31,267.64
Total Number of Payments to be Processed									1

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #17-03-0072

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF MARCH 9, 2017 THROUGH MARCH 22, 2017.

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of March 9, 2017, through March 22, 2017, in the amount of \$ 893,771.01 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 March 9, 2017, through March 22, 2017, in the amount of \$ 893,771.01.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of March 2017.

Mayor

ATTEST:

City Clerk

CC Regular Session

4. 5.

Meeting Date: 03/28/2017

By: Jo Thieling, Administrative Services

Information

Title

Adopt Resolution #17-03-073 Recognizing the PACT Charter School Pantherettes Dance Team and #17-03-074 Recognizing the Anoka High School Twisters Dance Team.

Purpose/Background:

Purpose: To adopt Resolutions recognizing PACT Charter School and Anoka High School Dance Teams for competing and placing in the Minnesota State High School League Tournament.

Background: Earlier in the agenda, Council presented certificates to the dance teams from PACT Charter School and Anoka High School. Council is now being asked to adopt Resolutions recognizing the two teams for their accomplishments. The resolutions are attached for Council review.

Recommendation:

Staff recommends Council adopt the resolutions recognizing the PACT and Anoka High School Dance Teams.

Action:

Motion to adopt Resolution #17-03-073 Recognizing the PACT Charter School *Pantherettes* Dance Team and #17-03-074 Recognizing the Anoka High School *Twisters* Dance Team

Attachments

Res Recognizing PACT Pantherettes

Res Recognizing AHS Twisters

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 03/23/2017

Reviewed By

Kurt Ulrich

Date

03/23/2017 03:34 PM

Started On: 03/22/2017 12:42 PM

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #17-03-073

RESOLUTION RECOGNIZING THE PACT CHARTER SCHOOL PANTHERETTES DANCE TEAM FOR WINNING 3RD PLACE AT SECTIONS IN HIGH KICK AND BEING AWARDED THE SECTION 2A CHAMPIONSHIP IN JAZZ, ADVANCING THEM TO THE 2017 CLASS A MINNESOTA STATE HIGH SCHOOL LEAGUE DANCE TOURNAMENT

WHEREAS, the Ramsey City Council is extremely proud to recognize the PACT Charter School Pantherettes Dance Team for winning 3rd place at Sections in High Kick and being awarded Section 2A Championship in Jazz, advancing them to the State for the 2017 Class A Minnesota State High School League Dance Tournament; and

WHEREAS, the Ramsey City Council recognizes this well-deserved placement at the State Level as accomplished through hard work, teamwork, and good sportsmanship of the players as well as great leadership by the coaching staff.

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

- 1) That the Ramsey City Council hereby recognizes and congratulates the PACT Charter School Pantherettes Dance Team and its coaching staff, as well as their parents, on their outstanding achievement.

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 28th day of March, 2017.

Mayor

ATTEST:

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #17-03-074

RESOLUTION RECOGNIZING THE ANOKA HIGH SCHOOL TWISTERS DANCE TEAM FOR WINNING 3RD PLACE IN HIGH KICK AND 1ST PLACE SECTION CHAMPIONSHIP IN JAZZ AND GOING ON TO PLACE 7TH IN JAZZ AND 8TH IN HIGH KICK AT THE 2017 CLASS AAA MINNESOTA STATE HIGH SCHOOL LEAGUE DANCE TOURNAMENT

WHEREAS, the Ramsey City Council is extremely proud to recognize the Anoka High School Twisters Dance Team for winning 3rd place in High Kick and 1st Place Section Championship in Jazz and going on to place 7th in Jazz and 8th in High Kick at the 2017 Class AAA Minnesota State High School League Dance Tournament; and

WHEREAS, the Ramsey City Council recognizes this well-deserved placement at the State Level as accomplished through hard work, teamwork, and good sportsmanship of the players as well as great leadership by the coaching staff.

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

- 1) That the Ramsey City Council hereby recognizes and congratulates the Anoka High School Twisters Dance Team and its coaching staff, as well as their parents, on their outstanding achievement.

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 28th day of March, 2017.

Mayor

ATTEST:

City Cl

Meeting Date: 03/28/2017

By: Diana Lund, Finance

Information

Title

Adopt Resolution #17-03-070 Approving the Transfer of Excess General Fund Revenues to the Equipment Revolving Fund, Facilities Construction Fund, Capital Maintenance Fund and Public Improvement Revolving (PIR) Fund

Purpose/Background:

The City Council originally adopted a policy on February 22, 1994, known as the Excess Revenue Policy (Resolution #94-02-045-Resolution Establishing a Financial Policy for the Purpose of Allocation of Excess/Deficient General Fund Revenues) with the last amendment of this policy occurring on May 10, 2016 (Resolution #16-05-089) a copy of which is attached.

After meeting the fund balance requirements at year ending December 31, 2016, \$452,455.18 remained as excess revenues to be transferred from the General Fund. As stated in the policy, transfers from the General Fund would be as such:

- Facilities Construction Fund (10%) \$ 45,245.53
- Equipment Revolving Fund (30%) \$135,736.55
- Capital Maintenance Fund (30%) \$135,736.55
- Public Improvement Revolving (PIR) Fund (30%) \$135,736.55

Recommendation:

Staff recommends that \$452,455.18 be transferred from the General Fund to the Equipment Revolving Fund in the amount of \$135,736.55, the Capital Maintenance Fund in the amount of \$135,736.55, the Public Improvement Revolving Fund in the amount of \$135,736.55 and the Facilities Construction Fund in the amount of \$45,245.53 per the Allocation of the Excess Revenue/Deficient policy.

Action:

Motion to adopt Resolution #17-03-070 Approving the Transfer of Excess General Fund Revenues to the Equipment Revolving Fund, Facilities Construction Fund, Capital Maintenance Fund and Public Improvement Revolving (PIR) Fund at the stated rates.

Attachments

Res#16-05-089 Excess Revenue Policy

Res #17-03-070

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
03/23/2017 03:30 PM

Form Started By: Diana Lund
Final Approval Date: 03/23/2017

Started On: 03/21/2017 07:49 AM

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

RESOLUTION #16-05-089

RESOLUTION ESTABLISHING A FINANCIAL POLICY FOR PURPOSE OF ALLOCATION OF EXCESS/DEFICIENT GENERAL FUND REVENUES

WHEREAS, this is an amendment to the policy adopted February 22, 1994 under Resolution #94-02-045; and

WHEREAS, this policy was further amended by Resolution #04-10-320 adopted October 26, 2004; and

WHEREAS, this policy was further amended by Resolution #10-04-082 adopted April 13, 2010; and

WHEREAS, this policy was further amended by Resolution #11-11-217 adopted November 7, 2011; and

WHEREAS, actual revenues can be over or under actual expenditures at the end of the fiscal year; and

WHEREAS, the State Auditor recommends a fund balance of 35-50% of next year's operating expenditures; and

WHEREAS, the city's policy will have the fund balance at 50% of next year's operating expenditures, plus prior-year encumbrances (if any) plus compensated absences; and

WHEREAS, the city's special revenue funds will not be figured into the calculation of the overall fund balance total as these funds have special designated purposes;

WHEREAS, there exists a need for additional funding sources for certain revolving, trust and replacement funds.

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

- 1) That the Finance Director is hereby directed to implement the following Financial Policy for the Purpose of Allocation of Excess/Deficient General Fund Revenues:

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned, or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1) committed, 2) assigned, and 3) unassigned.

When actual revenues exceed actual expenditures in a given year, the excess shall be allocated as follows:

- a) Any excess shall be first allocated to "Assigned" fund balance to bring that portion of fund balance to an amount equal to fifty percent (50%) of the next years adopted operating budget plus prior-year encumbrances (if any) plus compensated absences.
- b) Any excess after complying with fund balance requirements in steps a) and b) shall be allocated to revolving, trust and replacement funds in the following manner:

- Thirty Percent (30%) to Fund #234 - Equipment Replacement Fund
- Thirty Percent (30%) to Fund #810 – Capital Maintenance Fund
- Ten percent (10%) to Fund #412 – Public Facilities Construction Fund
- Thirty percent (30%) to Fund #400 - Public Improvement Revolving Fund

When actual expenditures exceed actual revenues in a given year, the deficit shall be treated as follows:

- a) "Assigned" fund balance shall first be adjusted to an amount equal to fifty percent (50%) of the next years adopted operating budget plus prior year encumbrances (if any) plus compensated absences.
- b) If shortage after complying with fund balance requirement in step a) and b) shall draw funds in the following manner:

- Thirty Percent (30%) to Fund #234 - Equipment Replacement Fund
- Thirty Percent (30%) to Fund #810 – Capital Maintenance Fund
- Ten percent (10%) to Fund #412 – Public Facilities Construction Fund
- Thirty percent (30%) to Fund #400 - Public Improvement Revolving Fund

- 2) The Ramsey City Council hereby establishes this policy effective with the year ended December 31, 2016.

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

- Mayor Strommen
- Councilmember Johns
- Councilmember Williams
- Councilmember Kuzma
- Councilmember Riley
- Councilmember Shryock

and the following voted against the same:

None

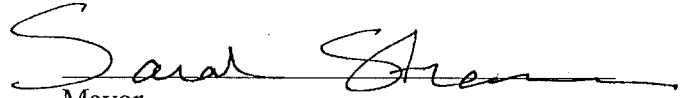
and the following abstained:

None

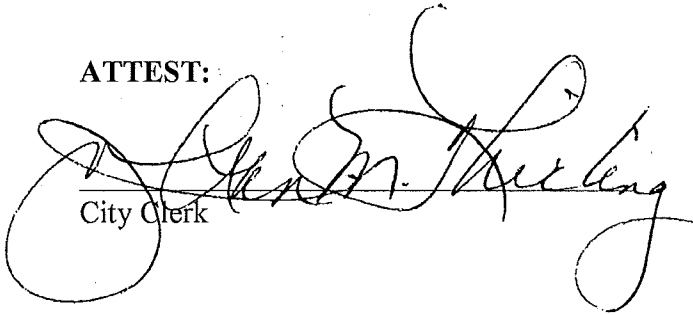
and the following were absent:

Councilmember LeTourneau

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council
this the 10th day of May 2016.


Mayor

ATTEST:


City Clerk

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #17-03-070

RESOLUTION APPROVING THE TRANSFER OF EXCESS GENERAL FUND REVENUES TO THE EQUIPMENT REVOLVING FUND, FACILITIES CONSTRUCTION FUND, CAPITAL MAINTENANCE FUND AND PUBLIC IMPROVEMENT REVOLVING FUND (PIR)

WHEREAS, during the year 2016, the Ramsey City Council acted on matters impacting revenue and expenditure budgets of the City’s General Fund for items that were not included in the original budget for the year ended December 31, 2016; and

WHEREAS, it has been determined that there are excess revenues over and above amounts necessary to meet the fund balance requirements for the year ended December 31, 2016; and

WHEREAS, \$452,455.18 remained as excess revenues to be transferred from the General Fund at year ended December 31, 2016; and

WHEREAS, Resolution #16-05-089 states that excess year-end General Fund revenues will be distributed to the Equipment Revolving Fund (30%), Facilities Construction Fund (10%), the Capital Maintenance Fund (30%) and the Public Improvement Revolving Fund (30%); and

WHEREAS, \$135,736.55 will be transferred from the General Fund to each of the Equipment Revolving Fund, Capital Maintenance Fund and Public Improvement Revolving Fund and \$45,245.53 to the Facilities Construction Fund.

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

- 1) That the Ramsey City Council hereby approves the transfer of excess General Fund Revenues in the amount of \$452,455.18 to the Equipment Revolving Fund, the Facilities Construction Fund, Capital Maintenance Fund and Public Improvement Revolving Fund at the amounts of \$135,736.55, \$45,245.53, \$135,736.55, and \$135,736.55, respectively.

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 28th day of March, 2017.

Mayor

ATTEST:

City Cl

CC Regular Session

4. 7.

Meeting Date: 03/28/2017

Submitted For: Bruce Westby, Engineering/Public Works

By: MaryJo Warner, Engineering/Public Works

Information

Title

Adopt Resolution #17-03-075 Authorizing Partial Payment to DRC, Inc. and Approving Change Order #1 for Ramsey Municipal Complex Site Demolition

Purpose/Background:

Resolution and Pay Request is attached along with a copy of Change Order #1 with supporting invoice. Change Order #1 covers costs outside the scope of the contract as required to test internal fireproof doors for asbestos and to remove and dispose of four (4) doors that were found to contain asbestos. This work totaled \$1,230 and is included as part of pay request #2.

Recommendation:

The Senior Engineering Technician has inspected the completed work and recommends partial payment to DRC, Inc. for Ramsey Municipal Complex site demolition in the amount of \$31,267.64.

Action:

Motion to adopt Resolution #17-03-075 authorizing partial payment to DRC, Inc. for Ramsey Municipal Complex site demolition in the amount of \$31,267.64.

Attachments

Resolution

Pay Request

Change Order

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	03/22/2017 02:47 PM
Mary Jo Warner (Originator)	MaryJo Warner	03/22/2017 02:55 PM
Bruce Westby	Bruce Westby	03/23/2017 10:40 AM
Mary Jo Warner (Originator)	MaryJo Warner	03/23/2017 11:18 AM
Bruce Westby	Bruce Westby	03/23/2017 01:10 PM
Patrick Brama	Patrick Brama	03/23/2017 04:22 PM
Kurt Ulrich	Kurt Ulrich	03/23/2017 04:49 PM
Form Started By: MaryJo Warner		Started On: 03/22/2017 01:52 PM
Final Approval Date: 03/23/2017		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #17-03-075

RESOLUTION AUTHORIZING PARTIAL PAYMENT TO DRC, INC. AND APPROVING CHANGE ORDER #1 FOR RAMSEY MUNICIPAL COMPLEX SITE DEMOLITION

WHEREAS, pursuant to a resolution of the City Council adopted August 23, 2016, the City Council accepted final plans and specifications and authorized advertisement for bids for said project; and

WHEREAS, pursuant to a resolution of the City Council adopted on November 22, 2016 the bid of DRC, Inc. in the amount of \$119,500.00 for the total bid is the lowest responsible bidder; and

WHEREAS, a copy of Change Order #1 with supporting invoice is attached. Change Order #1 covers costs outside the scope of the contract as required to test internal fireproof doors for asbestos and to remove and dispose of four (4) doors that were found to contain asbestos. This work totaled \$1,230 and is included as part of pay request #2.

WHEREAS, as of March 28, 2017 \$58,909.310 has been paid to date; and

WHEREAS, the Senior Engineering Technician has inspected the completed work and recommends partial payment to DRC, Inc. in the amount of \$31,267.64.

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 DRC, Inc. for Ramsey Municipal Complex Site Demolition in the amount of \$31,267.64.
- 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 March 28, 2017.

That the City of Ramsey Finance Department will be provided a signed copy of this resolution.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of March 2017.

Mayor

ATTEST:

City Clerk

Pay Estimate Summary Sheet
OLD MUNICIPAL CENTER DEMOLITION

City of Ramsey

Estimate no 2

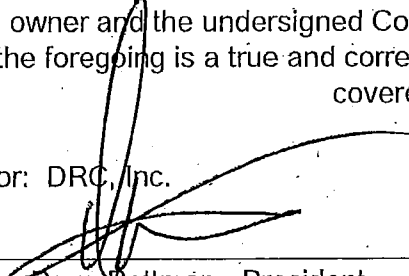
CONTRACT	\$	119,500.00
CHANGE ORDER #1	\$	1,230.00
TOTAL CONTRACT	\$	120,730.00
STORED MATERIALS		
TOTAL, COMPLETED WORK TO DATE	\$	94,923.10
TOTAL WORK COMPLETED PLUS STORED MATERIALS	\$	94,923.10
RETAINED PERCENTAGE 5%	\$	4,746.16
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$	90,176.95
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$	58,909.31
PAY CONTRACTOR PER ESTIMATE NO. 2	\$	31,267.64

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: DRC, Inc.

By


Dave Rettman, President

President

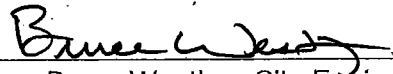
Date

March 17- 2017

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: CITY OF RAMSEY

By


Bruce Westby, City Engineer

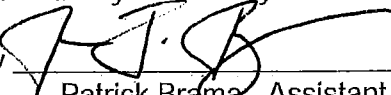
Date

3/21/17

APPROVED FOR PAYMENT:

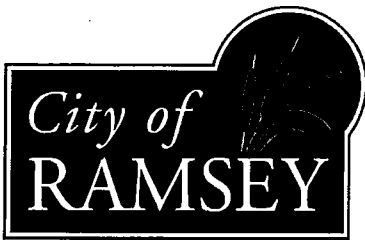
OWNER: City of Ramsey

By


Patrick Brama, Assistant City Administrator

Date

3-21-17



Order No. 01

Date: 02/15/2017

CONTRACT CHANGE ORDER

Project:
Former Municipal Center Demolition

Owner:
City of Ramsey


To: Dave Rettmann, DRC

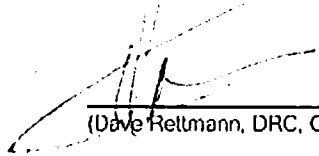
(Contractor)

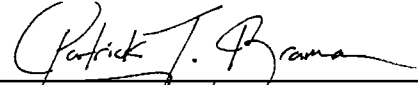
You are hereby requested to comply with the following changes from the contract plans and specifications. The City of Ramsey hereby wishes to add the following "extra work" items.

Description of Changes		INCREASE in Contract Price	DECREASE in Contract Price
01	Remove/ dispose of doors containing asbestos (4x\$220)	\$880	
02	4- EMSL asbestos tests	\$350	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
Totals		\$1,230	
Net change in Contract		\$,1230	
	Original Contract Amount	\$119,500	
	Previous contract changes	\$0	
	Prior approved contract amount	\$119,500	
	Total contract including this and previous change orders	\$120,730	

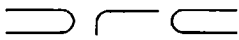
This document will become a supplement to the contract and all provisions will apply hereto.

Recommended:  3-7-17
(Mike McDowall, City of Ramsey, Senior Engineering Technician) Date

Accepted:  2-15-17
(Dave Rettmann, DRC, Contractor) Date

Approved by:  2-15-2017
(City of Ramsey, Patrick Brama, Contract Administrator) Date

This information will be used as a record of any changes to the original construction contract.



DRC INC
4880 Clear Spring Rd
Minnetonka, MN 55345 US

BILL TO
CITY OF RAMSEY

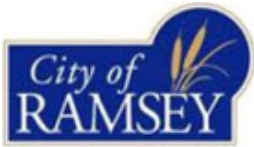
INVOICE 752

DATE 02/08/2017

DATE	DESCRIPTION	QTY
02/08/2017	Fees 4 - EMSL asbestos tests 1- one hour test and 3- 3 hour turn around tests one was for the fire door the other for vermiculite	1
02/08/2017	Fees remove and dispose of 4 asbestos containing doors	4

TOTAL DUE

\$1,230.00



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

CC Regular Session

4. 8.

Meeting Date: 03/28/2017

Submitted For: Rick Jarson, Community Development **By:** JoAnn Shaw, Community Development

Information

Title:

Adopt Resolution #17-03-076 Approving Assessment Agreement for Repair of Failed SSTS (Subsurface Sewage Treatment System) 16400 Uranimite St. NW; Case of Kathy Charette

Purpose/Background:

The property owner has requested assistance from the City to make required repairs to the property's SSTS by constructing a replacement septic system and assessing the costs back to the Subject Property. This practice is in line with existing City policy.

On September 2, 2016, the City received a complaint regarding the SSTS . An inspection revealed raw waste water surfacing in the area of the SSTS treatment area. The property owner was notified of the requirement to make repairs. The owner obtained a design and a quote to make the repairs. The owner applied for financial assistance to Anoka County which administers and serves as a local lender for the Department Of Agriculture Best Management Program (AgBMP). Anoka County determined the owner did not qualify for assistance. The owner applied for a loan at Wells Fargo and was denied. Due to privacy concerns, communication from each of the agencies is not published, but verified by Staff. The owner then petitioned the City for financial help through the City's SEPTIC SYSTEM REPAIR policy (see attached).

Observations/Alternatives:

The SEPTIC SYSTEM REPAIR policy provides a way for the City to make the repairs and assess the cost of the project to the property. The cost of the project plus administrative fees is estimated to be \$22,963.75. It is noted that the property is encumbered by a reverse mortgage and the City has certified delinquent utilities every year since 2009. An assessment for a sealcoating project in 2012 has recently been paid in full. The City's investment is protected through the Special Assessment process, which is protected from other encumbrances and foreclosure, if that were to occur.

Funding Source:

The project is funded through the City's sewer fund, which will be repaid through the assessment agreement.

Recommendation:

Staff recommends approval of the Assessment Agreement.

Action:

Motion to adopt Resolution #17-03-076 approving Assessment Agreement for repair of failed SSTS (Subsurface Sewage Treatment System) 16400 Uranimite St. NW.

Attachments

Septic Repair Policy

Petition and Waiver Agreement (Assessment Agreement)

Assessment Schedule

Quotes

Request for Loan Assess

Resolution #17-03-076

Form Review

Inbox

Tim Gladhill

Kurt Ulrich

Kurt Ulrich

Jo Thieling

Form Started By: JoAnn Shaw

Final Approval Date: 03/22/2017

Reviewed By

Tim Gladhill

Kurt Ulrich

Kurt Ulrich

Jo Thieling

Date

03/22/2017 04:45 PM

03/22/2017 04:47 PM

03/22/2017 04:48 PM

03/22/2017 04:55 PM

Started On: 03/09/2017 09:05 AM

EXHIBIT A

SEPTIC SYSTEM REPAIR

SEPTIC SYSTEM REPAIR

Preamble:

Inadequate treatment of sanitary sewage represents a significant health hazard. Within the City of Ramsey there are thousands of on-site septic systems, all of which have finite service lives. Many of these systems are beyond or are approaching their expected service life of 15 to 20 years. It is inevitable that septic system failures will occur and that the City will receive complaints regarding these failures. It is therefore imperative that the City have a policy to deal with these failures, which will avoid or limit any potential public health hazard.

Investigation of Complaints:

All complaints alleging the failure of a septic system will be investigated by the City's Building Official or other staff knowledgeable in this area. The individual performing the inspection shall conduct an on-site visit and shall identify the purpose of the visit to the occupant of the property if the resident is home at the time of the visit. If the Inspector is refused access to the property for the purpose of inspection, the Inspector shall inform the resident that the City Attorney will be employed to gain legal access for the purpose of conducting the inspection. Any costs associated with the City Attorney's efforts will be considered project costs if the system is determined to be in failure.

Notice of Failure:

If the results of the investigation cause the Inspector to determine that the system has failed, the Inspector shall issue notice to the property owner stating that the system has failed and providing the conditions observed for that conclusion. The Inspector shall require the system to be repaired or replaced within a specific period of time, generally no more than thirty (30) days. The Building Official may extend this period for reasonable cause, primarily reason relating to construction, providing that the property owner provides evidence of regular pumping of the septic tank which shall be no less frequent than biweekly.

Failure to Comply With Repair or Replacement Order:

If the property owner fails to comply with the order of the Building Official, the Building Official will notify the property owner in writing of the noncompliance and advise the property owner that the City will obtain two quotations for the repair work for licensed septic system installations and will authorize the work to be performed. The City will further ask the home owner to grant right of entry onto the property within ten (10) days of the date of this notice. If a right of entry is not forthcoming within the designated period, the Building Official shall refer the need for access to the property to the City Attorney.

The home owner shall be advised that all construction costs associated with the City repair and legal fees, plus an administrative and overhead fee of 25%, will be charged to the cost of the repair. Upon completion of the project, an itemized bill for the work will be sent to the property owner. If the bill is not paid in full within thirty (30) days, interest will accrue at a rate set under City policy and the entire project cost will be special assessed against the subject property.

Property Owner Requests:

In the event a property owner requests City financial assistance to repair/replace a failing septic system that has been designated an imminent public health hazard, the City will require the following:

- (1) Proof from the property owner that he/she has made reasonable attempts to secure alternate sources of funding to pay for the system repair including private and public funding sources.

(2) A City finding that the property owner's financial condition warrants the extraordinary public benefit provided by this Septic System Repair Policy. This funding will be based upon a reasonable investigation of the property owner's financial condition including but not limited to a review of his/her mortgage payment and property tax payment history and a personal credit report.

(3) The property owner's signed Petition and Waiver Agreement, by which agreement the property owner requests that the septic system improvement be made, that its cost be specially assessed against the property owner's property and that the property owner waives any special assessment procedure irregularities including that no public hearing will be held regarding the improvement project. The Petition and Waiver Agreement will also include a provision that the property owner shall continue to investigate alternative funding options in an effort to pay off the special assessment prior to its term expiration. In the event the property owner secures alternative funding and reimburses the City for all costs incurred for repairing/replacing the failed septic system within two (2) years from the date the City levies the special assessment, the property owner will receive a ten percent (10%) refund of the twenty five percent (25%) administrative and overhead fee included in the special assessment.

PETITION AND WAIVER AGREEMENT

This Agreement is made this ____ day of _____, by and between the **City of Ramsey**, a Minnesota municipal corporation (the “City”), and **Kathie M. Charette** (the “Owner”).

RECITALS

WHEREAS, the Owner is the fee title owner of certain real property with a street address of 16400 Uranimite Street N.W., Ramsey, Minnesota, and legally described as follows:

W 299 FT OF N 200 FT OF S 866 FT OF NW ¼ OF NE ¼ OF SEC 16 TWP 32 RGE 25, EX RD SUBJ TO EASE OF REC

(The “Property”); and

WHEREAS, the onsite septic system serving the Property has failed and requires replacement and is subject to an order from the City’s Building Official ordering the onsite septic system to be upgraded or repaired; and

WHEREAS, the Owner is unable to finance the repair/replacement of the Property’s onsite septic system; and

WHEREAS, the City adopted a policy entitled “Septic System Repair” hereinafter referred to as the Policy, a copy of which is appended hereto as Exhibit A; and

WHEREAS, the Policy provides for certain procedures whereby the City will undertake the necessary septic system repairs and assess its cost to the Property pursuant to City Charter and Minn. Stat. 429.101 (the “Improvement Project”); and

WHEREAS, the City solicited quotes from qualified contractors for the Improvement Project; and

WHEREAS, a cost of \$15,371.00 for of the Improvement Project appears to be the lowest responsible quote received; and

WHEREAS, the \$15,371.00 Improvement Project cost plus the City's 25% administrative overhead fee of \$4,592.75 equals a total Improvement Project cost of \$22,963.75; and

WHEREAS, the Owner, pursuant to the Policy, requests that the City construct the Improvement Project without notice of hearing or hearing on the Improvement Project, and without notice of hearing or hearing on the special assessments levied to finance the Improvement Project, and to levy 100 percent of the cost of the Improvement Project against the Property; and

WHEREAS, the City is willing to construct the Improvement Project in accordance with the request of the Owner and without such notices or hearings, provided the assurances and covenants hereinafter stated are made by the owner to ensure that the City will have valid and collectable special assessments as they relate to the Property to finance all of the costs of the Improvement Project; and

WHEREAS, were it not for the assurances and covenants hereinafter provided, the City would not construct the Improvement Project without such notices and hearings and is doing so solely at the behest, and for the benefit of, the Owner; and

WHEREAS, in order to construct the Improvement Project the City, its Contractors and Agents require access and entry onto the Property.

NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. The Owner hereby petitions the City for construction of the Improvement Project.
2. The Owner represents and warrants that she is the owner of 100 percent of the Property, and that she has full legal power and authority to encumber the Property as herein provided.
3. The Owner requests that 100 percent of the cost of the Improvement Project be assessed against the Property. The Owner understands and agrees that the amount to be assessed for the Improvement Project may be as much as \$22,963.75.
4. The Owner waives notice of hearing and hearing pursuant to Minn. Stat. section 429.031, on the Improvement Project and notice of hearing and hearing on the special

assessments levied to finance the Improvement Project pursuant to Minn. Stat. Section 429.061, and specifically requests that the Improvement Project be constructed and special assessments levied therefor against the Property without hearings.

5. The Owner waives the right to appeal the levy of the special assessments in accordance with this Agreement pursuant to Minn. Stat. section 429.081, or reapportionment thereof upon land division pursuant to Minn. Stat. section 429.071, subd. 3, or otherwise, and further specifically agrees with respect to such special assessments against the Property or reapportionment that:
 - a. Any requirements of Minn. Stat. chapter 429, with which the City does not comply are hereby waived by the Owner;
 - b. The increase in fair market value of the Property resulting from construction of the Improvement Project will be at least equal to the amount specified in paragraph 3, and that such increase in fair market value is a special benefit to the Property;
 - c. Assessment of 100 percent of the cost of the Improvement Project against the Property is reasonable, fair and equitable and there are no other properties against which such cost should be assessed; and
 - d. The Owner further specifically waives notice and right to appeal reapportionment of such special assessments upon land division pursuant to Minn. Stat. section 429.071, subd. 3.
6. The Owner understands and agrees that a special assessment in the amount of \$22,963.75 will be levied against the Property, which special assessment will be payable (spread) over a ten year term and bear interest at the rate of 4.03% per annum.
7. Further, the Owner understands and agrees that the City will determine when the interest will commence to accrue and when the first special assessment installment will be due.
8. The Owner represents and warrants that the Property is not so classified for tax purposes as to result in deferral of the obligation to pay special assessments; and the

Owner agrees to take no action to secure such tax status for the Property during the term of this Agreement.

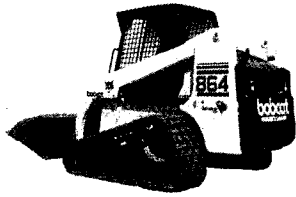
9. The Owner shall continue to investigate alternative funding options in an effort to pay off the special assessment prior to its term expiration. In the event the Owner secures alternative funding and reimburses the City for all costs incurred for repairing/replacing the failed septic system within two years from the date the City levies the special assessment, the Owner will receive a ten percent refund of the twenty five percent administrative and overhead fee included in the special assessment.
10. The covenants, waivers and agreements contained in this Agreement shall bind the successors and assigns of the Owner and shall run with the Property and bind all successors in interest thereof. It is the intent of the parties hereto that this Agreement be in a form that is recordable among the land records of Anoka County, Minnesota; and they agree to make any changes in this Agreement which may be necessary to effect the recording and filing of this Agreement against the title of the Property.
11. This Agreement shall terminate upon the final payment of all special assessments levied against the Property regarding the Improvement Project, and the City shall thereupon execute and deliver such documents, in recordable form, as are necessary to extinguish its rights hereunder.
12. Effective upon the date hereof, the Owner hereby grants the City and its agents, employees, contractors and invitees the right to enter upon the Property for purposes of installing, constructing, and inspecting the Improvement Project.
13. This Agreement may be amended by the parties hereto only by written instrument executed with the same procedures and formality followed in the execution of the Agreement.

**March 28, 2017 Assess Date 644 Days 1st year int
(with \$3000 Contingency)**

	Principal	4.430% Interest	Payment Amount	Pay-off Balance
Int rate = 10 Year Treasury + 2 basis points				
				22,964
2018	2,296	1,795	4,091	20,667
2019	2,296	916	3,212	18,371
2020	2,296	814	3,110	16,075
2021	2,296	712	3,008	13,778
2022	2,296	610	2,907	11,482
2023	2,296	509	2,805	9,186
2024	2,296	407	2,703	6,889
2025	2,296	305	2,602	4,593
2026	2,296	203	2,500	2,296
2027	2,296	102	2,398	(0)
Total	\$ 22,963.80	\$ 6,372.73	\$ 29,336.53	

**March 28, 2017 Assess Date 644 Days 1st year int
Without Contingency**

	Principal	4.430% Interest	Payment Amount	Pay-off Balance
				19,964.00
2018	1,996	1,560	3,557	17,968
2019	1,996	796	2,792	15,971
2020	1,996	708	2,704	13,975
2021	1,996	619	2,615	11,978
2022	1,996	531	2,527	9,982
2023	1,996	442	2,439	7,986
2024	1,996	354	2,350	5,989
2025	1,996	265	2,262	3,993
2026	1,996	177	2,173	1,996
2027	1,996	88	2,085	-
Total	\$ 19,964.00	\$ 5,540.25	\$ 25,504.25	



Lashinski Septic Service

Jim Lashinski
 1326 161st Avenue NW
 Andover, Minnesota 55304
 (763) 434-3915
 Fax: (763) 434-7152
 M.P.C.A. #65



Proposal Number 589

PROPOSAL SUBMITTED TO City of Ramsey	PHONE	DATE 12/12/2016
ADDRESS	JOB NAME	JOB PHONE
CITY, STATE, AND ZIP CODE	JOB LOCATION 16400 Uranium Stree	

WE HEREBY SUBMIT THE FOLLOWING SPECIFICATIONS AND ESTIMATES FOR THE INSTALLATION OF A NEW ONSITE SEWAGE TREATMENT SYSTEM

1. Pump existing tank, rebaffle and riser to the surface.
2. Install 1000-gallon lift station and riser to the surface.
3. Install Goulds 311 effluent pump (w/5 year warranty) and pump switch
4. Install Jiffy Junction electrical pole with alarm.
5. Wire pump and alarm upto but not into house
6. \$350 allowance for indoor electrical
7. Install three-inch sch #40 forcemain to the treatment area.
8. Install treatment area as per design and M.P.C.A. chapter 7080.
9. Cover mound with topsoil, seed and straw.
10. Level yard.
11. Acquire all necessary permits and inspections.

NOTE: Replacement of (or damage to) topsoil, sod, trees, shrubs, flowers, landscaping and underground sprinklers is not included in this bid unless otherwise stated.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Fifteen thousand three hundred seventy one dollars and 00/100	\$ 15,371.00
Payment to be made as follows Full cash payment upon completion.	Authorized Signature
Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Date of Acceptance: <u> </u>	Note: We may withdraw this proposal if not accepted within 30 days.
	Signature <u> </u> NOTE: A SIGNED CONTRACT IS REQUIRED TO PERFORM THE WORK DESCRIBED ABOVE.

Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. Under Minnesota law, you have the right to pay persons who supplied labor materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of the improvement unless we give you a lien waver signed by persons who supplied the labor or material for the improvement and who gave you timely notice. We reserve the right to file a lien if payment in full is not received within 30 days of the invoice date. Any additional costs will be added to the bill for interest, legal expenses, attorney fees, and/or collection costs.

Professional septic installations and service since 1979.

D T B MANAGEMENT LLC
c/o D&T & SON EXCAVATING
PMB 250 SUITE 500
13055 RIVERDALE DR. N.W.
COON RAPIDS, MN 55448
(763) 286-1990

Contractor/Owner: Kathie Charette

Address/Lot/Block: 16400 Uranimite St NW

City: Ramsey, MN County: Anoka

BID FOR:

New tanks, electrical, tree removal and install new septic system.

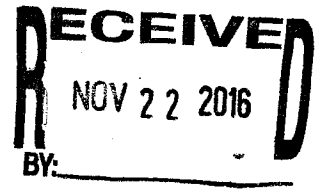
\$21,500.00

Terms: ½ down is due upon signing proposal/bid and remainder upon completion/invoicing or whichever is agreed upon prior to start up.

(Job Notes: Not responsible for any possible damage to driveway due to heavy equipment or underground sprinklers or any private unmarked or mismarked underground utilities. Owner's responsible for all erosion of sediment, maintaining any landscaping, re-seeding or overseeding and washouts that may occur after the project.)

Thank-you

Any questions please call Denny at 763-286-1990



GLAZE EXCAVATING

11/22/16

Proposal for 16400 Uranimite

Glaze Excavating will install septic system as designed by licensed designer removal of trees in mound area for amount of \$23,876.00 half at start of job half when finished

Glaze Excavating not responsible for driveway ,unmarked utilities ,irrigation or anything in work site area not responsible for settling once job is finished

Agree and accepted by property owner ----- date -----

Joe Glaze Glaze Excavating
Joe.c.glaze@gmail.com 763 498 9110

Feb. 7 - 2017

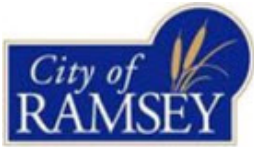
To Whom it may concern

Being I can not get a
loan from any source I am
requesting that 20,000.⁰⁰
for a new septic system
be added to my property
tax.

Two hundred a month for
ten years I could afford.

Thanking you
Leticia Chait

City Cl



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

CC Regular Session

7. 1.

Meeting Date: 03/28/2017

By: Chris Anderson, Community
Development

Information

Title:

Adopt Resolution #17-03-064 Approving a Private Kennel License for the Property Located at 16825 Nutria St NW; Case of Mayra and Jeffrey Lindquist

Purpose/Background:

Ramsey City Code Chapter 10 (Animals) Article III (Dogs) states that a Private Kennel License shall be required for a dog owner to maintain four (4) or more dogs on a residential parcel. In January of 2017, the Ramsey Police Department received a complaint/concern about the welfare of dogs being maintained outdoors in kennels twenty-four (24) hours a day at 16825 Nutria St NW (the "Subject Property"). Upon follow up by Ramsey Police Officers, it was found that there were four (4) dogs being maintained on the Subject Property without a Private Kennel License. Each of the four (4) dogs had access to food, water, and shelter and so the concern about the welfare of the dogs was eliminated. Subsequently, the City received an application for a Private Kennel License from Mayra and Jeffrey Lindquist (the "Applicant") to maintain four (4) dogs on the Subject Property.

Notification:

A notice of public comment period was mailed to property owners within 350 feet of the Subject Property.

Observations/Alternatives:

The Subject Property is approximately 0.87 acres in and is located in the R-1 Residential (Rural Developing) Zoning District. The surrounding properties are all of similar sizes (0.75 to 1 acre in size) and are also zoned R-1 Residential (Rural Developing). Maintaining four (4) or more dogs on a residential parcel is permitted with the issuance of a Private Kennel License.

The Applicant's four (4) dogs split time between an outdoor kennel area (fenced in area adjacent to house and under screened in porch) and inside the home. Per the Applicant, the dogs are not allowed to roam freely on the Subject Property. All four (4) dogs are current with their individual dog licenses issued through the Ramsey Police Department (which also implies that they are all current on their rabbies vaccinations).

As of March 20, 2017, the City has not received any written or verbal comments regarding the request. Additionally, Planning Staff connected with the Police Department for their input on the Private Kennel License request. After their inspection and follow up discussions with the Applicant, the Police Department has no objection to the request.

Alternative 1: Adopt Resolution #17-03-064 approving a Private Kennel License for the Subject Property. There have been no complaints regarding nuisance issues, such as barking or dogs running at large. The dogs appear to have a well maintained kennel area outside the home that is almost fifty (50) feet from the nearest property boundary. Other than the need to obtain a Private Kennel License, it appears that the dogs are being maintained in

compliance with City Code Chapter 10 (Animals) Article III (Dogs). Staff supports this alternative.

Alternative 2: Do not adopt Resolution #17-03-064. If a Private Kennel License were not approved, the Applicant would need to remove one of the dogs from the Subject Property. It appears that the dogs are provided sufficient care and are not creating a nuisance situation. Thus, Staff does not support this alternative.

Funding Source:

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

Recommendation:

Staff recommends adopting Resolution #17-03-064 approving a Private Kennel License to maintain up to four (4) dogs on the the property generally known as 16825 Nutria St NW.

Action:

Motion to adopt Resolution #17-03-064 approving a Private Kennel License for Mayra and Jeffrey Lindquist to maintain up to four (4) dogs on the property generally known as 16825 Nutria St NW.

Attachments

[Site Location Map](#)

[Photos of the Dogs](#)

[Resolution #17-03-064](#)

Form Review

Inbox

Tim Gladhill

Kurt Ulrich

Form Started By: Chris Anderson

Final Approval Date: 03/22/2017

Reviewed By

Tim Gladhill

Kurt Ulrich

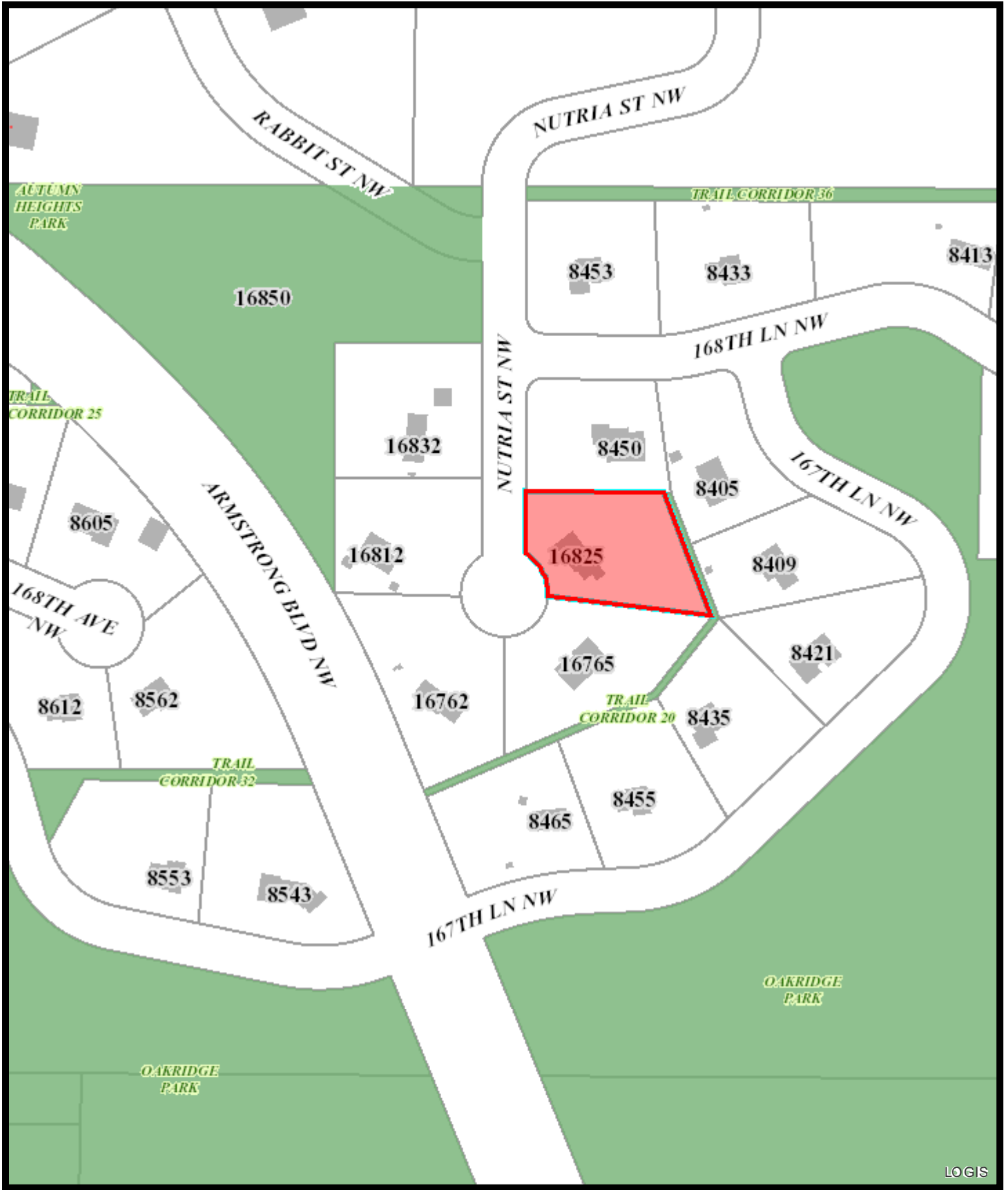
Date

03/22/2017 04:21 PM

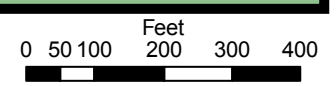
03/22/2017 05:03 PM

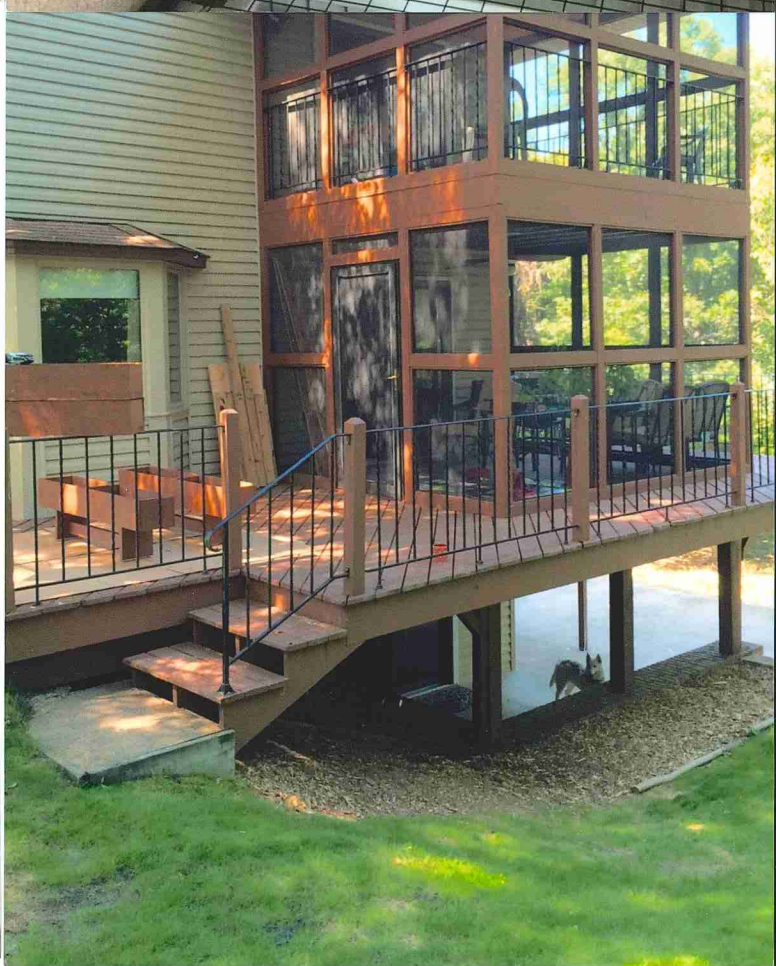
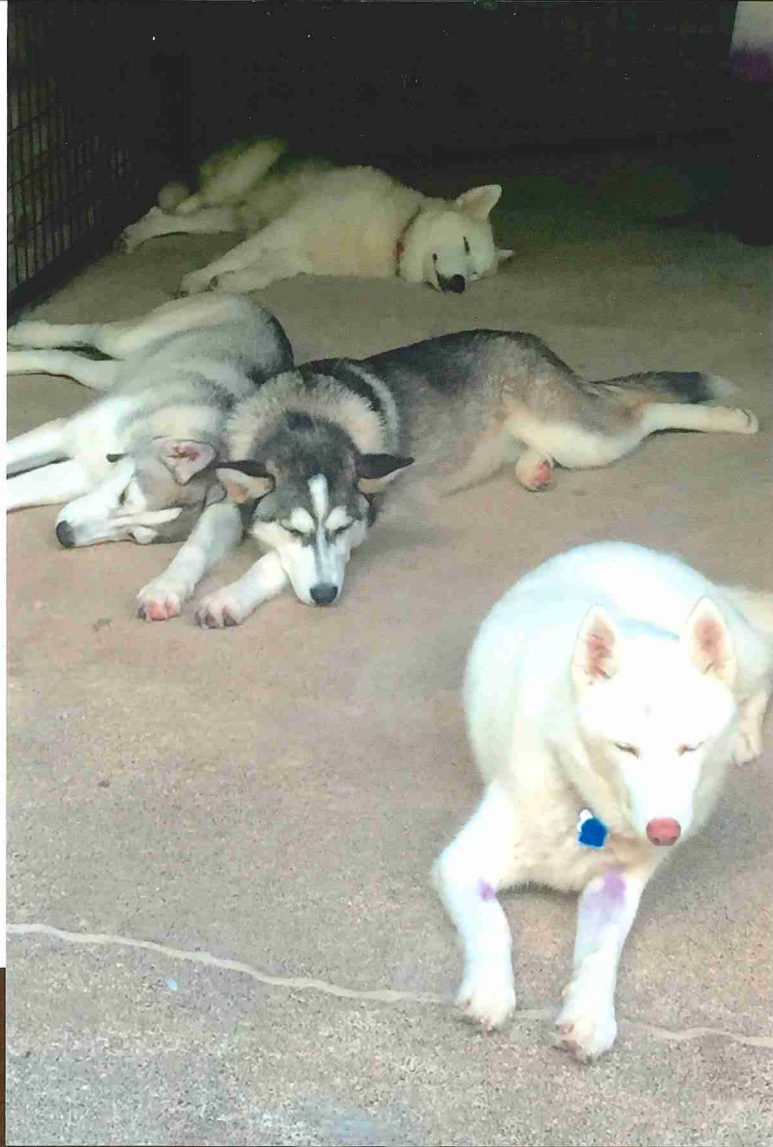
Started On: 03/20/2017 11:19 AM

Site Location Map



LOGIS





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

RESOLUTION #17-03-064

RESOLUTION APPROVING A PRIVATE KENNEL LICENSE ON A RESIDENTIAL PROPERTY GENERALLY KNOWN AS 16825 NUTRIA STREET NW.

WHEREAS, Mayra and Jeffrey Lindquist, hereinafter referred to as the “Licensee”, have properly applied to the City of Ramsey (the “City”) for a Private Kennel License on the property generally known as 16825 Nutria St NW and legally described as follows:

Lot 5, Block 4, Autumn Heights, Anoka County, Minnesota

(“Subject Property”)

WHEREAS, the Licensee has applied for a Private Kennel License to maintain four (4) dogs on the Subject Property; and

WHEREAS, the application for a Private Kennel License appears to be the result of a complaint lodged against the Subject Property; and

WHEREAS, the request appears to meet or exceed all conditions outlined in the Ramsey City Code Section 10-56 (b) pertaining to private kennel licensing; and

WHEREAS, the City Council met on March 28, 2017 to review the request for a Private Kennel License.

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

- 1) That a Private Kennel License is hereby granted to **Licensee** to maintain four (4) dogs on the **Subject Property**.
- 2) That the **Licensee** shall comply with all provisions of Ramsey City Code Chapter 10 Article III (Dogs).

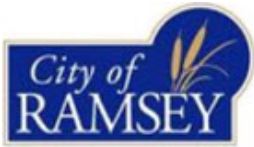
The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of March, 2017.



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: 03/28/2017

By: Chris Anderson, Community
Development

Information

Title:

Adopt Resolution #17-03-063 Approving a Beekeeping License for the Property Located at 17201 St. Francis Blvd NW; Case of Tim & Corrin O'Shaugnessy

Purpose/Background:

Honeybee populations are declining due, in part, to the growing use of certain herbicides and alterations to native landscapes (along with colony collapse disorder). The continued decline of honeybee populations could have a devastating effect on our food supply. In response to this phenomena, interest in hobby beekeeping has grown over the last several years. The City has recognized this issue and has proactively amended City Code to outline standards related to beekeeping, including the need for a Beekeeping License. The Beekeeping License provides the City an opportunity to notify nearby residents of a request and affords those property owners an opportunity to provide comment on these requests.

Ramsey City Code Section 10-1(f) (Beekeeping) states the following: the number of hives is limited to no more than six (6); no hive shall be in excess of twenty (20) cubic feet; hives shall not be within three (3) feet of any property boundary nor within any drainage and utility easement; and hives shall have a constant supply of water. Maintaining bees on a property requires a Beekeeping License reviewed and approved by City Council. The City has received an application for a Beekeeping License from Tim and Corrin O'Shaugnessy (the "Applicants"), who desire to maintain two (2) honeybee hives on their property located at 17201 St. Francis Blvd NW (the "Subject Property").

Notification:

A notice of public comment period was mailed to property owners within 350 feet of the Subject Property.

Observations/Alternatives:

The Applicants desire to maintain two (2) honeybee hives on the Subject Property. The Subject Property is zoned R-1 Residential (Rural Developing) and is just over 19 acres in size. The Applicants also own the adjacent outlot to the east, which is just under 15 acres in size. The surrounding parcels to the north, south and east are also zoned R-1 Residential (Rural Developing) and the parcels to west, across Trunk Highway 47, are zoned Planned Unit Development (PUD), but the underlying zoning would be R-1 Residential (Rural Developing). Surrounding properties range in size from approximately 1.25 acres (neighborhood to the south), about 38 acres (one of the abutting parcels to the north).

There is a 150 foot wide easement along the southern boundary of the Subject Property for an overhead transmission line. The hives shall not be located within this easement area without written consent from the easement holder (Site Plan will need to be revised slightly without this written consent). Both hives would be at least 100 feet from any property boundary. Per the Applicant's narrative (attached), the hives will comply all

standards outlined in City Code Section 10-1(f) (Beekeeping).

Alternative 1: Adopt Resolution #17-03-063 approving a Beekeeping License for the Subject Property. The request appears to comply with all standards outlined in City Code Section 10-1(f). Additionally, as of March 20, 2017 (the writing of this report), there have been no objections raised regarding this request. Staff supports this alternative.

Alternative 2: Do not adopt Resolution #17-03-063. The request complies with all standards outlined in Ramsey City Code Section 10-1(f) and therefore, Staff does not support this option.

Funding Source:

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

Recommendation:

Staff recommends adopting Resolution #17-03-063 approving a Beekeeping License for Tim and Corrin O'Shaughnessy on the property generally known as 17201 St. Francis Blvd NW.

Action:

Motion to adopt Resolution #17-03-063 approving a Beekeeping License for Tim and Corrin O'Shaughnessy on the property generally known as 17201 St. Francis Blvd NW.

Attachments

Site Location Map

Site Plan showing Approximate Hive Locations

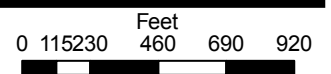
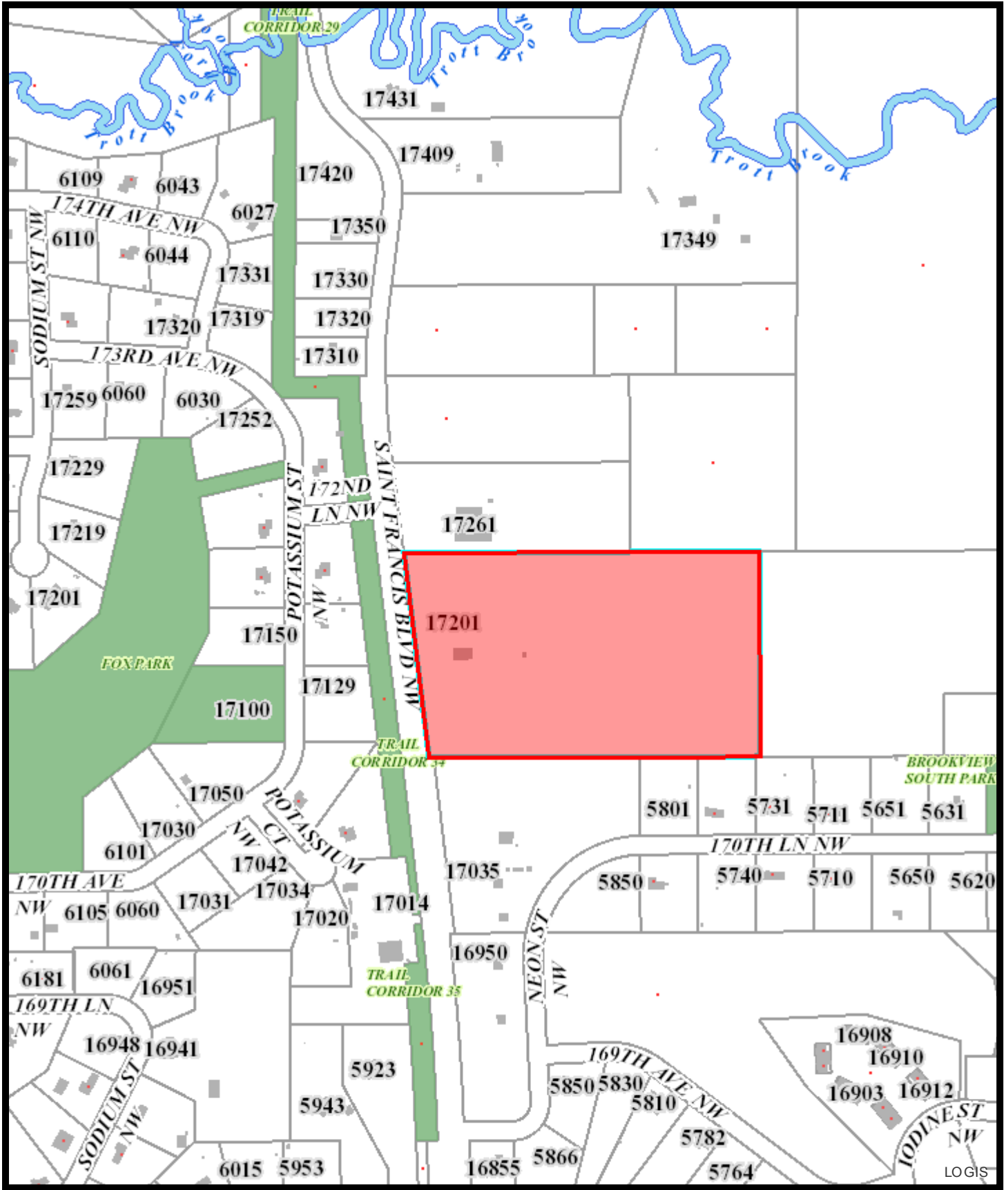
Applicant's Narrative

Resolution #17-03-063

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	03/22/2017 04:21 PM
Kurt Ulrich	Kurt Ulrich	03/22/2017 04:43 PM
Form Started By: Chris Anderson		Started On: 03/13/2017 03:52 PM
Final Approval Date: 03/22/2017		

Site Location Map



CERTIFICATE OF SURVEY

PROPERTY ADDRESS: 17201 ST FRANCIS BOULEVARD

FOR TIM OSHAUGHNESSY

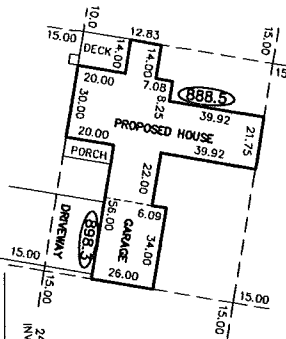
PARKING LOT 4
EX. BLD

NORTH

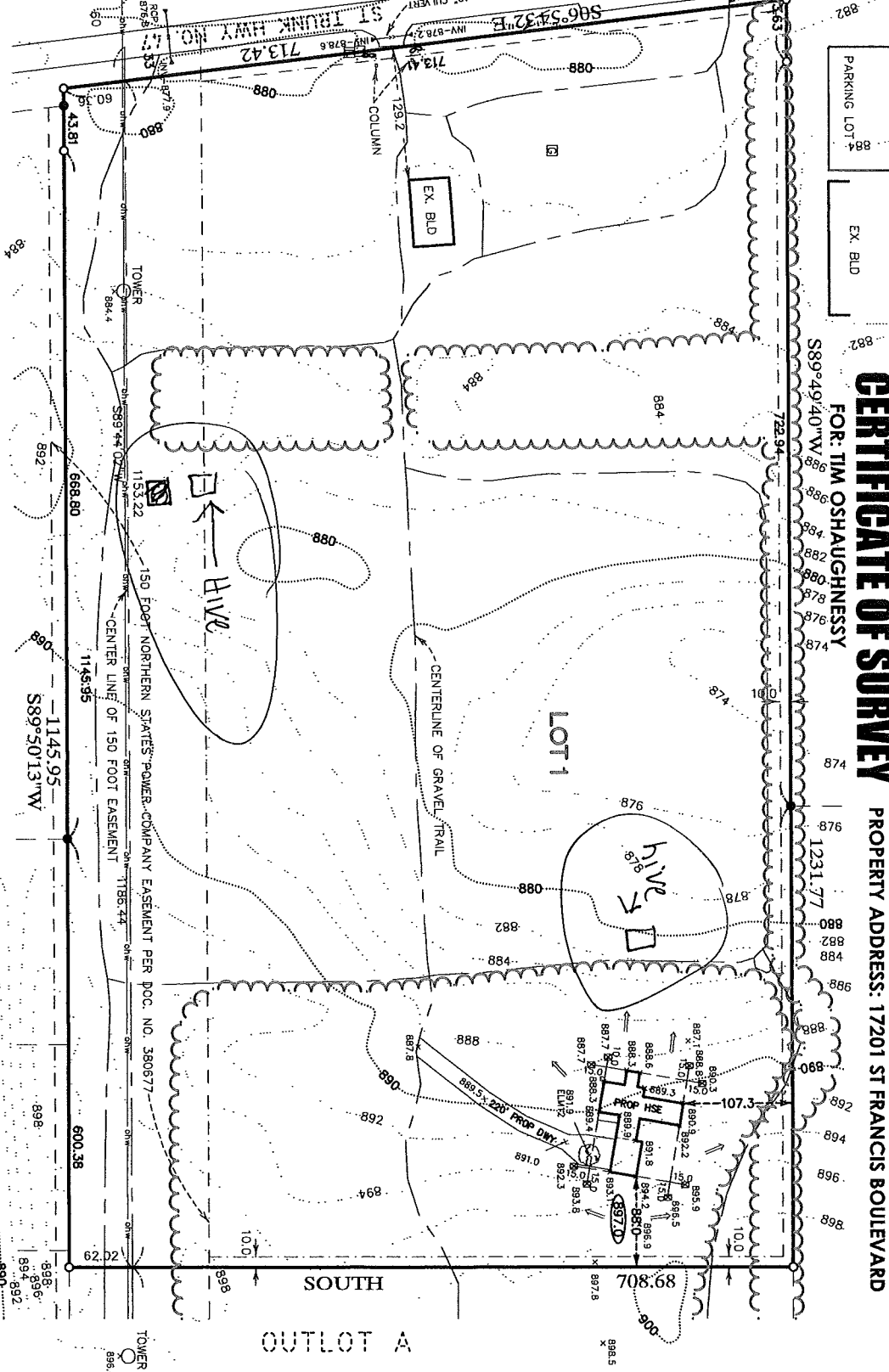


LEGAL DESCRIPTION
Lot 1, Block 1, OSHAUGHNESSY ADDITION, Anoka County, Minnesota.

PROPOSED HOUSE
(SCALE = 1" = 50')



10' POURED BSMT, WALKOUT
PROPOSED ELEVATIONS
GARAGE FLOOR = 898.3
TOP OF BLOCK = 898.7
LOWEST FLOOR = 889.0



NOTES

- BUILDING ELEVATIONS SET BY OWNER.
- FIELD SURVEY CONDUCTED ON MAY 16TH, 2014.
- BEARINGS SHOWN ARE ON ASSUMED DATUM.



ACRE LAND SURVEYING
Serving Twin Cities Metro area and beyond
763-238-6278 jsacrlandsurvey@gmail.com

JOB #13442hs

JOSHUA P. SCHNEIDER Date: 5-19-14 Reg. No. 44655
C:\lans Projects\2008\13442hs-Ramsey\dwg\13442hs-r.dwg 5/19/2014 9:06:11 AM CDT

Our hives will be located on the same lot as our home. We are only getting two hives to start, and will not exceed six hives on our home lot. Each hive will not exceed twenty cubic feet in volume. The hives will not be located closer than three feet from any property line or within an easement, and will not be closer than ten feet from a neighboring, inhabited structure.

There are two wells available to provide a constant supply of water to the hives, and there will be multiple water supplies available for each hive.

The hives will not be within twenty-five feet of any property line, so a flyaway barrier will not be necessary. Our property is also filled with and surrounded by coniferous vegetation.

The moveable hives will have more than adequate space available, and will be managed to prevent overcrowding and swarming.

The colonies will be re-queened if they show any unusually aggressive characteristics. The colonies we are getting are bred for a favorable temperament, low mite load and hygienic characteristics. Each queen has laid the brood that we are receiving, and all the worker bees and drones are her offspring. All the hives undergo a rigorous selection process to ensure the best quality queens. The hives are non-migratory, and have genetics to withstand long, cold winters. The bees are coming from a Minnesota breeder.

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

RESOLUTION #17-03-063

RESOLUTION APPROVING A BEEKEEPING LICENSE ON A RESIDENTIAL PROPERTY GENERALLY KNOWN AS 17201 ST. FRANCIS BLVD NW.

WHEREAS, Tim and Corrin O’Shaughnessy, hereinafter referred to as the “Licensee” have properly applied to the City of Ramsey (the “City”) for a Beekeeping License on the property generally known as 17201 St. Francis Blvd NW and legally described as follows:

Lot 1, Block 1, OSHAUGHNESSY ADDITION, Anoka County, Minnesota

(“Subject Property”)

WHEREAS, the request appears to meet or exceed all conditions outlined in the Ramsey City Code Section 10-1(f) pertaining to beekeeping; and

WHEREAS, the City Council met on March 28, 2017 to review the request for a Beekeeping License.

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

- 1) That a Beekeeping License is hereby granted to **Licensee** to maintain honeybees on the **Subject Property**.
- 2) That the **Licensee** shall comply with all provisions of Ramsey City Code Section 10-1(f).

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of March, 2017.

LICENSEE

Tim and Corrin O’Shaughnessy hereby acknowledge receipt of this **License** and that they have reviewed the conditions of this **License** and have agreed to comply with the terms of this **License**.

Tim O’Shaughnessy

Corrin O’Shaughnessy

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

On this ____ day of _____, _____, before me, a Notary Public, personally appeared Tim and Corrin O'Shaughnessy, to me known to be the persons described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public

CITY OF RAMSEY

By: _____
Mayor

By: _____
City Clerk

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

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

Notary Public

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

This document reviewed by:
Ratwik, Roszak & Maloney
730 Second Ave. S., Suite 300
Minneapolis, MN 55402

Meeting Date: 03/28/2017

By: Chris Anderson, Community
Development

Information

Title:

Adopt Resolution #17-03-071 Approving the EPB's 2017-2019 Work Plan

Purpose/Background:

The purpose of this case is to consider approving the 2017-2019 Work Plan for the Environmental Policy Board (EPB). The EPB had identified four (4) elements at their February meeting for inclusion in a work plan. Those items were presented to City Council at a joint meeting in February as well. Based on discussion at the joint meeting with City Council and the EPB, Staff compiled this draft Work Plan in a format similar to that of the City Council's Strategic Plan as well as the Planning Commission's Work Plan.

The EPB reviewed the draft Work Plan at their March meeting. The Board fully supported the Work Plan but did note a concern with the feasibility of completing the items in one year's time. Rather than reduce the number of items on the Work Plan, the Board recommended extending the timeframe of the Work Plan through 2019. The Board felt that would not only allow sufficient time to complete each task but also build in some time to review the effectiveness of the various components and recommend, if necessary, any adjustments for greater impact.

Observations/Alternatives:

The following was identified by the EPB through discussions at their February meeting and was presented to the City Council.

1. Development of a Pollinator Initiative Program.

- The Board found that this effort would address multiple initiatives of the City. Not only would it create more pollinator habitat and attract more wildlife, but it would simultaneously result in a lower demand on water supply as these sustainable landscapes do not require as many inputs as traditional turf grasses.
 - Education and Awareness
 - Review of existing city practices for possible improvements
 - Incorporate pollinator friendly practices and concepts into the Natural Resources Chapter of the Comprehensive Plan (a concept identified from the initial round of the Strategic Plan update)
 - Work collaboratively with the Parks and Recreation Commission to identify areas within existing parks suitable for converting to pollinator friendly landscapes

2. Water Resources

- Water supply continues to be an important issue for the City. Maintaining a focus on water resources will help keep the community informed on the importance of potable water (both quality and quantity).
 - Develop incentives and/or rebates for water conservation initiatives (e.g. retrofitting existing irrigation systems with water efficient technologies)

3. Utilize the Mississippi River Shoreline Inventory to connect with potential candidates for riverbank stabilization projects.

- The inventory that was completed in 2016 indicated that over 5,000 tons of sediment is being lost to the river annually. This has a serious impact on water quality. This information was obtained with the intention of potentially accessing grant funds to assist willing and suitable candidates with stabilization projects (this seems to fit in with the concept identified in the initial round of the Strategic Plan update process of building

off the strength of the two rivers).

4. Organics Recycling.

- Organics, which consists primarily of food waste and non-recyclable paper products, is the largest component of trash and can be recovered and converted into compost. Not only would an organics program help the City meet its annual recycling goal, but the finished product is a great soil amendment that acts as a slow release fertilizer and has great water holding capacity as well.
 - Develop a pilot program to offer residents a more convenient option than the County's compost sites (nearest one is off Hanson Blvd in Coon Rapids).

Staff has attempted to synthesize this information, along with the feedback from the joint meeting with City Council, into the established format for work plans. Additionally, Staff has estimated the additional resources that would be necessary to accomplish these goals (in the form of Full Time Equivalent [FTE]).

The Environmental Policy Board recommended approval of the draft 2017-2019 Work Plan.

Alternatives

Alternative 1: Adopt Resolution #17-03-071 approving the EPB's 2017-2019 Work Plan. The proposed Work Plan includes the topics identified by the EPB that were presented to City Council at a joint meeting in February. At the direction of the EPB, the Work Plan was slightly adjusted to cover 2017-2019 to ensure sufficient time to complete these items. The Work Plan would be revisited at least once per year and could be adjusted as items are completed and other topics become relevant. The EPB supports this alternative.

Alternative 2: Do not approve the draft Work Plan. The draft Work Plan includes the same topics that were reviewed with the City Council in February. The EPB is cognizant of the ambitiousness of the Work Plan, but to address this, the Board recommended the timeframe of the Work Plan be expanded rather than reducing/eliminating any of the items. The EPB does not support this alternative.

Funding Source:

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

Action:

Motion to adopt Resolution #17-03-071 approving the EPB's 2017-2019 Work Plan.

Attachments

EPB Meeting Minutes Dated Feb. 22, 2017

Joint City Council and EPB Meeting Minutes Dated Feb. 28, 2017

Draft EPB Meeting Minutes Dated March 20, 2017

EPB Statement of Purpose

2017-2019 Work Plan

Resolution #17-03-071

Form Review

Inbox

Tim Gladhill

Kurt Ulrich

Form Started By: Chris Anderson

Final Approval Date: 03/23/2017

Reviewed By

Tim Gladhill

Kurt Ulrich

Date

03/22/2017 04:46 PM

03/23/2017 03:33 PM

Started On: 03/21/2017 09:01 AM

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

On Wednesday, February 22, 2017, the Environmental Policy Board (EPB) met in the Lake Itasca Room at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present: Chairperson Thomas Stodola
 Board Member Colleen Anderson
 Board Member Reid Bernard
 Board Member Jane Covart
 Board Member Lucas Trossen
 Board Member Michael Valentine

Members Absent: Board Member Michael Hiatt

Also Present: City Planner Chris Anderson

1. CALL TO ORDER

Chairperson Stodola called the meeting to order at 6:33 p.m.

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

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

Motion carried. Voting Yes: Chairperson Stodola, Board Member Valentine, Anderson, Bernard, Covart, and Trossen. Voting No: None. Absent: Board Member Hiatt.

4. APPROVE MINUTES

4.01: Approve Meeting Minutes Dated January 18, 2017

Motion by Board Member Covart and seconded by Board Member Bernard to approve the regular meeting minutes dated January 18, 2017.

Motion carried. Voting Yes: Chairperson Stodola, Board Member Covart, Bernard, Anderson, Trossen, and Valentine. Voting No: None. Absent: Board Member Hiatt.

5. POLICY BOARD BUSINESS

5.01: Consider Landscape and Tree Preservation Plan for Covenant Meadows; Case Brookview Estates, LLC

City Planner Anderson presented the staff report. He noted that the City has received an application for Preliminary Plat and Rezoning for a proposed 12 lot subdivision on the property legally described as Outlot A, Meadowbrook. The request includes rezoning the subject property from R-1 Residential (Rural Developing) to Planned Unit Development (PUD). He stated that a PUD allows for some negotiation regarding bulk standards (lot size, setbacks, etc.) if there is a definitive public benefit as an outcome of the project. He stated that in this instance the developer is proposing to deed to the City approximately 15 acres of land that straddles Trott Brook. He stated that through this request there would be high quality resources protected as well as steep slopes. He noted that staff is supportive of the landscape and tree preservation plans.

Chairperson Stodola asked and received clarification on the location of the land the City would receive through deed. He asked how the smaller lot sizes would compare to the existing neighborhoods nearby.

City Planner Anderson noted that the proposed lot sizes range from one to almost three acres. He noted that some of the neighboring land is currently an outlot. He noted that the proposed lot sizes would be fairly compatible with the adjacent neighborhood to the east.

Board Member Valentine asked and received confirmation that the properties would not be served by City sewer and water.

City Planner Anderson stated that if there were a rebate or incentive program enacted for irrigation systems, these properties would not be eligible as in that instance only those on municipal services would possibly be eligible for a rebate.

Chairperson Stodola noted that the explanation provided by staff covered all the questions he had.

City Planner Anderson stated that the Parks and Recreation Commission will also review this item at their March meeting.

Motion by Board Member Valentine and seconded by Chairperson Stodola to recommend approval of the Landscape Plan and Tree Preservation Plan, contingent upon compliance with the Staff Review Letter.

Motion carried. Voting Yes: Chairperson Stodola, Board Member Valentine, Anderson, Bernard, Covart, and Trossen. Voting No: None. Absent: Board Member Hiatt.

5.02: Consider Draft Ordinance Amendment Addressing Irrigation Requirements

City Planner Anderson presented the staff report. He stated that over the past two months, the Board has discussed a potential ordinance amendment regarding irrigation requirements for multi-family and commercial/industrial developments. He stated that based on the discussion at the January meeting, staff has updated a draft ordinance that eliminates the irrigation requirement and

also stipulates that if an irrigation system is installed (including single family parcels), it must be equipped with a rain sensor, per state statute, as well as one or more water efficient technologies. This could include, but would not be limited to, a smart controller, soil moisture sensor(s), and/or an evapotranspiration (ET) sensor(s). He stated that this provides enough flexibility so that as future advances in water efficient irrigation technologies are developed, it will not require additional ordinance amendments. He noted that while not specifically included in the draft ordinance, it may be worth noting that this could be an opportunity to encourage more native landscaping within projects; noting that the Board could contemplate some sort of landscaping credit for projects incorporating a native grass and plant community. He noted that staff is not suggesting that this be contemplated as part of the draft ordinance but something that the Board may wish to keep in mind from a broader water conservation perspective. He noted that staff is still assessing how the water efficient requirement would be verified in the field and any potential action on the draft ordinance could be contingent upon finalizing an effective and efficient inspection methodology.

Board Member Anderson asked if there is some sense of how an inspection could occur.

City Planner Anderson stated that the building official did not say he could not do an inspection but simply stated that it would not fit in with an existing inspection. He stated that he believes that there is a way to fit in the inspection but simply wants to ensure that the proper methodology can be identified. He stated that he has heard positive comments from the staff members he has spoken with, noting that they all agree that it makes sense to have the sensors as a requirement.

Board Member Anderson asked whether staff would be looking for the sensor or ensure that it is functional during the inspection.

City Planner Anderson stated that staff is most likely going to check to ensure that it's installed.

Chairperson Stodola stated that he likes the language proposed as it provides flexibility for future technology that is developed. He asked if City Planner Anderson believed that the Council would agree with the vague language or whether they would like it more defined.

City Planner Anderson stated that there are specific examples listed, but the language simply leaves the door open for future technologies. He stated that if the Council is in agreement with the concept he did not believe that there would be a problem with the language.

Board Member Anderson noted that another option would be to use different language and state other approved technologies. She stated that she does prefer the language as proposed but was simply providing an alternative.

City Planner Anderson noted that the City Attorney has reviewed the language and approves of the proposed language. He confirmed the consensus of the Board to use the language as proposed and if there is a problem the alternate suggested could be used.

Motion by Chairperson Stodola and seconded by Board Member Covart to recommend adoption of Ordinance #17-04, Amending Multiple Sections of the Ramsey City Code Relating to Irrigation Requirements, contingent upon staff developing an efficient and effective inspection methodology.

Motion carried. Voting Yes: Chairperson Stodola, Board Member Covart, Anderson, Bernard, Trossen, and Valentine. Voting No: None. Absent: Board Member Hiatt.

It was the consensus of the Board to direct staff to vet out the opportunity to encourage more native landscaping within project, with the use of some sort of landscaping credit for projects incorporating a native grass and plant community; as well as the possibility to retrofit existing irrigation systems.

5.03: Consider Potential Topics for a 2017 Work Plan

City Planner Anderson presented the staff report. He stated that in 2016 the Board focused on developing a Statement of Purpose to better define the role of the EPB. He stated that this was done in lieu of a Work Plan for the year. He stated that with that process now complete and implemented, the Board can once again focus on developing a Work Plan to outline what their efforts will focus on in 2017, and possibly beyond. He asked the Board to suggest some topics that they would like to focus on and include some reasoning as to why the Board should focus on the topic. He provided an update on recent Council action noting the Council approved Mayor Strommen to take the Mayors for Monarchs Pledge. He stated that he would suggest pollinator initiatives as one of the Work Plan items. He also suggested including the development of the incentive/rebate program as discussed by the Board. He also suggested including prioritization of the shoreline inventory along the Mississippi.

Board Member Valentine asked for more details on how the Board would be involved on the pollinator item.

City Planner Anderson stated that at one point in time the Board was proactively working on articles for a standing column on the City newsletter. He stated that there are some underutilized areas in the parks that the Board could work cooperatively with the Parks and Recreation Commission to determine where native planting could occur to support pollinators. He noted that the Parks and Recreation Commission is on board for the idea as well. He noted that education would also be a possibility for the Board, explaining that the Board Members would not themselves be in the field doing the work.

Board Member Valentine stated that he was also confused on how the Board would fit into the prioritization of the shoreline inventory.

City Planner Anderson stated that after potential properties are identified and there are willing property owners identified, the Board could work on letters of support for grant applications and other items of that level. He stated that if there are a lot of interested property owners the Board could also help to prioritize and select the candidates. He explained that the Work Plan is a tool that staff uses mainly with input and assistance from the Board.

Board Member Covart stated that perhaps the potential landscaping credits mentioned at the end of the last case would also be a good fit.

City Planner Anderson noted that item could fit in well under the pollinator item and would not need to be a standalone item.

Chairperson Stodola stated that perhaps the second item could be broader to state explore rebates and incentives for water conservation initiatives which could include retrofitting and native plantings, among other things.

City Planner Anderson stated that the intention tonight is not to draft the Work Plan to present to the Council next week, but simply be able to discuss some potential ideas that can be mentioned with the Council.

Board Member Anderson stated that perhaps some alternative grasses could be planted in the parks with educational signage. She explained that would lower the maintenance responsibilities and educate visitors as a demonstration.

It was the consensus of the Board that the pollinator initiative could include a bullet that states to work with the Parks and Recreation Commission to identify areas within existing parks to convert to sustainable pollinator friendly landscaping.

City Planner Anderson stated that he wanted to encourage any ideas that come forward as the Work Plan could span more than the course of one year but suggested that the plan not span more than three years.

Board Member Valentine stated that it is hard to predict the plans the Board will need to review and consider and therefore he would not want to see the plan contain too many items.

City Planner Anderson stated that he would still welcome any ideas and staff could then vet out the type of resources that would be necessary to accomplish the items. He recognized that some items on the plan will be delayed depending on the amount of regular work that comes in for the Board to consider.

It was the consensus of the Board for the Work Plan to include the following objectives: explore pollinator initiatives, develop rebates and incentives for water conservation initiatives, and prioritization of the shoreline inventory along the Mississippi.

City Planner Anderson noted that water resources could cover the water conservation initiatives and other items such as discovering the relationship between ground water, surface water, and aquifers. He stated that water supply continues to be a high priority for the City and confirmed the consensus of the Board to include that item on the plan.

Board Member Anderson stated that she recently received a flyer from Anoka County regarding organics recycling and asked for more information on that topic.

City Planner Anderson stated that is a great question, noting that he met with Ace Solid Waste today to discuss a pilot program that could provide organics recycling within Ramsey. He noted that topic could be added to the Work Plan as well.

Board Member Anderson noted that education would be a vital component as some people want to do the right thing but are unsure of the category items would fall into.

It was the consensus of the Board to add organics recycling to the Work Plan.

City Planner Anderson confirmed the consensus of the Board to have the main topic be water resources with the water conservation initiatives as a bullet under that item. He also confirmed the Board Members that would be available to attend the joint meeting with the City Council the following week.

6. BOARD / STAFF INPUT

There was none.

7. ADJOURNMENT

Motion by Board Member Anderson and seconded by Board Member Covart to adjourn the meeting.

The meeting adjourned at 7:55 p.m.

Respectfully submitted,

Chris Anderson
City Planner

ATTEST:

JoAnn Shaw
Community Development Secretary

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, February 28, 2017, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen
Councilmember Jill Johns
Councilmember Mark Kuzma
Councilmember John LeTourneau
Councilmember Chris Riley (arrived at 6:35 p.m.)
Councilmember Melody Shryock
Councilmember Kristine Williams

EPB Members
Present: Chairperson Thomas Stodola
Board Member Colleen Anderson
Board Member Jane Covart
Board Member Michael Hiatt
Board Member Michael Valentine

Also Present: City Administrator Kurtis Ulrich
Parks and Assistant Public Works Superintendent Mark Riverblood
Public Works Superintendent Grant Riemer
City Planner Chris Anderson
Asst. City Administrator/Economic Development Manager Patrick Brama
Information Technology Manager Jason Fredrickson

1. CALL TO ORDER

Mayor Strommen called the City Council Work Session to order at 5:35 p.m.

Members of the City Council and Environmental Policy Board and staff introduced themselves.

2. TOPICS FOR DISCUSSION

2.01: EPB Work Plan

City Planner Anderson reviewed the staff report.

Chairperson Stodola stated that the comments summarized by City Planner Anderson provide the position of the Board and the conversations that have recently occurred.

Board Member Valentine noted that the EPB has evolved over the past few years and is excited to be at the point of creating a work plan. He stated that he attended the Steering Committee meeting the previous night and it appeared that the majority would like to keep the rural feeling of the community and reserve the trend of lawn irrigation to better conserve water.

Chairperson Stodola noted that in the past year the Board has been involved in reviewed aspects of certain applications and welcomed any input the Council had on that process.

Councilmember Kuzma stated that it seems that the Council is not receiving a lot of feedback directly but noted that the feedback from staff has been good.

Mayor Strommen noted that although the information is passed to the Planning Commission, the Council does receive the input as well and also receives draft minutes from the EPB meetings.

Councilmember Johns stated that she has enjoyed the involvement of the EPB and has appreciated that additional viewpoint.

City Planner Anderson noted that the recommendation of the EPB is forwarded in the case to the Planning Commission and advised that the Commission has appreciated having that additional input when reviewing the case.

Councilmember LeTourneau stated that he was not in attendance at the last meeting when the brainstorming occurred. He stated that the statement of purpose was developed last year and asked if that changed at all through the discussion. It was confirmed that the statement of purpose has not changed and this would simply be in addition to that work. He stated that as the group matures he appreciates that they are self-directed. He stated that he is in agreement with the items proposed for a work plan, noting that he is excited to see how some of the vaguer items evolve. He suggested that some of the items become measurable.

Board Member Valentine stated that the Board struggled with being able to balance the typical work of the Board, such as reviewing the applications, and wanted to ensure that the workload can be balanced.

Councilmember LeTourneau stated that he appreciated that the Board was more cautious and recognized the need to balance with the typical workload.

Councilmember Kuzma noted that there were grant funds received by the Lower Rum River Water Management Organization the previous year through the Anoka Conservation District (ACD) and advised that perhaps additional funds would be available this year.

Mayor Strommen stated that she likes that the group is looking to be more aspirational. She stated that she has appreciated the involvement of the EPB when reviewing applications as that provides yet another viewpoint and helps the Council to reach the best answer.

City Planner Anderson stated that the funds from the ACD prompted the work on the shoreline inventory, noting that the ACD felt more confident that with that shoreline inventory the City and

the ACD would be more successful in obtaining grant funds. He stated that this work plan is not fully complete and is simply the results of the brainstorming session in order to gauge the input of the City Council. He noted that staff would take the work plan ideas and input from tonight in order to craft a more specific work plan.

Councilmember Kuzma asked if the City has considered the use of gray water tanks in the parks to use for irrigating.

City Planner Anderson stated that is, in essence, what the pond at The Draw currently does.

Parks and Assistant Public Works Superintendent Riverblood further explained how the system at The Draw works as well as a similar system at Elm Crest Park. He noted that the City hopes to do more of that with future park development.

Mayor Strommen noted that she is excited to see the item regarding water resources and the shoreline inventory because of the importance of the rivers within Ramsey. She stated that she is also excited to see the pollinator item as there has been a decrease in pollinators and monarchs.

Councilmember LeTourneau encouraged the Board to be open to the input that comes out of the Steering Committee meetings.

Mayor Strommen confirmed the consensus of the Council to support the work plan ideas brought forward by the EPB for further development into a work plan.

City Planner Anderson stated that he would take the input from tonight to develop a more formal work plan that will be reviewed by the EPB at their March meeting and will then come back before the Council.

5.03: Consider Draft 2017-2018 Work Plan

City Planner Anderson presented the staff report. He stated that the purpose of this case is to consider the Draft 2017-2018 Work Plan for the Environmental Policy Board. He stated that the EPB had identified four elements in February for inclusion in a Work Plan and those items were presented to the City Council at a joint meeting in February. He stated that the Draft Work Plan has been formatted to mirror that of the City Council's Strategic Plan as well as the Work Plan of the Planning Commission.

Board Member Valentine stated that City Planner Anderson did a great job compiling the information.

Chairperson Stodola stated that he also likes this format for the Work Plan.

City Planner Anderson stated that this is the template used by the City Council.

City Councilmember LeTourneau stated that the previous year the Board created the Statement of Purpose and thought the development of the Work Plan was a great logical next step. He noted the staff time that is shown and asked if this list of items might be too big of a commitment for staff to accomplish in the next year.

City Planner Anderson noted that there are members of staff that could work on the items on the list and advised that there may also be interns coming on board soon that could assist with some of the items. He stated that this Work Plan is designed for 2017 and 2018 and rather than remove items, he would prefer for the Board to prioritize the items on the Work Plan. He noted that the items on the Work Plan are not in any particular order and therefore could be prioritized.

Chairperson Stodola asked if the Work Plan could be for the next two years, noting that some items would be ongoing.

City Planner Anderson noted that the Work Plan can be designed for multiple years. He stated that the City Council works off a three-year Strategic Plan and the Planning Commission recently developed a three-year Work Plan. He recognized that there are challenges with the limited number of times a Board or Commission meets and the regular business items the groups must also consider.

Board Member Anderson commented that the items on the Work Plan do not appear to be things that can be accomplished quickly. The example was given that even if an organics recycling program is developed, there would still need to be follow-up to ensure that the program is working and to review the results.

City Planner Anderson stated that the Work Plan can be 2017-2019 with the intention that the document can be revisited and amended as time goes on.

City Councilmember LeTourneau appreciated the comments made tonight and noted that he will share the discussion with the City Council when the Council reviews the Work Plan. He stated

that he likes the focus of having only four items and the idea that this is a living document with items that will take time to accomplish, rather than a hard start and stop date over the course of one year.

Motion by Chairperson Stodola and seconded by Board Member Anderson to recommend forwarding the Draft Work Plan to the City Council for approval, changing the date of the Work Plan from 2017-2018 to 2017-2019.

Motion carried. Voting Yes: Chairperson Stodola, Board Member Anderson, Bernard, Covart, Trossen, and Valentine. Voting No: None. Absent: Board Member Hiatt.

City Planner Anderson stated that he will inform the Board when this item is scheduled to appear before the City Council. He encouraged Board Members to attend.

City Councilmember LeTourneau asked if the Board would review the plan annually even though it is marked for 2017-2019.

City Planner Anderson stated that the Board will review the document at least one time per year and could make changes to the document as necessary.

DRAFT

Statement of Purpose

The Environmental Policy Board (EPB) will promote environmental awareness and conservation practice by citizens by advising the City Council on policy issues, review of new development proposals, communication and education. Through careful review, the EPB will present multiple perspectives, ideas, and new technologies that promote both discovery and accountability.

Scope

Land Use Application Review

Beginning in 2015, the EPB will have an active role in reviewing various land use applications with respect to natural resources. The EPB's review will occur concurrently with other advisory boards/commissions to ensure compliance with State Statute 15.99 (generally known as the sixty [60] day rule). The EPB will review and provide recommendations regarding landscape plans, tree preservation plans, potential impacts to natural communities/areas as identified in the Natural Resources Inventory and Wetland Functions and Values report, and the potential for implementing Best Management Practices (BMPs).

The EPB will actively review land use applications for Major Plats (four [4] or more lots with public infrastructure improvements), Site Plans (new development only, not for building expansions), Variances in Overlay Districts (Wild and Scenic, Critical Area, Shoreland, and Floodplain), and Comprehensive Plan Amendments. In general, the EPB will not review applications for Conditional or Interim Use Permits, Minor Plats (three [3] or fewer lots), Administrative Subdivisions, Easement Vacations, Home Occupation Permits (unless a request has potential environmental hazards), or Variances (except for the Overlay Districts as noted above). Finally, the EPB will, on occasion, also review Zoning Amendments, dependent on the subject of a proposed/requested amendment.

The EPB's role in land use application review will be conducted for a trial period of one (1) year without amending City Code. At the conclusion of the trial period, the process will be reviewed by the Board (and City Council) for effectiveness and efficiency. If found to add value to the overall land use application review process, an ordinance amendment will be prepared for consideration by City Council.

Comprehensive Plan Review

The City has begun preparations for an update to its Comprehensive Plan and has noted a significant role the EPB will have in this process. This document will lay out the vision for the community through 2040 and sets the foundation for how the community will develop over time. Once adopted, the Comprehensive Plan likely will set in motion certain updates or amendments to the Zoning Ordinance and should any amendment or updates relate to natural resources, the EPB will be directly involved with that process as well.

The EPB will have a role in reviewing various portions of the Comprehensive Plan and will take the lead on the Natural Resources Chapter. While the update is not due until 2018, the EPB will begin a review of the existing Natural Resources Chapter early in 2015 and subsequently establish guiding principles and a framework for updating this Chapter. In 2016 (or early 2017), the EPB will complete a draft update to the Natural Resources Chapter.

Involvement with the Comprehensive Plan update, potential ordinance amendments, and review of land use applications will provide the EPB the opportunity to review existing standards to determine whether they are accomplishing their intended outcome. In essence, the EPB will be involved with establishing the vision and goals for natural resources, drafting standards to accomplish those goals, and applying those standards to proposed projects. This 'full circle' approach should provide the EPB with invaluable insight regarding natural resources standards and identify areas where improvement or amendments are necessary.

It will be the goal of the EPB to regularly (annually) review the relevant chapters of the Comprehensive Plan and the zoning tools in place to determine whether current policies and/or standards are adequate to accomplish the vision of the community.

Education

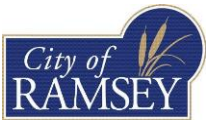
Ensuring that the residents of Ramsey are well informed on emerging and current issues is critical. Thus, education and community awareness have been identified as a key function of the EPB. The EPB will strive to keep the public informed of new and existing issues as well as what actions the City is taking to address those issues. The intent will not only be to keep the citizenry well informed but also to provide explanation and/or clarification on why certain standards are in place and how they are intended to address a specific issue. This will primarily be accomplished through mediums such as the newsletter and website, but may also include other outlets such as QCTV.

Emerging Issues

Staying informed on emerging issues and 'hot' topics is another critical role for the EPB. As the City's primary advisory board on natural resources, the EPB's role, at least in part, is to stay ahead of emerging issues facing the City by researching and understanding how it may impact the City. Depending on the topic and other factors, this could be accomplished through the use or establishment of a subcommittee comprised of no more than three (3) existing EPB members that would report back to the EPB as a whole during regularly scheduled meetings. Based on the EPB's review and analysis of an issue, the EPB will work to formulate options for consideration by the City Council as to how best to address or mitigate the issue. This could include, but is not necessarily limited to, focused educational pieces, recommendations for Best Management Practices (BMPs), ordinance amendments, and/or comprehensive plan amendments.

Review of Zoning Code

As new technologies and ideas develop, updates to City Code, and more specifically the Zoning & Subdivisions Chapter, may be warranted. The EPB will routinely, or as time permits, review sections of City Code to ensure they are still relevant and will accomplish the stated goals of the Comprehensive Plan relating to natural resources. If, through this review, the EPB identifies opportunities for improvement, outdated or conflicting standards, and/or sections that do not support or will not achieve the goals of the Comprehensive Plan, it will recommend pertinent amendments to the Planning Commission.



Environmental Policy Board Work Plan 2017 – 2019

STATEMENT OF PURPOSE

The Environmental Policy Board (EPB) will promote environmental awareness and conservation practice by citizens by advising the City Council on policy issues, review of new development proposals, communication and education. Through careful review, the EPB will present multiple perspectives, ideas, and new technologies that promote both discovery and accountability.

Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Tools Required	Responsible Party	Key Outcome Indicators/Metrics
Enhance Protection of Natural Resources	Community Development/ Parks	EPB 1.1 – Ensure sustainability of food supply and food web by promoting pollinator friendly practices and initiatives.	2017	2018	0.25 FTE	TBD	Anderson/ Riverblood	<ul style="list-style-type: none"> • Create polices to maintain and expand pollinator friendly landscapes on public lands through collaboration with the Parks & Recreation Commission • Improve communications and resources regarding pollinators to residents and businesses
	Community Development	EPB 1.2 – Protect water quality of Mississippi River from additional sediment loading due to shoreline erosion	2017	2019	0.25 FTE	TBD	Anderson	<ul style="list-style-type: none"> • Identify impacted properties owners interested in participating in bank stabilization projects • Identify applicable grant programs as source of funding for projects
	Community Development/ Public Works	EPB 1.3 – Extend the longevity of drinking water supply by reducing demand on groundwater	2017	2018	0.25 FTE	TBD	Anderson	<ul style="list-style-type: none"> • Develop incentives and or programs to promote water conservation throughout community • Develop resources and establish means to distribute the information to the general public
	Community Development	EPB 1.4 – Reduce amount of material entering waste stream and explore more reuse options	2017	2017	0.25 FTE	None	Anderson	<ul style="list-style-type: none"> • Implement an organics recycling pilot program to divert largest component of trash (organics) to reusable product (compost) • Improve communications and resources regarding composting to residents and businesses

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

RESOLUTION #17-03-071

**RESOLUTION APPROVING THE ENVIRONMENTAL
POLICY BOARD'S 2017-2019 WORK PLAN**

WHEREAS, the primary objective of the Environmental Policy Board is to review, consider, initiate and recommend to City Council such policies, plans or projects that will enhance and preserve the natural environment of the City; and

WHEREAS, the Environmental Policy Board's scope includes, but is not necessarily limited to, matters of the preservation of the community forest, water quality, wetland preservation, ground water protection, ecological preservation, control of soil erosion and air, noise and light pollution; and

WHEREAS, the Environmental Policy Board's Statement of Purpose asserts that it will promote environmental awareness and conservation practice by citizens by advising the City Council on policy issues, review of new development proposals, communication and education; and

WHEREAS, a role of the Environmental Policy Board is to present multiple perspectives, ideas, and new technologies that promote both discovery and accountability; and

WHEREAS, the Environmental Policy Board is responsible for developing a work plan subject to the approval of the City Council.

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

- 1) That the City Council of the City of Ramsey hereby approves the 2017-2019 Work Plan for the Environmental Policy Board.

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

and the following voted against the same:

and the following abstained:

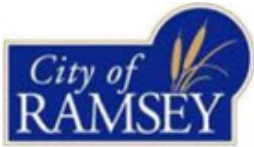
and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of March, 2017.

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

7.4.

Meeting Date: 03/28/2017

By: Colleen Lasher, Administrative Services

Information

Title:

Adopt Resolution 17-03-068 to Hire a Part-time Building Maintenance Worker

Purpose/Background:

The Purpose of this case is to request authorization to hire a part-time Building Maintenance Worker to work in the Public Works Department.

Currently, the City employs just two full-time employees and one part-time employee that are responsible for maintaining the City's facilities including, buildings, offices, meeting rooms, the municipal parking structure, fire stations, City parks, Public Works, and the equipment and grounds of the Ramsey Municipal Center, all of which represents the City to our residents and visitors.

Over the years there have been several additions to City facilities or the use of these facilities, creating additional janitorial demands that staff are having a more difficult time keeping up on, including:

- Increased traffic in the Anoka County License Center
- Increased use of the parking structure
- Increased room rental by civic and business groups -- In 2016 the city hosted approximately 1210 meetings in our facilities
- Increased janitorial needs with the new fire station #2 -- greater than the old station
- Increased needs at the Elmcrest Park building

This position was approved as part of the 2017 budgeting process. Therefore, an internal, followed by an external recruitment process was conducted. Staff received seven applications from applicants meeting the minimum requirements. First, six initial interviews were conducted, followed by three follow-up second interviews, which included a panel of the Public Works Superintendent, the Human Resources Manager, the Building Maintenance Supervisor and the full-time Building Maintenance Worker. The work schedule for this position may have been a factor in the limited number of applicants; the schedule includes working within the hours of 7:00 am to 9:30 pm; as well as some weekend hours in the event of a snow event or urgent building maintenance needs.

Staff has completed the necessary background checks and is recommending that Mr. Randall Heaton be hired as a Part-time Building Maintenance Worker at \$17.65 per hour effective on or near April 12, 2017. Mr. Heaton will be subject to a 6-month probationary period and all Personnel Policies and/or employment contracts will apply.

Funding Source:

The 2017 funding for this position has been accounted for within the 2017 budget at \$22,192; however, with a start date on or near April 12, 2017, the actual 2017 cost is estimated to be \$16,644.

Recommendation:

Authorize staff to move ahead with hiring Mr. Randall Heaton as a part-time Building Maintenance Worker, effective on or near April 12, 2017 at \$17.65 per hour which is step 1 of the 2017 wage scale.

Action:

Motion to adopt Resolution #17-03-068 to hire Mr. Randall Heaton as a part-time Building Maintenance Worker, effective on or near April 12, 2017 at \$17.65 per hour which is step 1 of the 2017 wage scale.

Attachments

Resolution 1703068

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 03/22/2017

Reviewed By

Kurt Ulrich

Date

03/22/2017 04:32 PM

Started On: 03/14/2017 08:06 AM

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #17-03-068

RESOLUTION TO HIRE A PART-TIME BUILDING MAINTENANCE WORKER

WHEREAS, as per the strategic plan, staff conducted a recruitment for a part-time Building Maintenance Worker; and

WHEREAS, an internal and external recruitment process was conducted; and

WHEREAS, Mr. Randall Heaton has been selected as the top candidate for the position; and

WHEREAS, staff has completed the necessary background checks and is recommending that Mr. Randall Heaton be hired as a Part-time Building Maintenance Worker at \$17.65 per hour effective on or near April 12, 2017; and

WHEREAS, Mr. Heaton will be subject to a 6-month probationary period and all other Personnel Policies and/or employment contracts will apply.

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

Motion to adopt resolution #17-03-068 to hire Mr. Randall Heaton as a Part-time Building Maintenance Worker at \$17.65 per hour, effective on or near April 12, 2017.

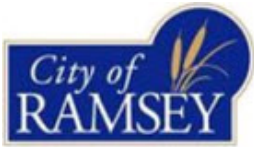
The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of March, 2017.



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: 03/28/2017

By: Colleen Lasher, Administrative Services

Information

Title:

Adopt Resolution 17-03-067 to Hire a Part-time Economic Development Administrative Assistant

Purpose/Background:

The Purpose of this case is to request authorization to hire a part-time Administrative Assistant to work in the Administrative Services Department, primarily supporting the City's Economic Development function. This position will allow the Assistant City Administrator/Economic Development Manager to place a greater focus on higher level priority projects, tasks, and initiatives.

In summary, the primary objectives of this position are to provide specialized administrative support to the Assistant City Administrator/Economic Development Manager. This may include, but is not limited the following duties:

- Assist with the administrative side of EDA meetings
- Assist with the EDA website and website content
- Assist with the administrative side of Business Retention and Expansion (BR&E) program
- Act as the key contact for the City of Ramsey's leased properties
- Process the administrative side of real estate agreements
- Provide general administrative support to the Assistant City Administrator/ Economic Development Manager for non-EDA items
- Create and maintain a records database for economic development/TIF projects for the City of Ramsey
- Provide general back-up support for various city events (i.e. EDA events, Happy Days, and the various unplanned public events)

This position was approved as part of the 2017 budgeting process. Therefore, an internal, followed by an external recruitment process was conducted. Staff received 54 applications. Six finalists completed a second interview which included a panel of the City Administrator, the Economic Development Manager/Assistant City Administrator, the Human Resources Manager, the City Clerk and the Public Information and Events Specialist. All six finalists also completed a written practical exam.

Staff has completed the necessary background checks and is recommending that Ms. Katie Schmidt be hired as a Part-time Economic Development Administrative Assistant at \$20.16 per hour effective on or near April 12, 2017. Ms. Schmidt will be subject to a 6-month probationary period and all Personnel Policies and/or employment contracts will apply.

Notification:

The following key points support the need for this position:

- Economic development activities and initiatives are a major priority within the City's strategic plan, and economic development work plan
- Ramsey owns a large inventory of land, including a downtown; which needs to be sold back to the private sector for development
- Improving the community's image is a major goal for the City Council—one major component of that initiative is US Highway 10—this position will open up time for economic development manager to focus on cleaning up Highway 10, and other major redevelopment projects
- The City's recent citizen survey called out multiple opportunities for improvement—most of which were focused on economic development
- Ramsey's current staffing plan for the economic development function is lean. The primary person in charge has several other job duties, beyond economic development. It is typical fashion for this position to be in a reactionary stance to problems/ issues/ projects—with little ability to be pro-active
- Will allow for some level of back/up-contingency in the event of holidays, unexpected absences, or staff turnover
- Ramsey is a quickly growing and developing community, with a significant level of economic development projects that generally produce a return to the City of an increased tax base, jobs, and general economic activity.

Observations/Alternatives:

Funding Source:

The 2017 funding for this position has been accounted for within the 2017 budget at \$24,312; however, with a start date on or near April 12, 2017, the actual 2017 cost is estimated to be \$18,234.

Recommendation:

Authorize staff to move ahead with hiring Ms. Katie Schmidt as a part-time Economic Development Administrative Assistant, effective on or near April 12, 2017 at \$20.16 per hour which is step 1 of the 2017 wage scale.

Action:

Motion to adopt Resolution #17-03-067 to hire Ms. Katie Schmidt as a part-time Economic Development Administrative Assistant, effective on or near April 12, 2017 at \$20.16 per hour which is step 1 of the 2017 wage scale.

Attachments

[Resolution 1703067](#)

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	03/22/2017 04:40 PM
Form Started By: Colleen Lasher		Started On: 03/14/2017 08:07 AM
Final Approval Date: 03/22/2017		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #17-03-067

**RESOLUTION TO HIRE A PART-TIME ECONOMIC DEVELOPMENT
ADMINISTRATIVE ASSISTANT**

WHEREAS, as per the strategic plan, staff conducted a recruitment for a part-time Economic Development Administrative Assistant; and

WHEREAS, an internal and external recruitment process was conducted; and

WHEREAS, Ms. Katie Schmidt has been selected as the top candidate for the position; and

WHEREAS, staff has completed the necessary background checks and is recommending that Ms. Katie Schmidt be hired as a Part-time Economic Development Administrative Assistant at \$20.16 per hour effective on or near April 12, 2017; and

WHEREAS, Ms. Schmidt will be subject to a 6-month probationary period and all other Personnel Policies and/or employment contracts will apply.

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

Motion to adopt resolution #17-03-067 to hire Ms. Katie Schmidt as a Part-time Administrative Assistant at \$20.16 per hour, effective on or near April 12, 2017.

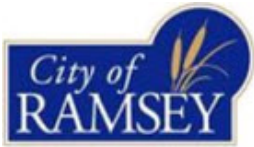
The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of March, 2017.



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

CC Regular Session

7. 6.

Meeting Date: 03/28/2017

By: Colleen Lasher, Administrative
Services

Information

Title:

Adopt Resolution #17-03-066 Appointing and Re-appointing Board and Commission Members

Purpose/Background:

The purpose of this case is to appoint and re-appoint members to the City's Boards and Commissions. The City Council is responsible for appointing board and commission members to the Economic Development Authority, the Environmental Policy Board, the Park and Recreation Commission and the Planning Commission.

Staff conducted the annual boards and commissions recruitment process for terms beginning April 1, 2017. Vacancies were advertised in the Ramsey Resident, the Anoka County Union, on the City's website, on the City's community sign, on QCTV, on the City's Facebook, and via the city's email notification system. Board or commission members with terms set to expire on March 31, 2017, were contacted and asked if they desired reappointment or not. If yes, each member submitted a letter of interest and the Chair or Vice Chair of the respective commission was invited to submit their recommendations.

The City Council reviewed the incumbents' materials and it was the consensus of the City Council to reappoint the following incumbent members to new terms beginning April 1, 2017.

- Glen Hardin to the Economic Development Authority for a 6-year full term
- Jane Covart to the Environmental Policy Board for a 4-year full term
- Russel Bayer to the Park and Recreation Commission for a 4-year full term
- Cindy Nosan to the Planning Commission for a 1-year partial term

Ten new candidates were interviewed by City Council. By consensus, the City Council recommends the following individuals be appointed to the City's boards and commissions.

- Jennifer Leistico to the Park and Recreation Commission for a 4-year full term
- Charles Tchuinkwa to the Park and Recreation Commission for a 2-year partial term
- Cheri Gengler to the Planning Commission for a 4-year full term

Notification:

Economic Development Authority: It should be noted, per Minnesota Statue 469.095, the Mayor appoints members to the Economic Development Authority (EDA) with the approval of the City Council; all other board and commission members are appointed by the City Council.

Planning Commission: The Planning Commission is a seven member commission. In the last year the commission experienced three unexpected vacancies. Ms. Cindy Nosan's current term will expire on March 31, 2017. Ms. Nosan has been on the commission since 2013 and brings with her years of experience. Although it is anticipated that Ms. Nosan will serve only through March 31, 2018, the City Council discussed the importance of retaining her on the commission. Therefore, it is the City Council's intent to re-appoint Ms. Nosan at this time and then appoint Mr. Matt Woestehoff to the commission, effective April 1, 2018 when Ms. Nosan is no longer serving. In the interim, Mr. Woestehoff will be involved with the Comprehensive Plan Steering Committee.

Terms of Office: Except for members on the EDA, which serve six-year terms, all other commission members serve four-year terms.

Funding Source:

Funding for the City's boards and commissions is included in the 2017 General Fund Budget; therefore, there are no additional budgetary implications associated with making the recommended appointments.

Recommendation:

The following appointments are recommended: to the Economic Development Authority, Mr. Glen Hardin to a 6-year full term; and to the Environmental Policy Board, Ms. Jane Covart to a 4-year full term; and to the Park and Recreation Commission, Mr. Russel Bayer to a 4-year full term, Ms. Jennifer Leistico to a 4-year full term, Mr. Charles Tchuinkwa to a 2-year partial term; and to the Planning Commission, Ms. Cheri Gengler to a 4-year full term and Ms. Cindy Nosan to a 1-year partial term.

Action:

Motion to adopt resolution #17-03-066 appointing the following board and commission members, as follows: to the Economic Development Authority, Mr. Glen Hardin to a 6-year full term; and to the Environmental Policy Board, Ms. Jane Covart to a 4-year full term; and to the Park and Recreation Commission, Mr. Russel Bayer to a 4-year full term, Ms. Jennifer Leistico to a 4-year full term, Mr. Charles Tchuinkwa to a 2-year partial term; and to the Planning Commission, Ms. Cheri Gengler to a 4-year full term and Ms. Cindy Nosan to a 1-year partial term.

Attachments

Resolution 1703066

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	03/22/2017 04:45 PM
Form Started By: Colleen Lasher		Started On: 03/14/2017 08:09 AM
Final Approval Date: 03/22/2017		

term; and to the Planning Commission, Ms. Cheri Gengler to a 4-year full term and Ms. Cindy Nosan to a 1-year partial term.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28 day of March, 2017.

Meeting Date: 03/28/2017

By: Mark Riverblood, Engineering/Public Works

Information

Title:

Consider the Establishment of a Youth Liaison to the Park and Recreation Commission

Purpose/Background:

Proposed for consideration, is the establishment of a Youth Liaison to the Park and Recreation Commission. This would be a Ramsey resident, 16 to 18 years of age, he/she would participate in all affairs and discussion of the Commission, but be a non-voting member (and without a per diem). There would seem to be many advantages to this new position, and with little or no costs. Chief among the benefits would be a broader representation of the community to this advisory board—and thereby by extension, also to the Council.

Who: A Ramsey resident, 16 to 18 years of age. They would submit an essay to the Commission to be considered, then interviewed and selected to move forward by the Commission Chair, Staff Liaison and an HR representative or appointee. How Council approval would occur can be determined.

What: A Park and Recreation Commission Youth Liaison, who may have an assigned ‘term’, but would time-out around when they reach their 19th Birthday (or at the end of that respective term, whichever occurred later) . (At which point they may be an ideal candidate to serve as an appointed Board or Commission member as part of the usual process.)

Why: To expand civic engagement and participation, as well as improve upon the diversity of opinions, ideas, issue identification, and perspectives as the City sets priorities for the development of the park and trail system for the future. While the establishment of the position now may be particularly useful, the expectation is that the Youth Liaison would be an on-going addition to the Commission. (Though could be discontinued at any time.)

Staff also proposes using this Parks and Recreation Commission appointment as a pilot project that could be expanded to the other advisory commissions of the City (e.g., EPB, and Planning). The initial program will help to identify any additional benefits or shot-comings of the program prior to consideration of expanding it to other commissions.

How: The Park and Recreation Commission has forwarded a recommendation to investigate this opportunity to City Council (the essence of this case).

Notification:

Observations/Alternatives:

Observations

The timing of the establishment of this position, would seem to be particularly beneficial as the City begins both the Comprehensive Plan and a Master Plan for Parks, now with a more direct voice from one of the Park and Recreation Commission's more important constituent groups—young people. This also begins to develop future leadership within the community, and increases communications in several dimensions and directions.

Since this topic had been discussed by the Park and Recreation Commission in March, Staff has made an inquiry with other communities to see if any had a youth liaison or similar position. The following is a synopsis of the

informal survey:

- Many communities do not have a youth liaison
- Some have Youth Commissioners with equal stature (voting) and are fully 'counted' as a part of a seven member commission
- At least one city has the equivalent of a youth liaison (or two members), but as non-voting member(s)
- A few city's have explored the concept but found regular participation to be an issue, and have discontinued the practice
- At least one community had youth liaisons to several commissions and boards

Attached are examples of how three different city's address youth participation relating to their Park and Recreation Commission

Alternatives

1. Do nothing at this time
2. Consider the concept at a future date
3. Investigate further
4. Direct Staff to proceed with the Youth Liaison to the Park and Recreation Commission, based upon Council direction

Funding Source:

Other than a small amount of recruitment time (staff), there would be no cost over-and-above those that support regular Commission activity.

Recommendation:

Staff and the Commission are recommending the establishment of a Youth Liaison to the Park and Recreation Commission.

Action:

Motion to authorize/not authorize Staff to proceed with the establishment of a Youth Liaison to the Park and Recreation Commission, (based upon discussion).

Attachments

Medina

Chanhassan

Bloomington

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	03/23/2017 07:27 AM
Kurt Ulrich	Kurt Ulrich	03/23/2017 03:43 PM
Form Started By: Mark Riverblood		Started On: 03/22/2017 09:06 AM
Final Approval Date: 03/23/2017		

CHAPTER 5.**ENVIRONMENT****525. CITY PARK COMMISSION****Section 525.01. Establishment.**

Subd. 1. A park commission of seven members is established. Members of the park commission shall be appointed by majority vote of the city council and may be removed for any reason by a vote of two-thirds of the full city council. Members of the park commission shall be residents of Medina who have lived in Medina for at least one year immediately preceding appointment.

Subd. 2. The city council may also appoint up to two youth members to the park commission. Youth members shall be less than 18 years of age at the time of their appointment. Youth members shall be non-voting members and their presence or absence at a meeting shall not be counted in determining the existence of a quorum of the commission.

Section 525.03. Term.

Subd. 1. Members of the park commission shall serve staggered terms of three years. Terms shall begin January 1. No person shall serve more than nine consecutive years on the park commission. Any person who has served on the park commission for nine consecutive years may be appointed again after an interruption in service of at least one year.

Subd. 2. Youth members of the park commission shall serve a term of one year from the date of appointment and may be appointed for a second term of one year regardless of their age at the time of reappointment.

Section 525.05. Duties. The park commission shall provide advice and recommendations to the city council and planning commission on matters of development and use of parks and recreational facilities, recreation programs, preservation of natural resources, and promotion of environmental awareness. The duties of the park commission may include, but are not limited to the following activities:

Subd. 1. Advising the city council and planning commission regarding park dedication requirements, including land dedication or cash in lieu payments;

Subd. 2. Advising the city council regarding the use of special contributions and expenditure of monies from the park dedication fund and municipal parks fund;

Subd. 3. Studying special issues requested by the city council or recommending the study

of issues relating to the development and use of parks;

Subd. 4. Advising on the application for county, state and federal grant programs consistent with park commission and city council policies;

Subd. 5. Advising the city council on updates and changes to the comprehensive plan as it relates to parks, trails and recreational activities; and

Subd. 6. Undertaking such other duties as the city council may request.

Section 525.07. Council Action. The recommendations of the park commission shall be advisory to the city council. The city council may adopt, modify or reject the recommendations of the park commission by vote of a simple majority of those present. The city council shall not be required to take any action with regard to a recommendation of the park commission.

Section 525.09. Organization. The park commission shall:

Subd. 1. Elect from its members a chair and a vice chair, each of whom shall serve for a period of one year;

Subd. 2. Appoint a secretary from its membership who shall perform the clerical duties on behalf of the park commission and maintain meeting minutes; and

Subd. 3. Adopt such bylaws as shall be necessary or desirable to conduct its business but which may not be in conflict with any ordinance or statute. Bylaws shall be adopted by a majority vote of the full park commission.

Section 525.11 Staff Liaison. The city administrator shall designate a staff liaison to the park commission. The liaison shall prepare reports and information for the park commission, attend its meetings and participate in hearings and discussions held by the park commission but shall not vote on any item before the commission. The liaison shall report to the city administrator and city council on the activities and recommendations of the park commission.

Section 525.13. Meetings. All meetings of the park commission shall be open to the public and shall be governed by the Minnesota open meeting law. The park commission shall hold its meetings at such fixed date, time and place as it from time to time shall determine. The minutes of all meetings shall be recorded and a copy transmitted to the city council.

Amendment History of this Section

Adopted January 5, 2005 (Ord. 379).

Amended January 3, 2006 (Ord. 398). Clarified the way in which 'consecutive years' would be determined in Subsection 525.03.

Amended January 17, 2017 (Ord. 607). Establishes youth members and clarifies other sections of the ordinance.

Press Release

City of Chanhassen Seeks Youth Members for Park and Recreation Commission April 22, 2013

The City of Chanhassen is seeking applicants for one or two youth commissioners on the Chanhassen Park and Recreation Commission. Applicants must be 16 to 18 years of age and reside in Chanhassen. Youth member terms will be for one year, serving from April to March annually. The Park and Recreation Commission is an advisory body that provides recommendations and advice to the City Council regarding parks, recreation and leisure services. Youth membership includes voting privileges on issues that come before the Park and Recreation Commission.

The Park & Recreation Commission is responsible for:

- The preparation and maintenance of a comprehensive Parks and Open Space Plan for the future development of the city park and recreation system that is submitted to the City Council for implementation.
- The preparation of an annual 5-year Park and Trail Acquisition and Development Capital Improvement Plan (CIP) for delivery to the City Council.
- Evaluation and guidance regarding the city's annual special event series and recreation program offerings.

Visit the City of Chanhassen's website to find and complete an on-line application to be considered for a youth position on the City of Chanhassen Park and Recreation Commission. Contact Todd Hoffman, Park and Recreation Director at 952-227-1129 or at thoffman@ci.chanhassen.mn.us/commissions for additional information.



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Parks, Arts & Recreation Commission

The Bloomington Parks, Arts and Recreation Commission advises the City Council on matters related to the capital development, improvement and maintenance of city parks as well as recreation and cultural arts programs.

Meeting location, schedule, agendas, minutes

Meetings are usually held in the Dakota Conference Room, [Bloomington Civic Plaza](#), 1800 West Old Shakopee Road.

- [Agendas, webcasts and documents](#)

Browse for meetings that are posted each month. Agendas and approved minutes are added as they become available.

[2017 PARC Meeting Schedule](#)

Mission statement and duties

Section 2.98.11 of the *Bloomington City Code* charges PARC with the following duties:

- To review and evaluate park and recreation programs and how these programs can and do fulfill the existing and future needs of the City.
- To review and evaluate parks, recreation and arts financing methods as they relate to needs.
- To review, study, and evaluate the use, operation, and need for revenue facilities in the City such as the golf courses, swimming pools, and Bloomington Community Ice Garden.
- To study, review, and evaluate existing and future programs and facilities in the area of cultural activities as an important additional source of recreation for the people; and to study how these programs and facilities meet the cultural needs of the community.

Parks and Recreation Annual Report

Each year the Parks and Recreation department pulls together information to share regarding the previous years successes and the following years objectives. Here is the [2015 Parks and Recreation Annual Report](#)

Members

Cindy Deal

Commissioner

Dec. 31, 2019

Joshua Fremder

Youth Commissioner

Aug. 31, 2017

Tim Greenleaf

Commissioner

Dec. 31, 2018

Patrick Martin

Commissioner

Dec. 31, 2018

James McCarthy

Vice Chair

Dec. 31, 2018

Dave Rickert

Commissioner

Dec. 31, 2017

Lenny Schmitz

Chair

Dec. 31, 2017

To apply to be a Commissioner with the Parks, Arts and Recreation Commission please fill out the following application:

[Advisory Board and Commission Application.pdf](#)

Staff liaison

PARC's staff liaison is Randy Quale, manager of the City's Parks and Recreation Division.

Parks and Recreation Links

[Arts in the Parks](#)

[Farmers Market](#)

[Park locations](#)

[Programs](#) ▶

Parks Commission

[Rentals](#)

[Seasonal Jobs with Parks and Rec](#)

[Special events](#) ▶

[Swimming](#)

[Volunteer with Parks and Rec](#)

Related content

[City Council strategic initiatives: Imagine Bloomington 2025](#)

For more information, contact

Parks and Recreation Division

952-563-8877

952-563-8740 (TTY)

parksrec@BloomingtonMN.gov

ABOUT BLOOMINGTON

City of Bloomington

1800 West Old Shakopee Road

Bloomington, MN 55431-3027

952-563-8700

(TTY: 952-563-8740)

information@BloomingtonMN.gov

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ADDITIONAL LANGUAGES

TRANSLATED HANDOUTS

中 - Chinese

Hmoob - Hmong

Русский - Russian

Soomaali - Somali

Español - Spanish

Tiếng Việt - Vietnamese

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Meeting Date: 03/28/2017

By: Mark Riverblood, Engineering/Public Works

Information

Title:

Approve Resolution #17-03-059 Authorizing a MN DNR Grant Application from the Local Trail Connections Program for a Segment of the Trott Brook Trail

Purpose/Background:

Trott Brook Trail Connection—Background on the Proposed Boardwalk

As City Council may recall, the recommendation to satisfy Park Dedication for the Brookfield 4th Addition in 2013, was to accept approximately \$46,000 in cash, with the intention to construct a boardwalk connection from the existing trail in Brookfield to Variolite Street—if additional funding could be secured by a grant. (Details are included in the Park and Recreation Commission's October 2013 case, on the city's website.) The Minnesota Department of Natural Resources Local Trail Connections Program is accepting proposals in March 2017, for projects like the Trott Brook trail connection referenced herein. The following is a summary of the DNR's Local Trail Connection Program:

"This program is intended to accelerate local trail connections to planned and existing state trails and other public facilities, not to create significant new recreation trails. Its primary purpose is to complete connections between where people live (e.g. residential areas within cities, entire communities) and significant public resources (e.g. historical areas, open space, parks and/or other trails). Grants are awarded for the acquisition and development of connecting trails and for removal of barriers that impede full access to these facilities. Historically, priority has been given to projects that seek to develop residential connections to state and regional facilities and to link existing trail systems. The Local Trail Connections Program depends on local communities and their local government representatives to provide inspiration, planning and commitment, as well as the local matching financial requirement, to make these trail projects a reality. Local governments complete the acquisition and/or projects and are reimbursed for a portion of the acquisition and/or project actually completed. The program was first funded in 1993 and has funded 213 trail projects statewide to date."

The MN DNR's competitive grant program matches 75% of project costs up to \$150,000. The project's anticipated construction cost is estimated at +/- \$267,000 of which a \$150,000 may be reimbursable by the DNR (if awarded the grant).

Attached is the City's Priority Trail Map, with the project area circled with a dotted line. Also attached is the proposed trail and boardwalk extension shown in a red and yellow dotted line in relation to the Brookfield plat—as well as the Capital Improvement Plan (CIP) worksheet pertaining to this proposed project.

Notification:

No notifications are required, however the city has conducted a Public Hearing on the CIP, and residents are aware of the proposed trail extension this case discusses, and make regular inquiries as to the project's status (desiring to see the trail connection to Variolite Street).

Observations/Alternatives:

This State granting program is highly competitive, with only four communities selected for funding in 2016. Anticipated funding available (State-wide) for FY 2018 is approximately \$800,000 from “In Lieu Of” lottery proceeds—and subject to appropriation from the MN Legislature and signature of the Governor.

The program priorities are "*...funding will be given to projects that provide significant connectivity. Considerations also include trail length, expected amount and type of use, and quality and attractiveness of natural and cultural resources.*"

Funding Source:

Park Trust Fund + DNR Trail Grant Funds.

Recommendation:

The Park and Recreation Commission and Staff recommends submitting a grant proposal for the Local Trail Connection Program, consistent with this case's narrative and the attached draft budget.

Action:

Motion to Approve Resolution #17-03-059 Authorizing a Grant Application Submittal for the Local Trail Connection Program.

Attachments

[Priority Trails](#)

[Project Map detail](#)

[Grant Manual](#)

[Trail Extension Map \(2013\)](#)

[Draft Budget](#)

[CIP worksheet-Trott Brook Trail](#)

[Resolution #17-03-059](#)

[Example boardwalk](#)

[Connection point at Variolite St](#)

Form Review

Inbox

Grant Riemer

Kurt Ulrich

Form Started By: Mark Riverblood

Final Approval Date: 03/23/2017

Reviewed By

Grant Riemer

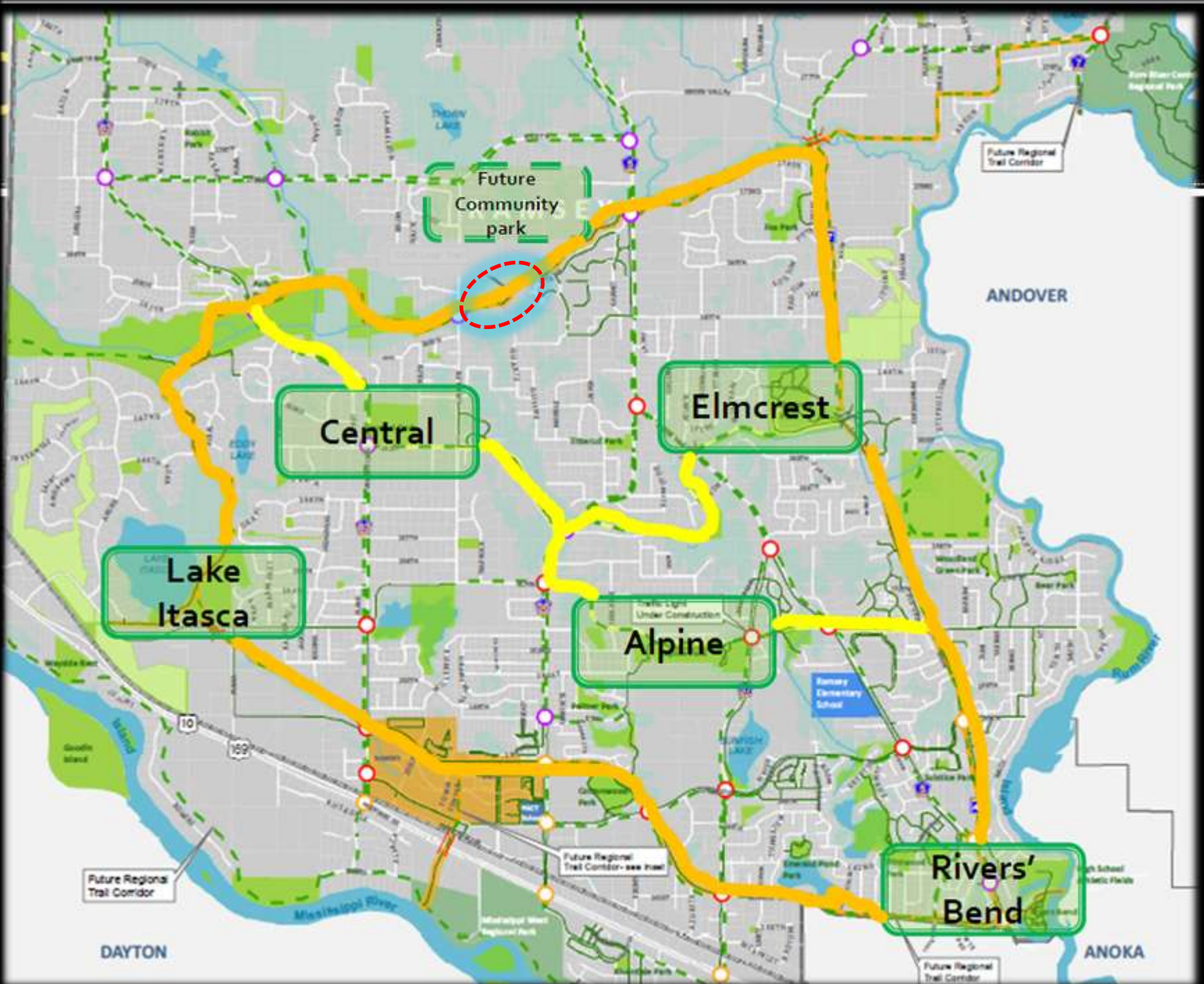
Kurt Ulrich

Date

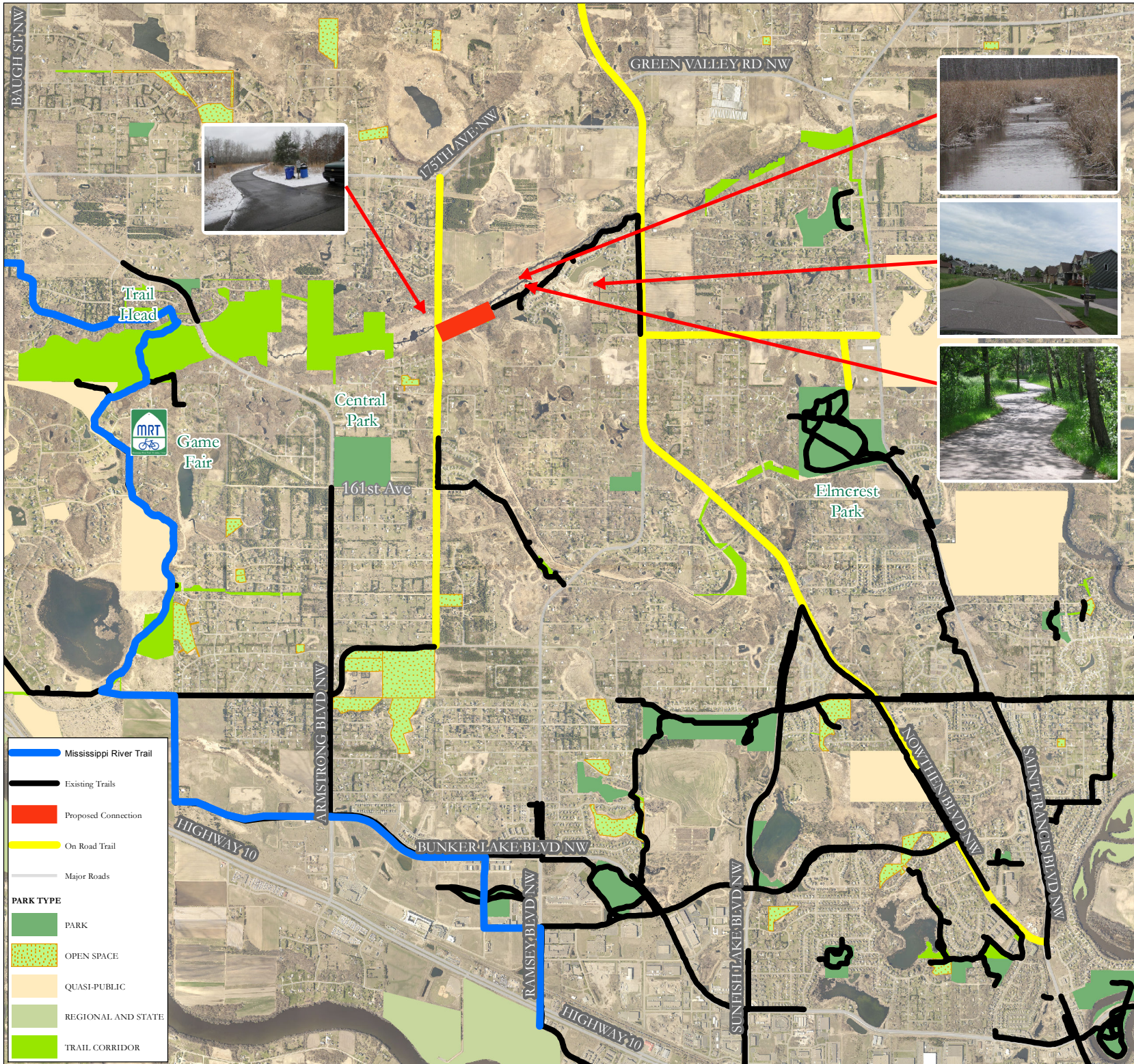
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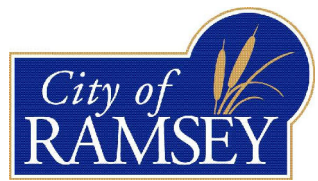
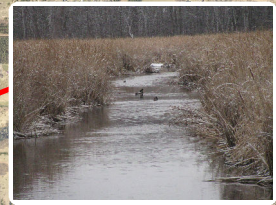
Started On: 03/07/2017 10:15 AM



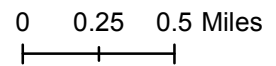
Gold/Yellow represents priority trails within Ramsey



- Mississippi River Trail
 - Existing Trails
 - Proposed Connection
 - On Road Trail
 - Major Roads
- PARK TYPE**
- PARK
 - OPEN SPACE
 - QUASI-PUBLIC
 - REGIONAL AND STATE
 - TRAIL CORRIDOR



Local Context
Trott Brook Greenway Project





LOCAL TRAIL CONNECTIONS PROGRAM



2017 Program Manual

Revised 12/06/2016

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- VI. HOW THIS PROGRAM WORKS WITH TRANSPORTATION ENHANCEMENTS
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- IX. MINNESOTA STATUTE 85.019
- X. OTHER PROGRAM REQUIREMENTS
 - A. Grants and Public Information
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I. PROGRAM INTRODUCTION

This program is intended to accelerate local trail connections to planned and existing state trails and other public facilities, not to create significant new recreation trails. Its primary purpose is to complete connections between where people live (e.g. residential areas within cities, entire communities) and significant public resources (e.g. historical areas, open space, parks and/or other trails).

Grants are awarded for the acquisition and development of connecting trails and for removal of barriers that impede full access to these facilities. Historically, priority has been given to projects that seek to develop residential connections to state and regional facilities and to link existing trail systems.

The Local Trail Connections Program depends on local communities and their local government representatives to provide inspiration, planning and commitment, as well as the local matching financial requirement, to make these trail projects a reality. Local governments complete the acquisition and/or projects and are reimbursed for a portion of the acquisition and/or project actually completed.

The program was first funded in 1993 and has funded 213 trail projects statewide to date.

Contact Information:

Minnesota Department of Natural Resources
Division of Parks and Trails
500 Lafayette Road, Box 39
Saint Paul, MN 55155

Daniel Golner, Grant Coordinator
Daniel.Golner@state.mn.us or (651) 259-5599

II. IMPORTANT ITEMS YOU NEED TO KNOW

A. How to Apply

- Anticipated funding available for FY 2018 is approximately \$800,000 from “In Lieu Of” lottery proceeds. This funding is divided between three Park and Trail grant programs. This funding is subject to appropriation from the MN Legislature and signature of the Governor.
- **All applications must be received electronically by March 31, 2017**
- Applications are to be submitted electronically in a “.pdf” format by the due date above. Paper submission of applications will no longer be accepted. To submit the application, email a pdf version of the application and attachments to Trailgrants.DNR@state.mn.us. This is the official submittal e-mail box. Submitting to any other e-mail will not be accepted. Format the entire application, including all attachments, as one pdf document with all pages 8 ½” by 11” in dimension. After submission, make sure you have received a confirmation email that your application has arrived in a useable format by the due date. **A confirmation e-mail should arrive within one business day after you have submitted your application and after it is reviewed for readability.** Each e-mail is opened to insure files are readable and then followed with a confirmation e-mail. Applications submitted in an unusable format will NOT be considered for funding. If there are any questions about submitting the application please contact program staff.
- Grant awards will be announced by June 2017.
- **Funds will first be available no earlier than July 1, 2017 to start the contracting process.** This means projects funded in this grant round will not have a contract in place before July 1st and thus cannot begin the project prior to this date (see B. Grant Timeline section).
- The application is available in Word format on the DNR Website at http://www.dnr.state.mn.us/grants/recreation/trails_local.html
- All local units of government (typically cities, counties, and townships) are eligible to apply. Also user groups and/or trail organizations may apply, but only in coordination with a local unit of government per legislation. Funding is only available to a local unit of government.
- The maximum permissible request is \$150,000. The minimum is \$5,000.
- These grants are 75/25 “cash match” reimbursement grants. That means the grantee must complete the project and fully pay for it, produce documentation that shows actual expenditures and proper procurement process has been followed. Then they will receive 75% of what was spent up to their grant award.
 - **Neither this funding source, nor the match can be used for in-house labor services and/or to meet existing payroll (see Section III, D. Non-eligible Reimbursement Costs for additional ineligible costs).**
 - Only contract services, materials, and supplies are reimbursable.

- All projects awarded through this grant round must be completed by **June 30, 2019** and immediately available for use to the general public for no less than 20 years.
- If land is purchased with these funds, it is required that a “Twenty-Year Easement for Recreational Trail Purposes” is attached to the deed. Also the property must be appraised by a state certified appraiser and in accordance with DNR and Federal requirements. Please see land acquisition and appropriate land appraisal requirements in this manual.
- Applicants are required to design and construct their trail to meet ADA standards, unless it meets an ADA exemption. The applicant must site the exemption from ADA in the application for it to be considered, otherwise provide details and list design specifics in the ADA question of the application in how the project will meet ADA requirements. Do not just state the trail project will be ADA compliant. This is an insufficient answer.
- If your project is selected, and the project will need to be evaluated for applicability of environmental review under Minnesota Rules, Chapter 4410. The local unit of government listed in the application is considered the Responsible Governmental Unit (RGU). Mandatory EAW categories are described at Minnesota Rules, 4410.4300. Exemptions from environmental review are described at Minnesota Rules, 4410.4600 located at the following website at <http://www.revisor.leg.state.mn.us/arule/4410/>. Verify if your project is or is not exempt.
- All facilities that are funded through this program also require a commitment from the applicant that the trail will be open and available for use, as well as maintained, for no less than twenty years and should be stated in their resolution.
- Each proposal must specifically and directly address each requirement and criterion to qualify and receive consideration. If one section of the application is not addressed, the application will not be reviewed for consideration.
- All pages and attached maps must be **8 1/2 X 11 inches ONLY** and in color, as long as they are reproducible in black and white.
- **Read each question thoroughly to make sure each part of a question is answered. Do not answer a question inside the same box as the question. Use the blank box associated with each question for the response.**
- When identifying recreation use for your project, make sure to only mark those uses that will actually use the trail.

B. Grant Timeline

Grant Application Timeline

Early January 2017	→	Grant application materials available on the DNR website
March 3, 2017	→	Draft applications due if grant applicant seeks comments by Grant Coordinator (not required)
March 31, 2017	→	Grant application due date; Applications will NOT be accepted after this date.
March 31, 2017 - July 2017	→	Application review and selection process.
July 2017	→	Grant applicants are notified of the results. All grant applicants will be sent a letter if they are awarded a grant or not. Copy of the notification letter will also be sent to the applicant partner, if applicable. Awarded grantees then will follow the timeline below.

Awarded Grant Timeline

July 2017	→	Award letter received! Congratulations! Required documentation checklist also included with notification letter.
July – June 30, 2019	→	Grantee must begin work on the required documentation checklist items. All items must be completed in order to receive a grant contract. Such items include: <ul style="list-style-type: none"> • Natural Heritage determination letter • SHPO Archeological Review determination letter • Water Wetland review • Land Certification • Environmental Quality Board determination letter • Environmental Assessment Statement completed
June 30, 2019	→	The project must be completed by 6/30/2019. Grant extensions past 6/30/2019 are not an available because the funds expire 6/30/2019 per the legislation. The Grantee must plan accordingly to complete the project no later than 6/30/2019.

III. PROJECT ELIGIBILITY

A. Eligible Projects

Eligible projects may include, but are not necessarily limited to the following examples:

- Land acquisition from willing sellers, where value is established by a licensed and certified appraiser, whose conclusions of value are certified by the State, and only if perpetual easement for recreation trail purposes is conveyed to the state. See the land acquisition requirements section of this manual for more information.
- Construction of trails on public or private lands where a twenty year easement for the purpose of the project can be obtained.
- Development of trail linkages near homes and workplaces.
- Development of permanent trailside improvements and trailhead facilities (e.g., drainage, crossings, stabilization, parking, signage, controls, open-sided shelters, water, and sanitary facilities).
- Provision of features that facilitate access and use of trails by persons with disabilities.
- Restoration of existing trail facilities, such as resurfacing, repair, or rehabilitation of trails or trailhead facilities.
- Contracted maintenance of existing recreational trails.
- Construction or restoration of trail bridges.

B. Eligible Reimbursement Costs

- Advertising costs solely for (1) Recruitment of personnel; (2) Solicitation of bids; and (3) Disposal of scrap materials.
- Capital and labor expenditures for facilities, equipment and other capital assets
- Materials and/or supplies.
- Freight transportation expenses.
- Professional services and Project administration costs provided that they do not exceed 20 percent of the total cost of the project.
- Land acquisitions (including permanent easements) whose value a licensed appraiser establishes and whose conclusions of value are certified by the state. See land acquisition requirements section of this manual.
- Any cost not defined as an eligible cost or not included in the approved Application shall not be paid from state funds committed to the project, unless the Department has provided written authorization.

C. Non-eligible Projects

Non-eligible projects include but are not limited to the following:

- Projects within state park boundaries, state recreational areas, on state trails, and elements of the Metropolitan Open Space System.
- Construction of trails within federally designated wilderness areas (with some exceptions).
- Construction of ordinary sidewalks.
- Planning projects that are preliminary to construction of any trail projects.
- Improvements on highways or other roadways, including but not limited to, lighting, striping, on-street routing, and shoulder work.
- All paved multi-use bicycle/pedestrian trails less than 10 feet in width are not eligible. Short distance exceptions are allowed on a case by case basis.

D. Non-eligible Reimbursement Costs

Including all costs not defined as eligible costs, but not limited to the following:

- Any expenditure that occurs before the effective date of this agreement
- Fund raising
- Taxes, except sales tax on goods and services
- Insurance, except title insurance
- Attorney fees
- Loans, grants, or subsidies to persons or entities for development
- Bad debts, late payment fees, finance charges or contingency funds
- Interest, investment management fees
- Lobbyists
- Political contributions
- Wages and expenses of Sub grantee's employees
- Fringe benefit costs of Sub grantee's employees
- Land appraisals
- Entertainment, gifts and prizes, food and refreshments
- Purchase of phones, computers, tablets or audiovisual equipment
- Memberships (including subscriptions and dues), publications, periodicals and other subscription fees
- Agency advertising and marketing expenses
- Office Rental Fees, and Overhead and Indirect Expenses (including, but not limited to office or storage space rental, utility expenses, copier rental, phone bills, office materials and supplies)

IV. APPLICATION PROCESS

The application is available to download from the program web page:

http://www.dnr.state.mn.us/grants/recreation/trails_local.html

Applicants are urged to begin the application process early in order to allow time to complete application requirements, such as getting a local unit of government resolution. Completed applications must be received electronically by **March 31, 2017**.

Applications are to be submitted electronically in a “.pdf” format by the due date above. Paper submission of applications will no longer be accepted. To submit the application, email a pdf version of the application and attachments to Trailgrants.DNR@state.mn.us. This is the official submittal e-mail box. Submitting to any other e-mail will not be accepted. Format the entire application, including all attachments, as one pdf document with all pages 8 ½” by 11” in dimension. After submission, make sure you have received a confirmation email that your application has arrived in a useable format by the due date. **A confirmation e-mail should arrive within one business day after you have submitted your application.** Each e-mail is opened to insure files are readable and then followed with a confirmation e-mail. Applications submitted in an unusable format will NOT be considered for funding. If there are any questions about submitting the application please contact program staff.

This is a competitive program. Staff members are available to discuss your project or review application materials prior to submittal. You are encouraged to submit any draft application or materials by March 3, 2017 if you would like staff to provide comments.

V. COMPETATIVE REVIEW AND SELECTION PROCESS

The program is competitive and requires a review and selection process to make funding determinations and awards. The review and selection process will take place after the application due date, and funding announcements will be made in summer. Completed applications received after the deadline will not be eligible for funding consideration.

Priority for trail project funding will be given to projects that provide significant connectivity. Considerations also include trail length, expected amount and type of use, and quality and attractiveness of natural and cultural resources.

Selection Priorities:

- Projects that provide connectivity, such as trails connecting where people live (e.g. residential areas within cities, entire communities) and significant public resources (e.g. historical areas, open space, parks and/or other trails).
- Projects that can be expected to have relatively high usage.
- Projects that provide for a unique and interesting connection to the outdoors, such as trails with scenic views, unique natural and cultural features, and wildlife/nature viewing.

VI. HOW THIS PROGRAM WORKS WITH TRANSPORTATION ENHANCEMENTS OR TRANSPORTATION ALTERNATIVES PROGRAM

This program can provide a portion of the local match for Transportation Enhancement Projects that are awarded by Mn/DOT with Federal Highway Administration funding. However; this program provides reimbursement up to 75 percent, while Enhancements provide up to 80 percent. The grantee must ensure that there is never more than 100 percent reimbursed.

This program can reimburse engineering and design costs associated with these projects, which cannot be reimbursed under the Enhancement program. Engineering and design costs can only be reimbursed up to 75 percent and can only account for up to 20 percent of the total cost of the project. (i.e. for a \$100,000 project, the maximum a grantee may request reimbursement for engineering and design costs would be fifty percent of \$20,000).

Typically, only projects that are programmed for funding in the current or upcoming federal fiscal year are eligible to receive funding through the current years' solicitation.

VII. TRAIL DESIGN REQUIREMENTS

All paved multi-use bicycle/pedestrian trails must be 10 feet in width to be considered for funding through this program. Very short distance exceptions might be allowed on a case by case basis and limited in distance (i.e. 20-30 feet for example). Do not submit a trail project with the intention that there will be an exception. Make sure your whole paved trail can be 10 feet wide before applying.

With regards to bicycle trails, applicants will be required to conform with recommendations contained within the 2007 “Mn/DOT *Bikeway Facility Design Manual*” developed by the Minnesota Department of Transportation, with the exception that all paved bicycle trails must be 10 feet wide versus the minimum 8 feet wide mentioned in this manual.

- See <http://www.dot.state.mn.us/bike/pdfs/manual/manual.pdf>

For other uses, applicants must follow the “*Trail Planning, Design, and Development Guidelines*” developed by the Minnesota Department of Natural Resources – Parks and Trails Division.

- The guidelines are available at the Minnesota’s Bookstore www.minnesotasbookstore.com or 1-800-657-3757 for \$19.95.

Applicants are also encouraged to follow recommendations made in “*Designing Sidewalks and Trails for Access, Part II of II: Best Practices Design Guide*” produced by the Federal Highway Administration.

- See http://www.fhwa.dot.gov/environment/recreational_trails/publications/index.cfm

When developing natural surface trails, applicants are encouraged to follow principles outlined in “*Trail Solutions: IMBA’s Guide to Building Sweet Singletrack*”.

- See <http://www.imba.com/catalog/book-trail-solutions>

Applicants are required to address the American with Disabilities Act under the Evaluation Criteria Section of the application. The *ADA Accessibility Guidelines for Outdoor Developed Areas*, and the *ADA and ABA Accessibility Guidelines for Buildings and Facilities* can be found on the Federal Access Board website. Successful applicants are required to design and construct their trail to meet ADA standards.

- The following guidelines will help you design your facilities. Copies can be ordered from the U.S. Access Board at (800) 872-2253, or downloaded from their website at <http://www.access-board.gov>. Below are links directly to specific guidelines:
- [ADA and ABA Guidelines and Standards \(https://www.access-board.gov/guidelines-and-standards\)](https://www.access-board.gov/guidelines-and-standards) (For buildings and certain recreation facilities including playgrounds, recreational boating facilities, and fishing piers)

- Outdoor Developed Area <https://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas> (For outdoor developed areas such as campgrounds, picnic areas, trails, and beaches)

VIII. LAND ACQUISITION REQUIREMENTS

When applying for a grant for land acquisition or easement, the application requires a reasonable market estimate. A full appraisal is not required to apply for a grant. If your **application is approved for funding** to purchase land or an easement, a full appraisal will then be required and must meet USPAP, DNR and Federal FHWA standards and pre-approved prior to purchase in order for the purchase to be eligible for reimbursement. Easements must include a term of no less than 20 years in the purchase agreement. This length of time is not negotiable. Any time length less than 20 years will not be reimbursable.

The following is done only if your trail project is awarded a grant and is approved for acquisition or easement purchase:

Prior to contacting and hiring a licensed appraiser to conduct an appraisal of the property, you must contact the DNR Lands and Minerals Department, Cindy Nathan, Acquisition and Appraisal Supervisor at 218-283-4408, or cindy.nathan@dnr.state.mn.us to provide assistance. The appraisal will need to be completed to meet USPAP, DNR and FHWA appraisal standards and the DNR must be named as an intended user of the report. If you are acquiring an easement, the appraiser will also need to be provided a final copy of the easement language you plan to acquire. A State Certified General Real Property Appraiser competent to appraise property to Federal Standards must conduct the appraisal. There are a limited number of appraisers that are certified to conduct appraisals to meet the federal standards. Lands and Minerals can provide you a list of appraisers that have indicated that they are competent to complete these appraisals. The requirements are also located on the DNR appraisal management website at http://www.dnr.state.mn.us/lands_minerals/appraisal_mgmt.html.

Once you have received a completed a land appraisal, it must be submitted to the DNR for appraisal review and approval before the land can be purchased with grant funds. The costs associated with a land appraisal are not eligible for reimbursement through the grant program. Therefore, it is important that the land appraisal be done correctly and with a qualified appraiser, to avoid the additional charges that would result if the appraisal were rejected by the DNR. The DNR review of land appraisals are done at no cost to the grantee. Once the DNR has approved the appraisal, grant funds can be reimbursed towards the cost of the land purchased.

Upon the purchase of land it is required to have a “Twenty-Year Easement for Recreational Trail Purposes” at a minimum that must be attached to the deed (this easement must be the same as the easement provided to the appraiser) for the land and submitted deed documentation to be approved for reimbursement.

IX. MINNESOTA STATUTE 85.019

85.019 LOCAL RECREATION GRANTS.

Subdivision 1. **Definition.** For purposes of this section, "unit of government" means a county, statutory or home rule charter city, or town.

Subd. 2. **Parks and outdoor recreation areas.** (a) The commissioner shall administer a program to provide grants to units of government for up to 50 percent of the costs of acquisition and betterment of public land and improvements needed for parks and other outdoor recreation areas and facilities, including costs to create veterans memorial gardens and parks.

(b) For units of government outside the metropolitan area as defined in section 473.121, subdivision 2, the local match required for a grant to acquire or better a regional park or regional outdoor recreation area is \$2 of nonstate money for each \$3 of state money.

Subd. 3. [Repealed by amendment, 1995 c 220 s 68]

Subd. 4. [Repealed by amendment, 1995 c 220 s 68]

Subd. 4a. **Natural and scenic areas.** The commissioner shall administer a program to provide grants to units of government and school districts for the acquisition and betterment of natural and scenic areas such as blufflands, prairies, shorelands, wetlands, and wooded areas. A grant may not exceed 50 percent or \$500,000, whichever is less, of the costs of acquisition and betterment of land acquired under this subdivision. The commissioner shall make payment to a unit of government upon receiving documentation of reimbursable expenditures.

Subd. 4b. **Regional trails.** The commissioner shall administer a program to provide grants to units of government for acquisition and betterment of public land and improvements needed for trails outside the metropolitan area deemed to be of regional significance according to criteria published by the commissioner. Recipients must provide a nonstate cash match of at least 25 percent of total eligible project costs. If land used for the trails is not in full public ownership, then the recipients must prove it is dedicated to the purposes of the grants for at least 20 years. The commissioner shall make payment to a unit of government upon receiving documentation of reimbursable expenditures. A unit of government may enter into a lease or management agreement for the trail, subject to section 16A.695.

Subd. 4c. **Trail connections.** The commissioner shall administer a program to provide grants to units of government for acquisition and betterment of public land and improvements needed for trails that connect communities, trails, and parks and thereby increase the effective length of trail experiences. Recipients must provide a nonstate cash match of at least 25 percent of total eligible project costs. If land used for the trails is not in full public ownership, then the recipients must prove it is dedicated to the purposes of the grants for at least 20 years. The commissioner shall make payment to a unit of government upon receiving documentation of reimbursable expenditures. A unit of government may enter into a lease or management agreement for the trail, subject to section 16A.695.

Subd. 5. **Powers; rules.** The commissioner has all powers necessary and convenient to implement this section, including the authority to adopt rules for the program under chapter 14.

X. OTHER PROGRAM REQUIREMENTS

A. Grants and Public Information

Under [MN Statute 13.599](#), responses to a request for proposal are nonpublic until the application deadline is reached. At that time, the name and address of the grantee, and the amount requested becomes public.

After the application evaluation process is completed, data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected grantee(s) is completed.

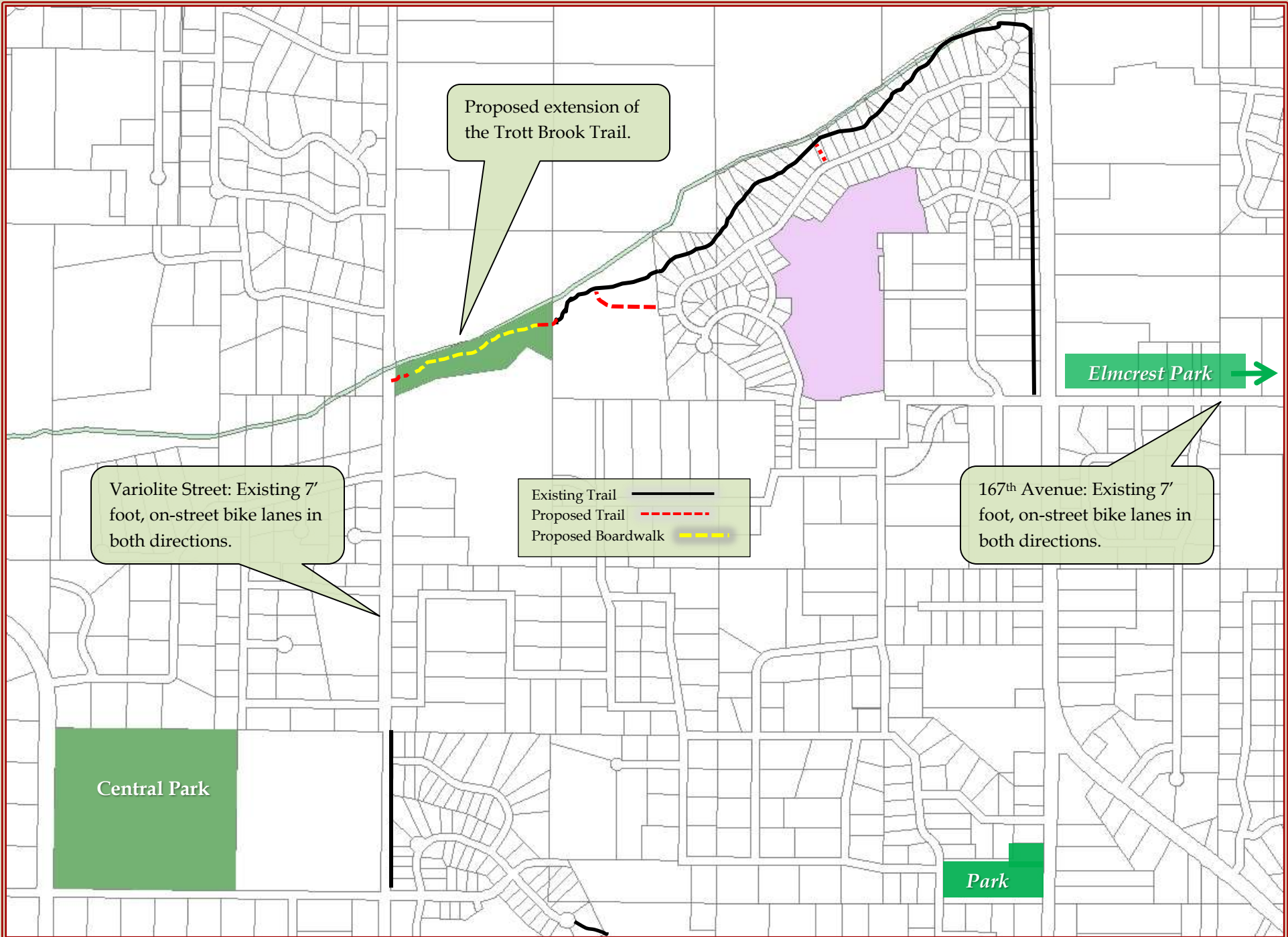
[MN Statute 13.44](#) categorizes estimated or appraised value of real property prior to purchase and sale as confidential data on individuals or protected nonpublic data. See also Minnesota Government Data Privacy Act for more information. This information, along with corresponding budget information, will be redacted from the applications before making them public.

B. Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant agreement have been met. A progress report form will be provided by program staff. Grant payments shall not be made on grants with past due progress reports unless program staff have given the grantee a written extension.

C. Monitoring Requirements

It is the policy of the State of Minnesota to conduct at least one monitoring visit per grant period on all state grants of over \$50,000 and to conduct at least annual monitoring visits on grants of over \$250,000.



Proposed extension of the Trott Brook Trail.

Variolite Street: Existing 7' foot, on-street bike lanes in both directions.

Existing Trail ———
Proposed Trail - - - - -
Proposed Boardwalk - - - - -

167th Avenue: Existing 7' foot, on-street bike lanes in both directions.

Elmcrest Park →

Central Park

Park

8) PROJECT COST BREAKDOWN:

Identify each recreational trail/facility being proposed for funding. Provide a short quantitative description of the facility (linear feet, dimension of structures, number of components, etc.), the total estimated cost and the expected completion date for each. Include materials, landscaping, design/engineering services, contract service, etc. Add or delete rows in the text boxes below as appropriate. For acquisition projects, fill out the acquisition table.

Trail/Facility	Description	Estimated Cost	Expected Completion Date
150' x 10' Parking	7 vehicle parallel parking with ADA space	\$4,978	2018
ADA striping for parking	Pavement striping adjacent to trail entrance	\$200	2018
ADA sign	Sign, post and installation	\$185	2018
Truncated Domes	4 (four) 2' x 2' steel truncated dome panels in 3' x 10' concrete panel	\$1,298	2018
10' trail segments	Bituminous trail connectors – on either end of boardwalk/parking	\$2,410	2018
215, 8' x 8' boardwalk sections	Boardwalk panels, 2 X 6 decking, 4 x 4's, galvanized hardware	\$121,680	2018
432 galvanized brackets and pans	Standard boardwalk pans and upper brackets with galvanized hardware	\$25,946	2018
Curbing for boardwalk	2 x 4's and blocks with hardware	\$6,209	2018
Delivery	4 truckloads lumber and hardware	\$1,000	2017
Labor	All labor associated with actual boardwalk construction (contracted)	\$102,850	2018
	(Local administration costs are not included or accounted for anywhere in this application.)		
Total		\$266,756	2018

DRAFT

Project # 06-PARK-019
 Project Name Trail Connections

Department Park Improvements
 Contact
 Type Improvement
 Useful Life 20 Years
 Category Park Improvement
 Priority 5-Opportunity/Unfunded/Placeholder
 Status Active

Total Cost \$450,000

Description

This project would include the installation of several high priority connections linking segments of the city's trail system as opportunities and funding become available.

Examples:
 -Trott Brook Trail from Brookfield to Variolite
 -Armstrong Boulevard Trail from Central Park to Trott Brrok
 -142nd Ave, east of TH#47, north to Xkimo Street

Justification

The increase demand in use of the city's trail system requires the continued development of the trail system.

Resident requests for improved trail system connections are reflected in priority projects. Trails will also move people off high speed roadways and improve transportation and safety - an objective that is aligned within the strategic goal of a Connected Community.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Improvements Other than Building Cost	250,000			200,000							450,000
Total	250,000			200,000							450,000

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Grants/Outside Sources	150,000										150,000
Park Improvement Trust Fund	100,000			200,000							300,000
Total	250,000			200,000							450,000

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #17-03-059

RESOLUTION SUPPORTING A TRAIL GRANT APPLICATION FOR A TRAIL AND BOARDWALK PROJECT COMPLETING THE TROTT BROOK TRAIL BETWEEN NOWTHEN BOULEVARD AND VARIOLITE STREET

WHEREAS, the City of Ramsey supports the grant application made to the Minnesota Department of Natural Resources for the Local Trail Connections Program. The application is to construct approximately one-third mile of trail along the south side of Trott Brook, consisting of 10' foot bituminous and 8' foot boardwalk thus connecting existing trails and neighborhoods to Ramsey's park and trail system – and two arterial north/south roadways, both of which with paved bike lanes.

WHEREAS, the City of Ramsey recognizes the cost match requirement for the Local Trail Connections Program, and has accordingly reserved the matching funds within the 2018 Capital Improvement Program, and is secured and approved by this Resolution.

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

- 1) If the City of Ramsey is awarded a grant by the Minnesota Department of Natural resources, the City of Ramsey agrees to accept the grant award and will enter into an agreement with the State of Minnesota for the above referenced project. The City of Ramsey will comply with all applicable laws, environmental requirements and regulations as stated in the grant 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 passed and adopted by the Ramsey City Council this the 28th day of March 2017.

Mayor

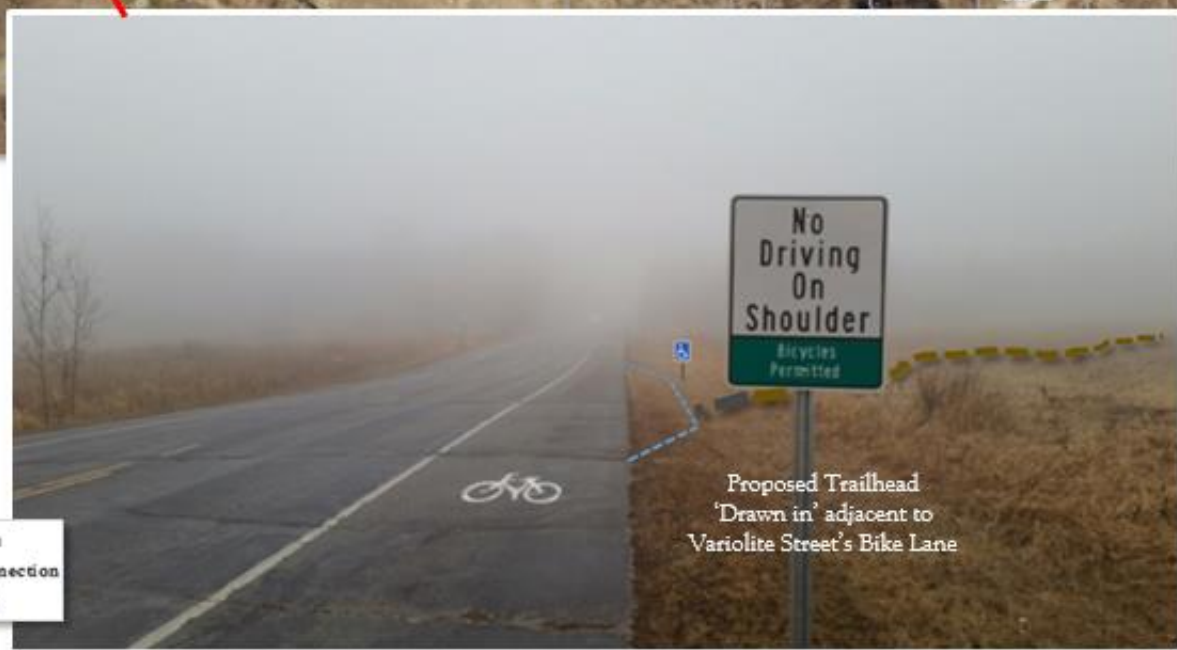
ATTEST:

City Clerk

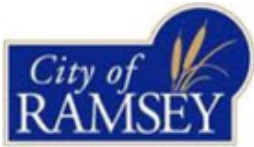


Example Boardwalk (West of Ramsey Boulevard, connecting to Sweetbay Ridge)

10) PROJECT SITE LEVEL MAP (continued):



- Existing Trails
- Proposed Connection
- On Road Trail



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

CC Regular Session

7.9.

Meeting Date: 03/28/2017

By: Tim Gladhill, Community Development

Information

Title:

Review Format and Content for April 10 Comprehensive Plan Update Workshop (Transportation Plan; Parks and Recreation Plan)

Purpose/Background:

The purpose of this case is to provide information in regard to the materials to be presented at the April 10 Comprehensive Plan Community Workshop.

On March 13, the Comprehensive Plan Steering Committee met to prepare for the April 10 Community Workshop. This workshop will focus on the following two (2) topics:

1. Transportation Plan
2. Parks and Recreation Plan

Attached to this case are materials/working documents to be presented at the public workshop.

Observations/Alternatives:

Transportation Plan

During the months of February and March, Staff, the Transportation Plan Consulting Team (WSB Associates), Anoka County Highway, and MnDOT have been collaborating and working through comprehensive transportation planning issues leading up to this stage of the Comprehensive Plan Update. The attached map represents the work of this collaboration and direction provided by the Comprehensive Plan Steering Committee. The intent is to allow participants in the transportation planning process to mark up the map and provide feedback on potential ideas. The workshop will also include a review of existing goals and strategies related to this Chapter of the Comprehensive Plan. These goals and strategies are carry over from the 2030 Comprehensive Plan. The Steering Committee recommended that 1) these goals be presented in their current form, with update commentary provided by City Staff; 2) Staff compile feedback from the workshop and other community engagement processes; and 3) Staff recommend revisions to goals and strategies based on that feedback for further review.

Parks and Recreation Plan

The City's Parks and Recreation Team has been completing a work order request to complete this task. Please note - there are two components to the Comprehensive Parks and Recreation Plan. Part 1 is the minimum requirements of State Statute Chapter 473 for comprehensive planning in the metropolitan area. Part 2 is related to the City's Strategic Plan Initiative to provide a robust recreation program in the community, and is much broader than the minimum requirements of the Comprehensive Plan Update.

Similar to the Transportation Plan process, working maps and analysis of goals and strategies will be the focus of the April 10 Workshop. Note - the planning map attached is an example only that will be cleaned up prior to the

workshop. This was the actual feedback map produced at the 2016 Happy Days Event.

Funding Source:

Funding for the Comprehensive Plan Update comes primarily from the General Fund Budget. The City did receive a \$32,000 Planning Grant from the Metropolitan Council to off set the costs of preparation.

Recommendation:

Staff recommends general feedback on the attached planning materials.

Action:

No formal action is being requested. Informal feedback is appropriate.

Attachments

[Transportation Goals](#)

[Forecasted Traffic Levels](#)

[Transportation Planning Map](#)

[Transit Planning Map](#)

[Not Motorized Transportation Planning Map](#)

[Minimum Requirements - Transportation](#)

[Park and Recreation Goals](#)

[Parks Planning Map](#)

[Minimum Requirements - Parks and Recreation](#)

[Steering Committee Minutes](#)

Form Review

Inbox

Kurt Ulrich

Form Started By: Tim Gladhill

Final Approval Date: 03/23/2017

Reviewed By

Kurt Ulrich

Date

03/23/2017 03:07 PM

Started On: 03/20/2017 10:29 AM

TRANSPORTATION ELEMENT

2040 Update Note: The Comprehensive Plan Steering Committee recommends forwarding these existing goals and strategies as a beginning point for community dialogue. These goals and strategies represent a positive body of work prepared by the community in 2008, and still generally serve as an appropriate foundation with relevant updates. The Comprehensive Plan Steering Committee did recommend streamlining the strategies and prioritize similar to the Highway 10 Access Planning Study (Current Projects, Immediate Projects, Long Term Projects, Opportunity Driven Projects, and Development Driven Projects, etc.).

A. Framework and Goals

The Federal Highway Act of 1962 required continuous, comprehensive, and coordinated transportation planning for metropolitan areas. It was an important step in creating a mechanism for local, regional and federal agencies to plan for transportation needs. This plan was developed using previous transportation planning documents for the City of Ramsey and Anoka County and the Metropolitan Council Transportation Policy Plan. The transportation system in Ramsey is complex due to many factors. Nonetheless, key transportation planning principles and characteristics of the transportation system have been established in order to provide a basis for sound transportation planning decisions. The following plan involves simplistic tools and is designated to encompass thorough stakeholder involvement and coordination of diverse governmental efforts.

The following goals and strategies have been established for the transportation plan:

a) A safe and efficient motorized transportation system throughout the community

STRATEGIES:

1. Complete planning and design stages for Highway 10 interchanges & Highway 47 expansion/re-alignment improvements
2. Update the access management plans (done – now Access Planning Study)
3. Complete interchange designs
4. Complete The CORRTC-AUAR area roadway improvement projects
5. Secure funding for transportation projects
6. Assess the need for local traffic control and access improvements
7. Consider roundabouts where appropriate
8. Secure funding for transportation projects
9. Pursue additional east/west collector in the northern portion of the city (discuss)

b) A safe and efficient non-motorized transportation system throughout community

STRATEGIES:

1. Explore options for revising the City's sidewalk policy, including requiring sidewalks or trails on both sides of some new public streets, different standards for public versus private roads, high-volume versus low-volume roads, and issues related to long-term maintenance ([partially implemented](#))
2. Encourage design choices in new and existing development that enhance neighborhood walkability ([partially implemented](#))
3. Examine the ability of transportation network to handle pedestrians, bicyclists, and automobiles through design of streets (complete streets policy)
4. Ensure future roadway improvement include sufficient right of way for pedestrian and bicycle paths
5. Secure funding for transportation projects such as additional trails, bike paths, and pedestrian connections
6. Include a review of infrastructure, including parking for walking and other non-motorized transportation modes when reviewing any transportation improvement projects
7. Advocate affordable, dependable and efficient means of public transit in the community
8. Complete the master trail plan ([see part 2 of this evening's meeting](#))
9. Continue efforts to establish the Mississippi River regional trail
10. Explore options for constructing a pedestrian bridge over Highway 10 and the Mississippi River ([Mississippi Skyway](#))
11. Ensure trail connections to transit stops, employment centers, shopping and other services

c) Connectivity with regional transportation corridors and transit

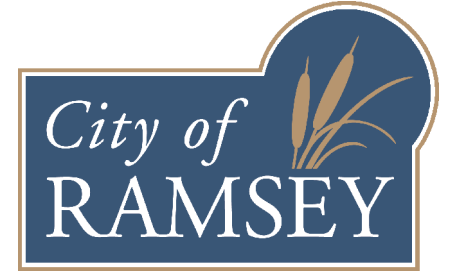
STRATEGIES:

1. Consider officially mapping the remainder of the Mississippi River bridge crossing corridor ([continued; major discussion; new alignment](#))
2. Collaborate with adjacent communities and county, state, and federal agencies on the planning, design and construction of regional transportation projects
3. Secure a stop on the Northstar Commuter Rail line ([done](#))
4. Establish numerous, efficient, affordable transportation connections, both within and Ramsey and connecting to other communities, that include multi-modal transportation choices
5. Continue involvement in the Northstar Corridor Development Authority (NCDA) ([amended; NCDA disbanded; Northstar Marketing Group established](#))
6. Market the municipal parking facility as a park-and-ride opportunity

7. Develop an affordable, efficient, and reliable transit system that includes commuter rail and bus capabilities
8. Secure funding for transportation projects

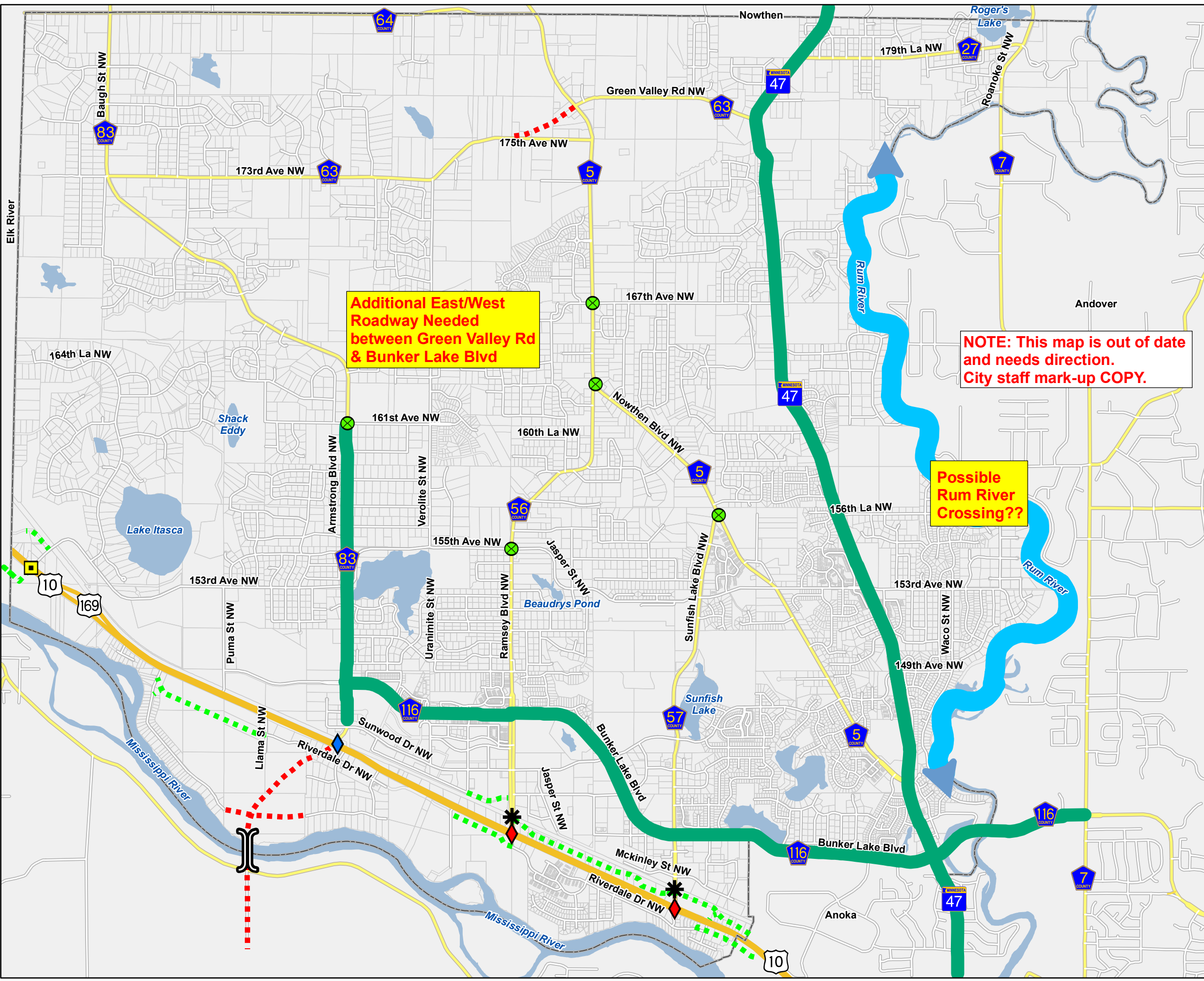
DRAFT: 2030 Plan Carry Over

Document Path: K:\01973-160\GIS\Mapa\Comp Plan\Roadway\Issues\10_3_version2.mxd Date Saved: 3/22/2017 9:05:03 AM



Ramsey Comprehensive Plan Roadway Issues Ramsey, MN

DRAFT FOR DISCUSSION



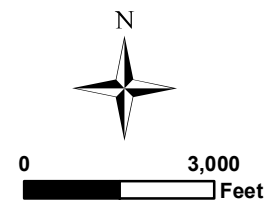
**Additional East/West
Roadway Needed
between Green Valley Rd
& Bunker Lake Blvd**

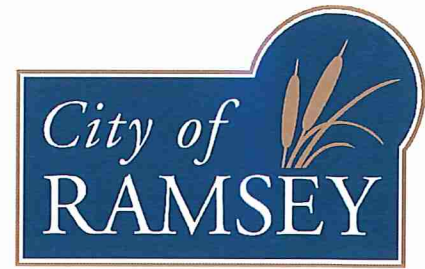
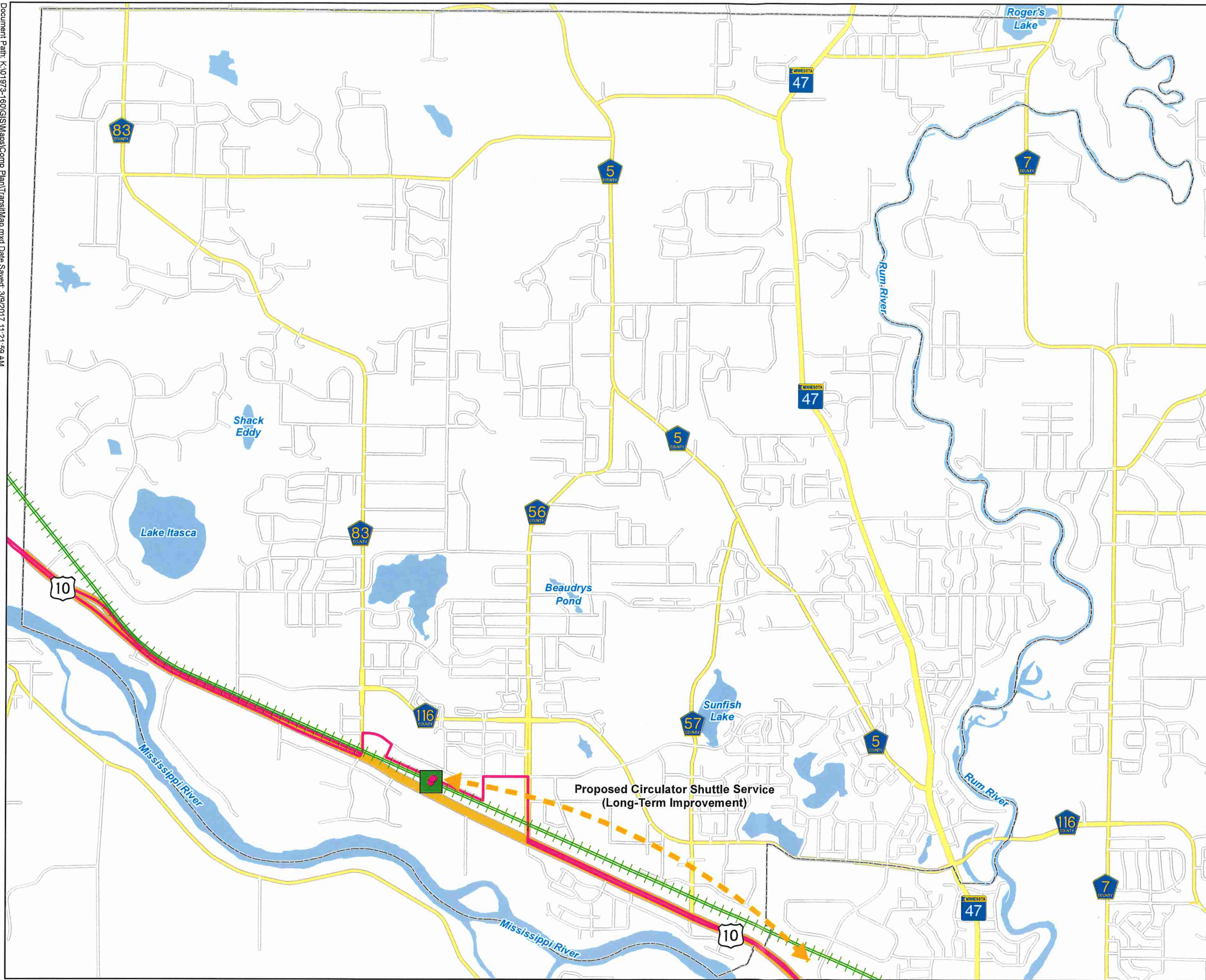
**NOTE: This map is out of date
and needs direction.
City staff mark-up COPY.**

**Possible
Rum River
Crossing??**






- Potential Future Signal
- Existing Interchange
- Proposed Interchange
- Proposed Railroad Grade Separation
- Proposed RCUT Intersection
- Possible River Crossing (Long Term)
- Congestion/Safety Concern
- Proposed Connection
- Proposed Frontage Road
- Ramsey Boundary
- Parcel Boundary

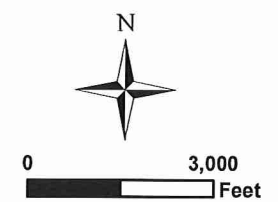
Note: The illustrated issues have been taken from existing city of Ramsey & Anoka County 2030 Transportation Plans for discussion purposes

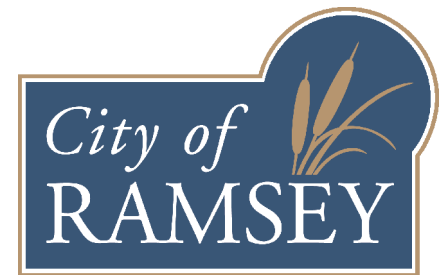




**Ramsey Comprehensive Plan
Transit Map
Ramsey, MN**

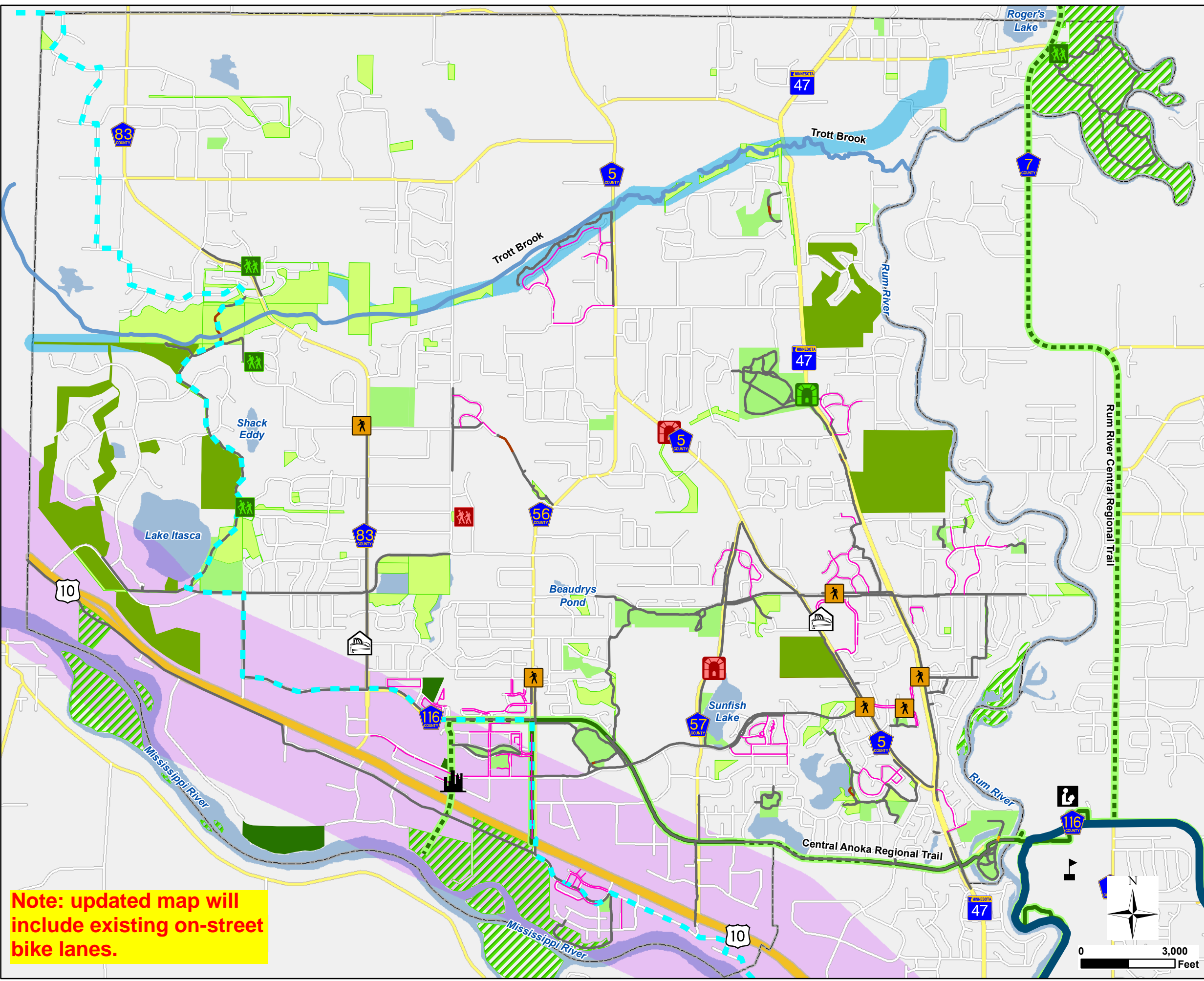
-  Northstar Commuter Rail
-  Northstar Station
-  Northstar Link (Fridays Only)
-  Northstar Link Bus Stop
-  Ramsey Boundary



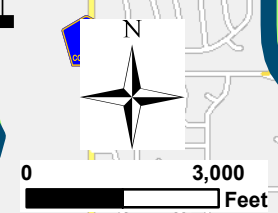


Ramsey Comprehensive Plan Non-Motorized Transportation Network Ramsey, MN

- Rum River Library
- Anoka High School
- Proposed Trailhead
- City Hall
- Fire Station
- Existing Trailheads
- Crosswalks
- Proposed Underpass
- Existing Underpass
- Ramsey Boundary
- Trott Brook Trail Corridor
- Ramsey Elementary School
- City Trails**
 - Asphalt (37.52 miles)
 - Tunnel (0.05 miles)
 - Wooden Walkway (0.48 miles)
 - Sidewalks
- Regional Trails**
 - Existing
 - Planned
 - Mississippi River Trail Route
- Regional Bicycle Transportation Network Alignments**
 - Tier 1 Alignment
 - Tier 2 Alignment
- Park and Open Space**
 - PARKS
 - OPEN SPACE/ TRAIL CORRIDOR
 - PROPOSED PARK
 - QUASI-PUBLIC
 - REGIONAL
- Regional Bicycle Transportation Network Corridors**
 - Tier 1 Priority Corridor



Note: updated map will include existing on-street bike lanes.



TRANSPORTATION

Transportation Analysis Zones

- Include a table allocating forecasted population, household, and employment growth by TAZ for 2020, 2030 and 2040.
 - Describe how you have allocated demographic growth based on your plan's assumptions for guided future land use (e.g., density, mix of uses, locations for new development, highway/transit access, redevelopment, etc.).
 - When doing your land use planning, accommodate development densities around transit consistent with density expectations established in Chapter 3 of the 2040 Transportation Policy Plan (2040 TPP).
-

Roadways

- Describe and map the functional classification of all existing and proposed roads within your community, using the functional classification system described in Appendix D of the TPP and the roadway classification map currently recognized in the region.
 - Maps must reflect the principal arterials adopted as the metropolitan highway system in the 2040 Transportation Policy Plan (2040 TPP).
 - If a community determines that a change to the A-minor arterial system in the community is warranted, a request should be made to the Transportation Advisory Board (TAB) for the change, and TAB's approval secured, prior to reflecting the new classification in the community's plan. Check the council's website or contact Elaine Koutsoukos at 651-602-1717 for more information.
 - Maps should also show the streets classified by the community as major and minor collectors and local streets. Changes to these streets from the function shown on the regional map are at a community's discretion, and do not need approval from TAB. However, these changes should follow the criteria laid out in Appendix D of the TPP and maintain system continuity. A map or table highlighting any discrepancies between the community's map and the regional functional classification map previously referenced should be submitted to Council staff so the regional map can be updated.
 - Include the following information for the principal and A-minor arterials:
 - Identify the existing and future number of lanes.
 - Map current traffic volumes, including heavy commercial volumes, which include both ADT and HCADT.
 - Map forecasted 2040 traffic volumes. (This should be done using the Council's regional model, or another method with approval from Council forecasting staff.)
 - Identify future rights-of-way that need to be preserved.
 - Identify planned improvements to principal arterials as shown in the Current Revenue scenario of the 2040 TPP.
 - Identify any existing or proposed future MnPASS lanes, dedicated busways and bus-only shoulder lanes as shown in Figure 6-6 of the 2040 TPP.
 - For other proposed interchange improvements, follow the Highway Interchange Request Criteria and Review Procedure, which can be found in Appendix F of the 2040 TPP.
 - Incorporate access management guidelines of MnDOT, or those of the county in which your community is located, into your comprehensive plan as well as into your subdivision and zoning ordinances.
 - Describe recommendations from recent corridor studies regarding roadway improvements, changes in land use, and/or access.
-

Transit

- The region has established Transit Market Areas to guide the types and levels of transit service that are appropriate for efficient and effective services. Transit Market Areas are defined in Appendix G of the 2040 TPP by the demographic and urban design factors that are associated with successful transit service. Identify your community in relationship to your transit market area(s). Describe and map the existing and planned transit infrastructure and services in your community, including those of Metro Transit or other regional transit service providers. Communities should include the identification of the following basic elements of the transit system in their comprehensive plan:
 - Existing transit routes and dial-a-ride services
 - Existing and potential high-frequency transit routes
 - Existing and planned transit stations and transit centers
 - Existing and planned park-and-rides and express bus corridors
 - Existing and planned transit advantages
 - Existing transit support facilities

For communities with transitways in the 2040 TPP Current Revenue Scenario with an identified mode and alignment and for high-frequency bus corridors:

- Describe the community's roles and responsibilities in transitway development, including activities completed or currently underway.

- Describe and map these transitways in your community, including future stations identified by the end of project development.
- Conduct station-area or corridor planning including an investment and regulatory framework that guides future implementation activities.
- Incorporate station area or corridor plans into the comprehensive plan by the end of Project Development.
 - Identify the geography of transit station areas.
 - Ensure that land guided for future residential development in station areas conforms to minimum density levels in the 2040 TPP; and address opportunities for residential density at target density levels.
 - Plan for a total level of activity in station areas that is supportive of transitway investments; and address the activity level guideline of a minimum combined total of 7,000 residents, jobs, or students.
- Address access to stations by pedestrians and bicyclists.

For communities with transitways in the 2040 TPP Current Revenue Scenario prior to an identified mode and alignment:

- Describe the community's roles and responsibilities in early transitway development, including analysis of potential modes, alignment, and station locations.
- Describe and map these transitways in your community including alternative alignment(s) and station locations under consideration.

Bicycling and Walking

- Describe and map the existing and planned on-road and off-road bicycle facilities in your community.
- Map and describe the Regional Bicycle Transportation Network (RBTN) within your community:
 - Show all Tier 1 and Tier 2 RBTN corridors and alignments.
 - Show the relationship of the RBTN to the local bicycle network of off-road trails and on-street bikeways including all existing and planned connections.
 - Include locations of regional employment clusters and activity center nodes (as shown on the RBTN map) and other local activity centers.
 - For Tier 1 and Tier 2 corridors on the RBTN, describe and map the existing or planned bicycle facility alignments that are within the established corridors; the purpose of these corridors is as a placeholder for cities/counties to designate a planned alignment. If there is a planned alignment that would fulfill the intent of the corridor and that lies within and in line with the corridor's directional orientation that the community would propose to replace the established corridor, map that alignment and denote by indicating it as "proposed for the RBTN."
- Analyze and address the need for local bicycle and pedestrian facility improvements to provide connections that remove major physical barriers (i.e., freeways, railroad corridors, rivers and streams) on the regional (RBTN) and local networks.
- Discuss pedestrian system needs in a manner that responds to your community designation (as described in Thrive MSP 2040) and addresses the needs of your community.

Aviation

- Identify policies and ordinances that protect regional airspace from obstructions. Include how your community will notify the FAA of proposed structures.
- Recognize seaplane use on surface waters as designated and regulated by MnDOT; communities should recognize these areas on plan maps where appropriate and consider issues of land use compatibility.
- Map any facilities such as radio beacons or other air navigation aids sited in off-airport locations and address how they will be protected from physical encroachment and electronic interference through your local ordinance and notification processes. Your system statement will indicate whether your community hosts one of these facilities.

Freight

- Identify railways, barge facilities and truck or intermodal freight terminals within the community.
- Identify other important nodes that may generate freight movement, such as industrial parks and large shopping areas.
- Map the road network showing volumes of multi-axle trucks (also known as "heavy commercial average annual daily traffic or HCAADT") for Principal Arterial and A-Minor functional classifications.
- Identify any local roadway issues or problem areas for goods movement, such as weight-restricted roads or bridges, bridges with insufficient height or width clearances, locations with unprotected road crossings of active rail lines, or intersections with inadequate turning radii.

Parks and Recreation Goals

2040 Update Note: The Comprehensive Plan Steering Committee recommends forwarding these existing goals and strategies as a beginning point for community dialogue. These goals and strategies represent a positive body of work prepared by the community in 2008, and still generally serve as an appropriate foundation with relevant updates.

The following goals and strategies came from the community meetings held in 2007 and 2008 under the Ramsey3 effort.

a) A comprehensive, balanced park and trail system consisting of large and small scale parks, active and passive parks, natural preserves, and recreational facilities.

STRATEGIES:

1. Incorporate planned parks and trails into all new development where appropriate
2. Design for connectivity with local and regional parks
3. Improve coordination of park and trail planning within City and adjacent communities
4. Establish a regional trail along the Mississippi River
5. Develop a Trott Brook Trail Corridor
6. Explore providing pedestrian access from the Mississippi River to the north side of Highway 10
7. Design trails with a variety of surfaces appropriate for different uses
8. Seek out alliances and partnerships with non-profit and governmental agencies to assist in securing funding and other resources that will assist in implementing the park and trail plan
9. Improve quality of existing parks, through careful planning, continued maintenance and adequate funding
10. Explore options for an additional community park
11. Where appropriate, consolidate existing parks to improve quality and provide more efficient service
12. Explore options for a revenue source for permanent protections of parks, trails and open space

b) A system of safe parks and trails

STRATEGIES:

1. Locate trails where appropriate in greenway corridors and natural areas
2. Promote Crime Prevention Through Environmental Design CPTED and other techniques
3. Where appropriate, use existing power/utility easements for the trail system
4. Provide adequate signage and pavement markings to warn automobile traffic of park and trail traffic

5. Explore use of pedestrian-activated signals, continuous flashing signage, and mid-block crossings where safe and appropriate, to further increase park and trail safety
6. Minimize at-grade crossings of trails and roads and other interactions between trail users and automobiles, with underpasses or overpasses

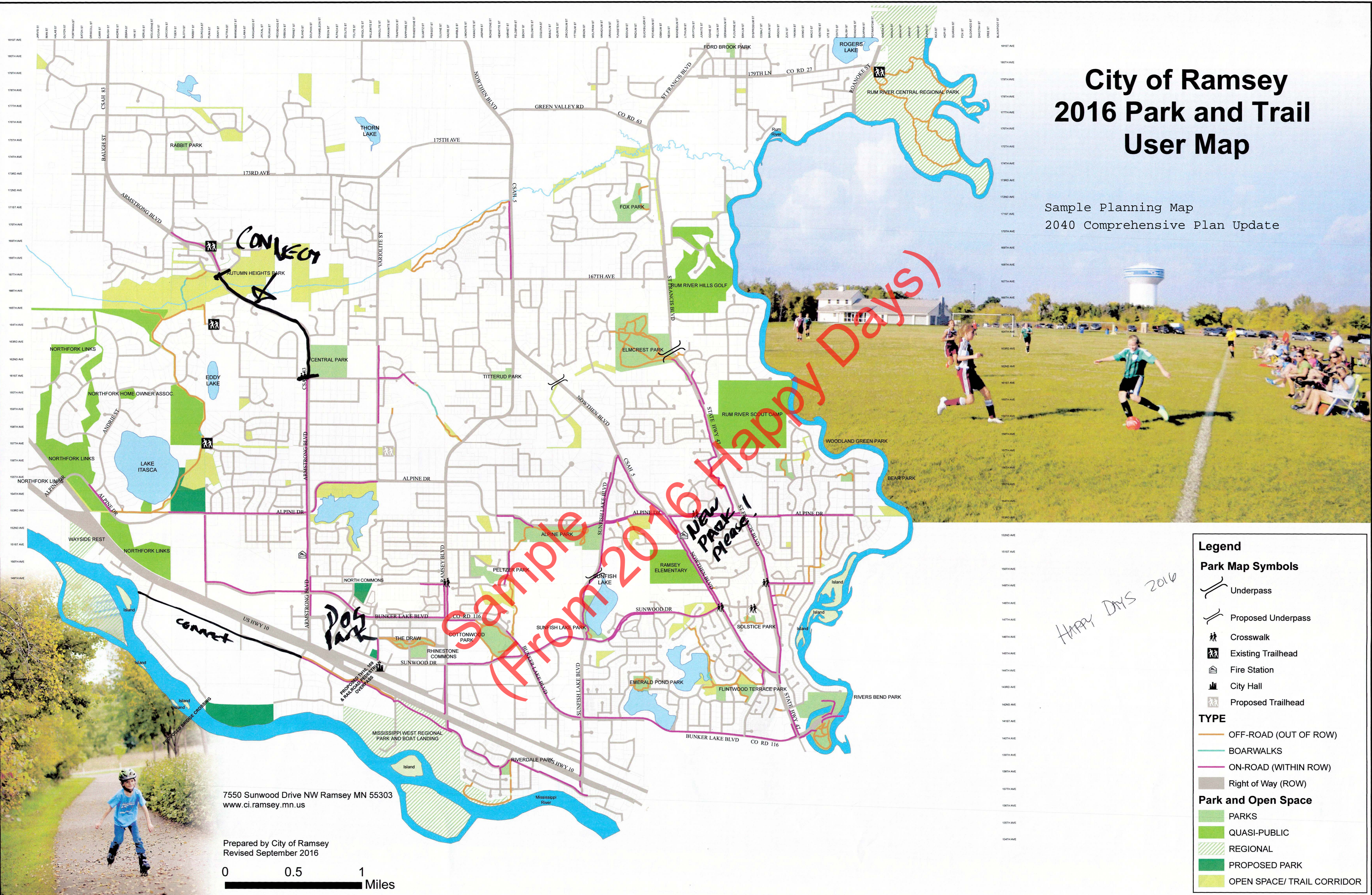
e) A variety of park facilities and programs that meet the life cycle needs of residents.

STRATEGIES:

1. Work with the schools and community organizations to plan for athletic fields and facilities that will accommodate the growing community
2. Explore options for a revenue source for recreational facilities and programming
3. Study the need for a Community Center that offers a variety of recreational uses for all age groups

City of Ramsey 2016 Park and Trail User Map

Sample Planning Map
2040 Comprehensive Plan Update



Legend

Park Map Symbols

- Underpass
- Proposed Underpass
- Crosswalk
- Existing Trailhead
- Fire Station
- City Hall
- Proposed Trailhead

TYPE

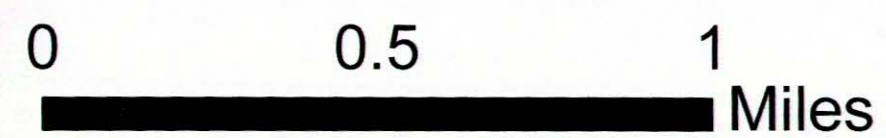
- OFF-ROAD (OUT OF ROW)
- BOARWALKS
- ON-ROAD (WITHIN ROW)
- Right of Way (ROW)

Park and Open Space

- PARKS
- QUASI-PUBLIC
- REGIONAL
- PROPOSED PARK
- OPEN SPACE/ TRAIL CORRIDOR

7550 Sunwood Drive NW Ramsey MN 55303
www.ci.ramsey.mn.us

Prepared by City of Ramsey
Revised September 2016



HAPPY DAYS 2016

PARKS AND TRAILS

Regional Parks and Trails

- Describe, map, and label the Regional Parks System facilities that are located in your community.
 - Describe, map, and label the federal and state recreational lands within your community, as shown on your System Statement.
 - Depict existing regional parkland with a land use of “Park” (or your community’s equivalent) on your Existing Land Use map.
 - Acknowledge the Council-approved master plan boundaries of regional parks, park reserves, and special recreation features by guiding the properties with a land use of “Park” (or your community’s equivalent) on your Future Land Use map.
-

Local Parks and Trails

- Describe and map your existing and proposed local parks, trails, and recreation facilities.
- Include a capital improvement program for parks and open space facilities as part of your implementation program.

**RAMSEY 2040 COMPREHENSIVE PLAN STEERING COMMITTEE
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

On Monday, March 13, 2017, the 2040 Comprehensive Plan Steering Committee met at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Present: Tim Gladhill, Community Development Director
Mark Riverblood, Parks & Assistant Public Works Superintendent
Bruce Westby, City Engineer
Scott Mareck, WSB
[REDACTED] Bennett, Committee Chairperson
Randy Bauer
Scott Breuer
Christopher Ouelette
Leslie Roering
Dan Torgerson
Michael Valentine

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. DISCUSSION

Mr. Gladhill welcomed the Steering Committee members and meeting attendees. He stated Erica Sitz, a City resident who has been attending the Steering Committee meetings, is no longer able to participate. He added there will hopefully be a new resident attendee, Meghan Mathson, who previously worked as an intern for the City of Ramsey, and was recently appointed to the Anoka County Commute Solutions TMO. He noted her father, Bruce, is the owner of Fairway Liquors.

Mr. Gladhill stated the Kick-Off Public Workshop was held on February 28, and feedback and comments were received from many residents. He added the Public Workshop was very productive, and everyone who attended had an opportunity to provide their input and comments. He noted many residents expressed the importance of maintaining the rural character of the City, including preservation of natural resources and maintaining large lot sizes, and how these issues are affected by the metropolitan urban service area.

Mr. Gladhill stated the discussion centered around maintaining a healthy balance between encouraging urban growth in certain areas but also maintaining large lot sizes and rural areas. He added there was a lot of discussion about a possible community recreation center, as well as

transportation systems and schools. He noted the School District has indicated a new elementary school will be opening in Ramsey in the fall of 2019.

Mr. Gladhill stated another topic of discussion was visions and resources for developing the COR and affordable housing, and many residents had specific development issues they wanted to discuss. He added the larger group broke out into four smaller groups to review and define the following issues: rural character strategies; Parks and Recreation; schools; and transportation and roads. He noted these topics will continue to filter throughout the process, and are good points for beginning the Comprehensive Plan discussion.

Mr. Gladhill stated many residents left comments in the comment box about specific topics, and City staff intends to follow up on those issues.

Mr. Bauer stated a key issue is maintaining areas for small, local farms, as that type of land use is dependent upon the economy and not something over which the City has much control. Mr. Gladhill stated there are strategies and tools for land use preservation that the City can explore.

Mr. Gladhill reviewed a document compiled from staff's notes from the first Workshop, specifically related to Transportation and Parks and Recreation. He added there is some overlap between these two areas, especially when it comes to trails planning. He noted the April 10 Workshop will include more specific discussions on existing goals and strategies, and staff's compilation includes 3-4 goals per chapter with implementation strategies for each goal.

Mr. Gladhill stated the City's existing 2030 Comprehensive Plan goals include planning and design stages for Highway 10 and an updated Access Management Plan, which is now called the Access Planning Study. He added the new Comprehensive Plan will incorporate this Study, as well as roadway improvement projects and possible funding sources, local traffic control and access improvements, and development plans for the north side of the COR. He noted a key area of focus will be the need for an additional east/west collector in the northern part of the City.

Mr. Gladhill stated the issue of non-motorized accessibility will be an important component of the Transportation Plan, including sufficient right of way for bike paths. He added a Green Valley Road resident attended the first Workshop and expressed concern about pedestrian safety on that 2-lane roadway with minimal amount of shoulder. He noted this location should be reviewed for pedestrian access and safety.

Mr. Gladhill stated the Committee should consider issues related to public transport and connectivity with regional transportation corridors and other transit. He added another area for discussion is the completion of a master trail plan, major segments of which have been completed. Mr. Riverblood confirmed that a trail segment will be completed and open for use in early Spring 2017.

Mr. Gladhill stated an Anoka County initiative called The Greater Minnesota Gateway brings adjacent communities together to advocate for changes and improvements to the Highway 10 corridor. He added Ramsey's involvement with this initiative will provide much-needed regional support for and attention to this transportation issue.

Mr. Gladhill requested the Committee's feedback and comments on the goals and strategies that have been discussed so far.

Mr. Bauer stated the 2030 Comprehensive Plan includes some items related to Highway 47 that are on schedule to be completed. He added it might be unnecessary to include items in the 2040 Comprehensive Plan that could potentially be resolved in 20 years. Mr. Valentine agreed.

Ms. Roering stated removing Highway 47 improvements from the Comprehensive Plan could be misconstrued. Mr. Gladhill stated it is helpful to leave potential improvements in the plan, in terms of goals, strategies, funding and resources.

Mr. Valentine stressed the importance of being cognizant about use of time and resources about projects in the 2030 Comprehensive Plan, such as completion of an east/west collector. Mr. Ouelette stated it makes sense to leave Armstrong Boulevard in the Plan because of increased traffic patterns. Mr. Gladhill agreed, adding a review is included in the Council's strategic plan.

Mr. Bennett stated many of the review items are very specific rather than an overall vision document. He added residents at the community meeting were focused on future connectivity and growth in the long term. Mr. Gladhill stated a general time frame could be used instead of a specific year.

Mr. Bauer asked why the river bridge crossing project is not included. Mr. Gladhill stated that project is included in the transportation map, but was not included in the Comprehensive Plan as there is no support for it from the Met Council. He added the City will continue to plan land use and build support for the project, but Highway 10 improvements is the City Council's priority.

Ms. Roering asked, with regard to Rum River crossing, whether the City can look at different ways to cross the river beyond Highway 7. She added new transportation technologies and planning should be considered. Mr. Valentine agreed.

Mr. Bennett stated the main bullet points should be better aligned and the language should be more clear. Mr. Gladhill agreed to have City staff draft a document from the first Workshop.

Scott Mareck, WSB Transportation Planner, stated a regional transportation plan has been compiled by the Metropolitan Council that identifies priority projects. He added there are components being addressed by roadway authorities that relate to Anoka County, which include Highways 47 and 169.

Mr. Mareck reviewed the regional transportation plan, which takes into account the local population. He added the plan shows that Highways 10 and 47 are major growth corridors, with significant growth on Bunker Lake Boulevard as well.

Mr. Bauer stated the 4-lane highways are both at maximum capacity for daily counts. He asked how that can be addressed at the regional level. Mr. Mareck stated the transportation plan identifies and attempts to address facilities that are under-sized, and develops strategies to determine priorities for which corridors are important to address first. He added the plan also reviews infrastructure problems, funding sources, and possible solutions.

Mr. Mareck stated the first issue to be addressed is funding, and Mn/DOT has possible sources of funding available for Highway 47 improvements, and discussions are under way with Anoka County as well. He added the whole corridor will be assessed, including volumes, safety issues, congestion and increased access.

Mr. Breuer stated, in terms of securing funding, traffic safety and efficient traffic flow are important issues and should be a good place to start. Mr. Westby stated Mn/DOT focuses on channelizing and restricting access. Mr. Mareck agreed, adding railroad crossings and frontage roads are also a high priority for Mn/DOT.

Mr. Bauer asked whether a possible bridge connection collaboration could be discussed with Andover. Mr. Mareck stated that could be suggested to Andover and Anoka County, although a “wish list” prioritization of projects needs to be determined.

Ms. Roering stated the Mississippi River crossing should stay in the Comprehensive Plan so it remains a focus, and as residents feel strongly about it. Mr. Ouelette agreed, adding it will show that the City is pursuing plans for a river bridge, and the Comprehensive Plan should show a specific location. Mr. Gladhill stated that will be shown under the Armstrong Boulevard improvements.

Ms. Roering stated it would be interesting to show what the east/west connector options are. She added that is an issue that residents are talking about. There was consensus among the Committee members that inclusion of east/west connector plans is an important goal for the 2040 Comprehensive Plan.

Mr. Mareck stated there is currently not an overall non-motorized trails map of the City and the COR. He added a separate marked bike lane should be considered, including paved shoulders and sidewalks, with pedestrian overpasses, and there should be a pedestrian crossing near the civic center. He noted other cities are currently doing “multi-modal” reviews of bike paths, and developing trails plans that are destination-based.

Mr. Mareck stated a Master Park and Trail Plan is being planned depicting the City's existing sidewalks and proposed connectivity, using a model from Anoka County and the Metropolitan Council. He added this is helpful as it shows where there are currently on-street bike lanes.

Ms. Roering asked whether the map colors could be changed, and make the background more opaque, to make it easier to see pathway connections. Mr. Mareck agreed.

Mr. Mareck stated the North Star commuter rail station is an important part of the community infrastructure. He added a circular shuttle service is being considered, and the City of Fridley is doing a pilot project with van service from the rail station to local businesses. He noted these are important aspects of the City's multi-modal transportation plan.

Mr. Riverblood stated the 2030 Comprehensive Plan's transportation component (Chapter 10) is focused on goals and strategies. He added the first seven strategies identified by the Comprehensive Plan have been completed, which gives an indication of how useful the Comprehensive Plan is at identifying viable goals.

Mr. Riverblood stated one of the top 4 current imperatives is a "connected community". He added the City has increased its trail connectivity south of Bunker Lake Boulevard in recent years, and is now included in the Anoka County Regional Trails System.

Mr. Riverblood stated the City received funding from the National Park Service to construct a pedestrian bridge connecting the Mississippi River Trail. He added that connectivity will increase the number of North Star Rail users along Ramsey Boulevard.

Mr. Riverblood stated a new community park is planned near Itasca Lake on an area of land that was purchased by the City in Spring 2016.

Mr. Breuer asked whether the Park Trust Fund comes from fees from developers. Mr. Riverblood stated park dedication fees are paid to the City when new development occurs, but they do not cover parks and trails costs.

Mr. Bauer stated the City's green spaces currently do not require much maintenance. Mr. Gladhill agreed, adding Lacrosse fields are expected to be in high demand, and that will require some additional planning and field changes. He noted larger parks can be reconfigured for new uses.

Mr. Bennett stated many residents ask why the City spends more money on trails than on sports fields and playing areas. He added this should be addressed as a long-term planning issue. Mr. Riverblood stated there is a give and take in terms of available funding for parks, and it is a misconception that a disproportionate amount of funds is spent on trails.

Mr. Ouelette stated he likes the concept of trails connecting and defining neighborhoods within the City. Mr. Riverblood stated a lot community feedback has been received about the value of trails as a natural resource.

Mr. Gladhill stated a potential community center continues to resurface as an amenity that the City's residents support. He added the City Council has reviewed public and private partnership and funding scenarios but further review is necessary and a feasibility study is planned.

Mr. Gladhill stated Adrenaline Sports Center, an indoor sports facility with a variety of indoor sports programs, hopes to relocate to Ramsey. Ms. Roering stated a community center, as well as the City's parks, should have programs and services that appeal to all the City's residents.

Mr. Riverblood stated the data is available and the larger neighborhoods can be studied to determine who is using the parks. Mr. Bennett stated he likes the idea of parks that can be adjusted to suit the people who are using them.

Mr. Torgerson stated parks that have amenities that cater to every age group are ideal as there is less of a cyclical component. Mr. Riverblood stated Parks Planning was previously carried out with that in mind, to accommodate as many age groups as possible. He added it is important to have a balance of park uses, including trails, to reach a wider demographic range.

Ms. Roering stated the five large parks, which are the City's priority, should have a variety of amenities for all age groups. Mr. Riverblood stated each of the five parks has its own focus or emphasis. He added, for instance, Riverbend is the most actively-used community park, with park users from all different demographics. Mr. Bennett stated community parks with a variety of amenities, such as a municipal plaza or water feature, are a significant draw for park users.

Mr. Gladhill stated the parks maps would be available at the Committee's next meeting, as well as Workshop meeting notes. He added finalizing the Comprehensive Plan will be a two-part process, with a draft plan ready by October 2017 followed by a review phase. He added the April 10 Workshop will be held at 6:00 p.m. at [REDACTED] so there will be more room as a larger crowd is expected. He noted the third Workshop will be held June 12, 2017.

Mr. Gladhill stated the City was recently selected by the University of Minnesota's Resilient Communities Project to be the Partner Community for the 2017-18 school year. He added the project will be a significant investment for the City, but resources are already allocated for strategic planning, and this is an exciting opportunity for Ramsey.

Mr. Gladhill stated City staff created a Facebook page, "City of Ramsey Comprehensive Plan Update". He encouraged the Committee members to visit the Facebook page and share this information with other residents.

Mr. Ouelette asked whether City staff can initiate a Twitter feed, like many other communities have been doing. Mr. Riverblood agreed to look into it. He added the City Council is currently reviewing the City's communication plan, which includes social media tools. He noted the final plan should be adopted at the end of March, and could potentially coincide with a City Twitter feed.

Mr. Gladhill noted that Planning Commissioner Patrick Surma was in attendance at the meeting, and thanked him for coming.

3. ADJOURNMENT

The 2040 Comprehensive Plan Steering Committee was adjourned at 7:45 p.m.

Respectfully submitted,

Tim Gladhill
Community Development Director

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Mary Mullen
TimeSaver Off Site Secretarial, Inc.

Meeting Date: 03/28/2017

By: Mark Riverblood, Engineering/Public Works

Information

Title:

Authorize Work Plan for the Park System Components of the Comprehensive Plan, *and* City-wide Parks Master Plan

Purpose/Background:

The purpose of this case is to approve a 2017 work plan and budget for the *Parks Recreation and Open Space* chapter of the *Comprehensive Plan* and City-wide Parks Master Plan.

The City Council is familiar with the comprehensive planning process to-date in 2017, and the work plan being considered as part of this case addresses and includes the system plan relating to parks within the Comprehensive Plan (presently Chapter 10). In terms of the overall work plan, only a small portion is attributed to the minimum requirements of the Comprehensive Plan Update. A list of required plan elements is attached for review.

In addition to the above endeavor, Council also directed the Parks and Recreation Commission and Staff to proceed with a new format for the Parks, Recreation, and Open Space Plan for 2017. This directive was an outcome of the 2016-17 Strategic Action Plan. Currently, the parks plan is comprised of a future improvement/planning map alongside the Capital Improvement Program (CIP). The CIP is an important financial planning tool for the City and is intended to be complimentary to the Comprehensive Plan. This new 'Master Plan' however, will supplement and transform existing park planning into a more thematic and visionary document, looking more long-term and comprehensively at the community's recreation needs, rather than simply a chronological financial planning tool.

Notification:

Public notifications are on-going throughout the 2017 City-wide Comprehensive Plan process.

Observations/Alternatives:

The recommended work plan for both the Parks Recreation and Open Space Chapter of the Comprehensive Plan and City-wide Parks Master Plan.

Attached is a detailed work plan and budget developed at the request of City Staff, combining the resources of Landscape Architect Bruce Jacobson and LHB Inc. This team was assembled so as to provide the best talent and proven effectiveness in delivering on the task of developing with Staff and the various Commissions, Ramsey's first Master Park and Trail Plan (in addition to the required Comprehensive Plan elements relating to parks).

Bruce Jacobson has been engaged in park planning and design for over 30 years, and is an Adjunct Professor and Senior Research Fellow with the Metropolitan Design Center – University of Minnesota College of Design. Most notably, Bruce worked extensively with the City of Ramsey and the Park and Recreation Commission (early 2000's) on the park and public realm elements of The COR, (then Town Center). A critical aspect of that work was thorough public engagement and detailed design development for the parks that are in use today or planned for. One example of effective design (and incorporating public input), was in 2008-2009 when the City was moving forward with developing Final Plans and Specification for what would become The Draw, the City carefully examined the park plans prepared based upon Jacobson's guidance and did not identify any elements to be changed or improved upon. Following 2010 construction, the park and amphitheater is functioning well, and as intended today. Mr. Jacobson is very familiar with the City of Ramsey, is creative, abreast of the latest theory and trends in park

planning and a proven partner in developing plans that are aligned with realities for Ramsey.

LHB was looked to for their expertise in park planning and public engagement as well. A notable and successful example of this was the recent Master Planning for Roseville, Minnesota. Ramsey City Staff meet with Roseville's project manager specifically to critique LHB's competence and performance for their city. Jeff Evenson stated:

"As Park Superintendent for the City of Roseville I had the opportunity to work with Lydia Major and LHB on several projects including the 2010 City of Roseville Park System Master Plan Update—the effort to complete park master plans for 28 of the 31 Roseville parks, and finally to complete all of the final plans and bid documents for the \$12M City of Roseville Parks and Recreation Renewal Program. This final phase of LHB's work was completed in a very short timeframe of 18 weeks was a primary reason for the successful completion of the construction program.

LHB proved to be outstanding in all aspects of the work I managed for the City of Roseville. Their understanding and focus on public process, ability to stay on time and within budget, and the quality of their deliverables have consistently exceeded my expectations. Lydia Major played a key role in all of these efforts and I would consider her and LHB very favorably for your park planning effort."

A resume and Statement of Qualifications for Bruce Jacobson and LHB is attached.

As an informational item, the following is a 'snapshot' of various planning work that is being done concurrent with the Comp Plan, and those consultants who are anticipated to be working with Staff and the Boards and Commissions as well as City Council in the Comp Plan and related endeavors:

- Transportation Plan: WSB (with SRF on Parking Structures)
- Park System: Jacobson/LHB/WSB
- Water System Plan: Bolton & Menk Inc. (BMI)
- Sanitary Sewer: BMI
- Water Supply: BMI
- Natural Resources: City Staff Et. al.
- Housing: City Staff Et. al.
- Land Use: WSB
- Economic Development: Ehlers/ACG Consulting

The proposed 2017 work plan schedule for Jacobson/LHB is also attached, as is the existing Chapter Parks Recreation and Open Space (The content was developed over ten (10) years ago, and includes some information that is out of date with existing plans and policies).

Funding Source:

The parks planning to occur in 2017 is anticipated to cost approximately \$50,000 in consulting work, and this amount is included in the parks Professional Services line item of the General Fund budget, specifically for this purpose (Comp Plan + Master Park and Trail Planning).

Recommendation:

The Park and Recreation Commission and Staff recommends approval of the attached work plan utilizing the consulting services of Bruce Jacobson and LHB at a not-to-exceed amount of \$50,000.

Action:

Motion to authorize approval of the attached 2017 work plan utilizing the consulting services of Bruce Jacobson and LHB at a not-to-exceed amount of \$50,000 for park planning.

Attachments

2017 Work Plan

Existing Comp Plan Parks

Comp Plan Schedule

Transportation Work Plan (FYI)

Bruce Jacobson resume

Background on LHB

Park Planning Schedule est.

Strategic Plan (status report)

Comprehensive Plan Checklist

Form Review

Inbox

Tim Gladhill

Kurt Ulrich

Grant Riemer

Form Started By: Mark Riverblood

Final Approval Date: 03/23/2017

Reviewed By

Tim Gladhill

Kurt Ulrich

Grant Riemer

Date

03/23/2017 01:18 PM

03/23/2017 02:52 PM

03/23/2017 03:25 PM

Started On: 03/23/2017 09:19 AM

BRUCE JACOBSON
Landscape Architect

PROPOSAL + SCOPE OF SERVICES

Project: Ramsey Park + Trail System Plan (Park System Plan)

Client: City of Ramsey

Primary Consultant: Bruce Jacobson (Project Number: BJLArch 17-0125)

Sub-Consultant: LHB (project number 170076)

Date: 2/22/2017

OVERVIEW

The City of Ramsey, through Mark Riverblood, their Parks and Public Works Assistant Superintendent, invited Bruce Jacobson to submit this proposal to provide Landscape Architectural consulting services in support of city efforts to create a new 'Park System Plan'. Based on several recent meetings with Mark, Tim Gladhill (Ramsey Community Development Director), and Breanne Rothstein (WSB Engineers), we have organized the work plan into three primary Phases:

- Phase one – **Convene** (City Staff Download)
- Phase Two – **Explore** (Opportunities + Barriers + Benefits)
- Phase Three – **Report** (Final Plan Document + Project Deliverables)

We acknowledge that this will be a collaborative process involving multiple consultants, City Staff/Department Heads, city leadership, public input and other key stakeholders. We will participate in regularly scheduled progress update/project coordination meetings with the Comprehensive Plan Team throughout this process. Bruce will again work with the LHB Landscape Architecture Studio. LHB's recent work on the Ramsey COR Parks + Public Places document, along with a portfolio of similar project experience makes them a valuable addition to the Consultant Team.

SCOPE OF SERVICES

Bruce, and LHB, will facilitate a series of Milestone Workshops with Mark Riverblood, and other City Department Leaders (as needed and directed by Mark). These important meetings will provide crucial touch-points for exchange of information, testing ideas, detailed critique and overall project direction. We will proceed according to the tasks, meetings and deliverables outlined in the following Work Plan:

Phase One – Convene (City Staff Download)

Task 1 – Getting Started . . . organize existing information

- Review/clarify Work Plan, schedule and other project admin topics
- Review current Comprehensive Plan, planning documents, related code/policy information
- Review study area base map (data layers)
- Review proposed City Recreational Districts Map

DELIVERABLES: Kick-off meeting Agenda and meeting notes (BRUCE/MARK)

Project scope, schedule, and fee (BRUCE/MARK)

Project contact list (BRUCE/MARK)

Data request letter (LHB)

Dropbox file with organized data (LHB/CLIENT)

CLIENT ROLE: Participate in kick-off meeting

Provide requested materials in advance of meeting

Task 2 – The Ramsey Park System . . . revisit vision + objectives

- Review current Park and Recreation documents
- Consider potential revisions/refinements to vision and objectives
- Consider other aspirations, goals, themes that may inform this process

DELIVERABLES: Vision and Framework Statement Draft (BRUCE/MARK)

CLIENT ROLE: Review deliverables (one round of review and revision)

Task 3 – Existing Assets . . . describe programs + amenities

- Review detailed inventory of physical places (trail info provided by WSB – Transportation Scope)
- Review detailed inventory of programs and activities (sports, recreation, clubs)
- Review potential gaps, missing pieces, additional needs and wants (baseline info by others)
- Facilitate discussion to define priorities, probable phasing/sequence of potential improvements

DELIVERABLES: Facility Inventory GIS map/spreadsheet (MARK)

Facility Inventory spreadsheet (MARK)

Gap analysis (BRUCE/LHB)

CLIENT ROLE: Assemble GIS/spreadsheet information via this or a separate process

Review deliverables (one round of review and revision)

Task 4 – Planned Projects . . . review work in progress

- Review proposed park and trail improvement projects (trail info provided by WSB)
- Review proposed development projects
- Review proposed infrastructure projects (stormwater, utilities, streets)

DELIVERABLES: Review of related plans memo (BRUCE/MARK)

CLIENT ROLE: Review deliverables (one round of review and revision)

Task 5 – Community Input . . . define expectations + approach

- Review past outreach efforts and results (pros and cons assessment)
- Prepare (or refine existing) ‘Communications Plan’ and participant list (County, Met Council)
- Outline community engagement events, venues, schedule

DELIVERABLES: Stakeholder Engagement Strategy memo (LHB/BRUCE/MARK)

CLIENT ROLE: Participate in a stakeholder engagement planning meeting/phone calls

Review Strategy (one round of review and revision)

Task 6 – Precedent Research . . . collect + catalog resource library

- Provide range of comparable City Park System Plans for review
- Focus research on HOW; specific approaches, financing models, partnerships

DELIVERABLES: Precedents memo (BRUCE/MARK)

CLIENT ROLE: Review Deliverable (one round of review and revision)

Phase One Meetings: 1 Consultant Team; 1 City Staff Workshop; Focus Outreach (tbd); 1 Public Event

Phase One Deliverables: City Staff Download Summary; Communication Plan; Precedent Library

Phase Two – Explore (Opportunities + Barriers + Benefits)

Task 7 – System Plan Alternatives . . . pull it apart + put it back together again

- Select three (minimum) examples from precedent research library for further study
- Evaluate strengths and weaknesses of each example; begin to synthesize into one approach
- Prepare outline of System Plan graphics package (maps, diagrams, character sketches, photos)
- Prepare outline of narrative descriptions and other required text (captions, sidebars, appendix)

- Provide draft System Plan Implementation Matrix outlining categories such as: physical improvements, program expansion, objectives met, land acquisition, infrastructure needs, schedule, costs, policy issues, partnerships, roles and responsibilities
- Evaluate Implementation Matrix in terms of opportunities/priorities, barriers and benefits
- Prepare white-paper summary of conclusions and recommendations

DELIVERABLES: Precedents memo update (BRUCE/MARK)

Plan outline (BRUCE/MARK)

Implementation matrix (BRUCE/MARK)

White paper summary (BRUCE/MARK)

CLIENT ROLE: Review Deliverable (one round of review and revision)

Task 8 – Economic Evaluation . . . clarify benefits + sources + uses

- Prepare baseline (not detailed) understanding of park and trail value-added
- Cite existing studies/reports (such as Trust for Public Land) to support positions/issues
- Cite precedent research illustrating financial models, funding strategies, life-cycle costs
- Prepare summary cost evaluation with focus on level of treatment, budgets, FTEs needed, etc.

DELIVERABLES: White paper summary (BRUCE/MARK)

CLIENT ROLE: Review Deliverable (one round of review and revision)

Task 9 – Ongoing Outreach . . . engage feedback sources

- Prepare outreach tools including presentation materials (see Stakeholder Engagement Strategy)
- Help install, monitor and catalog input results (see Stakeholder Engagement Strategy)
- Provide community meeting support/facilitation as requested (clarify participant list)

DELIVERABLES: Meeting agendas and materials (BRUCE/MARK)

Specific graphics or text for meetings (LHB)

Conduct meetings (BRUCE/MARK)

Provide formatted meeting notes (BRUCE)

Intercept boards (LHB)

Questions for online survey (LHB/MARK)

Summaries of input (LHB)

CLIENT ROLE: Schedule, locate, and invite attendees

Participate in meetings (lead welcome/introduction)

Notification for survey

Staff Intercept boards

Review deliverables (one round of review and revision)

Task 10 – Preferred Direction . . . describe + illustrate components

- Continue Systems Plan refinements; clarify/characterize system components
- Prepare draft System Plan graphics package (maps, diagrams, character sketches, photos)
- Prepare draft narrative descriptions and other required text (captions, sidebars, appendix)
- Refine draft System Plan Implementation Matrix including priorities, barriers and benefits

DELIVERABLES: Master plan graphic (LHB)

Master plan narrative (BRUCE/MARK/LHB)

Supporting graphics (BRUCE/LHB)

Implementation matrix update (BRUCE/MARK)

CLIENT ROLE: Review deliverables (one round of review and revision)

Task 11 – Organize Document . . . refine table of contents

- Define (story board) format/style, organization and content
- Assemble the pieces (narrative and graphics) to confirm preferred Systems Plan direction

DELIVERABLES: Document template/storyboard (LHB)
Assembly of narrative and graphics (LHB)

CLIENT ROLE: Review deliverables (one round of review and revision)

Phase Two Meetings: 2 Consultant Team; 2 City Staff Workshops; Focus Outreach (tbd); 2 Public Events

Phase Two Deliverables: Economic Evaluation Summary; Preferred System Plan Approach (outline);
Implementation Matrix with Summary Evaluation

Phase Three – Report (Final Plan Document + Project Deliverables)

Task 11 – Preliminary Park System Plan . . . prepare first draft + support materials

- Revise plan components based on review comments and community input
- Refine overall plan document; produce first draft Park System Plan

DELIVERABLES: Draft report (LHB)

CLIENT ROLE: Review deliverables (one round of review and revision)

Task 12 – Primary Stakeholder Review . . . re-evaluate + refine + direct

- Present Preliminary Park System Plan to primary stakeholders
- Facilitate review session with city leadership and other decision-makers (as directed)
- Facilitate focus roundtable discussion to identify and address questions and concerns

DELIVERABLES: Meeting agendas and materials (BRUCE/MARK)
Specific graphics or text for meetings (LHB)
Conduct meetings (BRUCE/MARK)
Provide formatted meeting notes (BRUCE)

CLIENT ROLE: Schedule, locate, and invite attendees
Participate in meetings (lead welcome/introduction)
Review deliverables (one round of review and revision)

Task 13 – Follow Up Outreach . . . engage feedback sources

- Present Preliminary Park System Plan at Community Open House (or similar event)
- Facilitate focus roundtables to address specific issues or concerns

DELIVERABLES: Meeting agendas and materials (BRUCE/MARK)
Specific graphics or text for meetings (LHB)
Conduct meetings (BRUCE/MARK)
Provide formatted meeting notes (BRUCE)

CLIENT ROLE: Schedule, locate, and invite attendees
Participate in meetings (lead welcome/introduction)
Review deliverables (one round of review and revision)

Task 14 – Final Park System Plan . . . prepare final draft + support materials

- Refine Preliminary Draft Park System Plan based on review comments and community input
- Prepare Final Draft Park System Plan and catalog all project/process support materials
- Facilitate workshop to discuss integration with Capital Improvement Plan
- Prepare draft system-wide cost evaluation summary

DELIVERABLES: Second Draft report

CLIENT ROLE: Review deliverables (one round of review and revision)

Task 15 – Follow Up Outreach . . . final review + comment period

- Present Final Draft Park System Plan at Community Open House (or similar event)
- Present Final Draft Park System Plan to city leadership and other primary stakeholders

DELIVERABLES: Meeting agendas and materials (BRUCE/MARK)
 Specific graphics or text for meetings (LHB)
 Conduct meetings (BRUCE/MARK)
 Provide formatted meeting notes (BRUCE)

CLIENT ROLE: Schedule, locate, and invite attendees
 Participate in meetings (lead welcome/introduction)
 Review deliverables (one round of review and revision)

Task 16 – Final Plan + Other Project Deliverables

- Make all revisions/refinements based on review and comments
- Prepare Final Park System Plan and finalize (format/organize) all other project deliverables
- Prepare Final system-wide cost evaluation summary (separate document)
- Submit Final Park System Plan and project deliverables

DELIVERABLES: Second Draft report (LHB)

CLIENT ROLE: Review deliverables (one round of review and revision)

Phase Three Meetings: 2 Consultant Team; 2 City Staff Workshops; Focus Outreach (tbd); 2 Public Events

Phase Three Deliverables: Final Park System Plan; Cost Evaluation Summary; Support Information; 2 meetings with leadership/decision makers, 2 roundtables, and 2 presentations

PROJECT SCHEDULE

We expect to complete our Scope of Services in eight to nine months (with substantial completion before Thanksgiving 2017). Detailed work schedule, key milestones and other deadlines will depend on overall process coordination, timely review, satisfactory outreach results, and specific direction from Project Management and City Leaders (see attached Project Schedule).

FEE FOR SERVICES

\$ 50,000 (hourly not-to-exceed) for services provided by Bruce Jacobson and LHB only (scope and fee for other study consultants/participants will be defined under separate contract).

		Total Budget	Fee per Firm		LHB hrs/person/task		
			BJLArch	LHB	Lydia	Erica	Tiffani
Phase One – Convene	15%	\$7,500	\$3,000	\$5,380	18	4	30
Phase Two – Explore	45%	\$22,500	\$9,000	\$12,320	48	8	60
Phase Three – Report	40%	\$20,000	\$8,000	\$12,020	36	4	80

Totals	100%	\$50,000	\$20,000	\$29,720	102	16	170

EXCLUSIONS

- Public, agency, focus group, or stakeholder meetings beyond those described above are excluded.
- If other public meetings or other types of stakeholder engagement is required, LHB will work with you to determine a fee before beginning this work to provide a more accurate estimate, based on the type of meeting and level of staff involvement anticipated.
- This estimate is based on the schedule provided by Bruce on 2/1/2017 and showing completion in November 2017. Schedule extensions of more than two months on a project of this length often result in increased coordination, rounds of review or revision, and other meetings. Therefore, if the schedule stretches beyond that timeframe, LHB will work with you to determine a fee before extending work to provide a more accurate estimate, based on the type additional work required.

10. PARK, RECREATION AND OPEN SPACE

A. Existing Park and Recreation Facilities

Parks and natural open space are vital to the quality of life in Ramsey and in many ways define the community. Ramsey is fortunate to have retained many natural resources within its boundaries. One such example is Trott Brook with its associated wetlands and uplands, creating a natural greenway spanning the northern 1/3rd of the city. Another is Elmcrest Park with the future potential of trails along Ditch #66, crossing the center of Ramsey, connecting Central Park, the Lake Itasca Trail, and neighborhoods along the way.

Ramsey by area is more than 17% wetlands of varying types and classes. Of the many wetland complexes, some have valuable oak and other forested areas in association providing residents opportunities to live and recreate in these natural settings. These patches of habitat are valuable vestiges for the wildlife that residents value.

Mississippi River and Rum River are significant water resources, and both part of the State's Wild and Scenic Rivers system and literally define the community. These two rivers are also state designated canoe routes, or recreational water trails. It is Ramsey's bituminous trail and sidewalk system that can be said to be the recreational fabric that knits all of these parks and resources together, while providing a recreational resource unto itself.

The City of Ramsey is also unique in that it has two county parks within its boundaries that are a part of the Metropolitan Council's regional system. Mississippi West Park includes bluffs, wooded areas and two islands on the Mississippi River. The 273 acre park is proposed to be developed within the next several years. The concept plan suggests a sustainable design center in addition to the usual county park facilities. One important feature will be a small boat landing and fishing pier, which will provide additional access to this most prominent river in the nation.

Rum River Central Park is 434 acres, 304 acres of which are in the City of Ramsey (the remaining is in the City of Oak Grove) and occupies the northeast corner of the city. The park has received over two million dollars in investments in recent years, including miles of bituminous and equestrian trails as well as a large pavilion, and canoe and small boat landing.

In addition the county facilities, Ramsey also benefits from the Mn/DOT Wayside Rest between Highway 10 and the Mississippi River in western Ramsey that has visitor contact building with restrooms, canoe access and picnic facilities. This site may also serve as a trailhead for the future Mississippi River Trail that will traverse from the Headwaters in Minnesota, through 10 states to New Orleans.

Several community and neighborhood parks ranging in size from less than one acre to over 100 acres are to be found throughout the City. These parks were typically deeded to the City as part of the subdivision park dedication requirements. Neighborhood parks include play structures, play fields and trail connections, while many non-urbanized public land remains undeveloped or is recognized as open space. Emerald Pond Park is unique in terms of a pergola and faux stream and like many neighborhood parks, popular for day care providers. Two notable community parks include the 45-acre Central Park (primarily an athletic complex), and also River's Bend Park with a mix athletic facilities, natural resources, and access to fishing.

In terms of significant outdoor recreation available from the private sector, Ramsey has two 18-hole golf courses open to the public; the Links at Northfork located in northwest of Lake Itasca and Rum River Hills

Golf Course to the east, adjacent to the river at the 167th Avenue alignment. An additional outdoor recreation facility that is privately owned and operated but open to the public is the 160 acre Boy Scouts of America site along the Rum River. This is used for recreational camping and outdoor activities for scouts, as well as the city's Safety Camp.

The total amount of acreage devoted to the park and open space system is over 1,800 acres or approximately 10% of the of the City's 28 square miles. Table 10-1 includes a basic park inventory for the City of Ramsey.

Table 10-1 Park, Recreation and Open Space Inventory

PARK NAME	ACRES	TYPE	BUILDING	RESTROOMS	PAVILLION	PARKING	WARMING HOUSE	SKATING	HOCKEY	TENNIS COURT	SOFTBALL FIELD	BASEBALL FIELD	SOCCER/ FOOTBALL FIELD	BASKETBALL COURT	VOLLEYBALL COURT	PLAY AREA	PICNIC AREA GRILLS	SWIMMING BEACH	TRAILS	FISHING	OTHER	
AUTUMN HEIGHTS	56.9	NEIGHBORHOOD				X					1					X						
BEAR		NEIGHBORHOOD									X											
BEAUDRY'S	5.6	OPEN SPACE																				X**
BROOKVIEW PARK NORTH	1.7	SPECIAL USE															X			X		
BROOKVIEW PARK SOUTH	1.5	OPEN SPACE																				
CAROLINE ACRES PARK	2.3	OPEN SPACE																				
CENTRAL PARK	41.3	COMMUNITY	2	X	X	X	X	X	2L		6	1	X	X		X						

PARK NAME	ACRES	TYPE	BUILDING	RESTROOMS	PAVILLION	PARKING	WARMING HOUSE	SKATING	HOCKEY	TENNIS COURT	SOFTBALL FIELD	BASEBALL FIELD	SOCCER/ FOOTBALL FIELD	BASKETBALL COURT	VOLLEYBALL COURT	PLAY AREA	PICNIC AREA GRILLS	SWIMMING BEACH	TRAILS	FISHING	OTHER	
CLOQUET ISLAND		COUNTY																				
COTTONWOOD		NEIGHBORHOOD																	X			
DEERWOOD	10.9	OPEN SPACE																				
EMERALD POND	11.2	NEIGHBORHOOD			X	X					X		X	X		X	X					
FLINTWOOD TERRACE	15.9	NEIGHBORHOOD									X					X	X		X			X ***
FORD BROOK	3.8	MINI-PARK														X	X					
FOREST HIDEAWAY		OPEN SPACE																				
FOSTER CEMETERY		CEMETERY																				
FOXPARK	22.4	NEIGHBORHOOD								X						X			X			X ***

PARK NAME	ACRES	TYPE	BUILDING	RESTROOMS	PAVILLION	PARKING	WARMING HOUSE	SKATING	HOCKEY	TENNIS COURT	SOFTBALL FIELD	BASEBALL FIELD	SOCCER/ FOOTBALL FIELD	BASKETBALL COURT	VOLLEYBALL COURT	PLAY AREA	PICNIC AREA GRILLS	SWIMMING BEACH	TRAILS	FISHING	OTHER
GORHAM SANDY ACRES		OPEN SPACE																			
GREENLAND HILLS EAST	14.9	OPEN SPACE																			X**
GREENLAND HILLS WEST	8.5	OPEN SPACE																			X**
HUNTER'S HILL	3.7	MINI-PARK														X	X				
LAKE ITASCA	28.5	COMMUNITY																			
ITASCA TRAIL		TRAIL																	X		
MISSISSIPPI WEST	204.2	REGIONAL/ COUNTY																			
OAKRIDGE	32.2	OPEN SPACE																			
PELTZER PARK	32.9	NEIGHBORHOOD						X								X	X				

PARK NAME	ACRES	TYPE	BUILDING	RESTROOMS	PAVILLION	PARKING	WARMING HOUSE	SKATING	HOCKEY	TENNIS COURT	SOFTBALL FIELD	BASEBALL FIELD	SOCCER/ FOOTBALL FIELD	BASKETBALL COURT	VOLLEYBALL COURT	PLAY AREA	PICNIC AREA GRILLS	SWIMMING BEACH	TRAILS	FISHING	OTHER
RABBIT PARK		NEIGHBORHOOD									X					X					
ELEMENTARY SCHOOL	53.3	COMMUNITY				X	X	X	2		2										
REILLEY EAST	3.3	MINI-PARK																			
REILLEY WEST	2	MINI-PARK																			
RIVERDALE	2.7	TRAIL CORRIDOR								X	X			X		X				X	
RIVERS BEND	47.3	COMMUNITY				X				4	X		X			X			X	X	
RIVERWOOD HILLS NORTH	1.4	MINI-PARK																			
RIVERWOOD HILLS SOUTH		NEIGHBORHOOD																			
BOY SCOUT CAMP		PRIVATE PARK																			

PARK NAME	ACRES	TYPE	BUILDING	RESTROOMS	PAVILLION	PARKING	WARMING HOUSE	SKATING	HOCKEY	TENNIS COURT	SOFTBALL FIELD	BASEBALL FIELD	SOCCER/ FOOTBALL FIELD	BASKETBALL COURT	VOLLEYBALL COURT	PLAY AREA	PICNIC AREA GRILLS	SWIMMING BEACH	TRAILS	FISHING	OTHER
RUM RIVER CENTRAL	308.8	REGIONAL/ COUNTY		X	X	X													X	X	
SHAWN ACRES	4.4	MINI-PARK														X	X				
SOLSTICE	1.6	MINI-PARK			X											X			X		
SPORTS HAVEN NORTH	23.4	OPEN SPACE SPECIAL USE																			
SPORTS HAVEN SOUTH	1.7	OPEN SPACE SPECIAL USE																			
STANHOPE RIVER HILLS		OPEN SPACE																			
TITTERUD	6.8	NEIGHBORHOOD								2L	X		X			X	X				
TRAPROCK COMMONS	3.8	OPEN SPACE				X															
TROTT BROOK CORRIDOR	6	TRAIL CORRIDOR																			

PARK NAME	ACRES	TYPE	BUILDING	RESTROOMS	PAVILLION	PARKING	WARMING HOUSE	SKATING	HOCKEY	TENNIS COURT	SOFTBALL FIELD	BASEBALL FIELD	SOCCER/ FOOTBALL FIELD	BASKETBALL COURT	VOLLEYBALL COURT	PLAY AREA	PICNIC AREA GRILLS	SWIMMING BEACH	TRAILS	FISHING	OTHER	
WAYSIDE REST	18	REGIONAL/STATE	X	X	X	X														X	X *	
WHISPERING PINES NORTH		OPEN SPACE																				
WHISPERING PINES SOUTH		OPEN SPACE																				
WOODLAND GREEN PARK	4.7	MINI-PARK			X											X	X		X			
<p>X * = INTERPRETATION X ** = WETLAND X *** = BOARDWALK</p>																						

B. The Parks and Recreation Plan

In addition to the inventory, the Ramsey Park system is also divided into 17 Recreation Districts. These districts are delineated by major roadways or other barriers and provide a means for more effective planning in determining future park needs at the larger neighborhood level. A broad overview of the existing park system in Ramsey reveals a number of small underutilized neighborhood parks scattered throughout rural areas of the community that have developed at very low densities. This low-density development (or large lot development) does not support high use of a neighborhood park system and thus can lead to inefficiencies. A larger scale community park, which would provide park and recreation opportunities not available within private yards of large lots, would prove a more effective and efficient use of a park and recreation system to serve the rural areas of Ramsey. It is this opportunity, as well as the need for additional spaces for the growing youth athletic program that call for a sixth Community Park in the north central part of the city. The remaining major emphasis in the rural area of Ramsey should be in providing trail connections to get people to larger park facilities such as Central Park, Elmcrest and Rum River Central Regional Park as well as in preserving open space corridors consistent with more rural land use.

This same focus does not apply to the more urban areas of the city. Higher density development demands more parks that are within walking distances and provide a greater variety of activities. It would be wise to start planning for the provisions of neighborhood parks in future urban areas as well as looking to fill gaps in existing urban developed areas. Also as traffic patterns become denser within the urban areas, more neighborhood barriers exist increasing the need for more neighborhood park facilities. Trail development is a significant element of future park planning as a means to connect residents, and place to work, shop and recreate. Therefore, the City should continue installing paved trails or sidewalks along all collector streets concurrent with their construction.

The Mississippi River Regional Trail (Anoka County Segment) is an existing trail east of the Rum River in the city of Anoka. The trail is proposed to be extended to the west to connect to Mississippi West Regional Park and on to Sherburne County. Anoka County will work with the City of Ramsey and others on the completion of a master plan for this part of the trail. The Central Anoka County Regional Trail is an existing trail east of the City of Anoka. This trail is also proposed to be extended to the west to connect to Mississippi West Regional Park and Anoka County will work with the City of Ramsey and others on the completion of this trail in the future. A future segment of the Rum River trail is also being proposed, connecting to Rum River Central Regional Park. General alignment of these three trails are shown on Figure 10-2.

As an implementing agency for Metropolitan Council's Regional parks and Open space system, Anoka County essentially functions as the lead coordinator for regional trails. Planning is often performed in a macro sense with the individual jurisdictions, who are more likely to develop detailed plans and provide for specific routing of trails within these municipalities like Ramsey.

In reviewing future park and recreation needs to serve future and existing Ramsey residents, the following, generalized park type definitions will be used:

1. Park Type Definitions:

Mini-Parks: These are very small parks, often less than 1 acre in size, and are used to address limited or isolated recreational needs. These parks typically serve residents less than ¼ mile from the site.

Neighborhood Parks: Neighborhood parks are usually centrally located within neighborhoods and are designed primarily for use by neighborhood residents within easy walking and biking distances.

The Neighborhood Park should be a positive focal point of pride for the neighborhood. They are intended for both passive and active activities with facilities such as play equipment, court games, and picnicking. They are generally not intended to accommodate organized athletic activities. Neighborhood parks should be a minimum of 5 acres. These parks typically serve residents ¼ to ½ mile distance and uninterrupted by non-residential roads or other physical barriers or have connecting trails with safe street crossings.

School Parks: Combining parks with school sites can be an efficient use of facilities. Care should be taken to not over use these facilities beyond what the landscape and scheduled maintenance can keep up with.

Community Parks and Athletic Complexes: Community Parks serve a broader purpose than neighborhood parks. The focus is on meeting community-based recreational needs, as well as preserving unique landscapes and open spaces. A high priority for these parks should be connecting them through a trail system which then serves residents within ½ to a 3 mile distance, for those not traveling by auto.

The sports components of these facilities are often heavily programmed athletic fields. In Ramsey a strategy for Community Parks has been to ensure the park has a diversity of facilities, yet congregate like sports fields together.

Open Space: Land set aside for preservation of significant natural resources. Usually lacks any developed facilities.

Special Use: These parks consist of recreational facilities that are orientated toward a single-use.

Greenways: A greenway is a continuous corridor of natural vegetation that provides for critical habitat and the movement of wildlife and humans. They often follow natural waterways or land features.

2. Trail Types:

Off Road (Urban): Paved surface for non-motorized use, and paved or non-paved surface for users, both trails removed from roadway. These facilities should be developed in corridors a minimum of 35' feet in width.

On Road : Paved, striped and signed shoulder on roadway.

On Road Separated: Paved trail parallel to roadways, separated by a ditch, curb or other buffer.

Multi-Purpose: Paved surface and separate non-paved skiing or equestrian trail, both removed from roadways. These facilities should be developed in corridors a minimum of 75' feet in width.

Table 10-2 represents standards for park facilities needed to serve a community like Ramsey with the focus of the park development occurring within existing and future urban areas. These standards provide a basis for determining if the existing park system adequately serves today's population and if it will be able to handle the expected growth to the year 2020. These standards should only be used as a guide or rule of thumb.

Table 10-2 National Recreation and Park Association Standards

Facility Type	Acres/1000 Population	Desirable Size (Acres)	Population Served	Service Radius	Preferred Location	Typical Facilities
Playgrounds	.25 to .5	1 or less	500 to 1000	¼ mile or 5 minute walk	Within urban neighborhoods, close to multi-family residential	Play structure, small court games, turf area, picnic tables
Neighborhood Parks	2.0	6 to 8	1000 to 2000	½ mile or 10 minute walk	Within urban area, centrally located	Court games, field games, playgrounds
Community Parks	5 to 8	20 to 35	Community	1 to 4 miles	Centrally located and easily accessible to entire community	Ball fields, tennis courts, picnic facilities, active recreation facilities
Regional Parks	5 to 10	200 +	Regional Population	1 hour drive	Natural features, usually associated with water	Activities of community park, nature observation areas, cultural and historic learning facilities
Trails	-	-	-	-	Connecting important community features	-
Special Facilities	-	-	-	-	Varies, convenient access, central to community	Ice arena, community center, golf course, gun club

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In terms of Ramsey's park land area per resident, Ramsey may be adequately served by park and recreation opportunities. However, as future residential development occurs and new areas are developed, land must be dedicated and funds must be committed to meet the recreation needs of the community. Through subdivision ordinance, the City currently requires parkland dedication at a rate indexed to residential densities for new development to fulfill the need for park facilities.

Ramsey is fortunate to have many natural resources within its boundaries. Many of these resources are preserved and made accessible through existing large community parks and tracts of protected open space. The Future Mississippi West Regional Park has the great potential of strengthening Ramsey's connection and identity with the Mississippi River. Continued cooperation with regional partners like the National Park Service through the Mississippi National River and Recreation Area on the Regional Trail through Ramsey will be important as Ramsey works to improve its image along Highway 10. Presently, Anoka County provides regional trail organization relative to the MNRRA corridor. Cities like Ramsey are full players with respect to the Trails and Open Space Partnership (TOSP), which is a group that meets quarterly to guide and refine trails within the MNRRA corridor from Ramsey, south 72 miles to Hastings. Pedestrian connections across Highway 10 will likewise be critical in making this new park accessible and contributing to a vibrant Town Center.

With these great recreational facilities existing and planned, an important focus will be on making these larger systems of parks accessible to all Ramsey residents. Acquiring and constructing additional links to the Trail system are critical to the success of the future Parks and Recreation Plan

Smaller neighborhood parks remain appropriate in higher density areas where they serve more residents and are designed to be focal points of gathering for the neighborhood. Every attempt should be made to develop sidewalk and trail connections to these neighborhood resources. Similarly, future underpasses and elevated crossings should be carefully mapped, so as to identify funding and schedules, so as to time them with other infrastructure improvements.

3. Parks and Recreation Goals

The following goals and strategies came from the community meetings held in 2007 and 2008 under the Ramsey3 effort.

a) A comprehensive, balanced park and trail system consisting of large and small scale parks, active and passive parks, natural preserves, and recreational facilities.

STRATEGIES:

1. Incorporate planned parks and trails into all new development where appropriate
2. Design for connectivity with local and regional parks
3. Improve coordination of park and trail planning within City and adjacent communities
4. Establish a regional trail along the Mississippi River
5. Develop a Trott Brook Trail Corridor
6. Explore providing pedestrian access from the Mississippi River to the north side of Highway 10
7. Design trails with a variety of surfaces appropriate for different uses

8. Seek out alliances and partnerships with non-profit and governmental agencies to assist in securing funding and other resources that will assist in implementing the park and trail plan
9. Improve quality of existing parks, through careful planning, continued maintenance and adequate funding
10. Explore options for an additional community park
11. Where appropriate, consolidate existing parks to improve quality and provide more efficient service
12. Explore options for a revenue source for permanent protections of parks, trails and open space

b) A system of safe parks and trails

STRATEGIES:

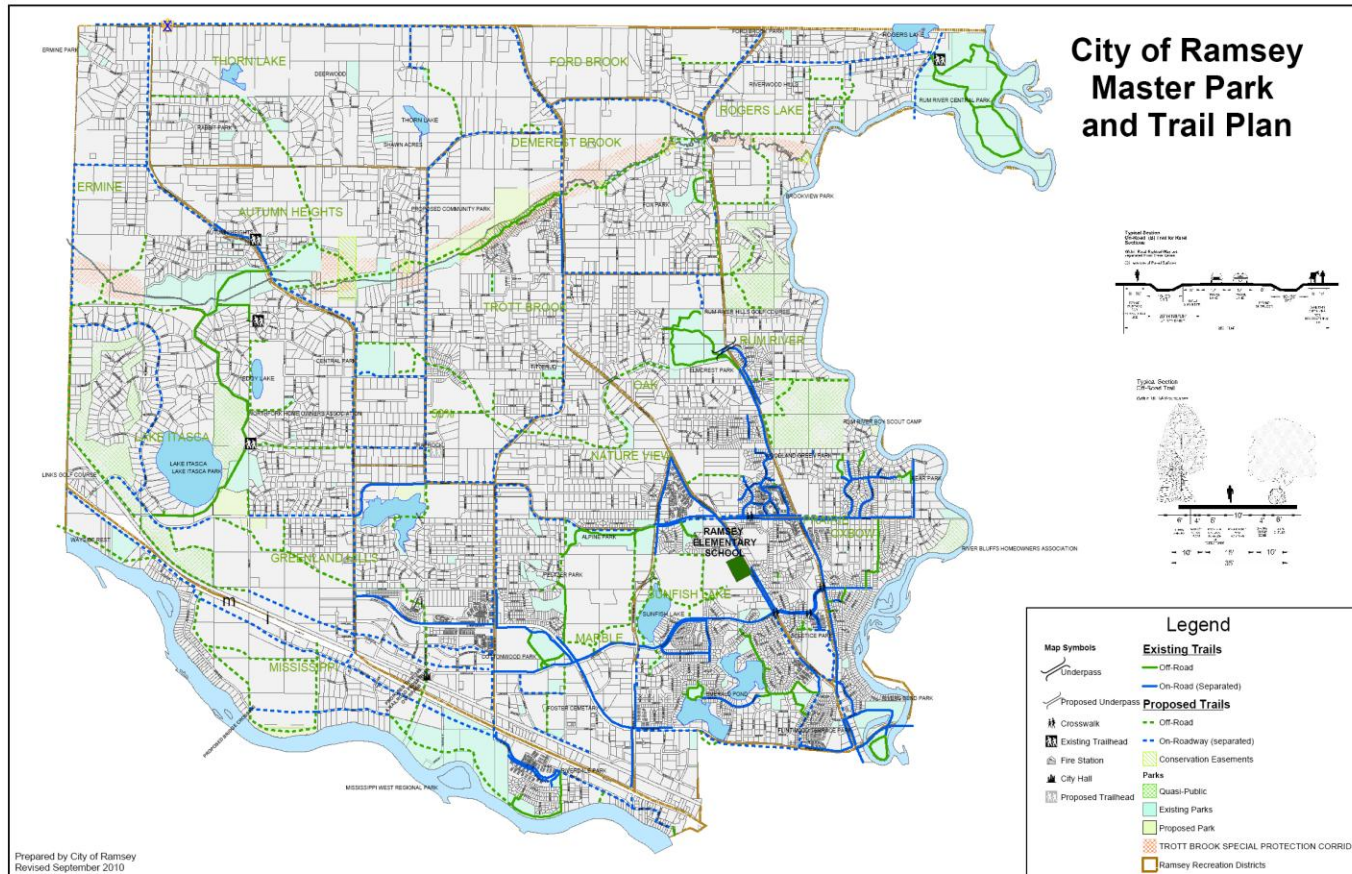
1. Locate trails where appropriate in greenway corridors and natural areas
2. Promote Crime Prevention Through Environmental Design CPTED and other techniques
3. Where appropriate, use existing power/utility easements for the trail system
4. Provide adequate signage and pavement markings to warn automobile traffic of park and trail traffic
5. Explore use of pedestrian-activated signals, continuous flashing signage, and mid-block crossings where safe and appropriate, to further increase park and trail safety
6. Minimize at-grade crossings of trails and roads and other interactions between trail users and automobiles, with underpasses or overpasses

e) A variety of park facilities and programs that meet the life cycle needs of residents.

STRATEGIES:

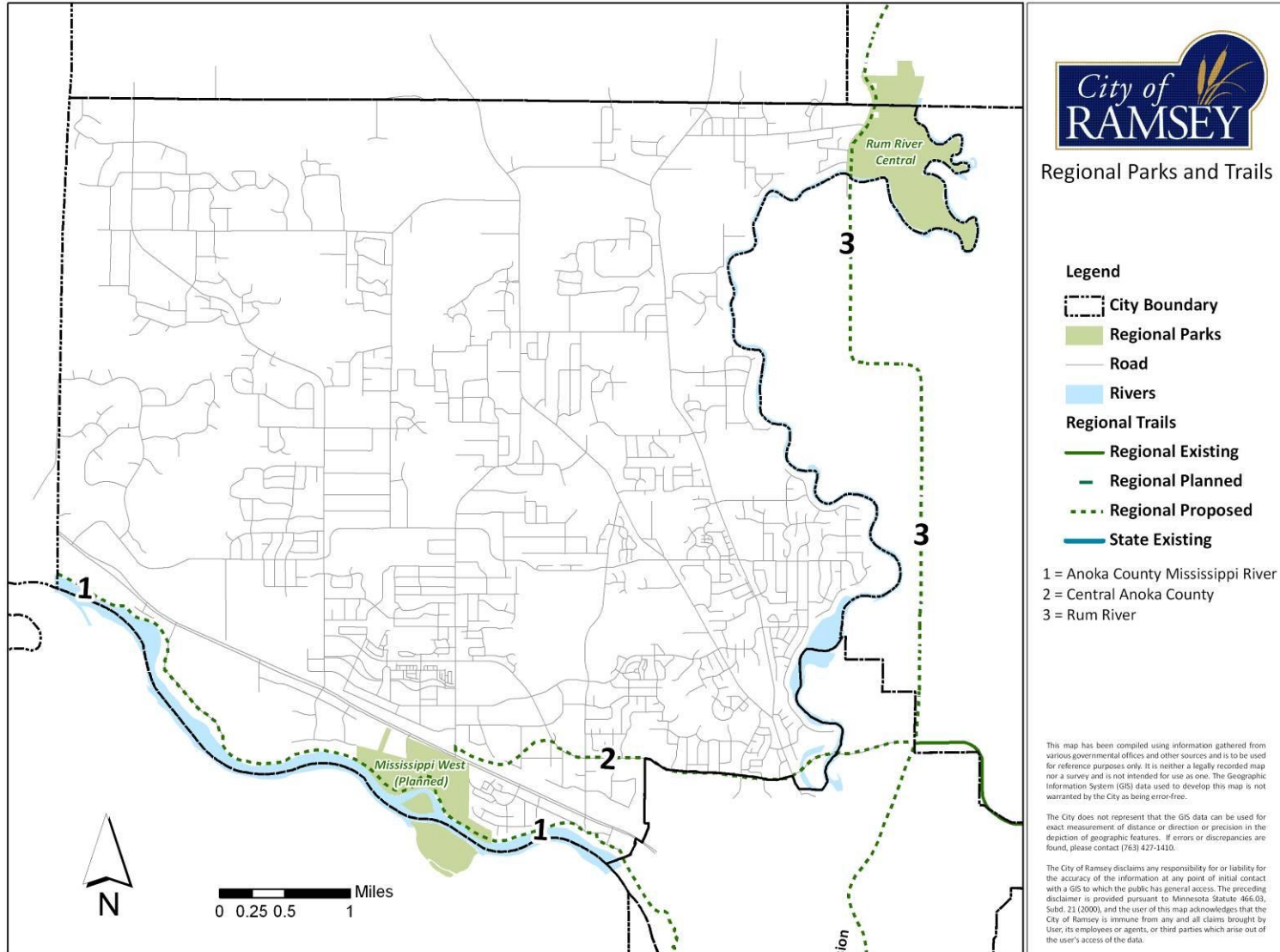
1. Work with the schools and community organizations to plan for athletic fields and facilities that will accommodate the growing community
2. Explore options for a revenue source for recreational facilities and programming
3. Study the need for a Community Center that offers a variety of recreational uses for all age groups

Figure 10-1 Park, Trail and Recreation Plan



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Figure 10.2: Regional Parks and Trails



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Transportation Plan Component of City of Ramsey Comprehensive Plan

Introduction

WSB & Associates staff will prepare a Transportation Plan for the City of Ramsey consistent with Metropolitan Council “Local Planning Handbook” requirements. The Transportation Plan will build upon elements of the existing City of Ramsey Transportation Plan. Existing transportation plan content will be utilized as much as possible, with outdated information updated to bring plan content into compliance with current Met Council requirements.

Overall Transportation Plan Approach

Specific tasks assumed in development of the Transportation Plan are follows:

- **Task 1: Project Management:** WSB staff will conduct quality control and quality assurance checks on all transportation plan materials that are prepared to ensure that they meet the requirements of Met Council.
- **Task 2: Agency Involvement:** WSB staff will participate in one work session with the City of Ramsey Public Works Committee, the MnDOT Area Manager and Anoka County transportation planning staff to discuss existing and forecasted conditions, issues identification and transportation plan goals and objectives. Up to six meetings are scheduled in total with City staff, council, various committees, the general public and adjacent communities, as needed.
- **Task 3: Traffic Analysis Zones (TAZs) and Travel Forecasting:** WSB staff run the Met Council 2040 travel demand model to identify forecasted 2040 traffic for Principal Arterials and A-Minor Arterials. Population, employment and household data from an approved forecasted land use plan will be summarized by TAZ and broken down into 2010-2020, 2020-2030, and 2030-2040 growth periods.
- **Task 4: Roadway Component:** WSB staff will prepare a Roadway component of the overall Transportation Plan. Maps and supporting narrative will be prepared consistent with Met Council requirements documenting the existing and proposed roadway network, associated AADTs, functional classification, etc. WSB will also collect Met Council required heavy commercial AADTs on City of Ramsey Principal Arterial and A-Minor Arterial roadways. Previous and current transportation studies in the Ramsey and adjacent communities will be documented and integrated into the roadway component, as appropriate. Access Management will be also be discussed and best practices referenced.
- **Task 5: Transit Component:** WSB staff will prepare a Transit component of the overall Transportation Plan. The Transit component will include discussion of existing transit service and associated infrastructure. Existing and forecasted gaps in transit service will also be discussed.
- **Task 6: Bicycling and Walking Component:** WSB staff will prepare a Bicycling and Walking component of the overall Transportation Plan. The Bicycling and Walking component will

include existing/future local on-road, off-road bicycle facilities, including Regional Transportation Bicycle Network (RTBN) facilities and pedestrian facility needs.

- **Task 7: Aviation Component:** WSB staff will prepare an Aviation component of the overall Transportation Plan. The Aviation component will include minimal language regarding existing policies that protect regional airspace since no aviation facilities are in the area of influence of the City of Ramsey. A map will also be created to illustrate existing radio beacons and other navigational aids with narrative discussing how they will be protected.
- **Task 8: Freight Component:** WSB staff will prepare a Freight component of the overall Transportation Plan. The Freight component will include supporting narrative identifying existing freight generators, freight related facilities, existing Principal Arterial and A-Minor Arterial HCAADT, existing weight restricted roadways, insufficient clearances, at-grade railroad crossings, turning radii problems, etc.
- **Task 9: Final Report:** WSB staff will prepare a final report of the overall Transportation Plan, including narrative and associated tables, maps and other exhibits from the individual Transportation Plan modal components. The Transportation Plan report will include summary findings and recommendations from the modal components and specific strategies in the form of general policies, projects, studies or other initiatives to address overarching transportation plan goals, objectives, existing/forecasted conditions and associated issues. Recommended projects or unresolved issues will be identified on a map for quick reference with a description of the issue or needed improvement and necessary coordination required with other agencies.
- **Optional Tasks:** As an optional task, WSB staff will conduct an analysis of high auto crash concentrations to assist with identification of potential future safety projects.

Academics

University of Minnesota	Adjunct Professor – BDA Program Department of Architecture (multiple semesters)
University of Minnesota	Guest Lecturer and Studio Critic Department of Landscape Architecture
University of Minnesota	Studio Critic Architecture / Urban Design Studio
Iowa State University	Teaching Assistant Department of Landscape Architecture
University of Maryland	Guest Lecturer and Studio Critic Department of Landscape Architecture
George Washington University	Instructor Landscape Design Short Course
Urban Land Institute	UrbanPlan Program Facilitator (urban design learning tool through local high school curriculum)
AIA Conference	Lecturer and Panelist 'Community Building in the First Ring'
Prepared Presentations (for others)	Gary Hightshoe (Professor at ISU) Traveling Exhibit and Lecture Series 'The Natural Forest Communities of Iowa . . . a Resource in Trouble' Landscape Contractors – Green Conference 'Inside the L.A. Studio . . . from concept to construction' CALA Lecture Series 'Human Settlement: Lessons Learned'
Mentoring	
Big Brothers of America	Matched while in Denver, Colorado Matched while in Frederick, Maryland
ULI Mentoring Program	Past Participant
ASLA-MN Mentoring Program	Past Participant

Community

Co-Chair for West Side Bluff Task Force

This neighborhood-based initiative was organized to help protect natural and cultural resources along the Mississippi River bluff at the edge of the West Side Neighborhood. As a West Side resident, I helped organize and facilitate numerous meetings with Task Force members and other project partners including the West Side Community Organization, Saint Paul Parks and Recreation, and Great River Greening. Several years of involvement and input from over 100 participants led to publication, adoption and implementation of the West Side Bluff Management Action Plan in 2003.

Community Planting Events (various locations)

Sponsored by Great River Greening

Arbor Day in the Midtown Greenway Planting Events (various locations)

Sponsored by Hennepin County, the Tree Trust and other Partners

Representative Project List

Carroll Creek Park and the Community Bridge. Frederick, Maryland
Lake Street / Midtown Greenway Corridor Framework. Minneapolis. Minnesota
Saint Paul on the Mississippi Framework Plan. Saint Paul. Minnesota
Dakota County Park System Plan & Related Park Projects. Dakota Count. Minnesota
Como Park Campus 'Idea' and Master Plan. Saint Paul. Minnesota
Cambridge Community College Master Plan . Cambridge . Minnesota
Lake Street Improvements Plan . Minneapolis . Minnesota
University of Minnesota Master Plan (1996 and 2009)
Mississippi River Gorge Master Plan . Minneapolis . Minnesota
Fort Snelling Site Improvements . Saint Paul . Minnesota
White Bear Lake Marina Triangle Master Plan . White Bear Lake . Minnesota
Upper Landing Urban Village Master Plan . Saint Paul . Minnesota
East Lake Street Neighborhood Master Plan . Minneapolis . Minnesota
Near Northside Neighborhood Master Plan . Minneapolis . Minnesota
Elliot Park Neighborhood Master Plan . Minneapolis . Minnesota
Arbor Lakes Development Framework . Maple Grove . Minnesota
Ramsey Town Center Master Plan . Ramsey . Minnesota
Lake Elmo Village Area Master Plan . Lake Elmo . Minnesota
West Side Bluff Management Action Plan . Saint Paul . Minnesota
Upper Landing Park Master Plan . Saint Paul . Minnesota
Schaar's Bluff Master Plan . Dakota County . Minnesota
Schaar's Bluff Cultural Gathering Center . Dakota County . Minnesota
Chestnut Plaza Concept Master Plan . Saint Paul . Minnesota
Ford Plant Redevelopment Study . Saint Paul . Minnesota

Target Corporation North Campus Master Plan . Brooklyn Park . Minnesota
 Newport Urban Design Study . Newport . Minnesota
 Bell Museum of Natural History . University of Minnesota
 Parks at Harmony Master Plan . Carver . Minnesota
 Gateway at Maple Plaine Redevelopment Strategy . Maple Plaine . Minnesota
 Lebanon Hills Visitor Center Master Plan . Dakota County . Minnesota
 Mississippi River Corridor Design Guidelines . Saint Paul . Minnesota

Awards (select list)

MASLA - Award of Excellence	Minneapolis Near Northside Master Plan
MASLA - Honor	Lake Street Midtown Greenway Framework
MASLA - Merit	Ramsey Town Center Master Plan
MASLA - Merit	The Bell Museum of Natural History (U of M)
MASLA - Merit	Lake Elmo Village Area Master Plan
MASLA - Merit	Schaar's Bluff Cultural Gathering Center
National Preservation Award	Midtown Exchange
Minneapolis Preservation Award	Midtown Exchange
American Planning Association	St. Paul North Quadrant Urban Village
AIA Minnesota - Honor	Ramsey Town Center Master Plan
AIA National - Honor	Ramsey Town Center Master Plan (Excellence in Urban Design)
American Planning Association	Saint Paul on the Mississippi Framework (Distinguished Planning Project Award)
Waterfront Center	Saint Paul on the Mississippi Framework (Top Honor Award)

City of Ramsey Statement of Qualifications to Provide Park Master Planning Services

March 13, 2017



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612.338.2029, 612.338.2088 Fax

200 Third Avenue Northeast
Suite 100
Cambridge, MN 55008
763.689.4042

63 East Second Street
Suite 150
Superior, WI 54880
715.392.2902

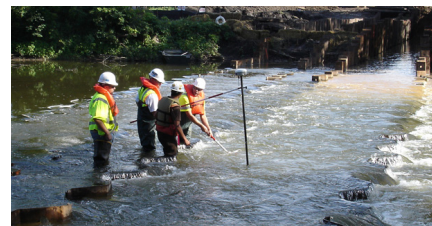
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LHB is dedicated to being environmentally responsible, reducing long term operating costs, and improving the quality of life for our clients. With a staff of 260, we provide integrated design solutions. Since 1966, our people have focused their talents and specialize in providing creative, practical and cost-effective design solutions for our clients.

We create sustainable designs for all types of facilities and infrastructure to produce energy-efficient buildings; promote ecological use of materials; and utilize natural systems that provide healthy, cost-effective benefits from natural lighting to stormwater reuse.



- Top 500 Design Firms, ENR (Engineering News Record) Magazine
- Top 300 Architecture Firms, **ENR** Architectural Record

LHB Staff by Discipline

Licensed Architects.....	25
Graduate Architects.....	15
Licensed Landscape Architects.....	4
Graduate Landscape Architects.....	3
Licensed Civil Engineers.....	15
Licensed Mechanical Engineers.....	12
Licensed Fire Protection Engineers...	1
Licensed Electrical Engineers.....	6
Licensed Structural Engineers.....	14
Graduate Engineers.....	30
Licensed Land Surveyors.....	2
Survey Crew Chiefs.....	15
Survey Technicians.....	15
Certified Interior Designers.....	3
A/E Design Technicians.....	46
Technical Staff.....	9
Administrative Staff.....	43
Planning and Development.....	1
Historic Preservationist.....	1
TOTAL LHB STAFF.....	260





Michael A. Fischer, AIA, LEED AP Principal

Michael has 30 years of experience as project principal, project manager, project designer, and project architect on planning, urban design, educational, commercial and governmental projects. He has become an expert on Tax Increment Finance District analysis assisting over 100 cities with strategic planning for TIF Districts. He is a Architectural Principal at LHB and currently leads the Minneapolis office.

Michael completed a two-year Bush Fellowship in 1999, earning Masters Degrees in City Planning and Real Estate Development from MIT. He has served on more than 50 committees, boards and community task forces, including a term as a City Council President and as Chair of a Metropolitan Planning Organization. Most recently, he served as Chair of the Edina, Minnesota planning commission. Michael has also managed and designed several award-winning architectural projects, and was one of four architects in the Country to receive the AIA Young Architects Citation in 1997.

Registration

Licensed Architect
in Minnesota and Wisconsin

Accreditation

U.S. Green Building Council
Leadership in Energy and
Environmental Design
Accredited Professional (LEED
AP)

Affiliation

American Institute of Architects
American Planning Association
Sensible Land Use Coalition
Economic Development
Association of Minnesota
Lambda Alpha International
Urban Land Institute

Education

Master of City Planning
Master of Science in
Real Estate Development,
Certificate of Urban Design
Massachusetts Institute
of Technology (MIT),
Bachelor of Architecture,
North Dakota State University

Recognition

Hugh Hampton Young Fellow
Bush Fellow
Recipient of 1996 AIA
Minnesota Young Architects
Citation
Recipient of 1997 National AIA

Project Experience

- Roseville Parks and Recreation
Master Planning; Roseville MN
- Firemen's Park; Chaska, MN
- Minneapolis Park & Recreation
Board (MPRB): Minneapolis, MN
 - Mississippi Central Riverfront
Master Plan
 - RecQuest
 - Downtown Service Area Master
Plan
 - North Lake Calhoun/South Lake
of the Isles Design Charette
 - East Phillips Park Community
Center
 - Sixth District Dog Park
- Ojibway Park Master Plan;
Woodbury, MN
- Cloquet Parks and Recreation
Master Plan; Cloquet, MN Duluth
YMCA Natilus Room Remodel;
Duluth, MN
- Duluth YMCA Lobby Remodel;
Duluth, MN
- Wayzata Bay Center
Redevelopment; Wayzata, MN
- South St. Paul Parks Master Plan;
South St. Paul, MN
- Loose-Wiles Building LHB Office
Remodel; Minneapolis, MN
- North Urban Regional Trail;
Dakota County, MN
- Seward/Longfellow Midtown
Greenway; Minneapolis, MN
- Lowry Avenue Corridor
Revitalization Plan;
Minneapolis, MN
- Bassett Creek Valley Eco-Industrial
Master Plan; Minneapolis, MN
- Tower Avenue Revitalization;
Superior, WI
- Barker's Island Master Plan;
Superior, WI
- Cloquet Downtown Revitalization
Plan; Cloquet, MN
- Old Downtown Duluth
Revitalization Plan; Duluth, MN
- Richard I. Bong World War II
Heritage Center; Superior, WI
- Olivia Downtown Redevelopment;
Olivia, MN
- Barker's Island Master Plan;
Superior, WI
- Westwind Senior Housing;
St. Cloud, MN



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DRIVEN DESIGN.



Lydia A. Major, PLA, LEED AP Project Manager

Lydia works with clients and communities to create vibrant public, commercial, and residential places. She uses a collaborative design process to develop solutions that benefit the client, the community, and the environment. Her projects include community, education, park, trail, and transportation system planning projects, where her skills with public engagement help generate support and real solutions, as well as smaller public and private projects, where she focuses on the details that create memorable experiences.

Lydia integrates technical and communication skills to produce compelling plans, models, renderings, and other presentation materials. Communication is a critical component in all projects, and Lydia uses her education as a writer to create project documents, including master plans, reports, city submittals, and other communications materials that become living documents in support of real progress to positively impact people's lives.

Project Experience

- Roseville Parks and Recreation Master Planning; Roseville MN
- Firemen's Park; Chaska, MN
- Minneapolis Park & Recreation Board (MPRB): Minneapolis, MN
 - Downtown Service Area Master Plan
 - RecQuest
 - Mississippi Central Riverfront Master Plan- North Lake Calhoun/South Lake of the Isles Design Charette
 - East Phillips Park Community Center
 - Sixth District Dog Park
- Ojibway Park Master Plan; Woodbury, MN
- Cloquet Parks and Recreation Master Plan; Cloquet, MN
- Minneapolis Community and Technical College; Minneapolis, MN
 - Fine Arts Plaza
 - Helland Student Center
- Century College Master Facilities Plan; White Bear Lake, MN
- Bemidji State University; Bemidji, MN
 - Master Facilities Plan
 - Landscape Master Plan
 - Memorial Hall Plaza Concrete and Masonry
- University of Minnesota, Morris; Morris, MN
 - Green Prairie Living and Learning Community
 - DeWall Courtyard
 - EcoStation
 - Senior Legacy Project
 - Eco Center Feasibility Study
 - Sculpture Location Plan
- Normandale Community College; Bloomington, MN
 - Kopp Student Union Renovation and Addition
 - Stormwater Master Plan
- St. Cloud Technical and Community College; St. Cloud, MN
 - Master Plan
 - Door 6 Landscape
 - Door 17 Landscape
 - CTEC Landscape
 - Medium Truck and Autobody

Registration

Licensed Landscape Architect in Minnesota

Accreditation

U.S. Green Building Council
Leadership in Energy and Environmental Design
Accredited Professional
(LEED AP)

Affiliation

American Society of Landscape Architects (ASLA), Member

Education

Master of Landscape Architecture,
University of Minnesota
Bachelor of Arts,
Honors English,
University of Wisconsin-Madison

Recognition

2016 ASLA-MN Merit Award,
TH 100 Visual Quality Manual
2015 ASLA-MN Honor Award,
Central Riverfront Regional Park Master Plan
2014 ASLA-MN Merit Award,
MCTC Fine Arts Plaza
2013 Minneapolis Downtown Improvement District Greening Award, Best Plaza, MCTC Fine Arts Plaza



PERFORMANCE
DRIVEN DESIGN.



Sarah K. Weeks, ASSOCIATE ASLA Landscape Designer

Sarah approaches projects thoughtfully and creatively, and is dedicated to a design process that integrates the needs of the client with those of the community and the environment. She works across scales to envision and create compelling places: her projects have ranged from broad-scaled park and community master plans, to streetscape design, to smaller, more intimate sites. Sarah is excited by community engagement: as part of her time living in Grand Marais, Minnesota, she helped facilitate a design charrette and site plan concept that led to the installation of a new campus, integrating stormwater infrastructure with an enhanced community gathering space.

Sarah combines her skills with the Adobe Creative Suite, AutoCAD, ArcGIS, SketchUp and Rhino with her background in fine arts to create evocative, compelling renderings, plans and 3D models that communicate sense of place and design intent. She also brings her experience in writing and research to produce effective project documents, including master plans, design guidelines, proposals and presentation materials.

Project Experience (Experience prior to LHB)

- Minneapolis Parks and Recreation Board (MPRB)
 - Downtown Service Area Master Plan; Minneapolis, MN
 - RecQuest Recreation Center Master Plan; Minneapolis, MN
 - Mississippi Central Riverfront Master Plan Firemen's Park; Chaska, MN
- Ojibway Park Master Plan; Woodbury, MN
- Grandview District Transportation Study; Edina, MN
- Superior Street Reconstruction; Duluth, MN
- St. Anthony Falls Regional Park Master Plan; Minneapolis, MN
- Excelsior Boulevard Design Guidelines; St. Louis Park, MN
- Hennepin County Sustainable Landscape Guidelines; Hennepin County, MN
- Winona Bridge Landscape; Winona, MN*
- Ridgway Overlook; Minneapolis, MN*
- Lake Elmo Regional Park Reserve Visioning Study; Lake Elmo, MN*
- Fargo-Moorhead Area Diversion Recreation and Land Use Master Plan; Fargo-Moorehead, MN*
- South Loop Streetscape Master Plan and Lindau Link Master Plan; Bloomington, MN*
- Central High School: Transforming the Character of Place; St. Paul, MN*
- Rethinking West 7th Street; St. Paul, MN*
- Exploring Bioremediation Options for University of Minnesota, Rochester; Rochester, MN*

Affiliation

American Society of Landscape Architects (ASLA), Member

Education

Master of Landscape Architecture, College of Design, University of Minnesota, Minneapolis
 Bachelor of Arts in Studio Art, Concentration in Women's and Gender Studies, Carleton College, Northfield, Minnesota
 Off-Campus Study: Associated Colleges of the Midwest Wilderness Field Station, Boundary Waters Canoe Area Wilderness

Recognition

2015 ASLS-MN Honor Award
 Mississippi Central Riverfront Regional Master Plan
 President's Community Engaged Scholar Award, Metropolitan Design Center, 2013
 Capstone Merit Award, 2011
 ASLA Merit Award for Outstanding Academic Achievement, 2011
 Federated Garden Clubs of Minnesota Scholarship, 2010-2011

Roseville Parks and Recreation System Master Planning; Roseville, MN

LHB was hired to create a master plan that would engage citizens, refine their vision for parks, and establish a program of improvements to guide parks and recreation investments and programming for the next twenty years. That inclusive process led directly to the investment of over \$16M in renovations to nearly every park in Roseville, including new buildings, play areas, sports facilities, natural resource restorations, and other improvements. The upgraded parks have been well-received and heavily used since they opened.



Downtown Service Area Master Plan; Minneapolis, MN

The Downtown Service Area Master Plan is exploring innovative approaches to the community engagement and design process—one that is broadly inclusive and experience-focused. The process also is reconsidering ways of delivering parks and recreation services to downtown park users, and looking across functional service areas to create a plan that is inclusive in its process, comprehensive in its content, and visionary in both approach and results. The draft document is now in the public review process, but is already impacting development in Minneapolis.



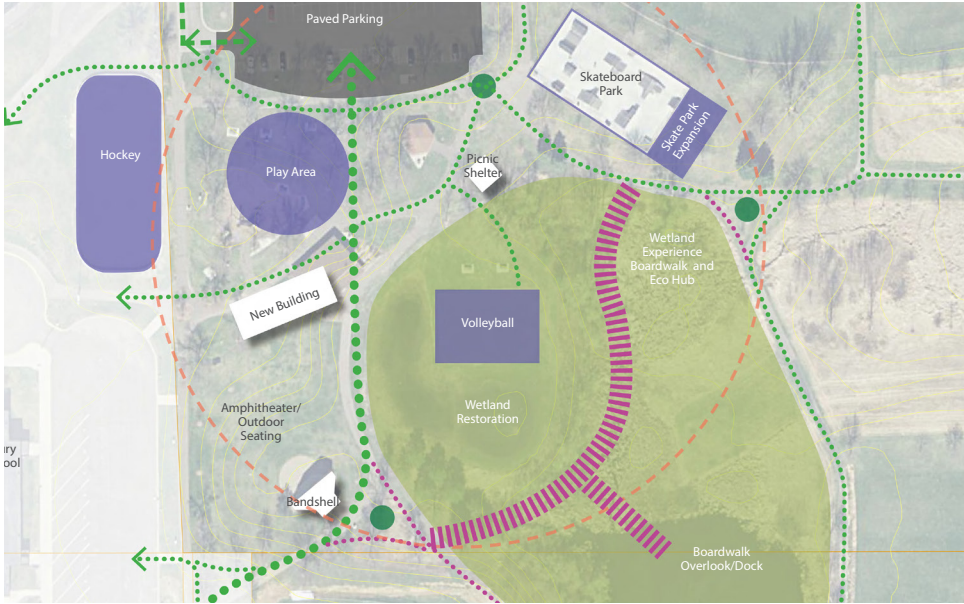
Firemen's Park; Chaska, MN

The master plan for the project included extensive renovation of Firemen's Park and Schimelpfenig Park. The master planning process engaged park user and interest groups to better understand the needs and desires of each group and to share the underlying intentions of the project. The master plan led directly to the construction of both park projects, which are now open to the public. The parks have already become popular spaces, bringing activity and pride to Downtown Chaska.



Ojibway Park Master Plan;
Woodbury, MN

LHB was selected by Woodbury to develop a new vision for Ojibway Park based on a shared understanding of existing conditions and exploration of the possibilities for programming, facilities, maintenance, and operations. After several months spent talking to the community, the process is now beginning to shape a framework for the development of specific design elements, including a new park building.



RecQuest;
Minneapolis, MN

LHB is leading a team of national consultants to help the Minneapolis Park and Recreation Board (MPRB) plan the future of its recreation center system. The team is working closely with communities across Minneapolis to understand how best to direct future investments to meet the changing needs for recreation, education, and interaction. Like the Downtown Service Area Master Plan, RecQuest is also planning innovative stakeholder engagement to create a plan that is inclusive and visionary.



Wheelchair Softball Field;
Brooklyn Park, MN

LHB provided planning, design, and construction related services on Minnesota's First Wheelchair Softball complex for the City of Brooklyn Park. This is one example of the many individual park and trail projects we have done in Minnesota in recent years. Our experience with these municipal investments and construction projects gives us a strong understanding of what it takes to actually construct the improvements we plan.

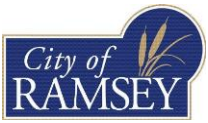


Project Schedule

Project: Ramsey Park + Trail System Plan
 Client: City of Ramsey
 Primary Consultant: Bruce Jacobson
 Sub-Consultant: LHB
 Date: 1/31/2017

		February	March	April	May	June	July	August	September	October	November	December
Phase One- Convene		□	□									
Getting Started	Organize existing information											
The Ramsey Park System	Revisit vision + objectives											
Existing Assets	Describe programs + amenities											
Planned Proiects	Review work in progress											
Community Input	Define expectations + approach											
Precedent Research	Collect + catalog resource library											
Phase One Meetings		■	●	▲								
Phase Two - Explore			□	□	□	□						
System Plan Alternatives	pull it apart + put it back together again											
Economic Evaluation	clarify benefits + sources + uses											
Ongoing Outreach	engage feedback sources											
Preferred Direction	describe + illustrate components											
Organize Document	refine table of contents											
Phase Two Meetings			●	■	▲	●	■	▲	○	○		
Phase Three Report								□	□	□	□	□
Preliminary Park System Plan	prepare first draft + support materials											
Primary Stakeholder Review	re-evaluate + refine + direct											
Follow Up Outreach	engage feedback sources											
Final Park System Plan	prepare final draft + support materials											
Follow Up Outreach	final review + comment period											
Final Plan + Other Project Deliverables												
Phase Three Meetings						●	■	○	▲	●	■	▲

- Meetings
 Report/ Deliverables
 CHV Staff Workshop
 Team Meetings
 Community Event
 Other
- Keys
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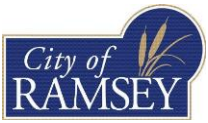
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To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services

Strategic Imperative I: Financial Stability

Ensure strategic economic development that complements the city's desired quality of life and builds a stable tax base, all while maintaining a low tax levy.

Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
			Key  Red: On hold/stopped  Yellow: Needs Discussion  Green: on track  Completed			Uses adopted 2017 Budget as benchmark. Assumed to hold constant for 2018 to determine additional resources needed to accomplish initiative.
Improve budget preparation to identify operational efficiencies and cost-savings	1) Develop an all-inclusive integrated budget document that will incorporate Strategic Planning items, adopted budgets, CIP, metrics, and trend information.	June 2015	December 2018	<ul style="list-style-type: none"> Integrated budget completed for 2016 - complete Distinguished Budget Award received in 2018 	Lund	<ul style="list-style-type: none"> Need direction on alternative budget document format.
Increase economic growth and development	2) Sale of City-Owned Parcels that are listed for sale for economic development.	Summer 2015	Summer 2018	<ul style="list-style-type: none"> City owned land will be positioned: "as-competitive-as-possible" in today's real estate market. Removed development "unknowns" for prospects and significantly improved project timelines. 100 % properties shovel-ready certified. Land sale closings above previous three year term. 	Brama	<ul style="list-style-type: none"> Several land sales Shovel-ready analysis being completed Broker relationship & service options under review



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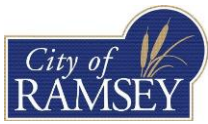
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Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Increase economic growth and development (cont.)	3) Recruit new industry and market-ready major retail businesses to Ramsey	Ongoing	Fall 2017	<ul style="list-style-type: none"> Secured two (2) new 30,000+ square foot retail facilities. Secured two (2) new 30,000+ square foot industrial facilities. 	Brama	<ul style="list-style-type: none"> No additional resources requested Metric based on market factors outside of City control
	4) Establish new Business Park, west of Armstrong Boulevard	Spring 2016	Summer 2016	<ul style="list-style-type: none"> Business Park will be positioned: "as-competitive-as-possible" in today's real estate market. Removed development "unknowns" for prospects and significantly improved project timelines. Attain State of Minnesota <i>Shovel-Ready</i> Status for Business Park land parcels. 	Brama	<ul style="list-style-type: none"> Business park under development working with private land owners
	5) Develop and plan for key infrastructure improvements (AUAR improvements, extensions of municipal utilities, and major transportation corridors.	April 2015	December 2017	<ul style="list-style-type: none"> Meet the COR AUAR milestones Scheduled prioritized projects in CIP Revised JPA construction schedule - Meet the scheduled milestones. Reviewed possible extension of sewer and water to 167th and Hwy 47 area Mobility improvements made to major highway corridors (i.e. US Hwy 10, Hwy 47 and CR 5) 	Westby	<ul style="list-style-type: none"> Comprehensive planning in process
Leverage outside funding sources	6) Optimize use of non-city funding through joint projects, grants and partnerships	2015	2018	<ul style="list-style-type: none"> Increased grant awards Reduced reliance on the general fund. Effective grant administration Increased public and private partnerships 	Ulrich	<ul style="list-style-type: none"> Grants applied for with active support of private business interests



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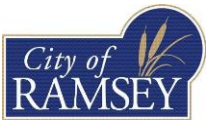
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Strategic Imperative II: A Connected Community

Ensure that the city is a connected city that is part of a comprehensive regional transportation system that enables all citizens to easily navigate the community and attracts business development.

Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Improve the safety and mobility of major road corridors	7) Actively lobby State Legislature and Federal Congressional Delegation for \$170M to construct the identified Highway 10 corridor priorities	March 2015	December 2018	<ul style="list-style-type: none"> State and federal funding secured for high priority TH Highway 10 projects. 	Ulrich	<ul style="list-style-type: none"> Work in process
	8) Introduce legislation requesting state funding for highway-rail separation at Ramsey and Sunfish Lake Blvd. rail intersections.	March 2015	May 2018	<ul style="list-style-type: none"> Allocation of up to \$10 M in state bonding for projects. 	Ulrich	<ul style="list-style-type: none"> Work in process
	9) Initiate a regional effort to complete Preliminary Engineering and Environmental Review for all projects of the Highway 10 Study	March 2015	December 2018	<ul style="list-style-type: none"> Preliminary Design and Engineering in regard to MNDOT TH10 Access Planning Study projects are commenced. 	Ulrich	<ul style="list-style-type: none"> Work in process
	10) Develop a communications strategy in regard to Highway 10 improvements	Summer 2015	Summer 2016	<ul style="list-style-type: none"> 1-2 page flyer (marketing material) summary of Highway 10 Created project webpage on City website. “Support network” of businesses and land owners willing to assist in lobbying established. “Lobbying List” outlining an inventory of people the City should be communicating with (lobbying) established. 	Brama	<ul style="list-style-type: none"> No additional resources requested. Outline/framework complete. To be completed in 2017



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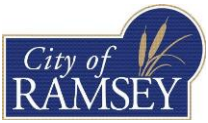
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Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Improve the safety and mobility of major road corridors (continued)	11) Conduct CASH 5 Corridor Study (land use and traffic integrate in cooperation with the County)	April 2015	October 2018	<ul style="list-style-type: none"> Corridor study completion in 2017 At least one high priority improvement project commenced by 2018 	Westby	<ul style="list-style-type: none"> \$50,000 in professional services
	12) Conduct MN State Hwy 47 Study in cooperation with MNDOT and City of Anoka	April 2015	October 2018	<ul style="list-style-type: none"> Corridor study completion in 2017 At least one high priority improvement project commenced by 2018 	Westby	<ul style="list-style-type: none"> \$50,000 in professional services
	13) Conduct Armstrong Blvd traffic study in cooperation with the County	July 2015	October 2018	<ul style="list-style-type: none"> Corridor study completion in 2017 At least one high priority improvement project commenced by 2018 	Westby	<ul style="list-style-type: none"> \$50,000 in professional services
Create a diverse and robust offering of recreational opportunities	14) Develop a comprehensive recreation plan that inventories existing recreation programs, services, and infrastructure at the local, regional, and national level	5/2015	10/2017	<ul style="list-style-type: none"> Present findings and recommendations in 2017 as part of budget development for 2018 implementation 	Riemer/Riverblood	<ul style="list-style-type: none"> Comprehensive planning in process
	15) Develop Plan for future parks, trails, and open space capital improvements	2015	2017	<ul style="list-style-type: none"> Completed Master Park and Trail Plan Update CIP Aligned with Parks Plan 	Gladhill/Riverblood	<ul style="list-style-type: none"> Comprehensive planning in process



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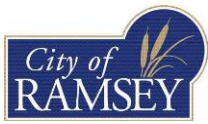
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Strategic Imperative III: Smart, Citizen-Focused Government

Continue the delivery of quality services to ensure the city will have safe and thriving neighborhoods and business districts, and a clean environment.

Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Improve and maintain the safety of the community	16) Reduce illegal drug activity in the community	June 2015	January 2017	<ul style="list-style-type: none"> Increased number of arrests for drug crimes Maximized collaboration of Anoka Hennepin Drug Task Force by allocating staff to task force Increased intelligence on drug activity Reduced criminal activity in community related to drug use Increased community awareness of illegal drug activity 	Katers	<ul style="list-style-type: none"> Drug Task Force Officer assigned, programs and educational components to be developed
	17) Provide adequate public safety staffing based on City's growth factors	June 2015	September 2016	<ul style="list-style-type: none"> Metrics developed to support 2016 and future public safety staffing requests 	Ulrich	<ul style="list-style-type: none"> Staffing levels support current activity, coverage levels, and population.
	18) Consider security cameras to enhance safety and security	June 2015	June 2016	<ul style="list-style-type: none"> Visible deterrent to criminal activity Reduction of Vandalism to city owned property by 10 % Assisted in identification of criminal suspects Provided increased sense of security in public spaces. 	Katers	<ul style="list-style-type: none"> \$20,000 in equipment and software
	19) Expand and improve residential rental licensing program	April 2015	Dec. 2016	<ul style="list-style-type: none"> Cost Benefit analysis completed Improved property maintenance Improved landlord/tenant relationships Improved public safety response 	Gladhill	<ul style="list-style-type: none"> Rental license ordinance amended to expand program
Create a strong positive image for residential neighborhoods and business districts	20) Meet or exceed community expectations in regard to response times for code complaints	2016	2017	<ul style="list-style-type: none"> Centralized enforcement program with consistent metrics Improved communication of notices of violation Response times of 14-30 days Enhanced focus on key corridors (Highway 10 and Highway 47) Eliminate duplication in data 	Gladhill	<ul style="list-style-type: none"> 0.5 FTE
Enhance Community Engagement	21) Create a program for citizen recognition.	June 2015	December 2016	<ul style="list-style-type: none"> Implemented citizen recognition program Incorporate recognition contests into recreation programming (e.g., best butterfly garden, best holiday lights) 	Ulrich	<ul style="list-style-type: none"> Council meetings and social media used for recognition. Current rec intern, future 0.5 FTE



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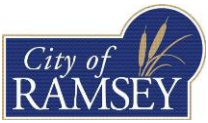
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Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Enhance Community Engagement (cont.)	22) Identify opportunities for community volunteer work	June 2015	December 2016	<ul style="list-style-type: none"> Increased citizen volunteer hours 	Ulrich	<ul style="list-style-type: none"> Current rec intern, future 0.5 FTE for volunteer coordination and recognition
	23) Increase engagement opportunities in future land use decisions	2015	2018	<ul style="list-style-type: none"> Adopt a citizen engagement framework for 2040 Comprehensive Plan update Determine appropriate scale of update to the City's Comprehensive Plan Complete required 2040 Comprehensive Plan update Clarified vision for the COR 	Gladhill	<ul style="list-style-type: none"> Comprehensive planning in process
Enhance the level of customer service	24) Evaluate staffing deployment and process effectiveness	2015	2017	<ul style="list-style-type: none"> 10 Business Day Building Permit Plan Review 48 Hour Inspection Window Centralized Permits and Licenses Division Improved management and ensured equity of enforcement of City-Owned properties Improved support to Environmental Policy Board (EPB) 	Gladhill	<ul style="list-style-type: none"> Enhance technology and staffing has been implemented
Define and promote Ramsey Brand	25) Develop strategy with Ramsey Brand as umbrella while still promoting sub-areas of the community (The COR, 167 th Avenue, Future Business Park, etc.)	Spring 2015	Summer 2016 Final completion tied to tactic below.	<ul style="list-style-type: none"> Unified marketing/ communications with consistent use of Ramsey Brand (refreshed materials and policy). Implementation of Ramsey logo in future COR materials and signage (same for other sub-districts) 	Brama	<ul style="list-style-type: none"> Timeline adjusted to 2017 completion for The COR Development Plan Update/Vision
	26) Acquire a ZIP Code for Ramsey	Spring 2015	December 2017	<ul style="list-style-type: none"> New and unique ZIP Code assigned to Ramsey 	Brama	<ul style="list-style-type: none"> No additional resources. Metric dependent upon USPS.



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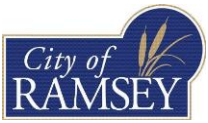
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Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Define and promote Ramsey Brand (cont.)	27) Create a community sign plan that focuses on community gateways and focal points.	2015	2016	<ul style="list-style-type: none"> Revised zoning code Monument signage plan for the City completed Tenant panel distribution policy completed Funding and Priority Plan 	Brama	<ul style="list-style-type: none"> Timeline adjusted for The COR Development Plan Update/Vision = 2017
Improve the image of key corridors (Highway 10, CR5, and Highway 47)	28) Use property-owner/ citizen engagement strategies	2016	2016	<ul style="list-style-type: none"> Adopted Statement of Goals 	Gladhill	<ul style="list-style-type: none"> 2017 Budget now has appropriate resources for this step.
	29) Proactively Implement Corridor Improvements through public investment and code compliance initiatives	2016	2018	<ul style="list-style-type: none"> 30% of targeted property clean-up per year of plan 	Gladhill	<ul style="list-style-type: none"> Current program is complaint-based Proactive compliance on main corridors add 0.5 FTE
Ensure long-term sustainability of Public Water System	30) Work with neighboring cities and regulating agencies to identify regional solution(s) for sustainable water supply/water treatment facility	2015	2018	<ul style="list-style-type: none"> Commitment to regional solution for long-term water supply Active participation of neighboring cities/regulating agencies 	Westby	<ul style="list-style-type: none"> Comprehensive planning in process



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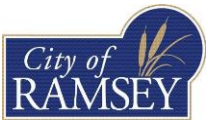
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Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Ensure long-term sustainability of Public Water System (cont.)	31) Develop a Comprehensive Plan for City long-term water supply	2015	2016	<ul style="list-style-type: none"> Updated Comprehensive Water Supply Study 	Westby	<ul style="list-style-type: none"> Comprehensive planning in process



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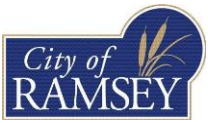
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Strategic Imperative IV: An Effective Organization

Maintain a highly functional staff, citizen volunteers, and elected officials and governance structure that meet the increasingly ever-changing needs of the organization

Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Improve City communications with the community	32) Adopt a Formalized Communications Plan	Winter 2015	Early 2016	<ul style="list-style-type: none"> Council adopted communications plan. The adopted plan outlines specific outcome for each specific tactic. 	Brama	<ul style="list-style-type: none"> Reviewed by CC on 2/14
Improve and sustain high employee morale	33) Develop a Staff recognition program	April 22, 2015 Kick-off	Ongoing	<ul style="list-style-type: none"> Formal Staff Recognition Program Developed and Implemented Staff feeling recognized and valued by peers Staff promoting positive accountability to our core values by peers Promoted teamwork and brand Sustained or improved morale 	Lasher	<ul style="list-style-type: none"> Labor Management Committee has worked on communication efforts
	34) Initiate a strategy to highlight City Employees and job duties (put a face to a name and highlight their contribution to the community)	July/Aug. 2015	Ongoing (monthly) RR Publications as scheduled	<ul style="list-style-type: none"> Increased awareness of Dept. Functions. / increased staff recognition Increased awareness of specific roles and specific current events / increased staff recognition. Promoted Ramsey Brand / increased staff recognition. 	Lasher	<ul style="list-style-type: none"> Labor Management Committee has worked on communication efforts Safety Committee now in place
Continue to implement process improvement initiatives	35) Review existing events and consider the value to the City	June 2015	September 2018	<ul style="list-style-type: none"> Status of each City event (i.e., include or not) in 2016 budget determined 	Ulrich	<ul style="list-style-type: none"> Programs reviewed with annual budget



Strategic Action Plan February 2017 Update

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Maintain a highly functional staff, citizen volunteers, and elected officials and governance structure that meet the increasingly ever-changing needs of the organization

Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Plan for public facilities to meet City's growth	36) Identify capital cost of PW facility based upon space needs study. Create funding and implementation plan for a new public works campus	2015	2016	<ul style="list-style-type: none"> Decision by Council on timing and amount of debt for the new Public Works facility Completed design [new] 	Lund	<ul style="list-style-type: none"> Need direction on design process.

PARKS AND TRAILS

Regional Parks and Trails

- Describe, map, and label the Regional Parks System facilities that are located in your community.
 - Describe, map, and label the federal and state recreational lands within your community, as shown on your System Statement.
 - Depict existing regional parkland with a land use of “Park” (or your community’s equivalent) on your Existing Land Use map.
 - Acknowledge the Council-approved master plan boundaries of regional parks, park reserves, and special recreation features by guiding the properties with a land use of “Park” (or your community’s equivalent) on your Future Land Use map.
-

Local Parks and Trails

- Describe and map your existing and proposed local parks, trails, and recreation facilities.
- Include a capital improvement program for parks and open space facilities as part of your implementation program.

Meeting Date: 03/28/2017

By: Tim Gladhill, Community Development

Information

Title

Review Preliminary Feedback from Highway 10 Summit and Discuss Corridor Improvement Plan Next Steps

Purpose/Background:

The purpose of this case is to provide a brief update from the Highway 10 Summit held on March 16 with a portion of the corridor business community. The purpose of this case is also to review next steps, as well as discuss how this project can fit within the upcoming Resilient Communities Project with the University of Minnesota (2017-2018 Academic Year).

Observations/Alternatives:

More detailed feedback can be found in the attached document. The following themes emerged from this event.

1. The need to complete the Highway 10 Plan in Ramsey is the most crucial step moving forward.
 1. Multiple scenarios still exist.
 2. Removes uncertainty.
2. Stakeholders would generally support City efforts to buy and remove vacant and blighted buildings.
3. Public sector should step up maintenance (i.e. boulevard mowing).
4. Mix of feelings about public resources to improve private properties (business subsidies).
5. Some businesses frustrated with lack of focus and attention on existing businesses, especially those impacted by acquisition.
6. City should continue to plan for a Mississippi River Crossing.

The following businesses are interested in a one-on-one follow up:

- Connexus Energy
- Lano Equipment
- Molin Concrete
- RM Golf Carts
- Son Watersports
- Village Bank

Next Steps

The attached work plan outlines more detail on next steps. Generally speaking, over the next 30 - 60 days, Staff will be conducting one-on-one business visits and continue to market and compile the online survey.

Staff will be meeting to de-brief on Tuesday, March 28 to discuss recommendations moving forward.

Recommendation:

No action requested.

Action:

No action requested.

Attachments

Work Plan - Detailed

Work Plan - Summary

Highway 10 Summit Notes

Form Review

Inbox

Kurt Ulrich

Form Started By: Tim Gladhill

Final Approval Date: 03/23/2017

Reviewed By

Kurt Ulrich

Date

03/23/2017 03:00 PM

Started On: 03/20/2017 10:25 AM

Work Plan Proposal

Corridor Improvement Program

Purpose

The City has an adopted Strategic Plan that includes an initiative to improve the image of key corridors such as Highway 10. The City continues to get feedback from various industrial, commercial, and residential stakeholders that the image of Highway 10 is an issue that needs to be addressed. The City Council first desires to work with the community and stakeholders to identify/confirm that the consensus of the community is that an image issue does exist, and continue to work with the community and stakeholders to identify strategies to address the issue, if needed. The City Council desires to take an incentive-based approach, rather than an enforcement-based approach.

Key Steps in Plan Development/Plan of Action

In order to move from discussion to action, this Plan of Action is offered as a guide to complete the desired initiative in a reasonable timeframe and to ensure that this remains a high priority for the community.

1. Authorize Work Plan (this step)
2. Engage Stakeholders
3. Adopt a Plan of Action (Corridor Improvement Program)
4. Implement Strategies

Sidebar 1 – somewhere in this document we should provide an update on the direction to address ‘low hanging fruit’ administratively. This would be another update of the Staff Corridor Tour.

Sidebar 2 – somewhere in this document we should note our plan to create a consolidated geometric of the Ramsey Corridor that shows the full project upon completion (rather than the 20+ individual slides in the Study itself).

Step 1: Authorize Work Plan

In order to ensure that all are moving towards a common goal in a manner that meets the needs of policy makers, a Work Plan is first developed to hold the project team accountable for completing key tasks at agreed upon timeframes.

Authorizing Work Plan is planned for January 24, 2017.

Step 2: Engage Stakeholders

The Strategic Plan identifies utilizing citizen engagement techniques as the first step in identifying a problem and designing strategies. The City Council does not want the City to be the entity to suggest strategies, but wants the stakeholders that are impacted by these policy decisions to design said strategies. The citizen engagement is planned to be an inclusive process, while keeping in mind the desire to move towards action in a reasonable timeframe.

This citizen engagement step is planned to be accomplished in three broad types.

1. Host a Stakeholder Forum
2. Conduct an Online Survey of Business Community
3. Conduct In Person Business Visits for Sample of Business Community

Host a Stakeholder Forum

The City plans to hold a Stakeholder Forum in February, 2017. While the impetus is the development of a Corridor Improvement Program, this also creates an opportunity to better communicate to overall vision for Highway 10 over the next twenty years. Many of the key stakeholders are not aware that the Highway 10 Access Planning Study nor the Greater Minnesota Gateway Initiative exist. Others are not aware of the corridor's legislative and funding request activities. This forum will be the kick off to the primary means of input, and online survey and in-person business visits.

The Forum will focus on three (3) broad categories:

1. Highway 10 Access Planning Study/Greater MN Gateway Update
2. Ramsey Legislative and Funding Efforts (Ramsey Boulevard Railroad Grade Separation)
3. Corridor Improvement Program

The Stakeholder Forum is being planned for Thursday, March 9 at 8:00 a.m. at the Fountains of Ramsey.

Highway 10 Access Planning Study/Greater MN Gateway Update

Elwyn Tinklenberg will provide an update on the Highway 10 Access Planning Study and outline the key improvements planned within Ramsey. This portion will also introduce the Greater Minnesota Gateway

Ramsey Legislative and Funding Efforts

Kurt Ulrich will provide background on the Ramsey Boulevard Grade Separation Effort and funding applications.

Corridor Improvement Program

Tim Gladhill will provide background on the Council's Strategic Initiative to improve the image of key corridors. The request for feedback will be framed as follows.

1. The City continues to receive feedback from multiple retail, industrial, and residential stakeholders with a desire to improve the image of Highway 10. Do you feel that there is a need for the City to initiate efforts to improve the image of Highway 10?
2. If you feel there is a need to improve the image, what do you feel is creating the image issue?
3. What strategies could the City implement to improve the image?

Step 3: Adopt a Plan of Action (Corridor Improvement Program)

Key to the success of this Strategic Plan Initiative is to move from issue identification and strategy development to a plan of action. The details of the Plan of Action are not defined until strategies are developed as part of the stakeholder engagement.

Developing the Plan of Action (Corridor Improvement Program itself) is planned for the month of May, 2017. The Corridor Improvement Program will be reviewed by advisory boards and City Council in the month of June, to be adopted this same month. The Corridor Improvement Program is anticipated to be the authorization to begin to implement acceptable strategies.

Step 4: Implement Strategies

While some policy strategies are anticipated to be created and adopted parallel to the overall Corridor Improvement Program, it is possible that certain strategies will need to be authorized by the Program first, and will be implemented in the months to follow adoption of the Corridor Improvement Program. Details will not be known until strategies are developed.

The City has loosely planned for this task during the month of July and August, 2017.

Highway 10 Initiatives Communication Document

As part of this work plan, the City will put together a robust document that outlines the various Highway 10 initiatives. In our communication with various stakeholders, it has become clear that not all stakeholders are aware of the status of the Highway 10 Access Planning Study or even aware that such a study exists. The intent of this document is to easily and clearly articulate the priorities of Highway 10 for the community and illustrate the progress that has been made and continues to be made for this priority.

The document is planned to be similar to the City's existing Community Profile and Developer Information documents. These are high-quality marketing materials that can be easily updated and refreshed as needed. The centerfold of the document is planned to be a pull out map of the Highway 10 Initiatives in Ramsey, similar to the materials provided by the Greater Minnesota Gateway initiative. The following are planned to be listed as a To Do List on the map and/or overall document.

1. Highway 10 Access Planning Study (complete)
2. Greater Minnesota Gateway Initiative (underway)
3. Stakeholder Engagement
4. Corridor Improvement Program
5. Right of Way Acquisition and Loan Fund (RALF) Policy Initiative

6. Land Use Control Update (Official Map and Zoning District)

DRAFT

Corridor Improvement Program
March 16, 2017 Highway 10 Summit Public Comment

Highway 10 Plan

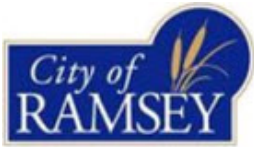
- Businesses are frustrated with these studies and a perceived lack of focus on existing businesses and stakeholders. Businesses will either be forced out of business or forced to relocate.
- What will happen to the parcels already purchased for right-of-way under the old Highway 10 Plan?
 - To the extent possible, those parcels were still used in the new Highway 10 Plan. For those that will no longer be needed, the City will sell unneeded portions with revenues going back into the RALF program. This step likely will not occur until construction of a project is completed.
- What is the status of the Mississippi River Crossing?
 - The Mississippi River Crossing remains in the Comprehensive Plans for the cities of Dayton and Ramsey. The Mississippi River Crossing is not on MnDOT's improvement plan nor the Metropolitan Council's regional transportation plan. The cities of Dayton and Ramsey will continue to plan for land uses with the river crossing in mind, but any plan is 20+ years in the future, if not greater.
- The right-of-way acquisition process has been arduous and onerous on property owners. The burden of the Highway 10 plan has been placed on too few people, primarily property owners.
 - The City is looking to adjust our official controls (Zoning Code) to attempt to ease some burden while retaining the necessary protection of future right-of-way.

Highway 10 Corridor Improvement Program

- Are dollars available for improvements to private sites?
 - The City does not have dollars specifically available for the image improvement initiative. This is a tactic that could be explored. The City is focused on incentive-based approaches.
- Stop wasting government dollars on assistance to private properties. City has no vision. Focus on vacant land and acquire vacant buildings.
- Take out vacant buildings and mow ditches and medians more frequently.
- If ordinances change, financial assistance to comply should be provided.
- Focus on low-hanging fruit; old and vacant buildings.

Post Meeting Suggestions

- Run mock scenario to relocate a business in the corridor.
- Complete a tax-base study for those businesses/uses to be removed.
- Complete Ramsey Highway 10 Plan (consolidated exhibit)



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

CC Regular Session

8. 1.

Meeting Date: 03/28/2017

By: Patrick Brama, Administrative Services

Information

Title:

Update on Purchase of former Sunfish Lake Gas Station

Purpose/Background:

Please reference the attached case for background information.

The next step on the process is for the City to finalize their application to the Metropolitan Council, approve a resolution authorizing the purchase and application, and move to "closing stage" for this purchase agreement. A case will come the Council on April 11 to complete these steps. NOTE: the PA "inspection period" ends on April 12.

In the meantime, staff would like to update the Council on "findings" from the underground storage tank (UST) removal and the Phase II environmental site assessment (ESA). At the time this case was written, staff did not have final/ formal results in hand.

Notification:

NA

Observations/Alternatives:

NA

Funding Source:

NA

Recommendation:

NA

Action:

Not applicable. This case is informational only.

Attachments

[01242017 Council Case](#)

Form Review

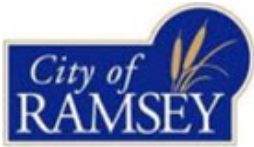
Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
03/23/2017 03:28 PM

Form Started By: Patrick Brama
Final Approval Date: 03/23/2017

Started On: 03/20/2017 06:05 PM



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CC Regular Session

7. 13.

Meeting Date: 01/24/2017

Submitted For: Patrick Brama, Administrative Services

By: Patrick Brama, Administrative Services

Information

Title:

Right-Of-Way Acquisition Loan Fund (RALF) Program: Case of 6401 Highway 10: Consider Purchase Agreement [CASE MAY BE CLOSED TO PUBLIC]

Purpose/Background:

PURPOSE

- (1) Previous Case: on 09/13/2016, the Council approved the attached draft application for the Metropolitan Council Right-Of-Way Acquisition Loan Fund (RALF). The Council also authorized staff to complete the due-diligence work outlined in the attached budget, not-to-exceed \$54,500.
- (2) This Case: the purpose of this case is to consider approving the attached Purchase Agreement. Once approved, staff will enter into an Purchase Agreement with the Seller. Staff will then be in a position to complete the final required due-diligence (i.e. removal of tanks, and Phase II ESA).
- (3) Future Case: in future case, once the Phase II ESA (i.e., environmental review) is completed, the Council will be ready to submit a final/ formal application to the Metropolitan Council for RALF funding. NOTE: the Metropolitan Council has previously approved Ramsey's pre-application, and encouraged the City to submit a final application, once due-diligence is completed.
- (4) Close purchase agreement: receive Metropolitan Council funding.
- (5) Demolish and clean-up site: site will be ready for U.S. Highway 10 improvements.

BACKGROUND

RALF Program

Land needed for future Highway 10 right-of-way can be lost to development (or redevelopment) because MnDOT is unable to purchase highway right-of-way until the time a road is programmed for actual construction. To address this, the 1982 Minnesota legislature established a revolving loan fund program to acquire undeveloped (or underdeveloped) property located within an officially-mapped metropolitan highway right-of-way that is threatened by development (or redevelopment).

In 2010 the Metropolitan Council suspended its 30-year old RALF program to assess its financial effectiveness, ensure that loans being made are consistent with the TPP, and determine what changes, if any, should be made to the program. The Metropolitan Council reinstated the program in 2014 with stricter eligibility requirements. Since then, however, the Metropolitan Council has not made any loans to the City of Ramsey (or any other city). The current balance of RALF is \$14.3M.

City of Ramsey use of RALF (old plan)

In the early to mid-2000's the City of Ramsey purchased several properties located along U.S. Highway 10 via the Metropolitan Council Right-Of-Way Acquisition Loan Fund (RALF). These properties were purchased based on the "old" US Highway 10 plan that called for the highway to be completely shifted north, adjacent to the BNSF tracks, throughout the entire city. The City adopted the MnDOT/ Metropolitan required "Official Map" in 2004 to reflect our intention to purchase properties for future Highway 10 improvements.

Highway 10 Access Planning Study (new plan)

In 2014, MnDOT and Anoka County, in cooperation with the Cities of Ramsey and Anoka, conducted the Hwy 10 Access Planning Study to re-examine and identify the ultimate amount of access, types of access, and locations of access to Hwy 10 between the Anoka/Sherburne County line and the Rum River. This study was completed so that high-benefit improvements that are fiscally responsible could be identified so that improvements can be funded, programmed and implemented incrementally to improve the corridor's mobility and safety, for motorists and pedestrians, in a timely manner.

In summary, the new Highway 10 Access Planning Study (Highway 10 plan) does not require Highway 10 to be shifted north to the BNSF rail line throughout Ramsey, and results in a much lower demand for "full" property acquisition (in comparison to the former Highway 10 plan). Subsequently, the new Highway 10 plan reduces the demand on the RALF program. Please see attached maps for visuals/ details.

Link: <http://www.dot.state.mn.us/metro/projects/hwy10study/>

6401 Highway 10

Property was formerly a Shell gas station, which included two sub-lease tenants (Cousins Subs and Taco Johns). All businesses closed in early 2015. Owner listed property with Calhoun Companies previously, and is now listing with Colliers. Due to various local forces (changed access to site, and a low absorption of retail space) the next user for this site will need to convert from a gas station to another use (i.e. office or a different form of retail). The property owner has indicated his priority is to have 6401 Highway 10 sold by the end of 2016, regardless of the buyer.

The property owner is "willing seller" and is willing to sell this property below market value. This property is officially mapped, and is needed for full accusation in the old and new Highway 10 plans. Outside of helping accomplish the US Highway plans, by purchasing this property (and demolishing/ cleaning-up), the City would be able to clean up a blighted property, and improve the visibility of a struggling retail node.

RALF Application, 6401 Highway 10

Attached is the City's draft RALF application for 6401 Highway 10. The City Council approved this application in September 2016. The Metropolitan Council & MnDOT staff team approved Ramsey's pre-application, and have encouraged Ramsey to submit a final application, when all due diligence is completed.

A major component of the City Council's approval or the pre-application in September included the completion of due-diligence (environmental assessments, appraisal, pre-demo survey, title work, etc.). The attached work order generally outlines said work. At this point, most work has been completed (Phase I ESA, pre-demolition survey, title work, appraisal). Outstanding items include a Phase II ESA.

Notification:

NA

Observations/Alternatives:

Due Diligence Items

Pre-Demolition Survey

Generally, the purpose of the pre-demolition survey is to identify hazardous materials within a building, before they are disturbed during demolition. Based on the pre-demolition survey, and the age of the building (not old), no major issues are anticipated by staff during the demolition of this building. It should be noted,

two items were flagged as issues. One item was the car wash, and the several tanks of chemicals that remained on the site. Staff disclosed this concern with the seller. They have removed all liquids from the tanks. Staff has also added language to the PA to reflect this item. The second item was the underground oil tanks (discussed more below). Please see attached survey for details.

Phase I ESA

Generally, the purpose of a Phase I ESA is to do research on a property--to determine if physical testing of soils is needed. The Phase I ESA did come up with several recognized environmental conditions (REC). This gas station, was once a part of a larger site, which was home to several businesses over the years (several auto oriented). The larger site has experienced various environmental issues in the past, which have been documented with the MPCA. Additionally, this site is a gas station, which includes underground storage tanks for petroleum. With these two general items in mind, the various identified RECs will justify/ demand a Phase II ESA be completed on this project. NOTE: it appears that the MPCA has generally cleared (written closure letters) RE previous issues on the site. Please see attached ESA for details.

Phase II ESA

Generally, the purpose of a Phase II ESA is to physically test soils for potential contamination. Staff has been advised by Bruan InterTech (the company that completed the Phase I ESA), that we should consider completing tank removal, before we close on purchasing this site, for two reasons. First, if we purchase the site, with tanks remaining in the ground, we will hold some liability over those tanks, and any potential subsequent leaks (i.e. we are exposing the City to more potential liability). Secondly, regardless if we remove the tanks now, or after closing on a purchase, we will need to complete a Phase II ESA (mandated by the State after tank removal). The only difference is, if we wait until after we close on purchasing the property, we would then need to complete two Phase II ESAs. In summary, we can save money on Phase II ESAs by removing the tanks before closing. Please see attached ESA for details.

Appraisal

The asking price for this property is \$695,000. The appraisal came back at \$645,000. Staff has updated the attached purchase agreement accordingly. Staff is waiting to hear back from the seller on this item. Please see attached appraisal for details.

Title Work

The title work generally came back clean. The City Attorney did find a glitch in the chain of title (i.e. who the owner was). That item has been addressed by the Title Company, and the attached purchase agreement has been updated accordingly. Please see attached title work for details.

Funding Source:

Funding Source

-short term-

The City has a an account in place today, that captures revenues from all Ramsey-owned properties located along Highway 10, that were purchased via RALF, and are currently being leased to private organizations. This "Internal Ramsey RALF Fund" can *ONLY* be used on expenses related to RALF/ properties purchased via RALF. The balance of that account is \$186,000 roughly. Staff is using this account as a temporary/ short-term project funding source (due-diligence costs).

-long term-

The long term/ permanent funding source proposed for this project is the RALF program. The the background section of this case describes the program. The attached application describes the City's proposal. Once the purchase agreement is closed, all costs will be funded via this new RALF program loan.

Staff Funding Source Comment

In the event the City doesn't close on this purchase agreement, we would not receive a new RALF award from the Metropolitan Council, we would be liable to cover our upfront due-diligence expenses (i.e. costs incurred before closing). In that situation, we those costs would be permanently charged to our "Internal Ramsey RALF Fund."

Project Budget

Please see that attached 2-page project budget. The overall project budget covers all costs. The due-diligence project budget only covers costs incurred to the City before closing.

From an overall project budget perspective, we are trending in the right direction (down slightly). From a due-diligence budget perspective, costs are trending higher. The reasons costs are higher, for the due diligence budget, is for two reasons:

First, staff's proposed strategy on the Phase II ESA/ tank removals has changed. We are proposing to remove the tanks before closing on the purchase of this property (i.e. during the due diligence process). Although it may appear this is a "new" project cost, it is not entirely—staff originally anticipated removing the tanks after closing, during demolition. Second, the cost to remove the tanks, and complete the required State testing/ documentation, was more than staff originally anticipated.

Recommendation:

Please see attached email MEMO from the City Attorney.

Staff recommends moving this project forward, and approving the attached purchase agreement. The major next hurdle is removing the underground petroleum tanks and completing the Phase II ESA. If that process is clean, we should be in a good position to close on the purchase. If not, we will need to bring back this case for further discussion (i.e. what is the scope of contamination/ remediation? how do we clean up the site? what will the funding source be?, etc.)

Action:

Motion to:

Approve the attached agreement with Series Sunfish of Athans Holdings, LLC for the purchase of Lot 2, Block 1, Sunfish Commons; subject to final review and amendments by the City Attorney.

--and--

To authorize staff to complete final due-diligence: including removing the underground storage tanks and completing a Phase II ESA.

Purchase Agreement Status

Attached to this case is the current draft of the purchase agreement. This agreement will be updated on Monday 01/23. Staff, various attorneys, and the buyer are currently negotiating final details.

Attachments

Final Clean PA

Pre Demolition Survey

Phase I ESA

PHASE II ESA (proposal)

Appraisal

Title Work

Attorney Email

Budgets (2 pages)

RALF Application (draft)

Braun Comments

Seller Redline PA

Buyer Redline PA

Form Review

Inbox

Kurt Ulrich
Patrick Brama (Originator)
Form Started By: Patrick Brama
Final Approval Date: 01/20/2017

Reviewed By

Kurt Ulrich
Patrick Brama

Date

01/19/2017 05:03 PM
01/20/2017 01:56 PM
Started On: 01/18/2017 03:54 PM