

City of Ramsey
Agenda
City Council Work Session
Tuesday, August 8, 2017
5:30 p.m.
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Discussion on 2018 General Fund Budget and Tax Levies
 2. Demolition/ Clean-up of 6401 Highway 10 (former Sunfish Lake Gas Station)
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 08/08/2017

Information

Title:

Discussion on 2018 General Fund Budget and Tax Levies

Purpose/Background:

Continued discussion of the 2018 budget.

Items for discussion:

- Personnel Requests: 2018-2022
- Capital Equipment Requests: 2018-2022
- Additional Insurance: \$1M
- 2nd Floor Community Meeting Room Build-out

Timeframe:

60-70 minutes

Funding Source:

Responsible Party(ies):

City Administrator & Finance Director

Outcome:

Continued discussion of the 2018 General Fund Budget.

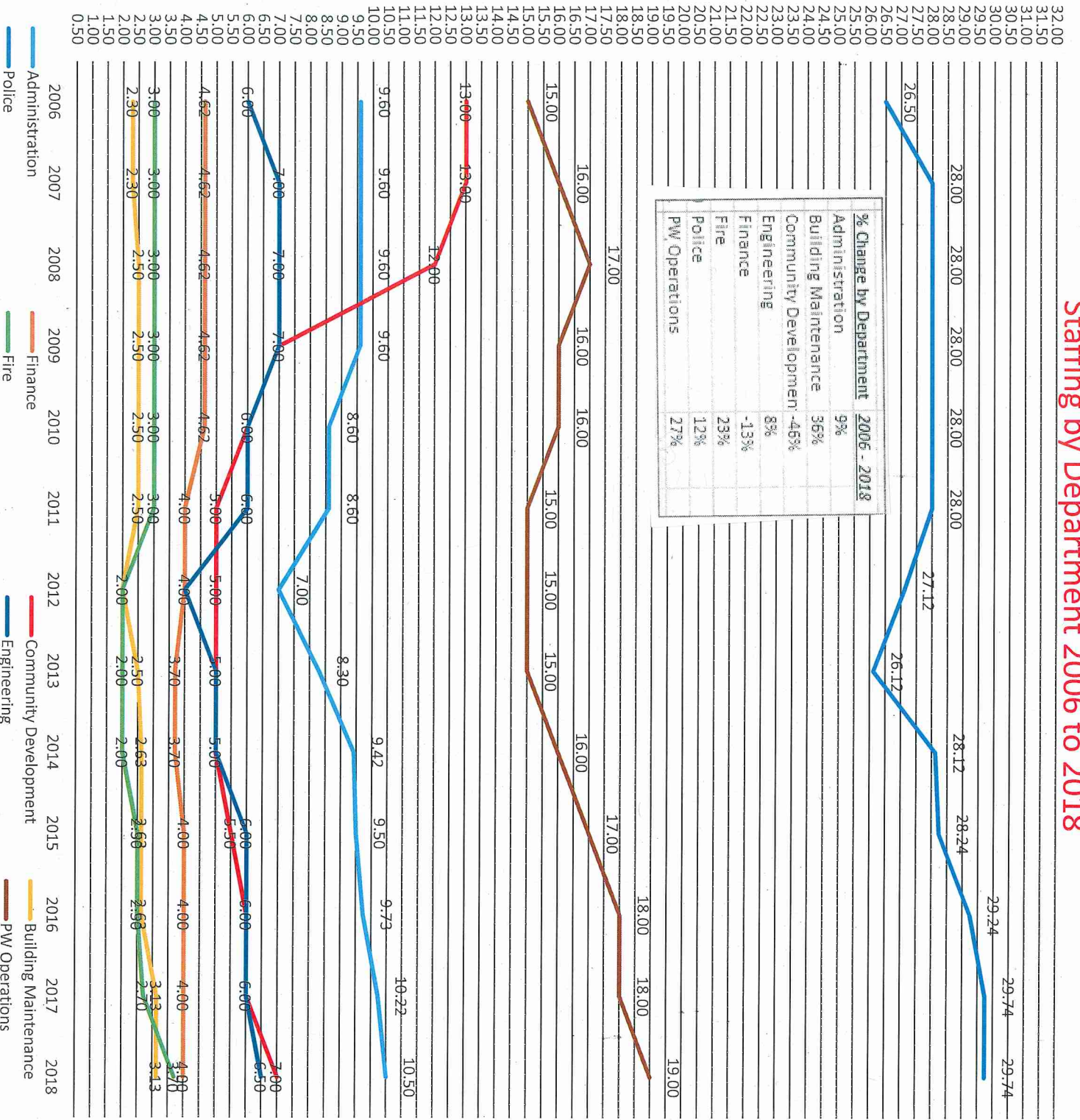
Attachments

Staffing History

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Jo Thieling	08/03/2017 09:37 AM
Diana Lund (Originator)	Diana Lund	08/03/2017 09:59 AM
Kurt Ulrich	Kurt Ulrich	08/03/2017 01:30 PM
Form Started By: Diana Lund		Started On: 08/02/2017 09:37 AM
Final Approval Date: 08/03/2017		

Staffing by Department 2006 to 2018



Police 29.74

PW Operations 19.00 - Note, last parks worker was hired in 2015

Chart does not reflect the Recreation Assistant

Administration 10.50

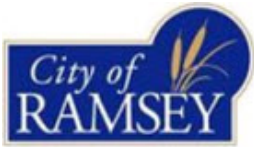
Comm. Dev. 7.00

Engineering 6.50

Finance 4.00

Bldg. Maint. 3.50 (Yellow)

Fire 3.70



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

CC Work Session

2. 2.

Meeting Date: 08/08/2017

Submitted For: Patrick Brama, Administrative Services

By: Patrick Brama, Administrative Services

Information

Title:

Demolition/ Clean-up of 6401 Highway 10 (former Sunfish Lake Gas Station)

Purpose/Background:

PURPOSE

Discuss strategy on how to proceed with this project. Staff will provide more information at the meeting.

(A) Contract Method

Do we split the work into two contracts? --one contract for the demolition and one contract for the paving. Or, do we utilize one single contract. There are benefits to both approaches.

(B) Timing

Do we attempt to complete this entire project in late 2017? Or, do we play it safe and do everything in early 2018? Or, do we split the project into two (complete demolition in 2017 and allow for paving in early 2018). There are trade-offs for each options (risk / reward).

(B) Restoration

Staff would like to reaffirm the originally proposed approach (attached)--to remove the building and replace the building pad with asphalt--and keep other existing surrounding asphalt in place. NOTE: this is a very preliminary plan (for the sake of getting the concept on the table). Hakanson Anderson will be refining/ updating--some changes will occur--the Council will see this plan again in the future.

BACKGROUND

6401 Highway 10 was recently purchased via the State R.O.W. Acquisition Loan Fund. Please see 01/24/2017 CCRS, Case 7.13 for details and background information on the RALF program, 6401 Highway 10, and the City's reason for purchasing this property. The City purchased 6401 Highway 10 with the intent to demolish the existing blighted building and to clean up the site.

Notification:

NA

Observations/Alternatives:

NA

Funding Source:

NA

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Recommendation:

Utilize timeline/ approach #1 included in the attachments. Restore the building pad with pavement (per attached).

Staff anticipates this approach to be the lowest cost (in terms of both upfront capital costs and long term maintenance), will keep the site looking professional (perception of city/ Hwy 10), will be the fastest approach (the building should be down by winter), and will allow for temporary reuse by the neighboring retail node (including a potential lease and payment of some property taxes).

Action:

Consider staff's recommendation for moving forward.

Attachments

DRAFT PLAN

Timelines

Form Review

Inbox

Kurt Ulrich
Patrick Brama (Originator)
Kurt Ulrich
Form Started By: Patrick Brama
Final Approval Date: 08/03/2017

Reviewed By

Jo Thieling
Patrick Brama
Kurt Ulrich

Date

08/03/2017 11:59 AM
08/03/2017 12:18 PM
08/03/2017 01:34 PM
Started On: 08/02/2017 03:57 PM



HIGHWAY 10

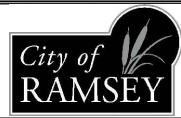
6415

6401

PROPOSED PARKING LOT STRIPING

SUNFISH LAKE BOULEVARD

	PROPOSED GREENSPACE		EXISTING CATCH BASIN		EXISTING HYDRANT
	PROPOSED BITUMINOUS PATCH		EXISTING STORM SEWER MANHOLE		EXISTING ELECTRIC BOX
	EXISTING BITUMINOUS AREA		EXISTING SANITARY SEWER MANHOLE		EXISTING WATERMAIN VALVE
	PROPOSED CONCRETE CURB & GUTTER				



CITY OF RAMSEY
 7550 SUNWOOD DRIVE
 RAMSEY, MN 55303
 (763) 427-1410 FAX (763) 433-9898

ALTERNATIVE 3
 MAKE ENTIRE SITE INTO PARKING LOT
 100% IMPERVIOUS SURFACE

6401 SUNFISH LAKE BOULEVARD
 RESTORATION

6401 SUNFISH LAKE BOULEVARD RESTORATION ESTIMATE

*ALTERNATIVE 3 - MAKE ENTIRE SITE INTO PARKING LOT
100% IMPERVIOUS SURFACE*

Item No.	Item Description	Unit	Unit Price	ESTIMATED QUANTITY	Esimated Amount
1	AGGREGATE BASE CLASS 5 MODIFIED (CV) (4")	CY	\$ 30.00	450	\$ 13,500.00
2	MILL BITUMINOUS PAVEMENT (2' Wide x 1.5" Depth)	SY	\$ 16.00	190	\$ 3,040.00
3	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$ 2.90	240	\$ 696.00
4	WEARING COURSE MIXTURE (1.5")	TON	\$ 72.00	280	\$ 20,160.00
5	NON-WEARING COURSE MIXTURE (2.0")	TON	\$ 65.00	375	\$ 24,375.00
6	4" SOLID LINE - WHITE EPOXY	LF	\$ 0.30	2,800	\$ 840.00
				Estimated Construction Cost	\$ 62,611.00
				10% Contingency Cost	\$ 6,261.10
				23% Indirect Cost	\$ 15,840.58
				<u>Alternative 3 Estimated Restoration Cost</u>	<u>\$ 84,712.68</u>

--Drafted by Hakanson Anderson

Option 1 – Separate Quotes for Demolition and Paving Projects

August 25, 2017	Submit RFQ Package for Demo project to City for staff review
September 4, 2017	Send RFQ Package to Contractor's for Demo Project
September 19, 2017	Quotes for Demo Project Due
September 26, 2017	City Council Accepts Quotes and Awards Contract
October 6, 2017	Contracts Executed, Demo Work Begins
November 22, 2017	Demo Complete, Site Temporary Seeded (7 ½ weeks)
February 2018	Solicit Quotes for Paving (may move this step to late 2017)
March 2018	City Council Accepts Quotes and Awards Contract
April 2018	Contracts Executed
May 2018	Construction Begins
June 2018	Construction Complete (6 weeks)

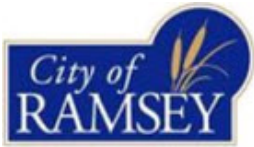
Option 2 – Public Bidding of Project (Combined Demo and Paving)

September 1, 2017	Submit Plans / Specs to City for staff review
September 12, 2017	City Council Approves Plans and Specs and Authorizes Ad for Bids
September 13, 2017	Newspaper Deadline
September 15, 2017	Advertise in Anoka County Union
September 28, 2017	Open Bids
October 10, 2017	City Council Accepts Bids and Awards Contract
October 24, 2017	Contracts Executed, Work Begins
November 22, 2017	Construction Complete (4 weeks total for demolition and paving)

Notes: this option doesn't allow much time for plan preparation or City staff review. Also, 4 weeks may not be enough time for the demolition and paving to be completed.

Option 3 – Public Bidding of Project (Combined Demo and Paving) with Spring 2018 Completion

September 8, 2017	Submit Plans / Specs to City for staff review
September 26, 2017	City Council Approves Plans and Specs and Authorizes Ad for Bids
September 27, 2017	Newspaper Deadline
September 29, 2017	Advertise in Anoka County Union
October 11, 2017	Open Bids
October 24, 2017	City Council Accepts Bids and Awards Contract
November 3, 2017	Contracts Executed, Work May Begin
May 2018	Paving May Begin
June 2018	Construction Complete



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CC Work Session

3. 1.

Meeting Date: 08/08/2017

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: 08/03/2017

Reviewed By

Kurt Ulrich

Date

08/03/2017 01:31 PM

Started On: 08/02/2017 10:17 AM

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>)
September 26	Update (Work Plan and Strategy for Selling City Owned Land) (<i>Brama</i>)
Date	Topics for Discussion – Information
August 22	Review State of Minnesota and Anoka County Recycling Goals for 2030 and Discuss Options for Achieving Goals (<i>Gladhill</i>) – 10 to 15 minutes
Future	Receive update on Rental License Program Implementation (<i>Gladhill</i>)
Future	Discuss Next Steps for Comprehensive Plan Update (<i>Gladhill</i>)