

City of Ramsey
Agenda
City Council Work Session
Tuesday, May 23, 2017
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Discussion Regarding Participation in the Public Employees Retirement Association Phased Retirement Option
 2. Update on Request for Proposals (RFP) Process for Towing Contract
 3. Update on Pollinator Habitat Initiatives and Restoration at the Lake Itasca Trail
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 05/23/2017

Information

Title:

Discussion Regarding Participation in the Public Employees Retirement Association Phased Retirement Option

Purpose/Background:

The purpose of this discussion is to provide the City Council with information regarding the Public Employees Retirement Association (PERA) Phased Retirement Option (PRO) and to consider whether or not to participate.

Background

In 2009, the Minnesota Legislature adopted a law that allows for phased retirements by eligible PERA members. The program is intended to provide employers with a workforce planning tool that can help transfer knowledge from long-time employees to new or less tenured employees and to facilitate a transition into retirement for a PERA member.

If the PRO is approved by the City Council, the decision to submit a PRO Agreement to PERA would be made on a case-by-case basis by the HR Manager, Department Head and the City Administrator, as deemed beneficial to the City in meeting the goals of the strategic plan. Then, in the event the PRO was not satisfactorily meeting the expectations of either the City or the employee, the agreement can be terminated at any time.

Quick Facts

- An employer is under no obligation to offer the phased retirement option.
- If participation is offered, the employer must reduce the employee's hours of work, when compared to the individual's previous work schedule, by at least 25 percent and limit the hours per year to 1,044 or fewer.
- The initial offer of employment under the PRO program is limited to one year.
- An employer may extend the individual's employment for periods of up to one year, for a maximum of five years, if the employee is under his or her Full Retirement Age (FRA) on the date of renewal.
- No employee deductions or employer contributions are payable to the retirement plan on the earnings of the phased retirement position.
- Participation in PERA's phased retirement program stops at the conclusion of the employee's initial or renewed agreement, whichever is later.

If the City would like to have the option of offering this program as an alternative to full retirement of its retirees and as a means to achieving its staffing needs, the following is a summary of next steps:

- 1) A resolution would be brought forward at the next regular meeting approving participation in the Phased Retirement Option
- 2) When an eligible employee requested the PRO, the City Administrator, in cooperation with the HR Manager and Department Head, would determine if the PRO is beneficial to City business.
- 3) If so, a Phased Retirement Agreement would be submitted PERA.
- 4) The employee would begin working a reduced work schedule not greater than 1044 hours in a 12-month period.
- 5) The employee who begins the PRO terminates PERA membership, begins collecting a pension and continues to work with a reduction of hours, reviewed on an annual basis, for a maximum of five years.
- 6) The employee would participate in the City's benefit plan based on the current eligibility guidelines of the Personnel Policy.

Offering the Phased Retirement Option can be beneficial in the City's succession planning efforts, the ability to effectively evaluate the structure of certain positions, the opportunity for staff growth and development and retention of talent. With regard to Strategic Imperative III: Smart, Citizen-Focused Government, the Phased

Retirement Option speaks to tactic #23, affording the City the opportunity to thoroughly evaluate staffing deployment and process effectiveness.

Note: There are several attachments to this case offering additional information.

Timeframe:

Up to 20 minutes.

Funding Source:

There is no additional funding required to offer the phased retirement option; it is anticipated that offering phased retirement would be a reduction to costs when compared to a PERA eligible employee.

Responsible Party(ies):

Colleen Lasher, Human Resources Manager

Outcome:

For the City Council to provide staff with feedback regarding participation in PERA's Phased Retirement Option.

Attachments

[Phased Retirement Information](#)

[Phased Retirement Requirements and Q and A](#)

[Brochure](#)

Form Review

Inbox

Kurt Ulrich
Colleen Lasher (Originator)
Patrick Brama
Kurt Ulrich
Form Started By: Colleen Lasher
Final Approval Date: 05/18/2017

Reviewed By

Colleen Lasher
Colleen Lasher
Patrick Brama
Jo Thieling

Date

05/18/2017 12:11 PM
05/18/2017 12:12 PM
05/18/2017 12:43 PM
05/18/2017 01:05 PM
Started On: 04/14/2017 12:27 PM

Thinking of easing into retirement? We have an option for you

If you are age 62 or over, you may be able to ease into retirement with the Phased Retirement option, at the discretion of your employer. PERA's termination requirements and earnings limits are waived if you meet the requirements.

To qualify, you must ...

- ◆ be age 62 or over and a vested member of PERA.
- ◆ have worked a minimum of 1,044 hours in each of the five years immediately preceding the offer of a phased retirement by your employer or another PERA-covered employer.
- ◆ agree to reduce your hours of work by at least 25 percent and will not exceed 1,044 hours per year.

Other requirements:

- ◆ Five years is the maximum length for a Phased Retirement option and you must renew the agreement annually.
- ◆ You and your employer (or a new PERA-covered employer) must sign a *Phased Retirement Agreement* form provided by PERA. This replaces PERA's normal *Termination Verification* form.

The benefits of the plan

When a member retires, there are certain restrictions that apply. Under the Phased Retirement option, these restrictions do not apply. You will receive the full PERA retirement benefit you have earned, based upon your years of service, age at retirement, and high-five salary.

In addition, during your Phased Retirement, you and your employer do not make contributions to PERA. Since you receive a retirement benefit, there is no accrual of service credit or adjustment of the high-five salary.

Employer's discretion

Your employer is under no obligation to offer you a Phased Retirement or to renew any agreement that is made. You should also investigate the impact a reduction of hours may have on your other employee benefits.

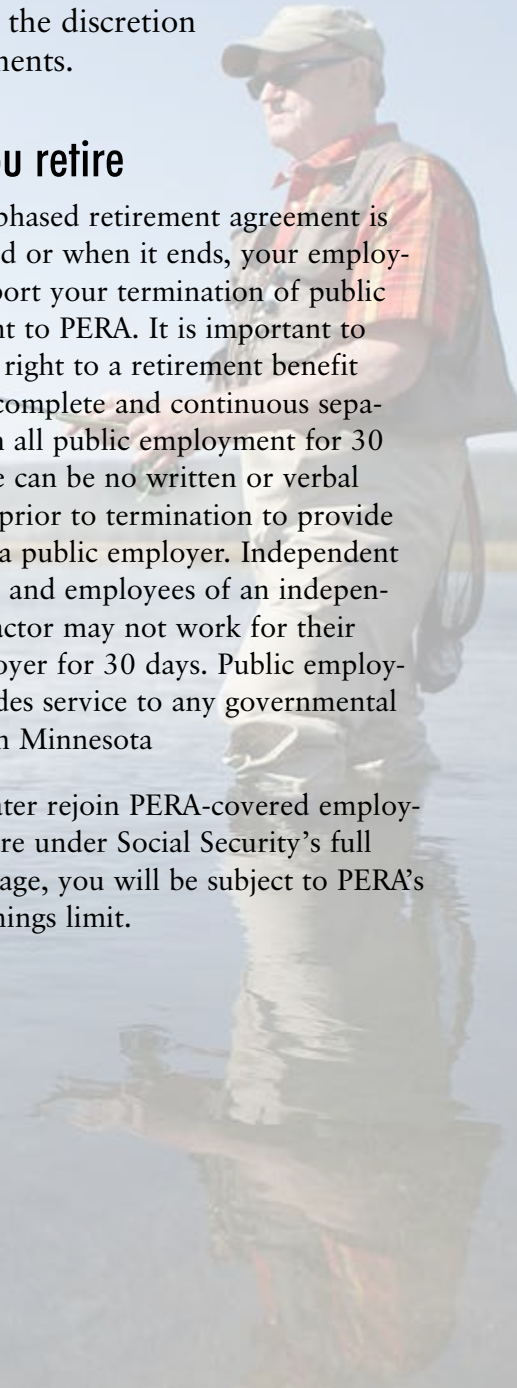
The procedure

Phased retirement requires a written agreement between you and the PERA-covered employer offering you the option. You must file both a *Phased Retirement Agreement* form and an *Application for PERA Retirement Benefits* with PERA. All other PERA benefit and application requirements must be met.

When you retire

If your phased retirement agreement is not renewed or when it ends, your employer must report your termination of public employment to PERA. It is important to note that a right to a retirement benefit requires a complete and continuous separation from all public employment for 30 days. There can be no written or verbal agreement prior to termination to provide services to a public employer. Independent contractors and employees of an independent contractor may not work for their same employer for 30 days. Public employment includes service to any governmental employer in Minnesota.

If you later rejoin PERA-covered employment and are under Social Security's full retirement age, you will be subject to PERA's annual earnings limit.



Not for retirees

Phased retirement is not available to PERA members who are already receiving a retirement benefit. Retirees who return to PERA-covered work remain subject to the annual earnings limits.

Option set to end

The Phased Retirement option is set to end on June 30, 2019. PERA will continue to evaluate the program's effectiveness and its impact on the association. To continue the option would require legislative action.



Stay connected. Stay informed.
www.mnpera.org



Public Employees Retirement Association
60 Empire Drive, Suite 200
St. Paul, MN 55103
1-800-652-9026 | 651-296-7460
www.mnpera.org

This document is available in alternative formats to individuals with disabilities by calling 1-800-652-9026 or through the Minnesota Relay Service at 1-800-627-3529.

This publication is intended to provide general information; the rights and obligations of PERA members are governed by state and federal laws, rules and regulations. The Minnesota Legislature or the federal government may change the statutes, rules and regulations governing PERA at any time. If there is a discrepancy between the law governing PERA and the information contained in this pamphlet, the statutes and regulations shall govern.

11.17.2016



Phased Retirement

An option for General Plan members age 62 and over



Public Employees Retirement Association of Minnesota

[Back to Web Site](#)

Public Employees Retirement Association of Minnesota Administering and Promoting Sustainable Retirement Plans

Phased Retirement Option

Legislation passed in 2009 allows Coordinated and Basic members age 62 and over the option to begin receiving a PERA pension without formally resigning. However, the decision to make *Phased Retirement* available to members is strictly up to the employer, and participants must agree to substantially reduce the hours they work.

In order to qualify for *Phased Retirement*, a number of requirements must be met.

Requirements

First, the member's employer or another PERA-covered employer has sole discretion on offering the phased retirement option to an employee. The initial offer must not exceed one year, but it can be renewed for periods of up to a year for a total of five years. An employer is under no obligation to renew a phased retirement agreement.

To qualify, a member must:

- Meet all other requirements for a pension from PERA;
- Be at least 62 years of age;
- Have worked a minimum of 1,044 hours (half time) in each of the five years immediately prior to beginning phased retirement; and
- Not be eligible for the State Employee Postretirement Option program (for PERA members who are state employees).

In addition, the member must also agree to a reduction of hours worked of at least 25 percent, not to exceed 1,044 hours per year--essentially half time or less. To participate, the member and employer must file a *Phased Retirement Agreement* form with PERA.

The Benefit

If mutually agreeable between the member and his or her employer, the member may begin collecting a PERA benefit without the normally required 30-day break in service and prohibition against having any agreement to return to work with the current employer. Participants are also exempt from PERA's earnings limits that apply prior to full Social Security retirement age. In addition, neither the member nor the employer are required to make any further contributions to PERA.

Since the member is now receiving a pension, he or she will cease to earn service credits and there will be no future adjustment to the high-five average salary.

Upon the completion of the phased retirement, a member must meet the requirements normally applied to someone who is terminating public service, including the prohibition of any future employment agreement, and the minimum 30-day break in public service. If the retiree later returns to PERA-covered employment, the earnings limits would apply.

A current retiree cannot participate in the program. **The option is set to sunset June 30, 2019.**

Links

[Phased Retirement Brochure](#)

[Phased Retirement Agreement Form \(For Employers\)](#)
[Employer Responsibilities](#)

Frequently Asked Questions (FAQs)

1. Q: Do I contact PERA in order to enter a Phased Retirement Option (PRO) Agreement?

A: No. The PRO Agreement is between you and your employer, so the offer of a PRO must come from your employer – your employer has sole authority to determine whether PRO Agreements are going to be offered and to whom PRO Agreements are offered.

2. Q: Can I agree to enter a PRO Agreement before I terminate my PERA membership?

A: Yes. While retirement requires a separation without an agreement to return, entering a PRO Agreement naturally occurs prior to any termination of PERA membership – you are not required to terminate employment in order to be eligible to enter a PRO Agreement.

3. Q: Can I enter a PRO Agreement after I terminate my PERA-covered employment?

A: **No.** You may not enter a PRO Agreement after you retire, regardless of whether you retired one week, one month, or one year ago. These agreements are not intended to apply to individuals who retired from public employment and now want to return to the PERA-covered workforce. The PRO Agreements are intended to allow a transition into retirement for someone approaching full retirement while providing employers with a workforce planning tool that can, for example, help transfer knowledge from the long-time employee to a new person.

4. Q: Do I have to be eligible for the Rule of 90 to be eligible for a PRO Agreement?

A: **No.** To be eligible for a PRO Agreement, you must be offered a PRO Agreement by your employer, you must meet all other retirement benefit eligibility requirements, be at least age 62, you must have worked at least half-time in a PERA-covered position for a minimum of five years immediately prior to entering a PRO Agreement, and not be eligible for the State Employee Postretirement Option program.

5. Q: If I am eligible for the Rule of 90 but not yet age 62, am I eligible for a PRO Agreement?

A: **No.** You must be at least age 62 to be eligible for a PRO Agreement regardless of whether you are eligible for the Rule of 90. PERA allows early full retirement for persons who qualify for the Rule of 90 (when age plus years of service equal 90), even if they meet the Rule of 90 before age 62. The Internal Revenue Service has regulations in place that direct when a person can collect a retirement benefit while continuing to work in the same job for which the person earned that benefit. The regulations state that a person can only collect the retirement benefit while continuing to work in the same job if he or she is at least age 62.

6. Q: Can I enter a PRO Agreement to take a position covered by MSRS or TRA?

A: **No.** PERA members who are eligible for a PRO and offered a PRO by their employer only terminate PERA membership for purposes of entering a PRO Agreement – the PRO position must be one that would otherwise be covered by PERA.

7. Q: I am in PERA's Police and Fire Plan, can I enter a PRO Agreement?

A: **No.** The PRO program is available only to PERA Coordinated Plan participants.

8. Q: If I enter a PRO Agreement, do I have to begin collecting my retirement benefit right away?

A: **No.** Since PERA cannot accept an application for retirement benefits more than six months prior to the effective date of the benefits, both your benefit and your PRO employment must begin within six months of your termination of membership. If the "Termination Date" on your Retirement Application is more than a month prior to the "Begin Date" on the PRO Agreement you submit, the PRO agreement effective date determines the effective date of your retirement benefit. If the "Begin Date" of your PRO employment is the first of the month, that will also be the begin date of your retirement benefit; if the "Begin Date" of your PRO employment is any other date of the month, your benefit will begin the first day of the following month.

9. Q: Does my employer have to do anything specific for me to enter a PRO Agreement?

A: **Yes.** First, your employer's governing body must vote to participate in offering PRO Agreements to eligible employees. Second, your employer must offer a PRO Agreement to you. However, the law does not require that your employer offer a PRO to any employee.

10. Q: Do I have to terminate my employment at the end of my PRO Agreement?!

A: **Yes.** You must terminate public employment at the end of your PRO Agreement, have no agreement to return at a later date, and remain out of PERA-covered employment for at least 30 calendar days. You should also know that, while an initial PRO Agreement may only be one year in length, PRO Agreements may be renewed annually for up to five years of total PRO participation. Again, any offer of a PRO and any renewal are at the discretion of your employer.

11. Q: Do I have to start work under a PRO within 30 days of terminating PERA membership?

A: **No.** When you begin work after terminating membership is largely between you and your employer. However, you must begin working under the PRO within six months of terminating membership in PERA. (See FAQ #8.)

12. Q: Can I take an additional PERA-covered position with a different employer during employment under a PRO Agreement?

A: **No.** While employment with multiple employers in PERA-covered positions under PRO Agreements is allowed, all employment in PERA-covered positions under PRO Agreements must begin prior to the beginning of any PRO Agreement (at the time of termination of membership and beginning of retirement). However, the "different" employer must offer you a PRO Agreement and your total hours worked in all PERA-covered positions must represent at least a 25 percent reduction of your pre-PRO regularly scheduled hours and not exceed 1,044 hours in a year.

13. Q: Can I take a position with my current employer that is different than my current position?

A: **Yes**, provided all other criteria (hour reduction of at least 25 percent for no more than 1,044 hours annually, you are at least age 62, etc.) are met.

14. Q: Can a PERA-covered employer other than my current employer offer me a PRO Agreement?

A: **Yes**. But remember, the PRO Agreement must be entered prior to any termination of employment with your current employer and the agreement must adhere to the employment hour reduction requirement (at least 25 percent when compared to your pre-PRO hours and a maximum of 1,044-hours annually) and all other PRO eligibility criteria.

15. Q: Can I take an additional position with the same employer with whom I've entered a PRO Agreement?

A: **Yes**. However, your combined hours worked would have to be a reduction of at least 25 percent when compared to your pre-PRO hours and you would not be able to exceed the annual 1,044-hour limit.

16. Q: Will I accrue vacation and sick leave or be covered by employer health insurance while working under a PRO Agreement?

A: **Perhaps**. Whether you accrue vacation and sick leave or are covered by an employer health insurance plan while working under a PRO Agreement will be up to the agreement between you and your employer – PERA has no authority to direct what, if any, other benefits will be made available. Employers participating in PERA each have their own “other employee” benefit provisions, either through collective bargaining or personnel agreements.

17. Q: If my employer allows me to accrue vacation, sick and holiday leave while working under the PRO, will the hours associated with the leave pay, when taken, count towards the maximum number of hours I may work under the PRO?

A: **Yes**. The hours you take off from work – for which you receive pay – will count towards the maximum number of hours you may work.

18. Q: Will I be eligible for disability benefits from PERA if I become disabled while working under a PRO Agreement?

A: **No**. Part of your eligibility for a retirement benefit under a PRO Agreement is that your membership in PERA will be terminated, so your right to any benefit other than the retirement benefit for which you become eligible under a PRO Agreement also terminates.

19. Q: Is there a maximum length of time for a PRO Agreement?

A: **Yes**. The PRO Agreements may only be a maximum of one year in length, but may be renewed annually for up to five years. Any renewal beyond the first agreement is negotiated between you and your employer.

20. Q: The PRO Program expires June 30, 2019. If I am working under a PRO Agreement, does the

expiration date mean that I can really only work under a PRO prior to that date?

A: **No.** The law allows for anyone already working under the terms of a PRO Agreement before June 30, 2019 to continue for up to the allowable five years.

21. Q: Why does the provision expire on June 30, 2019?

A: The PERA Board wanted a chance to make sure there is no adverse impact on the funding of the plan by the phased retirement option. The Board's actuarial consultants have indicated that there should be no negative impact on the plan, but the Board wants to review actual experience before making this provision a permanent part of PERA's benefit structure. Originally scheduled to expire in 2014, the program was extended an additional five years to allow more time for evaluation.

22.Q: If I am in a part-time position now, am I eligible for a PRO Agreement?

A: **Yes**, provided you are offered a PRO from your employer and you have worked at least 1,044 hours per year for the past 5 years. Also, you must reduce your hours by at least 25% when compared to the hours you are working now, immediately before entering a PRO Agreement, and you cannot work more than 1,044 total hours annually.

23.Q: Can I work full-time for a certain period and then not work at all for the remainder of a year covered by a PRO Agreement?

A: **No.** You must reduce your regularly scheduled hours of work by at least 25%. If you were scheduled to work 80 hours per pay period prior to the PRO, you may not work more than 60 hours in any pay period covered by the PRO, and you may not work more than 1,044 total hours for the year.

24.Q: Does the PRO Agreement have to cover 12 consecutive months or can the agreement cover more than one calendar year?

A: PRO Agreements may only cover 12 consecutive calendar months from the date you terminate PERA membership for the purpose of entering the PRO Agreement. The agreement may be renewed at the end of those 12 months if you and your employer agree to do so.

25.Q: Can I work in a PERA-covered position at the end of the PRO Agreement?

A: **Yes.** You may return to work with the same employer at the end of the PRO Agreement. However, you will have to have a 30-day separation from the employment for which you had the PRO Agreement and must not have an agreement to return to employment with that employer prior to the end of the agreement. If you are under Social Security's full retirement age, you would also be subject to PERA's reemployed retiree earnings limit.

26.Q: If I have already reached my normal retirement age (age 65 to 66, depending on your birthday), can I still enter a PRO Agreement?

A: **Yes**, provided your employer offers you a PRO Agreement and you meet the other eligibility criteria (see requirements above).

27.Q: Will I lose my PERA life insurance if I enter into a Phased Retirement Agreement?

A: **No.** If you wish to continue your PERA life insurance, you can do so and PERA will deduct your monthly premium from your pension check. Your employer will no longer deduct the insurance payments from your paycheck.

28.Q: If I currently have employment with more than one PERA-covered employer and want to continue working for these employers, do I have to enter a PRO with those PERA-covered employers?

A: **Yes,** if you intend to continue employment with multiple PERA-covered employers, you have to enter a PRO Agreement with each employer for whom you will continue to work.

If you enter a PRO Agreement with one employer and not others (and continue to work for multiple PERA employers), your PRO Agreement will be considered invalid and all retirement benefit payments will have to be returned to PERA when PERA is notified of the employment for which no PRO Agreement was entered.

In order to remain eligible for your retirement benefit under a PRO, you must either 1) terminate the employment not covered by a PRO Agreement (and remain out of that employment for at least 30 days without an agreement to return) or 2) enter a PRO Agreement for any position you intend to maintain during the term of a PRO Agreement.

29.Q: Can I work in an elected position under a PRO?

A: **No.** An elected position does not fit the provisions authorizing the PRO outlined in Minn. Stat. § 353.371.

A PRO agreement is available when the eligibility requirements of Minn. Stat. § 353.371, subd. 1, are met. In addition, the governing body of the governmental subdivision must have the sole discretion to determine whether a PRO will be offered and the terms and duration of the PRO Agreement under Minn. Stat. § 353.371, subd. 3 and 4. As an elected official, the voters, not the governing body, have discretion over the position. Additionally, Minn. Stat. § 353.371, subd. 1, includes eligibility requirements regarding hours worked that are inconsistent with how elected positions are monitored or compensated.

30.Q: If I am a Minneapolis employee active in MERF, can I participate in PRO agreements available to PERA Coordinated Plan members?

A: No, the PRO offered under Minn. Stat. §353.371 is not available to MERF members. Benefit options available to MERF members remain governed by Minn. Stat. Chapter 422A, which does not include provision for PRO agreements.

Thinking of easing into retirement? We have an option for you

If you are age 62 or over, you may be able to ease into retirement with the Phased Retirement option, at the discretion of your employer. PERA's termination requirements and earnings limits are waived if you meet the requirements.

To qualify, you must ...

- ◆ be age 62 or over and a vested member of PERA.
- ◆ have worked a minimum of 1,044 hours in each of the five years immediately preceding the offer of a phased retirement by your employer or another PERA-covered employer.
- ◆ agree to reduce your hours of work by at least 25 percent and will not exceed 1,044 hours per year.

Other requirements:

- ◆ Five years is the maximum length for a Phased Retirement option and you must renew the agreement annually.
- ◆ You and your employer (or a new PERA-covered employer) must sign a *Phased Retirement Agreement* form provided by PERA. This replaces PERA's normal *Termination Verification* form.

The benefits of the plan

When a member retires, there are certain restrictions that apply. Under the Phased Retirement option, these restrictions do not apply. You will receive the full PERA retirement benefit you have earned, based upon your years of service, age at retirement, and high-five salary.

In addition, during your Phased Retirement, you and your employer do not make contributions to PERA. Since you receive a retirement benefit, there is no accrual of service credit or adjustment of the high-five salary.

Employer's discretion

Your employer is under no obligation to offer you a Phased Retirement or to renew any agreement that is made. You should also investigate the impact a reduction of hours may have on your other employee benefits.

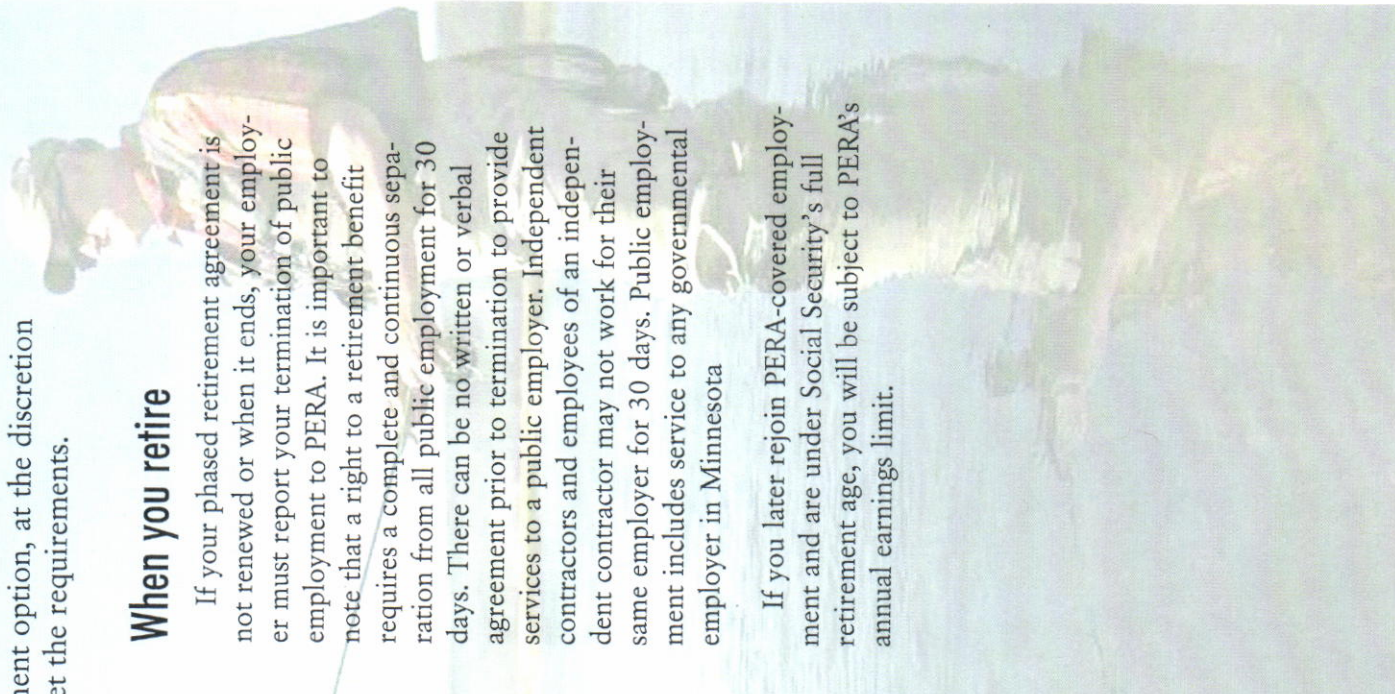
The procedure

Phased retirement requires a written agreement between you and the PERA-covered employer offering you the option. You must file both a *Phased Retirement Agreement* form and an *Application for PERA Retirement Benefits* with PERA. All other PERA benefit and application requirements must be met.

When you retire

If your phased retirement agreement is not renewed or when it ends, your employer must report your termination of public employment to PERA. It is important to note that a right to a retirement benefit requires a complete and continuous separation from all public employment for 30 days. There can be no written or verbal agreement prior to termination to provide services to a public employer. Independent contractors and employees of an independent contractor may not work for their same employer for 30 days. Public employment includes service to any governmental employer in Minnesota.

If you later rejoin PERA-covered employment and are under Social Security's full retirement age, you will be subject to PERA's annual earnings limit.



Meeting Date: 05/23/2017

Information

Title:

Update on Request for Proposals (RFP) Process for Towing Contract

Purpose/Background:

Case Overview

The City of Ramsey has a contract for towing services with North Star Towing that will expire June 30, 2017. Staff reviewed the towing RFP process and made changes to the RFP document based on council work session discussion on May 11, 2017. Attached to this case is the updated towing RFP with changes highlighted--below is a summary.

- Updated contract term from two years to three years.
- Emphasized that towing contracts are not awarded solely on being the lowest priced proposal.
- Provided clarity on how scoring works for pricing.
- Added language further outlining that "qualitative" factors are also evaluated by the City (not just price).

If there are no additional concerns, staff will be publishing the RFP and sending it to previous RFP submitters on May 24, 2017. Review of the proposals will be completed by staff and a recommendation on a contract will come before the council on June 27, 2017.

RFP Process

The attached RFP allows staff to review/ evaluate proposals, and develop recommendations, from three different perspectives. Below is an outline. Price is not the sole determining factor. It is possible staff's recommendation to the Council is not for the lowest priced proposal.

(1) Minimum Basic Capabilities

Each towing company is required to meet a list of minimum service, equipment, and legal requirements (i.e. hours of operation, staffing, number and type of trucks, minimum insurance, good legal standing with the State of Minnesota, number of storage stalls, etc.). If a towing company cannot meet these minimum standards, they will not be considered by staff. Furthermore, if a towing company has capabilities above and beyond the minimum, that may be of value to The City of Ramsey, and staff may consider those items as well.

(2) Price Review

Each towing company is required to provide detailed pricing proposals for the various services required by the City. Staff uses a scoring system, outlined in the RFP, to rank the pricing proposals from each company. Pricing is graded to help staff evaluate and compare the cost of service from each company. When appropriate, the City will attempt to select lower priced proposals in order to deliver cost-effect services to residents (assuming all other things equal).

(3) Qualitative Review

Looking beyond minimum requirements and pricing, staff also reviews several qualitative factors in proposals. These include past experience with cities or large organizations, complaint history, quality of services/ equipment/ customer service/ facilities/ storage areas. Staff may complete this step by reviewing references, contacting past contract holders (including cities), inspection of the towing companies facilities/ equipment, and investigating the City's direct experience working with these towing companies.

Timeframe:

Funding Source:

Responsible Party(ies):

Outcome:

Consensus to move forward with the attached RFP Process for towing services.

Attachments

Towing RFP 2017

Form Review

Inbox	Reviewed By	Date
Jo Thieling	Jo Thieling	05/18/2017 09:14 AM
Patrick Brama	Jeff Katers	05/18/2017 01:40 PM
Jeff Katers (Originator)	Jeff Katers	05/18/2017 01:42 PM
Jo Thieling	Jo Thieling	05/18/2017 01:45 PM
Patrick Brama	Patrick Brama	05/18/2017 01:53 PM
Kurt Ulrich	Jo Thieling	05/18/2017 01:56 PM
Jeff Katers (Originator)	Jeff Katers	05/18/2017 01:59 PM
Form Started By: Jeff Katers		Started On: 05/18/2017 08:40 AM
Final Approval Date: 05/18/2017		

CITY OF RAMSEY

REQUEST FOR PROPOSAL

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

Proposal Release Date: May 24, 2017
Proposal Due Date: June 13, 2017 4:30pm

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

Introduction

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

Interested parties in the Towing service business may submit a proposal for Towing, Impounding and Storage of Motor Vehicles services. Each proposal must be submitted in a sealed envelope. To be considered a valid proposal, all interested Towing service businesses must submit proposals consistent with the terms and conditions outlined herein on or by 4:30 p.m. on Tuesday, June 13, 2017. A copy of the RFP may be received by contacting Chief Jeff Katers, Ramsey Police Department, 7550 Sunwood Dr NW, Ramsey, MN 55303.

The contract for service shall commence on July 1, 2017 and terminate on June 30, 2020.

RFP Process and Limitations

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

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

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

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

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

Any proposal received after 4:30 p.m. on June 13, 2017 will not be considered and will be returned to the towing service business unopened. Once the City receives the proposals, Towing service businesses cannot modify or withdraw their proposal unless directed by the City. All proposals become the property of the City of Ramsey, and will be considered public information after a proposal has been selected. Towing service businesses may label certain sections as "Proprietary," as allowed by the Minnesota Government Data Practices Act, and those sections will not be made public.

Submittal of RFP

Proposal shall be submitted to the attention of

Chief Jeff Katers
Ramsey Police Department
7550 Sunwood Dr NW
Ramsey, MN 55303

Deadline for submission of proposals is 4:30 p.m., Tuesday, June 13, 2017.

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

Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

Insurance

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

The following coverage's are required as minimums:

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

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

Performance Bond

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

Proposal Evaluation and Selection of Contract

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

Evaluation Criteria

All towing service proposals will be evaluated on their ability to provide the following services and the cost that each towing service business will charge for providing each service. The towing and storage services listed below have been given a point total based on service provided to citizens and the City of Ramsey. Proposals can score a maximum of **75 points**. The towing service business that offers to provide each service for the lowest cost shall receive the highest point value for that service. **The towing service business with the highest aggregate point total is the low proposal in terms of cost, but is not necessarily the Towing service that will best serve the City's needs. The Chief of Police will have sole discretion on additional evaluation criteria, including but not limited to, experience in public safety towing, quality of services provided, customer complaints, equipment and facilities, etc. Please include professional references and any additional towing contract experience in proposals so it can be evaluated.**

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

9. Charge for each 24 hours of storage; including day of tow.
Inside storage **5 points possible**
Outside storage **5 points possible**
10. Flat rate charge for designated forfeiture vehicles released to Police **5 points possible**
11. Charge for towing of marked or unmarked police vehicles, fire department administrative vehicles, and public works utility vehicles and equipment **5 points possible**
12. Administrative fee (per tow) **5 points possible**

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

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

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

Meeting Date: 05/23/2017

Information

Title:

Update on Pollinator Habitat Initiatives and Restoration at the Lake Itasca Trail

Purpose/Background:

The purpose of this topic report is to highlight the various sites that have been, or are in the process of naturalized landscape restorations which include pollinator habitat.

For the meeting, staff will briefly review the following sites:

- Trott Brook Trail connection at Brookfield
- The Draw
- Alpine Park
- Lake Itasca Park**

**In the instance of the Lake Itasca Trail project (to be approved under Council's consent agenda), staff will elaborate more on this initiative and partnership with the US Fish and Wildlife Service (USFWS).

Timeframe:

10 minutes should be sufficient to review the above projects.

Funding Source:

The first three park projects above were funded in variety of ways, the 2017 pollinator project at the Lake Itasca Trail is intended to be funded by a combination of in-house services (staff time), a not-to-exceed amount of \$5,000 from the Lawful Gambling Fund and a contribution of <\$5,000 from USFWS.

Responsible Party(ies):

Mark Riverblood will provide a overview of these park projects and their corresponding value to the community.

Outcome:

The outcome shall be an update of the past pollinator related projects and activity to date, following the February adoption of the Resolution #17-02-047—supporting pollinator initiatives and the Mayors for Monarchs Pledge.

Attachments

EPB 2017 work plan

Lake Itasca Trail 2017 Work Plan

April 2016 PW case

Mayors for Monarchs Resolution

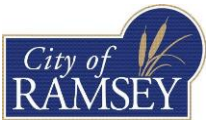
Alpine Park Restoration

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	05/19/2017 08:57 AM
Patrick Brama	Patrick Brama	05/19/2017 11:00 AM
Kurt Ulrich	Kathy Schmitz	05/19/2017 11:06 AM

Form Started By: Mark Riverblood
Final Approval Date: 05/19/2017

Started On: 05/17/2017 10:56 AM



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



Lake Itasca City Park

Monarch Trail Action Plan



Prepared for:

The City of Ramsey, MN

Prepared by:

John Riens

*U.S. Fish and Wildlife Service
Minnesota Private Lands Office*

*434 Great Oak Drive
Waite Park, MN 56387*

Ph: 320-253-4682

May 2017

Background

This document was assembled by the Minnesota Private Lands Office (MNPLO) to guide the restoration and management of the Monarch Trail located on Lake Itasca City Park. This project came into existence as a result of the Mayor of Ramsey signing the Mayors for Monarchs Pledge and expressing a desire for the city to do more to help the iconic species. Through partnerships with the MNPLO and city park staff the trail was designated as an area to provide a native pollinator planting to help the species and other native pollinators while providing education and outreach opportunities to local residents. To accomplish this effort this plan was developed to assist in making this restoration a successful effort. The area to be converted is currently a fallow field and has a history of agricultural production. The tasks provided below are the efforts made by the aforementioned partners to most appropriately convert the existing condition of the area to the desired outcome of a native prairie.

Project Tasks and Timelines

Number	Task	Completed by:	Party
1	Order/Reserve Plant Plugs for Ceremony	5/12/2017	USFWS
2	Stake/Flag Restoration Area	5/19/2017	City
3	Remove Unwanted Trees in Buffer Area	5/26/2017	City
4	Herbicide Application to Restoration Area	5/26/2017	City
5	Mow Restoration Area	5/31/2017	City
6	Sign Landowner Agreement	5/31/2017	City
7	Purchase Native Seed	6/2/2017	USFWS
8	Trail Designation Ceremony	6/2/2017	City/USFWS
9	Disc Restoration Area	6/7/2017	City
10	Plant Seed on Restoration Area	6/9/2017	USFWS/City
11	Maintenance Mow of Restoration Area	6/15/2018	City

Figure 1



Ramsey Park Monarch Trail



0 55 110 220 330 440 Feet

— Trail
(2,000 Feet)

□ Pollinator Buffer
(6.5 Acres)

Produced by:
USFWS MNPLD
434 Great Oak Drive
Waltz Park, MN 55387
(320) 253-4682
Current through 2017

Figure 2



Ramsey Park Un-Wanted Tree Removal



0 62.5 125 250 375 500 Feet

— Trail
(2,000 Feet)

□ Red Cedar and Prickly Ash Removal
(22.5 Acres)

Produced by:
USFWS MNPLD
434 Great Oak Drive
Waite Park, MN 56387
(320) 253-4682
Current through 2017

Project Task Descriptions

Task 1: Order/Reserve Plant Plugs for Ceremony

In order to ensure that adequate and appropriate native plant plugs will be available for the trail designation ceremony the Minnesota Private Lands Office (MNPLO) will be selecting and ordering the plugs by 05/12/2017. The plugs will be reserved and delivered on site for the ceremony on 06/2/2017 by the MNPLO. An estimated 288 plugs will be purchased by MNPLO at the rate of \$1.10 per plug. The list of anticipated species to be selected for the planting are listed below and are dependent on availability.

Grasses	
Common	Scientific
Prairie Brome	<i>Bromus kalmii</i>
Little bluestem	<i>Andropogon scoparius</i>
Sideoats grama	<i>Bouteloua curtipendula</i>
Blue grama	<i>Bouteloua gracilis</i>
Canada wildrye	<i>Elymus canadensis</i>
Green needlegrass	<i>Stipa viridula</i>
Prairie Junegrass	<i>Koeleria macrantha</i>
Indian grass	<i>Sorghastrum nutans</i>
Prairie dropseed	<i>Sporobolus heterolepis</i>
Forbs	
Common Name	Scientific Name
Anise hyssop	<i>Agastache foeniculum</i>
Wild garlic	<i>Allium canadense</i>
Lead plant	<i>Amorpha canescens</i>
Common milkweed	<i>Asclepias syriaca</i>
Butterfly Milkweed	<i>Asclepias tuberosa</i>
Smooth Blue Aster	<i>Aster laevis</i>
Canada milkvetch	<i>Astragalus canadensis</i>
White Wild Indigo	<i>Baptisia alba</i>
New Jersey tea	<i>Ceanothus americanus</i>
Partridge pea	<i>Chamaecrista fasciculata</i>
Stiff tickseed	<i>Coreopsis palmata</i>
White prairie clover	<i>Dalea candida</i>
Purple prairie clover	<i>Dalea purpurea</i>
Showy tick trefoil	<i>Desmodium canadense</i>
Narrow Leaf Purple Coneflower	<i>Echinacea angustifolia</i>
Rattlesnake master	<i>Eryngium yuccifolium</i>
Sawtooth sunflower	<i>Helianthus grosseserratus</i>
Maximilian's sunflower	<i>Helianthus maximiliani</i>
Stiff sunflower	<i>Helianthus pauciflorus</i>
Common ox-eye	<i>Heliopsis helianthoides</i>
Meadow blazingstar	<i>Liatris ligulistylis</i>
Wild Lupine	<i>Lupinus perennis</i>
Wild bergamot	<i>Monarda fistulosa</i>
Spotted beebalm	<i>Monarda Punctata</i>
Slender beardtongue	<i>Penstemon gracilis</i>
Large-flowered beardtounge	<i>Penstemon grandiflorus</i>
Prairie coneflower	<i>Ratibida columnifera</i>
Black-eyed Susan	<i>Rudbeckia hirta</i>
Gray goldenrod	<i>Solidago nemoralis</i>
Stiff goldenrod	<i>Solidago rigida</i>
Ohio Spiderwort	<i>Tradescantia ohiensis</i>
Hoary vervain	<i>Verbena stricta</i>
Golden Alexanders	<i>Zizia aurea</i>

Task 2: Stake/Flag Restoration Area

To provide visualization for the ceremony and provide a work area for the restoration the boundary of the restoration area will be staked and flagged by the City of Ramsey park staff. This will be accomplished no later than 5/19/2017. In general the boundary of the restoration is approximately 100 feet from the paved trail edge except where designated. Please refer to Figure 1 for the above stated outline. A GIS shapefile can be made available for the City of Ramsey upon request. The estimated cost of this task is approximately \$300.00.

Task 3: Remove Unwanted Trees in Buffer Area

In order to ensure a protected investment of the restoration and provide sustainability to the habitat the City of Ramsey or contracted individuals will be conducting a tree removal effort of Eastern Red Cedar (*Juniperus virginiana*) and Prickly Ash (*Zanthoxylum americanum*). In general this removal zone will be approximately 300 feet from the paved trail edge except where designated. Please refer to Figure 2 for the removal area. A GIS shapefile can be made available for the City of Ramsey upon request. The City of Ramsey will use a combination of mechanical and chemical treatments to properly remove the above targeted species. Species are to be removed by 5/26/2017. The estimated cost of this task is approximately \$2,000.00

Task 4: Herbicide Application to Restoration Area

To prepare the restoration area for a planting effort the site must first have a herbicide application applied to it. This is necessary in order to eliminate any competitive non-desired species before planting. The city of Ramsey or contracted individuals will be applying a glyphosate based product to the targeted area designated in Figure 1. This herbicide application is due to be applied by 5/26/2017. The estimated cost of this task is approximately \$1,200.

Task 5: Mow Restoration Area

Following a minimum of 5 days of the herbicide application a mowing of the restoration area will be conducted by the City of Ramsey or contracted individuals. This is necessary in order to prepare the restoration area for disking. This task is to be accomplished no later than 5/31/2017. The estimated cost of this task is approximately \$200.00.

Task 6: Sign Landowner Agreement

During this process and following the scheduled city board meeting it is imperative that the Landowner Agreement which is attached in a separate document is signed, dated, and returned with associated documents to MNPLO staff for processing. The agreement is necessary in order to purchase the seed for the restoration planting. The agreement must be returned no later than 5/31/2017 by close of business day. The details of the agreement are labeled in the agreement itself. Do not hesitate to contact the MNPLO staff for further details.

Task 7: Purchase Native Seed

Following the receipt of the Landowner Agreement and Associated documents the MNPLO will be selecting and ordering the appropriate native seeds by 6/2/2017. The seeds will be reserved and delivered on site for the day of the planting on 6/9/2017 by the MNPLO. An estimated \$650.00 an acre will be used to purchase the appropriate amount of seed for the 6.5 acres with the addition of seed oats for a nursery crop. The total anticipated investment by the MNPLO will be \$4,225.00 and is dependent on seed availability. Listed below is a list of potential species to be selected.

Grasses	
Common	Scientific
Prairie Brome	<i>Bromus kalmii</i>
Little bluestem	<i>Andropogon scoparius</i>
Sideoats grama	<i>Bouteloua curtipendula</i>
Blue grama	<i>Bouteloua gracilis</i>
Canada wildrye	<i>Elymus canadensis</i>
Green needlegrass	<i>Stipa viridula</i>
Prairie Junegrass	<i>Koeleria macrantha</i>
Indian grass	<i>Sorghastrum nutans</i>
Prairie dropseed	<i>Sporobolus heterolepis</i>
Forbs	
Common Name	Scientific Name
Anise hyssop	<i>Agastache foeniculum</i>
Wild garlic	<i>Allium canadense</i>
Lead plant	<i>Amorpha canescens</i>
Common milkweed	<i>Asclepias syriaca</i>
Butterfly Milkweed	<i>Asclepias tuberosa</i>
Smooth Blue Aster	<i>Aster laevis</i>
Canada milkvetch	<i>Astragalus canadensis</i>
White Wild Indigo	<i>Baptisia alba</i>
New Jersey tea	<i>Ceanothus americanus</i>
Partridge pea	<i>Chamaecrista fasciculata</i>
Stiff tickseed	<i>Coreopsis palmata</i>
White prairie clover	<i>Dalea candida</i>
Purple prairie clover	<i>Dalea purpurea</i>
Showy tick trefoil	<i>Desmodium canadense</i>
Narrow Leaf Purple Coneflower	<i>Echinacea angustifolia</i>
Rattlesnake master	<i>Eryngium yuccifolium</i>
Sawtooth sunflower	<i>Helianthus grosseserratus</i>
Maximilian's sunflower	<i>Helianthus maximiliani</i>
Stiff sunflower	<i>Helianthus pauciflorus</i>
Common ox-eye	<i>Heliopsis helianthoides</i>
Meadow blazingstar	<i>Liatris ligulistylis</i>
Wild Lupine	<i>Lupinus perennis</i>
Wild bergamot	<i>Monarda fistulosa</i>
Spotted beebalm	<i>Monarda Punctata</i>
Slender beardtongue	<i>Penstemon gracilis</i>
Large-flowered beardtounge	<i>Penstemon grandiflorus</i>
Prairie coneflower	<i>Ratibida columnifera</i>
Black-eyed Susan	<i>Rudbeckia hirta</i>
Gray goldenrod	<i>Solidago nemoralis</i>
Stiff goldenrod	<i>Solidago rigida</i>
Ohio Spiderwort	<i>Tradescantia ohioensis</i>
Hoary vervain	<i>Verbena stricta</i>
Golden Alexanders	<i>Zizia aurea</i>

Task 8: Trail Designation Ceremony

On 6/2/2017 the City of Ramsey, MNPLO, and associated partners will be participating in a designation ceremony for the Monarch Trail. All events to be included are yet to be determined. However, there will be an educational native plug planting exercise conducted with local youth volunteers. Other activities/events to be conducted will be communicated once finalized.

Task 9: Disc Restoration Area

Following the ceremony a disking of the restoration area will be conducted by the City of Ramsey or contracted individuals. This is necessary in order to prepare the restoration zone for seeding. A chisel plow and disking may be necessary in order to properly prepare the site. Please contact MNPLO for further guidance as to what will be expected for this preparation. This task is due to be accomplished no later than 6/7/2017. The estimated cost of this task is approximately \$350.00.

Task 10: Plant Seed on Restoration Area

After disking and appropriate settlement the restoration area will be seeded with the aforementioned mix of diverse native seeds. The MNPLO in cooperation with staff from the Crane Meadows National Wildlife Refuge will be conducting the planting with a Trillion Seeder on 6/9/2017 if weather permits. The estimated cost to the MNPLO for this task is approximately \$250.00

Task 11: Maintenance Mow of the Restoration Area

In 2018, it is anticipated that a maintenance mowing will be required to limit the proliferation of any unwanted plants over the restoration area. This will be conducted by the City of Ramsey or contracted individuals. This task is due to be accomplished no later than 5/31/2017 and would be preferred much earlier as to not disrupt any nesting bird species. This mowing may or may not be needed. It is advised that the City of Ramsey contact the MNPLO for guidance prior to accomplishing this task. The estimated cost of this task would be approximately \$200.00.

Estimated Budget

Object Class Categories ^a	Partners				
	Landowner	USFWS Partners Program	USFWS Other Programs	Other Non-USFWS	Totals
Personnel	\$	\$	\$	\$	\$
Fringe benefits	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$
Equipment	\$	\$	\$	\$	\$
Supplies	\$50.00	\$4,541.80	\$	\$	\$4591.80
Contractual	\$3,550.00	\$	\$	\$	\$3,550.00
Other - In-Kind	\$1,650.00	\$250.00	\$	\$	\$2,000.00
Other	\$	\$	\$	\$	\$
Totals	\$5,250.00	\$4,791.80	\$	\$	\$10,041.80

^a The total cost-share by the Cooperator, Service and Landowner must remain the same, however allocations by category may be redistributed upon prior approval by the Service

Any work to be completed may be modified with the mutual agreement of the aforementioned parties.

Budget Narrative:

Supplies:

Prairie Plugs - \$316.80 (USFWS)
 Prairie Seed - \$4,225.00 (USFWS)
 Stakes/Flagging - \$50.00 (City of Ramsey)

Services:

Staking/Flagging - \$250.00 (City of Ramsey) "In-Kind"
 Tree/Shrub Removal - \$2,000.00 (City of Ramsey)
 Herbicide Application - \$1,200.00 (City of Ramsey)
 Site Preparation Mowing - \$200.00 (City of Ramsey) "In-Kind"
 Site Preparation Disking - \$350.00 (City of Ramsey)
 Prairie Planting - \$250.00 (MNPLO) "In-Kind"

Maintenance

Maintenance Mow – \$200.00 (City of Ramsey) "In-Kind"
 Anticipated Additional Maintenance throughout the Contract - \$1,000.00 (City of Ramsey) "In-Kind"

Total Project Cost: \$10,041.80

Public Works Committee

5. 1.

Meeting Date: 04/19/2016

By: Mark Riverblood, Engineering/Public Works

Title:

Consider Rain Garden Demonstration Project, and Trail Connection - Brookfield Subdivision

Purpose/Background:

This proposed project joins various city realms and goals; including 'a connected community', increasing recreational opportunity, encouraging sustainable water use, prudent storm water treatment, minimizing maintenance costs, creating attractive landscapes, as well as elements of the Environmental Policy Board's Statement of Purpose—staying abreast of 'Emerging Topics', in this instance, creating habitat for pollinators and Monarch Butterflies. The following is a *summary* of the events and discussion leading to the Public Works Committee's consideration of this case.

During the review of one of the more recent additions in the Brookfield subdivision (west of CSAH 5, adjacent to Trott Brook), the City agreed to various commitments in exchange for fee title to a small, narrow parcel that connected to the Trott Brook Trail. The primary commitment agreed to by the City was the construction of a trail link from the neighborhood street (170th Trail NW) to the existing trail that runs parallel to the brook. This 'mid block' trail would provide another, more convenient, access point to the existing 9/10's of a mile trail for a majority of the Brookfield neighborhood. After grade changes and paving of the trail segment, the site will require a landscape component, which provides for a layering of benefits discussed below.

Timeframe:

Staff will highlight the primary components of these proposed improvements (estimated 5-10 minutes), and then available to respond in detail to any of the Committee's inquiries.

Observations/Alternatives:

Staff is recommending three (3) interrelated projects at this site. First, based on the proximity to Trott Brook and the wooded wetland fringe adjacent to the Brook, staff believes that a landscape of wildflowers and native grasses is most appropriate. This will require much less maintenance over time than standard turf grass and/or ornamental plantings would (no regular mowing or irrigation). Secondly, staff is recommending the installation of a small rain garden in the boulevard area adjacent to this site. This happens to be at a low point in the road and thus, with a slight modification to the curb (installing a curb cut), a certain amount of storm water runoff can be diverted from the storm sewer system into this area for infiltration and recharge. The quantity of captured storm water is calculated/modeled in the attachment entitled 'rain garden plans and specs' and thus, this demonstration project could potentially provide useful information for future street reconstruction projects if, for example, property owner(s) were interested.

The third component includes the planting of several oaks on the trail parcel and possibly one in the rain garden as well. This could serve as the City's Arbor Day activity for 2016, something that the Environmental Policy Board (EPB) has expressed a desire in revisiting (now that the Environmental Expo and Tree Sale events are no longer programmed).

These three complimentary projects would result in multiple benefits to the neighborhood and the environment. The trail connection creates a link to an existing trail from within the development, something that is lacking at the moment along this nearly mile long portion of the Trott Brook Trail. In addition, the projects would promote groundwater recharge and infiltration and to a small degree, reduce sediment/nutrient loading of the stormwater pond south of 170th Trail NW. Both the prairie establishment and the rain garden would result in new pollinator

habitat, which is being rapidly depleted across the state and nation. Both also generally promote sustainable landscapes and, once fully established, will reduce necessary maintenance inputs compared to more traditional landscapes (turfgrass). Finally, as mentioned, the tree planting event could be an Arbor Day event—conceivably with an invite for the neighbors to participate in with the EPB, and the Park and Recreation Commission in May of 2016 (also an element of public engagement).

Funding Source:

The Park and Recreation Commission and Environmental Policy Board are recommending this project as presented.

Activity/Practice	Funding Source	Entity	Est. Cost
Grading and Erosion Control	PW Staff—General Fund	In-house	< 24 hours
Pave 8’ foot trail	Park Trust Fund	Contractor	\$6,400
Prairie & Rain garden	Park Trust Fund	Prairie Resto Inc.	\$6,583
Rain garden Construction	Storm water Utility	Contractor	\$5,865
Oak Trees/Arbor Event	ComDev—General Fund	In-house	\$870
Annual Management	Parks—General Fund	Prairie Resto Inc.	\$300
Contingency	(20% of the above sources)	(Varies)	< (\$3,697)
Total			\$19,985

Recommendation:

Staff recommends proceeding with these three (3) interrelated project elements (native landscape, rain garden, and tree planting), upon City Council's ratification of the Public Works Committee's recommendation at the April 26th regular meeting.

Action:

Motion to recommend City Council authorize staff to proceed with the Brookfield Rain garden and trail connection based upon the work plan and budget presented herein.

Attachments

- [Brookfield location map](#)
- [street view](#)
- [planting plan and spec](#)
- [rain garden plans and specs](#)
- [typical prairie](#)
- [example planting](#)
- [EPB minutes](#)

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	04/07/2016 09:25 AM
Bruce Westby	Bruce Westby	04/07/2016 03:11 PM
Kurt Ulrich	Kurt Ulrich	04/07/2016 03:34 PM
Tim Gladhill	Tim Gladhill	04/14/2016 10:20 AM
Kurt Ulrich	Kurt Ulrich	04/14/2016 01:05 PM
Form Started By: Mark Riverblood		Started On: 04/04/2016 03:30 PM
Final Approval Date: 04/14/2016		

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

RESOLUTION #17-02-047

RESOLUTION TO SUPPORT POLLINATOR INITIATIVES IN THE CITY OF RAMSEY AND TO AUTHORIZE THE MAYOR TO TAKE THE MAYORS FOR MONARCHS PLEDGE ON BEHALF OF THE CITY

WHEREAS, the City of Ramsey is dedicated to promoting and maintaining a healthy urban and natural environment today and in the future; and

WHEREAS, pollinating insects, such as bees, butterflies, moths, flies, and others are integral to a healthy ecosystem and to a wide diversity of essential foods, including fruits, nuts, and vegetables; and

WHEREAS, many pollinators, including native bees and the iconic monarch butterfly, are threatened by the loss of natural flowering habitat, pesticide use, pathogens, and parasites; and

WHEREAS, the North American monarch population has declined by more than 90% over the past two decades; and

WHEREAS, cities, towns, and counties can play a critical role in helping protect pollinators by multiple actions including providing pollinator habitat in public parks, along roadways and/or in median strips, at community gardens and municipal buildings; and

WHEREAS, residents and businesses of the City of Ramsey can also make a difference by planting native milkweed and nectar plants to provide habitat and food for monarchs and other pollinators in locations where people live, work, learn and play; and

WHEREAS, restoring pollinator habitat will contribute to a clean environment, one of the Strategic Imperatives of Ramsey's Strategic Plan; and

WHEREAS, the City of Ramsey has recently completed a sustainable landscape project that incorporated native milkweed into the planting plan and worked with Ramsey Elementary School to assist with a pollinator friendly planting project on their campus; and

WHEREAS, the City of Ramsey has taken steps to eliminate barriers for residents and businesses to establish landscapes with native grasses and wildflowers to create new pollinator habitat and to promote water conservation; and

WHEREAS, the City of Ramsey has amended its ordinances providing a more streamlined process for homeowners desiring to undertake hobby beekeeping on the properties; and

WHEREAS, the use of pesticides for control of harmful pests sometimes has unintended consequences against beneficial insects such as bees and butterflies, including monarchs, and the insect predators, which are often pollinators as well; and

WHEREAS, there has been increased scrutiny specifically on the link between a class of pesticides commonly used that contain neonicotinoids and a decline in pollinators;

WHEREAS, the City of Ramsey is aware of the concerns associated with the use of neonicotinoids and is consciously working to ensure they are not used on public lands; and

WHEREAS, the City of Ramsey wants to do its part in restoring the population of pollinators in general and the monarch butterfly in particular.

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 supports the Mayors for Monarchs program and supports the Mayor in taking the Mayors for Monarchs Pledge.
- 2) That the Ramsey City Council hereby supports pollinator friendly initiatives on public lands such as eliminating the use of neonicotinoid products; sourcing plant material and trees from nurseries that do not use neonicotinoids or other pesticides proven to be harmful to pollinators; and over-seeding unused or little used turf areas in parks with more pollinator beneficial plants such as clover.
- 3) That the Ramsey City Council hereby supports efforts to communicate to the public the importance of protecting pollinators and to encourage property owners, both residential and commercial, to be more conscious of pollinator stewardship practices on their properties.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 14th day of February, 2017.

Mayor

ATTEST:

City Clerk

Proposal to Create a Native Prairie at Alpine Park Ramsey, MN

Prepared for:
Mark Riverblood

Prepared by:
Brad Vierkant
Site Manager
763-631-9427
bvierkant@prairieresto.com

Project Area:
2.65 acres

Prairie Restorations, Inc. 

31646 128th St.
Princeton, MN 55371
www.prairieresto.com

A. Company Background: <http://www.prairieresto.com/mission.shtml> (Follow the blue links to learn more)

Prairie Restorations, Inc. (PRI) has been dedicated to the restoration and management of native plant communities for over 39 years. We are fortunate to have worked with thousands of clients on a wide variety of projects in both the public and private sectors throughout the Upper Midwest.

The PRI staff currently consists of 45 full-time professionals and about an equal number of seasonal employees which operate out of six Minnesota locations. Most of the staff has B.S. degrees in natural resource related fields such as biology, forestry, horticulture or wildlife. As a full service restoration company, PRI is able to provide our clients expertise and service in all facets of native landscape restoration. Along with consulting, design, installation and land management services, we also produce our own local ecotype seed and plant materials which are used on all of our projects.

The PRI Team is committed to and passionate about protecting and enhancing our valuable natural resources. It is this dedication that is brought to each and every one of our projects. We are proud to offer the best expertise, services and products available in the industry and appreciate the opportunity to provide you with this proposal.

B. Site preparation: http://www.prairieresto.com/installation_preparation.shtml

1. Remove invasive woody species by flush cutting and stump treating with Triclopyr herbicide (Garlon 4® or equivalent). To be completed by City Employees.
2. Mow the existing vegetation, preferably with a sickle or flail type mower, to a height of 4" to 6". This will keep the non-native cool season (the target species) active and susceptible to herbicide application. To be completed by City Employees.
3. Later in fall, after the native grasses have gone dormant, apply a glyphosate herbicide (Roundup® or equivalent) with appropriate surfactants, as per manufacturer's directions, to the actively growing non-native vegetation in the project area. Site preparation will resume the following spring.
4. If needed, in spring of 2017 re-spray with a glyphosate herbicide (Roundup® or equivalent).
5. Remove the dead vegetation by implementing a controlled burn using appropriate procedures, equipment and permits.
6. Harrow the soil to create a smooth seedbed.

C. Seed and Seeding: http://www.prairieresto.com/installation_seeding.shtml

1. Acceptable seeding dates for native species are in the spring or summer before August 10th or in the fall between September 20th and freeze-up. This project would likely be seeded in spring of 2017.
2. All grass seed will be interseeded with a no-till seed drill designed for native seeding (Truax® or equivalent).
3. All wildflower seed will be applied by broadcasting.
4. In areas too steep or small for equipment, the seed will be hand broadcast and raked into the soil.
5. The seed mixes will consist of the following species and amounts:

Grass Seed **lbs. /project area**

PRI Short Dry Grass Mix:

40% Little bluestem, 35% Side oats grama,
13% Blue grama, 4% Poverty oat grass,
4% June grass, 2% Sand dropseed,
2% Prairie dropseed, all by PLS weight. 27

<http://www.prairieresto.com/CategoryList.php?cID=12>

Note: A cover crop of oats will be sown along with the native grasses at a rate of approximately 25 lbs. per acre. Oats is an annual grass species that germinates quickly and will reduce the risk of soil erosion on the site.

Wildflower Seed **oz. /project area**

Butterfly weed (*Asclepias tuberosa*)..... 6
Wild lupine (*Lupinus perennis*) 8
Showy penstemon (*Penstemon grandiflorus*) 4

PRI Short Dry Wildflower Mix:

20% Purple prairie clover, 18% Hoary vervain, 16% Black-eyed Susan,
14% Leadplant, 6% Showy Penstemon, 5% Bush clover,
5% Rough blazing star, 3% Stiff goldenrod,
2% Common milkweed, 2% Wild bergamot, 2% Prairie rose,
2% Western spiderwort, 2% Golden Alexander,
1% Yarrow, 1% White prairie clover,
1% Northern bedstraw, all by PLS weight. 115*

<http://www.prairieresto.com/CategoryList.php?cID=13>

*depending on budget the flower seeding rate can be reduced

D. Optional Erosion Control: http://www.prairieresto.com/installation_erosion.shtml

1. The seeded areas will be mulched with clean straw at a rate of 1.5 tons per acre. The straw will be disk anchored immediately after mulching.

E. Plants and Planting:

1. Optionally, the planting can be further diversified with wildflower and/or grass plants. These will be planted individually in appropriate microhabitats throughout, or in designated areas of the project.
2. From the following list a minimum of 15 species will be used.
3. Depending on budget, plant a total of 500-2,500 plugs.

Wildflowers

<http://www.prairieresto.com/CategoryList.php?cid=10>

Fragrant giant hyssop (<i>Agastache foeniculum</i>)	Rough blazing star (<i>Liatris aspera</i>)
Prairie onion (<i>Allium stellatum</i>)	Cylindric blazing star (<i>Liatris cylindracea</i>)
Leadplant (<i>Amorpha canescens</i>)	Meadow blazing star (<i>Liatris ligulistylis</i>)
Pasque flower (<i>Anemone patens</i>)	Dotted blazing star (<i>Liatris punctata</i>)
Pussytoes (<i>Antennaria neglecta</i>)	Prairie phlox (<i>Phlox pilosa</i>)
Butterfly weed (<i>Asclepias tuberosa</i>)	Prairie cinquefoil (<i>Potentilla arguta</i>)
Whorled milkweed (<i>Asclepias verticillata</i>)	Prairie rose (<i>Rosa arkansana</i>)
Tooth-leaved primrose (<i>Calylophus serrulatus</i>)	Gray goldenrod (<i>Solidago nemoralis</i>)
Harebell (<i>Campanula rotundifolia</i>)	Upland goldenrod (<i>Solidago ptarmicoides</i>)
New Jersey tea (<i>Ceanothus americanus</i>)	Stiff goldenrod (<i>Solidago rigida</i>)
Stiff tickseed (<i>Coreopsis palmata</i>)	Showy goldenrod (<i>Solidago speciosa</i>)
Slender penstemon (<i>Penstemon gracilis</i>)	Lindley's aster (<i>Symphotrichum ciliolatum</i>)
Showy penstemon (<i>Penstemon grandiflorus</i>)	Heath aster (<i>Symphotrichum ericoides</i>)
White prairie clover (<i>Dalea candida</i>)	Smooth aster (<i>Symphotrichum laeve</i>)
Purple prairie clover (<i>Dalea purpurea</i>)	Panicled aster (<i>Symphotrichum lanceolatum</i>)
Silky prairie clover (<i>Dalea villosa</i>)	Calico aster (<i>Symphotrichum lateriflorum</i>)
Prairie larkspur (<i>Delphinium virescens</i>)	New England aster (<i>Symphotrichum novae-angliae</i>)
Northern bedstraw (<i>Galium boreale</i>)	Aromatic aster (<i>Symphotrichum oblongifolium</i>)
Prairie smoke (<i>Geum triflorum</i>)	Azure aster (<i>Symphotrichum oolentangiense</i>)
Common ox-eye (<i>Heliopsis helianthoides</i>)	Silky aster (<i>Symphotrichum sericeum</i>)
Golden aster (<i>Heterotheca villosa</i>)	Western spiderwort (<i>Tradescantia occidentalis</i>)
Alum-root (<i>Heuchera richardsonii</i>)	Hoary vervain (<i>Verbena stricta</i>)
Bush clover (<i>Lespedeza capitata</i>)	Golden alexanders (<i>Zizia aurea</i>)

F. Management: http://www.prairieresto.com/management_overview.shtml

1. Management (maintenance) plays a vital role in the eventual success of any native landscape installation, especially during the establishment period. Active management of your native landscape is highly recommended to give the project the best opportunity for long term success.
2. During the germination year, the project area may need to be mowed to control annual weed development. If a “closed” canopy of weed cover develops, it should be mowed to aid in the growth of the prairie seedlings by reducing competition. Mowing may also be necessary if the weeds are about to set seed. Optimum cutting height, depending on the wildflower species present, is typically 4 to 6 inches. It is important that the clippings are finely mulched in order to prevent smothering. PRI can provide the mowing services if desired.

3. In years following the first growing season, Integrated Plant Management (IPM) services are utilized to control annual, biennial and perennial weed species within the developing native landscape. Typical IPM services include spot herbicide spraying, spot mowing, herbicide wicking or hand weeding. These services are billed on a per trip cost agreed upon prior to the growing season.
4. Prescribed burning is a highly effective management tool and may be recommended for your project as it matures. Burning stimulates native species to grow more robustly and also help to deter the presence of many non-native and/or woody species. Prescribed burning, when recommended, will be provided as a separate lump sum cost.
5. In lieu of burning, or during years when the site is not burned, a Spring Dormant Mowing can be used to “clean up” previous year’s growth and set the table for the new growing season. This mowing would occur early in the spring, as soon as conditions permit. Spring Dormant Mowing, when recommended, will be provided as a separate lump sum cost.
6. Management is not included in the below quote.

G. Anticipated Management:

The following table conveys the anticipated management procedures for your project during the first 3 growing seasons. Estimates for these procedures are provided in the cost section of this proposal.

Year	Projected Management Procedures
1	Complete site mowings to control annual weed canopy (mowings as needed). Project monitoring
2	Complete site mowing Integrated Plant Management (IPM) – includes spot spraying, spot mowing, wicking, hand weeding, and other techniques to control weeds and invasive species Project monitoring
3	Spring burn to encourage native plant growth and to help deter the presence of non-native and woody species. Integrated Plant Management (IPM) Project monitoring

H. Costs:

Base Project Installation:

Project set up and mobilization	\$550
Site preparation	
Mowing	to be completed by city staff
Spraying	\$750
Burning	\$950
Seed and seeding as specified	\$4,635*

*depending on budget flower seed rate can be reduced

Options:

Mulching as specified	\$850/acre
Optional native seedling plugs:	
500-999 @ \$2.25 each delivered and installed	
1,000-1,499 @ \$2.15 delivered and each installed	
1,500+ @ \$2.00 each delivered and installed	

Vegetation Management:

Future Management Estimates for slope area and parking lot medians:

Growing season 2017	\$1,700
Growing season 2018	\$1,600
Growing season 2019	\$1,600

Future Management Estimates for parking lot medians only:

Growing season 2017 (3 visits)	\$800
Growing season 2018 (2 visits)	\$600
Growing season 2019 (2 visits)	\$600

Please note: The *Future Management Estimates* are meant to convey typical management costs for projects of similar size and characteristics. Prior to each growing season, you will receive a specified quote from your project manager detailing the recommended management strategies and associated costs for your project.

PRI will provide a follow-up consultation approximately 1 month after the completion of the project (if the project was seeded in the fall, the consultation will occur the following spring). The Restorationist (or salesperson) will meet with the project owner to assess the status of the project, answer any questions, and provide any necessary recommendations. This follow-up consultation will be provided at no additional cost.

- I. **Guarantee:** Prairie Restorations, Inc. (PRI) has a great tradition of successfully installing native landscapes throughout the Upper Midwest. We feel our expertise in this industry is second to none and we stand behind every one of our projects. Because we are confident in our abilities to provide you with the best possible materials and services, we are proud to offer the following guarantee:

On projects installed by PRI crews within the specified dates, we will guarantee successful establishment within three full growing seasons, given the following conditions:

- 1. That PRI materials and PRI installation services are used on the project.*
- 2. That the failure of the project is not due to the actions of others.*
- 3. That PRI staff has been consistently involved with the maintenance of the project (consultation with the client or direct utilization of PRI management services) from the time of germination until the end of the third growing season (i.e. mowing, spot spraying, and controlled burning).*

This outline provides a step-by-step plan for accomplishing the restoration of this site. If successful establishment does not occur within three full growing seasons, all necessary steps will be taken to ensure the eventual success of the project, at no additional charge. For purposes of this guarantee, successful establishment is defined as follows: That the presence of at least 75% of the original seeded or planted species can be found on site, and that the overall density of vegetation is comprised of no less than 75% native species.

J. **Contract:**

If you accept the proposal as written and want to proceed with the project, please sign the contract below.

Owner: _____ **Date:** _____

Signed: _____ **Title:** _____

Project: _____ **Contract Value: \$** _____

Contractor: *Prairie Restorations, Inc.*

Signed: _____ **Date:** _____

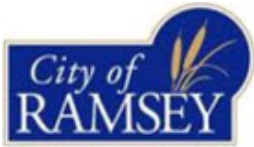
Brad Vierkant–Site Manager/ Restorationist

Prairie Restorations, Inc.

31646 128th Street

Princeton, MN 55371

Restoration outline prepared by Prairie Restorations, Inc. (PRI), Princeton, Minnesota



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

CC Work Session

3. 1.

Meeting Date: 05/23/2017

Submitted For: Kurt Ulrich, Administrative Services

By: Jo Thieling, Administrative Services

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Dates will be assigned in the future.

Recommendation:

N/A

Action:

For Council review - no formal action necessary.

Attachments

Future Topics

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 05/19/2017

Reviewed By

Kurt Ulrich

Date

05/03/2017 10:38 AM

Started On: 05/02/2017 01:05 PM

City Council Future Topics – Work Session

(Draft)

Date	Topics for Discussion – Council Action
Future	Discuss Ordinance Governing Unmanned Aerial Vehicle Use (<i>Katers</i>)
Future	Review and Potentially Adopt Ramsey’s Portion of Previous Highway 47 Study (<i>Westby</i>)
Future	Cost Share a Corridor Study for Nowthen Blvd/CR5 (<i>Westby</i>)
Future	Intersection Control Evaluation for Spot Improvements on Armstrong (<i>Westby</i>)
Future	Discussion re tap Rooms/Brew Pubs (<i>Thieling/Katers</i>)
Future	Assessment Policy Review (<i>Westby</i>)
July 11	2018 Budget Discussion (<i>Lund</i>)
Date	Topics for Discussion – Regulatory
Future	Commercial Signage Standards and Community Sign Plan(<i>Gladhill</i>)
Future	Property Maintenance Code (Maintenance of Buildings and Structures) (<i>Gladhill</i>)
Date	Topics for Discussion – Policy
Future	Public Facilities Naming Policy (<i>Riverblood</i>)
Future	Trail Maintenance Policy (<i>Westby</i>)
Future	Stormwater Pond Maintenance Policy (<i>Westby</i>)
Future	Citizen Volunteer and Recognition Program (<i>Ulrich</i>)
Future	Newsletter Policy to Address Advertising and Content Control (<i>Brama</i>)
August	Discussion re Updating the City’s Personnel Policy (<i>Lasher</i>)
Date	Topics for Discussion – Planning and Budget
Future	Summary of Compensation/Development Plan for Employees (<i>Lasher</i>)
Future	Review Comprehensive Plan for Long-Term Water Supply (<i>Westby</i>)
Date	Topics for Discussion – Information
June 27	CAFR Review (<i>Lund</i>)