

City of Ramsey
Agenda
City Council Work Session
Tuesday, July 25, 2017
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Discuss Request for Annual Contribution Toward the Operation of a River Gage at the Anoka-Champlin Bridge
 2. Discuss Prosecution Legal Services Contract
 3. Continued Discussion of the 2017 General Fund Budget
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 07/25/2017

Information

Title:

Discuss Request for Annual Contribution Toward the Operation of a River Gage at the Anoka-Champlin Bridge

Purpose/Background:

The City of Champlin reached-out to the City of Ramsey to see if Ramsey would consider assisting with a river gage at the Anoa-Champlin bridge that would help monitor the local stretch of the Mississippi. USGS and National Weather Service staff indicate that the gage would provide flood forecasting from the mouth of the Crow River to the Coon Rapids dam. The gage could also provide some recreational value to boaters and anglers.

Attached is a power point presentation and sample joint funding agreement provided by James Fallon from USGS. Mr. Fallon, or another USGS representative, has been invited to attend this work session to explain the specific value of a gage and to answer any questions.

On behalf of the four cities adjacent to the Coon Rapids Dam pool (i.e., Brooklyn Park, Coon Rapids, Anoka, and Champlin) the City of Ramsey and Dayton have been asked to consider contributing toward the \$20,000 annual maintenance contribution. For reference, Champlin's annual contribution is proposed to be \$7,500, and Ramsey has been asked to contribute \$2,000 annually.

If the Council is in agreement with the concept of sharing in the cost of the river gage, staff would negotiate an amount of no more than \$2,000 based upon consideration of the agreed contributions of other river communities.

Timeframe:

Funding Source:

Funding could be allocated from the General Fund, or potentially from the Storm Water Fund.

Responsible Party(ies):

Outcome:

Consensus direction on whether or not to pursue a cost-sharing agreement with other river communities for the USGS river gage at the Anoka-Champlin bridge site.

Attachments

[riverGauge](#)

[RiceCoEG](#)

[ChamplinReport](#)

Form Review

| Inbox | Reviewed By | Date |
|---------------------------------|-------------|---------------------------------|
| Kurt Ulrich | Kurt Ulrich | 07/20/2017 03:48 PM |
| Kurt Ulrich | Kurt Ulrich | 07/20/2017 04:52 PM |
| Form Started By: Kathy Schmitz | | Started On: 07/20/2017 10:34 AM |
| Final Approval Date: 07/20/2017 | | |

Streamgauge Potential at the Mississippi River at Anoka & Champlin, MN

James Fallon

U.S. Geological Survey

jfallon@usgs.gov

763-783-3255

Champlin, MN

April 19, 2017

Topics

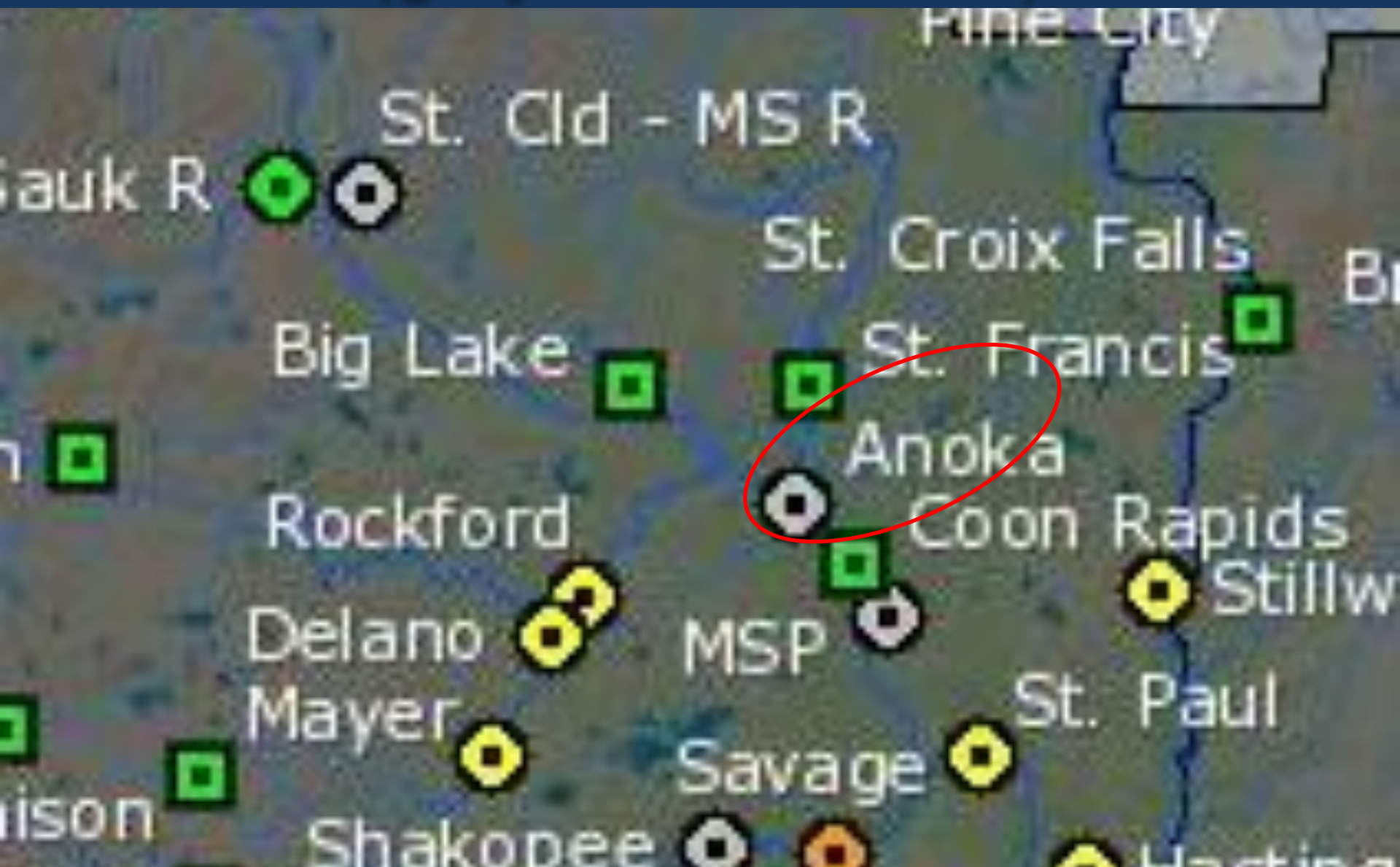
- Previous meetings regarding gage need
- USGS & streamgaging
- Review streamgaging process
- Streamgage options & costs
- Discussion
 - Your needs and uses for gage data
 - Where to from here?
 - What do you get for your funds?

Original meetings

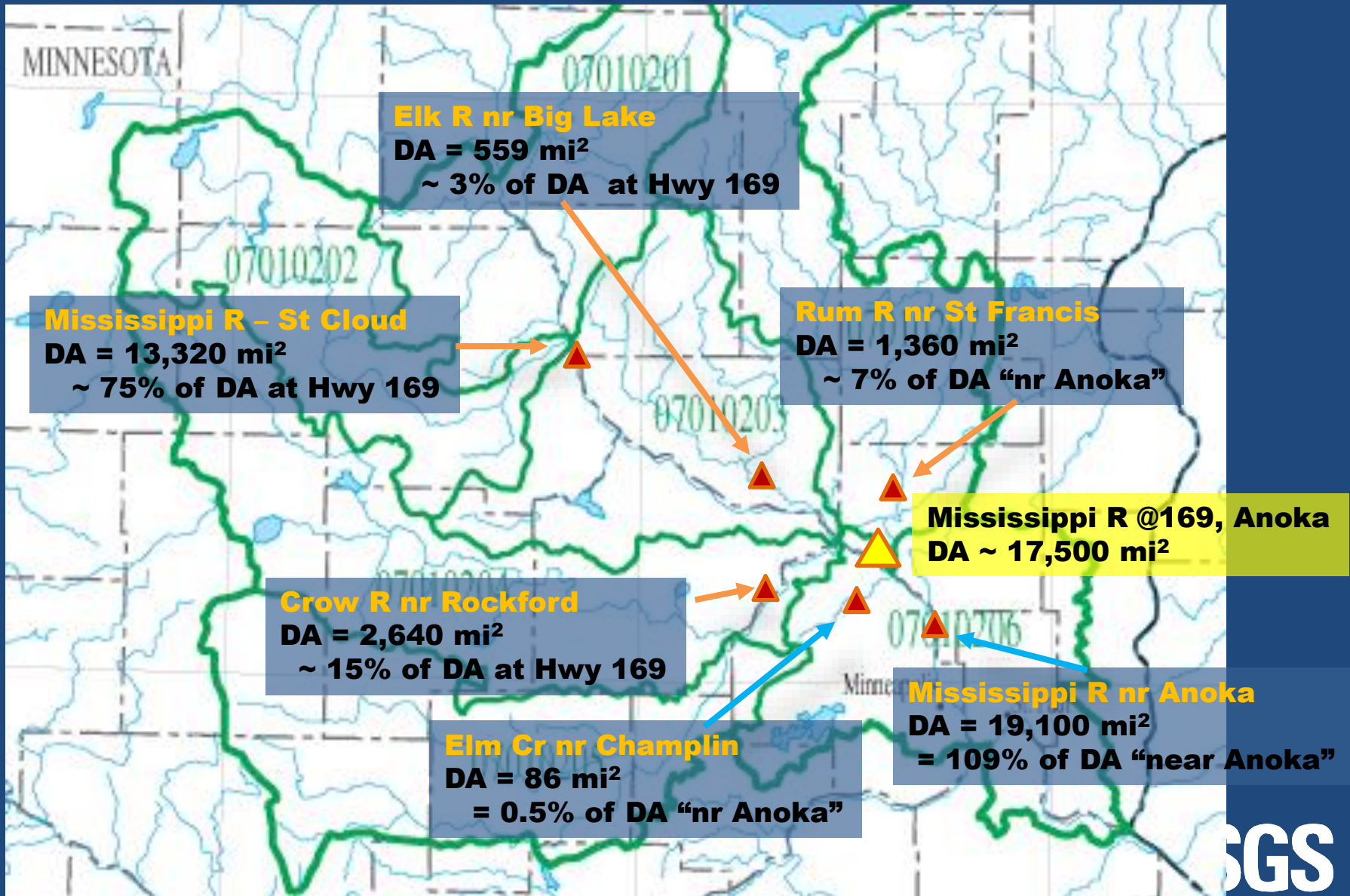
- ▣ 2011 April: NWS announced plans to discontinue river forecasts at Anoka + 5 other
- ▣ 2011 May: Meeting in Anoka to discuss options (NWS, USGS, county & community)

- ▣ Why was NWS going to discontinue river flood forecasts?
- ▣ Current USGS gages account for almost all flow at location. Why won't those work?

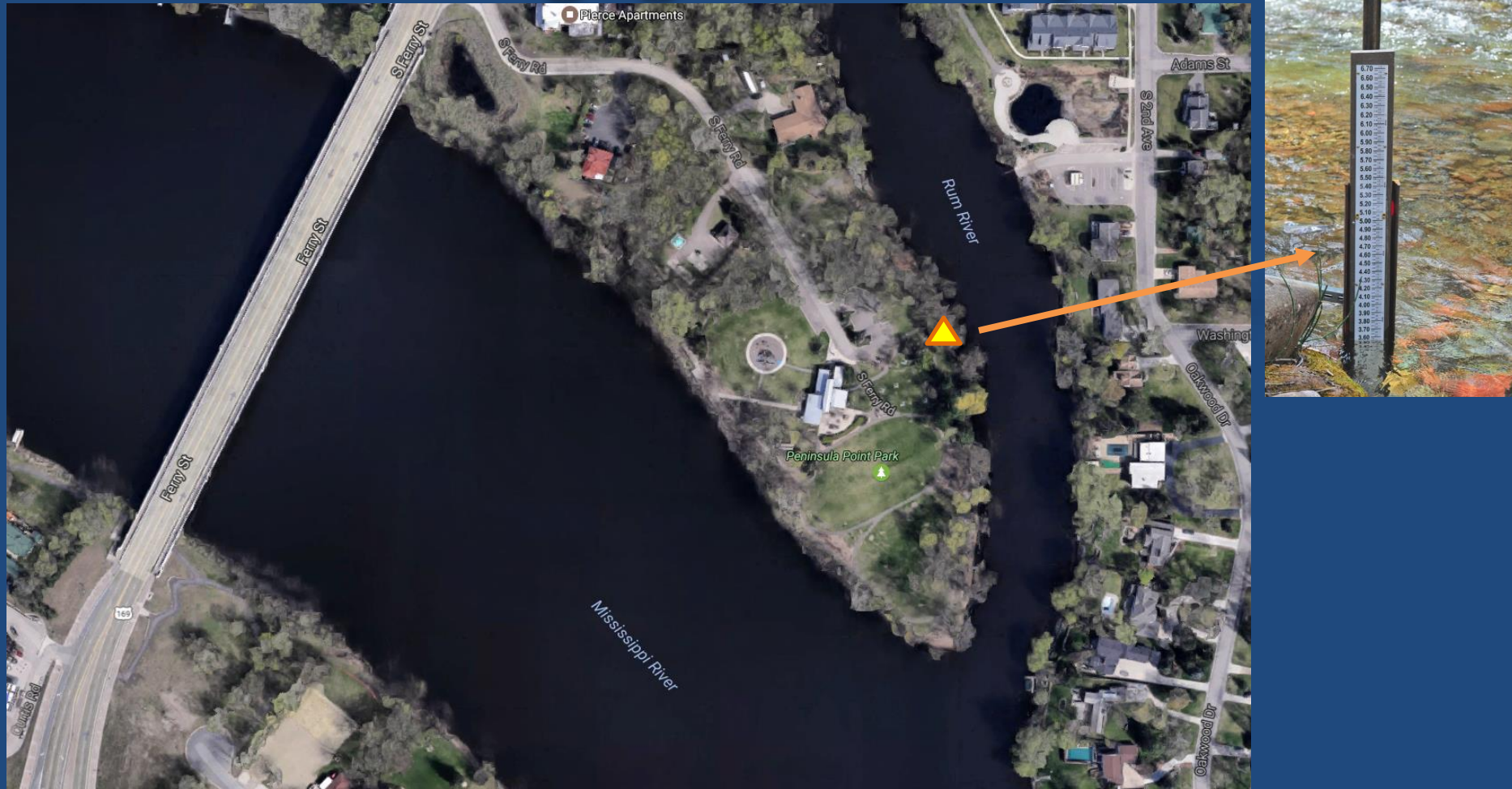
NWS Forecast Points are circles (grey=discontinued)



USGS Streamgages near Anoka



Approximate location of the old “Anoka gage” used by NWS



Forecast discontinued because gage was not continuous, & lacked maintained relation between river level and discharge

Meeting timeline

- ▣ 2011 April: NWS announces plan to discontinue river forecasts at Anoka – no discharge
- ▣ 2011 May: Meeting in Anoka to discuss options (NWS, USGS, county & community)
- ▣ 2012 April – July: 2nd effort by NWS; webinar
- ▣ ~2012: river forecasts discontinued
- ▣ 2014 Feb: renewed interest & meeting in Champlin because of high-water & no-wake potential
- ▣ 2016 Dec: NWS & USGS meet with Scott, Champlin
- ▣ 2017 Feb: Scott, Champlin staff & I met with EMs

Topics

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- **USGS & streamgaging**
- Review streamgaging process
- Streamgage options & costs
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U.S. Geological Survey

- ▣ The USGS serves the Nation by providing **reliable scientific information** to ...minimize loss of life and property from **natural disasters; manage water...resources**; and enhance and protect our quality of life

What the USGS does

- ▣ The USGS is an **independent** fact-finding agency that **collects, monitors, analyzes, and provides scientific understanding** about natural resource and natural hazard conditions and issues.
- ▣ The value of the USGS to the Nation rests on its ability **to carry out studies on a national scale and to sustain long-term monitoring** and assessment of natural resources and hazards.

Topics

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- USGS & streamgaging
- **Review streamgaging process**
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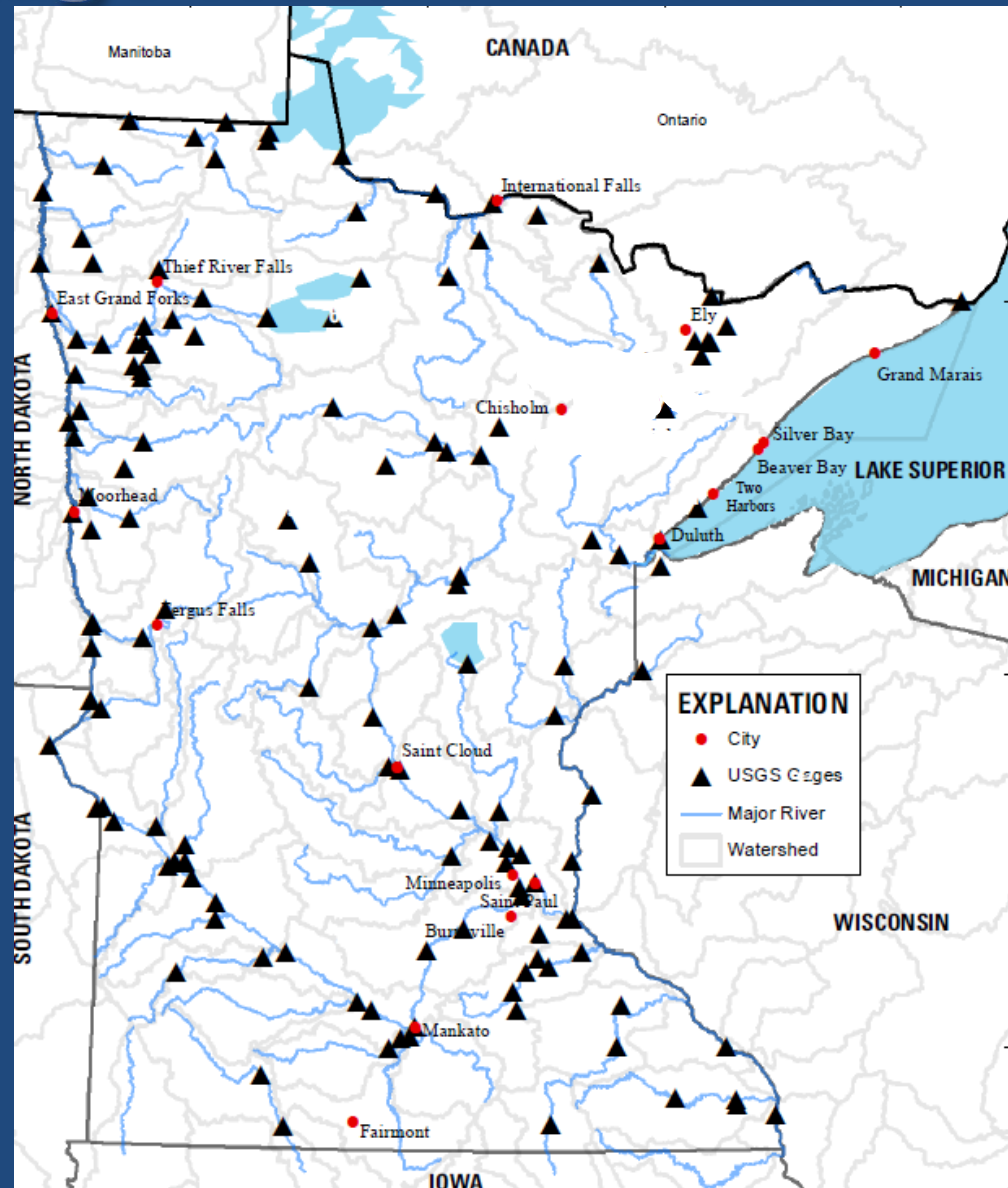
Streamgaging Is a Partnership

- ▣ Local partners & USGS fund streamgages
- ▣ USGS
 - Operates & maintains streamgages
 - Makes field measurements
 - Processes, QAs, publishes & archives data
 - Feeds data updates to NWS* in real time
 - Integrates data into other investigations
- ▣ NWS uses data for forecasting
- ▣ Local partners (& others) use data for their needs

*NWS, COE, and DNR all receive same data stream near real-time

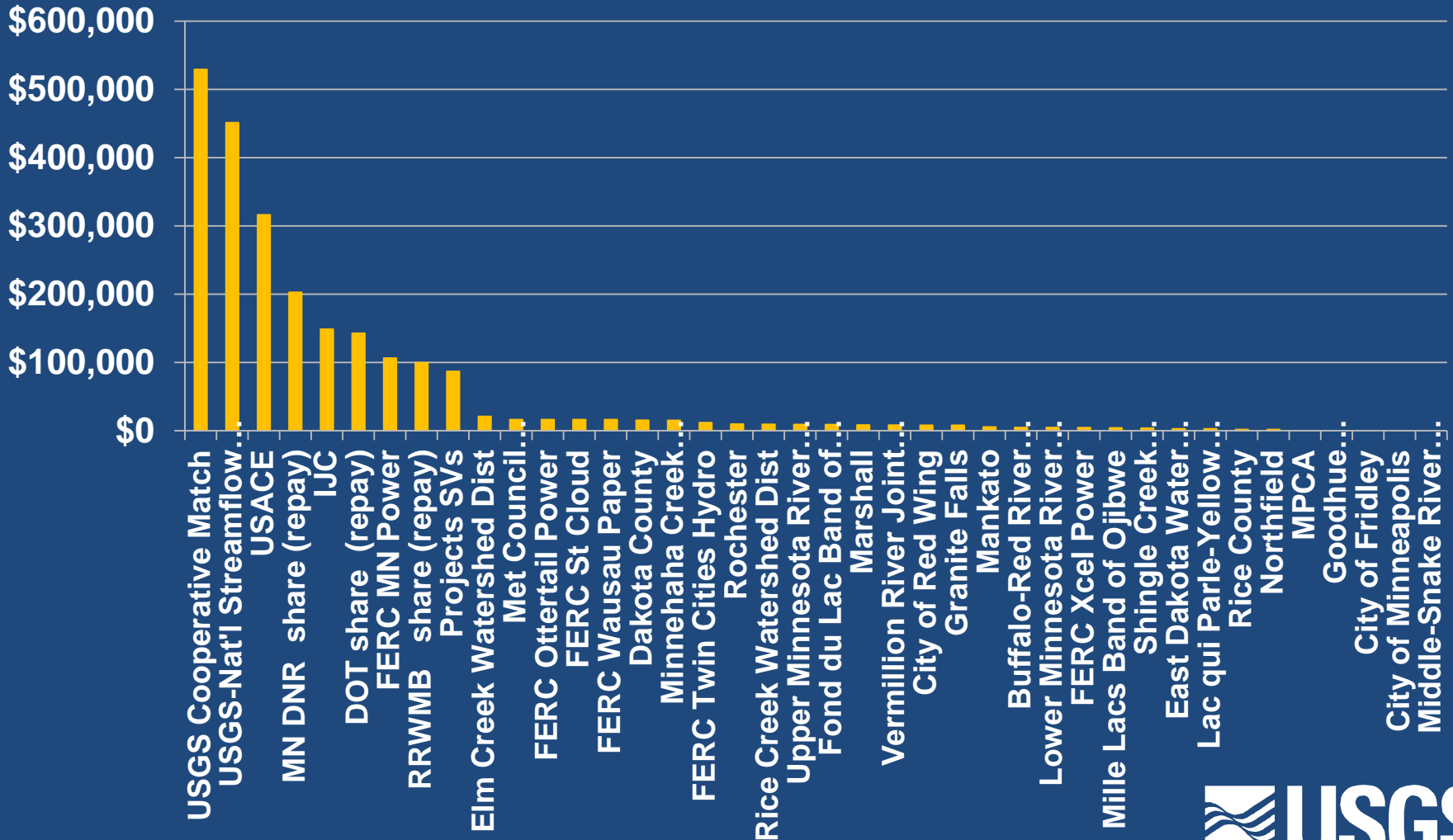
USGS Streamgauge Network in MN

- ▣ About 114 gages
- ▣ Funded by:
 - USGS
 - >40 other entities
 - ▣ Federal
 - ▣ State
 - ▣ County
 - ▣ City
 - ▣ Tribal
 - ▣ FERC Licensees

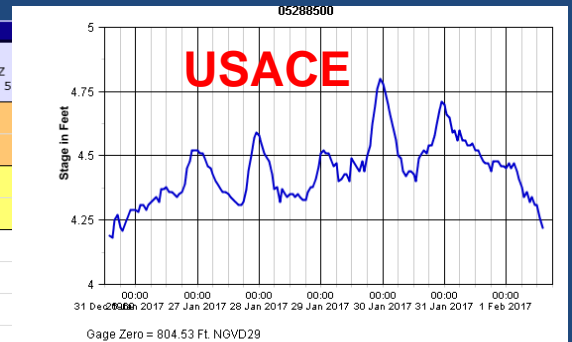
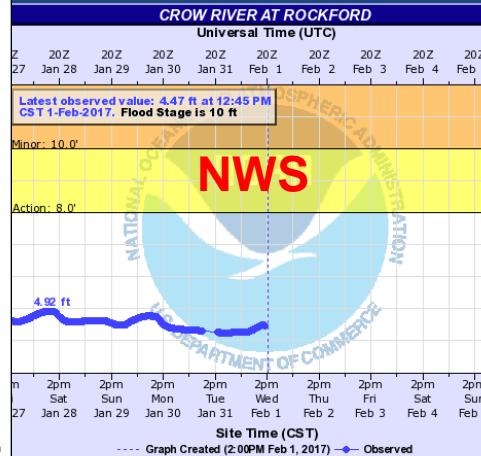
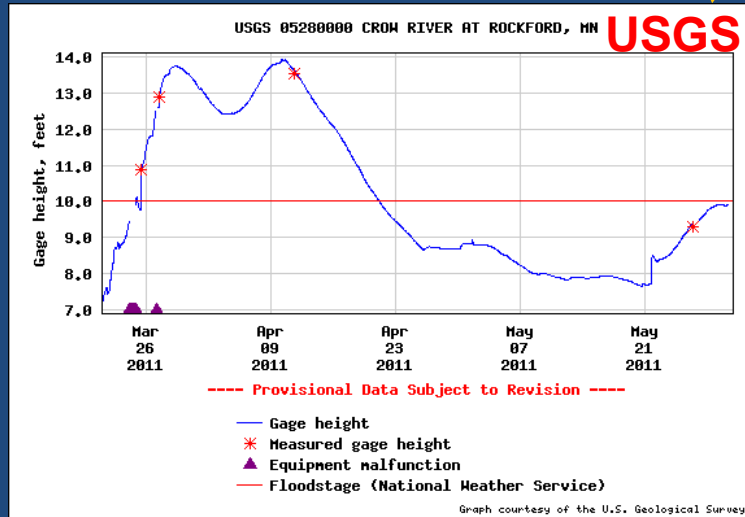
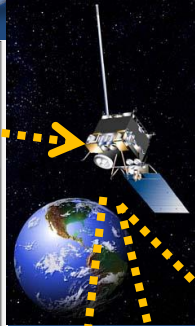
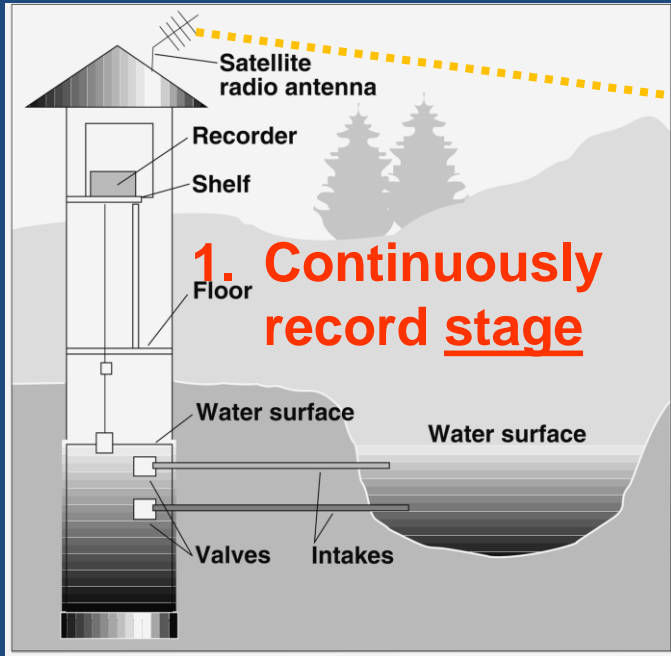


Funding Sources in Minnesota

Streamgauge funding by cooperater or source (about 40)

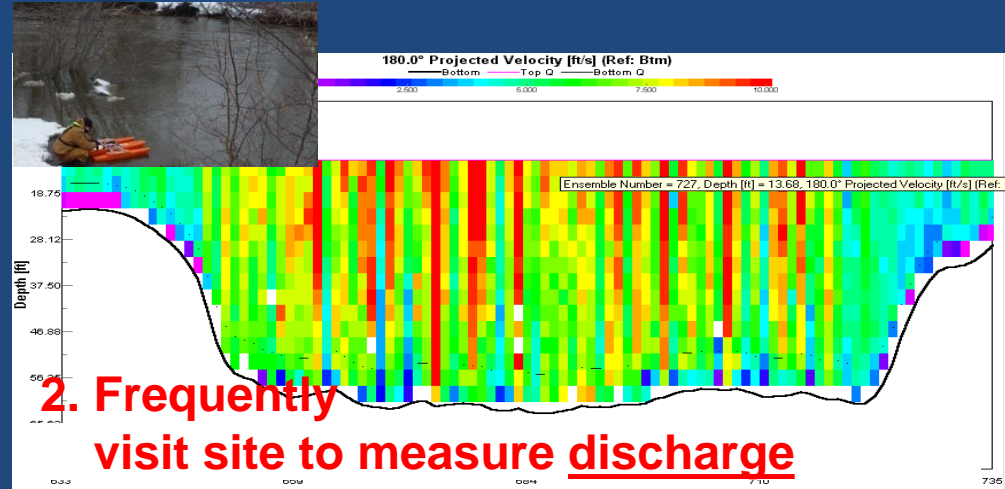
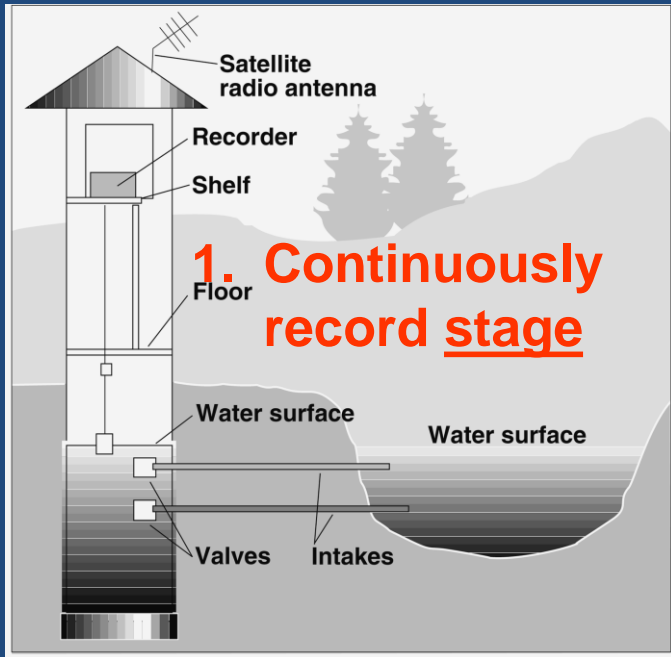


Streamgaging Process

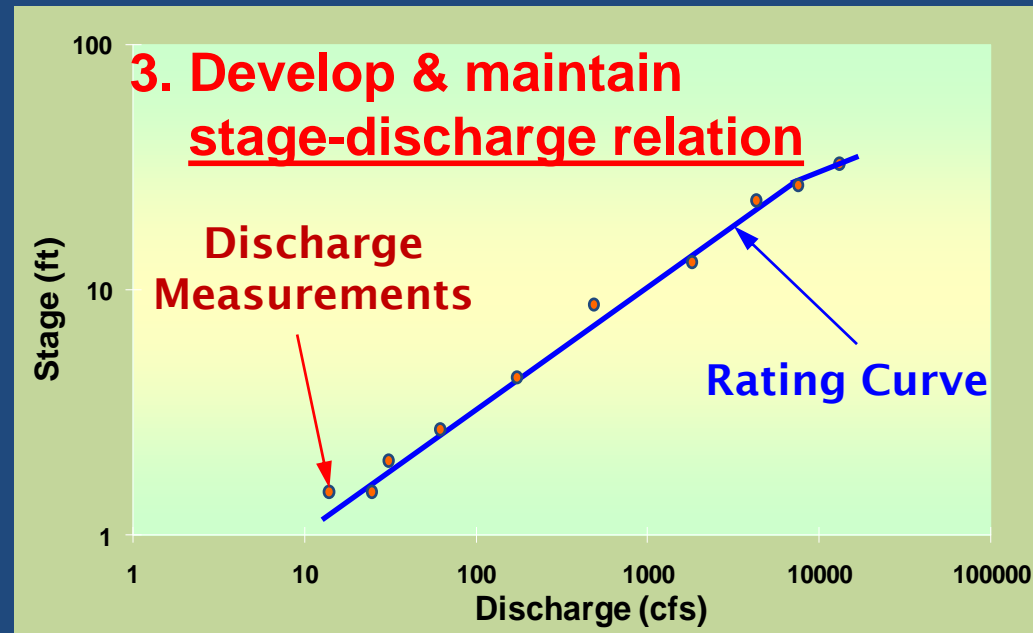
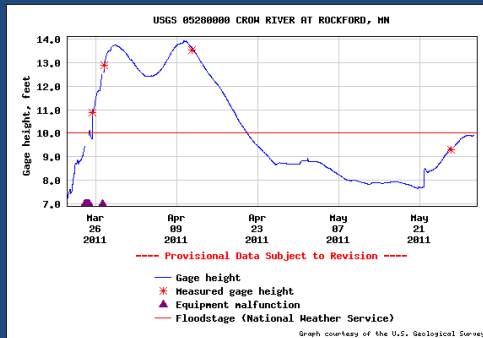
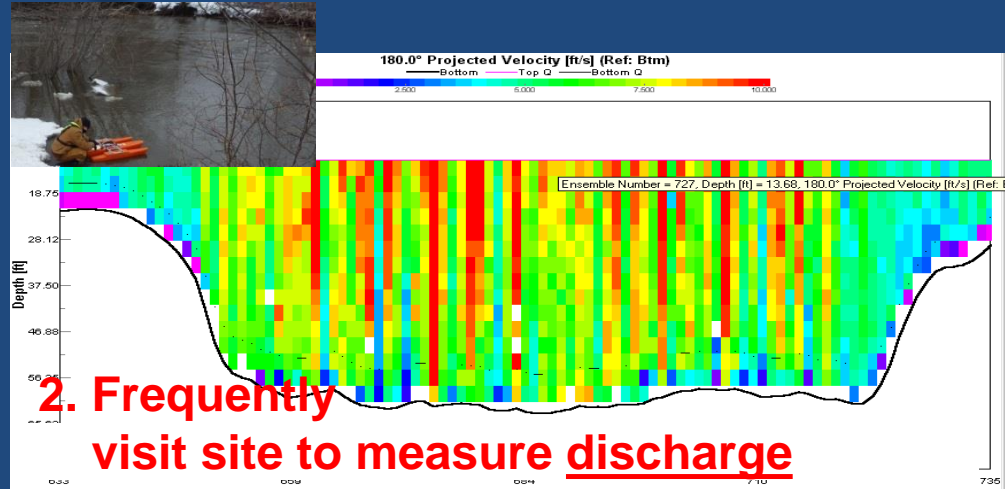
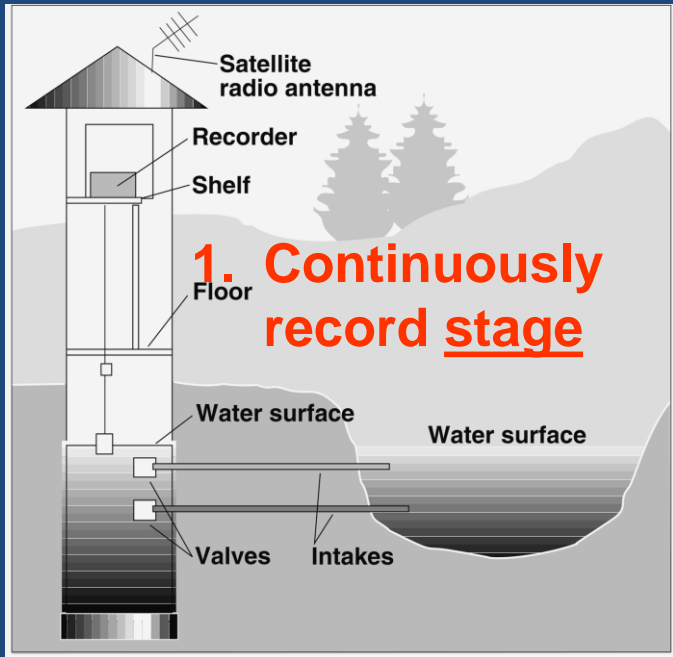


US Army Corps of Engineers - St. Paul District - Water Control Center - Contact Us

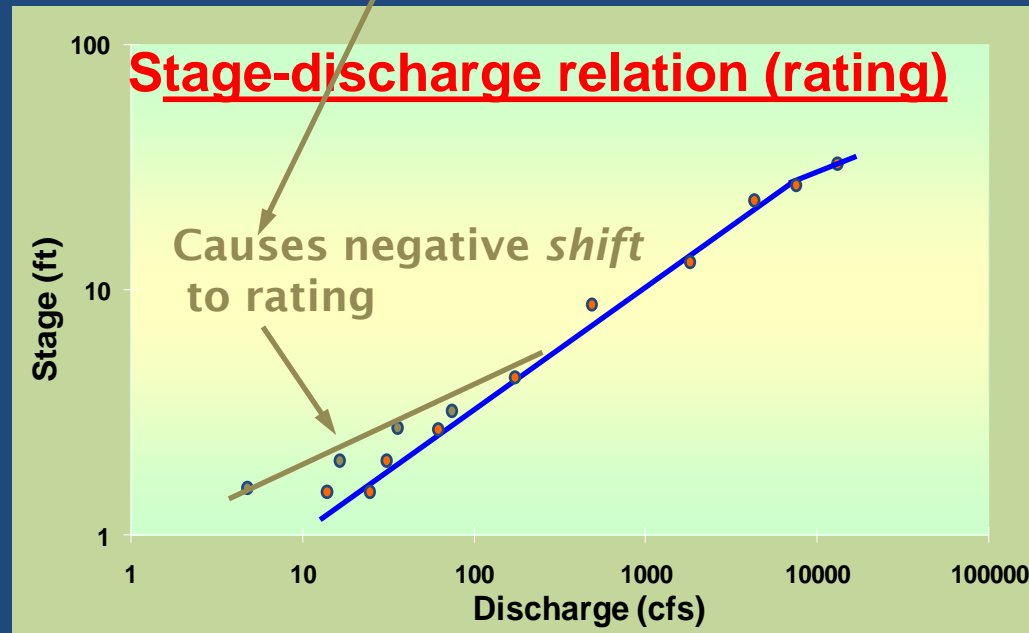
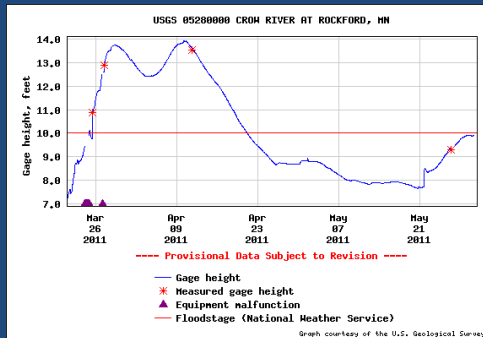
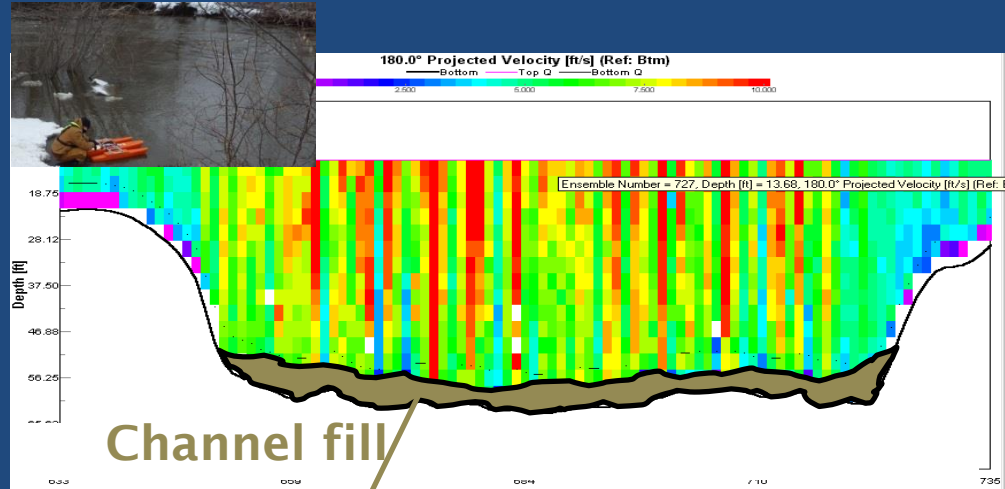
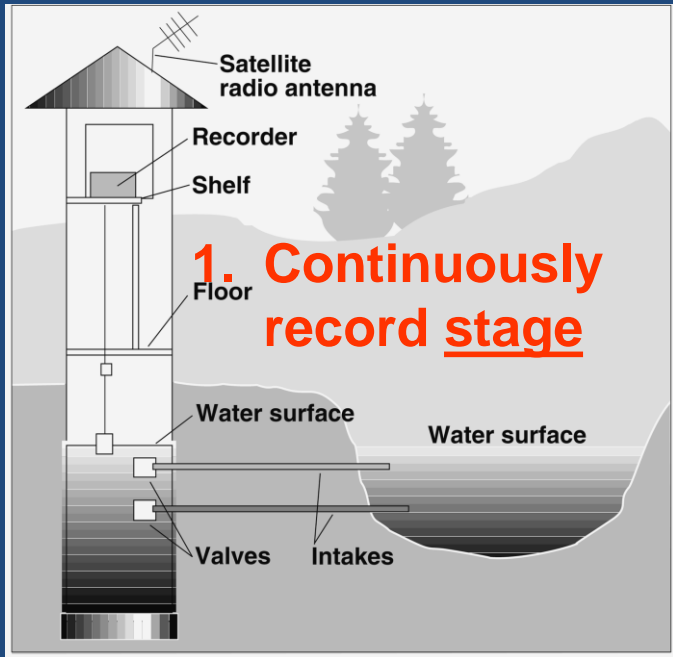
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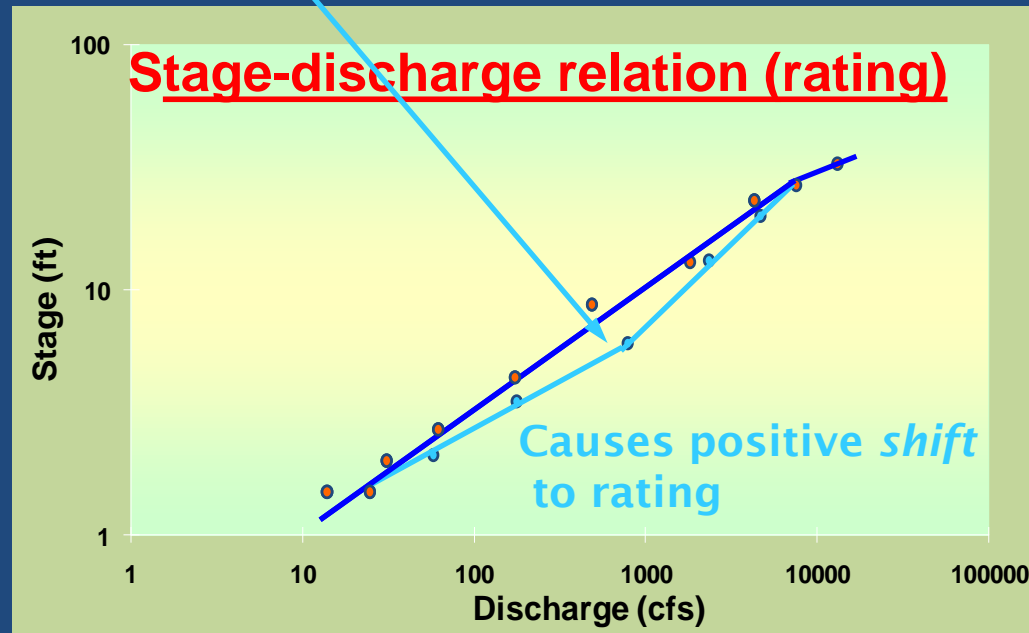
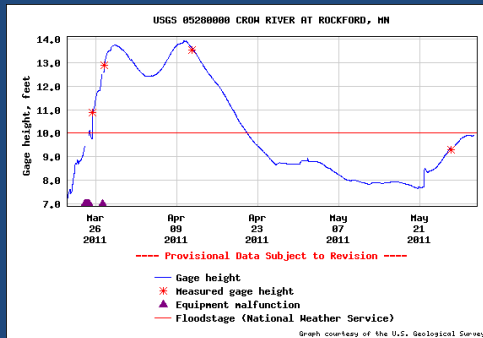
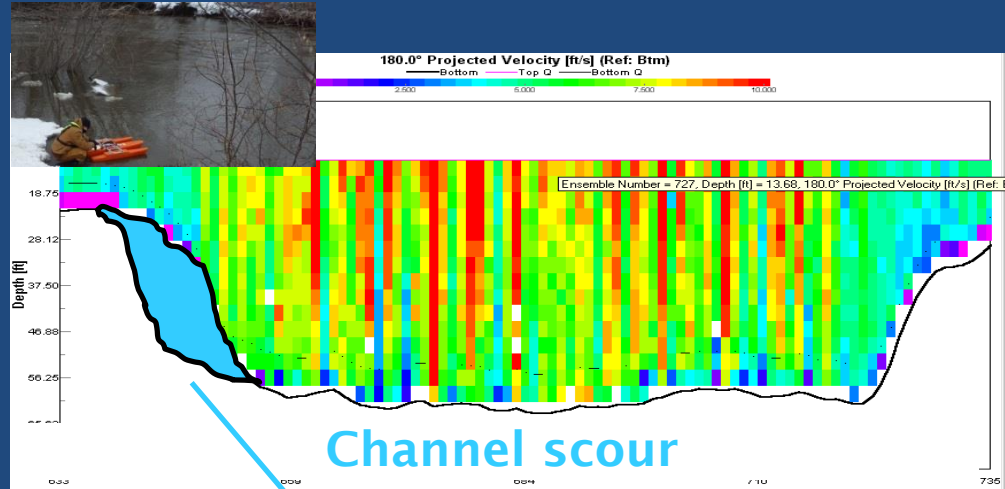
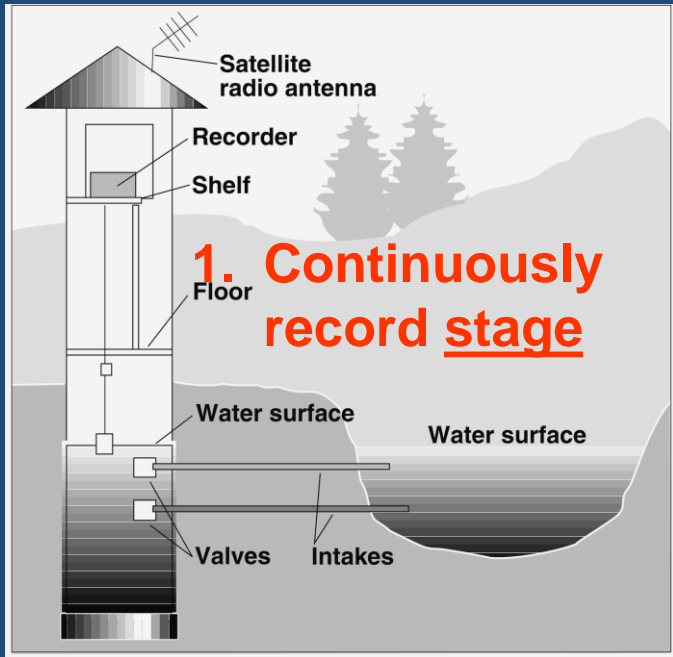
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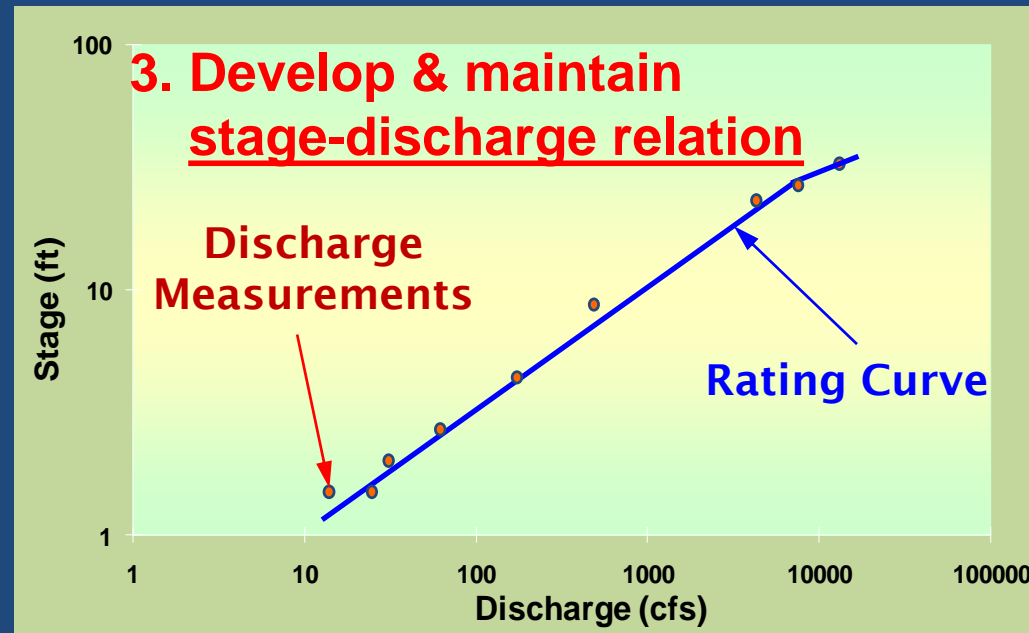
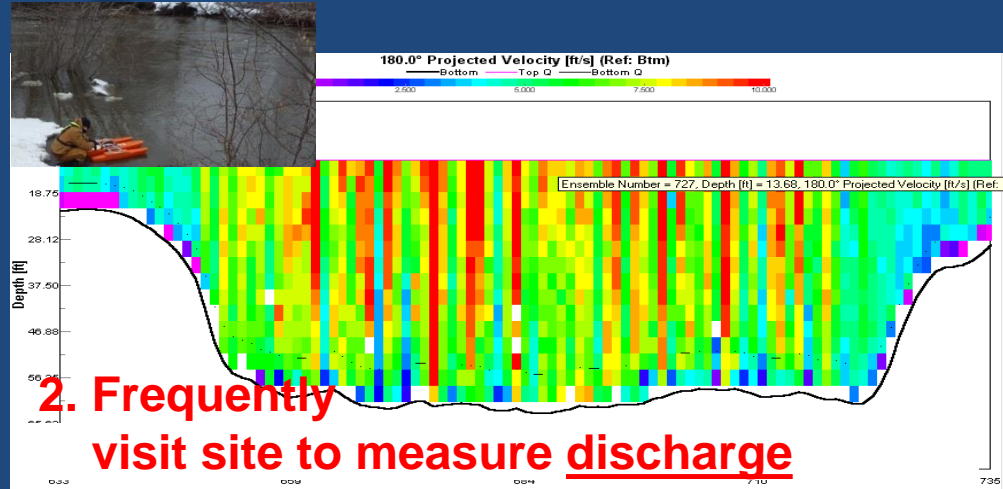
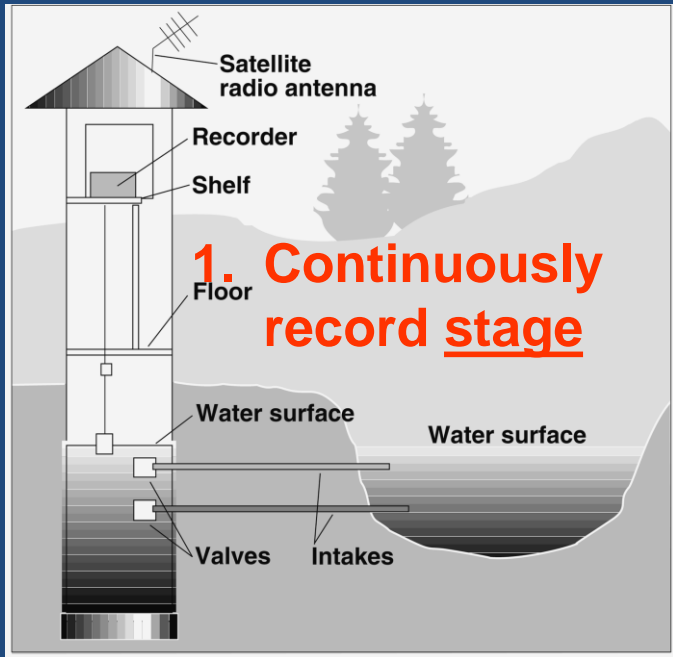
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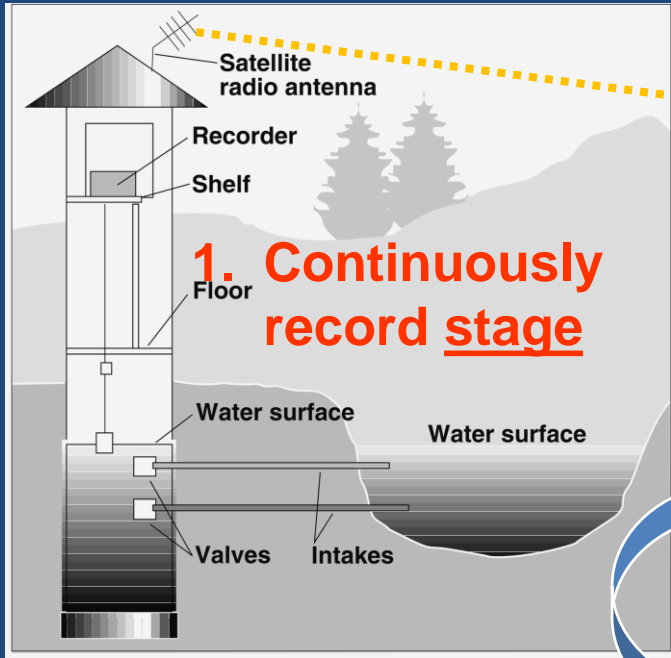
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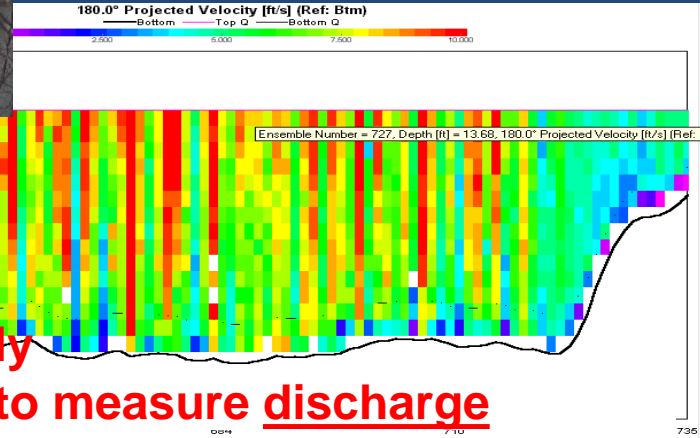
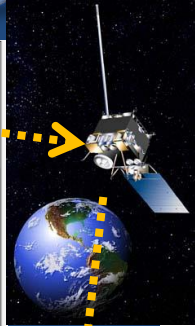
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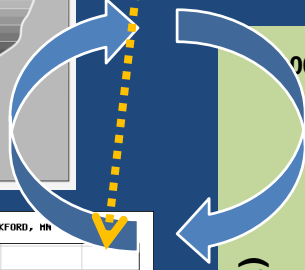
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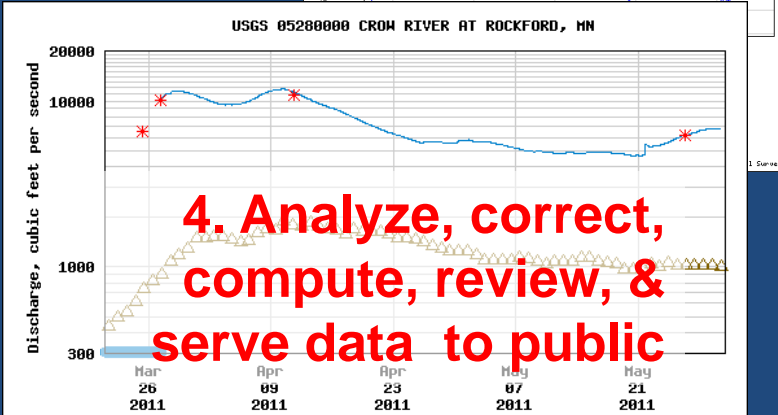
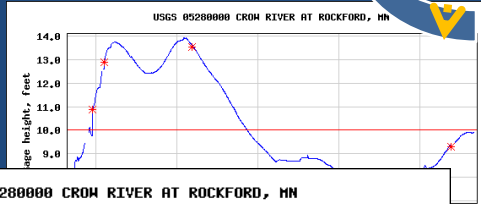
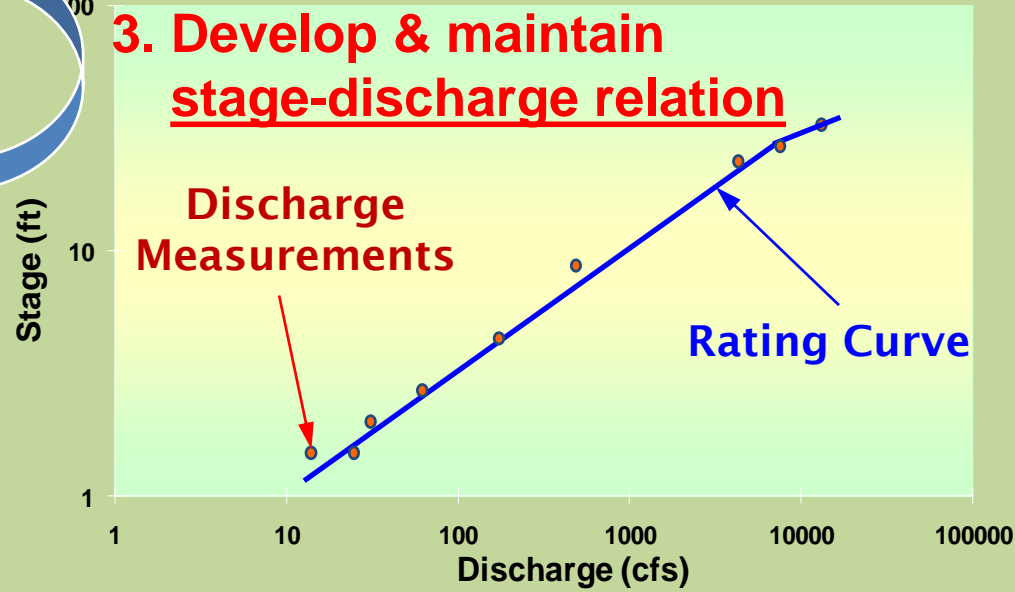
1. Continuously record stage



2. Frequently visit site to measure discharge



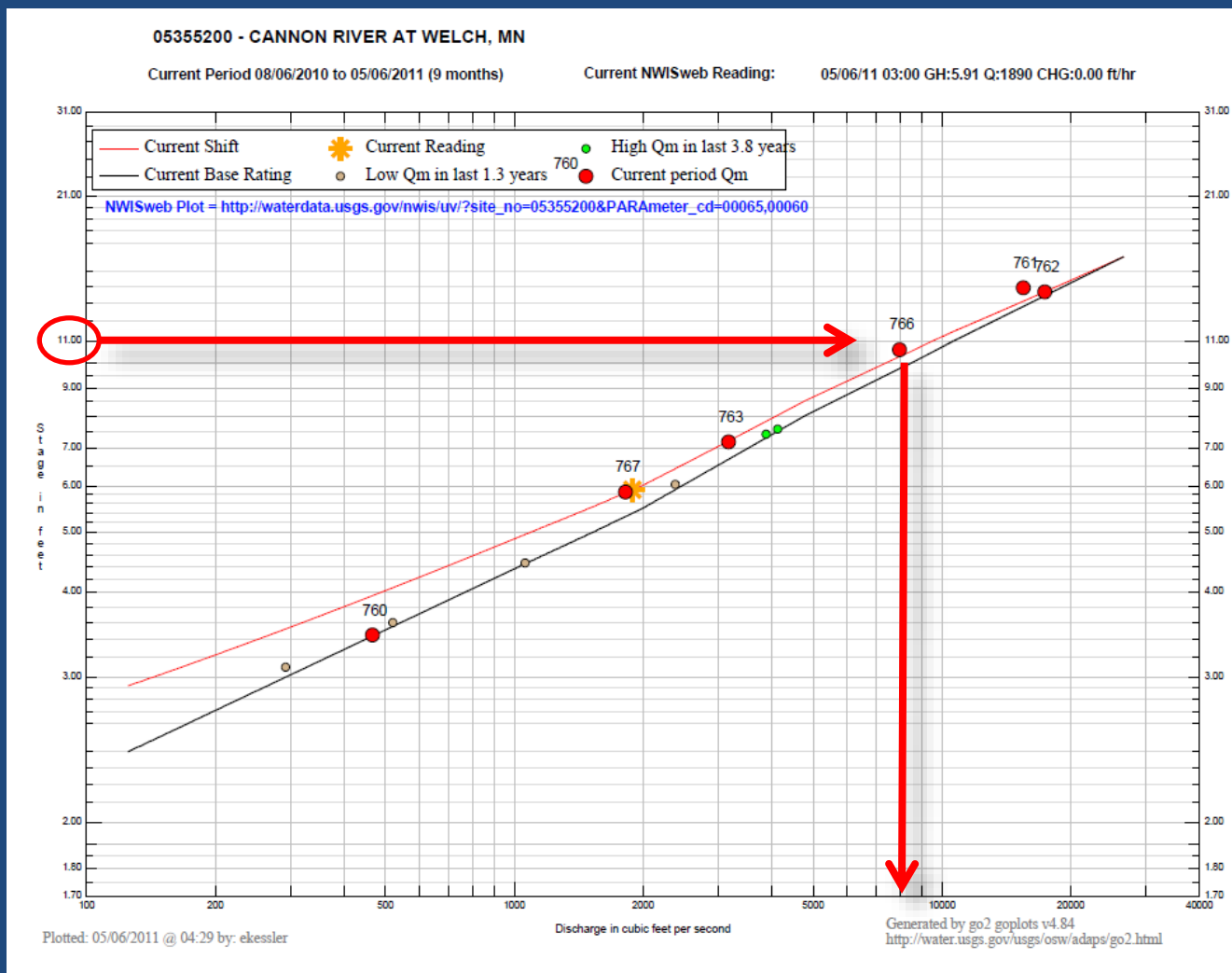
3. Develop & maintain stage-discharge relation



4. Analyze, correct, compute, review, & serve data to public

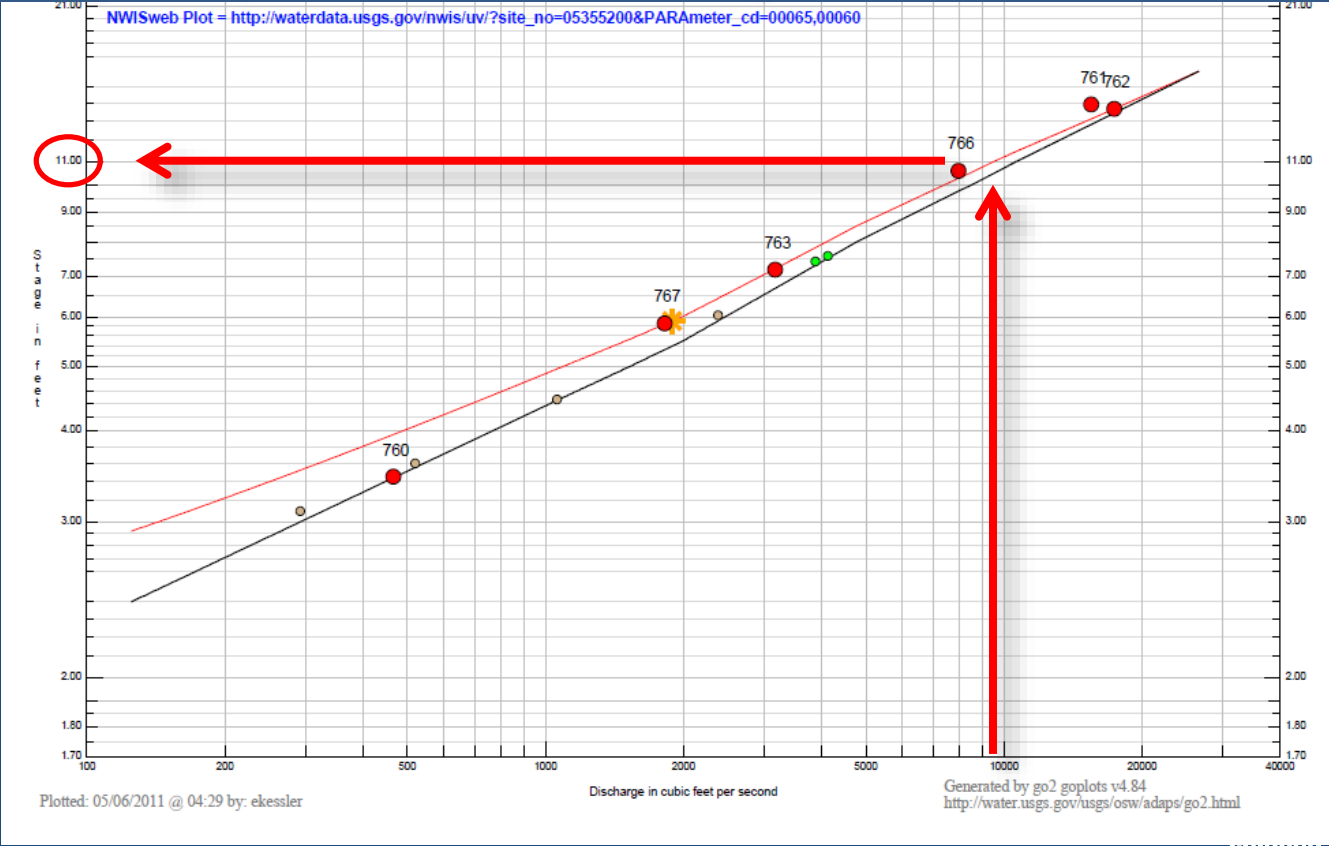
USGS and NWS use these ratings in fundamentally different ways

USGS uses recorded stage to calculate discharge that occurred.



USGS and NWS use these USGS ratings in fundamentally different ways!

NWS uses rain & snowmelt runoff models to predict the discharge to pass your location, then uses rating to predict how high the river will get!



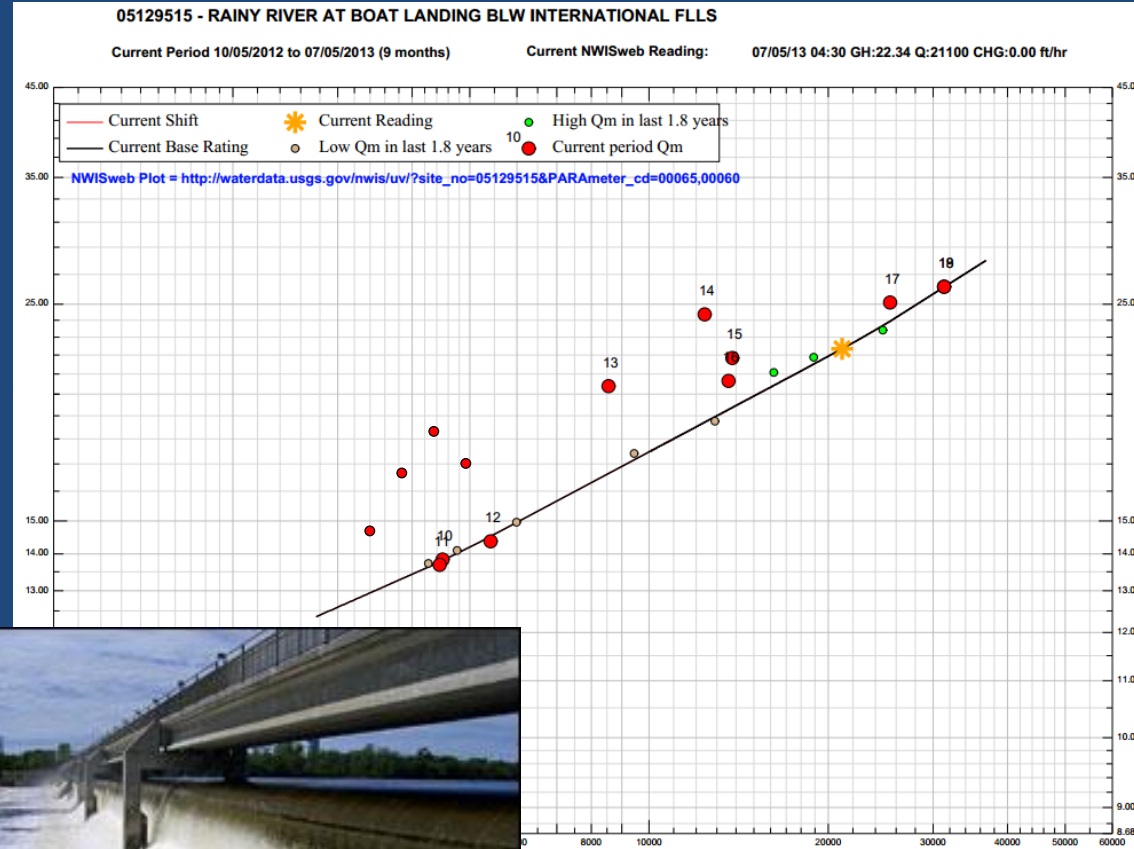
Stage-Discharge Ratings May Be Invalidated by Variable Backwater

Causes:

- Ice
- Downstream dams & gate changes
- River confluences
- Vegetation

Coon Rapids Dam & Rum River likely cause backwater at Highway 169

Solution: index-velocity & area rating...



2 more sources of information needed to compute discharge by Index-velocity method

$$Q = AV$$

Q = Discharge (m³/s or cfs)

A = Channel cross-section Area (m² or ft²)

V = Mean channel velocity (m/s or ft/sec)

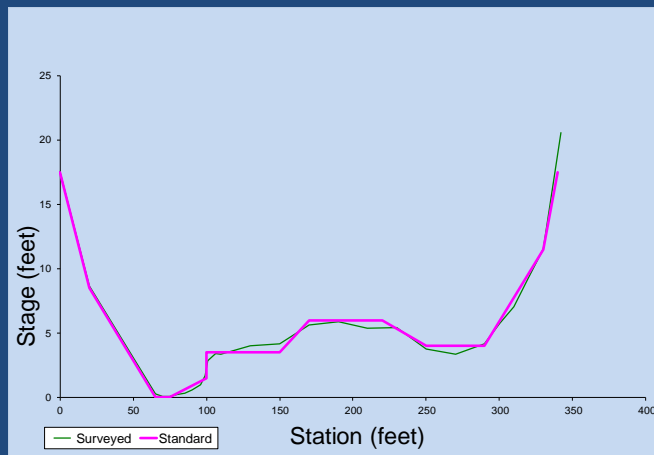
- ▣ 3. Channel area - computed at a specific, selected location using a *stage-area rating*
- ▣ 4. Mean-channel velocity - computed from the index velocity measured by an instrument using an *index-to-mean velocity rating*

Index-Velocity Method

Channel Area

To compute channel areas for a range of stages, a *stage-area rating* must be developed

- Channel surveyed
- Stage-area rating developed from the survey data



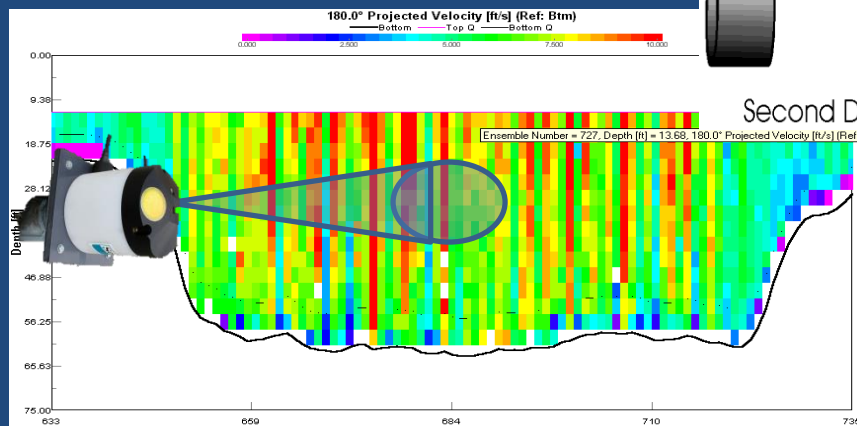
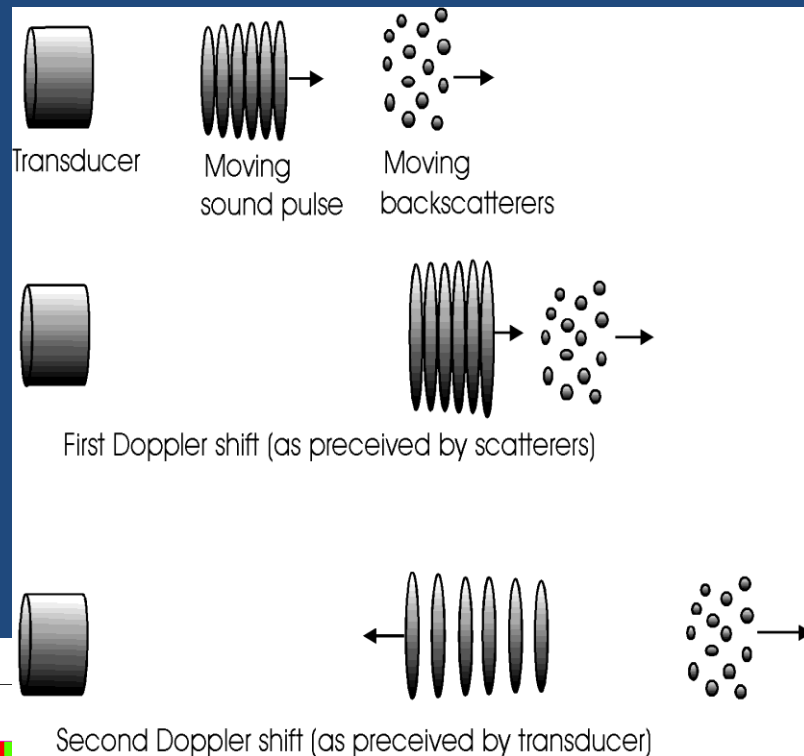
Index-velocity Method

Index-velocity ratings:

- ▣ ADVMs measure in a portion of the channel; mean channel velocity is not measured directly
- ▣ Thus we need to relate the ADVM measured velocity (*index velocity*) to the measured-mean channel velocity.
- ▣ *This relation varies with orientation of ADVM and spot in channel chosen for indexing*

Additional site instrumentation: Index-velocity-area gage to measure stream velocity

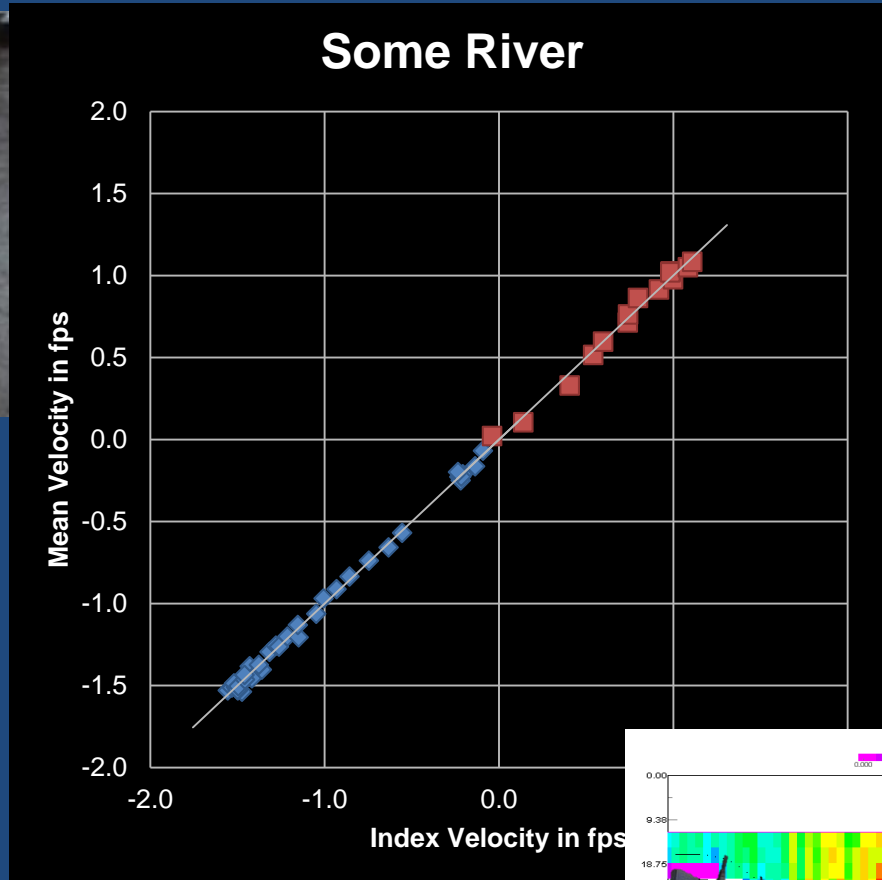
Acoustic Doppler Velocity Meter (ADVM)



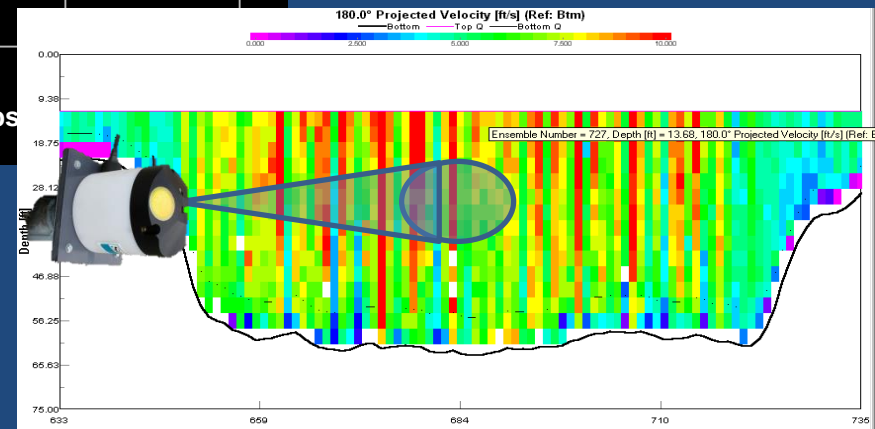
Create a relation between



Mean of
channel
velocity by
discharge
measurement



Continuously recorded
Index velocity



Computing Continuous Discharge at an Index Velocity Site

- ▣ For each stage value we compute area = A
- ▣ For each velocity value we compute mean channel velocity = V
- ▣ Then $Q=VA$
- ▣ → Discharge record

Newer method does uses the surface-water velocity radar to do similar



- ▣ Radar pings water-surface velocity
- ▣ Less vulnerable to flood damage & maintenance
- ▣ Method in development, less certain currently
- ▣ **Plan to use here**

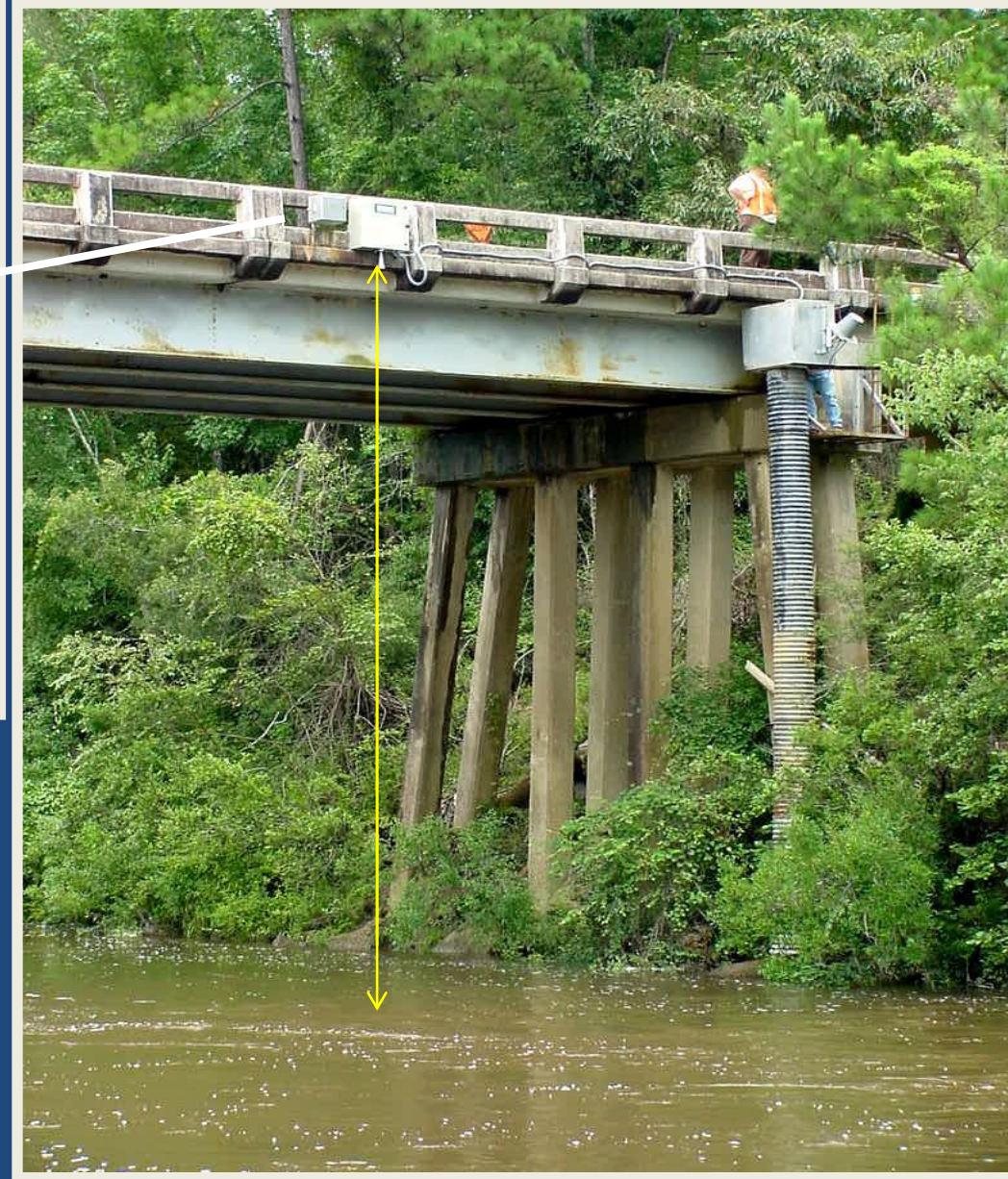
Topics

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- USGS & streamgaging
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Types of Continuous Streamgages By Increasing Complexity & Cost

| Data Collected | Radar | Pressure Transducer /Bubbler | Velocity Meter Meter |
|--|-------|------------------------------|----------------------|
| 1. Stage only | | | |
| A. 3-season (no ice-affected record) | Yes | Yes | |
| B. 4-season (includes winter record) | Maybe | Yes | |
| 2. Stage & Discharge | | | |
| A. 3-season (no ice-affected discharge) | Yes | Yes | |
| B. 4-season (includes winter discharge) | Maybe | Yes | |
| 3. Stage, Index-Velocity, Discharge | | | |
| A. 3-season (no ice-affected discharge) | Yes | Yes | Yes |
| B. 4-season (includes winter discharge) | Maybe | Maybe not | Yes |

Radar Stage Measurement



Least expensive to install & maintain

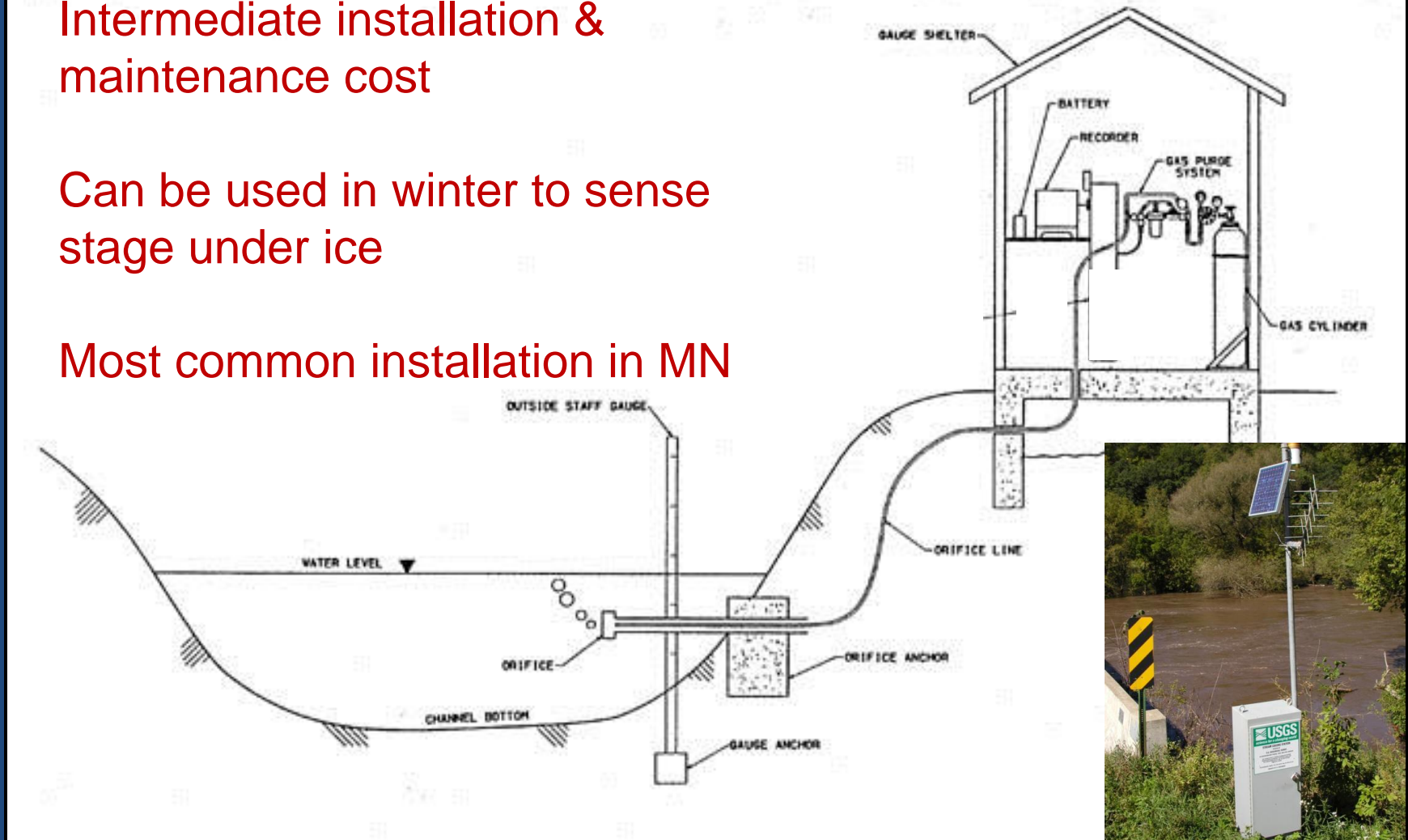
Cannot be used in winter to accurately sense stage through ice

Pressure transducer & bubbler system

Intermediate installation & maintenance cost

Can be used in winter to sense stage under ice

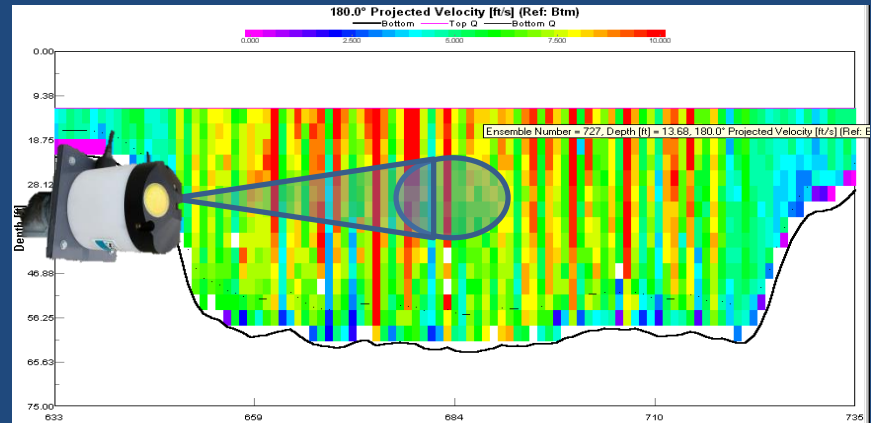
Most common installation in MN



Index-velocity/area gage uses Doppler effect to compute discharge

Acoustic
Doppler
Velocity
Meter
(ADVM)

Or surface-
water
velocity
radar



Installation-related expenses that USGS has purchased or will cover

| Item | Amount |
|-----------------------------------|-----------------|
| 1. Stage sensor (radar) | \$4,100 |
| 2. Surface velocity sensor | \$10,400 |
| 3. Gage shelter & mounting | \$8,900 |
| 4. Data coll. platform, telemetry | \$4,300 |
| (5. Labor, permits, etc) | (\$6,200) |
| Total | \$33,900 |

1. Installation will be paid by USGS-GWSIP funds
2. USGS has limited match to contribute to annual O&M costs

Approximate¹ Gross² Costs of Gages

| Gage type | O&M, 2017 ⁴ | |
|--------------------------------|------------------------|----------|
| | 3-Season | 4-Season |
| 1. Stage only | \$6,000 | \$8,000 |
| 2. Stage & Discharge | \$13,000 | \$17,300 |
| 3. Stage, index-vel, discharge | | |
| A. ADVN | \$17,300 | \$20,000 |
| B. SW Vel. Radar | \$17,300 | \$20,000 |

1. Approximate because installations are site specific
2. Gross costs do not reflect split between USGS & partners
3. Much of installation may be paid by USGS-GWSIP funds
4. USGS has \$1000 of match to contribute to annual O&M costs

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement

Customer #: 600000
Agreement #: 12EMMNQ0002500
Project #: GC12NQ000010000/KN
TIN #: 41-6005882
Fiscal Year: 2012

Joint Funding Agreement

FOR
WATER RESOURCES INVESTIGATIONS

THIS AGREEMENT is entered into as of the 1st day of September, 2012, by the U.S. GEOLOGICAL SURVEY, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and **the Rice County**, party of the second part.

1. The parties hereto agree that subject to availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation for the **installation of a streamgage on the Cannon River at County 29 downstream of Faribault, Minnesota**, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50; and 43 USC 50b.
2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) includes In-Kind Services in the amount of \$.

(a) **\$1,620** by the party of the first part during the period
September 01, 2012 to September 30, 2012

(b) **\$12,480** by the party of the second part during the period
September 01, 2012 to September 30, 2012

- (c) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (d) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.
4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.
5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.
6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and **if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.**
7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

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What do you get for your money?

- ▣ More accurate, reliable river forecasts: NWS
- ▣ Robust, redundant near real-time data
 - Satellite data telemetered hourly to web
 - WaterAlert: user-specified SMSText/email alerts
- ▣ Partnership with USGS data collection
 - Among highest quality. Easier access to USGS professionals & technicians & hydrologic community
 - Immediate knowledge of ongoing & potential studies
- ▣ Nationally consistent data for other studies
 - Quality assurance & testing of new streamgaging tech.
- ▣ Many other applications of streamgage data
 - Link to [One-StopStreamgage](#)

WaterAlert

- ▣ Receive automatic alerts via SMSText or email
- ▣ You set the threshold criteria for gage of interest
- ▣ Choose to be notified daily or hourly
- ▣ Unsubscribe easily (click on link in notification)

WaterAlert

- Easiest way to subscribe to the gage you already visit
- Otherwise search for “USGS WaterAlert”

Click on “WaterAlert” link under hydrograph

USGS 05288500 MISSISSIPPI RIVER AT HWY 610 IN BROOKLYN PARK, MN PROVISIONAL DATA SUBJECT TO REVISION

Available data for this site Time-series: Current/Historical Observations GO

Click to hide station-specific text

Operated in cooperation with Twin Cities Hydro and



with Xcel Energy
under license from the Federal Energy Regulatory Commission.

SITE FORMERLY KNOWN AS 'MISSISSIPPI RIVER NEAR ANOKA, MN'

- Available Parameters**
- All 4 Available Parameters for this site
 - 00065 Gage height [RADAR]
 - 00060 Discharge
 - 70969 DCP battery voltage
 - 72114 DCP TransmittedPower

- Available Period**
- | | |
|------------|------------|
| 2014-11-23 | 2015-03-23 |
| 2007-10-01 | 2015-03-23 |
| 2015-02-19 | 2015-03-23 |
| 2015-02-19 | 2015-03-23 |

- Output format**
- Graph
 - Graph w/ stats
 - Graph w/o stats
 - Graph w/ (up to 3) parms
 - Table
 - Tab-separated

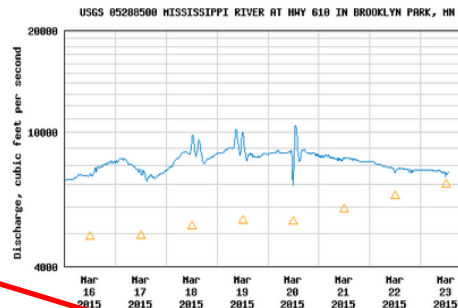
Days (7)
-- OF --
Begin date
2015-03-16
End date
2015-03-23

GO

[Summary of all available data for this site](#)
[Instantaneous-data availability statement](#)

Discharge, cubic feet per second

Most recent instantaneous value: 7,620 03-23-2015 13:00 CDT



Add up to 2 more sites and replot for “Discharge, cubic feet per second”

Add site numbers [Note](#)

Enter up to 2 site numbers separated by a comma. A site number consists of 8 to 15 digits

GO

Provisional Data Subject to Revision Discharge
Create [presentation-quality](#) / [stand-alone](#) graph. [Subscribe to @WaterAlert](#) 00060 DD10 A(0)

Share this graph | [f](#) [t](#) [g+](#) [v](#)

WaterAlert Subscription



USGS Home
Contact USGS
Search USGS

USGS WaterAlert

[version 1.3]

Subscription Form

The U.S. Geological Survey WaterAlert service sends e-mail or text (SMS) messages when [certain parameters](#), as measured by a USGS real-time data-collection station, exceed user-definable thresholds. The development and maintenance of the WaterAlert system is supported by the USGS and its partners, including numerous federal, state, and local agencies.

Real-time data from USGS gages are transmitted via satellite or other telemetry to USGS offices at various intervals; in most cases, 1 to 4 times per hour. Emergency transmissions, such as during floods, may be more frequent. *Notifications will be based on the data received at these site-dependent intervals.*

Site Info:

Number: 05288500
Name: MISSISSIPPI RIVER AT HWY 610 IN BROOKLYN PARK MN
Agency: USGS
Transaction ID: yQ3ww

Send Notification To:

My mobile phone
 My email address

Notification Frequency:

Hourly
Daily

Streamflow Parameter(s):

Discharge, DD10 (ft³/s) Recent value: 7410 [\[peak chart\]](#)

Threshold Condition:

Greater than (>)
 Less than (<)
 Outside a range (< or >)
 Inside a range (> and <)

Real-time value is less than: ft³/s

I have read and acknowledge the [Provisional Data Statement](#) and [Disclaimer](#).

Submit

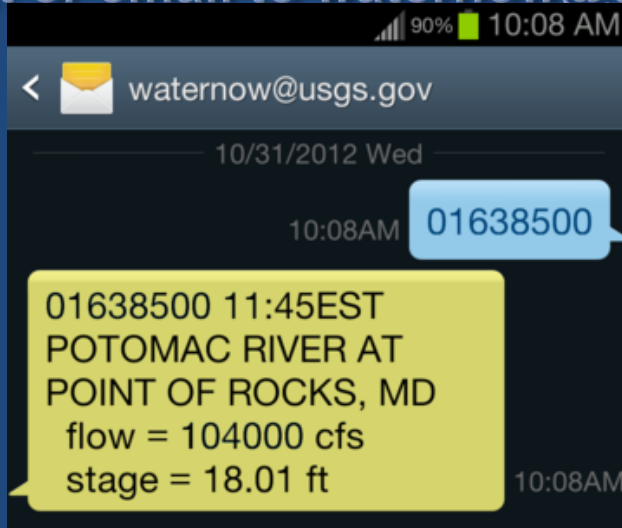
Reset

Cancel

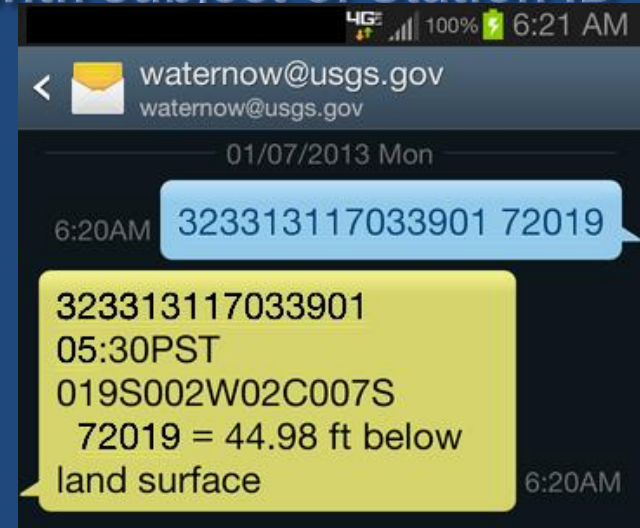
WaterNow –

Send text or email to waternow@usgs.gov, with subject of Station ID

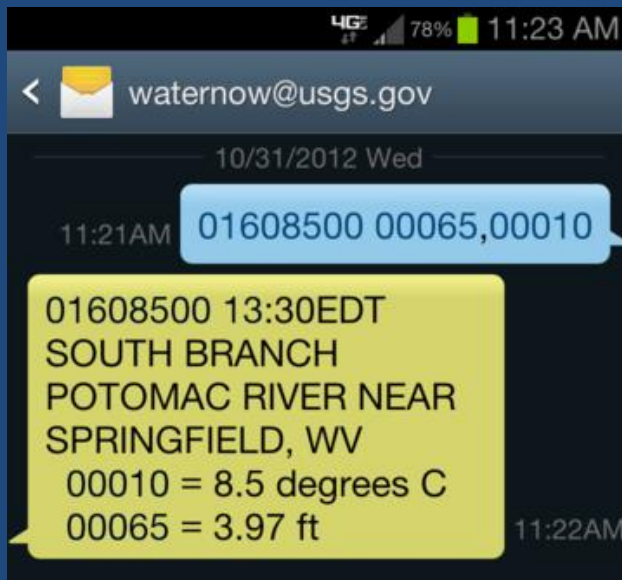
1. Simple. Recommend for stage or discharge. Enter station Identifier.



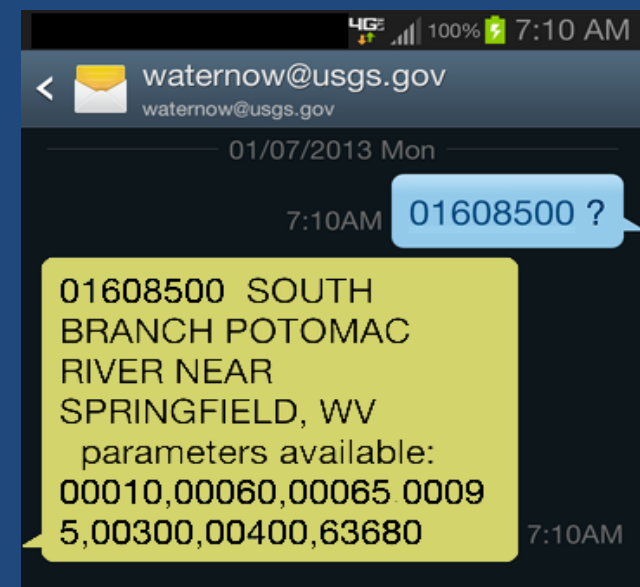
2. Enter STAID + parameter code



3. Enter STAID + many parameter codes



4. Query STAID for available parameter codes



```

# //UNITED STATES GEOLOGICAL SURVEY      http://water.usgs.gov/
# //NATIONAL WATER INFORMATION SYSTEM    http://water.usgs.gov/data.html
# //DATA ARE PROVISIONAL AND SUBJECT TO CHANGE UNTIL PUBLISHED BY USGS
# //RETRIEVED: 2014-12-19 10:15:01
# //WARNING
# //WARNING The stage-discharge rating provided in this file should be
# //WARNING considered provisional and subject to change. Stage-discharge
# //WARNING ratings change over time as the channel features that control
# //WARNING the relation between stage and discharge vary. Users are
# //WARNING cautioned to consider carefully the applicability of this
# //WARNING rating before using it for decisions that concern personal or
# //WARNING public safety or operational consequences.
# //WARNING
# //FILE TYPE="NWIS RATING"
# //DATABASE NUMBER=01 DESCRIPTION=" Standard data base for this site."
# //STATION AGENCY="USGS " NUMBER="05288500 " TIME_ZONE="CST" DST_FLAG=Y
# //STATION NAME="MISSISSIPPI RIVER AT HWY 610 IN BROOKLYN PARK, MN"
# //DD NUMBER=" 10" LABEL="Discharge (ft3/s)"
# //PARAMETER CODE="00060"
# //RATING SHIFTED="20141219100000 CST"
# //RATING ID="27.0" TYPE="STGQ" NAME="stage-discharge" AGING=R
# //RATING REMARKS="Adjusted G.H. of rating points due to gage move."
# //RATING EXPANSION="logarithmic"
# //RATING OFFSET1=0.00
# //RATING_INDEP ROUNDING="2223456782" PARAMETER="Gage height (ft)"
# //RATING_DEP ROUNDING="222233332" PARAMETER="Discharge (ft3/s)"
# //RATING_DATETIME BEGIN=20140101000000 BZONE=CST END=23821230100000 EZONE=CST AGING=W
# //SHIFT_PREV BEGIN="-----" BZONE="----" END="-----" EZONE="----"
# //SHIFT_PREV STAGE1="----" SHIFT1="----" STAGE2="----" SHIFT2="----" STAGE3="----" SHIFT3="----"
# //SHIFT_PREV COMMENT=" "
# //SHIFT_NEXT BEGIN="-----" BZONE="----" END="-----" EZONE="----"
# //SHIFT_NEXT STAGE1="----" SHIFT1="----" STAGE2="----" SHIFT2="----" STAGE3="----" SHIFT3="----"
# //SHIFT_NEXT COMMENT=" "
INDEP  SHIFT  DEP      STOR
16N    16N    16N      1S
1.00   0.00   1680     *
1.01   0.00   1700
1.02   0.00   1710
1.03   0.00   1730
1.04   0.00   1750
1.05   0.00   1770
1.06   0.00   1780
1.07   0.00   1800
1.08   0.00   1820
1.09   0.00   1840
1.10   0.00   1850
1.11   0.00   1870
1.12   0.00   1890
1.13   0.00   1910
1.14   0.00   1920
1.15   0.00   1940
1.16   0.00   1960
1.17   0.00   1980
1.18   0.00   1990
1.19   0.00   2010
1.20   0.00   2030

```

DISCLAIMERS

It is important to note that ratings will change, and sometimes frequently. Checking the depot regularly will ensure that the currently applicable shifted rating is used for the current data, and that the current rating cannot necessarily be used on historical data. A standard disclaimer statement at the head of each rating file is included indicating this.

"Stage-discharge relations (ratings) are usually developed from a graphical analysis of numerous discharge measurements. Measurements are made on various schedules and sometimes for different purposes. All discharge measurements are compiled and maintained in a data base. Each measurement is carefully made, and undergoes quality assurance review. Some measurements indicate a temporary change in the rating, often due to a change in the streambed (for example, erosion or deposition) or growth of riparian vegetation. Such changes are called shifts; they may indicate a short- or long-term change in the rating for the gage. In normal usage, the measured shifts (or corrections) are applied mathematically to a defined rating.

The tables being provided are shift corrected, incorporating the mathematical adjustments for ease of use by the user. The shift adjustments are applied to the individual ratings as measured data becomes available, resulting in an adjusted rating. Some ratings may change as often as weekly, others may not change for months or years.

WaterWatch

- ▣ What is (or was) the streamflow?
- ▣ Compared to when?

USGS
science for a changing world

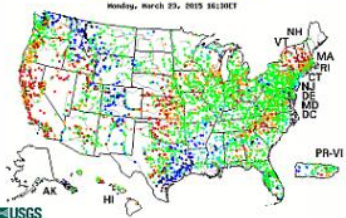
USGS Home
Contact USGS
Search USGS

WaterWatch

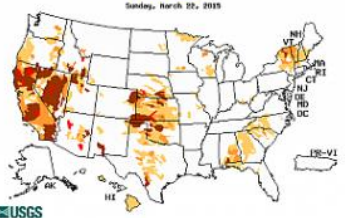
Home

- Current Streamflow
- Flood
- Drought
- Past Flow/Runoff
- Animation
- Toolkit
- Toolkit (internal)
- Annual Summaries
- Additional Information
- About WaterWatch


Current Streamflow
Monday, March 23, 2015 16:30ET



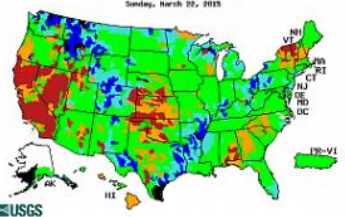
Drought
Sunday, March 22, 2015



Flood
Monday, March 23, 2015 16:31ET



Past Flow/Runoff
Sunday, March 22, 2015

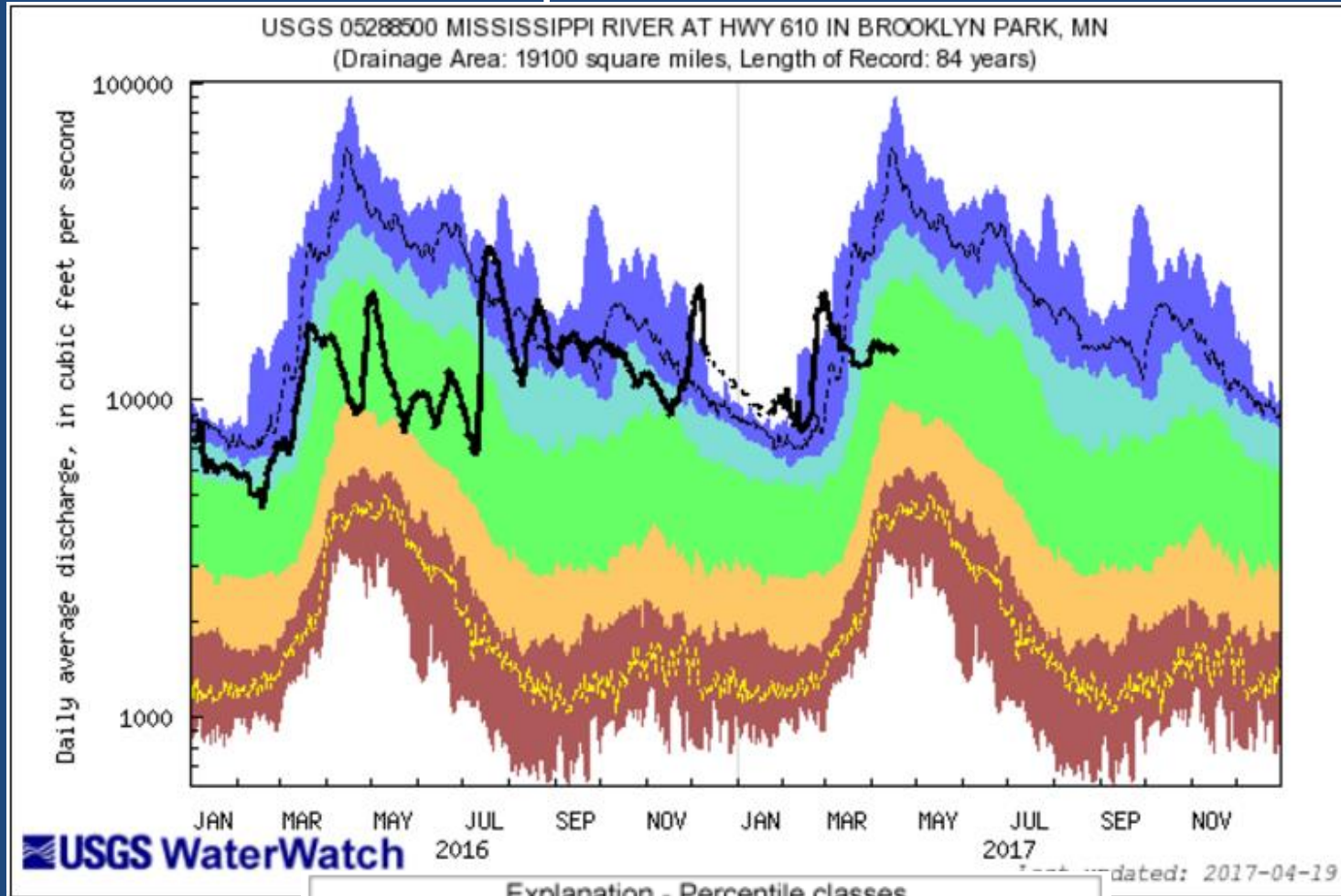


Accessibility FOIA Privacy Policies and Notices

USGS
changing world

USGS WaterWatch

- How do flows compare to historical?

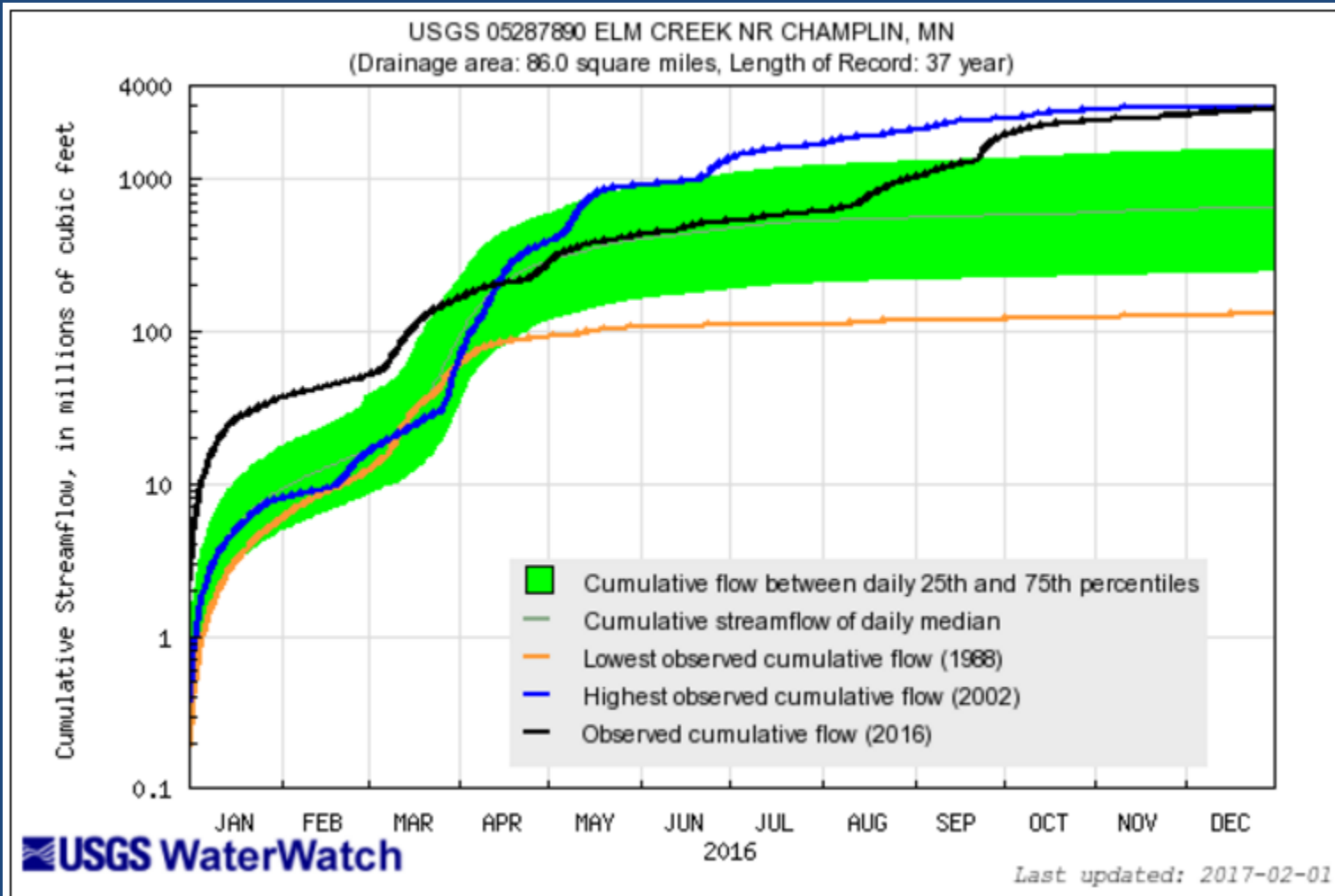


Explanation - Percentile classes

| | | | | | | | |
|------------------------|--------------|--------|--------------|-------------------|----|-------------------------|------|
| lowest-10th percentile | 5 | 10-24 | 25-75 | 76-90 | 95 | 90th percentile-highest | Flow |
| Much below Normal | Below normal | Normal | Above normal | Much above normal | | | |

USGS WaterWatch

- Was 2016 wettest year on record for Elm Cr?



Streamgauge webcams

Click to hide station-specific text



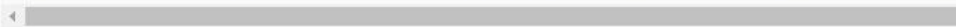
Operated in cooperation with the

Click on **animated image** to see the latest **full size current video** from site. Click on the **Static Image** to



Time-lapse video products are considered a proof of concept with no guarantee regarding product up time. Time-lapse and Internet Explorer may be added later.

Any use of trade, firm, or product names is for descriptive purposes only and does not imply endorsement by

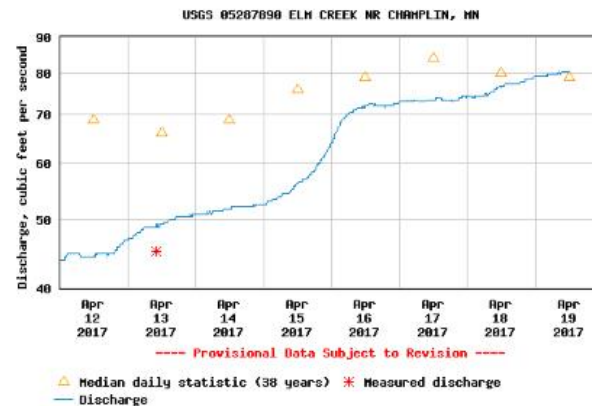


| Available Parameters | Available Period |
|---|-----------------------|
| <input type="checkbox"/> All 3 Available Parameters for this site | |
| <input checked="" type="checkbox"/> 00060 Discharge | 1991-10-01 2017-04-19 |
| <input checked="" type="checkbox"/> 00065 Gage height | 2016-12-20 2017-04-19 |
| <input type="checkbox"/> 70969 DCP battery voltage | 2016-12-28 2017-04-19 |

[Summary of all available data for this site](#)
[Instantaneous-data availability statement](#)

Discharge, cubic feet per second

Most recent instantaneous value: 80.3 04-19-2017 12:00 CDT



https://waterdata.usgs.gov/mn/nwis/uv/?site_no=05287890

https://waterdata.usgs.gov/mn/nwis/uv/?site_no=05289800

Form 9-1366
(Oct. 2005)

**U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement**

Customer #: 600000
Agreement #: 12EMMNNQ0002500
Project #: GC12NQ000010000/KN
TIN #: 41-6005882
Fixed Cost Agreement Yes No

Page 1 of 2

**FOR
WATER RESOURCES INVESTIGATIONS**

THIS AGREEMENT is entered into as of the 1st day of September, 2012, by the U.S. GEOLOGICAL SURVEY, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and party of the second part.

1. The parties hereto agree that subject to availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation for the
herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50; and 43 USC 50b.
2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) includes In-Kind Services in the amount of \$.

by the party of the first part during the period

(a)

by the party of the second part during the period

(b)

- (c) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (d) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.
4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.
5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.
6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and
7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

Form 9-1366
continued

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement

Customer #: 600000
Agreement #: 12EMMNNQ0002500
Project #: GC12NQ000010000/KN
TIN #: 41-6005882

8. The maps, records, or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records, or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program and, if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at costs, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records, or reports published by either party shall contain a statement of the cooperative relations between the parties.

9. USGS will issue billings utilizing Department of the Interior Bill for Collection (form DI-1040).

If not paid by the due date, interest will be charged at the current Treasury rate for each 30 day period, or portion thereof, that the payment is delayed beyond the due date. (31 USC 3717; Comptroller General File B-212222, August 23, 1983).

U.S. Geological Survey
United States
Department of the Interior

Rice County

USGS Point of Contact

Customer Point of Contact

Name: James Fallon
Address: 2280 Woodale Drive
Mounds View, MN 55112
Telephone: 763/783-3255
Email: jfallon@usgs.gov

Name: Jennifer Hauer-Schmitz
Address: 118 NW 3rd Street
Faribault, MN 55021
Telephone: 507/332-6119
Email: jhauer@co.rice.mn.us

Signatures

Signatures

By _____ Date _____
Name: James R. Stark
Title: Director

By _____ Date _____
Name: _____
Title: _____

By _____ Date _____
Name: _____
Title: _____

By _____ Date _____
Name: _____
Title: _____

By _____ Date _____
Name: _____
Title: _____

By _____ Date _____
Name: _____
Title: _____

MEMORANDUM *from the Champlin City Planner*

TO: Mayor and City Council

FROM: Scott Schulte, City Planner

DATE: April 24, 2017

RE: Update on Mississippi River gage

In March, the City Council appointed Councilmember Ryan Sabas and City Planner, Scott Schulte, to take the lead on investigating the merits of a river gage on the Champlin Anoka bridge. In support of this effort, the four recreational pool cities (Anoka, Brooklyn Park, Champlin and Coon Rapids) assigned a policymaker and staff person to serve on an ad hoc committee to confirm the need and cost of a gauge and ultimately pursue the funding and installation of a gauge.

The committee members include:

Champlin – Councilmember Ryan Sabas & Scott Schulte, City Planner
Anoka – Councilmember Jeff Weaver & Ben Nelson, Engineering Technician
Coon Rapids – Councilmember Jennifer Geisler & Tim Himmer, Public Works Director
Brooklyn Park – Mayor Jeff Lunde & Cindy Sherman, Planning Director

The committee met on April 19th and heard a presentation by James Fallon, USGS. Key points of the discussion were as follows:

- USGS has a river gage that can be installed on the bridge (no cost to City's). They are working on a permit from MnDOT. The gage can measure stage (depth), discharge and velocity. These three factors combine to provide accurate flood prediction.
- USGS will maintain the gage. Annual maintenance cost is \$17,000 (three-season) or \$20,000 (four-season).
- All Cities expressed an interest in assisting in the annual cost. Brooklyn Park did have concerns over benefit as they have relatively few properties on the river north of the dam.
- The committee was directed to formalize their participation in the group with their respective cities. Champlin acting in the lead role.
- A second meeting is being planned to make recommendations on a funding strategy via a joint funding agreement.

Meeting Date: 07/25/2017

Information

Title:

Discuss Prosecution Legal Services Contract

Purpose/Background:

In 2013, the City solicited proposals for attorney services for criminal prosecution legal services. Council selected Randall & Goodrich, P.L.C. for criminal prosecution legal services. The City has had a long-standing legal services arrangement with Bill Goodrich for over 30 plus years.

The most recent City Attorney contract for criminal prosecution legal services had been in place for three years. The 3-year contract for Randall & Goodrich, P.L.C. expired June 30, 2016, and was extended another year to June 30, 2017. It can be extended indefinitely under a 30-day termination provision.

The City's ordinance 2-275(e)(1) states request for proposals (RFP's) will generally be used to solicit proposals for professional services. The city does retain outside professional services in the area of legal. City ordinance 2-275(e)(3) states, "An RFP will be solicited every three years (for standard city services such services as legal and towing)...". The last full review of legal services was in 2013 at which time fourteen firms submitted bids to be considered for our contract.

The City contracts civil legal services with the firm Ratwik, Roszak & Maloney whose contract expires December 31, 2017. The total paid expenditures for the last 3 years for legal services are as follows:

2014:

Civil: \$65,279

Criminal: \$73,001

Total: \$138,280

2015:

Civil: \$83,896

Criminal : \$69,858

Total: \$153,754

2016:

Civil: \$68,779

Criminal : \$68,450

Total: \$137,229

Timeframe:

20 minutes

Funding Source:

Dependent on selected RFP for prosecution services.

Responsible Party(ies):

Outcome:

Council consensus and staff direction on RFP process:

Alternative 1 - Continue prosecution services with Mr. Goodrich under expired contract and direct staff to begin RFP process for prosecution services.

Alternative 2 - Renew prosecution services with Mr. Goodrich with a proposed contract expiration of June 30th, 2020.

Alternative 3 - Continue prosecution services indefinitely with Mr. Goodrich under the conditions of expired contract, 30-day termination notice required by either party.

Staff recommends Alternative 1; continue prosecution services with Mr. Goodrich under expired contract and direct staff to begin RFP process for prosecution services.

Attachments

Ramsey Purchasing Policy

Form Review

Inbox

Joe Langel

Jeff Katers (Originator)

Joe Langel

Kurt Ulrich

Form Started By: Jeff Katers

Final Approval Date: 07/20/2017

Reviewed By

Jeff Katers

Kathy Schmitz

Kathy Schmitz

Kurt Ulrich

Date

07/20/2017 04:18 PM

07/20/2017 04:20 PM

07/20/2017 04:20 PM

07/20/2017 04:59 PM

Started On: 07/19/2017 09:47 AM

DIVISION 2. - PURCHASING^[6]

Footnotes:

--- (6) ---

Editor's note— Ord. No. 16-12, §§ 1—6, adopted November 7, 2016, repealed the former division 2, §§ 2-272—2-278, and enacted a new division 2 as set out herein. The former division 2 pertained to similar subject matter and derived from the Code of 1978, §§ 3.30.01—3.30.07 and Ord. No. 89-28.

Sec. 2-272. - Purchasing guidelines.

- (a) *Policy statement.* The goal of the purchasing policy is to ensure that all purchases are consistent with Minnesota Statutes, to establish internal controls, to maintain the appropriate documentation and to ensure the best value for the public money.
- (b) *Authorization.* The purchasing policies of the City of Ramsey are established by the city council under the city Charter (section 6.4), the city Code and state statute. City funds may only be spent for purposes that are expressly or implicitly authorized by statutes or the city's charter and must be for a public purpose.
- (c) *Budget.* Under state statute and city Charter, the annual adoption of the general fund budget shall constitute city council appropriations for the year. Budgetary control shall be exercised at department and fund levels. The city administrator shall identify department heads or other staff who shall be responsible for each fund or department in the annual budget. These individuals shall be responsible for compliance with the annual budget and for all expenditures related to their respective departments.
- (d) *Quick reference guide.*

| Value of Purchase | Quotations Needed | Approval by | Approvals Required |
|----------------------------|---|---|---|
| Less than \$100.00 | None | Department Head City Administrator City Council | Yes No Yes—Annual Budget Adoption |
| \$101.00—\$5,000.00 | Departmental Discretion | Department Head City Administrator City Council | Yes No Yes—Annual Budget Adoption |
| \$5,001.00— \$25,000.00 | Two Written Quotes City Administrator Discretion | Department Head City | Yes Yes |

| | | | |
|------------------------------|---|---|-------------------------------|
| | | Administrator City Council | Yes—Annual Budget Adoption |
| \$25,000.00— \$100,000.00 | Two Written Quotes or RFP's or Sealed Bids | Department Head City Administrator City Council | Yes Yes Yes |
| Greater than \$100,000.00 | Sealed Bids | Department Head City Administrator City Council | Yes Yes Yes |

When time is of the essence, the city administrator is authorized to sign for the purchase of any item or combination of items not included in the budget in an amount not to \$5,000.00 provided a budget amendment is prepared for council approval at the next regularly scheduled council meeting.

Note: If a cooperative purchasing agreement is in place, quotations are not needed.

(Ord. No. 16-12, § 1, 11-7-2016)

Sec. 2-273. - Purchasing practices.

(a) *Ethics/relations with vendors.* The City of Ramsey holds its employees to the highest ethical standards. Purchases shall be conducted so they foster public confidence in the integrity of the city's procurement system, and open and free competition among prospective suppliers. In keeping with this value, employees should avoid the following practices when making purchases on behalf of the city:

(1) *Circumventing competitive bidding requirements.* Examples of this include:

- a. Splitting purchases so that they can be made through several small purchases.
- b. Using the emergency procedure process when no true emergency exists.
- c. Using a "sole source" exemption when competition is available.

(2) *Denying one or more vendors the opportunity to bid on a contract when they have no history of default or failure in performance.* Examples of this include:

- a. Using unreasonably restrictive specifications.
- b. Pre-qualifying bidders on a discriminatory basis.
- c. Removing companies from a bidders list without just cause.
- d. Requiring unnecessary high bonding.

(3) *Giving favored vendors an unfair advantage.* Examples of this include:

- a. Providing vendors with non-public information regarding their competition's offer in advance of a bid opening.
 - b. Making information available to favored vendors and not to others.
 - c. Giving unfavored vendors inaccurate or misleading information.
- (4) *Accepting gifts from vendors.*
- a. Minn. Stat. § 471.895 prohibits government employees from receiving gifts except where they are included as part of the cost of a product, good or service provided (such as a meal provided as part of a conference).

(Ord. No. 16-12, § 2, 11-7-2016)

Sec. 2-274. - Decentralized purchasing.

The City of Ramsey has a decentralized purchasing program, meaning that each department is responsible for making its own purchases of materials and services for their operation. Such items as office supplies, paper products and other general supplies that are used throughout the city will be centrally assigned to one department for purchase. The responsibility lies within each department to obtain bid or quotes, maintain records of bids or quotes, prepare purchase orders, receive deliveries and approve invoices for payment.

(Ord. No. 16-12, § 3, 11-7-2016)

Sec. 2-275. - Purchasing alternatives.

- (a) *Uniform Municipal Contracting Law, Chapter 471.345.* It shall be the policy of the City of Ramsey that the Uniform Municipal Contracting Law, Minn. Stats. ch. 471.345 shall be the policy of the city. Changes in this law will automatically become the policy of the city. City policy may be more restrictive than state law, but may not be less restrictive. Records of quotes and bids shall be retained for at least one year after the completion of the contract or purchase or until the annual audit for the year of purchase is completed, whichever is longer.
- (b) *Sealed bids/major purchases (see League of Minnesota Cities Information Memo entitled Competitive Bidding Requirements in Cities).*
 - (1) A formal sealed bid procedure is required for all purchases in excess of \$100,000.00 except professional services.
 - (2) A purchase (contract) that exceeds \$100,000.00 cannot be split into several smaller purchases (contracts) to avoid the sealed bid process.
 - (3) City council approves all bids and specifications.
 - (4) A published notice is required in the official city newspaper at least ten days in advance of the bid opening. The notice may also be published on the city's official website or in a recognized trade journal.
 - (5) A public construction project that exceeds \$50,000.00 must meet the responsible contractor requirements (Minn. Stats. § 16C.285).
 - (6) All bid openings are to be administered by the city administrator and/or the originating department.
 - (7) The preparation of all specifications are to be the responsibility of the city administrator and/or the originating department.
 - (8) Required authorization for plans and specifications is the responsibility of the city administrator and/or the originating department.

(9) The city council must formally approve the bid contract.

- (c) *Quotes/intermediate purchases.* If a purchase is estimated to exceed \$25,000.00 but not to exceed \$100,000.00, the purchase may be made either by sealed bids or by direct negotiation based upon quotations. If a purchase is made in this range, staff members are required to obtain at least two written quotes and the quotations must be kept on file for at least one year. All such quotes must be forwarded to the finance department with the purchasing documents.

If a purchase is estimated to be \$25,000.00 or less, the purchase may be made by either obtaining quotations or by buying the item directly on the "open market." If the quotation option is chosen, at least two quotes will be obtained and forwarded to the finance department with the purchasing documents.

(d) *Professional service contracts.*

- (1) Cities are not required to follow the competitive bidding process when contracting for professional services such as those provided by doctors, engineers, lawyers, architects, accountants, as well as other services requiring technical, scientific or professional training.

The city retains outside professional services in the area of:

- a. Legal;
- b. Planning;
- c. Auditing;
- d. Assessing;
- e. Engineering;
- f. Banking;
- g. Towing.

Those contracts for professional services which are included in the city's general fund budget will be approved annually with formal adoption of the city's budget.

(e) *Request for proposals (RFP).*

- (1) RFP's will generally be used to solicit proposals for professional services.
- (2) An RFP will automatically be solicited for those services that exceed a city cost of \$15,000.00 or have a value to the solicitor in excess of \$15,000.00 (ex: Towing contract).
- (3) An RFP will be solicited every three years (for standard city services such services as legal and towing) to five years (for banking and auditing). City council may, at its discretion, formally extend a current standard services contract upon the recommendation of city staff.
- (4) Authorization by city council will be given to staff to issue a RFP.
- (5) All RFP's will be advertised in the city's official newspaper and on the city's official website.
- (6) City council must formally approve the proposal.
- (7) Typical information to address in RFP's includes:
 - a. Background and scope of the project.
 - b. The project's budget to ensure that the proposals stay within that range.
 - c. Proposal requirements should include adequate information to allow for proper review and evaluation including:
 1. Description of firm and qualifications, including any specialized experience related to the project.
 2. A list of similar projects the firm has completed.

3. Project timetables including: estimate of hours, breakdown of hours by phase, and the city's expectation for a completion date.
4. Designation of a firm principal who will be in charge of the project.
5. Statement that either no subcontractors are allowed or that all subcontractors will be identified and are subject to the city's approval.
6. Estimate of cost to provide the service, outline of fee schedule and payment schedule.
7. Description of city's selection process.
8. City's evaluation criteria which typically may include:
 - i. Quality and thoroughness of the proposal.
 - ii. Similar past experience and/or expertise.
 - iii. References.
 - iv. Cost estimate.
9. The following statement must be included: The city reserves the right to reject any and all proposals, waive all technicalities and accept any proposal deemed to be in the city's best interest.
10. Submit deadline: date, time, project name, and addressee.
11. Statement: "Proposers are solely responsible for delivery of their proposals to the city before the deadline. Any proposal received after the deadline will not be considered and will be returned."
12. Information about where questions should be directed.

Note: Staff should make sure that all proposers are given the same information.

Attach a copy of the agreement proposed to be used for the project, including the city's insurance certificate. The agreement includes provisions to which the firm must agree, so it is important that they see the agreement up front. It is suggested that the RFP be submitted to the city attorney for review prior to distribution.

- (f) *Emergency purchases.* Under Minnesota's Emergency Management Act, the city has the authority to enter into contracts during an emergency without following many normally required procedures. An emergency is defined as "an unforeseen combination of circumstances that calls for immediate action to prevent a disaster from developing or occurring". A disaster is "a situation that creates an actual or imminent serious threat to the health and safety of persons, or a situation that has resulted or is likely to result in catastrophic loss to property or the environment, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss".

During an emergency or disaster, the city council may waive compliance with the time-consuming procedures or formalities concerning:

- (1) The performance of public work.
- (2) Contracting.
- (3) Incurring obligations.
- (4) Renting equipment.
- (5) Purchasing supplies and materials.

Emergency purchases will only be allowed when the mayor issues a proclamation declaring an emergency, and the steps listed in Minn. Stats. § 12.29 are completed.

- (g) *Cooperative purchasing agreements.* Where a purchase contract has been awarded by the State of Minnesota, another local government, a cooperative of local governments, or a federal agency in

compliance with applicable state statutes, and where it is legally permissible for the City of Ramsey to participate, a purchase may be through the vendor named in that contract without advertising for bids or obtaining quotes.

(h) *Credit card use.* According to Minn. Stats. § 471.382, the city council may authorize the use of a credit card by any city officer or employee otherwise authorized to make a purchase on behalf of the city.

(1) *Authority for credit card holder.* City staff having authority to make certain purchases will be eligible credit cardholders. A department director may request a credit card for city authorized purchasers when there is a demonstrated efficiency to be gained. The assistant finance director must review and approve each request before the card is issued. Before any credit card is issued, the authorized cardholder will be required to acknowledge and agree to the terms of use by signing the form entitled "Terms of the City of Ramsey MasterCard".

The department director is responsible for notifying the assistant finance director when any changes occur to the cardholder's status.

(2) *Types of purchases allowed by credit card.* A purchase by credit card must comply with all statutes, rules, and city policies applicable to city purchases. Specifically:

- a. All purchases must be made by the authorized card holder.
- b. All credit card purchases must comply with the city's purchasing policy guidelines for quotes and bids.
- c. All expenditures must be within the limits established by the department budget.

(3) *Types of purchases prohibited.* Use of a city credit card is prohibited for the following purchases:

- a. Personal purchases of any kind.
- b. Alcoholic purchases of any kind.

If a city employee makes a purchase by credit card that is inconsistent with this policy and/or is not approved by the council, the employee is personally liable for the amount of the purchase.

(4) *Procedures and documentation.* Finance will receive the monthly bill and respective cardholder will receive a copy of the monthly statement of charges. The cardholder is responsible for obtaining and attaching detailed invoices and receipts for all charges on the statement and provide a public purpose/description of the expense and submit all of the documentation to the department director or designee by the due date. Payment will be made if the billing matches all completed credit card invoices and receipts.

(i) *Public purpose expenditures.* Pursuant to the statutes and laws of the State of Minnesota which regulate the expenditure of public funds for public purposes, the Ramsey City Council believes it is necessary and appropriate to provide assistance and guidelines to the officials, employees, and representatives of Ramsey to aid in the determination of when public funds may be spent for a public purpose.

To provide that assistance and guidance the Ramsey City Council adopted Resolution #06-11-369 discretionary expenditures policy that outlined the following items that are deemed to meet the city council definition of public purpose expenditures:

(1) Meals and refreshments.

- a. Meals are allowed as part of a city business meeting in which the character of the meeting would involve predominantly non-city employees.
- b. When they are part of a breakfast/lunch/dinner meeting for official city business when it is the only practical time to meet and when it involves non-city employee participants (i.e. business developers or business representatives). Only the expenses incurred by city employee(s) may be reimbursed. The city administrator is allowed some discretion regarding expenditures for meals as per the personnel policy.

- c. When they are part of the structured agenda for an offsite conference, workshop, seminar, training session, or meeting in which the city administrator or a department director has authorized the employee to attend for training and development purposes (this does not include routine staff meetings).
 - d. All meetings shall be scheduled to minimized inclusion of meals. At meetings of a minimum length of five hours consisting primarily of city employees when the refreshment and/or meals are an integral part of the event and are necessary to sustain the flow of the meeting, and if the meeting is one of the following:
 - 1. A department-wide annual staff meeting for employees; or
 - 2. A non-routine organization-wide staff meeting for all managers and/or supervisors.
 - e. During official meetings of the city council.
 - f. A dinner meal for staff during performance of election-related duties on election day.
- (2) *Recognition events/purchases.*
- a. The city administrator may authorize modest expenditures for food and refreshments for the following employee events, each of which shall not take place more than once per year:
 - 1. Annual employee breakfast.
 - 2. Annual employee luncheon.
 - 3. Other recognition events that may arise.
- (3) *Special events.* Special events such as Happy Days, National Night Out, the Volunteer Recognition event and other events that involve or invite participation by the general public. These events and any city expenditures for them require prior specific approval by the city council and also include city expenditures for participation fees, donated gifts, door prizes, etc.
- (4) *Community and business relations.* The city recognizes the importance of establishing and maintaining a positive image with the business and civic community. Participation in certain periodic or annual events is a necessity to maintain a positive image. Annual dinners or galas, or golf tournaments that are sponsored by an organization that the city has a business or community relationship with are examples of business and civic community events (i.e. chambers of commerce and other community partners).
- a. The city administrator will coordinate participation at such events to ensure representation and ensure that duplication is avoided for purposes of cost containment.
 - b. The city administrator will review on an annual or semi-annual basis upcoming events to discuss attendance and representation at business and community events.
 - c. The city council will annually establish a maximum amount of community and business relation expenses by an affirmative approval.
- (5) *Alcoholic beverages.* The purchase of alcoholic beverages is not allowed.
- (6) *Clothing and other sundry items.* Employees may receive T-shirts, and other sundry items of nominal value (\$5.00) when these items are made available to the general public or if these items are determined by the city administrator to be important to the successful involvement of employees in special city-sponsored or city-supported sponsored events (i.e. National Nite Out, Happy Days, etc.). Employees may be supplied with uniforms, clothing, boots and other gear necessary for the performance of their job as per the City of Ramsey Personnel Policy or applicable labor agreements.

(Ord. No. 16-12, § 42, 11-7-2016)

Sec. 2-276. - Payment.

The City of Ramsey uses various processes in making payments for goods and services.

- (1) *Standard purchase orders.* Purchase orders are used when required by the vendor to acknowledge the city's request for goods and services. A copy of the purchase order will be sent to the vendor when requested.
 - a. Obtain purchase order numbers from finance department.
 - b. The completed purchase order will be attached when invoice is received and submitted to respective department to authorize payment.
- (2) *Check requests/immediate pay.* The finance department policy is for bills to be paid from the accounts payable bills list submitted bi-weekly to city council for approval. For certain exceptions, check requests/immediate pay may be used under the following guidelines:
 - a. Immediate pay is for payments that need to be made prior to council meeting approval date. Such items include taking advantage of discounts, avoiding late charges, purchases requiring payment with order, etc.
 - b. Immediate pay checks will be issued upon one day notice. Exceptions to the one day notice is for investments and emergency purchases.
 - c. Checks will be issued, mailed, or returned to appropriate department.
- (3) *Invoices.* Invoices, purchase order, or expense reimbursement forms must be returned to the finance department with proper authorization and account coding to be processed on the bills list for city council approval.
- (4) *Account coding.* All requests for payment including invoices, check request, purchase order, or expense reimbursement forms must have an eight digit code to process payment. Responsible department head will indicate the fund/department and object number from which payment will be expensed. Reference should be made to departmental budget(s) for department and object numbers.
- (5) *Petty cash.*
 - a. Receptionist shall be the custodian of the petty cash.
 - b. Petty cash shall not exceed \$100.00.
 - c. Used for reimbursement to employees for items \$20.00 or less for expenditures made on behalf of the city.
 - d. Receipt and/or expense reimbursement form must be submitted with proper departmental authorization obtained prior to reimbursement.
- (6) *Payment processing.*
 - a. Invoices, check request, purchase orders or employee expense reimbursement forms must be submitted to the finance department.
 - b. Detailed receipts, stating reason for public purpose expenditure, must be submitted with employee expense reimbursement forms.
 - c. Immediate pays are due to the finance department at least one day in advance of the payment day.
 - d. Department heads must have fund/department and object codes to process payment. Refer to departmental line item budget for proper coding.
 - e. Checks may not be made out to cash or bearer.
- (7) *Electronic funds transfer.* Electronic funds transfer may be required in some cases to complete a business transaction. The funds are transferred electronically between the city's bank account and the respective business party's bank account.

These transactions need to follow the same guidelines for payment processing in section 2-276(6).

- (8) *Employee expense reimbursement.* Employee expense forms are required for reimbursement to employees of city-related expenses on a bi-monthly basis. All employee expense forms must contain proper account codes, department approval, and detailed receipts must be attached where applicable.

(Ord. No. 16-12, § 5, 11-7-2016)

Sec. 2-277. - Capital outlay and fixed assets.

- (a) *Capitalization threshold.*
 - (1) Capital outlay purchases are for items costing more than \$10,000.00, are a tangible asset, and have a life expectancy of more than one year. These items must be included in each department budget. It should be noted that sales tax (if applicable) must be included as a cost of the item purchased when determining if the purchase is a capital outlay item.
 - (2) If the individual purchase is greater than \$10,000.00 includes (general government and enterprise fixed assets) the item is a capital outlay purchase and now should become a recorded fixed asset. The amount to record for that fixed asset would be any charge "to place the asset in its intended location and condition for use." For example: If the city were to purchase a street vehicle, all of the following would be considered part of the cost of that asset: The vehicle, warning lights, decals, sales tax, licensing and any other costs to put the asset into its usable condition.
 - (3) Capital outlay purchases less than \$10,000.00 are inventory assets. Example of inventory assets: Computers, printers, furniture, cameras.

(Ord. No. 16-12, § 6, 11-7-2016)

Secs. 2-278—2-304. - Reserved.

Meeting Date: 07/25/2017

Information

Title:

Continued Discussion of the 2017 General Fund Budget

Purpose/Background:

The City Council saw the first presentation of the 2018 General Fund Budget and Levy at its work session of July 11, 2017. Council asked staff for a prioritization of budgeted additions, most notably personnel request.

City staff met on Tuesday, July 18, to discuss and prioritize personnel requests. A summary of the staff recommended prioritization will be presented at the meeting.

A brief summary of notable expenditures in the next five years related to capital purchases, road debt, public works campus, will also be presented for discussion.

Timeframe:

30-45 minutes

Funding Source:

Responsible Party(ies):

City Administrator & Finance Director

Outcome:

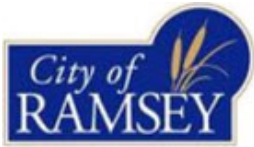
Continued discussion of the 2017 General Fund Budget

Attachments

No file(s) attached.

Form Review

| Inbox | Reviewed By | Date |
|---------------------------------|--------------------|---------------------------------|
| Kurt Ulrich | Kurt Ulrich | 07/19/2017 03:22 PM |
| Form Started By: Diana Lund | | Started On: 07/18/2017 02:46 PM |
| Final Approval Date: 07/19/2017 | | |



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: 07/25/2017

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: 07/19/2017

Reviewed By

Kurt Ulrich

Date

07/19/2017 02:58 PM

Started On: 07/13/2017 04:02 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>) |
| 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 |