

City of Ramsey
Agenda
Regular City Council
Tuesday, May 22, 2018
7:00 pm
Council Chambers, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Presentation**
- 3. Citizen Input**
- 4. Consent Agenda**
 1. Receive April 2018 Financial Reports - General Fund and Enterprise Funds
 2. Receive and Accept petition for Stop Sign Request for the Intersection of 169th Lane and Garnet St
 3. Approve the Following Meeting Minutes:
 1. City Council Work Session dated 5/8/2018
 2. City Council Regular dated 5/8/2018
 4. Approve Request to Declare Surplus Property
 5. Approve Contribution for a New Recreational Amenity—Proposal by Girl Scout Troop #15293
 6. Approve Inland/ Affinity: Right of Entry Agreement
 7. Approve Lease Agreement: Power Lodge
 8. Approve Lease Agreement: RM Golf Carts
 9. Adopt Resolution #18-098 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of May 3, 2018 through May 16, 2018
 10. Adopt Amended Resolution #18-045 for Conditional Use Permit for Motor Vehicle Sales and Detail at 6750 Highway 10 NW; Case of 22 Properties, LLC
 11. Adopt Resolution #18-099 Authorizing Partial Payment to MN Boardwalk, LLC for IP 18-08 Trott Brook Boardwalk
 12. Adopt Resolution #18-102 Authorizing Partial Payment to Killmer Electric Co., Inc. for IP #17-06; Installation of Emergency Generator for Well #3

13. Adopt Resolution #18-105A Approving a Development Agreement for Rum River Prairie (Project #17-149)
14. Adopt Resolution #18-106 Requesting Extension to Comprehensive Plan Update Deadline
15. Adopt Resolution #18-103 Appointing New Board and Commission Members
16. Adopt Resolution #18-104 Approving Department Restructures and Staffing Changes
5. **Approve Agenda**
6. **Public Hearing**
 1. PUBLIC HEARING: Adopt Ordinance #18-10 Vacating Public Right of Way Easement and Adopt Resolution #18-101 Approving Public Roadway Alignment (Project #17-142); Case of Affinity at Ramsey
7. **Council Business**
 1. Consider Resolution #18-097 to Approve a Private Kennel License for the Property Located at 15310 Iguana St NW (Project No. 18-116); Case of Tracianna and Duane Prather
 2. Adopt Resolution #18-100 Providing for the Sale of \$1,210,000 General Obligation Road Reconstruction Bonds, Series 2018A
 3. Introduce Ordinance #18-09 Amending Conditional Uses in the H-1 Highway 10 Business District (Project No. 18-113); Case of Baker White
 4. Consider Resolution #18-090 Granting a Conditional Use Permit for Light Manufacturing at the Property Located at 6111 Highway 10 NW (Project No. 18-113); Case of Baker White, Inc.
 5. Review Resubmitted Concept of Shade Tree Cottages and Discuss Requested Cost Share for Potassium Street; Case of Shade Tree Communities
 6. Adopt Ordinance #18-02 Authorizing the City of Ramsey to Sell Four (4) Parcels of Real Property
 7. Approve Scope and Work Plan for Highway 47 Land Use Planning and Image Efforts (Non-Traffic Issues)
8. **Mayor/Council/Staff Input**
9. **Adjournment**

CC Regular Session

4. 1.

Meeting Date: 05/22/2018

By: Diana Lund, Finance

Information

Title

Receive April 2018 Financial Reports - General Fund and Enterprise Funds

Purpose/Background:

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

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

Action:

No action required. Informational only.

Attachments

April 2018 General Fund Financial Report - Budget to Actual

April 2018 Enterprise Funds Financial Reports - Budget to Actual

Form Review

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 05/17/2018

Reviewed By

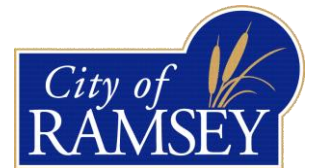
Kurt Ulrich

Date

05/17/2018 08:41 AM

Started On: 05/14/2018 02:42 PM

**CITY OF RAMSEY
FINANCIAL STATEMENT**



JANUARY 1, 2018 THROUGH PERIOD ENDING: April 30, 2018

GENERAL FUND EXPENDITURES - BY DEPARTMENT -		
Dept	-CURRENT YEAR ADOPTED BUDGET-	CURRENT YTD GENERAL LEDGER
Admin	2,077,782.00	628,915.99
Com Dev	928,529.00	308,480.55
Contingency	176,455.00	-
Council	151,651.00	51,898.03
Finance	492,154.00	156,908.99
Fire	1,005,890.00	251,103.29
Legal	128,400.00	24,410.76
Police	3,517,438.00	1,074,528.58
Public Works	3,644,985.00	870,850.97
Grand Total	12,123,284.00	3,367,097.16

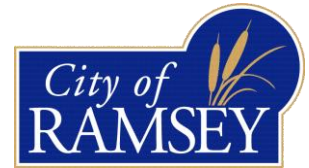
GENERAL FUND EXPENDITURES - BY CATEGORY -		
Category	-CURRENT YEAR ADOPTED BUDGET-	-CURRENT YTD GENERAL LEDGER-
Capital Outlay	710,510.00	105,288.53
Debt Service	119,455.00	-
Other Services & Charges	2,716,162.00	526,162.78
Personal Services	7,728,382.00	2,490,416.00
Supplies	848,775.00	245,229.85
Grand Total	12,123,284.00	3,367,097.16

GENERAL FUND REVENUES - BY CATEGORY -		
Category	-CURRENT YEAR ADOPTED BUDGET-	-CURRENT YTD GENERAL LEDGER-
Taxes	9,400,242.00	49,425.67
Charges for Services	710,244.00	166,308.53
Business Licenses/Permits	33,750.00	3,502.76
Fines and Forfeits	68,700.00	12,302.46
Federal Intergovernmental	8,000.00	-
State Intergovernmental	351,750.00	72,500.00
Interest	70,000.00	-
Miscellaneous	31,000.00	9,634.37
Non-Business Licenses/Permits	479,000.00	196,629.21
Transfers in	970,598.00	-
Grand Total	12,123,284.00	510,303.00

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

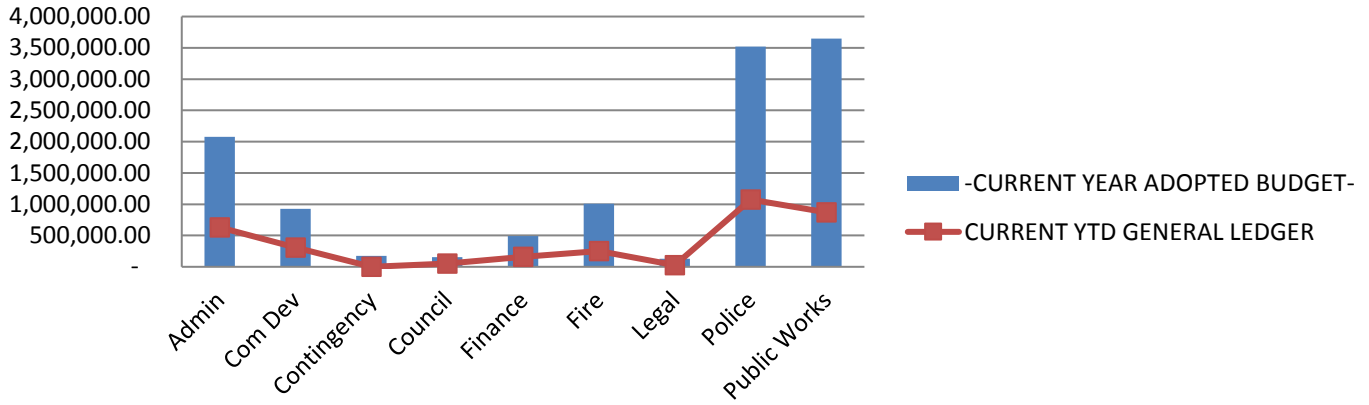
PREPARED BY: FINANCE DEPARTMENT

CITY OF RAMSEY FINANCIAL STATEMENT

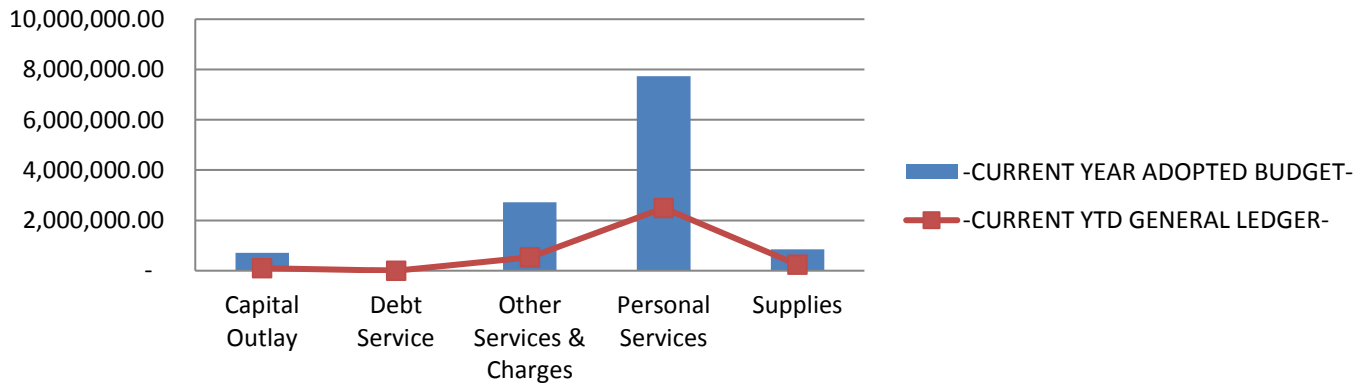


JANUARY 1, 2018 THROUGH PERIOD ENDING: April 30, 2018

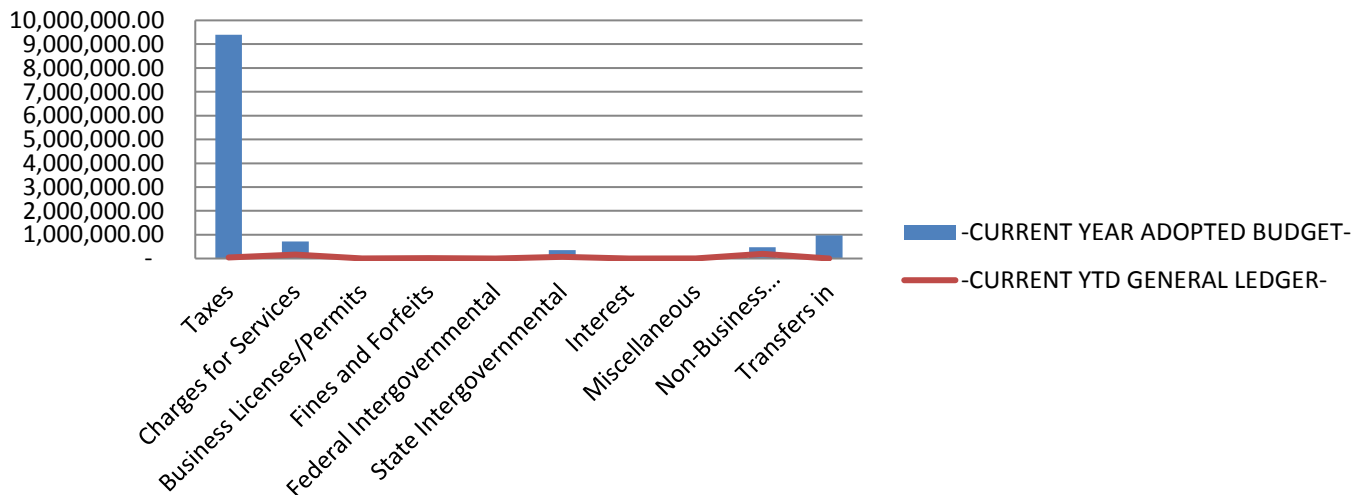
GENERAL FUND EXPENDITURES - BY DEPARTMENT



GENERAL FUND EXPENDITURES - BY CATEGORY



GENERAL FUND REVENUES



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

PREPARED BY: FINANCE DEPARTMENT

**CITY OF RAMSEY
FINANCIAL STATEMENT**

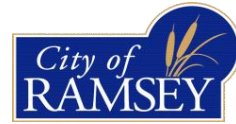


JANUARY 1, 2018 THROUGH PERIOD ENDING: April 30, 2018

REVENUES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(12,000.00)	(2,877.09)	23.98%	
4609 OTHER MISCELLANEOUS REVENUES	62,000.00	(19.32)	-0.03%	
4651 WATER REVENUE		4,034.61	0.00%	
4652 WATER SALES - RESIDENTIAL	1,120,202.00	220,738.92	19.71%	
4653 WATER SALES-COMMERCIAL	653,131.00	63,270.96	9.69%	
4654 WATER PENALTIES	35,859.00	3,884.62	10.83%	
4655 WATER METER INSTALLATION	15,000.00	6,860.00	45.73%	
4656 WATER METERS	32,000.00	14,931.00	46.66%	
4657 CONNECTION/RECONNECTION FEES	500.00	(100.00)	-20.00%	
4701 INTEREST ON INVESTMENTS	120,000.00	-	0.00%	
4606 DEVELOPER FEES (WAC)		58,455.00	0.00%	
4601 MISCELLANEOUS REVENUE		594.89	0.00%	
Grand Total	2,026,692.00	369,773.59		

EXPENSES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	236,198.00	56,035.58	23.72%	
6103 FULL TIME-REGULAR-OVERTIME	13,500.00	4,850.69	35.93%	
6105 TEMPORARY-WAGES & SALARIES	17,066.00	1,802.32	10.56%	
6121 PERA CONTRIBUTIONS	47,422.00	5,043.50	10.64%	
6122 FICA/MEDICARE CONTRIBUTIONS	19,523.00	5,495.25	28.15%	
6131 GROUP INSURANCE	33,177.00	9,050.87	27.28%	
6133 WORKERS COMP INSURANCE PREMIUM	9,160.00	-	0.00%	
6208 MISCELLANEOUS OFFICE SUPPLIES	600.00	22.48	3.75%	
6223 GASOLINE	2,500.00	1,168.44	46.74%	
6225 DIESEL FUEL	4,000.00	1,303.47	32.59%	
6229 SHOP MATERIALS	500.00	12.19	2.44%	
6231 UNIFORMS & TURN-OUT GEAR	2,900.00	2,231.33	76.94%	
6249 MISCELLANEOUS OPERATING SUPPLY	18,000.00	8,796.35	48.87%	
6257 OTHER VEHICLE PARTS	7,000.00	78.42	1.12%	
6273 UTILITY SYSTEM MAINT SUPPLIES	75,000.00	12,735.49	16.98%	
6281 SMALL TOOLS & MINOR EQUIPMENT	6,000.00	537.40	8.96%	
6292 WATER METERS FOR RESALE	55,000.00	9,440.72	17.16%	
6315 MISCELLANEOUS PROFESSIONAL SER	150,000.00	12,538.50	8.36%	
6322 POSTAGE	2,600.00	52.16	2.01%	
6323 CELLULAR PHONES	2,900.00	937.67	32.33%	
6335 TRAINING	1,500.00	745.00	49.67%	
6352 GENERAL NOTICE & PUBLIC INFOR	300.00	-	0.00%	
6361 GENERAL LIABILITY/PROPERTY INS	28,000.00	-	0.00%	
6371 ELECTRIC UTILITIES	125,000.00	21,636.25	17.31%	
6373 GAS	3,000.00	1,110.47	37.02%	
6374 REFUSE/RECYCLING	700.00	187.39	26.77%	
6381 BUILDING & STRUCTURE REPAIR	3,000.00	2,290.00	76.33%	
6439 OTHER MISCELLANEOUS	58,000.00	-	0.00%	
6451 MEMBERSHIP DUES	500.00	965.00	193.00%	
6489 OTHER CONTRACTED SERVICES	74,000.00	5,634.48	7.61%	
6722 DEPRECIATION	750,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	41,000.00	-	0.00%	
Grand Total	1,788,046.00	164,701.42		

**CITY OF RAMSEY
FINANCIAL STATEMENT**



JANUARY 1, 2018 THROUGH PERIOD ENDING: April 30, 2018

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

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

**CITY OF RAMSEY
FINANCIAL STATEMENT**



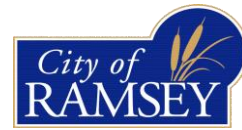
JANUARY 1, 2018 THROUGH PERIOD ENDING: April 30, 2018

REVENUES				
BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(11,000.00)	(3,025.58)	27.51%	
4356 SEWER AVAILABILITY CHARGE-ADM	3,000.00	571.55	19.05%	
4609 OTHER MISCELLANEOUS REVENUES	5,000.00	-	0.00%	
4661 RESIDENTIAL-SEWER CHARGES	1,161,216.00	297,482.68	25.62%	
4662 COMMERCIAL-SEWER CHARGES	360,000.00	91,253.07	25.35%	
4663 SEWER PENALTIES	42,030.00	6,833.77	16.26%	
4701 INTEREST ON INVESTMENTS	80,000.00	-	0.00%	
4702 MISCELLANEOUS INTEREST	15,581.00	-	0.00%	
4606 DEVELOPER FEES (WAC)	2,000.00	40,163.00	2008.15%	
4601 MISCELLANEOUS REVENUE	-	594.89	0.00%	
Grand Total	1,657,827.00	433,873.38		

EXPENSES				
BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	155,382.00	19,431.77	12.51%	
6103 FULL TIME-REGULAR-OVERTIME	-	156.00	0.00%	
6121 PERA CONTRIBUTIONS	24,361.00	1,511.23	6.20%	
6122 FICA/MEDICARE CONTRIBUTIONS	11,988.00	1,607.05	13.41%	
6131 GROUP INSURANCE	11,396.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	5,013.00	-	0.00%	
6223 GASOLINE	3,500.00	803.27	22.95%	
6225 DIESEL FUEL	2,500.00	178.75	7.15%	
6249 MISCELLANEOUS OPERATING SUPPLY	17,000.00	122.62	0.72%	
6275 OTHER EQUIPMENT PARTS	5,000.00	344.28	6.89%	
6315 MISCELLANEOUS PROFESSIONAL SER	70,000.00	-	0.00%	
6335 TRAINING	1,500.00	1,193.00	79.53%	
6361 GENERAL LIABILITY/PROPERTY INS	18,540.00	-	0.00%	
6371 ELECTRIC UTILITIES	17,000.00	2,745.35	16.15%	
6373 GAS	3,000.00	674.52	22.48%	
6374 REFUSE/RECYCLING	700.00	187.39	26.77%	
6377 SEWER SERVICE CHARGE	757,216.00	315,506.45	41.67%	
6489 OTHER CONTRACTED SERVICES	24,000.00	2,517.83	10.49%	
6722 DEPRECIATION	510,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	35,000.00	-	0.00%	
Grand Total	1,673,096.00	346,979.51		

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**CITY OF RAMSEY
FINANCIAL STATEMENT**



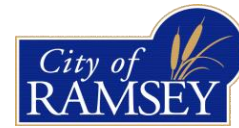
JANUARY 1, 2018 THROUGH PERIOD ENDING: April 30, 2018

REVENUES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(2,500.00)	(962.08)	38.48%	
4681 CHARGES FOR STREET LIGHTS	146,800.00	37,460.22	25.52%	
4683 STREET LIGHTING PENALTIES	6,968.00	1,123.30	16.12%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
4684 PRIORITY STREET LIGHT	50,680.00	12,772.36	25.20%	
Grand Total	211,948.00	50,393.80		

EXPENSES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6371 ELECTRIC UTILITIES	130,000.00	29,250.65	22.50%	
6374 REFUSE/RECYCLING		37.56	0.00%	
6489 OTHER CONTRACTED SERVICES	14,000.00	2,429.97	17.36%	
6722 DEPRECIATION	46,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	20,000.00	-	0.00%	
Grand Total	210,000.00	31,718.18		

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**CITY OF RAMSEY
FINANCIAL STATEMENT**



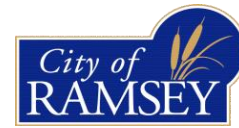
JANUARY 1, 2018 THROUGH PERIOD ENDING: April 30, 2018

REVENUES				
BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(3,000.00)	(1,107.34)	36.91%	
4287 OTHER LOCAL GOVERNMENT GRANTS	69,000.00	-	0.00%	
4609 OTHER MISCELLANEOUS REVENUES	-	490.00	0.00%	
4671 RECYCLING CHARGES	302,000.00	77,137.93	25.54%	
4672 RECYCLING PENALTIES	8,000.00	1,677.95	20.97%	
4701 INTEREST ON INVESTMENTS	2,000.00	-	0.00%	
Grand Total	378,000.00	78,198.54		

EXPENSES				
BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	20,906.00	3,471.17	16.60%	
6104 PART TIME-WAGES & SALARIES	7,280.00	-	0.00%	
6121 PERA CONTRIBUTIONS	2,114.00	260.26	12.31%	
6122 FICA/MEDICARE CONTRIBUTIONS	2,165.00	227.48	10.51%	
6131 GROUP INSURANCE	2,359.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	223.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	25,000.00	6,184.27	24.74%	
6322 POSTAGE	400.00	66.89	16.72%	
6489 OTHER CONTRACTED SERVICES	316,000.00	105,128.32	33.27%	
6820 OPERATING TRANSFERS TO OTHER F	11,500.00	-	0.00%	
Grand Total	387,947.00	115,338.39		

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**CITY OF RAMSEY
FINANCIAL STATEMENT**



JANUARY 1, 2018 THROUGH PERIOD ENDING: April 30, 2018

REVENUES				
BUSINESS UNIT	9605	STORM WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(4,200.00)	(1,529.17)	36.41%	
4693 STORM WATER-RESIDENTIAL	511,920.00	129,432.05	25.28%	
4694 STORM WATER-COMMERCIAL	503,064.00	130,571.91	25.96%	
4695 STORM WATER-PENALTIES	18,427.00	3,862.01	20.96%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
Grand Total	1,039,211.00	262,336.80		

EXPENSES				
BUSINESS UNIT	9605	STORM WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	128,566.00	6,218.29	4.84%	
6121 PERA CONTRIBUTIONS	24,350.00	466.44	1.92%	
6122 FICA/MEDICARE CONTRIBUTIONS	9,863.00	466.95	4.73%	
6131 GROUP INSURANCE	17,121.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	4,146.00	-	0.00%	
6223 GASOLINE	100.00	-	0.00%	
6225 DIESEL FUEL	4,500.00	1,258.71	27.97%	
6249 MISCELLANEOUS OPERATING SUPPLY	10,000.00	40.48	0.40%	
6257 OTHER VEHICLE PARTS	9,000.00	631.20	7.01%	
6315 MISCELLANEOUS PROFESSIONAL SER	60,000.00	539.75	0.90%	
6361 GENERAL LIABILITY/PROPERTY INS	8,000.00	-	0.00%	
6371 ELECTRIC UTILITIES	2,500.00	716.06	28.64%	
6373 GAS	2,500.00	674.50	26.98%	
6374 REFUSE/RECYCLING	700.00	149.83	21.40%	
6451 MEMBERSHIP DUES	20,000.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	40,000.00	2,429.87	6.07%	
6722 DEPRECIATION	325,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	30,000.00	-	0.00%	
Grand Total	696,346.00	13,592.08		

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

CC Regular Session

4. 2.

Meeting Date: 05/22/2018

Submitted For: Grant Riemer, Engineering/Public Works

By: Grant Riemer, Engineering/Public Works

Information

Title

Receive and Accept petition for Stop Sign Request for the Intersection of 169th Lane and Garnet St

Purpose/Background:

Staff has received a petition from the neighborhood in the vicinity of 169th Ln and Garnet St requesting that the city install stop signs on both legs of Garnet St. The residents stated in their petition that they feel that the stop signs are important to protect the safety of their families. Considering this intersection is a bus stop providing additional safety to our children is of utmost importance. The signatures on the petition have been verified as the property owners using Anoka County's website - Property Tax Informaiton.

Notification:

Staff has contact information for the group and will inform them of the date and time of the June PW Committee, where the results of the traffic study and staff recommendation will be presented.

Recommendation:

Staff recommendation is council formally receive the petition from the residents near the intersection of 169th Lane/Garnet St. Staff also recommends that council direct the PW staff to collect the appropriate traffic information for the intersection and present those facts along with the staff recommendation at the June PW Committee meeting.

Action:

Motion that council formally receive the petition from the residents near the intersection of 169th Lane/Garnet St and direct the PW staff to collect the appropriate traffic information for the intersection and present those facts with the staff recommendation at the June PW Committee meeting.

Attachments

Petition

Site Location

Form Review

Inbox

Kurt Ulrich

Form Started By: Grant Riemer

Final Approval Date: 05/17/2018

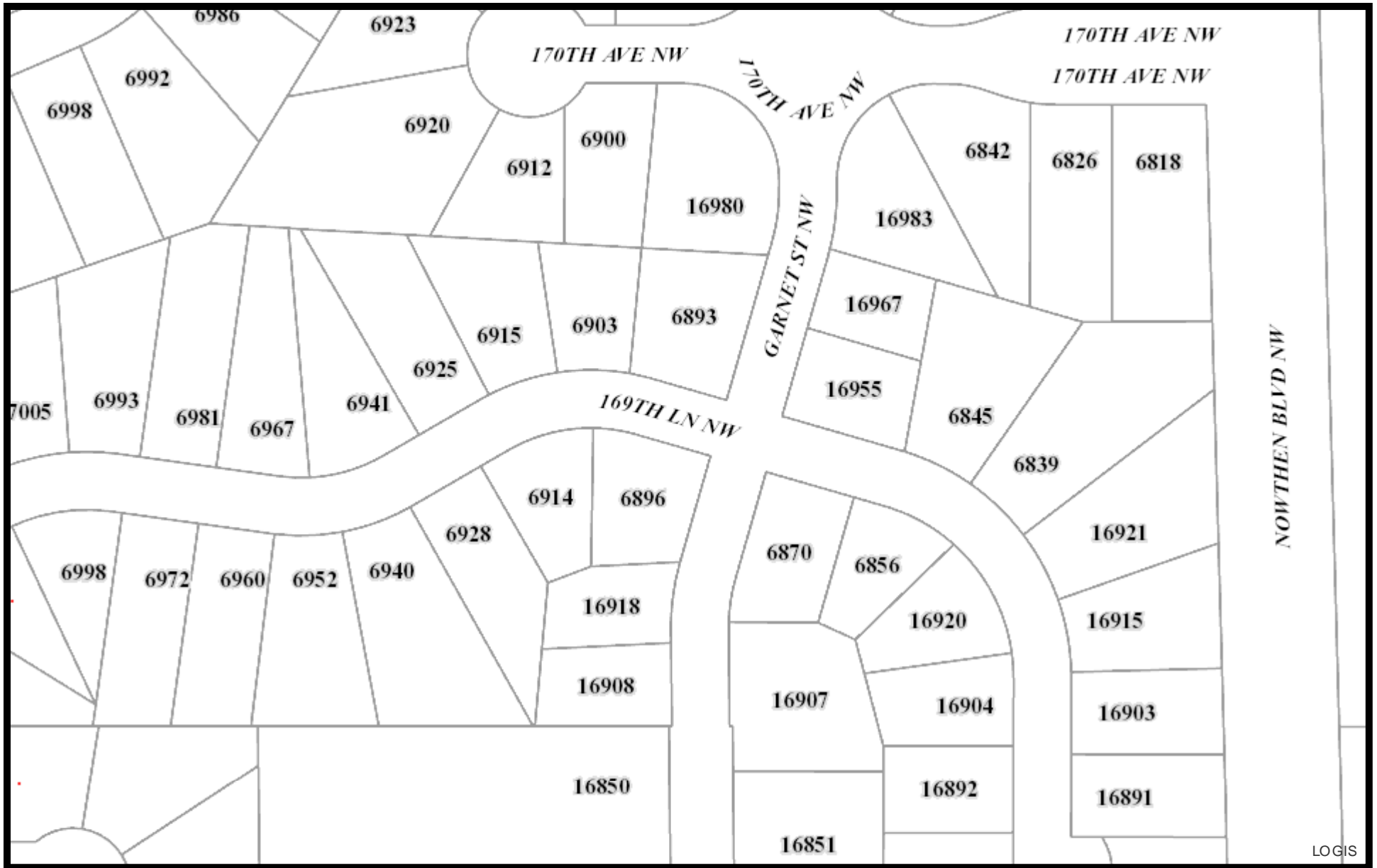
Reviewed By

Kurt Ulrich

Date

05/17/2018 09:23 AM

Started On: 05/17/2018 08:40 AM



CC Regular Session

4.3.

Meeting Date: 05/22/2018

By: Jo Thieling, Administrative Services

Information

Title

Approve the Following Meeting Minutes:

1. City Council Work Session dated 5/8/2018
2. City Council Regular dated 5/8/2018

Purpose/Background:

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

Background: Attached are the meeting minutes referenced above.

Action:

Motion to approve the following Council meeting minutes:

1. City Council Work Session dated 5/8/2018
 2. City Council Regular dated 5/8/2018
-

Attachments

CCWS Mts

CC Mts

Form Review

Form Started By: Jo Thieling
Final Approval Date: 05/17/2018

Started On: 05/17/2018 10:33 AM

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, May 8, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Acting Mayor John LeTourneau
 Councilmember Jill Johns
 Councilmember Mark Kuzma
 Councilmember Chris Riley
 Councilmember Melody Shryock

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

1. CALL TO ORDER

Acting Mayor LeTourneau called the City Council Work Session to order at 5:38 p.m.

2. TOPICS FOR DISCUSSION

2.01: Economic Development Authority Interviews

Human Resources Manager Lasher reviewed the staff report.

The Council asked the same questions of two potential applicants.

Councilmember Kuzma stated that although he believes that both applicants would be good additions, he would prefer the first applicant as he felt that she had a slight edge.

Councilmember Johns agreed.

Councilmember Riley agreed, noting that the second candidate is also qualified, and he would want to keep that information on file.

Councilmember Shryock agreed that the first applicant has more experience with Ramsey but would also agree to keep the second applicant on file in the case another opening arises.

The consensus of the Council was to appoint the first candidate and hold the second applicant on file in the case another position opens.

2.02: Discussion Regarding the Economic Development Manager/Assistant City Administrator Position and Staffing/Department Restructures

City Administrator Ulrich reviewed the staff report.

Councilmember Kuzma asked how the Community Development Director's role would change.

City Administrator Ulrich stated that the Community Development Director would become the Acting City Administrator in the absence of the City Administrator.

Councilmember Kuzma stated that he is concerned that the Community Development Director is already very busy, and this would add additional duties to that position. He was concerned that he would become overburdened.

City Administrator Ulrich stated that the administrative assistant for the Economic Development Manager would transition to the Community Development Department as well.

Community Development Director Gladhill noted that there is already a lot of collaboration between economic development and community development and therefore that would make sense to add the positions to community development.

Councilmember Kuzma stated that he would like Community Development Director Gladhill to alert the Council if he does become overburdened.

Councilmember Riley asked for clarity on the economic development positions that would transfer.

City Administrator Ulrich stated that the Economic Development Manager and the Administrative Assistant for that position would both report to community development.

Councilmember Johns asked for additional information on the Human Resources Manager and the duties that would be added to that position.

City Administrator Ulrich stated that the Human Resources Manager would absorb the City Clerk role when the current City Clerk retires.

Councilmember Johns asked if there would benefit in adding one full-time position over the two part-time positions proposed in the plan.

City Administrator Ulrich stated that although that would be an option, staff prefers the two part-time positions because there is more flexibility in the number of hours those employees can work and there are no benefits. He stated that sometimes employees prefer to work part-time over full-time as well.

Community Development Director Gladhill stated that there would be one part-time administrative assistant in the administration department and another part-time economic development administrative assistant and he would not recommend combining those positions.

Councilmember Johns asked if a new human resources person would be hired when the City Clerk retires.

City Administrator Ulrich stated that the Human Resources Manager would continue to hold the human resources position and would add the City Clerk title. He noted that there is sufficient training occurring prior to the retirement of the existing City Clerk and the Human Resources Manager would continue to have her support staff.

Councilmember Johns stated that this plan seems to make sense.

Acting Mayor LeTourneau agreed that this plan would both challenge the employees and continue to offer opportunities for growth. He asked for input on the leadership team under this plan.

City Administrator Ulrich reviewed the members of the leadership team under this plan.

Acting Mayor LeTourneau asked if the Economic Development Manager would become a member of the leadership team.

City Administrator Ulrich stated that is being debated at this time.

Acting Mayor LeTourneau referenced the proposed transfer of the IT staff to the finance department. He stated that in his experience that is sometimes not a good fit. He stated that perhaps that should remain linked to communications. He asked staff to rethink that combination.

Councilmember Johns noted that would be a lot of people reporting to community development. She stated that in the past the IT staff was under finance.

City Administrator Ulrich stated that the IT staff is very autonomous and pretty much function on their own, therefore it would not make much difference if that staff is under finance or administration. He believes that it would continue to be a good fit under finance.

Councilmember Kuzma stated that he has no problem with the combination as IT pretty much works on its own already. He did believe that there would be a benefit for IT to have a relationship with the Finance Director for some elements and planning. He stated that if there is an issue, the City Administrator would be available.

Councilmember Johns echoed the comments of Councilmember Kuzma, in that it would make sense to have the interconnection of IT and finance. She stated that there are not the same conflicts in the municipal world as there could be in the business world.

Asst. City Administrator/Economic Development Manager Brama stated that the IT department acts very independently and treats each department equally. He stated that currently the IT department is housed in administration, but IT acts very independently. He noted that currently finance, IT and administration are housed together. He stated that finance has overseen IT in the past and there were not any issues. He did not foresee any potential issues with the combination.

Councilmember Shryock stated that if communications and IT report to different people, that would provide two checks for potential issues.

City Administrator Ulrich noted that the Strategic Plan drives the work that staff is doing and therefore there is control over the work that each department completes.

Acting Mayor LeTourneau stated that the proposal would title the Assistant City Administrator role as Acting City Administrator. He asked how long the title would remain in that role before transitioning to Assistant City Administrator or whether there would be different steps involved.

City Administrator Ulrich stated that the next step after Acting City Administrator would most likely be Deputy City Administrator. He noted that would not become part of the Community Development Director's title but would be listed in the job responsibilities to act as City Administrator in the absence of the City Administrator.

It was the consensus of the Council to move forward with the proposal included in the staff report.

2.03: Presentation Regarding Possible Energy Savings for Municipal Buildings

City Administrator Ulrich reviewed the staff report.

Laura Malwitz, Siemens, stated that the intent of the preliminary assessment is to understand the City's strategic objectives and direction, verify the City's opportunities for improving the built environment, and initiate a Guaranteed-Based Solution that meets the City's vision and goals. She reviewed some of the key challenges which were considered when developing a comprehensive approach to reaching the City's goals. She stated that they attempted to determine if this could be done in a manner which would address the City's key challenges in an immediate and long-term economic benefit through a process and partnership. She reviewed the process timeline. She stated that currently they are in the preliminary analysis stage and the next step, project development, would have no upfront cost.

Councilmember Kuzma asked what would happen after the project development stage if the Council determines that next phase would be too expensive. He asked if the City would be responsible for any additional cost.

Ms. Malwitz stated that they should be able to coauthor a project that would meet the goals of the City and therefore that would not be an issue. She stated that if the City decided not to move forward, the City would be responsible for part of the engineering costs with an estimate of

approximately \$27,000. She stated that the solution would focus on the municipal center, municipal ramp, and fire station #1 and reviewed some of the recommendations identified in the preliminary analysis which could provide a cost savings to the City. She stated that the intent is to minimize the maintenance and operational duties to extend the lifespan of the equipment and make the buildings more efficient. She stated that the next phase would be to coauthor the scope of work with the City and reviewed some of the cost estimates and potential savings and rebates. She stated that the contract would include a guaranteed maximum cost for the City that would not change, which means that the City would not pay for any potential change orders.

Councilmember Kuzma asked if Siemens funds the upfront cost.

Ms. Malwitz replied that Siemens can do that, but some municipalities choose to use capital improvement funds to pay for the project and then pay that back with the cost savings that it receives each year. She reviewed three potential scenarios: Siemens Conservative, Siemens Modest, and self-implement over time. She explained that they are not replacing all of the equipment, but fine tuning the equipment and providing an “oil change” to reach peak efficiencies.

Councilmember Kuzma stated that he would like more time to discuss this.

Councilmember Shryock agreed that it would be helpful to have more time to digest this information.

Councilmember Riley stated that a large rebate number was mentioned, noting that \$300,000 is very different than \$30,000.

Ms. Malwitz stated that the process would find the best financial situation that works for the City. She stated that the project could pay for itself in less than 15 years, depending on the different elements. She stated that this would be a low risk project, financially, that would accomplish many of the City’s goals.

City Administrator Ulrich stated that this can be brought back to a future agenda with additional financial details for the Council.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Councilmember Riley asked if the Council could discuss the Home Occupation Ordinance at a future meeting.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:59 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey City Council conducted a regular meeting on Tuesday, May 8, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Acting Mayor John LeTourneau
 Councilmember Jill Johns
 Councilmember Mark Kuzma
 Councilmember Chris Riley
 Councilmember Melody Shryock

Members Absent: None

Also Present: City Administrator Kurtis Ulrich
 Police Chief Jeff Katers
 Community Development Director Timothy Gladhill
 City Engineer Bruce Westby
 Asst. City Administrator/Economic Development Manager Patrick Brama

1. CALL TO ORDER

Acting Mayor LeTourneau called the regular meeting of the Ramsey City Council to order at 7:08 p.m., followed by the Pledge of Allegiance led by Acting Mayor LeTourneau. He recognized previous Mayor Strommen for her contributions, noting that she will be missed.

2. PRESENTATION

2.01: Oath of Office – Patrol Officer

Police Chief Katers welcomed the newest member of the police department, Kyle Brotkowski, and provided background information on his education and career experience. He stated that Kyle will be a great addition to the department.

Acting Mayor LeTourneau administered the Oath of Office to new Patrol Officer Kyle Brotkowski.

2.01: Proclamation for Building Safety Month

Community Development Director Gladhill stated that the intention is to thank the building inspectors and permit technicians, which do not typically receive recognition. He stated that each May is declared Building Safety Month to recognize the benefits of building safety and fire prevention. He stated that the frontline employees were instrumental in speeding up the building

permit process, including the addition of e-permits. He asked the Council to agree to the proclamation declaring May as Building Safety Month.

Acting Mayor LeTourneau stated that it would be his pleasure to recognize May as Building Safety Month.

3. CITIZEN INPUT

None.

4. CONSENT AGENDA

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

- 4.01: Receive Cash and Investments for Period Ending April 30, 2018
- 4.02: Note the Following Boards and Commissions Meeting Minutes:
 - Planning Commission Meeting Minutes dated March 1, 2018
 - Economic Development Authority Meeting Minutes dated March 8, 2018
 - Park and Recreation Meeting Minutes dated March 8, 2018
 - Environmental Policy Board Meeting Minutes dated March 19, 2018
- 4.03: Approve the following Meeting Minutes:
 - 1) City Council Canvassing Board dated April 18, 2018
 - 2) City Council Work Session dated April 24, 2018
 - 3) City Council Regular dated April 24, 2018
- 4.04: Approve Licenses:
 - Temporary Liquor License
Ramsey Lions/P.O. Box 771
- 4.05: Approve Rental Licenses
- 4.06: Adopt Resolution #18-094 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of April 29, 2018 and May 2, 2018
- 4.07: Adopt Resolution #18-095 Accepting Resignation of Mayor, Declaring a Vacancy in the Office of Mayor and Calling for a Special Election to Fill the Vacancy and Adopt Resolution #18-096 Declaring a Vacancy in the Office of Councilmember, Ward 4, Due to Special Election of April 24, 2018, and Calling for a Special Election to Fill the Vacancy
- 4.08: Adopt Resolution #18-093 Hiring Seasonal Public Works Maintenance Workers
- 4.09: Report from the Public Works Committee Meeting dated April 18, 2018:
 - 1) Consider Using Soil from COR Infiltration Basin Project as Fill in Other Areas of The COR – *Ratify the recommendation of the Public Works Committee to Amend the Plans for The COR Infiltration Basin Improvements, Improvement Project #18-09, to include placing the excess fill in a controlled manner on selected sites in The COR.*
 - 2) Consider Recommendation to City Council Authorizing Speed Study on Bunker Lake Boulevard – *Ratify the recommendation of the Public Works Committee to request a*

Speed Study on Bunker Lake Boulevard/CSAH 116 between Armstrong Boulevard/CSAH 83 and Sunfish Lake Boulevard/CSAH 57.

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

5. APPROVE AGENDA

Acting Mayor LeTourneau noted that Case 7.01 (Consider Adopting Resolution #18-066 Approving Home Occupation Permit at 5751 177th Avenue NW (Project #17-152); Case of Tracer Landscape and Concrete LLC) has been postponed and will potentially be considered on another date.

Motion by Councilmember Shryock, seconded by Councilmember Johns, to approve the agenda as amended, to remove Item 7.01 (Consider Adopting Resolution #18-066 Approving Home Occupation Permit at 5751 177th Avenue NW (Project #17-152); Case of Tracer Landscape and Concrete LLC) from the agenda.

Further discussion: Acting Mayor LeTourneau asked for details on the postponement of Case 7.01. City Administrator Ulrich stated that in regard to Case 7.01 he would like the following statements added to the record: the applicant is looking for a different location to run the business, the applicant will continue to live at the property, the case will be postponed until June 26, 2018, the applicant has been working on an alternate location for the business and has a lead on a space that will be available in June, the applicant can continue to run the business during the postponement, staff will follow up on enforcement allegations of harassment and noise, if the applicant does not vacate by June 26th staff will bring a case forward, and if the applicant does not comply the City can then abate or enforce illegal actions.

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

6. PUBLIC HEARING

None.

7. COUNCIL BUSINESS

~~**7.01: Consider Adopting Resolution #18-066 Approving Home Occupation Permit at 5751 177th Avenue NW (Project #17-152); Case of Tracer Landscape and Concrete LLC**~~

This item was removed from the agenda

7.02: Consider Adopting Ordinance #18-04 Establishing E-3 Employment District

Community Development Director Gladhill reviewed the staff report and noted that the City Council was previously supportive of the Ordinance as presented and the Planning Commission also recommended adoption of Ordinance #18-04, establishing the proposed E-3 zoning district

within the City of Ramsey. He stated that the E-3 District is intended to govern general industrial and commercial activity within the City's new Industrial Park.

Motion by Councilmember Kuzma, seconded by Councilmember Riley, to waive the City Charter requirement to read the ordinance aloud and Adopt Ordinance #18-04 Establishing Section 117-124 "E-3 Employment District" of Chapter 117 of the City Code of Ramsey, Minnesota.

A roll call vote was performed by the Recording Secretary:

Councilmember Riley	aye
Councilmember Shryock	aye
Councilmember Johns	aye
Councilmember Kuzma	aye
Acting Mayor LeTourneau	aye

Motion carried.

7.03: Consider Adopting Ordinance #18-05 Rezoning of Subject Properties to E-3 Employment District

Community Development Director Gladhill reviewed the staff report and stated that the Ordinance was previously introduced by the City Council at the January 9, 2018 City Council meeting and is now eligible for adoption. He stated that the Planning Commission also recommended adoption of Ordinance #18-05 Rezoning Identified Properties to E-3 Employment District.

Councilmember Riley asked for details on the one parcel that is suggested not to be rezoned at this time.

Community Development Director Gladhill stated that staff would recommend leaving that property as high-density residential as requested by the property owner. He stated that staff believes that it would make sense for the zoning to be consistent with the surrounding properties but because of the desire of the property owner, staff will continue to work with the property owner to determine the best zoning for that property.

Motion by Councilmember Shryock, seconded by Councilmember Johns, to waive the City Charter requirement to read the ordinance aloud and Adopt Ordinance #18-05 Amending Section 117-90 "MAP" of Chapter 117 of the City Code of Ramsey, Minnesota, amending the property on the corner of Puma and Bunker, leaving that property as high-density residential.

A roll call vote was performed by the Recording Secretary:

Councilmember Riley	aye
Councilmember Shryock	aye
Councilmember Johns	aye

Councilmember Kuzma aye
Acting Mayor LeTourneau aye

Motion carried.

7.04: Consider Introducing Ordinance #18-02 Authorizing the City of Ramsey to Sell Five (5) Parcels of Real Property

Asst. City Administrator/Economic Development Manager Brama reviewed the staff report and recommendation to adopt Ordinance #18-02 authorizing the City to sell five parcels of real property no longer needed for current or future City functions.

Councilmember Johns asked for additional information on the land that was being held for the public works campus.

Asst. City Administrator/Economic Development Manager Brama stated that the City will only need a portion of the parcel for the public works campus. He stated that he would list the entire parcel for sale with the intent that the property would be spilt in the future, with the City retaining the portion that it will need. He stated that by declaring property surplus and available for sale, that does not require the City to list the property for sale. He explained that the City must go through this process in order to list property for sale.

Councilmember Kuzma asked if staff will be bringing a request forward to split the property in anticipation of the public works campus.

Asst. City Administrator/Economic Development Manager Brama stated that has been contemplated but noted that until the project moves forward, the decision has been delayed to split the property. He noted that project details sometimes change throughout the design process and therefore perhaps the property line would be desired in another location.

Councilmember Kuzma stated that he would prefer to see the property split move forward to secure that portion of land for the future public works campus. He noted that if the property remains whole, the City may receive interest in the whole 20 acres of property and may be inclined to sell the entire parcel. He noted that his preference would be to reserve the desired parcel for the public works campus.

Councilmember Johns asked if it would be easier to remove the entire parcel and received confirmation.

Motion by Councilmember Johns, seconded by Councilmember Kuzma, to introduce Ordinance #18-02 authorizing the City of Ramsey to sell four (4) parcels of real property, amending the proposed motion to remove the 20-acre parcel at Jasper and 143rd.

Further discussion: Acting Mayor LeTourneau stated that the City went through a similar process in the past, and those parcels were listed by a real estate firm. He asked if the City would go through a similar process to determine a deal range for these properties. Asst. City

Administrator/Economic Development Manager Brama stated that these properties have already been included in the deal range and marketing discussions.

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

7.05: Consider Adopting Resolution #18-080 Approving Plans and Specifications and Authorizing Advertisements for Bids for Bunker Lake Boulevard and Puma Street Pavement Improvements, Improvement Project #18-05

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #18-080 approving plans and specifications and authorizing advertisements for bids for Bunker Lake Boulevard and Puma Street Pavement Improvements, Improvement Project #18-05.

Councilmember Riley asked if the plans will include inspection or borings to ensure there is not variable depth bituminous.

City Engineer Westby confirmed that the pavement cores will be performed.

Acting Mayor LeTourneau asked for details on the mix of TIF 1 and Anoka County HRA funds.

City Engineer Westby stated that it is his understanding that the funds would be split 50/50.

Asst. City Administrator/Economic Development Manager Brama confirmed that there would be a 50/50 split. He stated that depending on the balance of the Anoka County HRA fund, there are additional funds available in the TIF 1 fund that could be used.

Acting Mayor LeTourneau asked for details on the proposed assessment, noting that it appears that one of the three property owners is not participating in the assessment.

City Engineer Westby replied that staff did not include that property owner as part of this work. He explained that although the improvements will serve the property in question, the focus was placed on the other two property owners for this project. He stated that due to the dollar amount of the improvements, it would be difficult to apply a meaningful percentage of the cost to the residential property. He stated that staff did not discuss this at all with that residential property.

Asst. City Administrator/Economic Development Manager Brama explained that the road was negotiated with two large projects, the industrial park and the Capstone project. He stated that in this situation the full developer share was provided by the two larger projects and the residential property is not required to participate in the assessment.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to Adopt Resolution #18-080 Approving Plans and Specifications and Authorizing Advertisements for Bids for Bunker Lake Boulevard and Puma Street Pavement Improvements, Improvement Project #18-05.

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

7.06: Consider Adopting Resolution #18-081 Accepting Bids and Awarding Contract for 2018 Street Overlay Improvements, Improvement Project #18-03

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #18-081 accepting bids and awarding a construction contract for 2018 Street Overlay Improvement, Improvement Project #18-03.

Acting Mayor LeTourneau stated that it is interesting that the City continues to find variability in the depth of the bituminous, which has been consistent throughout the community. He explained that there was a lot of variability in how the streets were constructed in the community but likes that the policy the City has in place now provides requirements for pavement construction and will promote consistency and longevity.

Motion by Councilmember Riley, seconded by Councilmember Shryock, to Adopt Resolution #18-081 Accepting Bids and Awarding Contract for 2018 Street Overlay Improvements, Improvement Project #18-03.

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

7.07: Consider Adopting Resolution #18-091 Authorizing Speed Study Request for Bunker Lake Boulevard/CSAH 116 between Armstrong Boulevard/CSAH 83 and Sunfish Lake Boulevard/CSAH 57

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #18-091 authorizing submittal of a speed study request to Anoka County for the segment of Bunker Lake Boulevard/CSAH 116 between Armstrong Boulevard/CSAH 83 and Sunfish Lake Boulevard/CSAH 57. He noted that the Public Works Committee passed a motion by a 2-1 vote to recommend that the City Council authorize submitting a request to Anoka County for MnDOT to conduct a speed study on Bunker Lake Boulevard/CSAH 116 between Armstrong Boulevard and Sunfish Lake Boulevard.

Councilmember Kuzma stated that he does not support this action. He noted that the speed limit has been 55 mph for some time and did not see a benefit of lowering the speed limit. He stated that the builder was aware of the speed when he built the homes. He stated that if there is a problem with pedestrian safety crossing the road, he would consider an action for that.

Councilmember Riley stated that he received a text from his daughter the previous week stating that 55 mph is too fast for that roadway.

Councilmember Johns stated that the Public Works Committee discussed this at their last meeting and supports this action. She stated that there are a lot of families on the north side of Bunker that try to cross Bunker Lake Boulevard. She noted that there is also inconsistency in the

speed of the roadway from Armstrong through to Andover. She believed that a lower speed would be appropriate in the center of the City where people are attempting to cross.

Acting Mayor LeTourneau stated that decisions on the speed were made many years ago and the environment since that time has drastically changed. He stated that he is not sure what the result of the speed study would be but believes that it would be worth looking at the study.

Councilmember Shryock agreed with the comments about creating consistency and safety.

Motion by Councilmember Shryock, seconded by Councilmember Johns, to Adopt Resolution #18-091 Authorizing Speed Study Request for Bunker Lake Boulevard/CSAH 116 between Armstrong Boulevard/CSAH 83 and Sunfish Lake Boulevard/CSAH 57.

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

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced upcoming meetings and events.

Acting Mayor LeTourneau recognized students present at the meeting.

Tommy Chuba, Elk River High School student, stated that he is present tonight as part of a class assignment to attend a local government meeting.

9. ADJOURNMENT

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

Motion carried.

The regular meeting of the City Council adjourned at 8:09 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session

4. 4.

Meeting Date: 05/22/2018

Submitted For: Jo Thieling, Administrative Services

By: Jo Thieling, Administrative Services

Information

Title

Approve Request to Declare Surplus Property

Purpose/Background:

Staff is requesting Council declare the following property surplus and authorize recycling of same:

- Samsung Monitor
 - SN# 04NUHCLG901231D
- HP monitor LA2205wg
 - SN# 3CQ0380T3C
- MAG Innovation monitor
 - Model 780
 - SN# E7Y2204399U
- OptiQuest monitor
 - SN# QY6074701826
- One phone handset
- Three pairs of speakers
- Three computer mice
- Two Keyboards
- Box of various batteries
- Three cell phone chargers
- Various Cables
- EIKI Projector
- Crestron Screen Control Panel
- Extron Distribution Amplifier
- 2x Broaddata Link Bridges
- 2x HP dc7900 Ultra Slim Desktops
- HTC One M8 Cell Phone
- iPhone 6 Cell Phone
- HP 8300 Desktop PC
- 17" LCD Monitor

All items have been replaced and/or have reached the end of useful life.

Recommendation:

Staff recommends Council declare the above named items as surplus and authorize recycling of same.

Action:

Staff is requesting Council declare the following property surplus and authorize recycling of same:

- Samsung Monitor
 - SN# 04NUHCLG901231D
- HP monitor LA2205wg
 - SN# 3CQ0380T3C
- MAG Innovation monitor
 - Model 780

- SN# E7Y2204399U
- OptiQuest monitor
 - SN# QY6074701826
- One phone handset
- Three pairs of speakers
- Three computer mice
- Two Keyboards
- Box of various batteries
- Three cell phone chargers
- Various Cables
- EIKI Projector
- Crestron Screen Control Panel
- Extron Distribution Amplifier
- 2x Broaddata Link Bridges
- 2x HP dc7900 Ultra Slim Desktops
- HTC One M8 Cell Phone
- iPhone 6 Cell Phone
- HP 8300 Desktop PC
- 17" LCD Monitor

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	05/17/2018 08:12 AM
Form Started By: Jo Thieling		Started On: 05/08/2018 08:31 AM
Final Approval Date: 05/17/2018		

CC Regular Session

4. 5.

Meeting Date: 05/22/2018

By: Mark Riverblood, Engineering/Public Works

Information

Title:

Approve Contribution for a New Recreational Amenity—Proposal by Girl Scout Troop #15293

Purpose/Background:

The purpose of this case is to approve a contribution of \$500 for the creation/location of a 'Gaga Ball Pit' for North Commons, a neighborhood park in the NW area of The COR.

Northern Star Council Girl Scout Troop #15293 of Ramsey, have been organizing the proposed project for some time, and are enthusiastic about bringing a new recreational opportunity for young people in the community. The Scouts' proposal is attached, and fully meets with the terms and intent of the Lawful Gambling Improvement Program. Troop members were in attendance at the March 2018 regular Park and Recreation Commission meeting to present their project, discuss its merits and responded to questions from the Commission.

Notification:

Observations/Alternatives:

The Park and Recreation Commission, recommended approval of the proposal and requests final City Council approval for the project. The Girl Scouts are finalizing their other fund raising endeavors, and hope to have the project constructed (by volunteers) and in place for kick-off event at the park on Saturday, June 23rd, 2018.

Funding Source:

The funding would be in the amount of \$500 from the City's Lawful Gambling Improvement Fund—with the balance of approximately \$1,000 secured through other donations, solicited by the Girl Scouts.

Recommendation:

Staff supports the project as presented.

Action:

Motion to approve \$500 from the City's Lawful Gambling Improvement Fund, be appropriated as a match to fund a Gaga Ball Pit, constructed by volunteers at North Commons park.

Attachments

Proposal

Lawful Gambling Fund program

Stipulated Uses

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	05/17/2018 08:38 AM
Kurt Ulrich	Kurt Ulrich	05/17/2018 08:53 AM
Form Started By: Mark Riverblood		Started On: 05/16/2018 11:15 AM

City of Ramsey's Park and Recreation Lawful Gambling Fund Improvement Program



This program's purpose is to utilize the City's proceeds from lawful gambling licensed in Ramsey to provide a matching program for the provision of outdoor recreational improvements.

The Park and Recreation Commission's primary mission is to provide, protect, and enhance safe and diverse, active and passive recreation and to plan for and manage natural and developed outdoor resources to the highest quality possible.

Ramsey's City Officials and Staff are pleased to provide you the opportunity to participate in this unique, natural resource and recreation development initiative.

Submission deadline: Two Weeks Prior to any Commission meeting

INTRODUCTION AND GENERAL CONSIDERATIONS

Throughout the year the Commission will solicit and accept applications for projects occurring the following year. Applications will be accepted at any time. The deadline for submittal of projects will be 5:00 p.m. two Wednesdays preceding the regular Commission meeting.

The Commission has available approximately \$5,000, equating to one or more projects totaling more than \$10,000 in "value".

Applicants are urged to make early contact with a Commissioner or staff member to: ensure appropriateness with the program's intent and the City's plans; to potentially improve the proposal with other elements and cooperation; and, to define potential City project assistance.

Applying for this program is not a guarantee of funding. If there is a more appropriate source of funding, your proposal may not be eligible or you will be advised early in the process to seek other sources of assistance.

The Commission reserves the right to modify the provisions of this application when it is deemed in the best interest of the City, including modifying the available dollars to fund additional worthwhile projects. Conversely, the Commission may decide not to fund any projects in a given year.

The project must clearly benefit youth of Ramsey by recreational improvements or related property improvements with City limits, or in the case of outdoor environmental education, the project must provide lasting benefits for Ramsey's residents.

Project Report and Award

After recommendation and approval by City Council, and notification of a successful application; the Commission, and/or Staff, will establish the projects reporting requirements. This may simply be a brief written summary of the project upon completion. Documentation, such as pictures of the various stages, may be desired by the Commission for use in promoting this program. Upon successful completion of the project, the City will issue a check for approved expenditures, or in some cases, materials may be purchased directly by the City.

APPLICATION AND PROCEDURE

There are four primary elements to this application. The first component of the application is the qualifying criteria. Proposers **must** answer the qualifying criteria in the affirmative to be considered further. For purposes of Qualifying Criteria Statement Number 4, the adult volunteer monetary rate is \$7.00 per hour.

The second is a brief written narrative. This should speak to the project's expected outcomes and describe **how** it meets with the qualifying criteria.

The third part of the application is a written response to the project considerations.

The final, and an important element of this application, is the project presentation before the Commission. It will be helpful to visualize the project (or problem) through photos, sketches, or to have a "sample" on hand of what the city's participation will facilitate. When possible, these exhibits should be provided to the Commission with the application itself.

Project proposals should be turned in at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, MN. One copy is sufficient unless materials are not photo copy suitable (such as photographs) in which case nine copies would be helpful.

Questions or clarification on the materials may be directed to; 763 427 1410, where a staff person or commissioner will assist you.

Name: Liz Renkert
Address: 2114 - 1520th Ave NW, Andover, MN 55304
Phone - Day: 612-414-5902 Evening: _____
E-mail: Lrenkert@myservion.com

* I represent Girl Scout Troop #15293.
We are a troop within the local
Northern Star Council.

QUALIFYING CRITERIA

Please provide a yes or no, or a brief explanation to the following statements.

1. The project clearly and primarily benefits youth and/or identified park, recreational and natural resource needs located within Ramsey's City limits.

Yes: X

No: _____

We are looking to build in North Commons Park
We are trying to provide a teen activity close to the COR.

2. The project is low maintenance or that which is commonly associated with recreation and parks.

Yes: X

No: _____

3. The applicant or their representative will appear before the Park and Recreation Commission at a predetermined meeting to present the proposal and answer any questions.

Yes: X

No: _____

4. A minimum fifty-fifty match of dollars or labor at the current volunteer rate is required by the applicant and must be detailed in the budget.

Yes: X

No: _____

We will provide all the manpower.

NARRATIVE

Describe your proposals objectives, outcomes and the projects benefits. Consider the who, what, why, how and when approach. Ensure that the printing is legible and include exhibits, photos or additional sheets if necessary.

See Attached

PROJECT CONSIDERATIONS

The following statements are intended to encourage quality projects that best address needs and provide optimum return on City participation. Please provide a response to each item, attachments are welcome.

- Describe the project's time line from start to completion.

See Attached

- Provide budget detail, total resources required, sources of these resources, volunteer participation and how the project meets the minimum match of 50 percent, cash or labor. If the project requires less than a 50% match, please demonstrate.

See Attached

*Please Note: Per Girl Scout requirements, we are only allowed to receive \$500⁰⁰ in grant funds.

- Has the project begun?
We are in the planning stages now.
- Is the applicant prepared to make commitments for future operation and/or maintenance?
Yes, one of us lives within viewing distance. We will watch for any necessary maintenance.
- Does the project represent a component of a larger City plan?
Yes, this would contribute to nurturing neighborhood and community interaction.
- How is the project disability sensitive?
We are building an ADA approved door to accommodate access for all.

-
- Are Ramsey businesses or contractors recipients of expenditures?
We are planning to use as many local businesses as possible. This is also a requirement of the Girl Scout Silver Award.

Who

Our Girl Scout troop, 15293, will be leading the process (finding volunteers, raising the rest of the money, and planning), and will be supervised by troop leaders Elizabeth "Liz" Renkert and Kristen Camacho. We plan on getting volunteers to help build the Gaga Pit through handing out flyers door to door and in school announcements.

What

We plan on building a Gaga Ball pit. Gaga Ball is an activity in which multiple people hit a large ball back and forth trying to hit each other. It's a competitive game that many camps have. The pit itself will be an octagonal wooden structure. Each side will have three 2"x10"x8' pressure treated lumber boards, giving it 30 inches (or 2'6") in total height. To hold the boards together will be steel brackets that can be bought online; and will have protective top rails for safety. Both can be bought online from gagaballpits.com.

Where

We are going to put the pit in North Commons park, close to the playground. If it's close to the playground then older kids can use it while still being able to see their younger siblings. A dog park was originally going to be put there so there is a lot of empty space. There are many houses near the park and plans for new development, so lots of people could potentially go.

Why

One problem the younger generation is that we tend to stay inside. Because of technology we stay in and play video games or just watch YouTube videos all day instead of playing soccer with our friends. Chances are preteens and teens don't want to slide down slides and go on monkey bars where their feet touch the ground. If we put this pit in it could potentially lead to more teens and preteens going to the park. It would not only get them outside, they would also be active.

When

So we can make sure that the ground is warm and that we will have all the money and materials we need, we plan on June. Right now, our two planned building days are 6/9/18 & 6/10/18. We also are going to have an opening day game tournament, this will inform people that it's there and what it is. That will be held on 6/16/18.

Date + amount of time spent	What was done on this date or during this time.
September 21, 2017 1 hour	We came up with the idea of what we were going to do. Then proceeded to assign jobs for our Gaga research that was to be presented to Mark Riverblood.
November 9, 2017 1 hour	We shared what we found in our research, then we found what we were missing in our research. After doing so we decided to do more research on our missing information needed for our presentation.
December 14, 2017 1 hour	We shared our new information and talked about a way to present our data to Mark Riverblood. We talked about who should talk about what, and also how we should present.
December 27, 2017 3 hours	We practiced presenting our data before going to see Mark. Then later on that day we went and presented our information to Mark, and were then approved by him.
January 9, 2018 1 hour	Talk about how we want to present our idea to the City Council, and worked on our grant packet from the city.
February 8, 2018 3 hours	Decide for sure how we wish to present to the City Council, and practice how we wish to perform. Then later on go to the City Council and present what we are going to do.
March 8, 2018 1 hour	Work on writing out how to play and rules for putting on a plaque.
March 8, 2018 - April 12, 2018 2 hours	Work on contacting people on getting supplies, figure out what supplies we can get for a discount, and work on fundraisers.

<p>April 12, 2018 1 hour</p>	<p>Order supplies and talk about how we are going to get all supplies to the area we need it to be in order to build the Gaga pit.</p>
<p>May 10, 2018 1 hour</p>	<p>Make posters to tell the community about the Gaga pit. The poster will give basic rules, how to play Gaga, the date that we wish to have the opening day game, and also tell them who built the pit and what it's for.</p>
<p>May 10, 2018 - June 10th 1 hour</p>	<p>Go out and put posters out giving out a date of when we wish to open the Gaga pit for the opening game day.</p>
<p>June 10th, 2018, and, June 16th, 2018 12 hours</p>	<p>Preparation, and building days for the Gaga pit with volunteer help.</p>
<p>June 23, 2018 4 hours</p>	<p>Opening day with a big game day teaching people how to play the fun game, for people of all ages.</p>
<p>7 hours</p>	<p>Research time total not in group</p>
<p>8 hours</p>	<p>Time spent doing fundraisers</p>
<p>3 hours</p>	<p>Time spent getting materials</p>

Brackets: gagaballpits.com : \$595

Wood : Home Depot : \$301.68

ADA doorway : gagaballpits.com : \$385

Top safety rails: gagaballpits.com : \$206

Estimated Total: \$1387.68

About 19 hours with volunteers.

About 14 volunteers if each volunteer is working for 1 hour

Each of the girls in the troop should get about 3-4 volunteers

City of Ramsey's Park and Recreation Lawful Gambling Fund Improvement Program



This program's purpose is to utilize the City's proceeds from lawful gambling licensed in Ramsey to provide a matching program for the provision of outdoor recreational improvements.

The Park and Recreation Commission's primary mission is to provide, protect, and enhance safe and diverse, active and passive recreation and to plan for and manage natural and developed outdoor resources to the highest quality possible.

Ramsey's City Officials and Staff are pleased to provide you the opportunity to participate in this unique, natural resource and recreation development initiative.

Submission deadline: Two Weeks Prior to any Commission meeting

INTRODUCTION AND GENERAL CONSIDERATIONS

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Questions or clarification on the materials may be directed to; 763 427 1410, where a staff person or commissioner will assist you.

Name: _____

Address: _____

Phone - Day: _____ **Evening:** _____

E-mail: _____

QUALIFYING CRITERIA

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1. The project clearly and primarily benefits youth and/or identified park, recreational and natural resource needs located within Ramsey's City limits.

Yes: _____

No: _____

2. The project is low maintenance or that which is commonly associated with recreation and parks.

Yes: _____

No: _____

3. The applicant or their representative will appear before the Park and Recreation Commission at a predetermined meeting to present the proposal and answer any questions.

Yes: _____

No: _____

4. A minimum fifty-fifty match of dollars or labor at the current volunteer rate is required by the applicant and must be detailed in the budget.

Yes: _____

No: _____

NARRATIVE

Describe your proposals objectives, outcomes and the projects benefits. Consider the who, what, why, how and when approach. Ensure that the printing is legible and include exhibits, photos or additional sheets if necessary.

PROJECT CONSIDERATIONS

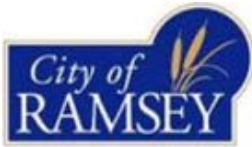
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- Describe the project's time line from start to completion.
- Provide budget detail, total resources required, sources of these resources, volunteer participation and how the project meets the minimum match of 50 percent, cash or labor. If the project requires less than a 50% match, please demonstrate.

- Has the project begun?
- Is the applicant prepared to make commitments for future operation and/or maintenance?
- Does the project represent a component of a larger City plan?
- How is the project disability sensitive?
- Are Ramsey businesses or contractors recipients of expenditures?

5. Lawful Gambling Fund. (Fund 9270)

- (a) The Lawful Gambling Fund shall be used to account for revenues from lawful gambling received by the City in accordance with Code Section 7.61.
- (b) Funding shall consist of the following sources:
 - (1) Lawful gambling proceeds received in accordance with Code Section 7.61; and
 - (2) Outside donations from lawful gambling proceeds; and
 - (3) Interest earnings on the Lawful Gambling Fund from the distribution of pooled interest earnings.
- (c) Expenditures shall consist of the following uses:
 - (1) Expenditures for recreation, community and athletic facilities, as adopted in the annual Capital Improvement Program,
 - (2) Expenditures for community programs and/or services, intended primarily for persons under age 21; such programs that relieve the effects of poverty, homelessness, or disability and such programs that provide activities and facilities for youth. (Other community programs not eligible to be funded here, will be considered as part of the annual General Fund Budget process on a case-by case basis provided they serve a public purpose and can provide written quantification of services to the city).
 - (3) Contribution to a 501(C)(3) Corporation whose purpose is to provide a benefit to the community. Contribution cannot exceed \$5,000 annually.
 - (4) On an annual basis, at least seventy (70) percent of the funds in the Lawful Gambling Fund shall be allocated for expenditures for recreation, community and athletic facilities; and
 - (5) Requests for fund expenditures, and donations toward fund expenditures, received during the prior calendar year will be considered by the Park and Recreation Commission and authorized by the City Council on a case by case basis;



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

CC Regular Session

4. 6.

Meeting Date: 05/22/2018

Submitted For: Patrick Brama, Administrative Services

By: Patrick Brama, Administrative Services

Information

Title:

Approve Inland/ Affinity: Right of Entry Agreement

Purpose/Background:

This case relates to the proposed 174-unit Affinity/ Inland senior independent living apartment project to be located in The COR. The purpose of this case is to approve the attached agreement, which allows Affinity/ Inland temporary access to surrounding city owned properties during construction (staging, grading, maneuvering equipment, etc.). This case is administrative in nature. The City approved a similar agreement with Stone Brook Children's Academy recently. Staff recommends approval. This agreement was reviewed by the City Attorney.

Observations/Alternatives:

NA

Funding Source:

NA

Recommendation:

NA

Action:

Motion to:

Approve the attached right-of-entry agreement related to the Affinity at Ramsey apartment construction project; subject to final review and amendments by the City Attorney.

Attachments

Right of Entry Agreement

Form Review

Inbox

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 05/07/2018

Reviewed By

Kurt Ulrich

Date

05/07/2018 02:49 PM

Started On: 04/27/2018 02:55 PM

RIGHT OF ENTRY AGREEMENT

This **AGREEMENT**, made on this ____ day of _____, 2018 by and between the **CITY OF RAMSEY**, a municipal corporation under the laws of Minnesota (“**City**”), and **CAP Acquisitions, LLC**, a Washington Limited Liability Company (“**OWNER**”).

I. RECITALS

- 1.01. City is the fee owner of the real property legally described within Exhibit A of this Agreement (“**PROPERTY**”).
- 1.02. **OWNER** intends to access and grade the **Property** as part of the development of the Affinity at Ramsey apartment complex and site work on the adjacent parcels.
- 1.03. **City** and **Owner** desire to permit **the Owner** and its agents, employers, contractors and invitees to enter onto the **Property** for the purposes of construction. This access right is limited to the site improvements described within the Development Agreement between the City of Ramsey and CAP Acquisitions LLC dated _____, 2018 (the “**Plans**”). The geographic limits of the construction area are described within Exhibit B of this Agreement.

II. AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties agree as follows:

2.01. **Entry.** Effective upon the date hereof, **City** hereby grants the **Owner** and its agents, employers, contractors and invitees the right to enter upon the **Property** for the purpose of construction as described within the Development Agreement between the City of Ramsey and CAP Acquisitions LLC dated _____ 2018. This right of entry expires the earlier of the issuance of a Certificate of Occupancy for **Owner’s** adjacent parcel or August 1, 2019.

2.02. **Indemnification of the City.** In consideration for such entry, **Owner** agrees to and shall indemnify, defend and hold harmless **City**, its agents, employees and personal representatives from and against any action, claim, damage, liability, loss, cost or expense (including, without limitation, attorney’s fees and costs), resulting from **Owner’s** access of and construction within the **Property**.

2.03 Hazardous Materials. Owner shall not deposit or store hazardous materials on the Property, or carry hazardous materials across the Property, without the City's written permission. Owner is solely liable for any and all damages to people or property, and for any and all environmental response and/or clean-up costs, arising out of Owner's deposit, storage or transfer of hazardous materials upon or across the Property.

2.03. Governing Law. This agreement shall be interpreted in accordance with and governed by the laws of the state of Minnesota.

2.04. Notices and Demands. All notices, demands or other communications under this agreement shall be effective only if made in writing and shall be sufficiently given and deemed given when delivered personally or mailed by certified mail (return receipt requested), postage prepaid, properly addressed as follows:

(a) City of Ramsey, 7550 Sunwood Drive NW, Ramsey, Minnesota 55303, Attention Kurt Ulrich, City Administrator

(b) CAP Acquisitions, LLC, 120 West Cataldo Ave, Suite 100, Spokane, WA 99201, attention Scott Morris

or to such other persons as the parties may, from time to time, designate in writing and forward to the other as proved in this section.

2.06. Amendment. This agreement may be amended by the parties hereto only by written instrument executed with the same procedures and formality followed in the execution of this agreement.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed in their names and behalves and on or as of the date first above written.

The City of Ramsey, Minnesota

By: _____
Sarah Strommen, Mayor

Dated: _____, 2018

By: _____
Kurt Ulrich, City Administrator

Dated: _____, 2018

MK Johnson Properties, LLC.

By: _____
Scott Morris, Manager

Dated: _____, 2018

Exhibit A:

Legal Description of City-owned Property

OUTLOT A, OUTLOT B, and OUTLOT C, AFFINITY AT THE COR, ANOKA COUNTY, MINNESOTA; and,

OUTLOT B, OUTLOT K, OUTLOT J, OUTLOT O, RAMSEY TOWN CENTER ADDITION, ANOKA COUNTY, MINNESOTA.

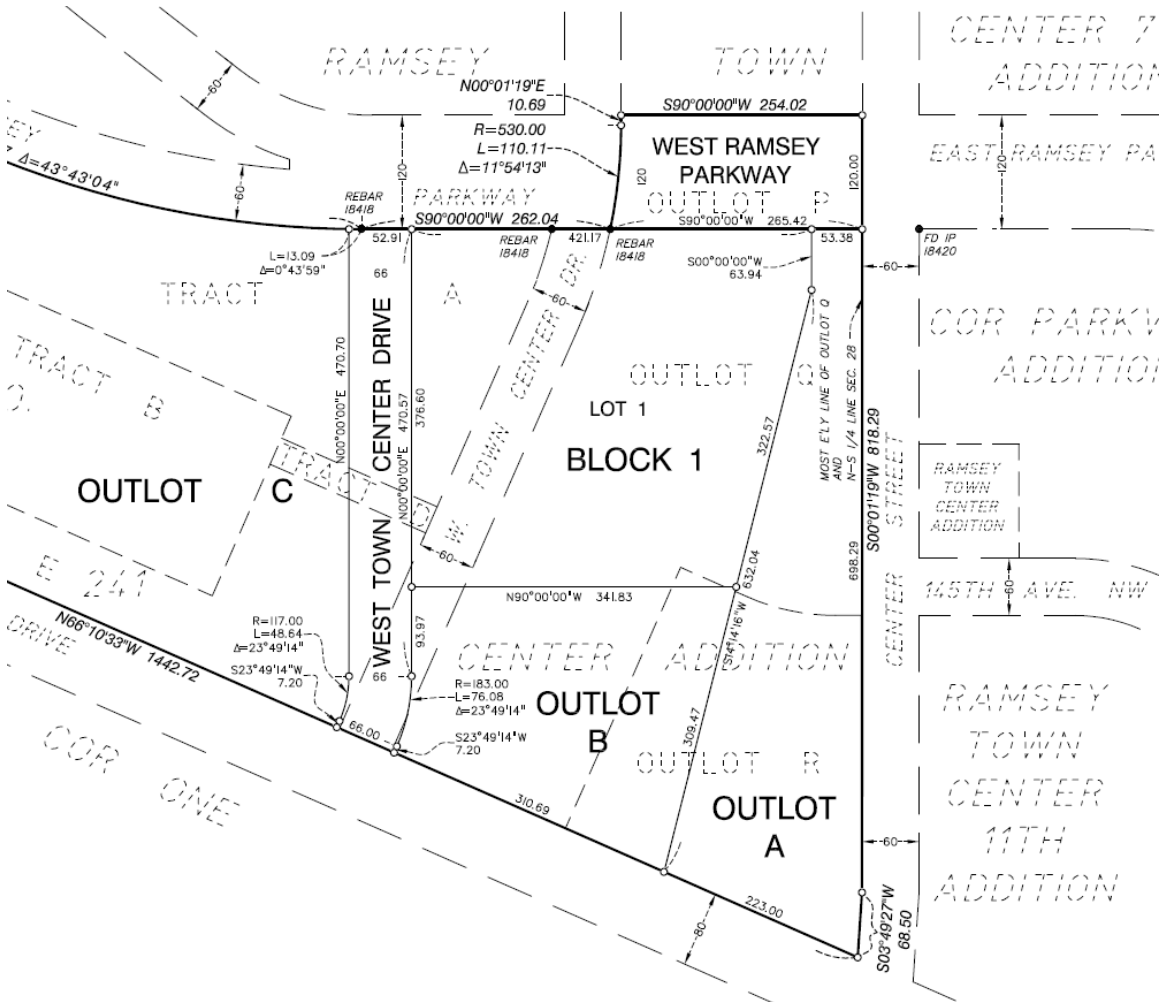


Exhibit B:

Construction Limits as described in Sheet C2.0
Affinity at Ramsey Site Plan

City to be allowed unrestricted access to Outlot B from points A & B from 09/03 to 09/11 in relation to the City's Hometown Festival Happy Days.

1. LOCATIONS OF STRUCTURES, ROADWAY PAVEMENTS, CURBS AND GUTTERS, BOLLARDS, AND WALKS ARE APPROXIMATE AND SHALL BE STAVED IN THE FIELD, PRIOR TO INSTALLATION, FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT.
2. CURB DIMENSIONS SHOWN ARE TO FACE OF CURB, BUILDING DIMENSIONS ARE TO FACE OF CONCRETE FOUNDATION, LOCATION OF BUILDINGS TO BUILDING FOUNDATION AND SHALL BE SHOWN ON THE DRAWINGS.
3. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR SAMPLES AS SPECIFIED FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO FABRICATION FOR ALL PREPARED SITE IMPROVEMENT MATERIALS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING: FURNISHING, PAVEMENTS, WALLS, BRIS, BENCHES, FLAGPOLES, LANDING PADS FOR CURB RAMPS, AND LIGHT AND POLES. THE OWNER RESERVES THE RIGHT TO REJECT INSTALLED MATERIALS NOT PREVIOUSLY APPROVED.
4. PEDESTRIAN CURB RAMPS SHALL BE CONSTRUCTED WITH TRUNCATED DOME LANDING AREAS IN ACCORDANCE WITH ADA REQUIREMENTS (SEE DETAIL).
5. CROSSWALK STRIPING SHALL BE 24" WIDE WHITE PAINTED LINE, SPACED 40" ON CENTER PERPENDICULAR TO THE FLOW OF TRAFFIC, WIDTH OF CROSSWALK SHALL BE 8' WIDE, ALL OTHER PAVEMENT MARKINGS SHALL BE WHITE IN COLOR UNLESS OTHERWISE NOTED OR REQUIRED BY ADA OR LOCAL GOVERNING BODIES.
6. SEE SITE PLAN FOR CURB AND GUTTER TYPES, TAPER BETWEEN CURB TYPES (SEE DETAIL).
7. ALL CURB RAMP ARE MINIMUM 3' UNLESS OTHERWISE NOTED.
8. CONTRACTOR SHALL REFER TO FINAL PLAN FOR LOT BOUNDARIES, NUMBERS, AREAS AND DIMENSIONS PRIOR TO SITE IMPROVEMENTS.
9. FIELD VERIFY ALL EXISTING SITE CONDITIONS, DIMENSIONS.
10. PARKING IS TO BE SET PARALLEL, OR PERPENDICULAR TO EXISTING BUILDING UNLESS NOTED OTHERWISE.
11. ALL PARKING LOT PAINT STRIPING TO BE WHITE, 4" WIDE TYP.
12. RETURNING PAVING TO BE LIGHT DUTY UNLESS OTHERWISE NOTED, SEE DETAIL SHEETS FOR PAVEMENT SECTIONS.
13. ALL TREES THAT ARE TO REMAIN ARE TO BE PROTECTED FROM DAMAGE WITH A CONSTRUCTION FENCE AT THE CRIP LINE, SEE LANDSCAPE DOCUMENTS.

COR 1 ZONING TABLE:

Use	Altered Street	Division Street	Parkway	Connector Street	Division Street	Local Street
Minimum lot size	None	None	None	None	None	None
Minimum lot width	20 feet	25 feet	20 feet	20 feet	20 feet	25 feet
Minimum lot depth	80 feet	80 feet	80 feet	80 feet	80 feet	80 feet
Allowable residential	>= 50 DU/AC	>= 25 DU/AC	>= 35 DU/AC	>= 25 DU/AC	>= 25 DU/AC	>= 10 DU/AC
Minimum floor area ratio (FAR) for nonresidential uses - vertically mixed buildings only	.75	.75	.75	.75	.75	.75

SITE PLAN LEGEND:

- PUBLIC STREET PAVEMENT, SEE DETAIL 8 ON SHEET C2.0
- PRIVATE STREET PAVEMENT, SEE DETAIL 5 ON SHEET C2.0
- CONCRETE PAVEMENT AS SPECIFIED (PAD OR WALK) & CONCRETE DETAIL, REPORT FOR AGGREGATE SIZE
- CONSTRUCTION LIMITS
- CURB AND GUTTER NOTES (T.O., T.P. OUT, GUTTER WHERE APPLICABLE SEE PLAN)
- EMERGENCY OVERFLOW

TRAFFIC DIRECTIONAL ARROW PAVEMENT MARKINGS

SEEN AND POST ASSEMBLY, SHOP DRAWINGS REQUIRED.

- HC = ACCESSIBLE SEEN
- HP = NO PARKING FIRE LANE
- ST = STOP
- CP = COMPACT CAR PARKING ONLY
- EXTERIOR LIGHT, SEE LIGHTING PLAN FOR DETAILS AND SCHEDULES

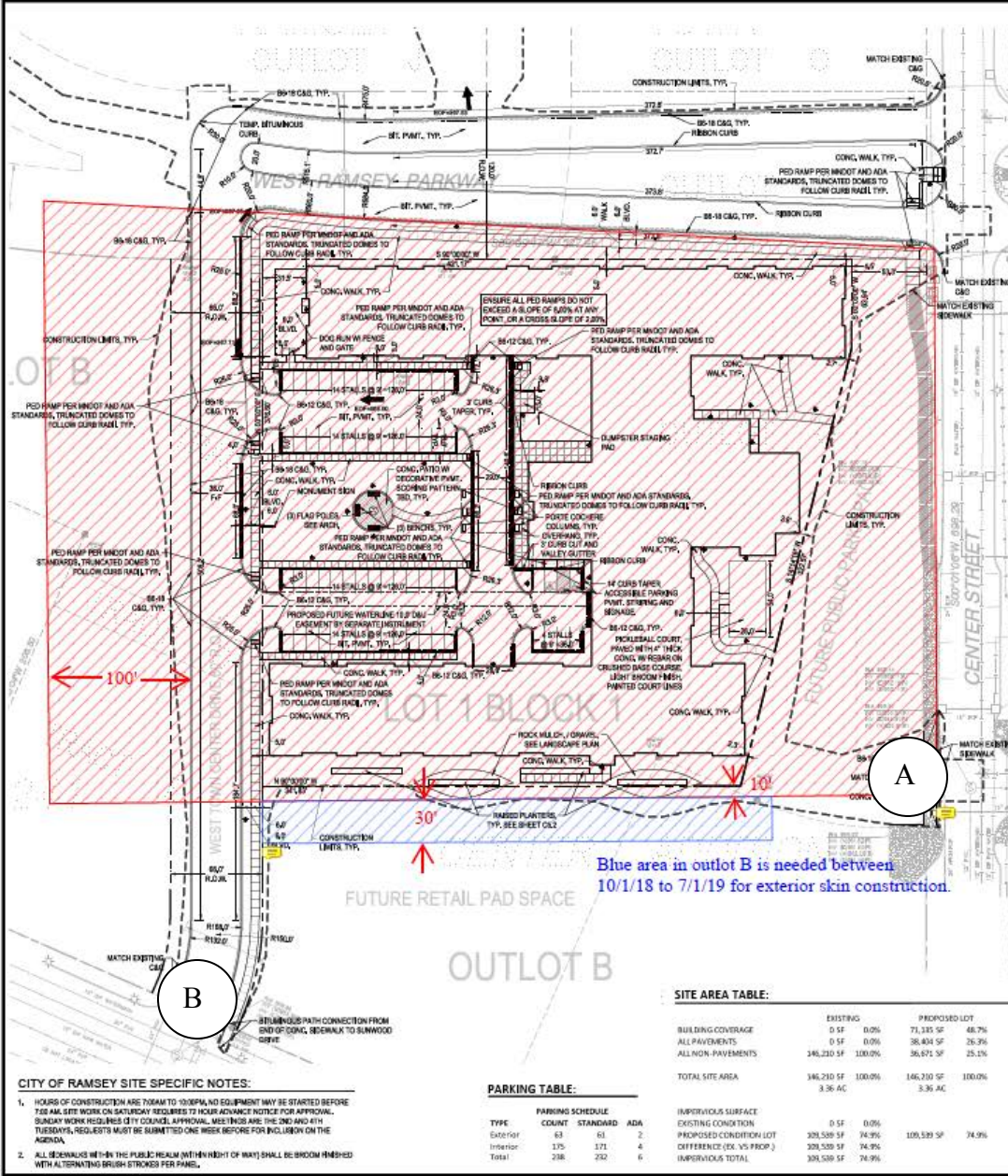
GOPHER STATE ONE CALL
www.gopheronecall.com
800-258-1188 TOLL FREE
910-448-0100

REVISION SUMMARY

NO.	DESCRIPTION	DATE
1/2023	ISSUE SUBMITTAL SET	
2/2023	ISSUE SUBMITTAL SET	
3/2023	ISSUE SUBMITTAL SET	

PROJECT NO. 1101

SITE PLAN



SITE AREA TABLE:

	EXISTING	PROPOSED LOT
BUILDING COVERAGE	0 SF 0.0%	71,185 SF 48.7%
ALL PAVEMENTS	0 SF 0.0%	38,404 SF 25.3%
ALL NON-PAVEMENTS	146,210 SF 100.0%	36,671 SF 25.1%
TOTAL SITE AREA	146,210 SF 100.0%	146,210 SF 100.0%
	3.36 AC	3.36 AC

PARKING TABLE:

TYPE	COUNT	STANDARD	ADA	IMPROVED SURFACE	EXISTING CONDITION	PROPOSED CONDITION	DIFFERENCE (EX. VS. PROP.)	IMPROVED SURFACE TOTAL
Exterior	63	61	2	0 SF 0.0%	301,539 SF 74.9%	100,539 SF 74.9%		301,539 SF 74.9%
Interior	175	171	4	0 SF 0.0%	301,539 SF 74.9%	301,539 SF 74.9%		301,539 SF 74.9%
Total	238	232	6					

CITY OF RAMSEY SITE SPECIFIC NOTES:

1. HOURS OF CONSTRUCTION ARE 7:00AM TO 10:00PM AND EQUIPMENT MAY BE STARTED BEFORE 7:00 AM. SITE WORK ON SATURDAY IS REQUIRED TO BE ADVANCE NOTICE FOR APPROVAL. SUNDAY WORK REQUIRES CITY COUNCIL APPROVAL. MEETINGS ARE THE 2ND AND 4TH TUESDAYS. REQUESTS MUST BE SUBMITTED ONE WEEK BEFORE FOR INCLUSION ON THE AGENDA.
2. ALL SIDEWALKS WITHIN THE PUBLIC REALM (WITHIN RIGHT OF WAY) SHALL BE BROWN FINISHED WITH ALTERNATING BRUSH STROKES PER PANEL.

AFFINITY AT RAMSEY
RAMSEY, MINN 55050
INLAND GROUP
120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

PROJECT

THESEY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Matthew R. Pank
MPE LICENSE NO. 6083

ISSUE/SUBMITTAL SUMMARY

DATE/DESCRIPTION

1/2023 ISSUE/SUBMITTAL SET

2/2023 ISSUE/SUBMITTAL SET

3/2023 ISSUE/SUBMITTAL SET

REVISION SUMMARY

DATE/DESCRIPTION

1/2023 ISSUE/SUBMITTAL SET

2/2023 ISSUE/SUBMITTAL SET

3/2023 ISSUE/SUBMITTAL SET

PROJECT NO. 1101

SITE PLAN

C2.0

© COPYRIGHT 2023 CIVIL SITE GROUP INC

CC Regular Session

4. 7.

Meeting Date: 05/22/2018

Submitted For: Patrick Brama, Administrative Services

By: Patrick Brama, Administrative Services

Information

Title

Approve Lease Agreement: Power Lodge

Purpose/Background:

PURPOSE:

Approve the attached lease agreement with Power Lodge for use of city owned storage space located at 6745 Highway 10 and 6811 Highway 10.

BACKGROUND:

Power Lodge's primary location in Ramsey is 6781 Hwy 10. Power Lodge, formerly known as Pro Power Sports, has been leasing storage space from the city for several years. Their existing lease has expired, and is now month-to-month. Power Lodge would like to extend their lease with the city by three years; and expand the size/ footprint of their lease premises. Power Lodge <https://www.powerlodge.com/>

Observations/Alternatives:

The attached lease agreement is generally consistent with the city's other lease agreements and policy for leasing city owned property. The attached lease agreement was drafted by the City Attorney and reviewed by the City's property management company--Premier Commercial Realty. Specific notes below:

- Terms/ conditions and language has been updated to be consistent with recent lease agreements.
- Includes rent payments that are market rate.
- Maintenance responsibilities are clearly outlined.
- No political signage allowed.
- Early termination clause included.
- Per the City's agreement with Premier Commercial Realty, a commission payment will be made to Premier for this lease agreement.
- This lease agreement is being brought forward in conjunction with another lease agreement, for RM Golf Carts. Power Lodge and RM Golf Carts worked together, as a group, with Premier Commercial Realty, to come up with this solution. This Council agenda also contains a lease agreement for RM Golf Carts.

Recommendation:

Approve the attached Lease Agreement.

Action:

Motion to:

Approve the attached lease agreement with Power Lodge for use of city owned property for the purpose of outdoor storage and indoor cold storage; subject to final review and amendments by the City Attorney.

Attachments

Lease Agreement

Ref Map

Rent Summary

Form Review

Inbox

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 05/17/2018

Reviewed By

Kurt Ulrich

Date

05/17/2018 08:45 AM

Started On: 05/15/2018 08:32 AM

LEASE AGREEMENT

THIS LEASE AGREEMENT (hereinafter “Lease”) made as of this _____ day of _____, 2018, is entered into by and between the **City of Ramsey**, a Minnesota municipal corporation, 7550 Sunwood Drive, Ramsey, Minnesota 55303 (“Landlord”) and **Mille Lacs Motor Sports II, Inc.**, a Minnesota corporation, 6781 Highway 10, Ramsey, Minnesota 55303 (“Tenant”).

IN CONSIDERATION OF the mutual agreements expressed herein, the parties agree as follows:

1. **Purpose.** Landlord is the fee owner of the Premises described in Paragraph 2 of this Agreement. Tenant desires to rent the Premises from Landlord for Tenant’s use for recreational equipment sales and service. Landlord is willing to lease the Premises to Tenant pursuant to the terms and conditions of this Lease.

2. **Premises.** Collectively, the “Premises” consists of the following five areas:

- A. Outdoor storage area “A” consisting of a 22,000 square foot area within a parcel legally described as Tract A, Registered Land Survey No. 249, Anoka County, Minnesota, as shown on Exhibit A (PID 34-32-25-21-0103).
- B. Outdoor storage area “B” consisting of a 15,000 square foot area within a parcel legally described as Tract A, Registered Land Survey No. 249, Anoka County, Minnesota, as shown on Exhibit A (PID 34-32-25-21-0103).
- C. Outdoor storage area “C” consisting of 3,200 square foot area within a parcel legally described as Lot 2, Block 1, Deal Industrial Park, Anoka County, Minnesota, as shown on Exhibit A (PID 34-32-25-12-0008).
- D. Outdoor storage area “D” consisting of 12,000 square foot area within a parcel legally described as Lot 2, Block 1, Deal Industrial Park, Anoka County, Minnesota, as shown on Exhibit A (PID 34-32-25-12-0008).
- E. Indoor storage area “E” consisting of 7,900 square feet split between two areas within the rear building on the parcel legally described as Lot 2, Block 1, Deal Industrial Park, Anoka County, Minnesota, as shown on Exhibit A (PID 34-32-25-12-0008).

3. **Term.** The term of this Lease is for a period of three years, commencing on June 1, 2018 (the “Commencement Date”) and ending at midnight on May 31, 2021, unless extended by written agreement of both parties or sooner terminated as provided herein (“Lease Term”). If Tenant desires to end this Lease after a period of one year, Tenant may do so by providing Landlord with 90 days prior written notice. Notwithstanding the Lease Term, Landlord may terminate this Lease at any time at Landlord’s sole option upon 12-month prior written notice to Tenant.

4. **Use.**

- a. The Premises shall be used by Tenant as a commercial use for motor sports sales and service (boats, ATVs, UTVs, snowmobiles, golf carts, etc.). Auto and motorcycle sales are not permitted.
- b. Tenant will not make or suffer any unlawful or offensive use of the Premises or any use or occupancy thereof contrary to any federal law, state law or ordinance of the City of Ramsey now or subsequently hereto made. Tenant will not conduct or permit to be conducted any activity, or place any equipment in or about the Premises, which will in any way increase the rate of fire insurance or other insurance on the Premises; and if any increase in the in the rate of fire insurance or other insurance is stated by any insurance company or by the applicable Insurance Rating Bureau to be due to activity or equipment of Tenant in or about the Premises, such statement shall be conclusive evidence that such increase in such rate is due to such activity or equipment and, as a result thereof, Tenant shall be liable for such increase and shall reimburse Landlord therefore and further, shall discontinue or cause the discontinuance of such conduct or shall remove such equipment upon Landlord’s demand made at any time thereafter.
- c. Tenant’s use of the Premises shall be consistent with Exhibit A.
 - i. Outdoor Storage Area A is largely unimproved as of the commencement date of this Lease and does not comply with City zoning requirements. Within two years from the commencement of this Lease, the Tenant shall make all required improvements to bring Area A into compliance with city zoning ordinances. The Tenant is responsible for funding and constructing the required improvements which include, but are not limited to: grading, storm water, asphalt paving, concrete curb/ gutter, screening, land use permit fees, land use application fees, and third-party professional service fees. If the Tenant defaults on this requirement, it shall immediately vacate Lease Area A.
 - ii. The area to the west of Outdoor Storage Area A is not part of this lease and cannot be used for any purpose by Tenant. Any vehicles or other items belonging to Tenant found on this non-leased area, or on any other property owned by Landlord but not leased by Tenant, is subject to removal by Landlord at Tenant’s cost.

- iii. The non-leased area south of Outdoor Storage Area B is a through way for movement of traffic. This area is not to be used for parking by Tenant, its agents, employees or invitees.
 - iv. A 15-foot-wide through lane must be maintained at all times in Outdoor Storage Areas A, B, C and D for emergency vehicles to get through the storage areas.
 - v. Tenant shall install a gated fence on the east side of Outdoor Storage Area D and provide a gate key to Landlord for emergency access.
 - vi. RM Golf Carts leases Indoor Storage Area F. Tenant shall provide a license to RM Golf Carts for ingress/egress through Outdoor Storage Area D to allow access to Area F.
- d. Any sign, lettering, picture, notice or advertisement installed on or in any part of the Premises and visible from public areas must be approved by Landlord, which approval shall not be unreasonably withheld, and installed at Tenant's expense. Political signs are prohibited on the Premises. If this subparagraph is violated, Landlord may remove the sign(s) without liability and may charge the expense incurred by such removal to Tenant.

5. **Rent.** Tenant covenants and agrees to pay to Landlord at the Landlord's Agent Office without demand, monthly rent in the following amounts:

Year 1 (June 1, 2018 through May 31, 2019): \$2,762.08
Year 2 (June 1, 2019 through May 31, 2020): \$2,844.95
Year 3 (June 1, 2020 through May 31, 2021): \$2,930.29

All Rent shall be payable on the first day of each month during the Lease Term. If Landlord does not receive the full Rent by the fifth day of the month at 3:00 p.m., at the Landlord's Agent Office, Tenant must pay a \$200.00 late fee as an additional rent. Rent is "paid" when Landlord receives it, not when mailed by the Tenant, date stamped by the Tenant, or sent by Tenant.

6. **Additional Rent.** In addition to the Rent set forth in Paragraph 5 of this Lease, Tenant covenants and agrees to pay as additional rent all monies required to be paid by Tenant as set forth in the balance of this Lease. Specifically, but not by way of limitation, the reasonable value of any action taken or materials used by Landlord to correct or mitigate any violations of this Lease by the Tenant shall be deemed additional rent and charged to Tenant payable with the Rent as set forth in Paragraph 5.

7. **Utilities and Trash Removal.** Tenant is solely responsible for paying for all utilities servicing the Premises, including but not limited to, water, natural gas and electricity. Tenant is also responsible for paying for the removal of all trash and recycling materials generated as a result of Tenant's use of the Premises. Landlord is not responsible for any interruption in such services beyond the reasonable control of Landlord.

8. **Real Estate Taxes and Special Assessments.** Landlord is responsible for the payment of all real estate taxes and special assessments pertaining to the Premises during the Lease Term. Tenant is responsible to pay the City's quarterly Stormwater Management Fee.

9. **Repair and Maintenance.** Except as otherwise provided herein, Tenant shall keep in good order and repair the entire Premises, at its sole cost, ordinary wear and tear excepted. Tenant shall keep the abutting parking areas free of ice and snow. Tenant accepts the Premises AS IS as of the date of commencement of this Agreement. Tenant may, but is not obligated to, maintain and repair the roof, building foundation and parking lot. Tenant acknowledges that the indoor and outdoor areas are leased to Tenant AS IS and Landlord is not obligated to repair those portions of the Premises absent a separate, mutual, written agreement with Tenant. Notwithstanding any other term of this Agreement, if the roof or building foundation fails so as to render the Premises substantially unusable, Tenant may terminate this Agreement.

If Tenant fails, refuses or neglects to maintain or repair the Premises as required in this Lease after written notice is given to the Tenant by Landlord, Landlord may make such repairs without liability to Tenant for any loss or damage that may accrue to Tenant's merchandise, fixtures or other property or to Tenant's business by reason thereof, and upon completion thereof, Tenant shall pay to Landlord all costs plus 15% overhead incurred by Landlord in making such repairs upon presentation to Tenant of the bill therefore.

10. **Tenant's Improvements, Alterations and Remodeling.** Tenant shall be permitted to perform improvements, alterations or remodeling on or to the Premises consistent with its intended use thereof; provided however, that such improvements shall be done at the sole expense of Tenant and provided that any single improvement reasonably expected to exceed \$2,500.00 in cost may be done only with Landlord's prior written consent. Notwithstanding the above, Tenant shall not make any alterations to the structure, plumbing, electrical, or HVAC systems of the Indoor Storage Area (Area E) without the prior written consent of Landlord.

11. **Assignment or Subletting.** Tenant may not assign, transfer, mortgage or encumber this Lease, and may not sublet, rent or permit occupancy or use of the Premises, or any part thereof, by any third party without Landlord's written consent; no assignment or transfer of this Lease shall be effectuated voluntarily, by operation of law, or otherwise. Any of the foregoing will hereinafter be referred to as an "Assignment" for purposes of this Lease. Tenant is solely responsible for any acts or omissions of any sublessee that violate the terms of this Lease Agreement, and any enforcement of the Lease Agreement by Landlord shall be brought against Tenant.

12. **Destruction of Premises.** If the Premises are totally destroyed (or so substantially damaged as to be wholly untenable) by storm, fire, earthquake or other casualty, this Lease shall terminate as of the date of such destruction or damage, and Rent shall be accounted for between Landlord and Tenant as of that date. If the Premises are damaged but not rendered wholly untenable and the damage can be fully repaired within 90 days from the date of the damage, Rent shall abate in proportion as the Premises have been damaged, and Landlord shall restore within said 90-day time limit, whereupon payment of full Rent shall re-commence.

In the event Landlord fails or refuses to fully repair the Premises within said 90 days, Tenant may terminate this Lease.

13. **Removal of Fixtures.** Unless otherwise approved by Landlord, Tenant must, prior to the termination of this Lease, remove all fixtures and equipment which Tenant has placed in or on the Premises. Tenant must repair all damage caused by removal of fixtures or equipment.

14. **Entry by Landlord.** Landlord or its agents or representatives may enter the Premises at all reasonable hours to inspect the same, clean, make repairs, alterations and additions thereto or exhibit the Premises to prospective tenants, purchasers or others, or for other reasonable purposes as Landlord may deem necessary or desirable, and Tenant shall not be entitled to any abatement or reduction of Rent, or any other sums due. Tenant waives any claim for damages or for any injury or inconvenience or for interference with Tenant's business, and any other loss occasioned thereby.

15. **Default.** If Tenant defaults for 10 days after written notice from Landlord in paying any Rent, including additional rent, or if Tenant shall be declared bankrupt or insolvent according to law or if Tenant shall make an assignment for the benefit of its creditors or if Tenant shall violate or default in any other covenants, agreements, stipulations or conditions herein and such violation or default shall continue for 10 days after written notice from Landlord of such violation or default, then and in such case Landlord lawfully may immediately, or at any time thereafter, and without notice or demand, enter into and upon the Premises, or any part thereof, in the name of the whole, and repossess the same and expel Tenant and those claiming under it and remove their effects, forcibly if necessary, without being taken or deemed to be guilty of any manner of trespass, and prejudice, and Landlord shall have all remedies and recourse which might otherwise be used by Landlord for arrears of Rent or any breach of covenants contained in this Lease.

16. **Quiet Enjoyment.** Landlord covenants and agrees to allow Tenant to peacefully have, hold and enjoy the Premises during the Lease Term, provided that Tenant pays the Rent set forth herein and performs all of Tenant's other agreements and obligations set forth herein.

17. **Nuisance.** Tenant shall conduct its business and control its agents, employees, invitees and visitors in such a manner as not to create waste, odors, nuisance, or interfere with, annoy or disturb any other tenant of Landlord in its operation of the Premises.

18. **Hold Harmless and Liability Insurance.** Except in the case of the negligence of Landlord, its agents or its employees, Tenant agrees to indemnify, save, hold harmless and defend Landlord against all claims, losses or liabilities for injury or death to any person or for damage to or loss of use of any property arising or resulting from the occupancy or use by Tenant of the Premises, including occupancy or use by Tenant's sublessee. Landlord shall not be liable to Tenant, its agents, employees, representatives, customers or invitees for any personal injury, death or damage to property caused by theft, burglary, water, gas, electricity, fire or for any other cause occurring on or about the Premises. All property kept, stored or maintained in the Premises shall be so kept, stored or maintained at the sole risk of the Tenant. Tenant further

agrees to indemnify, defend and hold harmless Landlord from and against any and all claims arising from any breach or default in the performance of any obligation on Tenant's part to be performed under the terms of this Lease. Further, in no event shall Landlord be liable for damages caused by Tenant or Tenant's employees or agents. The provisions of this Paragraph shall survive the expiration or termination of this Lease with respect to any damage, injury, death, breach or default occurring prior to such expiration or termination.

During the Lease Term and any extension thereof, Tenant shall at all times have in full force and effect a policy of general public liability insurance in the amount of the greater of \$2,000,000.00 or the maximum liability for tort liability pursuant to Minnesota Statutes Section 466.04 and any amendments thereto, which insurance shall insure Landlord and Tenant against liability for acts of Landlord and Tenant.

19. **Hazard Insurance.** It shall be the responsibility of Landlord to keep the Premises and its interest therein covered by hazard insurance against loss or damage by fire and other perils. Landlord shall provide to Tenant copies of such insurance policies upon reasonable request of Tenant.

Tenant shall, at its expense, maintain a policy or policies of insurance insuring the Premises against loss or damage by fire, expulsion or other insurable hazards and contingencies for the full insurable value of Tenant's improvements to the Premises and Tenant's personal property.

20. **Security and Damage Deposit.** Tenant shall deposit \$2,500.00 with Landlord as security and damage deposit for the faithful performance of this Lease Agreement, with a credit for any amount previously deposited. Tenant shall supplement Landlord may commingle the deposit with its own funds and use such deposit for any purpose. In the event Tenant fails to perform or fulfill any of the terms of this Lease Agreement, Landlord, either with or without terminating this Lease Agreement, may apply such portion of said deposit as may be necessary to compensate or repay Landlord for all losses or damages sustained or to be sustained by Landlord due to such breach by Tenant, including overdue and unpaid rent and any other sum payable by Tenant to Landlord pursuant to the provisions of this Lease, damages or deficiencies in the reletting of the Premises, and reasonable attorney's fees incurred by Landlord. Should the entire deposit or any portion thereof, be appropriated and applied by Landlord, Tenant, upon written demand by Landlord, shall remit to Landlord a sufficient amount of cash to restore said security deposit to the original sum deposited, and Tenant's failure to do so within 30 days after receipt of such demand shall constitute a breach of this Lease. Said security deposit together with any interest thereon as required by law shall be returned to Tenant less any depletion as a result of the provisions of this paragraph, at the end of the term of this Lease or any renewal thereof, or upon the earlier termination of this Lease.

21. **Time of the Essence.** Time is of the essence with regard to this Lease and the terms therein.

22. **Relationship of Parties.** This Lease shall create the relationship of Landlord and Tenant between the parties and none other.

23. **Holding Over.** If Tenant remains in possession of the Premises, or any part thereof, after the expiration or termination of the Lease Term with the express written consent of Landlord, Tenant shall be deemed to be occupying the Premises as a Tenant at will, subject to all the conditions, provisions and obligation of this Lease insofar as the same can be applicable to a tenant at will; provided, however, that the Rent required to be paid by Tenant during any holdover period shall be a minimum of 1.5 times the monthly Rent which Tenant was obligated to pay for the month immediately preceding the end of the Lease Term, for each month or any part thereof, of any such holdover period. In the event of holding over by Tenant after expiration or termination of this Lease without the written consent of Landlord, Tenant shall be in breach of this Lease and Landlord shall be entitled to all of its rights and remedies under this Lease, in law, or in equity. No holding over by Tenant after the Lease Term shall operate to extend the Lease Term or renew this Lease. In the event of any unauthorized holding over, Tenant shall indemnify Landlord against all claims for damages by any other tenant to whom Landlord may have leased all or any part of the Premises covered hereby effective upon the expiration or termination of the Lease.

24. **Surrender of Premises.** At the termination of this Lease, Tenant shall surrender the Premises and all keys thereof to Landlord.

25. **Eminent Domain.** If the entire Premises are taken by any public authority under the power or threat of eminent domain, then the term of this Lease shall cease as of the day possession shall be taken by such public authority, and the Landlord shall make a pro rata refund of any Rent that has been paid in advance by Tenant for a period beyond the date of the taking. In the event that less than the entire Premises is so taken and provided the Premises are not rendered untenable thereby, then this Lease shall terminate only at the option of the Landlord. In the event that only a part of the Premises is so taken and that this Lease does not so terminate, there shall be a pro rata reduction in Rent to the extent that such taking interferes in any way with Tenant's use of the Premises, and all other terms and provisions of this Lease shall remain in full force and effect. All damages awarded for such taking shall belong to and be the property of the Landlord, irrespective of the basis on which they were awarded.

26. **Subordination.** Tenant agrees that, at the Landlord's election, this Lease shall be subordinate to any land Lease or mortgage now on or to be placed in the future on the Premises or Building and to any and all advances to be made thereunder and to the interest thereon and to all renewals, replacements and extensions thereof, provided that such subordination shall not materially affect either party's obligations under this Lease. Tenant hereby appoints Landlord as its attorney-in-fact to execute such documents as may be required to accomplish such subordination.

27. **No Waiver.** No reference to any specific right or remedy shall preclude Landlord from exercising any other right or from having any other remedy or from maintaining any action to which it may otherwise be entitled either at law or in equity. Landlord's failure to insist upon a strict performance of any covenant of this Lease or to exercise any option or right herein contained shall not be a waiver or relinquishment for the future of such covenant, right or option; but the same shall remain in full force and effect.

28. **Captions.** The captions and headings herein are for convenience and reference only.

29. **Brokers.** Each of the parties represents and warrants to the other that there are no claims for brokerage commission or finder's fees in connection with the execution of this Lease other than Premier Commercial Realty; which represents the Landlord. Both parties agree to indemnify the other against, and hold it harmless from, all liabilities arising from any other such claims including, without limitation, reasonable attorney's fees in connection therewith.

30. **No Partnership.** This Lease does not create a joint venture or partnership relation between the parties hereto.

31. **Hazardous Materials.** In the event Hazardous Material is brought or caused to be brought into or onto the Premises by Tenant, Tenant shall handle any such material in compliance with all applicable federal, state and/or local regulations. For purposes of this paragraph, Hazardous Material means and includes any hazardous, toxic or dangerous waste, substance or material defined as such in (or for the purpose of) the Comprehensive Environmental Response, Compensation and Liability Act, and so-called Superfund law, or any federal state or local statute, law, ordinance, code rule regulation, order or decree relating to or imposing liability or standards of conduct concerning, any hazardous, toxic or dangerous waste, substance or material, as now or at any time hereafter in effect. Tenant will indemnify and hold harmless Landlord from any losses, liabilities, damages, costs or expenses (including reasonable attorney's fees) which Landlord may suffer or incur as a result of Tenant's introduction into or onto the Premises, of any Hazardous Material. This paragraph shall survive expiration or termination of this Lease.

32. **Notices.** All communications, demands, notices or objections permitted or required to be given or served under this Lease shall be in writing and shall be deemed to have been duly given or served if delivered in person to the other party or its duly authorized agent or if deposited in the United States mail, postage prepaid, for mailing by certified or registered mail, return receipt requested, and addressed to the other party to this Lease at the addresses set forth below for each party, or if to a person not a party to this Lease, to the address designated by a party to this Lease in the foregoing manner.

Landlord: City Administrator
City of Ramsey
7550 Sunwood Drive
Ramsey, Minnesota 55303

Landlord's Agent Premier Commercial Realty
299 Coon Rapids Blvd. NW
Coon Rapids, MN 55433

Tenant: Mille Lacs Motor Sports II, Inc.
6781 Highway 10 N.W.
Ramsey, MN 55303

Either party may, by written notice to the other party, designate a different address to which notices must be sent. Such written notice designating a different address must state the party's newly designated address, and must be provided by following the above notice requirements. Commencing on the 10th day after a party gives notice designating a new address to which notices must be sent, the newly designated address shall be the party's address for the purpose of all communication, demands, notices or objections permitted or required to be given or served under this Lease.

33. **Force Majeure.** The time within which any of the parties hereto shall be required to perform any act or acts under this Lease, except for the payment of monies, shall be extended to the extent that the performance of such act or acts shall be delayed by acts of God, fire, windstorm, flood, explosion, collapse or structures, riot, war, labor and/or legal disputes, delays or restrictions by government bodies, inability to obtain or use necessary materials or any cause beyond the reasonable control of such party, provided however that the party entitled to such extension hereunder shall give prompt notice to the other party of the occurrence causing such delay.

34. **Minnesota Law.** This Lease shall be construed and enforced in accordance with the laws of the State of Minnesota. The parties agree that the Minnesota state courts will have exclusive jurisdiction over any dispute arising out of this Lease.

35. **Entire Agreement.** This Lease constitutes the entire agreement between the parties relating to the subject matter described herein. The terms of this Lease are contractual and are intended to be legally binding. This Lease supersedes any and all prior agreements between the parties relating to the subject matter described herein. No party has relied upon any statements, representations, or promises that are not set forth in this Lease. No changes to this Lease will be valid or enforceable unless they are in writing and signed by all of the parties.

36. **Equal Drafting.** In the event any party asserts a provision of this Lease is ambiguous, this Lease must be construed to have been drafted equally by the parties.

37. **Savings Clause.** Each provision of this Lease is separate and distinct and individually enforceable. In the event any provision hereof or the application of any such provision under any circumstance is declared to be unlawful or invalid, the enforceability of all the other provisions shall not be affected.

38. **Counterparts.** This Lease may be executed in multiple counterparts, each of which shall be an original, but all of which together shall constitute a single agreement.

39. **Keys.** Unless expressly permitted by Landlord, no additional locks or similar devices shall be attached to any door or window and no keys other than those provided by Landlord shall be made for any door. If more than two keys for one lock are desired by Tenant, landlord may

provide the same upon payment by Tenant. Upon termination of this Lease or of Tenant's possession, Tenant shall surrender all keys of the Premises and shall explain to Landlord all combination locks on safes, cabinets and vaults.

IN WITNESS WHEREOF, the parties hereto have executed this Lease the date and year first above written.

Landlord's Address:

CITY OF RAMSEY

City Administrator
7550 Sunwood Drive
Ramsey, Minnesota 55303

By: _____
Its: Acting Mayor

ATTEST:

By: _____
Its: City Administrator

Approved as to Form:

Joseph J. Langel, City Attorney

STATE OF MINNESOTA)
)ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by John Le Tourneau, the Acting Mayor, and Kurtis G. Ulrich, the City Administrator, of the City of Ramsey, a Minnesota municipal corporation, under the laws of the State of Minnesota on behalf of the corporation.

Notary Public

Tenant's Address:

MILLE LACS MOTOR SPORTS, INC.

6781 Highway 10 N.W.
Ramsey, Minnesota 55303

By: _____
Its:

STATE OF MINNESOTA)
)ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by _____, the _____ of Mille Lacs Motor Sports, Inc., a Minnesota corporation, under the laws of the State of Minnesota on behalf of the corporation.

Notary Public

293241

Lease Reference Map

A: 22,000 SF, Power Lodge, Outdoor

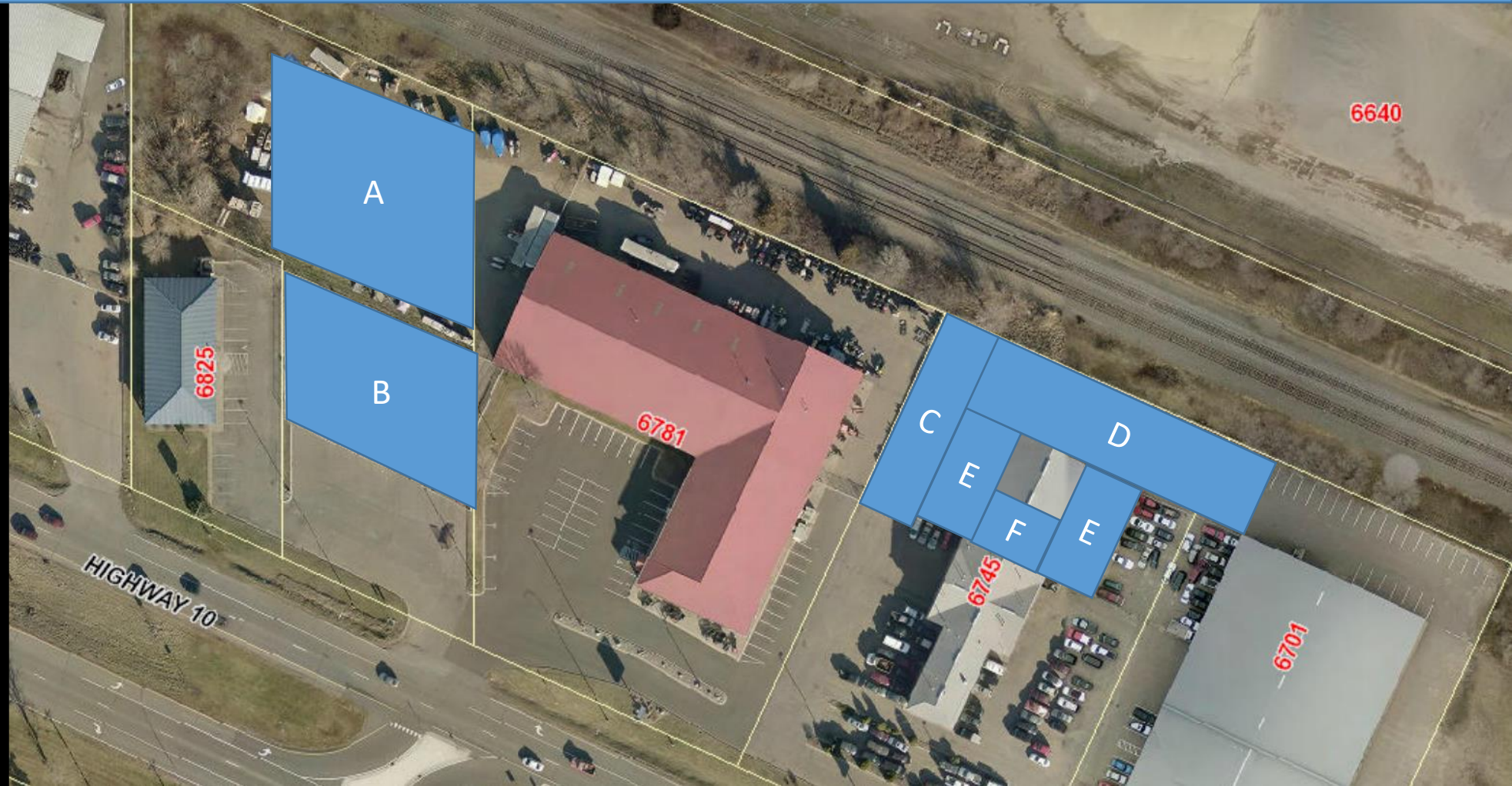
B: 15,000 SF, Power Lodge, Outdoor

C: 3,200 SF, Power Lodge, Outdoor

D: 12,000 SF, Power Lodge, Outdoor

E: 7,900 SF, Power Lodge, Indoor

F: 2,150 SF, RM Golf Carts, Indoor



A			<i>Monthly</i>	<i>Annual</i>	<i>SF</i>	<i>Price PSF</i>
	Jun-18 to	May-19	\$ 861.67	\$ 10,340	22,000	\$ 0.47
	Jun-19 to	May-20	\$ 887.52	\$ 10,650	22,000	\$ 0.48
	Jun-20 to	May-21	\$ 914.14	\$ 10,970	22,000	\$ 0.50

B			<i>Monthly</i>	<i>Annual</i>	<i>SF</i>	<i>Price PSF</i>
	Jun-18 to	May-19	\$ 587.50	\$ 7,050	15,000	\$ 0.47
	Jun-19 to	May-20	\$ 605.13	\$ 7,262	15,000	\$ 0.48
	Jun-20 to	May-21	\$ 623.28	\$ 7,479	15,000	\$ 0.50

C			<i>Monthly</i>	<i>Annual</i>	<i>SF</i>	<i>Price PSF</i>
	Jun-18 to	May-19	\$ 125.33	\$ 1,504	3,200	\$ 0.47
	Jun-19 to	May-20	\$ 129.09	\$ 1,549	3,200	\$ 0.48
	Jun-20 to	May-21	\$ 132.97	\$ 1,596	3,200	\$ 0.50

D			<i>Monthly</i>	<i>Annual</i>	<i>SF</i>	<i>Price PSF</i>
	Jun-18 to	May-19	\$ 470.00	\$ 5,640	12,000	\$ 0.47
	Jun-19 to	May-20	\$ 484.10	\$ 5,809	12,000	\$ 0.48
	Jun-20 to	May-21	\$ 498.62	\$ 5,983	12,000	\$ 0.50

E			<i>Monthly</i>	<i>Annual</i>	<i>SF</i>	<i>Price PSF</i>
	Jun-18 to	May-19	\$ 717.58	\$ 8,611	7,900	\$ 1.09
	Jun-19 to	May-20	\$ 739.11	\$ 8,869	7,900	\$ 1.12
	Jun-20 to	May-21	\$ 761.28	\$ 9,135	7,900	\$ 1.16

Power Lodge Total						
A - E						
			<i>Monthly</i>	<i>Annual</i>		
	Jun-18 to	May-19	\$ 2,762.08	\$ 33,145		
	Jun-19 to	May-20	\$ 2,844.95	\$ 34,139		
	Jun-20 to	May-21	\$ 2,930.29	\$ 35,164		

F			<i>Monthly</i>	<i>Annual</i>	<i>SF</i>	<i>Price PSF</i>
	Jun-18 to	May-19	\$ 195.29	\$ 2,344	2,150	\$ 1.09
	Jun-19 to	May-20	\$ 201.15	\$ 2,414	2,150	\$ 1.12
	Jun-20 to	May-21	\$ 207.18	\$ 2,486	2,150	\$ 1.16

Meeting Date: 05/22/2018

Submitted For: Patrick Brama, Administrative Services

By: Patrick Brama, Administrative Services

Information

Title

Approve Lease Agreement: RM Golf Carts

Purpose/Background:

PURPOSE:

Approve the attached lease agreement with RM Golf Carts for use of city owned cold storage space located at 6745 Highway 10.

BACKGROUND:

RM Golf Cart's primary location is 7039 Hwy 10 (also a city owned property being leased). RM Golf Carts has been leasing cold storage space at 6745 Highway 10 for two years. Their lease at 6745 is set to expire this fall (2018). RM Golf Carts would like to extend their lease at 6745 by three years.

RM Golf Carts: <http://www.rmgolfcarts.com/>

Observations/Alternatives:

The attached lease agreement is generally consistent with the city's other lease agreements and policy for leasing city owned property. The attached lease agreement was drafted by the City Attorney and reviewed by the City's property management company--Premier Commercial Realty. Specific notes below:

- Terms/ conditions and language has been updated to be consistent with recent lease agreements.
- Includes rent payments that are market rate.
- Maintenance responsibilities are clearly outlined.
- No political signage allowed.
- Early termination clause included.
- Per the City's agreement with Premier Commercial Realty, a commission payment will be made to Premier for this lease agreement.
- This lease agreement is being brought forward in conjunction with another lease agreement, for Power Lodge. RM Golf Carts and Power Lodge worked together, as a group, with Premier Commercial Realty, to come up with this solution. This Council agenda also contains a lease agreement for Power Lodge.

Funding Source:

NA

Recommendation:

Approve the attached lease agreement.

Action:

Motion to:

Approve the attached lease agreement with RM Golf Carts for use of city owned property for the purpose of indoor cold storage; subject to final review and amendments by the City Attorney.

Attachments

[Lease Agreement](#)

[Lease Ref Map](#)

[Rent Summary](#)

Form Review

Inbox

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 05/17/2018

Reviewed By

Kurt Ulrich

Date

05/17/2018 08:49 AM

Started On: 05/15/2018 08:33 AM

LEASE AGREEMENT

THIS LEASE AGREEMENT (hereinafter “Lease”) made as of this ____ day of _____, 2018, is entered into by and between the **City of Ramsey**, a Minnesota municipal corporation, 7550 Sunwood Drive, Ramsey, Minnesota 55303 (“Landlord”) and **rm Golf Carts, Inc.**, a Minnesota corporation, 7039 Highway 10, Ramsey, Minnesota 55303 (“Tenant”).

IN CONSIDERATION OF the mutual agreements expressed herein, the parties agree as follows:

1. **Purpose.** Landlord is the fee owner of the Premises described in Paragraph 2 of this Agreement. Tenant desires to rent the Premises from Landlord for Tenant’s use for golf cart sales and service. Landlord is willing to lease the Premises to Tenant pursuant to the terms and conditions of this Lease.

2. **Premises.** The “Premises” consists of 3,000 square feet of a building located on a parcel legally described as Lot 2, Block 1, Deal Industrial Park, Anoka County, Minnesota, as shown on Exhibit A (PID 34-32-25-12-0008) (“Building”). The leased Premises is labeled as area “F.”

3. **Term.** The term of this Lease is for a period of three years, commencing on June 1, 2018 (the “Commencement Date”) and ending at midnight on May 31, 2021, unless extended by written agreement of both parties or sooner terminated as provided herein (“Lease Term”). If Tenant desires to end this Lease after a period of one year, Tenant may do so by providing Landlord with 90 days prior written notice. Notwithstanding the Lease Term, Landlord may terminate this Lease at any time at Landlord’s sole option upon 12-month days prior written notice to Tenant.

4. **Use.**

- a. The Premises shall be used by Tenant for the storage of golf carts and related equipment as part of Tenant’s commercial business. Vehicle sales are not permitted.
- b. Tenant will not make or suffer any unlawful or offensive use of the Premises or any use or occupancy thereof contrary to any federal law, state law or ordinance of the City of Ramsey now or subsequently hereto made. Tenant will not conduct or permit to be conducted any activity, or place any equipment in or about the Premises, which

will in any way increase the rate of fire insurance or other insurance on the Premises; and if any increase in the in the rate of fire insurance or other insurance is stated by any insurance company or by the applicable Insurance Rating Bureau to be due to activity or equipment of Tenant in or about the Premises, such statement shall be conclusive evidence that such increase in such rate is due to such activity or equipment and, as a result thereof, Tenant shall be liable for such increase and shall reimburse Landlord therefore and further, shall discontinue or cause the discontinuance of such conduct or shall remove such equipment upon Landlord's demand made at any time thereafter.

- c. Tenant's use of the Premises shall be consistent with Exhibit A. Access to Indoor Storage Area F is through Outdoor Storage Area D, which is under lease to Mille Lacs Motor Sports, Inc. Tenant shall obtain a license from Mille Lacs Motor Sports, Inc. to gain access through Area D and to the doors of the Building.
- d. Any sign, lettering, picture, notice or advertisement installed on or in any part of the Premises and visible from the exterior of the Building must be approved by Landlord, which approval shall not be unreasonably withheld, and installed at Tenant's expense. Political signs are prohibited on the Premises. If this subparagraph is violated, Landlord may remove the sign(s) without liability and may charge the expense incurred by such removal to Tenant.

5. **Rent.** Tenant covenants and agrees to pay to Landlord at the Landlord's Agent Office without demand, monthly rent in the following amounts:

Year 1 (June 1, 2018 through May 31, 2019): \$195.29
Year 2 (June 1, 2019 through May 31, 2020): \$201.15
Year 3 (June 1, 2020 through May 31, 2021): \$207.18

All Rent shall be payable on the first day of each month during the Lease Term. If Landlord does not receive the full Rent by the fifth day of the month at 3:00 p.m., at the Landlord's Agent Office, Tenant must pay a \$200.00 late fee as an additional rent. Rent is "paid" when Landlord receives it, not when mailed by the Tenant, date stamped by the Tenant, or sent by Tenant.

6. **Additional Rent.** In addition to the Rent set forth in Paragraph 5 of this Lease, Tenant covenants and agrees to pay as additional rent all monies required to be paid by Tenant as set forth in the balance of this Lease. Specifically, but not by way of limitation, the reasonable value of any action taken or materials used by Landlord to correct or mitigate any violations of this Lease by the Tenant shall be deemed additional rent and charged to Tenant payable with the Rent as set forth in Paragraph 5.

7. **Utilities and Trash Removal.** Tenant is solely responsible for paying for all utilities servicing the Premises, if any, including but not limited to, water, natural gas and electricity. Tenant is also responsible for paying for the removal of all trash and recycling materials generated as a result of Tenant's use of the Premises. Landlord is not responsible for any interruption in such services beyond the reasonable control of Landlord.

8. **Real Estate Taxes and Special Assessments.** Landlord is responsible for the payment of all real estate taxes and special assessments pertaining to the Premises during the Lease Term. Tenant is responsible to pay the City's quarterly Stormwater Management Fee.

9. **Repair and Maintenance.** Except as otherwise provided herein, Tenant shall keep in good order and repair the entire Premises, at its sole cost, including all glass, the interior of the Premises, and heating, sprinkler, water and electric fixtures in and upon the Premises, ordinary wear and tear excepted. Tenant shall protect such systems against freezing and damage due to neglect of Tenant, and Tenant shall keep the abutting sidewalks and parking areas free of ice and snow. Tenant shall pay all costs and expenses necessary to maintain the plumbing, heating, air conditioning and electrical systems in and upon the Premises in good order and repair, including replacement if necessary. Tenant accepts the Premises AS IS as of the date of commencement of this Agreement. Tenant may, but is not obligated to, maintain and repair the roof, building foundation and parking lot. Tenant acknowledges that the roof, building foundation and parking lot are leased to Tenant AS IS and Landlord is not obligated to repair those portions of the Premises absent a separate, mutual, written agreement with Tenant. Notwithstanding any other term of this Agreement, if the roof or building foundation fails so as to render the Premises substantially unusable, Tenant may terminate this Agreement.

If Tenant fails, refuses or neglects to maintain or repair the Premises as required in this Lease after written notice is given to the Tenant by Landlord, Landlord may make such repairs without liability to Tenant for any loss or damage that may accrue to Tenant's merchandise, fixtures or other property or to Tenant's business by reason thereof, and upon completion thereof, Tenant shall pay to Landlord all costs plus 15% overhead incurred by Landlord in making such repairs upon presentation to Tenant of the bill therefore.

10. **Tenant's Improvements, Alterations and Remodeling.** Tenant shall be permitted to perform improvements, alterations or remodeling on or to the Premises consistent with its intended use thereof; provided however, that such improvements shall be done at the sole expense of Tenant and provided that any single improvement reasonably expected to exceed \$2,500.00 in cost may be done only with Landlord's prior written consent. Notwithstanding the above, Tenant shall not make any alterations to the structure, plumbing, electrical, or HVAC systems of the Building without the prior written consent of Landlord.

11. **Assignment or Subletting.** Tenant may not assign, transfer, mortgage or encumber this Lease, and may not sublet, rent or permit occupancy or use of the Premises, or any part thereof, by any third party without Landlord's written consent; no assignment or transfer of this Lease shall be effectuated voluntarily, by operation of law, or otherwise. Any of the foregoing will hereinafter be referred to as an "Assignment" for purposes of this Lease. Tenant is solely responsible for any acts or omissions of any sublessee that violate the terms of this Lease Agreement, and any enforcement of the Lease Agreement by Landlord shall be brought against Tenant.

12. **Destruction of Premises.** If the Premises are totally destroyed (or so substantially damaged as to be wholly untenable) by storm, fire, earthquake or other casualty,

this Lease shall terminate as of the date of such destruction or damage, and Rent shall be accounted for between Landlord and Tenant as of that date. If the Premises are damaged but not rendered wholly untenable and the damage can be fully repaired within 90 days from the date of the damage, Rent shall abate in proportion as the Premises have been damaged, and Landlord shall restore within said 90-day time limit, whereupon payment of full Rent shall re-commence. In the event Landlord fails or refuses to fully repair the Premises within said 90 days, Tenant may terminate this Lease.

13. **Removal of Fixtures.** Unless otherwise approved by Landlord, Tenant must, prior to the termination of this Lease, remove all fixtures and equipment which Tenant has placed in the Premises. Tenant must repair all damage caused by removal of fixtures or equipment.

14. **Entry by Landlord.** Landlord or its agents or representatives may enter the Premises at all reasonable hours to inspect the same, clean, make repairs, alterations and additions thereto or exhibit the Premises to prospective tenants, purchasers or others, or for other reasonable purposes as Landlord may deem necessary or desirable, and Tenant shall not be entitled to any abatement or reduction of Rent, or any other sums due. Tenant waives any claim for damages or for any injury or inconvenience or for interference with Tenant's business, and any other loss occasioned thereby.

15. **Default.** If Tenant defaults for 10 days after written notice from Landlord in paying any Rent, including additional rent, or if Tenant shall be declared bankrupt or insolvent according to law or if Tenant shall make an assignment for the benefit of its creditors or if Tenant shall violate or default in any other covenants, agreements, stipulations or conditions herein and such violation or default shall continue for 10 days after written notice from Landlord of such violation or default, then and in such case Landlord lawfully may immediately, or at any time thereafter, and without notice or demand, enter into and upon the Premises, or any part thereof, in the name of the whole, and repossess the same and expel Tenant and those claiming under it and remove their effects, forcibly if necessary, without being taken or deemed to be guilty of any manner of trespass, and prejudice, and Landlord shall have all remedies and recourse which might otherwise be used by Landlord for arrears of Rent or any breach of covenants contained in this Lease.

16. **Quiet Enjoyment.** Landlord covenants and agrees to allow Tenant to peacefully have, hold and enjoy the Premises during the Lease Term, provided that Tenant pays the Rent set forth herein and performs all of Tenant's other agreements and obligations set forth herein.

17. **Nuisance.** Tenant shall conduct its business and control its agents, employees, invitees and visitors in such a manner as not to create waste, odors, nuisance, or interfere with, annoy or disturb any other tenant of Landlord in its operation of the Building or the Premises.

18. **Hold Harmless and Liability Insurance.** Except in the case of the negligence of Landlord, its agents or its employees, Tenant agrees to indemnify, save, hold harmless and defend Landlord against all claims, losses or liabilities for injury or death to any person or for damage to or loss of use of any property arising or resulting from the occupancy or use by

Tenant of the Premises, including occupancy or use by Tenant's sublessee. Landlord shall not be liable to Tenant, its agents, employees, representatives, customers or invitees for any personal injury, death or damage to property caused by theft, burglary, water, gas, electricity, fire or for any other cause occurring on or about the Premises. All property kept, stored or maintained in the Premises shall be so kept, stored or maintained at the sole risk of the Tenant. Tenant further agrees to indemnify, defend and hold harmless Landlord from and against any and all claims arising from any breach or default in the performance of any obligation on Tenant's part to be performed under the terms of this Lease. Further, in no event shall Landlord be liable for damages caused by Tenant or Tenant's employees or agents. The provisions of this Paragraph shall survive the expiration or termination of this Lease with respect to any damage, injury, death, breach or default occurring prior to such expiration or termination.

During the Lease Term and any extension thereof, Tenant shall at all times have in full force and effect a policy of general public liability insurance in the amount of the greater of \$2,000,000.00 or the maximum liability for tort liability pursuant to Minnesota Statutes Section 466.04 and any amendments thereto, which insurance shall insure Landlord and Tenant against liability for acts of Landlord and Tenant.

19. **Hazard Insurance.** It shall be the responsibility of Landlord to keep the Premises and its interest therein covered by hazard insurance against loss or damage by fire and other perils. Landlord shall provide to Tenant copies of such insurance policies upon reasonable request of Tenant.

Tenant shall, at its expense, maintain a policy or policies of insurance insuring the Premises against loss or damage by fire, expulsion or other insurable hazards and contingencies for the full insurable value of Tenant's improvements to the Premises and Tenant's personal property.

20. **Security and Damage Deposit.** Tenant previously deposited with Landlord \$500.00 as a security and damage deposit for the faithful performance of this Lease Agreement. Landlord may commingle the deposit with its own funds and use such deposit for any purpose. In the event Tenant fails to perform or fulfill any of the terms of this Lease Agreement, Landlord, either with or without terminating this Lease Agreement, may apply such portion of said deposit as may be necessary to compensate or repay Landlord for all losses or damages sustained or to be sustained by Landlord due to such breach by Tenant, including overdue and unpaid rent and any other sum payable by Tenant to Landlord pursuant to the provisions of this Lease, damages or deficiencies in the reletting of the Premises, and reasonable attorney's fees incurred by Landlord. Should the entire deposit or any portion thereof, be appropriated and applied by Landlord, Tenant, upon written demand by Landlord, shall remit to Landlord a sufficient amount of cash to restore said security deposit to the original sum deposited, and Tenant's failure to do so within 30 days after receipt of such demand shall constitute a breach of this Lease. Said security deposit together with any interest thereon as required by law shall be returned to Tenant less any depletion as a result of the provisions of this paragraph, at the end of the term of this Lease or any renewal thereof, or upon the earlier termination of this Lease.

21. **Time of the Essence.** Time is of the essence with regard to this Lease and the terms therein.

22. **Relationship of Parties.** This Lease shall create the relationship of Landlord and Tenant between the parties and none other.

23. **Holding Over.** If Tenant remains in possession of the Premises, or any part thereof, after the expiration or termination of the Lease Term with the express written consent of Landlord, Tenant shall be deemed to be occupying the Premises as a Tenant at will, subject to all the conditions, provisions and obligation of this Lease insofar as the same can be applicable to a tenant at will; provided, however, that the Rent required to be paid by Tenant during any holdover period shall be a minimum of 1.5 times the monthly Rent which Tenant was obligated to pay for the month immediately preceding the end of the Lease Term, for each month or any part thereof, of any such holdover period. In the event of holding over by Tenant after expiration or termination of this Lease without the written consent of Landlord, Tenant shall be in breach of this Lease and Landlord shall be entitled to all of its rights and remedies under this Lease, in law, or in equity. No holding over by Tenant after the Lease Term shall operate to extend the Lease Term or renew this Lease. In the event of any unauthorized holding over, Tenant shall indemnify Landlord against all claims for damages by any other tenant to whom Landlord may have leased all or any part of the Premises covered hereby effective upon the expiration or termination of the Lease.

24. **Surrender of Premises.** At the termination of this Lease, Tenant shall surrender the Premises and all keys thereof to Landlord.

25. **Eminent Domain.** If the entire Premises are taken by any public authority under the power or threat of eminent domain, then the term of this Lease shall cease as of the day possession shall be taken by such public authority, and the Landlord shall make a pro rata refund of any Rent that has been paid in advance by Tenant for a period beyond the date of the taking. In the event that less than the entire Premises is so taken and provided the Premises are not rendered untenable thereby, then this Lease shall terminate only at the option of the Landlord. In the event that only a part of the Premises is so taken and that this Lease does not so terminate, there shall be a pro rata reduction in Rent to the extent that such taking interferes in any way with Tenant's use of the Premises, and all other terms and provisions of this Lease shall remain in full force and effect. All damages awarded for such taking shall belong to and be the property of the Landlord, irrespective of the basis on which they were awarded.

26. **Subordination.** Tenant agrees that, at the Landlord's election, this Lease shall be subordinate to any land Lease or mortgage now on or to be placed in the future on the Premises or Building and to any and all advances to be made thereunder and to the interest thereon and to all renewals, replacements and extensions thereof, provided that such subordination shall not materially affect either party's obligations under this Lease. Tenant hereby appoints Landlord as its attorney-in-fact to execute such documents as may be required to accomplish such subordination.

27. **No Waiver.** No reference to any specific right or remedy shall preclude Landlord from exercising any other right or from having any other remedy or from maintaining any action to which it may otherwise be entitled either at law or in equity. Landlord's failure to insist upon a strict performance of any covenant of this Lease or to exercise any option or right herein contained shall not be a waiver or relinquishment for the future of such covenant, right or option; but the same shall remain in full force and effect.

28. **Captions.** The captions and headings herein are for convenience and reference only.

29. **Brokers.** Each of the parties represents and warrants to the other that there are no claims for brokerage commission or finder's fees in connection with the execution of this Lease other than Premier Commercial Realty; which represents the Landlord. Both parties agree to indemnify the other against, and hold it harmless from, all liabilities arising from any other such claims including, without limitation, reasonable attorney's fees in connection therewith.

30. **No Partnership.** This Lease does not create a joint venture or partnership relation between the parties hereto.

31. **Hazardous Materials.** In the event Hazardous Material is brought or caused to be brought into or onto the Premises by Tenant, Tenant shall handle any such material in compliance with all applicable federal, state and/or local regulations. For purposes of this paragraph, Hazardous Material means and includes any hazardous, toxic or dangerous waste, substance or material defined as such in (or for the purpose of) the Comprehensive Environmental Response, Compensation and Liability Act, and so-called Superfund law, or any federal state or local statute, law, ordinance, code rule regulation, order or decree relating to or imposing liability or standards of conduct concerning, any hazardous, toxic or dangerous waste, substance or material, as now or at any time hereafter in effect. Tenant will indemnify and hold harmless Landlord from any losses, liabilities, damages, costs or expenses (including reasonable attorney's fees) which Landlord may suffer or incur as a result of Tenant's introduction into or onto the Premises, of any Hazardous Material. This paragraph shall survive expiration or termination of this Lease.

32. **Notices.** All communications, demands, notices or objections permitted or required to be given or served under this Lease shall be in writing and shall be deemed to have been duly given or served if delivered in person to the other party or its duly authorized agent or if deposited in the United States mail, postage prepaid, for mailing by certified or registered mail, return receipt requested, and addressed to the other party to this Lease at the addresses set forth below for each party, or if to a person not a party to this Lease, to the address designated by a party to this Lease in the foregoing manner.

Landlord: City Administrator
City of Ramsey
7550 Sunwood Drive
Ramsey, Minnesota 55303

Landlord's Agent Premier Commercial Realty
299 Coon Rapids Blvd. NW
Coon Rapids, MN 55433

Tenant: rm Golf Carts, Inc.
7039 Highway 10 N.W.
Ramsey, MN 55303

Either party may, by written notice to the other party, designate a different address to which notices must be sent. Such written notice designating a different address must state the party's newly designated address, and must be provided by following the above notice requirements. Commencing on the 10th day after a party gives notice designating a new address to which notices must be sent, the newly designated address shall be the party's address for the purpose of all communication, demands, notices or objections permitted or required to be given or served under this Lease.

33. **Force Majeure.** The time within which any of the parties hereto shall be required to perform any act or acts under this Lease, except for the payment of monies, shall be extended to the extent that the performance of such act or acts shall be delayed by acts of God, fire, windstorm, flood, explosion, collapse or structures, riot, war, labor and/or legal disputes, delays or restrictions by government bodies, inability to obtain or use necessary materials or any cause beyond the reasonable control of such party, provided however that the party entitled to such extension hereunder shall give prompt notice to the other party of the occurrence causing such delay.

34. **Minnesota Law.** This Lease shall be construed and enforced in accordance with the laws of the State of Minnesota. The parties agree that the Minnesota state courts will have exclusive jurisdiction over any dispute arising out of this Lease.

35. **Entire Agreement.** This Lease constitutes the entire agreement between the parties relating to the subject matter described herein. The terms of this Lease are contractual and are intended to be legally binding. This Lease supersedes any and all prior agreements between the parties relating to the subject matter described herein. No party has relied upon any statements, representations, or promises that are not set forth in this Lease. No changes to this Lease will be valid or enforceable unless they are in writing and signed by all of the parties.

36. **Equal Drafting.** In the event any party asserts a provision of this Lease is ambiguous, this Lease must be construed to have been drafted equally by the parties.

37. **Savings Clause.** Each provision of this Lease is separate and distinct and individually enforceable. In the event any provision hereof or the application of any such provision under any circumstance is declared to be unlawful or invalid, the enforceability of all the other provisions shall not be affected.

38. **Counterparts.** This Lease may be executed in multiple counterparts, each of which shall be an original, but all of which together shall constitute a single agreement.

39. **Keys.** Unless expressly permitted by Landlord, no additional locks or similar devices shall be attached to any door or window and no keys other than those provided by Landlord shall be made for any door. If more than two keys for one lock are desired by Tenant, landlord may provide the same upon payment by Tenant. Upon termination of this Lease or of Tenant's possession, Tenant shall surrender all keys of the Premises and shall explain to Landlord all combination locks on safes, cabinets and vaults.

IN WITNESS WHEREOF, the parties hereto have executed this Lease the date and year first above written.

Landlord's Address:

CITY OF RAMSEY

City Administrator
7550 Sunwood Drive
Ramsey, Minnesota 55303

By: _____
Its: Acting Mayor

ATTEST:

By: _____
Its: City Administrator

Approved as to Form:

Joseph J. Langel, City Attorney

STATE OF MINNESOTA)
)ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by John Le Tourneau, the Mayor, and Kurtis G. Ulrich, the City Administrator, of the City of Ramsey, a Minnesota municipal corporation, under the laws of the State of Minnesota on behalf of the corporation.

Notary Public

Tenant's Address:

RM GOLF CARTS, INC.

7039 Highway 10 N.W.
Ramsey, Minnesota 55303

By: _____
Its:

STATE OF MINNESOTA)
)ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by _____, the _____ of rm Golf Carts, Inc., a Minnesota corporation, under the laws of the State of Minnesota on behalf of the corporation.

Notary Public

293404

EXHIBIT A
Leased Premises

Lease Reference Map

A: 22,000 SF, Power Lodge, Outdoor

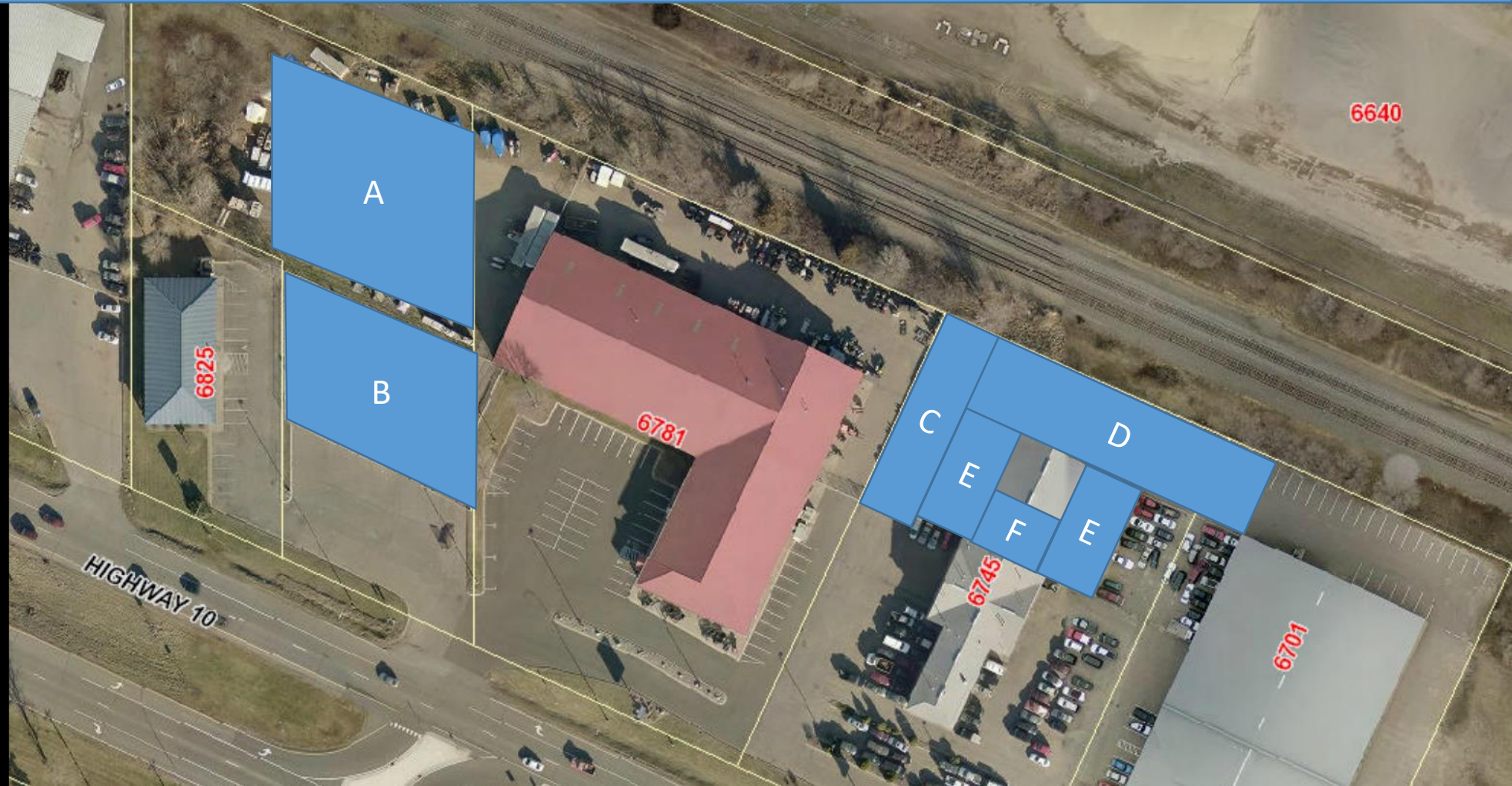
B: 15,000 SF, Power Lodge, Outdoor

C: 3,200 SF, Power Lodge, Outdoor

D: 12,000 SF, Power Lodge, Outdoor

E: 7,900 SF, Power Lodge, Indoor

F: 2,150 SF, RM Golf Carts, Indoor



A			<i>Monthly</i>	<i>Annual</i>	<i>SF</i>	<i>Price PSF</i>
	Jun-18 to	May-19	\$ 861.67	\$ 10,340	22,000	\$ 0.47
	Jun-19 to	May-20	\$ 887.52	\$ 10,650	22,000	\$ 0.48
	Jun-20 to	May-21	\$ 914.14	\$ 10,970	22,000	\$ 0.50

B			<i>Monthly</i>	<i>Annual</i>	<i>SF</i>	<i>Price PSF</i>
	Jun-18 to	May-19	\$ 587.50	\$ 7,050	15,000	\$ 0.47
	Jun-19 to	May-20	\$ 605.13	\$ 7,262	15,000	\$ 0.48
	Jun-20 to	May-21	\$ 623.28	\$ 7,479	15,000	\$ 0.50

C			<i>Monthly</i>	<i>Annual</i>	<i>SF</i>	<i>Price PSF</i>
	Jun-18 to	May-19	\$ 125.33	\$ 1,504	3,200	\$ 0.47
	Jun-19 to	May-20	\$ 129.09	\$ 1,549	3,200	\$ 0.48
	Jun-20 to	May-21	\$ 132.97	\$ 1,596	3,200	\$ 0.50

D			<i>Monthly</i>	<i>Annual</i>	<i>SF</i>	<i>Price PSF</i>
	Jun-18 to	May-19	\$ 470.00	\$ 5,640	12,000	\$ 0.47
	Jun-19 to	May-20	\$ 484.10	\$ 5,809	12,000	\$ 0.48
	Jun-20 to	May-21	\$ 498.62	\$ 5,983	12,000	\$ 0.50

E			<i>Monthly</i>	<i>Annual</i>	<i>SF</i>	<i>Price PSF</i>
	Jun-18 to	May-19	\$ 717.58	\$ 8,611	7,900	\$ 1.09
	Jun-19 to	May-20	\$ 739.11	\$ 8,869	7,900	\$ 1.12
	Jun-20 to	May-21	\$ 761.28	\$ 9,135	7,900	\$ 1.16

Power Lodge Total						
A - E						
			<i>Monthly</i>	<i>Annual</i>		
	Jun-18 to	May-19	\$ 2,762.08	\$ 33,145		
	Jun-19 to	May-20	\$ 2,844.95	\$ 34,139		
	Jun-20 to	May-21	\$ 2,930.29	\$ 35,164		

F			<i>Monthly</i>	<i>Annual</i>	<i>SF</i>	<i>Price PSF</i>
	Jun-18 to	May-19	\$ 195.29	\$ 2,344	2,150	\$ 1.09
	Jun-19 to	May-20	\$ 201.15	\$ 2,414	2,150	\$ 1.12
	Jun-20 to	May-21	\$ 207.18	\$ 2,486	2,150	\$ 1.16

CC Regular Session

4. 9.

Meeting Date: 05/22/2018

By: Jackie Lipski, Finance

Information

Title

Adopt Resolution #18-098 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of May 3, 2018 through May 16, 2018

Action:

Motion to Adopt Resolution #18-098 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of May 3, 2018 through May 16, 2018.

Attachments

Bills List 5/22/2018

Resolution 5/22/2018

Form Review

Inbox

Diana Lund

Kurt Ulrich

Form Started By: Jackie Lipski

Final Approval Date: 05/17/2018

Reviewed By

Diana Lund

Kurt Ulrich

Date

05/16/2018 01:14 PM

05/17/2018 08:59 AM

Started On: 05/16/2018 01:04 PM

RAMSEY CITY COUNCIL MEETING
5/22/2018
BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 5/3/18-5/16/18	213,849.84
Accounts Payable 5/3/18-5/16/18	148,275.26
Payroll 5/4/18	156,521.07
Pay Estimate-projects	128,022.00

TOTAL SUBMITTED FOR APPROVAL THIS MEETING

\$ 646,668.17

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2018 Y.T.D.</u>
NET PAYROLL TOTAL	\$ 174,295.98	\$ 1,429,720.62
- CORRECTION TO PAYROLL		
PREPAIDS	187,701.11	2,226,823.92
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		541,908.75
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	384,514.06	2,597,384.82
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)		517,887.25
- CHECKS VOIDED	0.00	0.00

TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED

\$ 746,511.15

\$ 7,313,725.36

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

5/3/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
105659	5/3/2018		100012 ACE SOLID WASTE INC						
		91.33	FIRE STATIONS- MAY 18		91365	3797144	0220.6374		REFUSE/RECYCLING
		91.33							
105660	5/3/2018		116301 ALTEPETER, ALAN						
		86.65	UB REFUND 15341 ZIRCONIUM		91366	050118	9601.4651		WATER REVENUE
		86.65							
105661	5/3/2018		115243 ARDEN TITLE						
		385.54	UB REFUND 14405 IODINE ST		91367	050118	9601.4651		WATER REVENUE
		385.54							
105662	5/3/2018		116316 BURGER, LOUISE						
		5.00	DAMAGE DEP-RM RENTAL FEE		91368	050318	9101.4304	00000001	RENTAL FEES - REAL PR
		100.00	DAMAGE DEP-RM RENTAL FEE		91368	050318	9804.1160		KEY & DAMAGE DEPOSIT
		105.00							
105663	5/3/2018		116302 CARTUS						
		344.70	UB REFUND 16174 IODINE ST		91369	050118	9601.4651		WATER REVENUE
		344.70							
105664	5/3/2018		110734 CITY OF RAMSEY						
		522.21	15050 ARMSTRONG 1ST QTR 18		91370	727978 1ST QTR 18	0220.6372		WATER/IRRIGATION
		315.86	5650 ALPINE DR		91371	726528 1ST QTR 18	0220.6372		WATER/IRRIGATION
		105.00	678110935		91372	050318	9601.4651		WATER REVENUE
		24.99	40323049		91372	050318	9601.4651		WATER REVENUE
		25.00	48613878		91372	050318	9601.4651		WATER REVENUE
		24.99	726019		91372	050318	9601.4651		WATER REVENUE
		24.99	42203237		91372	050318	9601.4651		WATER REVENUE
		1,043.04							
105665	5/3/2018		108454 DIXON, JERAD						
		70.73	REPLACE CHECK 105300-MEALS		91373	050318	0211.6331		TRAVEL & LODGING
		27.32	REPLACE CHECK 104973-MEALS		91374	050318A	0211.6223		GASOLINE
		12.14	REPLACE CHECK 104973-MEALS		91374	050318A	0211.6331		TRAVEL & LODGING
		110.19							
105666	5/3/2018		116303 DOWD, CHARLES AND SHARON						
		70.27	UB REFUND 14774 WACO ST NW		91375	050118	9601.4651		WATER REVENUE
		70.27							
105667	5/3/2018		116314 ECOFF, STEVEN						
		75.00	MAILBOX REIMBURSEMENT		91376	050118	0312.6267		OTHER STREET MAINTEN
		75.00							
105668	5/3/2018		116304 EHMAN, RICH						
		190.82	UB REFUND 14700 COBALT ST #12		91377	050118	9601.4651		WATER REVENUE
		190.82							
105669	5/3/2018		116305 EHRHARDT, MIKE						
		188.96	UB REFUND NEON ST NW		91378	050118	9601.4651		WATER REVENUE
		188.96							
105670	5/3/2018		116125 ENTITLE						

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105670	5/3/2018		116125 ENTITLE						Continued.
		10.21	UB REFUND 17940 URANIUM ST		91379	050118	9601.4651		WATER REVENUE
		10.21							
105671	5/3/2018		100209 HAKANSON ANDERSON ASSOC INC						
		120.00	SURVEY NOV 2017		91381	39259	9230.6315		MISCELLANEOUS PROFE
		120.00							
105672	5/3/2018		116307 HALLBERG, SARA						
		23.28	UB REFUND 15509 SODIUM ST		91382	050118	9601.4651		WATER REVENUE
		48.82	UB REFUND 15509 SODIUM ST		91383	050118A	9601.4651		WATER REVENUE
		72.10							
105673	5/3/2018		116306 HBI HOLDINGS LLC						
		91.52	UB REFUND 14391 QUICKSILVER ST		91380	050118	9601.4651		WATER REVENUE
		91.52							
105674	5/3/2018		116308 LAKESIDE TITLE INC						
		32.41	UB REFUND 15368 GERMANIUM ST		91384	050118	9601.4651		WATER REVENUE
		32.41							
105675	5/3/2018		113464 LAND TITLE						
		419.39	UB REFUND 5990 142ND AVE NW		91385	050118	9601.4651		WATER REVENUE
		419.39							
105676	5/3/2018		111865 LIBERTY TITLE INC						
		11.91	UB REFUND 8350 154TH AVE NW		91386	050118	9601.4651		WATER REVENUE
		11.91							
105677	5/3/2018		116309 MILLER, DOUGLAS						
		198.06	UB REFUND 14135 ARGON ST		91387	050118	9601.4651		WATER REVENUE
		198.06							
105678	5/3/2018		115847 NORTH TITLE INC						
		55.75	UB REFUND 7295 147TH LN NW		91388	050118	9601.4651		WATER REVENUE
		55.75							
105679	5/3/2018		115232 NORTHERN TECHNOLOGIES LLC						
		903.00	OCT-DEC 17 RE: YOLITE STREET		91389	24710	9214.6590	00201715	STREETS
		903.00							
105680	5/3/2018		116066 PARTNERS TITLE						
		196.36	UB REFUND 6344 154TH COURT		91390	050118	9601.4651		WATER REVENUE
		196.36							
105681	5/3/2018		116315 PEHLKE, DAVE						
		75.00	MAILBOX REIMBURSEMENT		91391	050118	0312.6267		OTHER STREET MAINTEN
		75.00							
105682	5/3/2018		111864 PREMIER TITLE						
		221.66	UB REFUND 14211 XENON ST 27		91392	050118	9601.4651		WATER REVENUE
		221.66							
105683	5/3/2018		116313 QUICK, GWEN						
		75.00	MAILBOX REIMBURSEMENT		91397	050118	0312.6267		OTHER STREET MAINTEN
		75.00							

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105683	5/3/2018		116313 QUICK, GWEN						Continued.
105684	5/3/2018		116310 ROSS, MERRITT						
		101.47	UB REFUND 15381 GERMANIUM ST		91393	050118	9601.4651		WATER REVENUE
		101.47							
105685	5/3/2018		105706 TINKLENBERG GROUP INC						
		3,300.00	MAY 18 (11OF 12)		91394	042718	9400.6315		MISCELLANEOUS PROFE
		3,300.00							
105686	5/3/2018		114606 TITLE SMART INC						
		3.32	UB REFUND 7865 148TH LN NW		91395	050118	9601.4651		WATER REVENUE
		3.32							
105687	5/3/2018		116311 TRADEMARK TITLE SERVICES INC						
		53.52	UB REFUND 14661 COBALT ST 39		91396	050118	9601.4651		WATER REVENUE
		53.52							
105688	5/3/2018		100510 VERIZON WIRELESS						
		61.69	MAR/APR 2018		91398	9805772522	0130.6323		CELLULAR PHONES
		61.69							
105746	5/10/2018		100058 ANOKA RAMSEY FARM AND GARDEN						
		71.40	STRAW		91437	111517	9601.6249		MISCELLANEOUS OPERA
		71.40							
105747	5/10/2018		107591 ARMORTHANE BEDLINERS PLUS TRUCK ACCES.						
		600.00	2 KUBOTA FRAMES- SPRAYED		91438	14388	0452.6580		OTHER EQUIPMENT
		600.00	2 KUBOTA FRAMES- SPRAYED		91438	14388	0311.6580		OTHER EQUIPMENT
		1,200.00							
105748	5/10/2018		106687 BLUML, BRAD						
		70.96	REIMBURSE MEALS (5 STAFF)		91439	050818	0211.6331		TRAVEL & LODGING
		70.96							
105750	5/10/2018		100404 CENTURYLINK						
		65.35	MAY 18 SERVICE		91441	763 422-1452 795 MAY 18	0452.6321		TELEPHONE
		65.35							
105751	5/10/2018		110734 CITY OF RAMSEY						
		1.59	16303 QUICKSI IRRG 1ST QTR 18		91442	724931 1ST QTR 18	0452.6372		WATER/IRRIGATION
		127.91	16303 QUICKSILVER 1ST QTR 18		91443	724874 1ST QTR 18	0452.6372		WATER/IRRIGATION
		40.91	14700 ERKIUM ST NW 1ST QTR 18		91444	726294 1ST QTR 18	0452.6372		WATER/IRRIGATION
		113.14	7401 E RAMSEY PKWY 1ST QTR 18		91445	725628 1ST QTR 18	0452.6372		WATER/IRRIGATION
		1.59	161ST AVE/URANIMITE IRRIG E		91446	727918 1ST QTR 18	0452.6372		WATER/IRRIGATION
		1.59	14779 ZEOLITE ST NW		91447	722164 1ST QTR 18	0452.6372		WATER/IRRIGATION
		1.59	14700 TOWN CENTER DR NW		91448	724470 1ST QTR 18	0452.6372		WATER/IRRIGATION
		1.59	161ST AVE/URANIMATE ST IRRIG W		91449	727919 1ST QTR	0452.6372		WATER/IRRIGATION

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105751	5/10/2018		110734 CITY OF RAMSEY						Continued.
						18			
		113.14	6860 RIVERDALE DR NW		91450	723960 1ST QTR	0452.6372		WATER/IRRIGATION
						18			
		1.09	# 45123529		91451	050918	9601.4651		WATER REVENUE
		20.00	# 719803		91451	050918	9601.4651		WATER REVENUE
		150.00	#700617252		91451	050918	9601.4651		WATER REVENUE
		48.75	# 727377		91451	050918	9601.4651		WATER REVENUE
		34.00	# 721489		91451	050918	9601.4651		WATER REVENUE
		24.99	# 661027254		91451	050918	9601.4651		WATER REVENUE
		145.00	# 724431		91451	050918	9601.4651		WATER REVENUE
		24.99	# 40463063		91451	050918	9601.4651		WATER REVENUE
		851.87							
105752	5/10/2018		100111 COMMERCIAL ASPHALT COMPANY						
		79.54	ASPHALT		91452	180430	0311.6265		ASPHALT
		79.54							
105753	5/10/2018		110324 DEAN'S PROFESSIONAL PLUMBING						
		15.00	CANCEL PERMIT RA037193		91453	050318	9101.4214		ELECTRICAL INSPECTIOI
		1.00	CANCEL PERMIT RA037193		91453	050318	9101.2081		SURCHARGES-PERMITS
		28.00	CANCEL PERMIT RA037192		91454	050318A	9101.4206		PLUMBING PERMIT
		1.00	CANCEL PERMIT RA037192		91454	050318A	9101.2081		SURCHARGES-PERMITS
		45.00							
105754	5/10/2018		116328 HANKE, JAMIE						
		155.00	DAMAGE/KEY DEPOSIT REFUND		91455	050918	9804.1160		KEY & DAMAGE DEPOSIT
		155.00							
105755	5/10/2018		116323 HANSON, DEAN						
		155.00	DAMAGE/KEY DEPOSIT REFUND		91456	050418	9804.1160		KEY & DAMAGE DEPOSIT
		155.00							
105756	5/10/2018		116324 KALLEVIG, RACHEL						
		155.00	DAMAGE/KEY DEPOSIT REFUND		91457	050718	9804.1160		KEY & DAMAGE DEPOSIT
		155.00							
105757	5/10/2018		116329 KLEVEN, AMY						
		155.00	DAMAGE/ KEY DEPOSIT REFUND		91458	050918	9804.1160		KEY & DAMAGE DEPOSIT
		155.00							
105758	5/10/2018		100291 MET COUNCIL SAC						
		54,670.00	APRIL 2018 SAC CHARGES		91459	050818	9602.2083		SAC CHARGES
		546.70	APRIL 2018 SAC CHARGES		91459	050818	9602.4356		SEWER AVAILABILITY CH
		54,123.30							
105759	5/10/2018		109213 MOLDENHAUER, DREW						
		25.39	MEAL REIMBURSEMENTS		91460	051018	0211.6331		TRAVEL & LODGING
		11.59	MEAL REIMBURSEMENT		91461	050818	0211.6331		TRAVEL & LODGING
		36.98							
105760	5/10/2018		100345 NAPA AUTO PARTS ELK RIVER						
		26.02	WIPER BLADES		91462	956366	0211.6257		OTHER VEHICLE PARTS
		7.69	PD- RAIN X		91463	956391	0211.6227		LUBRICANTS & ADDITIVE
		33.71							

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105761	5/10/2018		100351 NCPERS MINNESOTA						Continued.
		368.00	LIFE INS MAY 2018		91464	7048518 MAY 18	9101.2170		DENTAL/DISABILITY/LIFE
		<u>368.00</u>							
105762	5/10/2018		116116 RAYCO CONSTRUCTION INC						
		463.25	CANCELLED PERMIT RA035854		91465	050318	9101.4205		BUILDING PERMIT
		15.62	CANCELLED PERMIT RA035854		91465	050318	9101.2081		SURCHARGES-PERMITS
		<u>478.87</u>							
105763	5/10/2018		116327 SCHWAAB, DEBBIE						
		75.00	REIMBURSE- DAMAGED MAILBOX		91466	050718	0312.6267		OTHER STREET MAINTENANCE
		<u>75.00</u>							
105764	5/10/2018		115999 STEWART, BROOKE						
		155.00	DAMAGE/KEY DEPOSIT REFUND		91467	050718	9804.1160		KEY & DAMAGE DEPOSIT
		<u>155.00</u>							
105765	5/10/2018		114151 TASC (FEES)						
		376.25	APR 18 VEBA/REBA FEES		91468	IN1266480	0130.6315		MISCELLANEOUS PROFESSIONAL
		<u>376.25</u>							
105766	5/10/2018		116326 WESTLIE, SUSAN						
		75.00	REIMBURSE-MAILBOX DAMAGE		91469	050818	0312.6267		OTHER STREET MAINTENANCE
		<u>75.00</u>							
105767	5/10/2018		111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC						
		27.95	7550 SUNWOOD DR PD		91470	150-1682-6501 MAY 18	0211.6489		OTHER CONTRACTED SERVICES
		27.95	7550 SUNWOOD DR		91471	150-1681-6340 MAY 18	0194.6489		OTHER CONTRACTED SERVICES
		24.95	7650 SUNWOOD DR NW		91472	150-1681-4280 MAY 18	9240.6315		MISCELLANEOUS PROFESSIONAL
		27.95	6701 HWY 10 YOUTH FIRST		91473	150-1687-1105 MAY 18	9410.6315	00041012	MISCELLANEOUS PROFESSIONAL
		<u>108.80</u>							
90462409	5/4/2018		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		18,868.64			91359	050318916404	9101.2174		PERA-EMPLOYEE
		25,119.68			91360	050318916405	9101.2183		PERA-EMPLOYER
		<u>43,988.32</u>							
92031604	5/4/2018		101306 IRS						
		22,667.79			91362	050318916407	9101.2171		FEDERAL WITHHOLDING
		12,656.35			91363	050318916408	9101.2173		FICA & MEDICARE-EMPLOYEE
		12,656.35			91364	050318916409	9101.2182		FICA & MEDICARE-EMPLOYEE
		<u>47,980.49</u>							
93153216	5/4/2018		100601 MN DEPT OF REV WH						
		10,975.42			91361	050318916406	9101.2172		STATE WITHHOLDING
		<u>10,975.42</u>							
98050418	5/4/2018		115568 ALERUS FINANCIAL NA						
		1,771.68			91356	0503189164014	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>1,771.68</u>							
99050418	5/4/2018		107962 TOTAL ADMINISTRATIVE SERVICE CORP						

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99050418	5/4/2018		107962 TOTAL ADMINISTRATIVE SERVICE CORP						Continued.
		2,632.20			91352	0503189164010	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,632.20							
99051018	5/10/2018		100629 MN DEPT OF REV SALES TX						
		241.89	April Sales/Use Tax		91399	04302018	9101.4305		RENTAL FEES
		8.69	April Sales/Use Tax		91399	04302018	9101.4328		ACCIDENT REPORTS
		5.34	April Sales/Use Tax		91399	04302018	9101.4308		SALES OF MAPS & PUBLI
		.46	April Sales/Use Tax		91399	04302018	9101.4609		OTHER MISCELLANEOUS
		430.98	April Sales/Use Tax		91399	04302018	9601.2082		SALES/USE TAX PAYABLE
		3,176.80	April Sales/Use Tax		91399	04302018	9601.2082		SALES/USE TAX PAYABLE
		143.84	April Sales/Use Tax		91399	04302018	9601.2085		ANOKA COUNTY TRANSI
		4,008.00							
99051418	5/14/2018		108768 COMDATA NETWORK INC						
		15.98	COBORN'S SUPERSTORE , ANDERSON		91474	APR 18 COMDATA PCARD	0191.6249		MISCELLANEOUS OPERA
		432.15	PLAY AND PARK STRUCTUR , BERGE		91474	APR 18 COMDATA PCARD	0452.6249		MISCELLANEOUS OPERA
		44.16	AMAZON MKTPLACE PMTS , BLUML		91474	APR 18 COMDATA PCARD	0211.6208		MISCELLANEOUS OFFICI
		16.99	AMAZON MKTPLACE PMTS W , BLUML		91474	APR 18 COMDATA PCARD	0211.6237		CRIME SCENE KIT MATEI
		41.97	AMAZON MKTPLACE PMTS W , BLUML		91474	APR 18 COMDATA PCARD	0211.6259		BUILDING MAINT/REPAIR
		6.56	AMAZON MKTPLACE PMTS W , BLUML		91474	APR 18 COMDATA PCARD	0211.6208		MISCELLANEOUS OFFICI
		14.06	AMAZON MKTPLACE PMTS W , BLUML		91474	APR 18 COMDATA PCARD	0211.6208		MISCELLANEOUS OFFICI
		39.95	AMAZON.COM AMZN.COM/BI , BLUML		91474	APR 18 COMDATA PCARD	0211.6206		FILM, MICROFILM, TAPES
		94.95	INTERSTATE ALL BATTERY , BLUML		91474	APR 18 COMDATA PCARD	0211.6251		BATTERIES VEHICLE
		41.40	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA PCARD	0211.6207		TRAINING SUPPLIES
		3.38	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA PCARD	0211.6207		TRAINING SUPPLIES
		3.99	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA PCARD	0211.6207		TRAINING SUPPLIES
		3.35	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA PCARD	0211.6207		TRAINING SUPPLIES
		41.40	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA PCARD	0211.6207		TRAINING SUPPLIES
		3.38	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA PCARD	0211.6207		TRAINING SUPPLIES
		3.99	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA PCARD	0211.6207		TRAINING SUPPLIES
		3.08	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA PCARD	0211.6207		TRAINING SUPPLIES
		41.40	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA PCARD	0211.6207		TRAINING SUPPLIES
		3.38	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA PCARD	0211.6207		TRAINING SUPPLIES
		3.99	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA PCARD	0211.6207		TRAINING SUPPLIES
		.27-	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA	0211.6207		TRAINING SUPPLIES

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99051418	5/14/2018		108768 COMDATA NETWORK INC						Continued.
						PCARD			
		41.40-	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA	0211.6207		TRAINING SUPPLIES
						PCARD			
		3.38-	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA	0211.6207		TRAINING SUPPLIES
						PCARD			
		3.99-	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA	0211.6207		TRAINING SUPPLIES
						PCARD			
		3.35-	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA	0211.6207		TRAINING SUPPLIES
						PCARD			
		41.40-	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA	0211.6207		TRAINING SUPPLIES
						PCARD			
		3.38-	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA	0211.6207		TRAINING SUPPLIES
						PCARD			
		3.99-	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA	0211.6207		TRAINING SUPPLIES
						PCARD			
		.27	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA	0211.6207		TRAINING SUPPLIES
						PCARD			
		3.35-	MENARDS ELK RIVER MN , BLUML		91474	APR 18 COMDATA	0211.6207		TRAINING SUPPLIES
						PCARD			
		25.00	TLO TRANSUNION , BLUML		91474	APR 18 COMDATA	0211.6315		MISCELLANEOUS PROFE
						PCARD			
		540.00	GTS EDUCATIONAL EVENTS , BRAMA		91474	APR 18 COMDATA	0130.6335		TRAINING
						PCARD			
		123.59	INT*IN *H&H PRODUCTS , BRAY		91474	APR 18 COMDATA	0194.6249		MISCELLANEOUS OPERA
						PCARD			
		25.00	LITTLE DUKES RAMSEY , BRAY		91474	APR 18 COMDATA	0194.6225		DIESEL FUEL
						PCARD			
		6.00	LITTLE DUKES RAMSEY , BRAY		91474	APR 18 COMDATA	0194.6225		DIESEL FUEL
						PCARD			
		7.00	LITTLE DUKES RAMSEY , BRAY		91474	APR 18 COMDATA	0194.6225		DIESEL FUEL
						PCARD			
		20.01	LITTLE DUKES RAMSEY , BRAY		91474	APR 18 COMDATA	0194.6225		DIESEL FUEL
						PCARD			
		20.01	LITTLE DUKES RAMSEY , BRAY		91474	APR 18 COMDATA	0194.6225		DIESEL FUEL
						PCARD			
		87.84	THE ROCKET SHOP INC. , BRAY		91474	APR 18 COMDATA	0194.6281		SMALL TOOLS & MINOR E
						PCARD			
		375.00	BCA TRAINING EDUCATION , FRANK		91474	APR 18 COMDATA	0211.6335		TRAINING
						PCARD			
		375.00	BCA TRAINING EDUCATION , FRANK		91474	APR 18 COMDATA	0211.6335		TRAINING
						PCARD			
		54.63	STREICHER'S MO , FRANKFURTH		91474	APR 18 COMDATA	0211.6231		UNIFORMS & TURN-OUT
						PCARD			
		44.27	TARGETS ONLINE , FRANKFURTH		91474	APR 18 COMDATA	0211.6207		TRAINING SUPPLIES
						PCARD			
		7.80	AMAZON MKTPLACE PMTS , FREDRIC		91474	APR 18 COMDATA	0301.6208		MISCELLANEOUS OFFICI
						PCARD			
		18.78	AMAZON MKTPLACE PMTS , FREDRIC		91474	APR 18 COMDATA	0311.6208		MISCELLANEOUS OFFICI
						PCARD			
		21.58	AMAZON MKTPLACE PMTS , FREDRIC		91474	APR 18 COMDATA	0130.6208		MISCELLANEOUS OFFICI
						PCARD			
		21.98	AMAZON MKTPLACE PMTS W , FREDR		91474	APR 18 COMDATA	0301.6208		MISCELLANEOUS OFFICI
						PCARD			
		80.00	AMAZON MKTPLACE PMTS W , FREDR		91474	APR 18 COMDATA	0301.6208		MISCELLANEOUS OFFICI

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99051418	5/14/2018		108768 COMDATA NETWORK INC						Continued.
						PCARD			
		749.99	WWW.NEWEGGBUSINESS.COM , FREDR		91474	APR 18 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		839.94	WWW.NEWEGGBUSINESS.COM , FREDR		91474	APR 18 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		10.00-	WWW.NEWEGGBUSINESS.COM , FREDR		91474	APR 18 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		26.99	WWW.NEWEGGBUSINESS.COM , FREDR		91474	APR 18 COMDATA	0192.6249		MISCELLANEOUS OPERA
						PCARD			
		56.94	WWW.NEWEGGBUSINESS.COM , FREDR		91474	APR 18 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		475.00	AMERICAN PLANNING A , GLADHILL		91474	APR 18 COMDATA	0191.6335		TRAINING
						PCARD			
		18.00	EB APA MINNESOTA MEMB , GLADHI		91474	APR 18 COMDATA	0191.6335		TRAINING
						PCARD			
		16.21	HILTON RIVER BLENDS , GLADHILL		91474	APR 18 COMDATA	0191.6331		TRAVEL & LODGING
						PCARD			
		15.78	NEW ORLEANS AIRPORT , GLADHILL		91474	APR 18 COMDATA	0191.6331		TRAVEL & LODGING
						PCARD			
		9.69	NEW ORLEANS CC CONC , GLADHI		91474	APR 18 COMDATA	0191.6331		TRAVEL & LODGING
						PCARD			
		9.77	NOLA RESTAURANT , GLADHILL		91474	APR 18 COMDATA	0191.6331		TRAVEL & LODGING
						PCARD			
		19.06	OPAL BASIL , GLADHILL		91474	APR 18 COMDATA	0191.6331		TRAVEL & LODGING
						PCARD			
		60.00	PP*AMERICAN PLANNING A , GLADH		91474	APR 18 COMDATA	0191.6335		TRAINING
						PCARD			
		29.99	ADOBE *STOCK , GLADHILL		91474	APR 18 COMDATA	0191.6315		MISCELLANEOUS PROFE
						PCARD			
		251.66	BEST WESTERN SHOREVIEW , KATER		91474	APR 18 COMDATA	0211.6331		TRAVEL & LODGING
						PCARD			
		444.09	INN ON LAKE SUPERIOR , KATERS		91474	APR 18 COMDATA	0211.6331		TRAVEL & LODGING
						PCARD			
		10.06-	RBT BEST WESTERN SHORE , KATER		91474	APR 18 COMDATA	0211.6331		TRAVEL & LODGING
						PCARD			
		50.00	COBORNS SUPERSTORE , KOHNER		91474	APR 18 COMDATA	0220.6249		MISCELLANEOUS OPERA
						PCARD			
		75.00	DPS FIREFIGHTER LICENS , KOHNE		91474	APR 18 COMDATA	0220.6335		TRAINING
						PCARD			
		73.95	COBORN'S SUPERSTORE , LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		48.74	COBORN'S SUPERSTORE , LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		67.93	COBORN'S SUPERSTORE , LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		149.00	INTERNATIONAL PUBLIC M , LASHE		91474	APR 18 COMDATA	0130.6451		MEMBERSHIP DUES
						PCARD			
		169.98	TARGET.COM * , LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		149.99	TARGET.COM * , LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		79.99	TARGET.COM * , LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		24.99	TARGET.COM * , LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA

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						PCARD			
		199.99	TARGET.COM *, LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		118.00	TARGET.COM *, LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		94.97	TARGET.COM *, LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		209.95	TARGET.COM *LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		75.99	TARGET.COM *, LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		428.97	TARGET.COM *, LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		99.99	TARGET.COM *, LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		76.99	TARGET.COM *, LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		49.99	TARGET.COM *, LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		328.45	WAL-MART , LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		16.60	WM SUPERCENTER , LASHER		91474	APR 18 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		168.70	BACKFLOW PREVENTION DE , NELSO		91474	APR 18 COMDATA	0194.6259		BUILDING MAINT/REPAIR
						PCARD			
		50.00	DO ALL PRINTING COM , RIEMER		91474	APR 18 COMDATA	0260.6249		MISCELLANEOUS OPERA
						PCARD			
		527.10	GRANDVIEW LODGE AND TE , RIEME		91474	APR 18 COMDATA	0311.6335		TRAINING
						PCARD			
		101.75	JEFF STEIN SNAPON , RIEMER		91474	APR 18 COMDATA	0311.6281		SMALL TOOLS & MINOR E
						PCARD			
		235.00	U OF M CONTLEARNING , RIEMER		91474	APR 18 COMDATA	0311.6335		TRAINING
						PCARD			
		39.55	COBORN'S SUPERSTORE , RIVERBLO		91474	APR 18 COMDATA	0452.6249		MISCELLANEOUS OPERA
						PCARD			
		72.14	FIRE SAFETY USA , SCHIFERLI		91474	APR 18 COMDATA	0220.6281		SMALL TOOLS & MINOR E
						PCARD			
		49.99	NORTHERN TOOL EQUIP , SCHIFERL		91474	APR 18 COMDATA	0220.6257		OTHER VEHICLE PARTS
						PCARD			
		45.18	COBORN'S SUPERSTORE , TORSETH		91474	APR 18 COMDATA	0211.6208		MISCELLANEOUS OFFICI
						PCARD			
		750.00	INT*IN *REAL ESTATE PU , BRAMA		91474	APR 18 COMDATA	9230.6246		MARKETING & PROMOTI
						PCARD			
		251.94	BULBS.COM INC , BRAY		91474	APR 18 COMDATA	9240.6315		MISCELLANEOUS PROFE
						PCARD			
		179.99	AMAZON MKTPLACE PMTS , BLUML		91474	APR 18 COMDATA	0243.6281		SMALL TOOLS & MINOR E
						PCARD			
		204.99	HIRSHFIELDS - 22 - RAM , NELSO		91474	APR 18 COMDATA	9601.6249		MISCELLANEOUS OPERA
						PCARD			
		99.98	OFFICEMAX/DEPOT , NELSON		91474	APR 18 COMDATA	9601.6249		MISCELLANEOUS OPERA
						PCARD			
		2.29	OFFICEMAX/DEPOT , NELSON		91474	APR 18 COMDATA	9601.6249		MISCELLANEOUS OPERA
						PCARD			
		5.89	OFFICEMAX/DEPOT , NELSON		91474	APR 18 COMDATA	9601.6249		MISCELLANEOUS OPERA

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						PCARD			
		136.91	OFFICEMAX/DEPOT , NELSON		91474	APR 18 COMDATA	9601.6249		MISCELLANEOUS OPERA
						PCARD			
		17.99	OFFICEMAX/DEPOT , NELSON		91474	APR 18 COMDATA	9601.6249		MISCELLANEOUS OPERA
						PCARD			
		34.73	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		60.00	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		52.39	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		11.84	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		37.44	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		52.20	BILL'S SUPERETTE		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		52.76	BILL'S SUPERETTE		91475	APR 18 COMDATA	0301.6223		GASOLINE
						FUEL			
		60.43	BILL'S SUPERETTE		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		49.44	BILL'S SUPERETTE		91475	APR 18 COMDATA	0301.6223		GASOLINE
						FUEL			
		45.37	BILL'S SUPERETTE		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		24.42	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		26.17	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		49.95	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		42.62	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		51.34	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		55.19	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		27.67	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		43.87	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		24.76	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		48.72	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		41.88	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		23.29	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		31.60	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		23.85	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		11.80	BILLS' SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE

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						FUEL				
		23.94	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE	
						FUEL				
		31.06	BILL'S SUPERETTE		91475	APR 18 COMDATA	0452.6223		GASOLINE	
						FUEL				
		43.39	BILL'S SUPERETTE		91475	APR 18 COMDATA	0452.6223		GASOLINE	
						FUEL				
		15.65	BILL'S SUPERETTE		91475	APR 18 COMDATA	0452.6223		GASOLINE	
						FUEL				
		44.62	BILL'S SUPERETTE		91475	APR 18 COMDATA	0452.6223		GASOLINE	
						FUEL				
		75.45	BILL'S SUPERETTE		91475	APR 18 COMDATA	0452.6223		GASOLINE	
						FUEL				
		62.64	BILL'S SUPERETTE		91475	APR 18 COMDATA	0311.6223		GASOLINE	
						FUEL				
		31.11	CASEYS RAMSEY		91475	APR 18 COMDATA	0240.6223		GASOLINE	
						FUEL				
		18.66	CASEYS RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE	
						FUEL				
		30.96	CASEYS RAMSEY		91475	APR 18 COMDATA	0240.6223		GASOLINE	
						FUEL				
		36.19	CASEYS RAMSEY		91475	APR 18 COMDATA	0240.6223		GASOLINE	
						FUEL				
		34.85	CASEYS RAMSEY		91475	APR 18 COMDATA	0240.6223		GASOLINE	
						FUEL				
		36.50	CASEYS RAMSEY		91475	APR 18 COMDATA	0194.6223		GASOLINE	
						FUEL				
		75.41	CASEYS RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE	
						FUEL				
		33.71	CASEYS RAMSEY		91475	APR 18 COMDATA	0240.6223		GASOLINE	
						FUEL				
		27.70	CASEYS RAMSEY		91475	APR 18 COMDATA	0240.6223		GASOLINE	
						FUEL				
		34.86	CASEYS RAMSEY		91475	APR 18 COMDATA	0311.6223		GASOLINE	
						FUEL				
		52.31	CASEYS RAMSEY		91475	APR 18 COMDATA	0301.6223		GASOLINE	
						FUEL				
		42.04	CASEYS RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE	
						FUEL				
		30.76	CASEYS RAMSEY		91475	APR 18 COMDATA	0220.6223		GASOLINE	
						FUEL				
		50.09	CASEYS RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE	
						FUEL				
		52.16	CASEYS RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE	
						FUEL				
		64.56	CASEYS RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE	
						FUEL				
		58.90	CASEYS RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE	
						FUEL				
		49.37	CASEYS RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE	
						FUEL				
		46.23	CASEYS RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE	
						FUEL				
		79.28	CASEYS RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE	

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99051418	5/14/2018		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		20.65	CASEYS RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		22.04	CASEYS RAMSEY		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		84.53	CASEYS RAMSEY		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		58.50	CASEYS RAMSEY		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		65.02	CASEYS RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		49.83	CASEYS RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		68.33	CASEYS RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		20.98	CASEYS RAMSEY		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		57.75	CASEYS RAMSEY		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		33.00	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		57.16	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		66.40	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		48.71	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		75.21	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		77.45	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		71.68	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		17.15	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		17.51	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		9.90	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0194.6223		GASOLINE
						FUEL			
		41.71	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		47.42	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0194.6223		GASOLINE
						FUEL			
		39.52	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0194.6223		GASOLINE
						FUEL			
		49.42	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0194.6223		GASOLINE
						FUEL			
		45.44	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0194.6223		GASOLINE
						FUEL			
		47.00	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		46.99	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		57.30	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0220.6225		DIESEL FUEL

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						FUEL			
		41.88	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		45.80	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		37.54	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		53.40	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		15.54	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		87.33	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		66.03	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		79.35	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		23.32	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		52.40	SUPERAMERICA		91475	APR 18 COMDATA	0311.6223		GASOLINE
						FUEL			
		32.52	SUPERAMERICA		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		36.50	CASEYS RAMSEY		91475	APR 18 COMDATA	0194.6223		GASOLINE
						FUEL			
		38.77	CASEYS RAMSEY		91475	APR 18 COMDATA	0301.6223		GASOLINE
						FUEL			
		26.28	CASEYS RAMSEY		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		21.15	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		22.22	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		27.54	BILL'S SUPERETTE		91475	APR 18 COMDATA	0452.6223		GASOLINE
						FUEL			
		53.80	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		40.84	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		30.92	BILL'S SUPERETTE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		34.73	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		17.86	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		21.04	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		58.59	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		14.34	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		17.14	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		16.91	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE

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99051418	5/14/2018		108768 GOMDATA NETWORK INC						Continued.
						FUEL			
		27.49	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		9.20	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		12.24	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.16	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		35.37	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		45.87	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.32	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		19.66	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		23.66	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		28.42	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		17.75	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		11.28	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		23.62	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		18.34	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		35.83	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		16.47	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		42.36	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		54.76	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.25	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		20.63	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		31.19	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		27.68	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		29.62	CASEYS RAMSEY		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		19.75	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		33.97	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		31.41	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		13.90	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE

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99051418	5/14/2018		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		18.16	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		28.76	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		21.79	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		26.39	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		15.45	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		17.02	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		31.93	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		16.96	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		14.59	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		25.42	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		40.11	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		26.29	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		25.94	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		28.57	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		27.08	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		52.71	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		47.28	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		29.89	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		16.02	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		32.62	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		37.57	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		39.07	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		34.82	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		23.57	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		17.86	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		19.55	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		20.36	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE

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99051418	5/14/2018		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		34.14	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		30.42	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		17.99	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		37.65	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		35.00	HOLIDAY DEALER		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		38.61	HOLIDAY DEALER		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		29.25	HOLIDAY DEALER		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		38.26	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		39.00	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		42.99	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		55.66	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		33.95	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		35.27	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		38.70	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.31	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.07	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		32.89	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		42.03	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		20.75	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		39.16	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		32.15	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		36.45	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		30.84	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		42.92	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		31.51	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		38.08	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		40.50	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE

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99051418	5/14/2018		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		33.00	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		4.91	KWIK TRIP		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		33.17	KWIK TRIP		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		40.05	KWIK TRIP		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.55	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		20.01	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		28.16	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		41.40	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		20.81	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		12.77	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		18.99	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		36.12	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		20.74	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		18.81	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		45.59	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		31.51	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		10.56	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		21.87	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		19.95	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		12.24	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.23	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		13.18	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		25.31	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		11.07	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		44.34	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		18.78	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		17.48	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE

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						FUEL			
		22.08	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		37.42	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		30.60	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.81	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		15.12	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		25.91	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		38.92	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		37.53	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		21.38	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		21.56	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		45.38	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		16.42	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		52.74	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		40.25	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		37.36	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		21.19	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		29.45	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		32.08	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		26.12	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		21.97	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		31.44	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		19.95	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		23.62	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		16.08	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.70	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		18.73	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		46.15	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE

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99051418	5/14/2018		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		39.76	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		30.85	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.97	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		79.13	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		80.38	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		37.55	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		42.98	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		26.20	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		46.15	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		42.43	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		39.67	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		41.04	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		29.89	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		21.05	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		25.09	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		29.39	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		35.87	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		33.38	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		37.26	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		18.01	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.41	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		12.51	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.24	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		15.94	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		17.18	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		17.55	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		14.51	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE

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

5/3/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99051418	5/14/2018		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		37.35	SUPERAMERICA		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		55.05	SUPERAMERICA		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		31.07	SUPERAMERICA		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		33.50	SUPERAMERICA		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		36.15	SUPERAMERICA		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		16.89	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		25.58	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		25.87	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		40.70	CASEYS RAMSEY		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.93	BILL'S SUPERETTE		91475	APR 18 COMDATA	0220.6223		GASOLINE
						FUEL			
		40.97	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		57.01	HOLIDAY STNSTORE		91475	APR 18 COMDATA	0211.6223		GASOLINE
						FUEL			
		41.50	BILL'S SUPERETTE		91475	APR 18 COMDATA	9601.6223		GASOLINE
						FUEL			
		76.41	BILL'S SUPERETTE		91475	APR 18 COMDATA	9601.6223		GASOLINE
						FUEL			
		64.23	BILL'S SUPERETTE		91475	APR 18 COMDATA	9601.6223		GASOLINE
						FUEL			
		65.00	HOLIDAY STNSTORE		91475	APR 18 COMDATA	9601.6223		GASOLINE
						FUEL			
		9.63	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	9601.6223		GASOLINE
						FUEL			
		57.35	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	9601.6223		GASOLINE
						FUEL			
		40.61	SUPERAMERICA		91475	APR 18 COMDATA	9601.6223		GASOLINE
						FUEL			
		64.80	BILL'S SUPERETTE		91475	APR 18 COMDATA	9602.6223		GASOLINE
						FUEL			
		76.17	HOLIDAY STNSTORE		91475	APR 18 COMDATA	9602.6223		GASOLINE
						FUEL			
		75.50	HOLIDAY STNSTORE		91475	APR 18 COMDATA	9602.6223		GASOLINE
						FUEL			
		75.50	HOLIDAY STNSTORE		91475	APR 18 COMDATA	9602.6223		GASOLINE
						FUEL			
		79.58	LITTLE DUKES RAMSEY		91475	APR 18 COMDATA	9602.6223		GASOLINE
						FUEL			
		21,451.76							
99199020	5/4/2018		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		8,919.00			91354	0503189164012	9101.2175		DEFERRED COMPENSAT
		8,919.00							

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

5/3/2018 -- 12/31/2018

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Supplier / Explanation</u>	<u>PO #</u>	<u>Doc No</u>	<u>Inv No</u>	<u>Account No</u>	<u>Subledger</u>	<u>Account Description</u>
99204343	5/4/2018		114790 GREAT WEST LIFE AND ANNUITY INS CO						Continued.
		2,402.49			91355	0503189164013	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>2,402.49</u>							
99609468	5/4/2018		100223 ICMA RETIREMENT TRUST 457						
		2,191.58			91351	050318916401	9101.2175		DEFERRED COMPENSAT
		<u>2,191.58</u>							
		<u><u>213,849.84</u></u>	Grand Total						

<u>Payment Instrument Totals</u>	
Checks	67,528.90
EFT Payments	<u>146,320.94</u>
Total Payments	213,849.84

CITY OF RAMSEY
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK
Version LOGIS004V
Originator JLIPSKI
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item itm	Co	Due Date	Invoice Number	Payment Amount
100058	ANOKA RAMSEY FARM AND GARDEN	MINK MULCH	PV	91530	001	09101	5/4/2018	050418	270.00
									Summary Total
									270.00
	ANOKA RAMSEY FARM AND GARDEN	BROWN MULCH	PV	91531	001	09101	5/3/2018	050318	225.00
									Summary Total
									225.00
									Payment Amount
									495.00
100063	ASPEN MILLS	MISC OFF INSTRUCTORS	PV	91402	001	09101	4/25/2018	215561	438.35
									Summary Total
									438.35
	ASPEN MILLS	C. CURTIS MISC	PV	91479	001	09101	5/4/2018	216034	127.90
									Summary Total
									127.90
	SPRING LAKE PARK MN 55432	B. ELLIOTT BOOTS	PV	91480	001	09101	5/2/2018	215890	149.95
									Summary Total
									149.95
									Payment Amount
									716.20
116015	AXON ENTERPRISE INC	TACTICAL BATTERY/MISC	PV	91401	001	09101	4/26/2018	SI-1533356	778.00
									Summary Total
									1,418.00
	AXON ENTERPRISE INC	TACTICAL BATTERY/MISC	PV	91401	002	09101	4/26/2018	SI-1533356	640.00
									Summary Total
									1,418.00
									Payment Amount
									1,418.00
100070	B AND B HOFFMAN SOD FARMS INC	SOD	PV	91532	001	09101	5/14/2018	55048	143.25
									Summary Total
									143.25
	B AND B HOFFMAN SOD FARMS INC								Payment Amount
									143.25
	22390 GRANT STREET NW								
	ELK RIVER MN 55330								
100086	BLUE VELVET INC	PD MAY 18 WASHES	PV	91481	001	09101	5/4/2018	050418	299.50
									Summary Total
									299.50
	BLUE VELVET INC	FIRE MAY 18 WASHES	PV	91482	001	09101	5/4/2018	050418A	149.75
									Summary Total
									149.75
									Payment Amount
									449.25
114529	BRUCE JACOBSON	NOV 17- APR 18	PV	91403	001	09101	5/2/2018	17-0125-4	6,065.00

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CITY OF RAMSEY
Create Payment Control Groups

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Payment Instrument Check Payment
Pay Through Date 12/31/2018

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Item	Co	Due Date	Invoice Number	Payment Amount
	LANDSCAPE ARCHITECT	PARK/TRL						
	BRUCE JACOBSON LANDSCAPE ARCHITECT 4204 PILLSBURY AVENUE S MINNEAPOLIS MN 55409						Summary Total	6,065.00
							Payment Amount	6,065.00
100096	BRYAN ROCK PRODUCTS INC	RED BALL DIAMOND-FIELDS	PV	91404	001 09101	4/30/2018	27474	699.20
	BRYAN ROCK PRODUCTS INC PO BOX 215 SHAKOPEE MN 55379						Summary Total	699.20
							Payment Amount	699.20
111496	CENTRAL TURF AND IRRIGATION SUPPLY	TORO PARTS	PV	91405	001 09101	5/1/2018	6058913-00	102.34
	CENTRAL TURF AND IRRIGATION SUPPLY 8 WILLIAMS STREET ELMSFORD NY 10523	MISC SUPPLIES	PV	91534	001 09101	5/10/2018	6059150-00	333.70
							Summary Total	102.34
							Summary Total	333.70
							Payment Amount	436.04
116197	CINTAS CORPORATION	UNIFORM CLEANING	PV	91483	001 09101	5/2/2018	4005584402	23.00
	CINTAS CORPORATION	UNIFORM CLEANING	PV	91483	002 09101	5/2/2018	4005584402	4.00
	CINTAS LOC #4K	UNIFORM CLEANING	PV	91483	003 09101	5/2/2018	4005584402	26.43
	P O BOX 650838	UNIFORM CLEANING	PV	91483	004 09101	5/2/2018	4005584402	26.43
	DALLAS TX 75265-0838						Summary Total	79.86
		FIRE- MATS	PV	91552	001 09101	5/9/2018	4005766505	16.56
							Summary Total	16.56
							Payment Amount	96.42
100167	CORNERSTONE FORD	SALES TAX REFUND	PD	91484	001 09101	5/7/2018	16215142CR	163.55-
	CORNERSTONE FORD 17219 HIGHWAY 10 NW PO BOX 304 ELK RIVER MN 55330						Summary Total	163.55-
		REPAIR 654	PV	91485	001 09101	5/1/2018	16215142/1	242.00
		REPAIR 654	PV	91485	002 09101	5/1/2018	16215142/1	2,072.60
							Summary Total	2,314.60
							Payment Amount	2,151.05
100125	COUNTRYSIDE PRINTING INC	RECYCLE POST CARDS	PV	91409	001 09604	4/19/2018	35210	805.00

CITY OF RAMSEY
Create Payment Control Groups

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Payment Instrument Check Payment
Pay Through Date 12/31/2018

Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Item	Co	Due Date	Invoice Number	Payment Amount
	COUNTRYSIDE PRINTING			Summary Total					805.00
	6250 BUNKER LAKE BLVD	RAM RESIDENT	PV	91410	001	09101	4/25/2018	35214	6,780.00
	NW	MAY/JUNE 18							
	SUITE 113			Summary Total					6,780.00
	RAMSEY MN 55303			Payment Amount					7,585.00
114117	CRAWFORD'S EQUIPMENT INC	MOWER FILTERS/BLADES	PV	91406	001	09101	4/26/2018	01-11975	427.41
	CRAWFORD'S EQUIPMENT INC			Summary Total					427.41
	4853 HIGHWAY 95 NW			Payment Amount					427.41
	CAMBRIDGE MN 55008								
100129	CRYSTEEL TRUCK EQUIPMENT	PLOW PARTS 664	PV	91408	001	09101	5/1/2018	FP168398	734.84
	CRYSTEEL MANUFACTURING			Summary Total					734.84
	1130 73RD AVENUE NE	PLOW PARTS 664	PV	91411	001	09101	4/30/2018	FP168394	375.75
	FRIDLEY MN 55432			Summary Total					375.75
				Payment Amount					1,110.59
107340	CUSTOM MANUFACTURING INC	10 PICNIC TABLE FRAMES	PV	91407	001	09101	4/25/2018	5267	1,750.00
	CUSTOM MANUFACTURING INC			Summary Total					1,750.00
	606 DELCO DRIVE			Payment Amount					1,750.00
	P O BOX 279								
	CLINTON WI 53525								
100144	DEHN OIL COMPANY	DIESEL FUEL	PV	91486	001	09101	5/2/2018	56698	1,094.00
	DEHN OIL COMPANY			Summary Total					1,094.00
	6735 141ST AVENUE NW	DIESEL FUEL	PV	91487	001	09101	5/2/2018	56699	735.00
	RAMSEY MN 55303			Summary Total					735.00
				Payment Amount					1,829.00
101185	DO ALL PRINTING COM INC	BUILDING SAFETY BANNER	PV	91412	001	09101	5/1/2018	39259	309.00
	DO ALL PRINTING COM INC			Summary Total					309.00
	6360 HIGHWAY 10 NW	MOVIE STICKERS/ART	PV	91553	001	09101	5/4/2018	39326	206.30

CITY OF RAMSEY
Create Payment Control Groups

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Originator JLIPSKI
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
FAIR SIGNS									
RAMSEY MN 55303									Summary Total 206.30
									Payment Amount 515.30
100158 ECM PUBLISHERS INC		ANOKA AREA MAP- CITY AD	PV	91488	001	09230	4/30/2018	595634	295.00
ECM PUBLISHERS INC									Summary Total 295.00
4095 COON RAPIDS BLVD		FILINGS FOR OFFICE	PV	91489	001	09101	5/4/2018	595929	37.63
COON RAPIDS MN 55433									Summary Total 37.63
		AD-POSITION COMM/EVENT CORD.	PV	91490	001	09101	5/6/2018	596315	279.00
									Summary Total 279.00
		PARK REC INTERN	PV	91491	001	09101	5/6/2018	596316	248.00
									Summary Total 248.00
									Payment Amount 859.63
100164 ELECTRIC SYSTEMS OF ANOKA INC		REPAIR SIREN 13	PV	91413	001	09101	4/26/2018	6983	279.95
ELECTRIC SYSTEMS OF ANOKA INC									Summary Total 279.95
6314 HIGHWAY 10 NW		REPAIR SIREN 15	PV	91414	001	09101	4/26/2018	6971	955.45
ANOKA MN 55303									Summary Total 955.45
									Payment Amount 1,235.40
100169 EMERGENCY APPARATUS MAINTENANCE INC		STORZ CAP W/CHAIN	PV	91492	001	09101	5/4/2018	99794	99.64
EMERGENCY APPARATUS MAINTENANCE INC									Summary Total 99.64
7512 4TH AVENUE		OIL SAMPLE ANALYSIS	PV	91493	001	09101	5/2/2018	99470	1,137.05
LINO LAKES MN 55014									Summary Total 1,137.05
		REPAIR ENG 21	PV	91554	001	09101	5/8/2018	99725	949.19
									Summary Total 949.19
									Payment Amount 2,185.88
108737 EMERGENCY AUTOMOTIVE TECHNOLOGY INC		WORK ON 383	PV	91415	001	09101	4/23/2018	AW041318-2B	372.50
EMERGENCY AUTOMOTIVE TECHNOLOGY INC									Summary Total 372.50
2755 GENEVA AVE N		WORK ON 384	PV	91416	001	09101	4/23/2018	AW041318-3B	372.50
OAKDALE MN 55128									Summary Total 372.50
		WORK ON 383	PV	91494	001	09101	5/2/2018	AW041318-2D	2,026.76

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CITY OF RAMSEY
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK
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Originator JLIPSKI
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
									2,026.76
		REPAIR ON 384	PV	91495	001	09101	5/2/2018	AW041318-3D	2,026.76
									Summary Total
									2,026.76
									Payment Amount
									4,798.52
113321	FACTORY MOTOR PARTS CO	SHOP SUPPLIES	PV	91535	001	09101	5/9/2018	6-1504289	41.16
									Summary Total
									41.16
	FACTORY MOTOR PARTS CO	OIL FILTERS	PV	91536	001	09101	5/10/2018	6-1504454	32.28
	BIN 139107								Summary Total
									32.28
	P O BOX 9107								Payment Amount
	MINNEAPOLIS MN 55480-9107								73.44
107099	FASTENAL	MISC PARTS	PV	91417	001	09101	5/2/2018	MNTC8164250	30.23
									Summary Total
									30.23
	FASTENAL COMPANY	MISC SUPPLIES	PV	91418	001	09101	4/27/2018	MNTC8164096	36.62
	P O BOX 1286								Summary Total
									36.62
	WINONA MN 55987	MISC SUPPLIES	PV	91496	001	09101	5/1/2018	MNTC8164199	11.49
									Summary Total
									11.49
		MISC SUPPLIES	PV	91537	001	09101	5/10/2018	MNTC8164524	19.09
									Summary Total
									19.09
									Payment Amount
									97.43
112421	FIRST SCRIBE	ROW WAY PERMIT MAY 18	PV	91498	001	09101	5/1/2018	2476993	200.00
									Summary Total
									200.00
	FIRST SCRIBE								Payment Amount
	110 CHESHIRE LANE SUITE 105								200.00
	MINNETONKA MN 55305								
115666	FIRSTNET LEARNING INC	LMCIT ONLINE SAFETY TRAIN.	PV	91497	001	09101	5/8/2018	8213	1,615.00
									Summary Total
									1,615.00
	FIRSTNET LEARNING INC								Payment Amount
	1350 17TH STREET SUITE 250								1,615.00
	DENVER CO 80202								
100200	GOPHER STATE ONE CALL INC	APRIL TICKETS 164	PV	91419	001	09601	4/30/2018	8040670	73.80

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CITY OF RAMSEY
Create Payment Control Groups

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Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
	GOPHER STATE ONE CALL	APRIL TICKETS 164	PV	91419 002	09601		4/30/2018	8040670	73.80
	7223 PARKWAY DRIVE	APRIL TICKETS 164	PV	91419 003	09601		4/30/2018	8040670	73.80
	SUITE 210								
	HANOVER MD 21076-1317								
								Summary Total	221.40
								Payment Amount	221.40
100650	GRAINGER	WALL CLOCKS/SUGAR	PV	91499 001	09101		5/1/2018	9773795746	115.78
	GRAINGER INC							Summary Total	115.78
	DEPT. 806511127								
	PALATINE IL 60038-0001							Payment Amount	115.78
100211	HAWKINS INC	MISC CHEMICALS	PV	91538 001	09601		5/4/2018	4274350	4,773.55
	HAWKINS INC							Summary Total	4,773.55
	P O BOX 860263								
	MINNEAPOLIS MN 55486-0263							Payment Amount	4,773.55
112564	HEALTH PARTNERS GROUP	EAP APRIL 2018	PV	91500 001	09101		5/3/2018	W814849	73.00
	HEALTH-WORKSITE								
	HEALTH PARTNERS GROUP HEALTH-WORKSITE							Summary Total	73.00
	MAIL STOP # 21109A								
	P O BOX 64059								
	ST PAUL MN 55164-0059							Payment Amount	73.00
106911	HENNEPIN TECHNICAL	D. WEIGMAN 4/27/18	PV	91539 001	09101		4/27/2018	00380418	2,400.00
	COLLEGE	# 18192							
	HENNEPIN TECHNICAL COLLEGE							Summary Total	2,400.00
	9000 BROOKLYN BLVD								
	BROOKLYN PARK MN 55445							Payment Amount	2,400.00
112160	HOLIDAY COMPANIES	PD APRIL 18 WASHES	PV	91420 001	09101		5/1/2018	468_01051804	52.00
	HOLIDAY COMPANIES							Summary Total	52.00
	4567 AMERICAN BLVD W								
	BLOOMINGTON MN 55437							Payment Amount	52.00

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CITY OF RAMSEY
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Pay Through Date 12/31/2018

Number	Payee Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
107844	IN TIME SERVICES INC 1465 SLATER ROAD P O BOX 5007 FERNDAL WA 98248.5007	SERVICES JUNE 18-MAY 19	PV 91501 001 09101	4/30/2018	9106	3,600.00
					Summary Total	3,600.00
					Payment Amount	3,600.00
100256	LANO EQUIPMENT INC LANO EQUIPMENT INC 6140 HIGHWAY 10 NW ANOKA MN 55303	BOTACH/MISC PARTS BOTACH/MISC PARTS HANDLE- BACKPACK BLOWER	PV 91502 001 09101 PV 91502 002 09101 PV 91540 001 09101	5/3/2018 5/3/2018 5/10/2018	02-557991 02-557991 02-559604	796.16 796.17 10.48
					Summary Total	1,592.33
					Summary Total	10.48
					Payment Amount	1,602.81
100258	LEAGUE OF MINNESOTA CITIES LEAGUE OF MN CITIES FINANCE DEPT 145 UNIVERSITY AVE WEST ST PAUL MN 55103-2044	K. ULRICH ANN CONF 18	PV 91421 001 09101	4/30/2018	271781	400.00
					Summary Total	400.00
					Payment Amount	400.00
100259	LEAGUE OF MN CITIES INS TRUST LEAGUE OF MN CITIES INS TRUST C/O BERKLEY RISK SERVICES INC P O BOX 581517 MINNEAPOLIS MN 55458-1517	YANG/BLOOD	PV 91503 001 09702	5/1/2018	1001389 MAY 18	848.86
					Summary Total	848.86
					Payment Amount	848.86
		SWEEPER CLAIM	PV 91541 001 09702	5/9/2018	3582	3,073.16
					Summary Total	3,073.16
					Payment Amount	3,073.16
100266	LOGIS LOCAL GOVERNMENT INFORMATION SYSTEMS ASS	APRIL 18 SERVICE	PV 91542 001 09101	4/30/2018	45268	12,975.00
					Summary Total	12,975.00

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CITY OF RAMSEY
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK
Version LOGIS004V
Originator JLIPSKI
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
	5750 DULUTH STREET GOLDEN VALLEY MN 55422-4036								
								Payment Amount	12,975.00
113658	MARCO	MAY 18 CONTRACT	PV	91504	001	09101	5/1/2018	INV5205300	60.00
	MARCO NW 7128 PO BOX 1450 MINNEAPOLIS MN 55485-7128							Summary Total	60.00
								Payment Amount	60.00
102588	MEDIATION SERVICES FOR ANOKA COUNTY	2018 MEDIATION SERVICES	PV	91422	001	09101	5/4/2018	2011-40	2,882.66
	MEDIATION SERVICES FOR ANOKA COUNTY 3200 MAIN STREET SUITE 210 COON RAPIDS MN 55448							Summary Total	2,882.66
								Payment Amount	2,882.66
100283	MENARDS COON RAPIDS	MISC SUPPLIES	PV	91423	001	09101	4/25/2018	72976	145.69
	MENARDS COON RAPIDS 3045 MAIN STREET COON RAPIDS MN 55433							Summary Total	145.69
		MISC SUPPLIES	PV	91555	001	09101	5/8/2018	74116	31.72
								Summary Total	31.72
								Payment Amount	177.41
100284	MENARDS ELK RIVER	BATTERIES	PV	91556	001	09101	5/6/2018	58350	7.99
	MENARDS ELK RIVER 19521 EVANS STREET NW ELK RIVER MN 55330-1077							Summary Total	7.99
								Payment Amount	7.99
100285	MET COUNCIL ENVIRONMENTAL SRV	WASTE WATER JUNE 2018	PV	91424	001	09602	5/2/2018	0001082986	63,101.29
	MET COUNCIL ENVIRONMENTAL SRV P O BOX 856513 MINNEAPOLIS MN 55485-6513							Summary Total	63,101.29
								Payment Amount	63,101.29
100293	MIDC ENTERPRISES	MISC PARTS	PV	91425	001	09101	5/3/2018	10041488	653.40
	MIDC ENTERPRISES 1450 WEST COUNTY ROAD C							Summary Total	653.40
		MISC PARTS	PV	91426	001	09101	5/1/2018	10041462	274.65

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Pay Through Date 12/31/2018

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
ROSEVILLE MN 55113				Summary Total					274.65
				Payment Amount					928.05
100313	MN RECREATION AND PARK ASSN	PARK INTERN JOB POSTING	PV	91427	001	09101	4/27/2018	9489	25.00
MN RECREATION AND PARK ASSN 200 CHARLES STREET NE FRIDLEY MN 55432				Summary Total					25.00
				Payment Amount					25.00
110469	MN STATE PATROL	INSPECTION DECALS 2018	PV	91428	001	09101	5/2/2018	050218	22.00
MN STATE PATROL CMV SECTION 1110 CENTRE POINTE CURVE #410 MENDOTA HEIGHTS MN 55120				Summary Total					22.00
				Payment Amount					22.00
115543	NATURAL ENDEAVORS LANDSCAPING INC	APRIL 18 PLOW 6701 HWY 10	PV	91506	001	09410	5/1/2018	1501 APRIL SNOW	400.00
NATURAL ENDEAVORS LANDSCAPING INC 22839 ZION PARKWAY NW BETHEL MN 55005				Summary Total					400.00
				Payment Amount					400.00
115167	NET TRANSCRIPTS INC	APR 18 TRANSCRIPTION	PV	91429	001	09101	4/20/2018	0018328	577.10
NET TRANSCRIPTS INC 3707 N. 7TH STREET SUITE 320 PHOENIX AZ 85014				Summary Total					577.10
				Payment Amount					577.10
114239	NORTH AMERICAN SAFETY	MISC HI VIS T- SHIRTS	PV	91543	001	09101	5/2/2018	34639	264.50
NORTH AMERICAN SAFETY		MISC HI VIS T- SHIRTS	PV	91543	002	09101	5/2/2018	34639	702.00
326 S. ASH STREET		MISC HI VIS T- SHIRTS	PV	91543	003	09101	5/2/2018	34639	264.50
BELLE PLAINE MN 56011				Summary Total					1,231.00
				Payment Amount					1,231.00

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CITY OF RAMSEY
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Pay Through Date 12/31/2018

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
									200.68
107978	PREMIER COMMERCIAL PROPERTIES INC	APRIL 18 HWY 10 MANAGE.	PV	91509 001	09410		4/30/2018	5815	200.00
	PREMIER COMMERCIAL PROPERTIES INC	APRIL 18 HWY 10 MANAGE.	PV	91509 002	09410		4/30/2018	5815	200.00
	299 COON RAPIDS BLVD NW #200	APRIL 18 HWY 10 MANAGE.	PV	91509 003	09410		4/30/2018	5815	200.00
	COON RAPIDS MN 55433	APRIL 18 HWY 10 MANAGE.	PV	91509 004	09410		4/30/2018	5815	200.00
				Summary Total					800.00
				Payment Amount					800.00
112959	PREMIUM WATERS INC	FIRE- BOTTLED WATER	PV	91510 001	09101		4/30/2018	621332-04-18	64.29
	PREMIUM WATERS INC			Summary Total					64.29
	P O BOX 9128	FIRE DEPT- BOTTLED WATER	PV	91546 001	09101		4/30/2018	621331-04-18	46.74
	MINNEAPOLIS MN 55480-9128			Summary Total					46.74
				Payment Amount					111.03
107229	RADCO	GAS PROP-LIFT ARM	PV	91547 001	09101		5/10/2018	BLN-52432-01	37.90
	RADCO			Summary Total					37.90
	1502 99TH LANE			Payment Amount					37.90
	BLAINE MN 55434			Payment Amount					37.90
115125	ROYAL VENDING INC	COFFEE	PV	91511 001	09101		5/1/2018	24172	244.60
	ROYAL VENDING INC			Summary Total					244.60
	9633 85TH AVENUE NORTH			Payment Amount					244.60
	MAPLE GROVE MN 55369			Payment Amount					244.60
100431	SAFETY KLEEN CORPORATION	RECYLCE OIL	PV	91512 001	09101		5/1/2018	CN06821170	110.97
	SAFETY KLEEN CORPORATION			Summary Total					110.97
	PO BOX 382066			Payment Amount					110.97
	PITTSBURGH PA 15250-8066			Payment Amount					110.97
115583	SANDARIN, BARBARA	MAY 2018 YOGA	PV	91432 001	09101		5/4/2018	050418	440.00

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CITY OF RAMSEY
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Pay Through Date 12/31/2018

Payee		Stub	Document			Due	Invoice	Payment		
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	
		CLASSES								
	BARBARA SANDARIN 1824 113TH LANE NW COON RAPIDS MN 55433							Summary Total	440.00	
								Payment Amount	440.00	
100456	ST CROIX RECREATION FUN PLAYGROUNDS	MISC RABBIT PARK	PV	91433	001	09101	4/19/2018	19717	2,155.21	
	ST CROIX RECREATION FUN PLAYGROUNDS INC 225 NORTH SECOND STREET STILLWATER MN 55082	TENNIS NETS						Summary Total	2,155.21	
			PV	91548	001	09101	5/10/2018	19727	405.00	
								Summary Total	405.00	
								Payment Amount	2,560.21	
100854	ST PAUL, CITY OF CITY OF ST PAUL 15 W KELLOGG BLVD 700 CITY HALL ST PAUL MN 55102	ASPHALT	PV	91513	001	09101	5/1/2018	IN00028571	886.28	
								Summary Total	886.28	
								Payment Amount	886.28	
114151	TASC (FEES) TASC CLIENT INVOICES P O BOX 88278 MILWAUKEE WI 53288-0001	1QT 2018 VOYA FEE	PV	91549	001	09101	5/9/2018	IN1268268	37.50	
								Summary Total	37.50	
								Payment Amount	37.50	
100485	TIMESAVER OFF SITE SECRETARIAL INC TIMESAVER OFF SITE SECRETARIAL INC 5291 RIVER OAK DRIVE SAVAGE MN 55378	APR 18 MEETINGS	PV	91514	001	09101	4/30/2018	M23775	775.00	
								Summary Total	775.00	
								Payment Amount	775.00	
112688	TITAN MACHINERY TITAN MACHINERY 14375 JAMES ROAD ROGERS MN 55374	VALVE SHUT OFF	PV	91550	001	09101	5/4/2018	10793148	23.93	
								Summary Total	23.93	
								Payment Amount	23.93	

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Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
107705	TWIN CITY GARAGE DOOR CO	REPAIR DOORS- PD	PV 91515 001 09101	4/27/2018	504940	833.65
	TWIN CITY GARAGE DOOR CO 5601 BOONE AVE N MINNEAPOLIS MN 55428				Summary Total	833.65
					Payment Amount	833.65
111742	TWIN CITY WATER CLINIC INC	APRIL 18 - 15 WATER SAMPLES	PV 91434 001 09601	4/27/2018	11276	300.00
	TWIN CITY WATER CLINIC INC 617 13TH AVENUE SOUTH HOPKINS MN 55343				Summary Total	300.00
					Payment Amount	300.00
105628	WELLS CATERING SERVICE	CC MEAL 5/8/2018	PV 91516 001 09101	5/8/2018	44083	81.23
	WELLS CATERING SERVICE 7533 SUNWOOD DRIVE SUITE 108 RAMSEY MN 55303				Summary Total	81.23
					Payment Amount	81.23
100529	WENDELL'S INC	BADGES	PV 91435 001 09101	4/27/2018	2287964	10.46
	WENDELL'S INC 6601 BUNKER LAKE BLVD PO BOX 458 RAMSEY MN 55303-0458				Summary Total	10.46
					Payment Amount	10.46
Total Amount to be Processed						148,275.26
Total Number of Payments to be Processed						74

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CITY OF RAMSEY
Create Payment Control Groups

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Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
116334	MN BOARDWALK LLC	PAY EST 1 TROTT BRK BRDWLK	PV	91517	001	09805	5/8/2018	050818	86,830.00
	MN BOARDWALK LLC							Summary Total	86,830.00
	8617 80TH STREET							Payment Amount	86,830.00
	GLENCOE MN 55336							Total Amount to be Processed	86,830.00
								Total Number of Payments to be Processed	1

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CITY OF RAMSEY
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Version LOGIS004V
Originator JLIPSKI
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee	Stub	Document	Due	Invoice	Payment					
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount		
116186	KILLMER ELECTRIC CO INC	PAY EST 2 WELL HOUSE	PV	91522	001	09601	5/15/2018	051518	41,192.00	
		3 GAS/GEN								
	KILLMER ELECTRIC CO INC								Summary Total	41,192.00
	5141 LAKELAND AVENUE N								Payment Amount	41,192.00
	CRYSTAL MN 55429								Total Amount to be Processed	41,192.00
									Total Number of Payments to be Processed	1

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #18-098

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF MAY 3, 2018 THROUGH MAY 16, 2018.

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of May 3, 2018, through May 16, 2018, in the amount of \$646,668.17 and

WHEREAS, the City Council of the City of Ramsey is required to authorize payment for all disbursement transactions.

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

- 1) That the Ramsey City Council hereby approves the cash disbursements made and authorizes payment of the accounts payable invoices as detailed in the attached Bills List for the period May 3, 2018, through May 16, 2018, in the amount of \$ 646,668.17.

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 22nd day of May 2018.

Mayor

ATTEST:

City Clerk

CC Regular Session

4. 10.

Meeting Date: 05/22/2018

Submitted For: Tim Gladhill, Community Development

By: Chloe McGuire Brigl, Community Development

Information

Title

Adopt Amended Resolution #18-045 for Conditional Use Permit for Motor Vehicle Sales and Detail at 6750 Highway 10 NW; Case of 22 Properties, LLC

Purpose/Background:

The City Council met and approved a Conditional Use Permit for Motor Vehicle Sales and Detail at 6750 Highway 10 NW. While the Council discussed the phasing plan, the resolution was not amended in the motion to describe the discussion of the Council. This resolution expands on Condition 5 of the resolution for increased clarity and includes updates requested by the applicant. The attached resolution includes the following updates:

- Removing language from condition 2 regarding fencing in the right-of-way. After the meeting, the applicant provided sufficient information to determine the fence is not in the right-of-way.
- Updating language in condition 5 to clarify paving plan.
- Updating language in condition 14 to relate unpaved boat area to condition 5 per applicant's request.

Action:

Motion to Adopt Resolution # 18-045 Approving a Conditional Use Permit for 22 Properties, LLC at 6750 Highway 10 with updated language.

Attachments

Resolution 18-045 with noted Changes

Resolution 18-045

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	05/16/2018 08:20 AM
Tim Gladhill	Tim Gladhill	05/16/2018 11:00 AM
Tim Gladhill	Tim Gladhill	05/16/2018 01:24 PM
Kurt Ulrich	Kurt Ulrich	05/17/2018 07:52 AM
Form Started By: Chloe McGuire Brigl		Started On: 04/11/2018 10:25 AM
Final Approval Date: 05/17/2018		

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

RESOLUTION #18-045

A RESOLUTION APPROVING THE ISSUANCE OF A CONDITIONAL USE PERMIT TO 22 PROPERTIES, LLC TO ALLOW MOTOR VEHICLE SALES AND DETAILING IN THE B-2 HIGHWAY BUSINESS DISTRICT AND DECLARING TERMS OF SAME:

RECITALS

1. 22 Properties, LLC, hereinafter referred to as the “Permittee” has properly applied for a Conditional Use Permit to allow motor vehicle sales on the property generally known as 6750 Highway 10 NW and legally described as follows:

Lot 2, Block 1 Riverside West, Anoka County, Minnesota

 (“Subject Property”)
2. That the Permittee appeared before the Planning Commission for a public hearing pursuant to Section 117-51 (Conditional Use Permits) of the Ramsey City Code on March 1, 2018, and that said public hearing was properly advertised and that the minutes of said public hearing are hereby incorporated by reference.
3. That the Subject Property is zoned B-2 Highway Business District and is approximately 1.32 acres in size.
4. That motor vehicle, implement, and recreation equipment sales and service is a conditional use in the B-2 Highway Business District.
5. That the Subject Property abuts Riverdale Drive NW to the south, Highway 10 to the north, and parcels to the east and west of the Subject Property are zoned B-2 Highway Business District.
6. That the Permittee has submitted a site plan identifying a paved future parking area to upgrade the unpaved area on the Subject Property to provide additional area to display motor vehicles for sale and store motor vehicles onsite for detailing.
7. That Section 117-120 of the City Code requires all parking and pavement (including maneuvering, sales, and display areas) be setback from the street right-of-way a distance of at least twenty (20) feet.
8. That boat sales had been occurring on the Subject Property when City Code was amended to identify recreational vehicle sales as a Conditional Use and was occurring on the Subject Property since that amendment.

9. That the Permittee has requested a Conditional Use Permit to allow for motor vehicle sales and detailing on the Subject Property.
10. That City Code Section 117-356 (Commercial and Industrial Development Off-Street Parking) requires one (1) dedicated customer parking space for every ten (10) vehicles displayed; three (3) dedicated customer parking spaces for each enclosed bay; and one (1) dedicated parking space for each full time employee.
11. That vehicles displayed for sale, or those that have been detailed, shall be restricted to bituminous or concrete surfaces only.
12. That the Planning Commission met on March 1, 2018, conducted a public hearing and recommended City Council approval of the request.

FINDINGS OF FACT

1. That motor vehicle sales and detailing will not be unduly dangerous or detrimental to persons residing or working in the vicinity of the use, or to the public welfare.
2. That motor vehicle sales and detailing will not substantially adversely impair the use, enjoyment or market value of any of the surrounding properties.
3. That the motor vehicle sales and detailing operation will be maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area.
4. That motor vehicle sales and detailing will not be hazardous to existing or future neighboring uses.
5. That motor vehicle sales and detailing will not impact essential public facilities and services, such as highways, streets, police and fire protection.
6. That motor vehicle sales and detailing will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
7. That motor vehicle sales and detailing will not involve uses, activities and equipment that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

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

That the Ramsey City Council hereby grants approval of a Conditional Use Permit (the "Permit") for motor vehicle sales and detailing on the Subject Property contingent upon the following conditions:

CONDITIONS

1. That this **Permit** allows for motor vehicle sales and detailing to occur on the **Subject Property**.
2. ~~That the **Permittee** shall resituated the existing fence out of the street right-of-way before any automobile sales or detailing take place onsite. The A fence must remain onsite to continue to screen the unimproved parking areas.~~
3. That the **Permittee** shall ensure that any new or upgraded parking and pavement onsite comply with Section 117-120 of the City Code requiring all parking and pavement (including maneuvering, sales, and display areas) require at least a twenty (20) foot setback from adjacent street right-of-way.
4. That the expansion of the paved area shall be in accordance with the plans prepared by 22 Properties, LLC and in compliance with the City Code. The **Permittee** shall submit paving plans to the City of Ramsey prior to paving to ensure they meet current standards at the time of paving.
5. ~~That the 6,500 square-foot unpaved area shall be paved not later than the end of June 2020. **Permittee** may use all unpaved areas on the property for vehicle sales, detailing, storage, and maneuvering until the end of June 2020. If the aforementioned 6,500 square-foot unpaved area has not been paved by June 30, 2020, **Permittee** will no longer be able to use any unpaved surfaces on the property for any vehicle sales, detailing, storage, or maneuvering. If the 6,500 square-foot area has been paved on or before June 30, 2020, then **Permittee** may continue to use the adjacent 14,300 square-foot unpaved area for vehicle sales, detailing, storage and maneuvering until June 30, 2023. The remaining 14,300 square-foot unpaved area shall be paved by June 2023. After June 2023, no unpaved surfaces may be used for any vehicle sales, detailing, storage, or maneuvering. That the paving of the 6,500 square foot unpaved area shall take place by June 2020, and the paving of the approximately 14,300 square foot, unpaved area shall take place by June 2023. All unimproved areas, currently gravel and dirt, will be paved by June 2023 or the permit shall be revoked and the **Permittee** shall need to reapply for a Conditional Use Permit.~~
6. That motor vehicle sales and repairs shall only be conducted within the building located on the **Subject Property**.
7. That the **Permittee** shall maintain the Subject Property in compliance with City Code Section 117-356 (Commercial and Industrial Development Off-Street Parking) and Chapter 30 (Nuisances) at all times.
8. That there shall be no salvaging of parts from inoperable motor vehicles on site to be used to repair other motor vehicles.

9. That there shall be no outside storage of parts or cannibalized vehicles on the **Subject Property**.
10. That the **Permittee** shall obtain all necessary permits to complete any required building modifications.
11. That the **Permittee** (or any other tenants) shall obtain all necessary licenses to lawfully operate motor vehicle sales operations on the **Subject Property**.
12. That the **Permittee** shall stripe all required customer parking stalls and those stalls shall not be used for any use other than customer parking.
13. That the **Permittee** shall maintain all required drive aisle widths in accordance with City Code Section 117-356.
14. That the **Permittee** is forgoing the previous lawful, nonconforming status of the boat sales and storage on unpaved surfaces; and agrees ~~to remove this use from onsite that such use shall no longer be permitted, except as described in paragraph 5 above.~~
15. That this **Permit** shall be perpetual in duration as long as the terms are herein complied with.
16. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this Permit.
17. That the City Administrator, or his/her designee, shall have the right to inspect the premises for compliance and safety purposes annually or at any time, upon reasonable request.
18. That this **Permit** shall automatically expire if the use is not initiated by June 1, 2019.

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

~~_____ Acting Mayor LeTourneau~~
~~_____ Councilmember Shryock~~
~~_____ Councilmember Kuzma~~
~~_____ Councilmember Riley~~

and the following voted against the same:

~~_____ None~~

and the following abstained:

~~_____ None~~

and the following were absent:

~~Mayor Strommen~~
~~Council Vacaney~~

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the ~~13th~~22nd day of ~~March~~May, 2018.

22 Properties, LLC hereby acknowledges receipt of this Permit and that they have reviewed the conditions of this Permit and have agreed that they will comply with the terms of this Permit.

By: _____

Its: _____

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

On this _____ day of _____, _____, before me, a Notary Public, personally appeared _____, the _____ of 22 Properties, LLC, a Limited Liability Corporation (Domestic) under the laws of Minnesota, on behalf of the Corporation, to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public

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

RESOLUTION #18-045

A RESOLUTION APPROVING THE ISSUANCE OF A CONDITIONAL USE PERMIT TO 22 PROPERTIES, LLC TO ALLOW MOTOR VEHICLE SALES AND DETAILING IN THE B-2 HIGHWAY BUSINESS DISTRICT AND DECLARING TERMS OF SAME:

RECITALS

1. 22 Properties, LLC, hereinafter referred to as the “Permittee” has properly applied for a Conditional Use Permit to allow motor vehicle sales on the property generally known as 6750 Highway 10 NW and legally described as follows:

Lot 2, Block 1 Riverside West, Anoka County, Minnesota

 (“Subject Property”)
2. That the Permittee appeared before the Planning Commission for a public hearing pursuant to Section 117-51 (Conditional Use Permits) of the Ramsey City Code on March 1, 2018, and that said public hearing was properly advertised and that the minutes of said public hearing are hereby incorporated by reference.
3. That the Subject Property is zoned B-2 Highway Business District and is approximately 1.32 acres in size.
4. That motor vehicle, implement, and recreation equipment sales and service is a conditional use in the B-2 Highway Business District.
5. That the Subject Property abuts Riverdale Drive NW to the south, Highway 10 to the north, and parcels to the east and west of the Subject Property are zoned B-2 Highway Business District.
6. That the Permittee has submitted a site plan identifying a paved future parking area to upgrade the unpaved area on the Subject Property to provide additional area to display motor vehicles for sale and store motor vehicles onsite for detailing.
7. That Section 117-120 of the City Code requires all parking and pavement (including maneuvering, sales, and display areas) be setback from the street right-of-way a distance of at least twenty (20) feet.
8. That boat sales had been occurring on the Subject Property when City Code was amended to identify recreational vehicle sales as a Conditional Use and was occurring on the Subject Property since that amendment.
9. That the Permittee has requested a Conditional Use Permit to allow for motor vehicle sales and detailing on the Subject Property.

10. That City Code Section 117-356 (Commercial and Industrial Development Off-Street Parking) requires one (1) dedicated customer parking space for every ten (10) vehicles displayed; three (3) dedicated customer parking spaces for each enclosed bay; and one (1) dedicated parking space for each full time employee.
11. That vehicles displayed for sale, or those that have been detailed, shall be restricted to bituminous or concrete surfaces only.
12. That the Planning Commission met on March 1, 2018, conducted a public hearing and recommended City Council approval of the request.

FINDINGS OF FACT

1. That motor vehicle sales and detailing will not be unduly dangerous or detrimental to persons residing or working in the vicinity of the use, or to the public welfare.
2. That motor vehicle sales and detailing will not substantially adversely impair the use, enjoyment or market value of any of the surrounding properties.
3. That the motor vehicle sales and detailing operation will be maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area.
4. That motor vehicle sales and detailing will not be hazardous to existing or future neighboring uses.
5. That motor vehicle sales and detailing will not impact essential public facilities and services, such as highways, streets, police and fire protection.
6. That motor vehicle sales and detailing will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
7. That motor vehicle sales and detailing will not involve uses, activities and equipment that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

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

That the Ramsey City Council hereby grants approval of a Conditional Use Permit (the "Permit") for motor vehicle sales and detailing on the Subject Property contingent upon the following conditions:

CONDITIONS

1. That this **Permit** allows for motor vehicle sales and detailing to occur on the **Subject Property**.
2. A fence must remain onsite to continue to screen the unimproved parking areas.
3. That the **Permittee** shall ensure that any new or upgraded parking and pavement onsite comply with Section 117-120 of the City Code requiring all parking and pavement (including maneuvering, sales, and display areas) require at least a twenty (20) foot setback from adjacent street right-of-way.
4. That the expansion of the paved area shall be in accordance with the plans prepared by 22 Properties, LLC and in compliance with the City Code. The **Permittee** shall submit paving plans to the City of Ramsey prior to paving to ensure they meet current standards at the time of paving.
5. That the 6,500 square-foot unpaved area shall be paved not later than the end of June 2020. **Permittee** may use all unpaved areas on the property for vehicle sales, detailing, storage, and maneuvering until the end of June 2020. If the aforementioned 6,500 square-foot unpaved area has not been paved by June 30, 2020, **Permittee** will no longer be able to use any unpaved surfaces on the property for any vehicle sales, detailing, storage, or maneuvering. If the 6,500 square-foot area has been paved on or before June 30, 2020, then **Permittee** may continue to use the adjacent 14,300 square-foot unpaved area for vehicle sales, detailing, storage and maneuvering until June 30, 2023. The remaining 14,300 square-foot unpaved area shall be paved by June 2023. After June 2023, no unpaved surfaces may be used for any vehicle sales, detailing, storage, or maneuvering.
6. That motor vehicle sales and repairs shall only be conducted within the building located on the **Subject Property**.
7. That the **Permittee** shall maintain the Subject Property in compliance with City Code Section 117-356 (Commercial and Industrial Development Off-Street Parking) and Chapter 30 (Nuisances) at all times.
8. That there shall be no salvaging of parts from inoperable motor vehicles on site to be used to repair other motor vehicles.
9. That there shall be no outside storage of parts or cannibalized vehicles on the **Subject Property**.
10. That the **Permittee** shall obtain all necessary permits to complete any required building modifications.
11. That the **Permittee** (or any other tenants) shall obtain all necessary licenses to lawfully operate motor vehicle sales operations on the **Subject Property**.

12. That the **Permittee** shall stripe all required customer parking stalls and those stalls shall not be used for any use other than customer parking.
13. That the **Permittee** shall maintain all required drive aisle widths in accordance with City Code Section 117-356.
14. That the **Permittee** is forgoing the previous lawful, nonconforming status of the boat sales and storage on unpaved surfaces and agrees that such use shall no longer be permitted, except as described in paragraph 5 above.
15. That this **Permit** shall be perpetual in duration as long as the terms are herein complied with.
16. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this Permit.
17. That the City Administrator, or his/her designee, shall have the right to inspect the premises for compliance and safety purposes annually or at any time, upon reasonable request.
18. That this **Permit** shall automatically expire if the use is not initiated by June 1, 2019.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Johns, 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 22nd day of May, 2018.

PROPERTY OWNER

Son Holding Company, LLP hereby acknowledges receipt of this Permit and that they have reviewed the conditions of this Permit and have agreed that they will comply with the terms of this Permit.

By: _____

Its: _____

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

On this _____ day of _____, _____, before me, a Notary Public, personally appeared _____, the _____ of Son Holding Company, LLP a Limited Liability Partnership under the laws of Minnesota, on behalf of the Partnership, to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public

CC Regular Session

4. 11.

Meeting Date: 05/22/2018

Submitted For: Mark Riverblood, Engineering/Public Works

By: MaryJo Warner, Engineering/Public Works

Information

Title

Adopt Resolution #18-099 Authorizing Partial Payment to MN Boardwalk, LLC for IP 18-08 Trott Brook Boardwalk

Purpose/Background:

The purpose of this case is to adopt Resolution #18-099 authorizing partial payment to MN Boardwalk, LLC for IP 18-08 Trott Brook Boardwalk.

Recommendation:

The Parks and Assistant Public Works Superintendent has inspected the completed work and recommends partial payment to MN Boardwalk, LLC for IP 18-08 Trott Brook Boardwalk.

Action:

Motion to adopt Resolution #18-099 approving partial payment to MN Boardwalk, LLC for IP 18-08 Trott Brook Boardwalk in the amount of \$86,830.00.

Attachments

Resolution

Pay Request

Form Review

Inbox	Reviewed By	Date
Mark Riverblood	Mark Riverblood	05/16/2018 10:46 AM
Kurt Ulrich	Kurt Ulrich	05/17/2018 08:38 AM
Form Started By: MaryJo Warner		Started On: 05/14/2018 09:52 AM
Final Approval Date: 05/17/2018		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #18-099

ADOPT RESOLUTION AUTHORIZING PARTIAL PAYMENT TO MN BOARDWALK, LLC FOR IP 18-08 TROTT BROOK BOARDWALK

WHEREAS, access to parks, natural resources, open space and recreation areas, are essential to the quality of life, health and welfare of city of Ramsey's residents; and

WHEREAS, the Trott Brook Boardwalk has been identified as a priority project within the City of Ramsey's Capital Improvement Program; and

WHEREAS, the boardwalk when complete will provide for the completion of a significant 'gap' in the Greenway system referred to as The Circle of Ramsey; and

WHEREAS, on January 9th, 2018, the City Council accepted final plans and specifications and authorized advertisements for bids for said improvements; and

WHEREAS, pursuant to Resolution #18-038 adopted February 12, 2018 the bid of MN Boardwalk, LLC in the amount of \$162,000 for the total bid is the lowest responsible bidder; and

WHEREAS, as of May 22, 2018 \$0 had been paid to date; and

WHEREAS, the Parks and Assistant Public Works Superintendent has inspected the completed work and recommends partial payment to MN Boardwalk, LLC in the amount of \$86,830.00.

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

- 1) That the City Council hereby authorizes partial payment to MN Boardwalk, LLC for Improvement Project #18-08, MN Boardwalk, LLC in the amount of \$86,830.00.
- 2) That the City Council hereby accepts the project and authorizes the Mayor or City Administrator to sign the release form for this payment.
- 3) That the total amount of this payment is not included in resolutions approving payment of bills for the date of May 22, 2018.
- 4) That the City of Ramsey Finance Department will be provided a signed copy of this resolution

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 22nd day of May 2018.

Mayor

ATTEST:

City Clerk

Pay Estimate Summary Sheet
IP 18-08 TROTT BROOK BOARDWALK

City of Ramsey

Estimate no 1

TOTAL CONTRACT	\$	162,000.00
ALTERNATES A - D	\$	-
TOTAL CONTRACT	\$	162,000.00
STORED MATERIALS	\$	5,000.00
TOTAL, COMPLETED WORK TO DATE	\$	86,400.00
TOTAL WORK COMPLETED PLUS STORED MATERIALS	\$	91,400.00
RETAINED PERCENTAGE 5%	\$	4,570.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$	86,830.00
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$	-
PAY CONTRACTOR PER ESTIMATE NO. 1	\$	86,830.00

Certificate for Partial Payment

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

Contractor: MN BOARDWALK, LLC

By Jesse Straltmann Owner
Name Title

Date 5-2-18

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

By _____

Date _____

APPROVED FOR PAYMENT:
OWNER: City of Ramsey

By [Signature] Parks Sup. 5-8-18
Name Title Date

CC Regular Session

4. 12.

Meeting Date: 05/22/2018

Submitted For: Grant Riemer, Engineering/Public Works

By: MaryJo Warner, Engineering/Public Works

Information

Title

Adopt Resolution #18-102 Authorizing Partial Payment to Killmer Electric Co., Inc. for IP #17-06; Installation of Emergency Generator for Well #3

Purpose/Background:

The purpose of this case is to adopt Resolution #18-102 authorizing partial payment to Killmer Electric Co., Inc. for IP #17-06; Installation of Emergency Generator for Well #3.

Recommendation:

Bolton and Menk, Inc. has inspected the completed work and recommends partial payment to Killmer Electric Co., Inc. for IP #17-06; Installation of Emergency Generator for Well #3.

Action:

Motion to adopt Resolution #18-102 authorizing partial payment to Killmer Electric Co., Inc. for IP #17-06; Installation of Emergency Generator for Well #3 in the amount of \$41,192.00.

Attachments

Resolution

Pay Request

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	05/17/2018 08:36 AM
Kurt Ulrich	Kurt Ulrich	05/17/2018 08:50 AM
Form Started By: MaryJo Warner		Started On: 05/16/2018 10:43 AM
Final Approval Date: 05/17/2018		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #18-102

RESOLUTION AUTHORIZING PARTIAL PAYMENT TO KILLMER ELECTRIC CO. INC., FOR IMPROVEMENT PROJECT #17-06; INSTALLATION OF EMERGENCY GENERATOR FOR WELL # 3

WHEREAS, City staff proposes to install a diesel generator for Well# 3 to increase pumping capacity during extended power outages to meet daily water demand, per the 2017 - 2026 Capital Improvement Program; and

WHEREAS, the City will purchase the generator through the National Joint Powers Alliance at a substantial savings at the total cost of \$53,684.61; and

WHEREAS, requests for proposals were submitted to three contractors for the purpose of obtaining quotes for completing the proposed services; and

WHEREAS, quotes were received from three contractors on October 17, 2017, and were found to comply with the request for proposals; and

WHEREAS, pursuant to Ramsey City Council Resolution #17-11-263 adopted November 14, 2017, the bid of Killmer Electric Co. Inc., in the amount of \$90,500.00 for the total bid is the lowest responsible bidder; and

WHEREAS, as of the May 22, 2018, \$9,661.50 has been paid to date; and

WHEREAS, Bolton and Menk, Inc. has inspected the completed work and recommends partial payment to Killmer Electric Co. Inc., in the amount of \$41,192.00.

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

- 1) That the City Council hereby authorizes partial payment to Killmer Electric Co. Inc., for Improvement Project 17-06 Installation of Emergency Generator for Well #3 in the amount of \$41,192.00.
- 2) That the City Council hereby accepts the completed work and authorizes the Mayor or City Administrator to sign the release form for this payment.
- 3) That the total amount of this payment is not included in resolutions approving payment of bills for the date of May 22, 2018.
- 4) That the City of Ramsey Finance Department will be provided a signed copy of this resolution of Ramsey.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember,

RESOLUTION #18-102

Page 1 of 2

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly adopted by the Ramsey City Council this the 22nd day of May, 2018.

Mayor _____

ATTEST:

City Clerk

CONTRACTOR'S PAY REQUEST	
RAMSEY WELL HOUSE NO. 3 NATURAL GAS GENERATOR	DISTRIBUTION:
CITY OF RAMSEY, MN	CONTRACTOR (1)
CITY PROJECT NO. 17-06, BMI PROJECT NO. R16.113601	OWNER (1)
	ENGINEER (1)
	BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$90,500.00
TOTAL, COMPLETED WORK TO DATE	\$53,530.00
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$53,530.00
RETAINED PERCENTAGE (5%)	\$2,676.50
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$50,853.50
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$9,661.50
PAY CONTRACTOR AS ESTIMATE NO. 2	\$41,192.00

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: KILLMER ELECTRIC CO., INC.
5141 Lakeland Ave N
Crystal, MN 55429

By *Matthew Pottis* Matthew Pottis Project Manager
Name Title

Date 5/15/18

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7533 SUNWOOD DRIVE, SUITE 206, RAMSEY, MN 55303
By *Kevin Kielb*, SENIOR PROJECT MANAGER
Kevin Kielb, P.E.
Date May 15, 2018

APPROVED FOR PAYMENT:
OWNER: CITY OF RAMSEY, MN
By *Bruce Anderson* City Engineer 5/15/18
Name Title Date
And _____
Name Title Date

CC Regular Session

4. 13.

Meeting Date: 05/22/2018

Submitted For: Tim Gladhill, Community Development

By: Eric Maass, Community Development

Information

Title

Adopt Resolution #18-105A Approving a Development Agreement for Rum River Prairie (Project #17-149)

Purpose/Background:

On April 24, 2018 the City Council approved the Final Plat for Rum River Prairie, a twenty five (25) lot single family residential development. Since the final plat approval the Applicant has provided Staff with construction estimates for the project's public improvements which has been reviewed and found to be acceptable by the City Engineer. The Development Agreement has been constructed using the itemized Applicant's engineer estimate and is ready for approval, pending City Attorney review and approval as to legal form.

Notification:

Notification is not required for consideration of a Development Agreement.

Funding Source:

All costs associated with this request are the responsibility of the Applicant.

Recommendation:

Staff recommends approving the Development Agreement subject to review and approval as to legal form by the City Attorney and incorporating the revision date of the final plans.

Action:

Motion to adopt Resolution #18-105A approving the Development Agreement for Rum River Prairie.

Attachments

Site Location Map

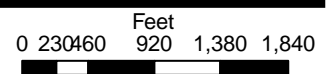
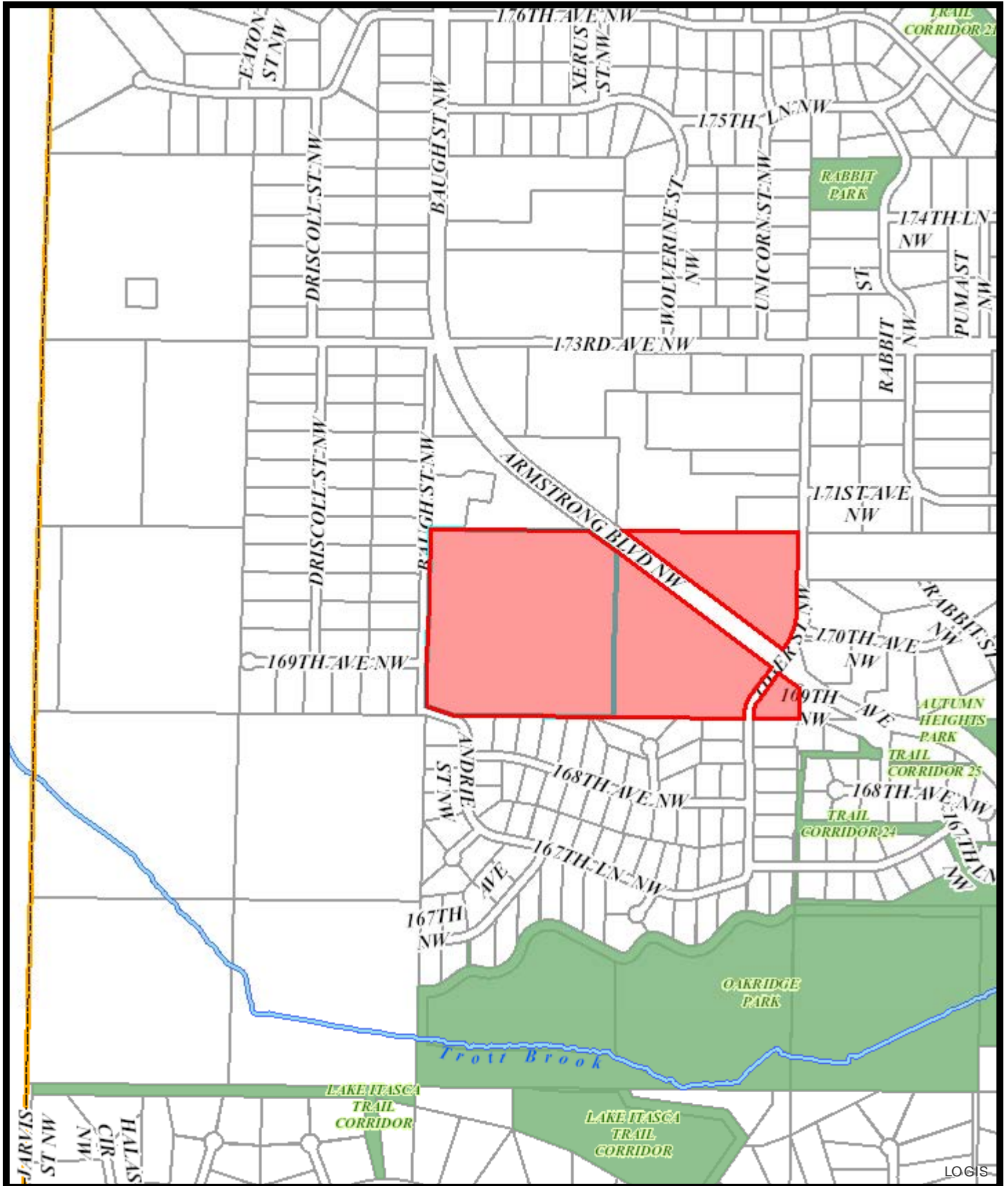
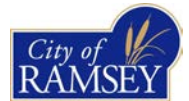
Development Agreement

Res #18 105A

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	05/17/2018 08:27 AM
Kurt Ulrich	Kurt Ulrich	05/17/2018 08:55 AM
Form Started By: Eric Maass		Started On: 05/16/2018 05:47 PM
Final Approval Date: 05/17/2018		

Site Location Map



**CITY OF RAMSEY
DEVELOPMENT AGREEMENT FOR RUM RIVER PRAIRIE**

This Agreement (hereinafter the “Agreement”) is dated as of this 22nd day of May, 2018 and is by and between the **CITY OF RAMSEY**, a Minnesota municipal corporation (the “**CITY**”) and **Rum River Prairie, LLC**, a Limited Liability Company (Domestic), under the laws of State of Minnesota (the “**PERMITTEE**”).

Recitals

- A. The **PERMITTEE** is the owner of land legally described on the attached Exhibit A (the “Subject Property”).
- B. The **PERMITTEE** received approval from the **CITY** to subdivide the Subject Property and plat the same as Rum River Prairie (the “Plat”).

Agreement

- 1. Recitals. Recitals incorporated. The recitals stated above are hereby incorporated into this Agreement and are made part of this Agreement by reference.
- 2. Conditions of Approval. The **CITY** has approved the Plat subject to satisfaction of the following conditions subsequent:
 - a. The **PERMITTEE’S** Execution of this Agreement. That the **PERMITTEE** enter into this Agreement.
 - b. Marketable Title. That prior to recording the Plat, the **DEVELOPER** shall provide the **CITY** with proof of marketable title to the Subject Property either through a currently certified abstract, registered property abstract or title insurance commitment or policy.
 - c. Proof of Authority. That the **PERMITTEE** provide proof that the respective governing boards of the **PERMITTEE** have authorized the **PERMITTEE’S** execution of this Agreement. This proof of authority may be satisfied by providing the **CITY** with a certified copy of the minutes of the governing board of each entity which grants such authority.
- 3. The Plans. The term “Plans” as used in this Agreement means the Final Plat, prepared by LHB Engineers & Architects. The Plans remain subject to: (a) **CITY** Staff’s review and approval by the **CITY’S** Engineer, and among other things, approval and confirmation that the revisions requested in the **CITY** Staff’s April 17, 2018 review letter have been made; and (b) such further revisions as the **PERMITTEE** may propose and the **CITY** approves. The Plans shall not be attached to this Agreement, but are in the **CITY’S** files.

4. Stage I Improvements. The improvements, as stated in City Code Section 117-615 (b) (1), the **PERMITTEE** is required to construct or install are as follows (unless otherwise noted):
- a. Trunk and lateral sanitary sewer (not required)
 - b. Trunk and lateral water main (not required)
 - c. Storm drainage facilities
 - d. Stormwater maintenance through ninety percent (90%) buildout
 - e. Streets
 - f. Concrete curb and gutter (not required)
 - g. Street traffic control signals (not required)
 - h. Lot grading (per building permit with stockpiling as shown on site grading plan)
 - i. Trail development
 - j. Sidewalks (not required)
 - k. Electricity (within one-fourth mile)
 - l. Phone (within one-fourth mile)
 - m. Natural gas (within one-fourth mile)
 - n. Boulevard seeding.
 - o. Water shut off boxes (not applicable)
 - p. Landscaping (installed at time of building permit)

(the “Stage I Improvements”).

The **PERMITTEE** agrees to construct the Stage I Improvements according to the terms and conditions of this Agreement and in accordance with the Plans and the City Code. Per City Code Section 117-615, the **PERMITTEE** shall provide the **CITY** with a set of re-producible as-built plans in Computer Aided Drafting (CAD) format upon completion of the Stage I Improvements and acceptance by the **CITY**. As as-built plans are a required Stage I Improvement item per City Code Section 117-615, the **CITY** will not release the required Stage I Improvement Financial Guarantee noted in paragraph #6 below until said as-built plans are provided to the **CITY**. Additionally, the **PERMITTEE** agrees to provide to the **CITY** the plans in CAD format prior to the commencement of construction of the Stage I Improvements.

5. Lot Corner Staking. The **PERMITTEE** must install lot corner stakes at all lot corners.
6. Installation of the Stage I Improvements. The **PERMITTEE** shall obtain all necessary permits from all governmental agencies before commencing construction of the Stage I Improvements. The **PERMITTEE** must provide the **CITY** with copies of all necessary permits from other governmental agencies prior to or when the **PERMITTEE** applies for a building permit to construct improvements on a lot within the Plat. Within thirty (30) days after the completion and acceptance of the Stage I Improvements, the **PERMITTEE** shall provide the **CITY** with a complete set of reproducible “As Built” plans in CAD format for the Stage I Improvements.

7. Time of Performance for the Stage I Improvements. The **PERMITTEE** must complete the Stage I Improvements within one (1) year after the recording of the Plat.
8. Ownership of the Stage I Improvements. The **PERMITTEE** owns the Stage I Improvements until the **CITY'S** acceptance of the Stage I Improvements. Title to the Stage I Improvements automatically passes to the **CITY** upon the **CITY'S** written acceptance of the Stage I Improvements. Except to the extent the **CITY** has accepted all or portions of the Stage I Improvements, in writing, prior to the lapse, expiration, or other termination of the **CITY'S** financial guaranty described in Section 6 and except to the extent the **CITY** and the **PERMITTEE** may agree, in writing, to defer the **CITY'S** acceptance of certain specified Stage I Improvements, the **CITY** is deemed to have accepted the Stage I Improvements when the **CITY** releases the financial guaranty described in Section 6 or allows such financial guarantee to lapse, expire or otherwise terminate.
9. Stage I Improvements License. The **PERMITTEE** hereby grants the **CITY** and the **CITY'S** agents, employees, officers, and contractors an irrevocable license to enter the Subject Property to perform all necessary work and/or inspections the **CITY** deems appropriate during the **PERMITTEE'S** installation of the Stage I Improvements. The license shall expire after the **CITY** accepts ownership of Stage I Improvements.
10. Stage II CITY Improvements. The future improvements the **PERMITTEE** must construct or install are as follows:
 - a. Street lights (not required)
 - b. Installation of survey monumentation.

(the "Stage II Improvements"). The **PERMITTEE** must complete the construction of the Stage II Improvements within one (1) year after the date upon which the Plat is recorded.

PERMITTEE must install the Stage II Improvements in accordance with the Plans. Per City Code Section 117-615, the **PERMITTEE** shall provide the **CITY** with a set of re-producible as-built plans CAD format upon completion of the Stage II Improvements and acceptance by the **CITY**. Additionally, the **PERMITTEE** agrees to provide to the **CITY** the plans in CAD format prior to the commencement of construction of the Stage II Improvements.

11. Required Private Improvements. The private improvements the **PERMITTEE** will construct or install are as follows:
 - a. Sanitary Sewer (not required)
 - b. Water (not required)
 - c. Storm drainage facilities
 - d. Stormwater maintenance
 - e. Parking lot (not required)

- f. Concrete Curb and gutter (not required)
- g. Lot grading
- h. Landscaping (noted as State I improvement)

12. Financial Guaranty for Stage I Improvements, Stage II Improvements, and Required Private Improvements. The **PERMITTEE** shall provide a financial guarantee to the **CITY** guaranteeing the construction of the Stage I Improvements, Stage II Improvements, Required Private Improvements, and their timely completion. The **PERMITTEE** shall be responsible for a financial guarantee in the amount of **(\$808,030.68)**, which is 125% of the estimated cost of the Stage I Improvements as approved by the City Engineer. Upon completion of Stage I Improvements (including the removal of “temporary” erosion control measures as identified in the approved Grading Plan), acceptance by the **CITY**, supported by appropriate lien waivers, the **PERMITTEE** may request a reduction in the amount of the financial guarantee.
13. Inspection Fees for Stage I Improvements, Stage II Improvements, and Required Private Improvements. The **PERMITTEE** shall provide an inspection fee to the **CITY** to inspect the Stage I Improvements, Stage II Improvements, and Required Private Improvements. The **PERMITTEE** shall be responsible for an inspection fee in the amount of **(\$32,321.23)**, which is 5% of the estimated cost of the Stage I Improvements, Stage II Improvements, and Required Private Improvements as approved by the City Engineer. The inspection fee must be in the form of a cash escrow. The **PERMITTEE** may request a refund of the remaining balance in the escrow upon completion of the required Stage I Improvements, Stage II Improvements, and Required Private Improvements, acceptance by the **CITY**.
14. Warranty for Stage I and Stage II Improvements. The **PERMITTEE** shall provide a one year warranty in the amount of **(\$161,606.14)**, which is 25% of the cost of the Stage I and Stage II Improvements. Said warranty shall be in force for one year following the final acceptance of any required improvements and shall guarantee satisfactory performance of said improvements. The warranty must be in the form of an Irrevocable Letter of Credit in a form acceptable to the **CITY’S** Finance Director or cash escrow.
15. Street Cleaning and Clean Up. After the street surfacing that is a part of the Stage I Improvements is installed, the **PERMITTEE** shall clear any soil, earth, or debris from the streets. From time to time, the **CITY** may remove accumulations of soil, earth, and debris from the streets resulting from the construction of the Stage I Improvements. It shall be the **PERMITTEE’S** responsibility to pay the costs associated with this necessary street cleaning. Invoices from the **CITY** to the **PERMITTEE** for such costs shall be paid within fifteen (15) days of the date of the invoice.
16. Payment of Development Fee’s. The **PERMITTEE** must pay to the **CITY** the fees described on Exhibit B which may include, but are not limited to, Park Land Dedication Fees, Trail Development Fees, Sanitary Sewer Connection (Trunk) Fees (not applicable), Water Connection (Trunk) Fees (not applicable), Sanitary Sewer Lateral Fees (not applicable), Water Lateral Fees (not applicable), Stormwater Management

Fees, Street Light as well as Street Light Operation and Maintenance Fees (not applicable).

17. Requirements for Building and Occupancy Permits.

- a. No building permit for any lot in the Plat shall be issued until the **PERMITTEE** has: (a) installed a Class 5 driving surface to within 300 feet of the structure; (b) provided the **CITY** Building Official with a Certificate of Survey; c) provided the financial guaranty described in Section 6 to the **CITY**; and d) obtained all necessary permits from the Lower Rum River Watershed Management Organization, the Anoka County Soil Conservation District, and any other agencies, and has provided a copy of each such permit to the **CITY**; and
- b. No occupancy permit for any lot in the Plat shall be issued until the **PERMITTEE** has: (a) constructed vehicular access to the lot, including the installation of at least one layer of bituminous surfacing; (b) constructed all utilities and storm water facilities this Agreement requires to serve the lot and such utilities and storm water facilities are in place, operational and the **CITY** has accepted those utilities and storm water facilities; (c) for lots that have a slope of less than 2%, provided the **CITY** with a certificate of grading, prepared by a licensed (State of Minnesota) professional land surveyor, certifying that the flattest grade on the lot is 1% or greater; and (d) installed and planted the sod and landscaping that are required as a part of the Stage I Improvements.

18. PERMITTEE Defaults. If the **PERMITTEE** defaults in the performance of one or more of the **PERMITTEE'S** obligations under this Contract, i) the **CITY** gives the **PERMITTEE** thirty (30) days written notice of the default and ii) the **PERMITTEE** fails to cure the default within said thirty (30) days, then the **CITY** may pursue any and all remedies available at law or in equity including, but not limited to, the following:

- a. The **CITY** may, at its option, perform or engage one or more third parties to perform the **PERMITTEE'S** obligations. If, in the reasonable judgment of the **CITY'S** staff, the **PERMITTEE'S** default creates an immediate risk to public health or safety, the **CITY** may perform or engage one or more third parties to perform the work before the **CITY** provides the notice described in the initial paragraph of this Section, but the **CITY** must use commercially reasonable efforts to notify the **PERMITTEE** as promptly as possible that the **CITY** is undertaking to perform the **PERMITTEE'S** obligation or obligations. If the **CITY** performs one or more obligations of the **PERMITTEE**, the **PERMITTEE** must reimburse the **CITY** for any costs or expenses the **CITY** incurs, including costs and expenses for **CITY** staff time, to perform the work within 30 days after the **CITY** notifies the **PERMITTEE**, in writing, of the costs and expenses the **CITY** incurred to perform the work. If the **PERMITTEE** does not reimburse the **CITY** within

said 30 day period, the **CITY** may pursue any remedies available to the **CITY** either at law or in equity or, in the alternative, the **CITY** may draw on the financial guaranty the **PERMITTEE** provided to the **CITY** pursuant to this Agreement to reimburse itself for the expenses the **CITY** incurs to perform the work. This Agreement is a license for the **CITY** to act and it shall not be necessary for the **CITY** to seek a Court Order for permission to enter the **PERMITTEE** Property. As an alternative to seeking recovery from the **PERMITTEE** or the financial guaranty, the **CITY** may levy special assessments against the **Subject** Property in accordance with Minnesota Statutes Section 429, and the **PERMITTEE**, for itself and its successors in title, hereby expressly waives any and all substantive and procedural objections or defenses the **PERMITTEE** may have to such special assessments;

- b. The **CITY** may commence an action in Anoka County District Court to pursue any remedy available to the **CITY** at law or in equity including, but not limited to, injunctive relief;
- c. The **CITY** may refuse to grant building permits for improvements to be constructed on any lots within the Plat until the **PERMITTEE** has cured all of its defaults; and
- d. The **CITY** may draw upon all or any portion of the financial guaranty the **PERMITTEE** provided to the **CITY** pursuant to Section 6 and (i) use all or any portion of the proceeds from the financial guaranty to reimburse the **CITY** pursuant to subsection (a) above; (ii) use all or any portion of the proceeds from the financial guaranty to satisfy any judgment the **CITY** obtains against the **PERMITTEE** pursuant to subsection (b) above; (iii) use all or any portion of the proceeds to reimburse the **CITY** pursuant to Section 19(j) below; and (iv) hold all or any portion of the proceeds for a reasonable time for the future application as described in subsections (i), (ii) and (iii) of this Section 18(d).

19. Miscellaneous.

- a. Invalidity of Any Section. If any portion, section, subsection, sentence, clause, paragraphs or phrase of this Agreement is for any reason invalid, such decision shall not affect the validity of the remaining portion of this Agreement.
- b. Written Amendments Only. The action or inaction of the **CITY** or the **PERMITTEE** shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties, and approved by a resolution of the **CITY** Council. The

CITY'S or the **PERMITTEE'S** failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

- c. Compliance with Laws and Regulations. The **PERMITTEE** represents to the **CITY** that the Plat complies with all **CITY**, County, metropolitan, State, and Federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances and environmental regulations. If the **CITY** determines that the Plat does not comply, the **CITY** may, at its option, refuse to allow any construction or development work in the Plat until the **PERMITTEE** does comply. Upon the **CITY'S** demand **PERMITTEE** shall cease work until there is compliance.
- d. Mailbox Locations. If the **PERMITTEE** desires to construct mailboxes within the public right of way, the **PERMITTEE** agrees that the placement of mailboxes along public streets is subject to the approval by the **CITY**. Utility locates will be necessary. Mailboxes shall not be located within the bulb of cul-de-sacs.
- e. Boulevard and Wetland Restoration. The **PERMITTEE** shall be responsible for the cost of establishing seed in all boulevards within thirty (30) days of the completion of the street improvements, and restoring all other areas disturbed by the development grading operation in accordance with the approved Grading and Erosion Control plan. The **PERMITTEE** shall be responsible for the cost of cleaning any soil, earth, or debris from the wetlands within and adjacent to this Plat resulting from grading performed in the development of the Plat.
- f. Construction, Hours and Entrance Signs. The **CITY** restricts construction and delivery hours to Monday through Saturday 7:00 a.m. to 10:00 p.m. (Saturdays require 72-hour notice to the **CITY**). The **PERMITTEE** is required to provide a sign at each entrance point stating delivery and construction operation hours. Said signs are not to exceed eighty (80) square feet in size and must be clearly visible at all times during the construction period.
- g. Construction Site Maintenance. The **PERMITTEE** shall adhere to all of the **CITY** ordinances relating to, but not limited to, dumping of garbage, site development, construction debris, open burning, etc. The **CITY** reserves the right to withhold permits, inspections, or certificates of occupancy to correct violations relating to construction site maintenance.
- h. Estimated Cost. It is understood and agreed that cost amounts set forth in this Agreement as to Stage I and Stage II Improvements, and Required Private

Improvements unless qualified as fixed amounts, are estimated. The **PERMITTEE** agree to pay the entire cost of said improvements including interest, engineering and legal fees related thereto.

- i. Plat Approval Expenses. The **PERMITTEE** agrees that it will pay to **CITY** all **CITY** expenses incurred in the approval of the Plat, including, but not limited to, administration expenses, engineering and legal fees. Said expenses incurred after recording of the Final Plat shall also be paid within a fifteen (15) day billing period. Failure to pay the **CITY'S** expenses within the fifteen (15) day billing period will permit the **CITY** to draw upon any of the escrows required by this Agreement for payment.

- j. Reimbursement to the CITY. The **PERMITTEE** agrees to reimburse the **CITY** for all costs incurred by the **CITY** in defense or enforcement of this Agreement, or any portion thereof, including court costs and reasonable engineering and attorney's fees.

- k. Certificate of Occupancy. The term "Certificate of Occupancy" as used in this Agreement shall be defined as a document issued by the **CITY'S** Building Official, which authorizes the structure to be used for its intended purposes.

- l. Notices. Required notices shall be in writing, and shall be either hand delivered to the Parties, its employees or agents, or mailed to them by certified or registered mail at the following address:

TO DEVELOPER:

Rum River Prairie, LLC
Attn: Eric Thomsen
6210 Green Valley Road NW
Ramsey, MN 55303

TO THE CITY:

City of Ramsey
Attn: Community Development Director
7550 Sunwood Drive NW
Ramsey, MN 55303

THE PERMITTEE:

RUM RIVER PRAIRIE, LLC

By: _____

Its: _____

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by Eric Thomsen, the _____ of Rum River Prairie LLC, a Limited Liability Company (Domestic), to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

Notary Public

EXHIBIT A

Legal Description of the Subject Property

The Southeast Quarter of the Northeast Quarter of the Southwest Quarter of the Northeast Quarter of Section 7, Township 32, Range 25, Anoka County, Minnesota, except that part that has been platted as Anoka County Highway Right of Way Plat No. 33.

-or upon recording-

Lots 1-12, Block 1 (Inclusive), Lots 1-8, Block 2 (Inclusive), Lots 1-4, Block 3 (Inclusive), and Lot 1, Block 4 RUM RIVER PRAIRIE, Anoka County, Minnesota.

EXHIBIT B

Fees Payable to the City

1. Park Dedication. The **PERMITTEE** is responsible for satisfying applicable Park Dedication requirements. The 2018 Park Dedication Fee applicable to the Plat is \$3,000 per residential unit. **PERMITTEE** must pay a Park Dedication Fee of **\$75,000.00**). The **PERMITTEE** acknowledges that these fees are estimates. The rate in effect when the Plat is recorded will be collected.
2. Trail Development Fees. The **PERMITTEE** requirements. The 2017 Trail Development Fee applicable to the Plat is \$1,000 per residential unit. **PERMITTEE** must pay a Trail Development Fee of **\$25,000.00**). The **PERMITTEE** acknowledges that these fees are estimates. The rate in effect when the Plat is recorded will be collected.
3. Trail Credit. The **PERMITTEE** intends to construct trail outside of the bounds of the plat at the request of the **CITY**. The **CITY** will credit back to the **PERMITTEE** the costs associated with the development and construction of that trail outside of the bounds of the Final Plat. The **PERMITTEE** shall provide the **CITY** with documentation of actual trail costs.
4. Sanitary Sewer Connection (Trunk) Fees. The **PERMITTEE** is not responsible for satisfying applicable Sanitary Sewer Trunk Fee requirements.
5. Water Connection (Trunk) Fees. The **PERMITTEE** is not responsible for satisfying applicable Water Trunk Fee requirements.
6. Sanitary Sewer Lateral Benefit Fees. The **PERMITTEE** is not responsible for satisfying Sanitary Sewer Lateral Benefit Fees.
7. Water Lateral Benefit Fees. The **PERMITTEE** is not responsible for satisfying Water Lateral Benefit Fees.
8. Stormwater Management Fee. The **PERMITTEE** is responsible for satisfying applicable Stormwater Trunk Fee requirements. The 2018 Stormwater Management Fee is \$487 per residential unit. **PERMITTEE** must pay a Stormwater Management Fee of **\$12,175.00**). The **PERMITTEE** acknowledges that these fees are estimates. The rate in effect when the Plat is recorded will be collected.
9. Street Light Fee. The **PERMITTEE** is not responsible for satisfying Street Light Fees.
10. Street Light Operation and Maintenance Fee. The **PERMITTEE** is not responsible for satisfying Street Light Operation and Maintenance Fees.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #18-105A

RESOLUTION APPROVING A DEVELOPMENT AGREEMENT FOR RUM RIVER PRAIRIE

WHEREAS, Rum River Prairie, LLC, hereafter referred to as “Developer”, properly applied for Final Plat approval of the following described property located in the City of Ramsey:

S ½ of the NE ¼ of Section 7, Township 32, Range 25, Anoka County, Minnesota

(the ‘Subject Property’);

WHEREAS, the City of Ramsey received a sketch plan for Rum River Prairie from Rum River Prairie, LLC on October 2, 2017; and

WHEREAS, the Ramsey Environmental Policy Board (EPB) reviewed the sketch plan on October 16, 2017; and

WHEREAS, the Planning Commission reviewed the sketch plan on November 2, 2017; and;

WHEREAS, on February 1, 2018, the Ramsey Planning Commission conducted a public hearing regarding the proposed preliminary plat and variance and recommended approval of the preliminary plat and approved the requested variance; and

WHEREAS, the City Council approved the preliminary plat of Rum River Prairie on February 27, 2018.

WHEREAS, the Applicant submitted an application for Final Plat approval on March 19, 2018; and,

WHEREAS, the City Council approved the Final Plat request on April 24, 2018.

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

That the Ramsey City Council hereby approves the Development Agreement for RUM RIVER PRAIRIE in accordance with relevant City Codes contingent upon the following conditions:

1. Review and approval of construction plans by the City Engineer.
2. Incorporation of date of revisions for final plan set.
3. Review and approval as to legal from by the City Attorney.

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
22nd day of May, 2018.

Mayor

ATTEST:

City Clerk

Meeting Date: 05/22/2018

By: Tim Gladhill, Community Development

Information

Title

Adopt Resolution #18-106 Requesting Extension to Comprehensive Plan Update Deadline

Purpose/Background:

Once every ten (10) years, metropolitan area communities must complete an update to their Comprehensive Plans. A Comprehensive Plan is a long-range vision for land use for a community. In Minnesota, metro area Comprehensive Plans are guided by Minnesota Statute Chapter 473. The Metropolitan Council is responsible for administering the update process.

Ramsey has invested a high level of public engagement in this process to ensure a strong resident voice in the vision of our community. This has led to a robust plan that better reflects Ramsey's core values and vision for the future. The plan has much broader support compared to previous updates. This should be considered a big win for the community, but also led to a broader re-write of the plan as opposed to a simple update.

The plan is 90% complete in terms of structure and content. Staff is processing final edits, format, and recent requests. Staff is confident that it is still feasible to meet the December 31, 2018 deadline to submit to the Metropolitan Council (after a six (6) month adjacent jurisdiction review). However, the deadline to request an extension without the possibility of losing the second half payment of an awarded Planning Grant is May 31, 2018. To ensure feasibility to complete by the deadline in the event of any adjustments stemming from the upcoming adjacent community review, Staff recommends requesting the extension. Staff will make every effort to still meet the original December 31 deadline.

Recommendation:

Staff recommends approval of the extension request.

Action:

Motion to adopt Resolution #18-106 requesting extension to the deadline for the Comprehensive Plan Update.

Attachments

Resolution #18-106

Form Review

Inbox

Kurt Ulrich

Form Started By: Tim Gladhill

Final Approval Date: 05/17/2018

Reviewed By

Kurt Ulrich

Date

05/17/2018 09:35 AM

Started On: 05/09/2018 11:49 AM

**CITY OF
RESOLUTION #18-106**

**RESOLUTION REQUESTING ADDITIONAL TIME
WITHIN WHICH TO COMPLETE COMPREHENSIVE PLAN
“DECENNIAL” REVIEW AND UPDATE OBLIGATIONS**

WHEREAS, Minnesota Statutes section 473.864 requires local governmental units to review and, if necessary, amend their entire comprehensive plans and their fiscal devices and official controls at least once every ten years to ensure comprehensive plans conform with metropolitan system plans and ensure fiscal devices and official controls do not conflict with comprehensive plans; and

WHEREAS, Minnesota Statutes sections 473.858 and 473.864 require local governmental units to complete their “decennial” reviews by December 31, 2018; and

WHEREAS, Minnesota Statutes section 473.864 authorizes the Metropolitan Council to grant extensions to local governmental units to allow local governmental units additional time within which to complete the “decennial” review and amendments; and

WHEREAS, any extensions granted by the Metropolitan Council must include a timetable and plan for completing the review and amendment; and

WHEREAS, at its January 10, 2018 meeting the Metropolitan Council authorized its staff to administratively review and grant extensions if extension requests are submitted by May 31, 2018; and

WHEREAS, extensions for completing decennial updates do not change any due dates for surface water management plans or water supply plans; and

WHEREAS, although the draft plan is 90% complete, the City will not be able to complete its “decennial” review by December 31, 2018 for the following reasons:

- Finalize Planned Land Use Map and forecasts based on recent requests made at final public workshops.
- Finalize approach for Community Designation.
- Finalize format and content for Goals, Strategies, and Action Items (95% complete).
- Final format for Economic Development Plan.
- Final format for Parks and Recreation Plan.
- Final format for Housing Plan.
- With the above in mind, and additional 30 days in preparation is estimated. In order to ensure the full six (6) month adjacent jurisdictional review period is available, the City of Ramsey is making this request.

WHEREAS, the City Council finds it is appropriate to request from the Metropolitan Council an extension so the City can have additional time to complete and submit to the Metropolitan Council for review an updated comprehensive plan and amend its fiscal devices and official controls.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF RAMSEY MINNESOTA, AS FOLLOWS:

1. The Community Development Director is directed to submit to the Metropolitan Council no later than May 31, 2018 a letter requesting an extension to June 31, 2019.
2. The Community Development Director must include with the request a reasonably detailed timetable and plan for completing the review and amendment by June 31, 2019.

Adopted by the City Council of the City of _____ on _____, 2018.

Approved:

Attested:

Acting Mayor

City Clerk

Meeting Date: 05/22/2018

By: Colleen Lasher, Administrative Services

Information

Title

Adopt Resolution #18-103 Appointing New Board and Commission Members

Purpose/Background:

The City recently filled open seats on the Environmental Policy Board, Park and Recreation Commission and the Planning Commission. One seat remains open on the Economic Development Authority (EDA). In addition, one seat on the Environmental Policy Board (EPB) is now vacant due to the resignation of Mr. Tom Stodola.

Interviews were held with the City Council on May 8, 2018 and Ms. LeAnn Lambrecht and Mr. Michael Madison were interviewed.

Per Minnesota Statute 469.095, pertaining to the Mayor's authority to appoint members to the Economic Development Authority (EDA), Acting Mayor LeTourneau indicated that he will select Ms. LeAnn Lambrecht to serve on the EDA and the Councilmembers concurred with the Acting Mayor's selection.

The Acting Mayor and Councilmembers agreed by consensus to appoint Mr. Michael Madison in the near future if there was an unexpected vacancy on the City's boards and commissions. After receiving Mr. Stodola's resignation from the EPB, staff contacted Mr. Madison regarding the opening and Mr. Madison stated he would be very interested in serving on the Environmental Policy Board.

Funding Source:

The funding required to appoint members to the City's Boards and Commissions is included in the 2018 budget.

Recommendation:

To appoint Ms. LeAnn Lambrecht to a term on the Economic Development Authority, effective immediately and ending March 31, 2024 and to appoint Mr. Michael Madison to a term on the Environmental Policy Board, effective immediately and ending March 31, 2020.

Action:

Motion to adopt resolution #18-103 appointing the following new board and commission members, effective immediately:

- 1) to the Economic Development Authority, Ms. LeAnn Lambrecht to a term ending March 31, 2024; and
- 2) to the Environmental Policy Board, Mr. Michael Madison to a term ending March 31, 2020.

Attachments

Resolution #18-103

Form Review

Inbox

Kurt Ulrich
Form Started By: Colleen Lasher
Final Approval Date: 05/17/2018

Reviewed By

Kurt Ulrich

Date

05/17/2018 01:05 PM
Started On: 05/15/2018 06:08 AM

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #18-103

RESOLUTION APPOINTING NEW BOARD AND COMMISSION MEMBERS

WHEREAS, the City has one vacant seat on the Economic Development Authority and one vacant seat on the Environmental Policy Board; and

WHEREAS, the Acting Mayor and City Council members conducted interviews on May 8, 2018; and

WHEREAS, per Minnesota Statue 469.095, pertaining to the Mayor's authority to appoint members to the Economic Develop Authority (EDA), Acting Mayor LeTourneau indicated that he will select Ms. LeAnn Lambrecht to serve on the EDA and the City Council concurred with the Acting Mayor's selection; and

WHEREAS, the Acting Mayor and City Council members agreed by consensus to appoint Mr. Michael Madison in the near future if there was an unexpected vacancy on the City's boards and commissions; and

WHEREAS, staff received a letter of resignation from Mr. Tom Stodola resigning from the Environmental Policy board.

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

Motion to adopt resolution #18-103 appointing the following new board and commission members, effective immediately:

- 1) to the Economic Development Authority, Ms. LeAnn Lambrecht to a term ending March 31, 2024.
- 2) to the Environmental Policy Board, Mr. Michael Madison to a term ending March 31, 2020.

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 22nd day of May, 2018.

Meeting Date: 05/22/2018

By: Colleen Lasher, Administrative Services

Information

Title

Adopt Resolution #18-104 Approving Department Restructures and Staffing Changes

Purpose/Background:

The purpose of this case is to receive approval from the City Council to proceed with the department restructuring and staffing changes that were discussed during the May 8, 2018 work-session with the City Council.

As the City Council is aware, the proposed changes have been recommended to strategically address how the job responsibilities of two key positions will be accomplished now and in the near future. These positions are the Assistant City Administrator/Economic Development Manager, which will be vacant after May 25, 2018 and upon the part-time City Clerk's retirement on or near December 31, 2019.

Note: The May 8, 2018 work-session case and minutes are attached.

There was a general consensus among the City Council to proceed with staff's recommendation, as follows:

Begin a recruitment for an Economic Development Manager, who would report to the Community Development Director. This position would no longer include the Assistant City Administrator portion of the title as it does currently.

Community Development Director

- 1) assign the Community Development Director duties to serve as the Acting City Administrator to cover the City Administrator's role in his absence; and
- 2) assign the supervision of the Economic Development function and staff to the Community Development Director

Finance Director

- 1) Transfer the supervision of the IT function and staff to the Finance Director.

Administrative Services Director

- 1) Create an Administrative Services Director position, to be filled by the current Human Resources Manager (the HR Manager position would not be replaced); and
- 2) assign the supervision of the communications function and staff to Administrative Services Director; and
- 3) continue to train and transition the City Clerk role to the Administrative Services Director over the next year during the phased retirement of the part-time City Clerk; and
- 4) add a part-time Administrative Assistant working up to 29 hours per week to assist with administrative duties including HR functions, election support and other administrative tasks; and
- 5) increase this position to a 40 hour/week position upon the current City Clerk's retirement on or near December 31, 2019.

Although, some cost savings are realized due to filling positions at lower levels, it should be noted that the full-time equivalency (FTE) changes under this scenario increase by .72 in 2018 (by adding the 29 hr/wk employee, stays at .72 in 2019 by retaining the up to 29 hr/wk employee, and drops to a .50 FTE increase over current FTEs on or near December 31, 2019 when the current part-time City Clerk retires and the 29 hour per week employee goes fulltime.

Adding the up to 29 hr/wk (.72 FTE) employee in 2018/2019 and then increasing this position to full-time in 2020 is essential to the Human Resources Manager's ability to successfully transition to the role of Administrative Services Director which will include responsibilities for HR, City Clerk, some additional duties supporting the City Administrator, as well as adding the supervision of the communications function and staff.

Funding Source:

The funding required to implement the proposed changes is approximately \$21,151 less than the amount currently needed, this savings includes the amount from the vacant Assistant City Administrator/Economic Development Manager, the savings from a reduced pay scale for the new Economic Development Manager due to eliminating the dual role of assisting the City Administrator, adjustments to the compensation of the Finance Director by 4%, the Community Development Director by 4% and the Administrative Services Director will assume a new pay scale which will result in a 3% increase over her current wage, plus a step change that would be effective after one year on June 1, 2019.

Recommendation:

Staff recommends proceeding with the following department restructures and staffing changes:

1. Recruit for an Economic Development Manager; and
2. Assign the Community Development Director duties as the Acting City Administrator to cover the City Administrator's role in his absence; and
3. Assign the supervision of the Economic Development function and staff to the Community Development Director;
4. Increase the Community Development Director's pay by four percent
5. Transfer supervision of the IT function and staff to the Finance Director
6. Increase the Finance Directors pay by four percent
7. Create an Administrative Services Director position, to be filled by the current Human Resources Manager (the HR Manager position would not be replaced); and
8. Increase the Human Resources Manager pay by three percent, plus a step change effective June 1, 2019.
9. Add a part-time Administrative Assistant working up to 29 hours per week to assist with administrative duties including HR functions, election support and more; and
10. Increase this part-time position to a 40 hours per week upon the current City Clerk's retirement on or near December 31, 2019

Action:

Motion to adopt resolution #18-104, effective June 1, 2018, to proceed with the following department restructures and staffing changes:

1. Recruit for an Economic Development Manager; and
 2. Assign the Community Development Director duties as the Acting City Administrator to cover the City Administrator's role in his absence; and
 3. Assign the supervision of the Economic Development function and staff to the Community Development Director;
 4. Increase the Community Development Director's pay by four percent
 5. Transfer supervision of the IT function and staff to the Finance Director
 6. Increase the Finance Directors pay by four percent
 7. Create an Administrative Services Director position, to be filled by the current Human Resources Manager (the HR Manager position would not be replaced); and
 8. Increase the Human Resources Manager pay by three percent, plus a step change effective June 1, 2019.
 9. Add a part-time Administrative Assistant working up to 29 hours per week to assist with administrative duties including HR functions, election support and more; and
 10. Increase this part-time position to a 40 hours per week upon the current City Clerk's retirement on or near December 31, 2019
-

Attachments

05-08-18 WS Case Draft Minutes

Resolution #18-104

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 05/17/2018

Reviewed By

Kurt Ulrich

Date

05/17/2018 04:35 PM

Started On: 05/15/2018 06:00 AM

CC Work Session

2. 2.

Meeting Date: 05/08/2018

Information**Title:**

Discussion Regarding the Economic Development Manager/Assistant City Administrator Position and Staffing / Department Restructures

Purpose/Background:

The City's Economic Development Manager/Assistant City Administrator submitted a letter of resignation indicating his last day of employment will be May 25, 2018. The purpose of this case is to consider options for the continued performance of the duties of this position once it is vacated; as well as options for transitioning the role of City Clerk and other position modifications.

Economic Development Manager/Assistant City Administrator (EDM/ACA)

The EDM/ACA will be vacant after May 25, 2018. The position is responsible for the economic development initiatives of the City and assisting the City Administrator. The position currently supervises the IT function and staff and Communications function and staff. The position also works with staff, City Council, appointed external partners, and is responsible for helping with planning and implementation of the commercial and business development for the city. It may be interesting to note the chart below showing the staffing history related to this position.

<u>Economic Development Role</u>	<u>Start Date</u>	<u>End Date</u>
Economic Development Coordinator	5/8/2000	3/3/2010
Economic Development/Marketing Manager	11/8/2010	3/23/2012
Economic Development Manager	11/18/2013	9/19/2014
Economic Development Manager/Assist. City Adm.	9/15/2014	5/25/2018

CityClerk

The City Clerk is currently participating in PERA's phased retirement and is expected to separate from employment on or near December 31, 2019. The City Clerk is responsible for elections, data practices and records; as well as working with staff, City Council and serves as the staff liaison to the Charter Commission, along with many other duties. Note, licensing duties have been transferred to the Community Development Department.

Staffing / Restructure Proposal:

Staff recommends the following proposal and seeks feedback from the City Council:

Economic Development Manager – Actions/Restructure

- Immediate recruitment of an Economic Development Manager.
- The position would continue to supervise the part-time Economic Development Administrative Assistant.
- The position would report to the Community Development Director and no longer oversee IT and Communications.

- This position would focus on economic development and no longer perform Assistant City Administrator duties

Community Development Director – Actions/Restructure

- The Economic Development Manager position would report to the Community Development Director rather than the City Administrator.
- The Community Development Director would be assigned Acting City Administrator duties rather than the Economic Development Manager.

Finance Director – Actions/Restructure

- The Finance Director would begin supervision of the IT function and staff.

Human Resources Manager – Actions/Restructure

- Create an Administrative Services Director position, to be filled by the current Human Resources Manager (this position to be eliminated).
- Assign supervision of the communications function and staff to the Human Resources Manager.
- Transition the City Clerk role to the Human Resources Manager over the next year during current transition of part-time City Clerk.

Other:

- Adding a part-time Administrative Assistant working up to 29 hours per week to assist with administrative duties.
- Consider increasing this position to a 40Hr/week position upon the current City Clerk's retirement, anticipated on or near December 31, 2019.

Timeframe:

Work-session: Up to 45 minutes.

Actions: Implement as of June 1, 2018 and fill proposed positions as soon as practicable, with priority on filling the Economic Development position.

Funding Source:

The cost of the proposal is being developed with the intention of staying within the current budget; detailed information will be provided at the meeting. Additionally, compensation adjustments will be recommended to recognize market rates and additional responsibilities.

Responsible Party(ies):

City Administrator Ulrich.

Outcome:

City Council direction to proceed with restructuring based on discussion, as proposed or modified.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	05/03/2018 04:39 PM
Kurt Ulrich	Kurt Ulrich	05/03/2018 04:39 PM
Form Started By: Colleen Lasher		Started On: 05/02/2018 10:53 PM
Final Approval Date: 05/03/2018		

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, May 8, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Acting Mayor John LeTourneau
 Councilmember Jill Johns
 Councilmember Mark Kuzma
 Councilmember Chris Riley
 Councilmember Melody Shryock

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

1. CALL TO ORDER

Acting Mayor LeTourneau called the City Council Work Session to order at 5:38 p.m.

2. TOPICS FOR DISCUSSION

2.01: Economic Development Authority Interviews

Human Resources Manager Lasher reviewed the staff report.

The Council asked the same questions of two potential applicants.

Councilmember Kuzma stated that although he believes that both applicants would be good additions, he would prefer the first applicant as he felt that she had a slight edge.

Councilmember Johns agreed.

Councilmember Riley agreed, noting that the second candidate is also qualified, and he would want to keep that information on file.

Councilmember Shryock agreed that the first applicant has more experience with Ramsey but would also agree to keep the second applicant on file in the case another opening arises.

The consensus of the Council was to appoint the first candidate and hold the second applicant on file in the case another position opens.

2.02: Discussion Regarding the Economic Development Manager/Assistant City Administrator Position and Staffing/Department Restructures

City Administrator Ulrich reviewed the staff report.

Councilmember Kuzma asked how the Community Development Director's role would change.

City Administrator Ulrich stated that the Community Development Director would become the Acting City Administrator in the absence of the City Administrator.

Councilmember Kuzma stated that he is concerned that the Community Development Director is already very busy, and this would add additional duties to that position. He was concerned that he would become overburdened.

City Administrator Ulrich stated that the administrative assistant for the Economic Development Manager would transition to the Community Development Department as well.

Community Development Director Gladhill noted that there is already a lot of collaboration between economic development and community development and therefore that would make sense to add the positions to community development.

Councilmember Kuzma stated that he would like Community Development Director Gladhill to alert the Council if he does become overburdened.

Councilmember Riley asked for clarity on the economic development positions that would transfer.

City Administrator Ulrich stated that the Economic Development Manager and the Administrative Assistant for that position would both report to community development.

Councilmember Johns asked for additional information on the Human Resources Manager and the duties that would be added to that position.

City Administrator Ulrich stated that the Human Resources Manager would absorb the City Clerk role when the current City Clerk retires.

Councilmember Johns asked if there would benefit in adding one full-time position over the two part-time positions proposed in the plan.

City Administrator Ulrich stated that although that would be an option, staff prefers the two part-time positions because there is more flexibility in the number of hours those employees can work and there are no benefits. He stated that sometimes employees prefer to work part-time over full-time as well.

Community Development Director Gladhill stated that there would be one part-time administrative assistant in the administration department and another part-time economic development administrative assistant and he would not recommend combining those positions.

Councilmember Johns asked if a new human resources person would be hired when the City Clerk retires.

City Administrator Ulrich stated that the Human Resources Manager would continue to hold the human resources position and would add the City Clerk title. He noted that there is sufficient training occurring prior to the retirement of the existing City Clerk and the Human Resources Manager would continue to have her support staff.

Councilmember Johns stated that this plan seems to make sense.

Acting Mayor LeTourneau agreed that this plan would both challenge the employees and continue to offer opportunities for growth. He asked for input on the leadership team under this plan.

City Administrator Ulrich reviewed the members of the leadership team under this plan.

Acting Mayor LeTourneau asked if the Economic Development Manager would become a member of the leadership team.

City Administrator Ulrich stated that is being debated at this time.

Acting Mayor LeTourneau referenced the proposed transfer of the IT staff to the finance department. He stated that in his experience that is sometimes not a good fit. He stated that perhaps that should remain linked to communications. He asked staff to rethink that combination.

Councilmember Johns noted that would be a lot of people reporting to community development. She stated that in the past the IT staff was under finance.

City Administrator Ulrich stated that the IT staff is very autonomous and pretty much function on their own, therefore it would not make much difference if that staff is under finance or administration. He believes that it would continue to be a good fit under finance.

Councilmember Kuzma stated that he has no problem with the combination as IT pretty much works on its own already. He did believe that there would be a benefit for IT to have a relationship with the Finance Director for some elements and planning. He stated that if there is an issue, the City Administrator would be available.

Councilmember Johns echoed the comments of Councilmember Kuzma, in that it would make sense to have the interconnection of IT and finance. She stated that there are not the same conflicts in the municipal world as there could be in the business world.

Asst. City Administrator/Economic Development Manager Brama stated that the IT department acts very independently and treats each department equally. He stated that currently the IT department is housed in administration, but IT acts very independently. He noted that currently finance, IT and administration are housed together. He stated that finance has overseen IT in the past and there were not any issues. He did not foresee any potential issues with the combination.

Councilmember Shryock stated that if communications and IT report to different people, that would provide two checks for potential issues.

City Administrator Ulrich noted that the Strategic Plan drives the work that staff is doing and therefore there is control over the work that each department completes.

Acting Mayor LeTourneau stated that the proposal would title the Assistant City Administrator role as Acting City Administrator. He asked how long the title would remain in that role before transitioning to Assistant City Administrator or whether there would be different steps involved.

City Administrator Ulrich stated that the next step after Acting City Administrator would most likely be Deputy City Administrator. He noted that would not become part of the Community Development Director's title but would be listed in the job responsibilities to act as City Administrator in the absence of the City Administrator.

It was the consensus of the Council to move forward with the proposal included in the staff report.

2.03: Presentation Regarding Possible Energy Savings for Municipal Buildings

City Administrator Ulrich reviewed the staff report.

Laura Malwitz, Siemens, stated that the intent of the preliminary assessment is to understand the City's strategic objectives and direction, verify the City's opportunities for improving the built environment, and initiate a Guaranteed-Based Solution that meets the City's vision and goals. She reviewed some of the key challenges which were considered when developing a comprehensive approach to reaching the City's goals. She stated that they attempted to determine if this could be done in a manner which would address the City's key challenges in an immediate and long-term economic benefit through a process and partnership. She reviewed the process timeline. She stated that currently they are in the preliminary analysis stage and the next step, project development, would have no upfront cost.

Councilmember Kuzma asked what would happen after the project development stage if the Council determines that next phase would be too expensive. He asked if the City would be responsible for any additional cost.

Ms. Malwitz stated that they should be able to coauthor a project that would meet the goals of the City and therefore that would not be an issue. She stated that if the City decided not to move forward, the City would be responsible for part of the engineering costs with an estimate of

approximately \$27,000. She stated that the solution would focus on the municipal center, municipal ramp, and fire station #1 and reviewed some of the recommendations identified in the preliminary analysis which could provide a cost savings to the City. She stated that the intent is to minimize the maintenance and operational duties to extend the lifespan of the equipment and make the buildings more efficient. She stated that the next phase would be to coauthor the scope of work with the City and reviewed some of the cost estimates and potential savings and rebates. She stated that the contract would include a guaranteed maximum cost for the City that would not change, which means that the City would not pay for any potential change orders.

Councilmember Kuzma asked if Siemens funds the upfront cost.

Ms. Malwitz replied that Siemens can do that, but some municipalities choose to use capital improvement funds to pay for the project and then pay that back with the cost savings that it receives each year. She reviewed three potential scenarios: Siemens Conservative, Siemens Modest, and self-implement over time. She explained that they are not replacing all of the equipment, but fine tuning the equipment and providing an “oil change” to reach peak efficiencies.

Councilmember Kuzma stated that he would like more time to discuss this.

Councilmember Shryock agreed that it would be helpful to have more time to digest this information.

Councilmember Riley stated that a large rebate number was mentioned, noting that \$300,000 is very different than \$30,000.

Ms. Malwitz stated that the process would find the best financial situation that works for the City. She stated that the project could pay for itself in less than 15 years, depending on the different elements. She stated that this would be a low risk project, financially, that would accomplish many of the City’s goals.

City Administrator Ulrich stated that this can be brought back to a future agenda with additional financial details for the Council.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Councilmember Riley asked if the Council could discuss the Home Occupation Ordinance at a future meeting.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:59 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #18-104

RESOLUTION APPROVING DEPARTMENT RESTRUCTURES AND STAFFING CHANGES

WHEREAS, the Assistant City Administrator/Economic Development Manager submitted a letter of resignation; and

WHEREAS, the City Clerk is currently on a phased retirement; and

WHEREAS, to strategically address how the job responsibilities of the two key positions will be accomplished staff developed a staffing plan; and

WHEREAS, the staffing plan was discussed at the May 8, 2018 work-session and staff recommended department restructures and staffing changes; and

WHEREAS, the recommended changes are fully funded by the 2018 budget.

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

1) Motion to adopt resolution #18-104 effective June 1, 2018 to restructure City departments and make staffing changes, as follows:

- Recruit for an Economic Development Manager; and
- Assign the Community Development Director duties as the Acting City Administrator to cover the City Administrator's role in his absence; and
- Assign the supervision of the Economic Development function and staff to the Community Development Director;
- Increase the Community Development Director's pay by four percent
- Transfer supervision of the IT function and staff to the Finance Director
- Increase the Finance Directors pay by four percent
- Create an Administrative Services Director position, to be filled by the current Human Resources Manager (the HR Manager position would not be replaced); and
- Increase the Human Resources Manager pay by three percent, plus a step change effective June 1, 2019.
- Add a part-time Administrative Assistant working up to 29 hours per week to assist with administrative duties including HR functions, election support and more; and
- Increase this part-time position to a 40 hours per week upon the current City Clerk's retirement on or near December 31, 2019

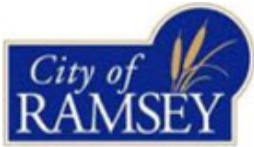
The motion for the adoption of the foregoing resolution was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor thereof:

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 22nd day of May, 2018.



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

CC Regular Session

6. 1.

Meeting Date: 05/22/2018

Submitted For: Tim Gladhill, Community Development

By: Eric Maass, Community Development

Information

Title:

PUBLIC HEARING: Adopt Ordinance #18-10 Vacating Public Right of Way Easement and Adopt Resolution #18-101 Approving Public Roadway Alignment (Project #17-142); Case of Affinity at Ramsey

Purpose/Background:

The purpose of this case is to hold a public hearing and to adopt ordinance #18-10 vacating of a portion of existing right of way as well as adopt Resolution #18-101 approving public roadway alignment for the Affinity at Ramsey development project. Ordinance #18-10 was previously introduced by the City Council at its meeting on April 24, 2018. The right of way is no longer needed as the development being proposed satisfactorily realigns the necessary right of right and associated roadway.

Notification:

Staff attempted to notify all Property Owners within a 700 foot radius of the Subject Property of the Public Hearing via Standard US Mail. The Public Hearing was also published in the City's official newsletter, the Anoka County Union Herald.

Observations/Alternatives:

Right-of-Way Vacation:

The purpose of the right of way is for road purposes and with the realignment of the roadway with the Affinity at Ramsey development, the location of the public roadway has shifted. As a result the existing right of way is no longer necessary and should be vacated. The Applicant has proposed a realignment of the roadways which is satisfactory with staff.

Public Roadway Alignment:

The Applicant submitted a revised plan set to the City on May 4, 2018 that included alignments for public roadways that will provide access to the Affinity at Ramsey project. The Developer is looking for feedback and subsequent approval from the City as it relates to the proposed alignments prior to the development of street section plan sheets. The City Engineer has provided preliminary review of that plan set however final approval of the City Engineer is still necessary and is included as a condition of approval on Resolution #18-101.

Funding Source:

All costs associated with processing the request are the responsibility of the Applicant.

Recommendation:

Staff recommends approval of both requests. The Planning Commission has previously recommended approval of the overall project. The City Council has already given multiple preliminary approvals of the overall project. These steps are in a series of steps of administrative items leading up to construction.

Action:

Motion 1 (of 2): Motion to adopt Resolution #18-101 approving updated plans for Affinity at Ramsey.

Motion 2 (of 2) Motion to waive the City Charter requirement to read the ordinance aloud and adopt Ordinance #18-101 vacating the described right of way associated with the Affinity at Ramsey development project.

Roll Call Vote:

Councilmember Shryock
Councilmember Johns
Councilmember Kuzma
Councilmember Riley
Acting Mayor LeTourneau

Attachments

Ordinance #18-10 Vacating ROW Easement

Context Exhibit

Right of Way Exhibit

Resolution #18-101 Approving Public Roadway Alignment for Affinity at Ramsey

Complete Plan Set 05.02.18

Affinity Response Letter

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	05/17/2018 12:21 PM
Tim Gladhill	JoAnn Shaw	05/17/2018 02:24 PM
Kurt Ulrich	Kurt Ulrich	05/17/2018 04:23 PM
Form Started By: Eric Maass		Started On: 05/09/2018 11:09 AM
Final Approval Date: 05/17/2018		

ORDINANCE #18-10

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

AN ORDINANCE VACATING RIGHT OF WAY ON OUTLOT Q, RAMSEY TOWN CENTER ADDITION, ANOKA COUNTY, MINNESOTA.

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the Home Rule Charter of the City of Ramsey, Section 12.06 and Minnesota Statutes 412.851.

SECTION 2. VACATION

All public road right-of-way, as highlighted in Exhibit A attached, is hereby vacated, to-wit:

That part of West Town Center Drive, as dedicated and delineated on RAMSEY TOWN CENTER ADDITION, according to the recorded plat thereof, Anoka County, Minnesota lying south of the westerly extension of the southerly right of way of West Ramsey Parkway as dedicated and delineated on said plat of RAMSEY TOWN CENTER ADDITION, and lying northeasterly of the northwesterly extension of the northeasterly right of way of Sunwood Drive as dedicated and delineated on said plat of RAMSEY TOWN CENTER ADDITION.

SECTION 3. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04, and upon recording of the Plat known as AFFINITY AT THE COR.

PASSED by the City Council of the City of Ramsey, Minnesota the 22nd day of May, 2018.

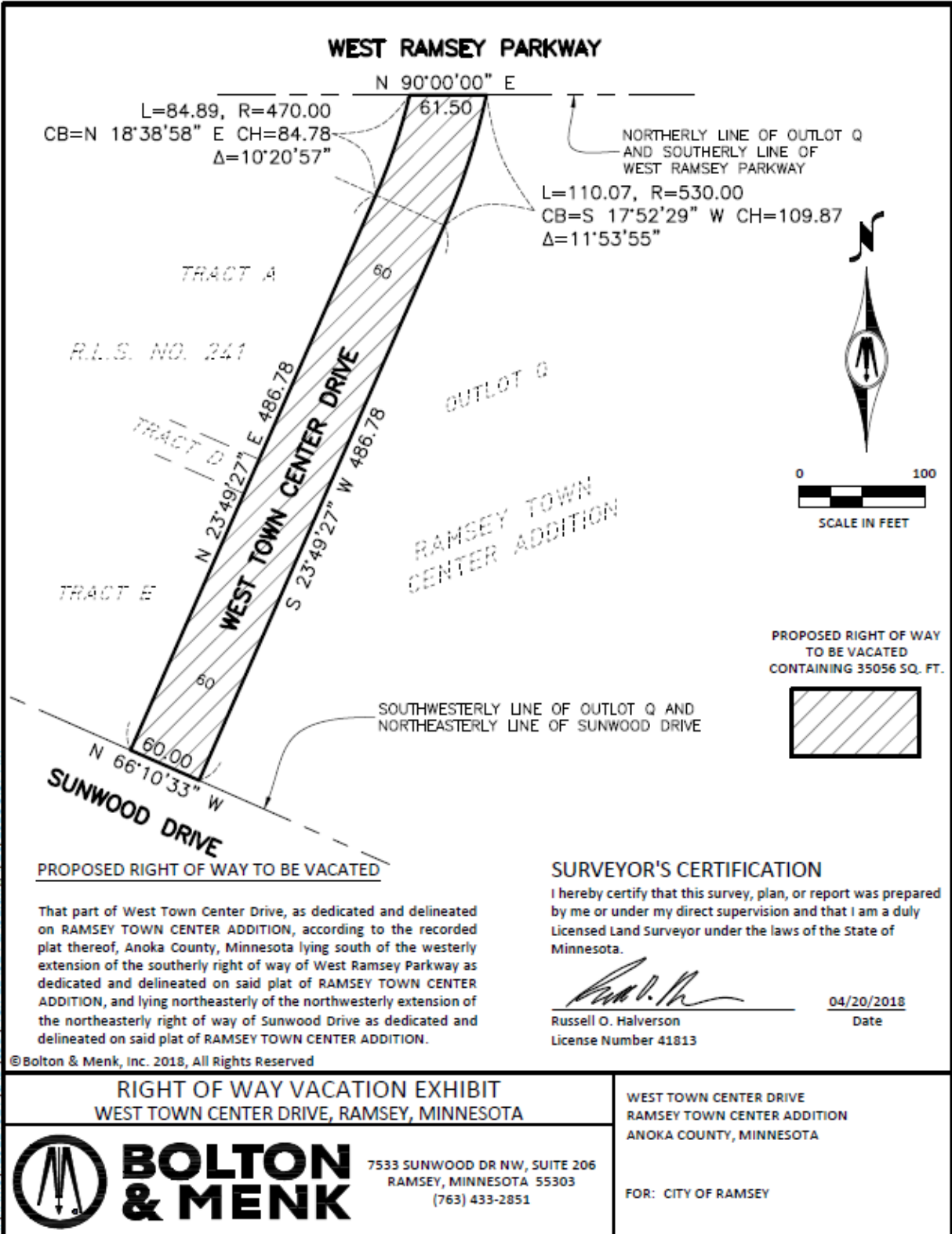
Mayor

ATTEST:

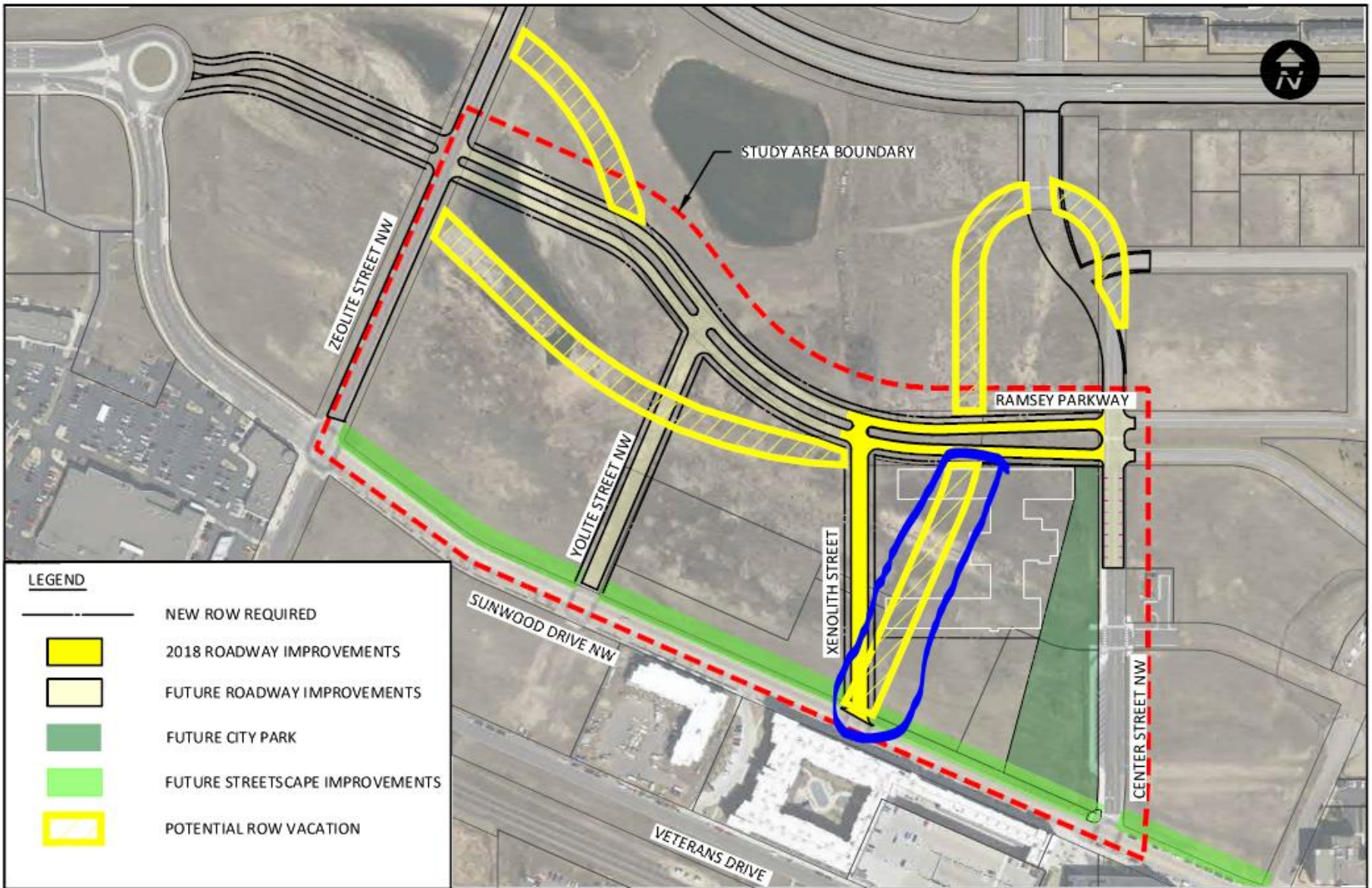
City Clerk

Introduction date:
Posting dates:
Adoption date:
Publication date:
Effective date:

Exhibit A



H:\RAMS\16114924\CAD\CSD\FIGR-114924-EA01.DWG 4/20/2018 8:57 AM



LEGEND

-  NEW ROW REQUIRED
-  2018 ROADWAY IMPROVEMENTS
-  FUTURE ROADWAY IMPROVEMENTS
-  FUTURE CITY PARK
-  FUTURE STREETScape IMPROVEMENTS
-  POTENTIAL ROW VACATION



7533 SUNWOOD DR NW, SUITE 206
 RAMSEY, MINNESOTA 55303
 Phone: (763) 433-2851
 Email: Rams.ey@bolton-menk.com
 www.bolton-menk.com



CENTER STREET AREA ANALYSIS
 CITY OF RAMSEY, MINNESOTA
 FIGURE 4 - RIGHT OF WAY LAYOUT
 FEBRUARY 2018

WEST RAMSEY PARKWAY

N 90°00'00" E
 L=84.89, R=470.00
 CB=N 18°38'58" E CH=84.78
 Δ=10°20'57"

NORTHERLY LINE OF OUTLOT Q
 AND SOUTHERLY LINE OF
 WEST RAMSEY PARKWAY
 L=110.07, R=530.00
 CB=S 17°52'29" W CH=109.87
 Δ=11°53'55"

TRACT A

R.L.S. NO. 241

TRACT D

TRACT E

OUTLOT Q

RAMSEY TOWN
 CENTER ADDITION

WEST TOWN CENTER DRIVE
 N 23°49'27" E 486.78
 S 23°49'27" W 486.78

SUNWOOD DRIVE
 N 66°10'33" W 60.00

SOUTHWESTERLY LINE OF OUTLOT Q AND
 NORTHEASTERLY LINE OF SUNWOOD DRIVE

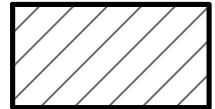
PROPOSED RIGHT OF WAY TO BE VACATED

That part of West Town Center Drive, as dedicated and delineated on RAMSEY TOWN CENTER ADDITION, according to the recorded plat thereof, Anoka County, Minnesota lying south of the westerly extension of the southerly right of way of West Ramsey Parkway as dedicated and delineated on said plat of RAMSEY TOWN CENTER ADDITION, and lying northeasterly of the northwesterly extension of the northeasterly right of way of Sunwood Drive as dedicated and delineated on said plat of RAMSEY TOWN CENTER ADDITION.

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PROPOSED RIGHT OF WAY
 TO BE VACATED
 CONTAINING 35056 SQ. FT.



SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson

Russell O. Halverson
 License Number 41813

04/20/2018
 Date

**RIGHT OF WAY VACATION EXHIBIT
 WEST TOWN CENTER DRIVE, RAMSEY, MINNESOTA**

WEST TOWN CENTER DRIVE
 RAMSEY TOWN CENTER ADDITION
 ANOKA COUNTY, MINNESOTA

FOR: CITY OF RAMSEY



7533 SUNWOOD DR NW, SUITE 206
 RAMSEY, MINNESOTA 55303
 (763) 433-2851

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

RESOLUTION #18-101

RESOLUTION APPROVING PUBLIC ROADWAY ALIGNMENT FOR AFFINITY AT RAMSEY

WHEREAS, on May 4, 2018, the City received an updated plan set from Affinity at Ramsey, LLC for the public roadway alignment associated with the project Affinity at Ramsey; and

WHEREAS, the updated plan set pages are dated May 2, 2018; and

WHEREAS, on May 22, 2018, the City Council reviewed the public roadway alignment associated with Affinity at Ramsey; and

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

That the City Council of the City of Ramsey does approve public roadway alignment for Affinity at Ramsey, contingent upon approval by the City Engineer.

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 22nd day of May, 2018.

Mayor

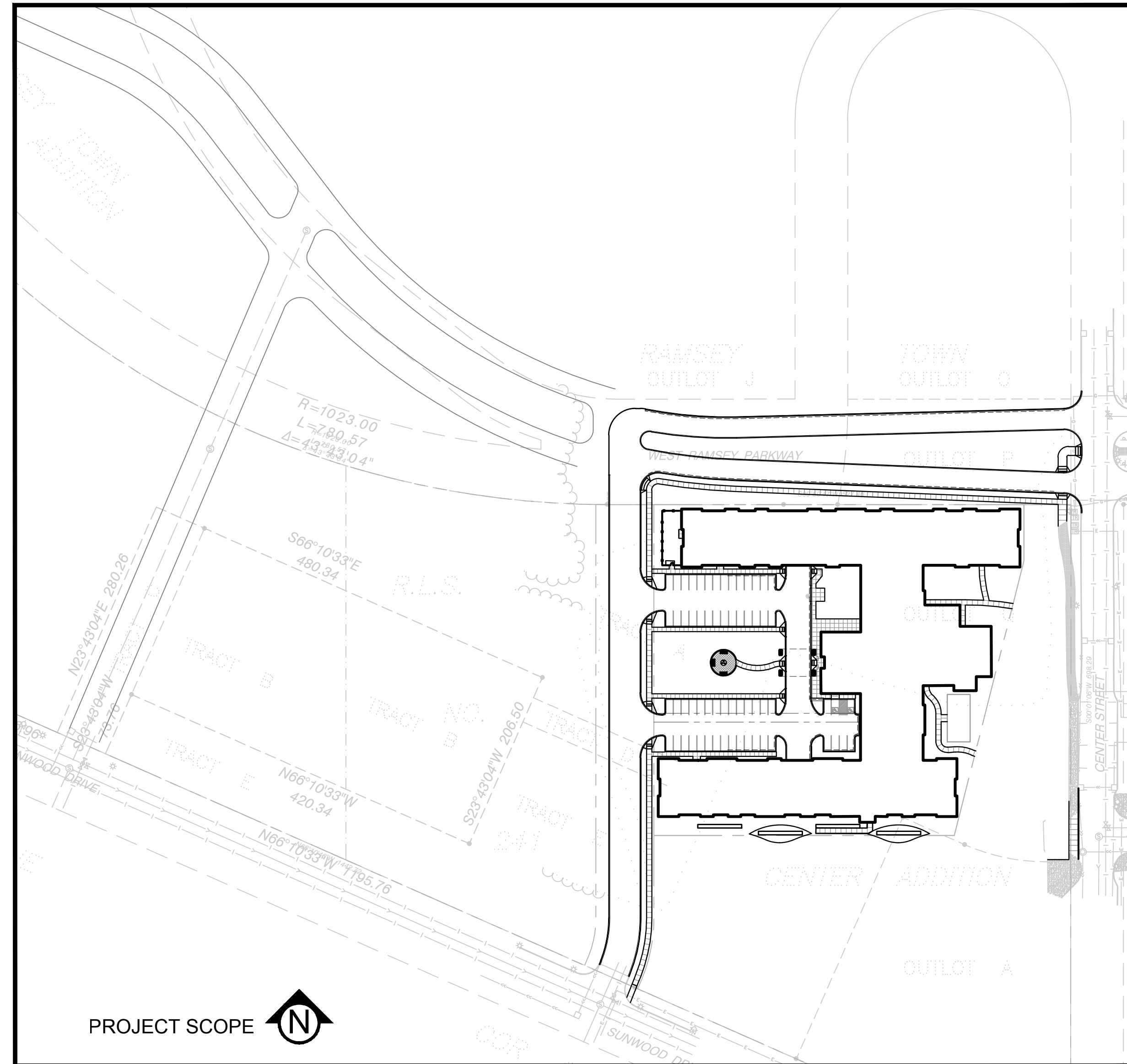
ATTEST:

City Clerk

AFFINITY AT RAMSEY

RAMSEY, MINNESOTA

ISSUED FOR: CITY SUBMITTAL



AFFINITY AT RAMSEY

INLAND GROUP
RAMSEY, MN 55303
120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

ARCHITECT:

KAAS WILSON ARCHITECTS
1301 AMERICAN BLVD E
BLOOMINGTON, MN 55425
(612)-879-6000

DEVELOPER / PROPERTY OWNER:

AFFINITY AT RAMSEY, LLC
120 W CATALDO AVE, SUITE 100
SPOKANE, WA 99201
(509)-891-5162

ENGINEER / LANDSCAPE ARCHITECT:

ALLIANT ENGINEERING
233 PARK AVE
MINNEAPOLIS, MN 55415
(612)-758-3080

SURVEYOR:

CIVIL SITE GROUP
4931 W 35TH STREET
SUITE 200
ST LOUIS PARK, MN 55416
612-615-0060

GEOTECHNICAL ENGINEER:

CHOSEN VALLEY TESTING INC.
1410 7TH ST NW
ROCHESTER, MN 55901
(507)-281-0968

MASTER LEGEND:

--- 1125 ---	EX. 1' CONTOUR ELEVATION INTERVAL		PROPOSED MANHOLE STORM
X 1137.12	EXISTING SPOT GRADE ELEVATION		PROPOSED CATCH BASIN OR CATCH BASIN MANHOLE STORM
--- 1137 ---	1.0' CONTOUR ELEVATION INTERVAL		PROPOSED GATE VALVE
41.26	SPOT GRADE ELEVATION (GUTTER/FLOW LINE UNLESS OTHERWISE NOTED)		PROPOSED FIRE HYDRANT
891.00 G	SPOT GRADE ELEVATION TOP OF CURB (GUTTER TOP)		PROPOSED MANHOLE SANITARY
891.00 TC	SPOT GRADE ELEVATION TOP OF WALL		PROPOSED SIGN
891.00 BS/TS	SPOT GRADE ELEVATION BOTTOM OF WALL		PROPOSED LIGHT
	DRAINAGE ARROW		PROPOSED SANITARY SEWER
	EMERGENCY OVERFLOW		PROPOSED STORM SEWER
EOFF=1135.52			PROPOSED WATER MAIN
	SILT FENCE / BIOROLL - GRADING LIMIT		EXISTING SANITARY SEWER
	INLET PROTECTION		EXISTING STORM SEWER
	STABILIZED CONSTRUCTION ENTRANCE		EXISTING WATER MAIN
	SOIL BORING LOCATION		EXISTING GAS MAIN
	CURB AND GUTTER (T.O = TIP OUT)		EXISTING UNDERGROUND ELECTRIC
			EXISTING UNDERGROUND CABLE
			EXISTING MANHOLE
			EXISTING CATCH BASIN
			EXISTING HYDRANT
			EXISTING STOPBOX
			EXISTING GATE VALVE
			EXISTING ELECTRIC BOX
			EXISTING LIGHT
			EXISTING GAS METER
			EXISTING GAS VALVE

SHEET INDEX	
SHEET NUMBER	SHEET TITLE
C0.0	TITLE SHEET
C0.1	SITE SURVEY - PAGE 1
C0.2	SITE SURVEY - PAGE 2
C0.3	FINAL PLAN
C1.0	REMOVALS PLAN
C1.1	STORMSEWER REMOVALS GRAPHIC
C2.0	SITE PLAN
C3.0	GRADING PLAN
C3.1	LAKE RAMSEY, CITY IMPROVEMENTS PLAN
C4.0	UTILITY PLAN
C4.1	DRAINTILE PLAN
C5.0	DETAILS
C5.1	DETAILS
C5.2	DETAILS
C5.3	DETAILS
C5.4	DETAILS
C5.5	DETAILS
L1.0	LANDSCAPE PLAN
L1.1	LANDSCAPE PLAN NOTES & DETAILS
LT1.0	LIGHTING PLAN - PAGE 1
LT1.1	LIGHTING PLAN - PAGE 2
LT1.2	LIGHTING PLAN - PAGE 3
SW1.0	SWPPP - EXISTING CONDITIONS
SW1.1	SWPPP - PROPOSED CONDITIONS
SW1.2	SWPPP - DETAILS
SW1.3	SWPPP - NARRATIVE
SW1.4	SWPPP - ATTACHMENTS
SW1.5	SWPPP - ATTACHMENTS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Matthew R. Pavak
DATE 05/02/18 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

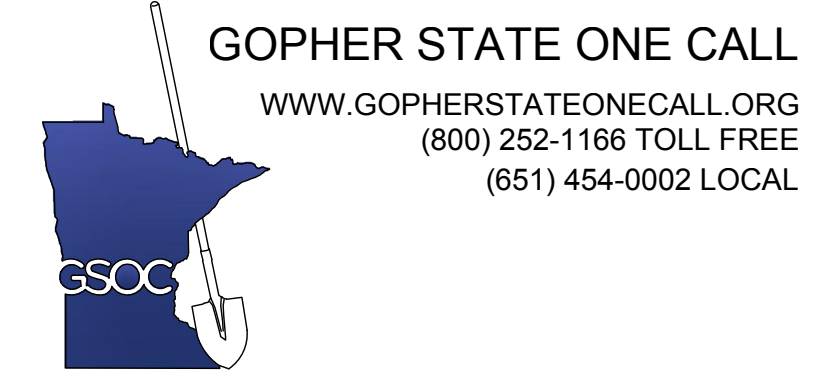
DATE	DESCRIPTION
12/06/17	SITE PLAN SUBMITTAL
03/16/18	WATERSHED SUBMITTAL
03/30/18	CITY SUBMITTAL
05/02/18	CITY RESUBMITTAL

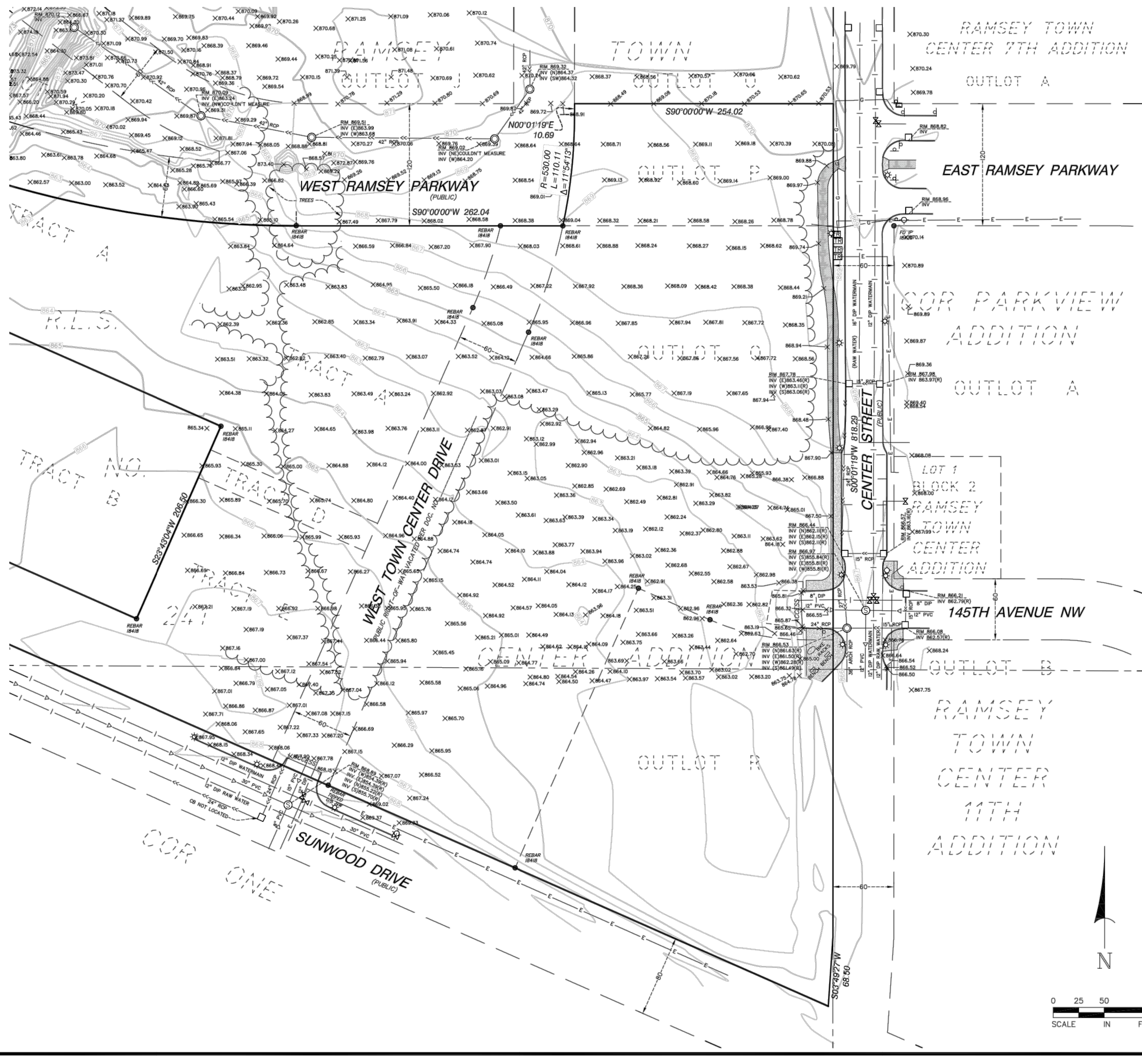
REVISION SUMMARY

DATE	DESCRIPTION
1/15/18	SITE PLAN SUBMITTAL R1

PROJECT NO. - 17226

TITLE SHEET
C0.0
©COPYRIGHT 2017 CIVIL SITE GROUP INC.





LEGAL DESCRIPTION

Outlot Q, Ramsey Town Center Addition, Anoka County, Minnesota.
 Tracts A, D and E, Registered Land Survey No. 241, Anoka County, Minnesota
 Torrens Property (Certificate of Title No. 135286)

NOTES

1. This survey and the property description shown here on are based upon information found in the commitment for title insurance prepared by Chicago Title Insurance Company, Commitment No. 23987, dated October 4, 2017. The title commitment does not include all of the surveyed land, i.e. Tracts P and R, and West Town Center Drive.
2. The locations of underground utilities are depicted based on information from Gopher State One Call system for a "Boundary Survey locate". The information was provided by a combination of available maps, proposed plans or city records and field locations which may not be exact. Verify all utilities critical to construction or design.
3. The basis of bearings is assumed.
4. All distances are in feet.
5. The approximate area of surveyed property is 10.3 acres.
6. Benchmark 1: MnDOT monument 0202 B located at the northeast corner of Trunk Highway 10 and County Road 56/Ramsey Boulevard, approximately 2/3 miles southeast of surveyed property, has an elevation of 865.02 feet NAVD 88.
7. Benchmark 2: Top Nut of Hydrant located at the northeast corner of Sunwood Drive and Zeolite Street NW has an elevation of 875.26 feet NAVD 88.
8. Utilities are depicted according to ASCE Quality Level C - Surveying visible above ground utility features and correlating this information with as-built records.
9. Lidar contours were provided by the Minnesota Geospatial Information Office.

LEGEND

- IRON MONUMENT FOUND
- ⊗ WATER VALVE
- ⊠ FIBER OPTIC VAULT
- ⊠ TRANSFORMER
- ⊙ SANITARY MANHOLE
- ⊙ SANITARY MANHOLE
- ⊙ STORM MANHOLE
- ⊙ CATCH BASIN
- ⊙ HYDRANT
- (R) PER RECORD PLAN
- ⊗ SPOT ELEVATION
- SANITARY SEWER
- GAS
- UNDERGROUND ELECTRIC
- WATERMAIN
- STORM SEWER
- EDGE OF BRUSH/TREES
- CONCRETE
- BITUMINOUS TRAIL
- NOT INCLUDED IN TITLE COMMITMENT
- CONTOUR-ALLIANT
- CONTOUR-MNGEO LIDAR

REVISION SUMMARY

DATE	DESCRIPTION
1/15/18	SITE PLAN SUBMITTAL R1

SITE SURVEY
- PAGE 1

C0.1

3/6/18 Added additional topo and Bolton and Menk contours
 1/3/18 Labeled "Raw Water" per city comments
 12/6/17 Added Lidar contours and title commitment legal description
 12/6/17 Added Utility Quality Level note and Outlot P
 12/1/17 Revised East Town Center Drive to Center Street



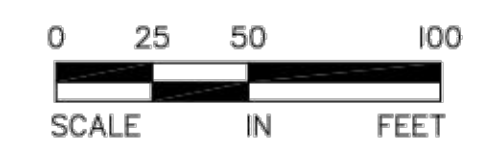
233 Park Ave S, Ste 300
 Minneapolis, MN 55415
 612.758.3080 MAIN
 612.758.3099 FAX
 www.alliant-inc.com

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the state of Minnesota.

DENNIS B. OLMSTEAD
 Print Name
FOR REVIEW
 Signature
 Date License Number

AFFINITY AT RAMSEY TOWN CENTER
 ADDRESS NOT ASSIGNED
 RAMSEY, MINNESOTA

DRAWN BY	DPE
CHECKED BY	DBO
DATE ISSUED	10/20/17
SCALE	1"=50'
JOB NO.	170155
FIELD CREW	EL



Drawing name: X:\2017\170155\survey\alta\170155alta.dwg Mar 06, 2018 - 10:30am



LEGAL DESCRIPTION

Outlet Q, Ramsey Town Center Addition, Anoka County, Minnesota.
 Tracts A, D and E, Registered Land Survey No. 241, Anoka County, Minnesota
 Torrens Property (Certificate of Title No. 135286)

NOTES

1. This survey and the property description shown here on are based upon information found in the commitment for title insurance prepared by Chicago Title Insurance Company, Commitment No. 23987, dated October 4, 2017. The title commitment does not include all of the surveyed land, i.e. Tracts P and R, and West Town Center Drive.
2. The locations of underground utilities are depicted based on information from Gopher State One Call system for a "Boundary Survey locale". The information was provided by a combination of available maps, proposed plans or city records and field locations which may not be exact. Verify all utilities critical to construction or design.
3. The basis of bearings is assumed.
4. All distances are in feet.
5. The approximate area of surveyed property is 10.3 acres.
6. Benchmark 1: MnDOT monument 0202 B located at the northeast corner of Trunk Highway 10 and County Road 56/Ramsey Boulevard, approximately 2/3 miles southeast of surveyed property, has an elevation of 865.02 feet NAVD 88.
7. Benchmark 2: Top Nut of Hydrant located at the northeast corner of Sunwood Drive and Zeolite Street NW has an elevation of 875.26 feet NAVD 88.
8. Utilities are depicted according to ASCE Quality Level C - Surveying visible above ground utility features and correlating this information with as-built records.
9. Lincar contours were provided by the Minnesota Geospatial Information Office.

LEGEND

- IRON MONUMENT FOUND
- ⊗ WATER VALVE
- ⊠ FIBER OPTIC VAULT
- ⊡ TRANSFORMER
- ⊙ SANITARY MANHOLE
- ⊕ MISC. SIGN
- ⊙ STREET SIGN
- ⊙ STORM MANHOLE
- ⊠ CATCH BASIN
- ⊙ HYDRANT
- (R) PER RECORD PLAN
- ⊗ 866.29 SPOT ELEVATION
- SANITARY SEWER
- GAS
- UNDERGROUND ELECTRIC
- WATERMAIN
- STORM SEWER
- EDGE OF BRUSH/TREES
- CONCRETE
- BITUMINOUS TRAIL
- NOT INCLUDED IN TITLE COMMITMENT
- CONTOUR-ALLIANT
- CONTOUR-MNGEO LIDAR

REVISION SUMMARY

DATE	DESCRIPTION
1/15/18	SITE PLAN SUBMITTAL R1

SITE SURVEY
- PAGE 2

C0.2

3/6/18 Added additional topo and Bolton and Menk contours
 1/9/18 Labeled "Raw Water" per city comments
 1/3/18 Added Lidar contours and title commitment legal description
 12/6/17 Added Utility Quality Level note and Outlet P
 12/1/17 Revised East Town Center Drive to Center Street



233 Park Ave S, Ste 300
 Minneapolis, MN 55415
 612.758.3080 MAIN
 612.758.3099 FAX
 www.alliant-inc.com

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the state of Minnesota.

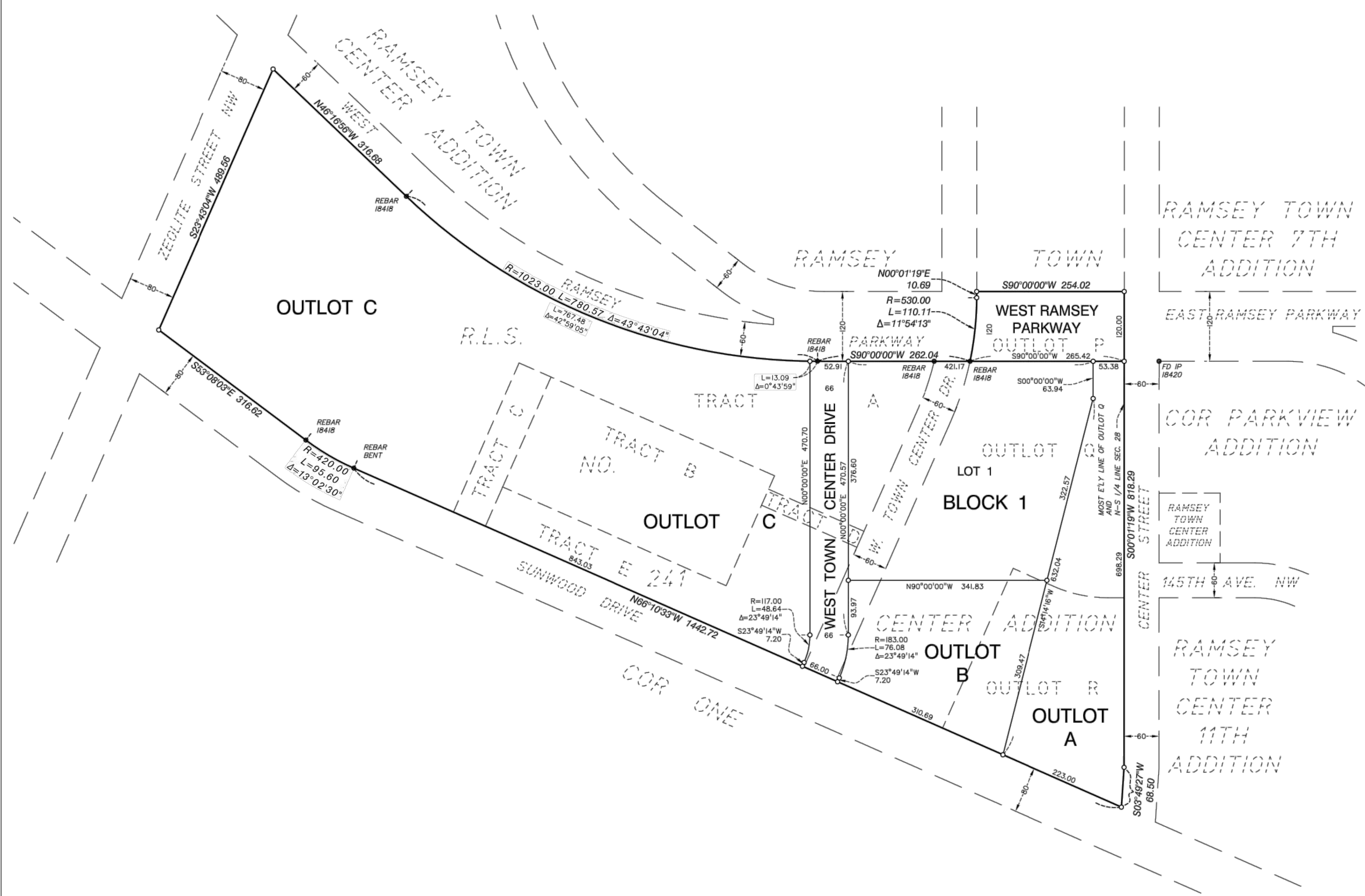
DENNIS B. OLMEAD
 Print Name
FOR REVIEW
 Signature
 Date License Number

AFFINITY AT RAMSEY TOWN CENTER
 ADDRESS NOT ASSIGNED
 RAMSEY, MINNESOTA

DRAWN BY	DPE
CHECKED BY	DBO
DATE ISSUED	10/20/17
SCALE	1"=50'
JOB NO.	170155
FIELD CREW	EL

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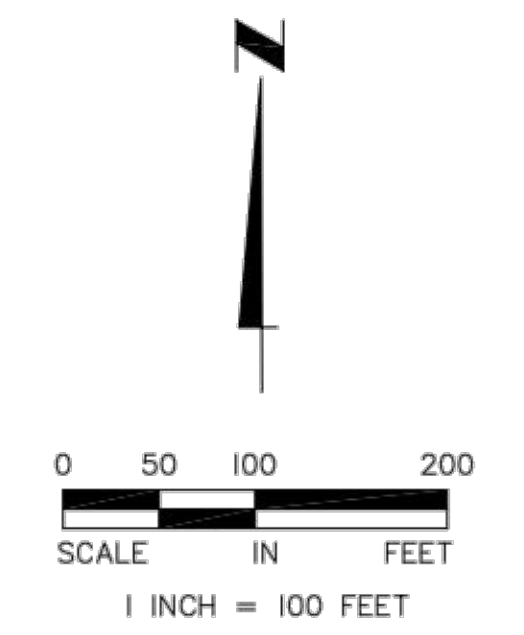
AFFINITY AT THE COR



THE MOST EASTERLY LINE OF OUTLOT Q, RAMSEY TOWN CENTER ADDITION, ANOKA COUNTY, MINNESOTA IS ASSUMED TO HAVE A BEARING OF S00°01'19\"/>

- Denotes monument found 1/2 inch iron pipe
- Denotes 1/2 inch x 18 inch iron monument set marked by license no. 18425 unless otherwise shown

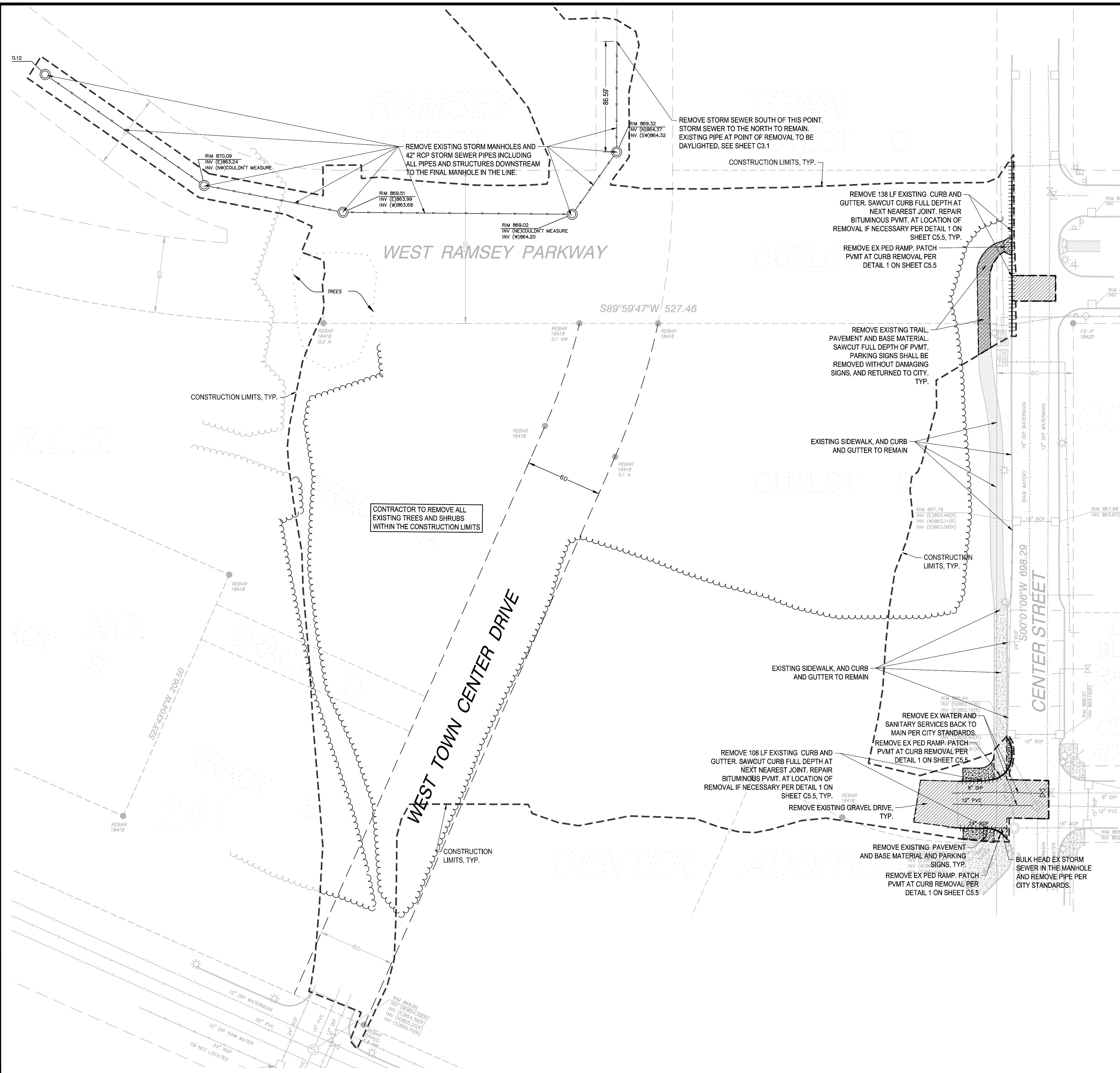
REVISION SUMMARY	
DATE	DESCRIPTION



FINAL PLAT

C0.3





REMOVAL NOTES:

- SEE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) PLAN FOR CONSTRUCTION STORM WATER MANAGEMENT PLAN.
- REMOVAL OF MATERIALS NOTED ON THE DRAWINGS SHALL BE IN ACCORDANCE WITH MNDOT, STATE AND LOCAL REGULATIONS.
- REMOVAL OF PRIVATE UTILITIES SHALL BE COORDINATED WITH UTILITY OWNER PRIOR TO CONSTRUCTION ACTIVITIES.
- EXISTING PAVEMENTS SHALL BE SAWCUT IN LOCATIONS AS SHOWN ON THE DRAWINGS OR THE NEAREST JOINT FOR PROPOSED PAVEMENT CONNECTIONS.
- REMOVED MATERIALS SHALL BE DISPOSED OF TO A LEGAL OFF-SITE LOCATION AND IN ACCORDANCE WITH STATE AND LOCAL REGULATIONS.
- ABANDON, REMOVAL, CONNECTION, AND PROTECTION NOTES SHOWN ON THE DRAWINGS ARE APPROXIMATE. COORDINATE WITH PROPOSED PLANS.
- EXISTING ON-SITE FEATURES NOT NOTED FOR REMOVAL SHALL BE PROTECTED THROUGHOUT THE DURATION OF THE CONTRACT.
- PROPERTY LINES SHALL BE CONSIDERED GENERAL CONSTRUCTION LIMITS UNLESS OTHERWISE NOTED ON THE DRAWINGS. WORK WITHIN THE GENERAL CONSTRUCTION LIMITS SHALL INCLUDE STAGING, DEMOLITION AND CLEAN-UP OPERATIONS AS WELL AS CONSTRUCTION SHOWN ON THE DRAWINGS.
- MINOR WORK OUTSIDE OF THE GENERAL CONSTRUCTION LIMITS SHALL BE ALLOWED AS SHOWN ON THE PLAN AND PER CITY REQUIREMENTS.
- DAMAGE BEYOND THE PROPERTY LIMITS CAUSED BY CONSTRUCTION ACTIVITY SHALL BE REPAIRED IN A MANNER APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT OR IN ACCORDANCE WITH THE CITY.
- PROPOSED WORK (BUILDING AND CIVIL) SHALL NOT DISTURB EXISTING UTILITIES UNLESS OTHERWISE SHOWN ON THE DRAWINGS AND APPROVED BY THE CITY PRIOR TO CONSTRUCTION.
- SITE SECURITY MAY BE NECESSARY AND PROVIDED IN A MANNER TO PROHIBIT VANDALISM, AND THEFT, DURING AND AFTER NORMAL WORK HOURS, THROUGHOUT THE DURATION OF THE CONTRACT. SECURITY MATERIALS SHALL BE IN ACCORDANCE WITH THE CITY.
- VEHICULAR ACCESS TO THE SITE SHALL BE MAINTAINED FOR DELIVERY AND INSPECTION ACCESS DURING NORMAL OPERATING HOURS. AT NO POINT THROUGHOUT THE DURATION OF THE CONTRACT SHALL CIRCULATION OF ADJACENT STREETS BE BLOCKED WITHOUT APPROVAL BY THE CITY PRIOR TO CONSTRUCTION ACTIVITIES.
- ALL TRAFFIC CONTROLS SHALL BE PROVIDED AND ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) AND THE CITY. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO, SIGNAGE, BARRICADES, FLASHERS, AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL REMAIN OPEN TO TRAFFIC AT ALL TIMES. NO ROAD CLOSURES SHALL BE PERMITTED WITHOUT APPROVAL BY THE CITY.
- SHORING FOR BUILDING EXCAVATION MAY BE USED AT THE DISCRETION OF THE CONTRACTOR AND AS APPROVED BY THE OWNERS REPRESENTATIVE AND THE CITY PRIOR TO CONSTRUCTION ACTIVITIES.
- STAGING, DEMOLITION, AND CLEAN-UP AREAS SHALL BE WITHIN THE PROPERTY LIMITS AS SHOWN ON THE DRAWINGS AND MAINTAINED IN A MANNER AS REQUIRED BY THE CITY.

CITY OF RAMSEY REMOVAL NOTES:

- SAWCUT BITUMINOUS PAVEMENT TO FULL DEPTH PRIOR TO REMOVAL. BARRIERS MUST BE INSTALLED TO PREVENT DRIVERS FROM DRIVING OFF THE SAWCUT EDGE.
- CURB MUST BE SAWCUT TO FULL DEPTH PRIOR TO REMOVAL.
- SUNWOOD DRIVE HAS CONCRETE PAVEMENT AND INTEGRAL CURB. PAVEMENT AND CURB SHALL NOT BE DISTURBED WHEN WORKING IN THIS AREA.
- A TEMPORARY PEDESTRIAN ACCESS ROUTE IS REQUIRED FOR CENTER STREET. THE PLAN MUST BE APPROVED BY THE CITY PRIOR TO CONSTRUCTION.

EROSION CONTROL NOTES:

SEE SWPPP ON SHEETS SW1.0-SW1.5

REMOVALS LEGEND:

- EX. 1' CONTOUR ELEVATION INTERVAL
- REMOVAL OF PAVEMENT AND ALL BASE MATERIAL, INCLUDING BIT., CONC., AND GRAVEL PVMTS.
- REMOVAL OF STRUCTURE INCLUDING ALL FOOTINGS AND FOUNDATIONS.
- REMOVE CURB AND GUTTER. IF IN RIGHT-OF-WAY, COORDINATE WITH LOCAL GOVERNING UNIT.

AFFINITY AT RAMSEY
PROJECT

RAMSEY, MN 55303

INLAND GROUP
120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Matthew R. Pavek
Matthew R. Pavek
DATE 05/02/18 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/06/17	SITE PLAN SUBMITTAL
03/16/18	WATERSHED SUBMITTAL
03/30/18	CITY SUBMITTAL
05/02/18	CITY RESUBMITTAL

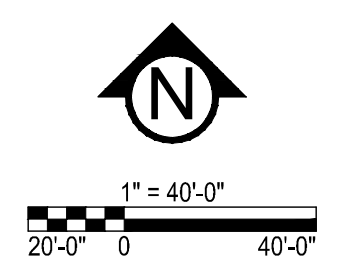
REVISION SUMMARY

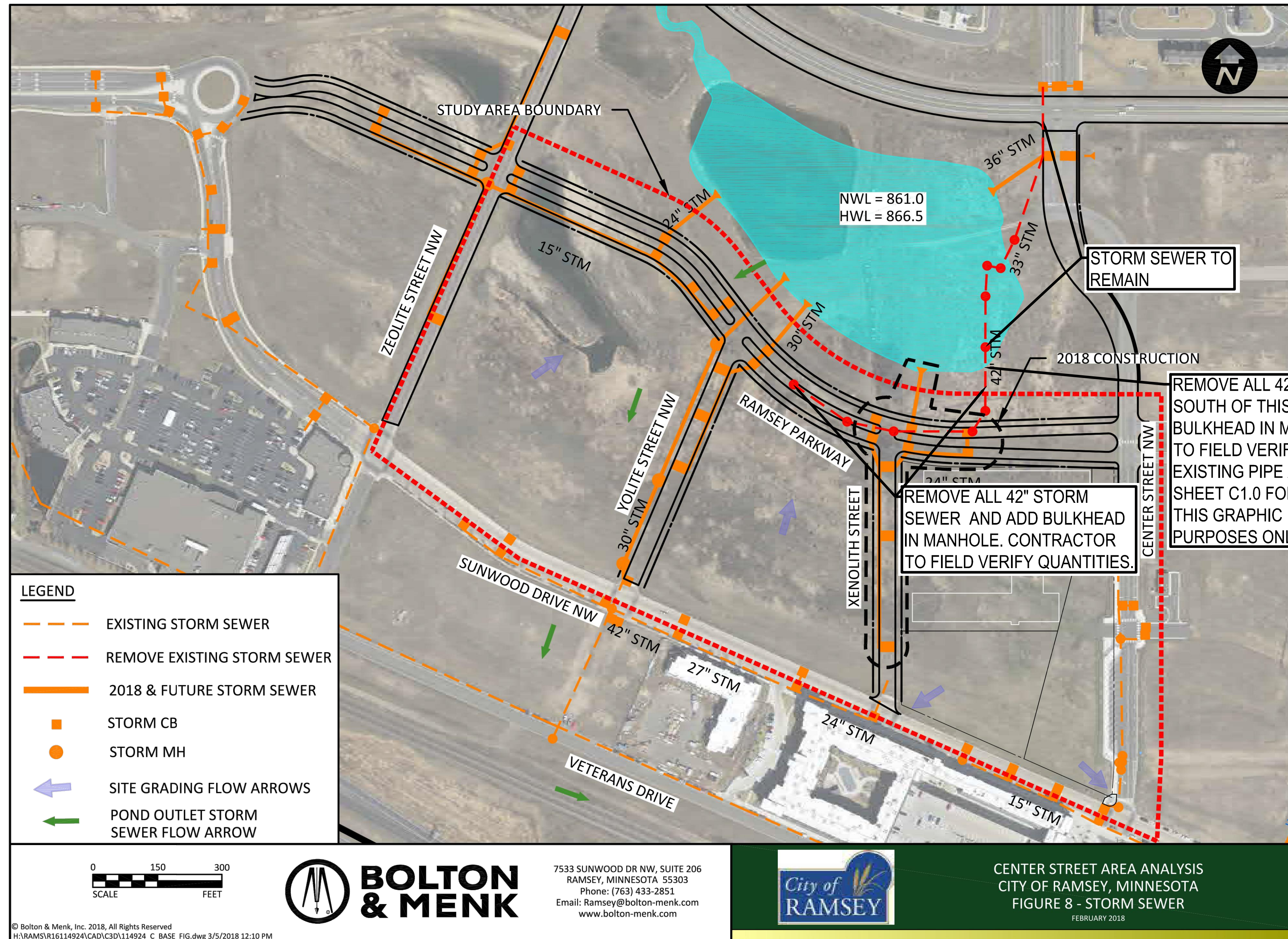
DATE	DESCRIPTION
1/15/18	SITE PLAN SUBMITTAL R1

PROJECT NO.: 17226

REMOVALS PLAN

C1.0





**** CONTRACTOR TO FIELD VERIFY QUANTITIES FOR REMOVAL ****

AFFINITY AT RAMSEY

PROJECT

INLAND GROUP

RAMSEY, MN 55303

120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

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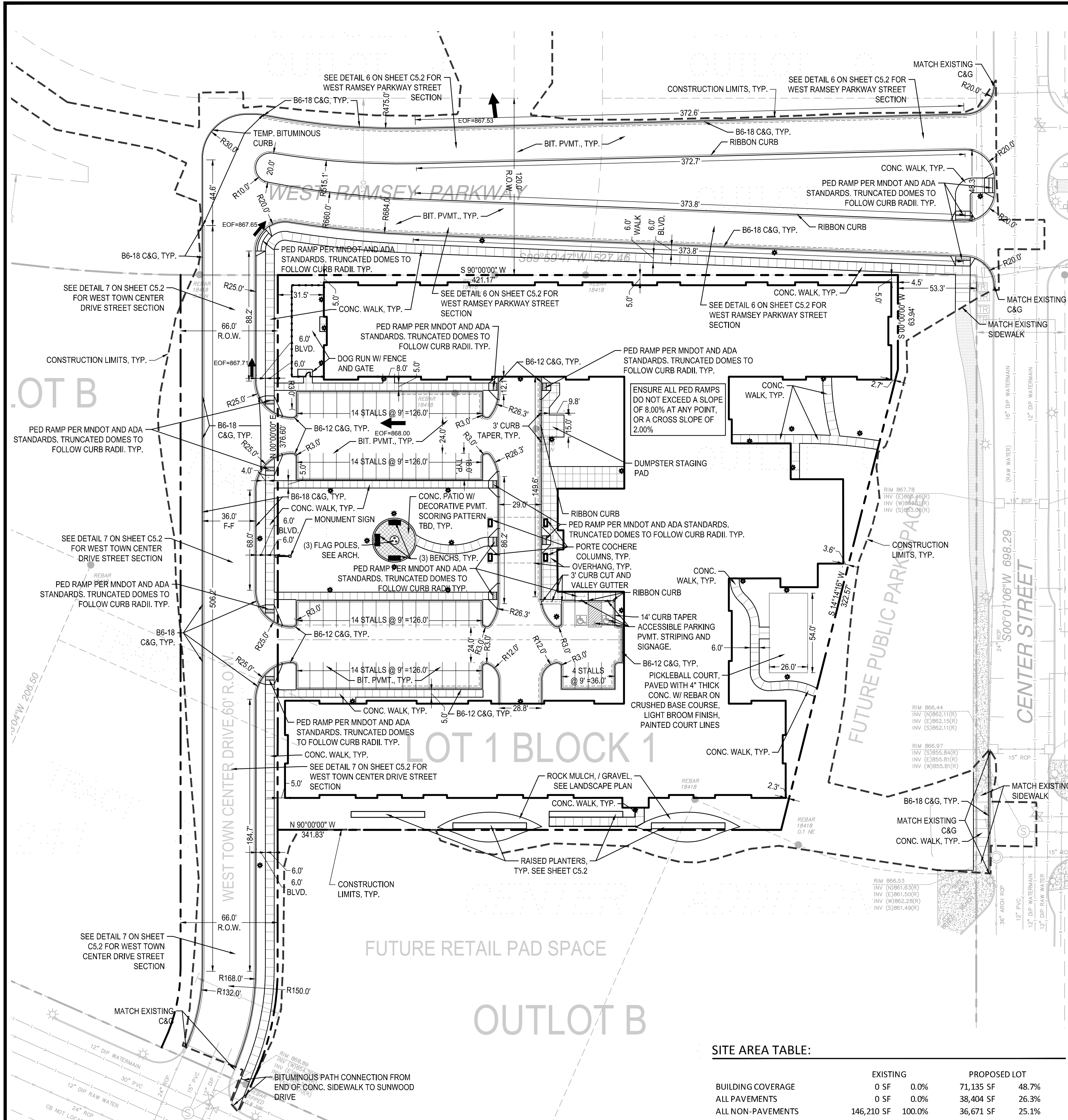
REVISION SUMMARY

DATE	DESCRIPTION

PROJECT NO.: 17226

**STORMSEWER
REMOVALS GRAPHIC**

C1.1



SITE LAYOUT NOTES:

- CONTRACTOR SHALL VERIFY LOCATIONS AND LAYOUT OF ALL SITE ELEMENTS PRIOR TO BEGINNING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO, LOCATIONS OF EXISTING AND PROPOSED PROPERTY LINES, EASEMENTS, SETBACKS, UTILITIES, BUILDINGS AND PAVEMENTS. CONTRACTOR IS RESPONSIBLE FOR FINAL LOCATIONS OF ALL ELEMENTS FOR THE SITE. ANY REVISIONS REQUIRED AFTER COMMENCEMENT OF CONSTRUCTION, DUE TO LOCAL ADJUSTMENTS SHALL BE CORRECTED AT NO ADDITIONAL COST TO OWNER. ADJUSTMENTS TO THE LAYOUT SHALL BE APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF MATERIALS. STAKE LAYOUT FOR APPROVAL.
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION, INCLUDING A RIGHT-OF-WAY AND STREET OPENING PERMIT.
- THE CONTRACTOR SHALL VERIFY RECOMMENDATIONS NOTED IN THE GEO TECHNICAL REPORT PRIOR TO INSTALLATION OF SITE IMPROVEMENT MATERIALS.
- CONTRACTOR SHALL FIELD VERIFY COORDINATES AND LOCATION DIMENSIONS OF THE BUILDING AND STAKE FOR REVIEW AND APPROVAL BY THE OWNERS REPRESENTATIVE PRIOR TO INSTALLATION OF FOOTING MATERIALS.
- LOCATIONS OF STRUCTURES, ROADWAY PAVEMENTS, CURBS AND GUTTERS, BOLLARDS, AND WALKS ARE APPROXIMATE AND SHALL BE STAKED IN THE FIELD, PRIOR TO INSTALLATION, FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT.
- CURB DIMENSIONS SHOWN ARE TO FACE OF CURB. BUILDING DIMENSIONS ARE TO FACE OF CONCRETE FOUNDATION. LOCATION OF BUILDING IS TO BUILDING FOUNDATION AND SHALL BE AS SHOWN ON THE DRAWINGS.
- THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR SAMPLES AS SPECIFIED FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO FABRICATION FOR ALL PREFABRICATED SITE IMPROVEMENT MATERIALS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING; FURNISHINGS, PAVEMENTS, WALLS, RAILINGS, BENCHES, FLAGPOLES, LANDING PADS FOR CURB RAMPS, AND LIGHT AND POLES. THE OWNER RESERVES THE RIGHT TO REJECT INSTALLED MATERIALS NOT PREVIOUSLY APPROVED.
- PEDESTRIAN CURB RAMPS SHALL BE CONSTRUCTED WITH TRUNCATED DOME LANDING AREAS IN ACCORDANCE WITH A.D.A. REQUIREMENTS-SEE DETAIL.
- CROSSWALK STRIPING SHALL BE 24" WIDE WHITE PAINTED LINE, SPACED 48" ON CENTER PERPENDICULAR TO THE FLOW OF TRAFFIC. WIDTH OF CROSSWALK SHALL BE 5' WIDE. ALL OTHER PAVEMENT MARKINGS SHALL BE WHITE IN COLOR UNLESS OTHERWISE NOTED OR REQUIRED BY ADA OR LOCAL GOVERNING BODIES.
- SEE SITE PLAN FOR CURB AND GUTTER TYPE. TAPER BETWEEN CURB TYPES-SEE DETAIL.
- ALL CURB RADII ARE MINIMUM 3' UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL REFER TO FINAL PLAT FOR LOT BOUNDARIES, NUMBERS, AREAS AND DIMENSIONS PRIOR TO SITE IMPROVEMENTS.
- FIELD VERIFY ALL EXISTING SITE CONDITIONS, DIMENSIONS.
- ALL PARKING IS TO BE SET PARALLEL OR PERPENDICULAR TO EXISTING BUILDING UNLESS NOTED OTHERWISE.
- ALL PARKING LOT PAINT STRIPPING TO BE WHITE, 4" WIDE TYP.
- BITUMINOUS PAVING TO BE "LIGHT DUTY" UNLESS OTHERWISE NOTED. SEE DETAIL SHEETS FOR PAVEMENT SECTIONS.
- ALL TREES THAT ARE TO REMAIN ARE TO BE PROTECTED FROM DAMAGE WITH A CONSTRUCTION FENCE AT THE DRIP LINE. SEE LANDSCAPE DOCUMENTS.
- MAINTAIN AN ALL-WEATHER ACCESS ROAD TO THE BUILDING FOOTPRINT AS REQUIRED FOR FDP ACCESS.

COR 1 ZONING TABLE:

	Arterial Street	Destination Street	Parkway	Connector Street	Downtown Street	Local Street
Minimum lot size	None	None	None	None	None	None
Minimum lot width	20 feet	20 feet	20 feet	20 feet	20 feet	20 feet
Minimum lot depth	80 feet	80 feet	80 feet	80 feet	80 feet	80 feet
Allowable residential density in dwelling units per acre ¹	>15 DU/AC	>15 DU/AC	>15 DU/AC	>15 DU/AC	>15 DU/AC	>15 DU/AC
Minimum floor area ratio (FAR) for nonresidential uses/vertically mixed buildings/sites	.75	.75	.75	.75	.75	.75
Build to Line						
Front yard ⁴	30 feet as measured from building front to right-of-way ² (60% of front facade w/in max.)	5 feet as measured from building front to right-of-way ² (60% of front facade w/in max.)	5 feet as measured from building front to right-of-way ² (60% of front facade w/in max.)	5 feet as measured from building front to right-of-way ² (60% of front facade w/in max.)	5 feet as measured from building front to right-of-way ² (60% of front facade w/in max.)	5 feet as measured from building front to right-of-way ² (60% of front facade w/in max.)
Side yard	no req.	no req.	no req.	no req.	no req.	no req.
Rear yard	no req.	no req.	no req.	no req.	no req.	no req.
Driveway length (minimum)	25 feet for residential units	25 feet for residential units	25 feet for residential units	25 feet for residential units	25 feet for residential units	25 feet for residential units
Building height (min. - max.)	2 - 5 stories.	2 - 5 stories.	2 - 5 stories.	2 - 5 stories.	2 - 5 stories.	2 - 5 stories.
Planter Style	N/A	Planter Bed	Boulevard Sod	Boulevard Sod	N/A	Boulevard Sod
Tree Spacing (on center)	N/A	35 feet	35 feet	35 feet	35 feet	35 feet
Boulevard Width	N/A	6 feet	6 feet	6 feet	N/A	6 feet
Sidewalk Width	10 feet	10 feet	6 feet	10 feet	10 feet	10 feet

SITE PLAN LEGEND:

- PUBLIC STREET PAVEMENT, SEE DETAIL 8 ON SHEET C5.0
- PRIVATE STREET PAVEMENT, SEE DETAIL 2 ON SHEET C5.0
- CONCRETE PAVEMENT AS SPECIFIED (PAD OR WALK) SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & CONCRETE DEPTHS, SEE DETAIL.
- PROPERTY LINE
- CONSTRUCTION LIMITS
- CURB AND GUTTER-SEE NOTES (T.O.) TIP OUT GUTTER WHERE APPLICABLE-SEE PLAN
- EMERGENCY OVERFLOW
- TRAFFIC DIRECTIONAL ARROW PAVEMENT MARKINGS
- SIGN AND POST ASSEMBLY. SHOP DRAWINGS REQUIRED. HC = ACCESSIBLE SIGN NP = NO PARKING FIRE LANE ST = STOP CP = COMPACT CAR PARKING ONLY
- EXTERIOR LIGHT. SEE LIGHTING PLAN FOR DETAILS AND SPECS

CITY OF RAMSEY SITE SPECIFIC NOTES:

- HOURS OF CONSTRUCTION ARE 7:00AM TO 10:00PM. NO OPERATION MAY BE STARTED BEFORE 7:00 AM. SITE WORK ON SATURDAY REQUIRES 72 HOUR ADVANCE NOTICE FOR APPROVAL. SUNDAY WORK REQUIRES CITY COUNCIL APPROVAL. MEETINGS ARE THE 2ND AND 4TH TUESDAYS. REQUESTS MUST BE SUBMITTED ONE WEEK BEFORE FOR INCLUSION ON THE AGENDA.
- ALL SIDEWALKS WITHIN THE PUBLIC REALM (WITHIN RIGHT OF WAY) SHALL BE BROOM FINISHED WITH ALTERNATING BRUSH STROKES PER PANEL.

PARKING TABLE:

TYPE	PARKING SCHEDULE		
	COUNT	STANDARD	ADA
Exterior	63	61	2
Interior	175	171	4
Total	238	232	6

SITE AREA TABLE:

	EXISTING	PROPOSED LOT
BUILDING COVERAGE	0 SF 0.0%	71,135 SF 48.7%
ALL PAVEMENTS	0 SF 0.0%	38,404 SF 26.3%
ALL NON-PAVEMENTS	146,210 SF 100.0%	36,671 SF 25.1%
TOTAL SITE AREA	146,210 SF 100.0%	146,210 SF 100.0%
	3.36 AC	3.36 AC
IMPERVIOUS SURFACE		
EXISTING CONDITION	0 SF 0.0%	
PROPOSED CONDITION LOT	109,539 SF 74.9%	109,539 SF 74.9%
DIFFERENCE (EX. VS PROP.)	109,539 SF 74.9%	
IMPERVIOUS TOTAL	109,539 SF 74.9%	

AFFINITY AT RAMSEY

RAMSEY, MN 55303

INLAND GROUP

120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

PROJECT

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SITE PLAN

C2.0

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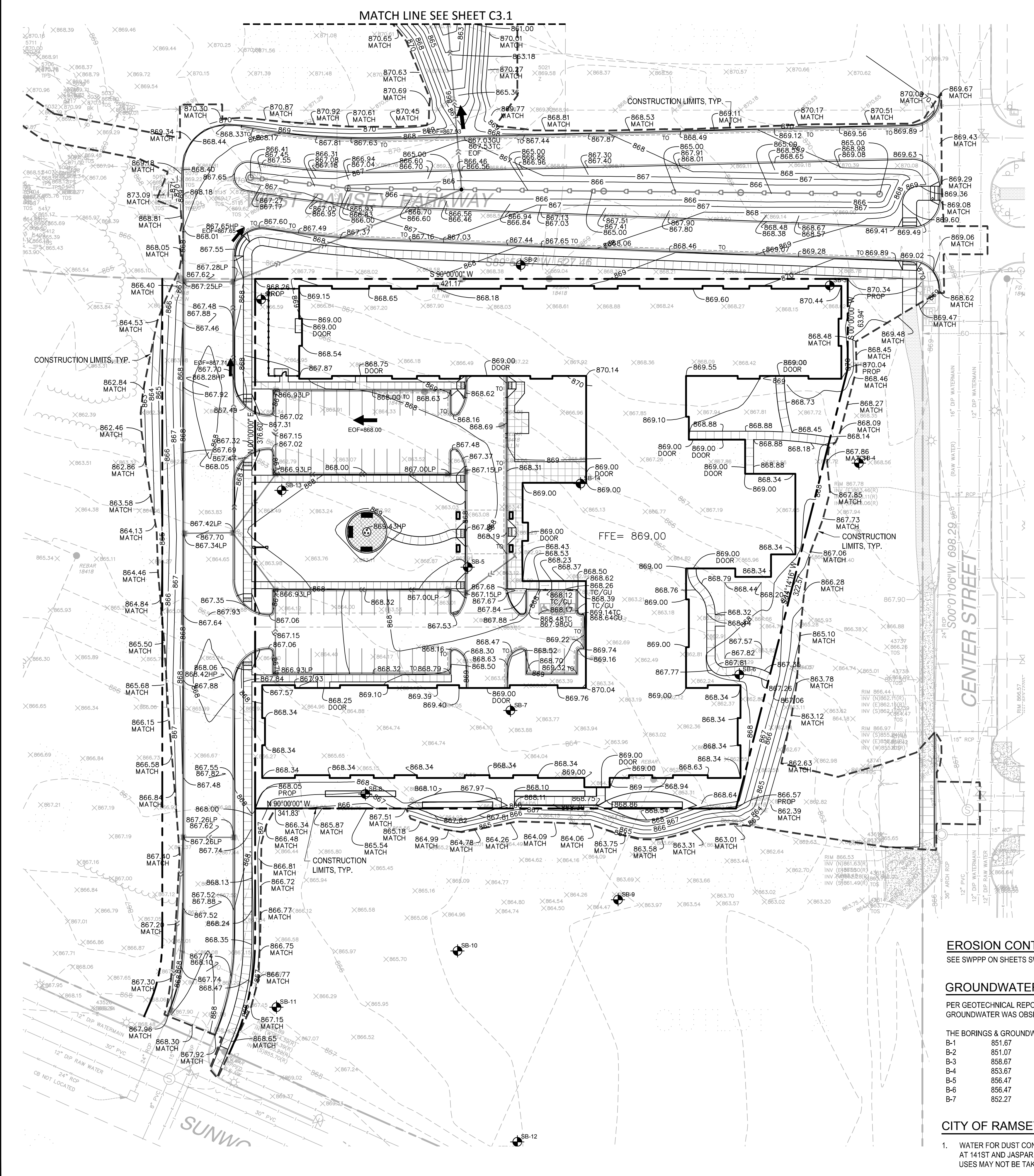
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PROJECT NO.: 17226

GRADING PLAN

C3.0



GENERAL GRADING NOTES:

- SEE SITE PLAN FOR HORIZONTAL LAYOUT & GENERAL GRADING NOTES.
- THE CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION (INCLUDING BUT NOT LIMITED TO SITE PREPARATION, SOIL CORRECTION, EXCAVATION, EMBANKMENT, ETC.) IN ACCORDANCE WITH THE REQUIREMENTS OF THE OWNER'S SOILS ENGINEER. ALL SOIL TESTING SHALL BE COMPLETED BY THE OWNER'S SOILS ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOIL TESTS AND INSPECTIONS WITH THE SOILS ENGINEER.
- GRADING AND EXCAVATION ACTIVITIES SHALL BE PERFORMED IN ACCORDANCE WITH THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS & PERMIT REQUIREMENTS OF THE CITY.
- PROPOSED SPOT GRADES ARE FLOW-LINE FINISHED GRADE ELEVATIONS, UNLESS OTHERWISE NOTED.
- GRADES OF WALKS SHALL BE INSTALLED WITH 5% MAX. LONGITUDINAL SLOPE AND 1% MIN. AND 2% MAX. CROSS SLOPE, UNLESS OTHERWISE NOTED.
- PROPOSED SLOPES SHALL NOT EXCEED 3:1 UNLESS INDICATED OTHERWISE ON THE DRAWINGS. MAXIMUM SLOPES IN MAINTAINED AREAS IS 4:1
- PROPOSED RETAINING WALLS, FREESTANDING WALLS, OR COMBINATION OF WALL TYPES GREATER THAN 4' IN HEIGHT SHALL BE DESIGNED AND ENGINEERED BY A REGISTERED RETAINING WALL ENGINEER. DESIGN DRAWINGS SHALL BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF GRADE STAKES THROUGHOUT THE DURATION OF CONSTRUCTION TO ESTABLISH PROPER GRADES. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR A FINAL FIELD CHECK OF FINISHED GRADES ACCEPTABLE TO THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO TOPSOIL AND SODDING ACTIVITIES.
- IF EXCESS OR SHORTAGE OF SOIL MATERIAL EXISTS, THE CONTRACTOR SHALL TRANSPORT ALL EXCESS SOIL MATERIAL OFF THE SITE TO AN AREA SELECTED BY THE CONTRACTOR, OR IMPORT SUITABLE MATERIAL TO THE SITE.
- EXCAVATE TOPSOIL FROM AREAS TO BE FURTHER EXCAVATED OR REGRADED AND STOCKPILE IN AREAS DESIGNATED ON THE SITE. THE CONTRACTOR SHALL SALVAGE ENOUGH TOPSOIL FOR RESPREADING ON THE SITE AS SPECIFIED. EXCESS TOPSOIL SHALL BE PLACED IN EMBANKMENT AREAS, OUTSIDE OF BUILDING PADS, ROADWAYS AND PARKING AREAS. THE CONTRACTOR SHALL SUBCUT CUT AREAS, WHERE TURF IS TO BE ESTABLISHED, TO A DEPTH OF 6 INCHES. RESPREAD TOPSOIL IN AREAS WHERE TURF IS TO BE ESTABLISHED TO A MINIMUM DEPTH OF 6 INCHES.
- FINISHED GRADING SHALL BE COMPLETED. THE CONTRACTOR SHALL UNIFORMLY GRADE AREAS WITHIN LIMITS OF GRADING, INCLUDING ADJACENT TRANSITION AREAS. PROVIDE A SMOOTH FINISHED SURFACE WITHIN SPECIFIED TOLERANCES, WITH UNIFORM LEVELS OR SLOPES BETWEEN POINTS WHERE ELEVATIONS ARE SHOWN, OR BETWEEN SUCH POINTS AND EXISTING GRADES. AREAS THAT HAVE BEEN FINISH GRADED SHALL BE PROTECTED FROM SUBSEQUENT CONSTRUCTION OPERATIONS, TRAFFIC AND EROSION. REPAIR ALL AREAS THAT HAVE BECOME RUTTED BY TRAFFIC OR ERODED BY WATER OR HAS SETTLED BELOW THE CORRECT GRADE. ALL AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED TO EQUAL OR BETTER THAN ORIGINAL CONDITION OR TO THE REQUIREMENTS OF THE NEW WORK.
- PRIOR TO PLACEMENT OF THE AGGREGATE BASE, A TEST ROLL WILL BE REQUIRED ON THE STREET AND/OR PARKING AREA SUBGRADE. THE CONTRACTOR SHALL PROVIDE A LOADED TANDEM AXLE TRUCK WITH A GROSS WEIGHT OF 25 TONS. THE TEST ROLLING SHALL BE AT THE DIRECTION OF THE SOILS ENGINEER AND SHALL BE COMPLETED IN AREAS AS DIRECTED BY THE SOILS ENGINEER. THE SOILS ENGINEER SHALL DETERMINE WHICH SECTIONS OF THE STREET OR PARKING AREA ARE UNSTABLE. CORRECTION OF THE SUBGRADE SOILS SHALL BE COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOILS ENGINEER. NO TEST ROLL SHALL OCCUR WITHIN 10' OF ANY UNDERGROUND STORM RETENTION/DETENTION SYSTEMS.
- TOLERANCES
 - THE BUILDING SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.30 FOOT ABOVE, OR 0.30 FOOT BELOW, THE PRESCRIBED ELEVATION AT ANY POINT WHERE MEASUREMENT IS MADE.
 - THE STREET OR PARKING AREA SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.05 FOOT ABOVE, OR 0.10 FOOT BELOW, THE PRESCRIBED ELEVATION OF ANY POINT WHERE MEASUREMENT IS MADE.
 - AREAS WHICH ARE TO RECEIVE TOPSOIL SHALL BE GRADED TO WITHIN 0.30 FOOT ABOVE OR BELOW THE REQUIRED ELEVATION, UNLESS DIRECTED OTHERWISE BY THE ENGINEER.
 - TOPSOIL SHALL BE GRADED TO PLUS OR MINUS 1/2 INCH OF THE SPECIFIED THICKNESS.
- MAINTENANCE
 - THE CONTRACTOR SHALL PROTECT NEWLY GRADED AREAS FROM TRAFFIC AND EROSION, AND KEEP AREA FREE OF TRASH AND DEBRIS.
 - CONTRACTOR SHALL REPAIR AND REESTABLISH GRADES IN SETTLED, ERODED AND RUTTED AREAS TO SPECIFIED TOLERANCES. DURING THE CONSTRUCTION, IF REQUIRED, AND DURING THE WARRANTY PERIOD, ERODED AREAS WHERE TURF IS TO BE ESTABLISHED SHALL BE RESEEDED AND MULCHED.
 - WHERE COMPLETED COMPACTED AREAS ARE DISTURBED BY SUBSEQUENT CONSTRUCTION OPERATIONS OR ADVERSE WEATHER, CONTRACTOR SHALL SCARIFY, SURFACE, RESHAPE, AND COMPACT TO REQUIRED DENSITY PRIOR TO FURTHER CONSTRUCTION.

WETLAND NOTES:

NO WETLANDS WERE FOUND ON THE SITE PER WETLAND DELINEATION REPORT BY JACOBSON ENVIRONMENTAL, DATED 12-04-17

EROSION CONTROL NOTES:

SEE SWPPP ON SHEETS SW1.0-SW1.5

GROUNDWATER INFORMATION:

PER GEOTECHNICAL REPORT BY CHOSEN VALLEY TESTING, INC., DATED 10-20-17 GROUNDWATER WAS OBSERVED AT ELEVATIONS RANGING FROM 851.67 TO 858.67

THE BORINGS & GROUNDWATER ARE AS FOLLOWS:

B-1	851.67	B-8	855.27
B-2	851.07	B-9	-
B-3	858.67	B-10	-
B-4	853.67	B-11	-
B-5	856.47	B-12	-
B-6	856.47	B-13	856.97
B-7	852.27	B-14	854.97

CITY OF RAMSEY GRADING NOTES:

- WATER FOR DUST CONTROL IS AVAILABLE AT THE CITY FILL STATION LOCATED AT 141ST AND JASPAR ST. WATER FOR DUST CONTROL OR CONSTRUCTION USES MAY NOT BE TAKEN FROM HYDRANTS

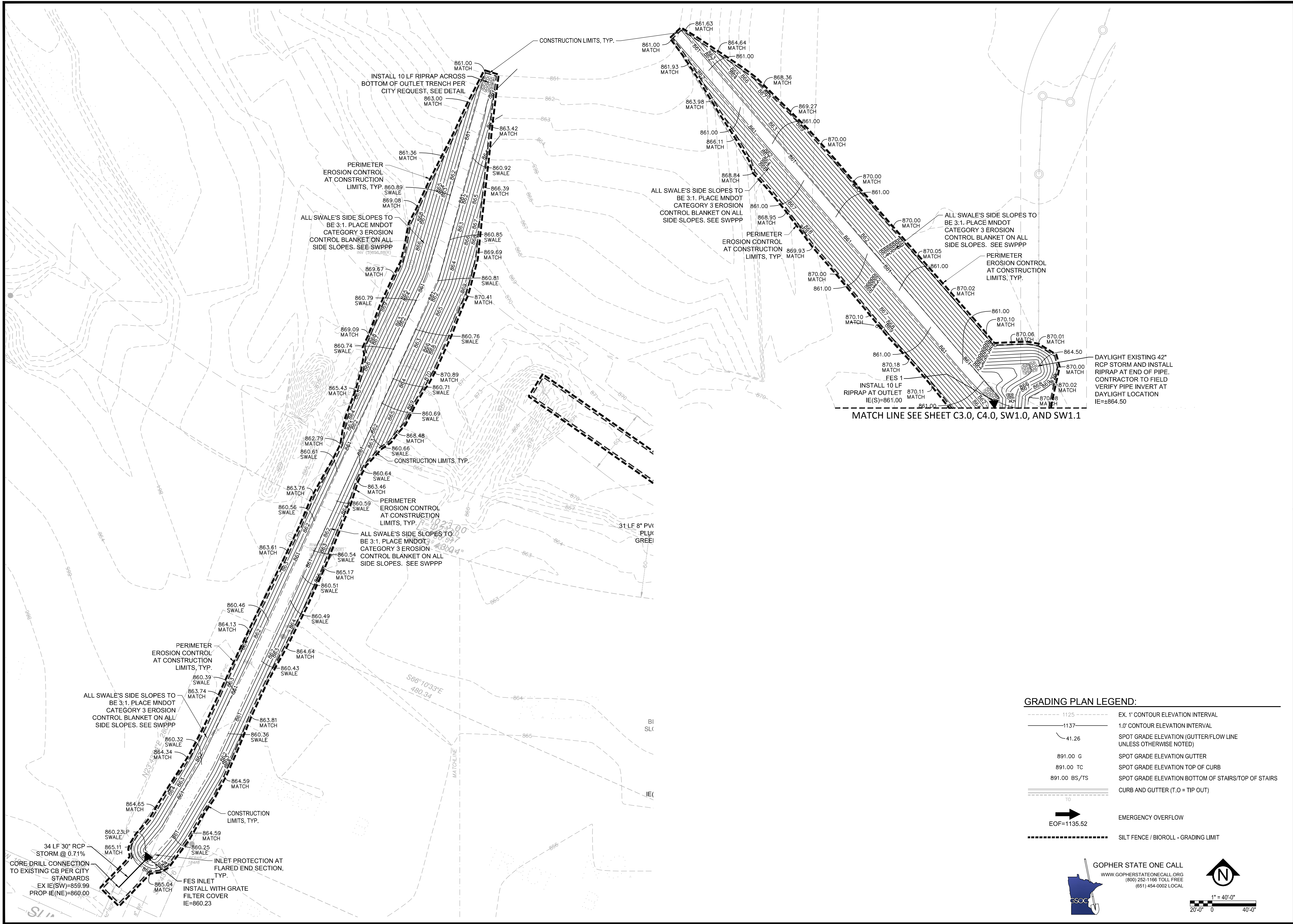
GRADING PLAN LEGEND:

- 1125 --- EX. 1' CONTOUR ELEVATION INTERVAL
- 1137 --- 1.0' CONTOUR ELEVATION INTERVAL
- 41.26 --- SPOT GRADE ELEVATION (GUTTER/FLOW LINE UNLESS OTHERWISE NOTED)
- 891.00 G SPOT GRADE ELEVATION GUTTER
- 891.00 TC SPOT GRADE ELEVATION TOP OF CURB
- 891.00 BS/TS SPOT GRADE ELEVATION BOTTOM OF STAIRS/TOP OF STAIRS
- ==== TO CURB AND GUTTER (T.O = TIP OUT)
- EOF=1135.52 EMERGENCY OVERFLOW

GOPHER STATE ONE CALL
WWW.GOPHERSTATEONECALL.ORG
(800) 252-1168 TOLL FREE
(651) 454-0002 LOCAL



1" = 40'-0"
20'-0" 0 40'-0"



AFFINITY AT RAMSEY

INLAND GROUP
120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

PROJECT
RAMSEY, MN 55303

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
Matthew R. Pavak
Matthew R. Pavak
DATE 05/02/18 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/06/17	SITE PLAN SUBMITTAL
03/16/18	WATERSHED SUBMITTAL
03/30/18	CITY SUBMITTAL
05/02/18	CITY RESUBMITTAL

REVISION SUMMARY

DATE	DESCRIPTION

PROJECT NO.: 17226

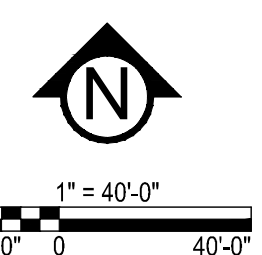
LAKE RAMSEY, CITY IMPROVEMENTS PLAN

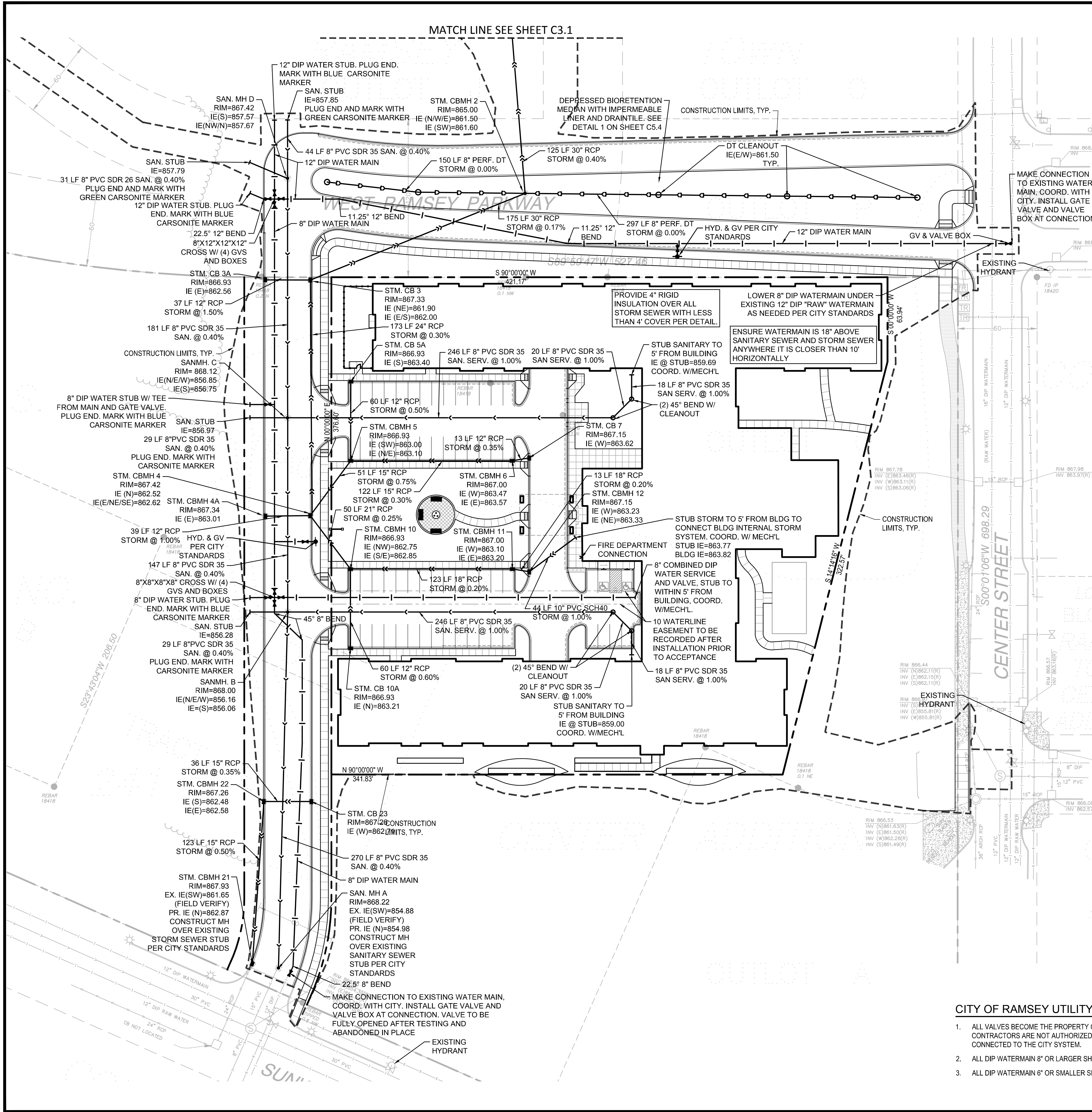
C3.1

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- ==== CURB AND GUTTER (T.O. = TIP OUT)
- EOF=1135.52 EMERGENCY OVERFLOW
- SILT FENCE / BIOROLL - GRADING LIMIT

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WWW.GOPHERSTATEONECALL.ORG
(800) 252-1166 TOLL FREE
(651) 454-0002 LOCAL





GENERAL UTILITY NOTES:

- SEE SITE PLAN FOR HORIZONTAL DIMENSIONS AND LAYOUT.
- CONTRACTOR SHALL FIELD VERIFY LOCATION AND ELEVATION OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF DISCREPANCIES OR VARIATIONS FROM THE PLANS.
- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- UTILITY INSTALLATION SHALL CONFORM TO THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR WATER MAIN AND SERVICE LINE INSTALLATION" AND "SANITARY SEWER AND STORM SEWER INSTALLATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM), AND SHALL CONFORM WITH THE REQUIREMENTS OF THE CITY AND THE PROJECT SPECIFICATIONS.
- CASTINGS SHALL BE SALVAGED FROM STRUCTURE REMOVALS AND RE-USED OR PLACED AT THE DIRECTION OF THE OWNER.
- ALL WATER PIPE SHALL BE CLASS 52 DUCTILE IRON PIPE (DIP) UNLESS OTHERWISE NOTED.
- ALL SANITARY SEWER SHALL BE SDR 26 POLYVINYL CHLORIDE (PVC) UNLESS OTHERWISE NOTED.
- ALL STORM SEWER PIPE SHALL BE HDPE UNLESS OTHERWISE NOTED.
- PIPE LENGTHS SHOWN ARE FROM CENTER TO CENTER OF STRUCTURE OR TO END OF FLARED END SECTION.
- UTILITIES ON THE PLAN ARE SHOWN TO WITHIN 5' OF THE BUILDING FOOTPRINT. THE CONTRACTOR IS ULTIMATELY RESPONSIBLE FOR THE FINAL CONNECTION TO BUILDING LINES. COORDINATE WITH ARCHITECTURAL AND MECHANICAL PLANS.
- CATCH BASINS AND MANHOLES IN PAVED AREAS SHALL BE SUMPED 0.04 FEET. ALL CATCH BASINS IN GUTTERS SHALL BE SUMPED 0.15 FEET PER DETAILS. RIM ELEVATIONS SHOWN ON THIS PLAN DO NOT REFLECT SUMPED ELEVATIONS.
- ALL FIRE HYDRANTS SHALL BE LOCATED 5 FEET BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.
- HYDRANT TYPE, VALVE, AND CONNECTION SHALL BE IN ACCORDANCE WITH CITY REQUIREMENTS. HYDRANT EXTENSIONS ARE INCIDENTAL.
- A MINIMUM OF 8 FEET OF COVER IS REQUIRED OVER ALL WATERMAIN, UNLESS OTHERWISE NOTED. EXTRA DEPTH MAY BE REQUIRED TO MAINTAIN A MINIMUM OF 18" VERTICAL SEPARATION TO SANITARY OR STORM SEWER LINES. EXTRA DEPTH WATERMAIN IS INCIDENTAL.
- A MINIMUM OF 18 INCHES OF VERTICAL SEPARATION AND 10 FEET OF HORIZONTAL SEPARATION IS REQUIRED FOR ALL UTILITIES, UNLESS OTHERWISE NOTED.
- ALL CONNECTIONS TO EXISTING UTILITIES SHALL BE IN ACCORDANCE WITH CITY STANDARDS AND COORDINATED WITH THE CITY PRIOR TO CONSTRUCTION.
- CONNECTIONS TO EXISTING STRUCTURES SHALL BE CORE-DRILLED.
- COORDINATE LOCATIONS AND SIZES OF SERVICE CONNECTIONS WITH THE MECHANICAL DRAWINGS.
- COORDINATE INSTALLATION AND SCHEDULING OF THE INSTALLATION OF UTILITIES WITH ADJACENT CONTRACTORS AND CITY STAFF.
- ALL STREET REPAIRS AND PATCHING SHALL BE PERFORMED PER THE REQUIREMENTS OF THE CITY. ALL PAVEMENT CONNECTIONS SHALL BE SAWCUT. ALL TRAFFIC CONTROLS SHALL BE PROVIDED BY THE CONTRACTOR AND SHALL BE ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) AND THE CITY. THIS SHALL INCLUDE BUT NOT BE LIMITED TO SIGNAGE, BARRICADES, FLASHERS, AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL BE OPEN TO TRAFFIC AT ALL TIMES. NO ROAD CLOSURES SHALL BE PERMITTED WITHOUT APPROVAL BY THE CITY.
- ALL STRUCTURES, PUBLIC AND PRIVATE, SHALL BE ADJUSTED TO PROPOSED GRADES WHERE REQUIRED. THE REQUIREMENTS OF ALL OWNERS MUST BE COMPLIED WITH. STRUCTURES BEING RESET TO PAVED AREAS MUST MEET OWNERS REQUIREMENTS FOR TRAFFIC LOADING.
- CONTRACTOR SHALL COORDINATE ALL WORK WITH PRIVATE UTILITY COMPANIES.
- CONTRACTOR SHALL COORDINATE CONNECTION OF IRRIGATION SERVICE TO UTILITIES. COORDINATE THE INSTALLATION OF IRRIGATION SLEEVES NECESSARY AS TO NOT IMPACT INSTALLATION OF UTILITIES.
- CONTRACTOR SHALL MAINTAIN AS-BUILT PLANS THROUGHOUT CONSTRUCTION AND SUBMIT THESE PLANS TO ENGINEER UPON COMPLETION OF WORK.
- ALL JOINTS AND CONNECTIONS IN STORM SEWER SYSTEM SHALL BE GASTIGHT OR WATERTIGHT. APPROVED RESILIENT RUBBER JOINTS MUST BE USED TO MAKE WATERTIGHT CONNECTIONS TO MANHOLES, CATCHBASINS, OR OTHER STRUCTURES.
- ALL PORTIONS OF THE STORM SEWER SYSTEM LOCATED WITHIN 10 FEET OF THE BUILDING OR WATER SERVICE LINE MUST BE TESTED IN ACCORDANCE WITH MN RULES, CHAPTER 4714, SECTION 1109.0.

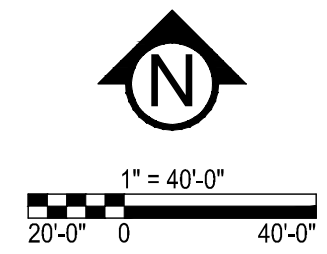
UTILITY LEGEND:

- CATCH BASIN
- MANHOLE
- GATE VALVE AND VALVE BOX
- PROPOSED FIRE HYDRANT
- WATER MAIN
- SANITARY SEWER
- STORM SEWER
- FES AND RIP RAP

CITY OF RAMSEY UTILITY NOTES:

- ALL VALVES BECOME THE PROPERTY OF THE CITY AFTER CONNECTION TO THE CITY SYSTEM. CONTRACTORS ARE NOT AUTHORIZED TO OPERATE VALVES AND HYDRANTS AFTER THEY ARE CONNECTED TO THE CITY SYSTEM.
- ALL DIP WATERMAIN 8" OR LARGER SHALL BE CLASS 52
- ALL DIP WATERMAIN 6" OR SMALLER SHALL BE CLASS 53

GOPHER STATE ONE CALL
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(800) 252-1166 TOLL FREE
(651) 454-0002 LOCAL



AFFINITY AT RAMSEY

RAMSEY, MN 55303

INLAND GROUP

120 W. CATALDO AVE., SUITE 100, SPOKANE, WA 99201

PROJECT

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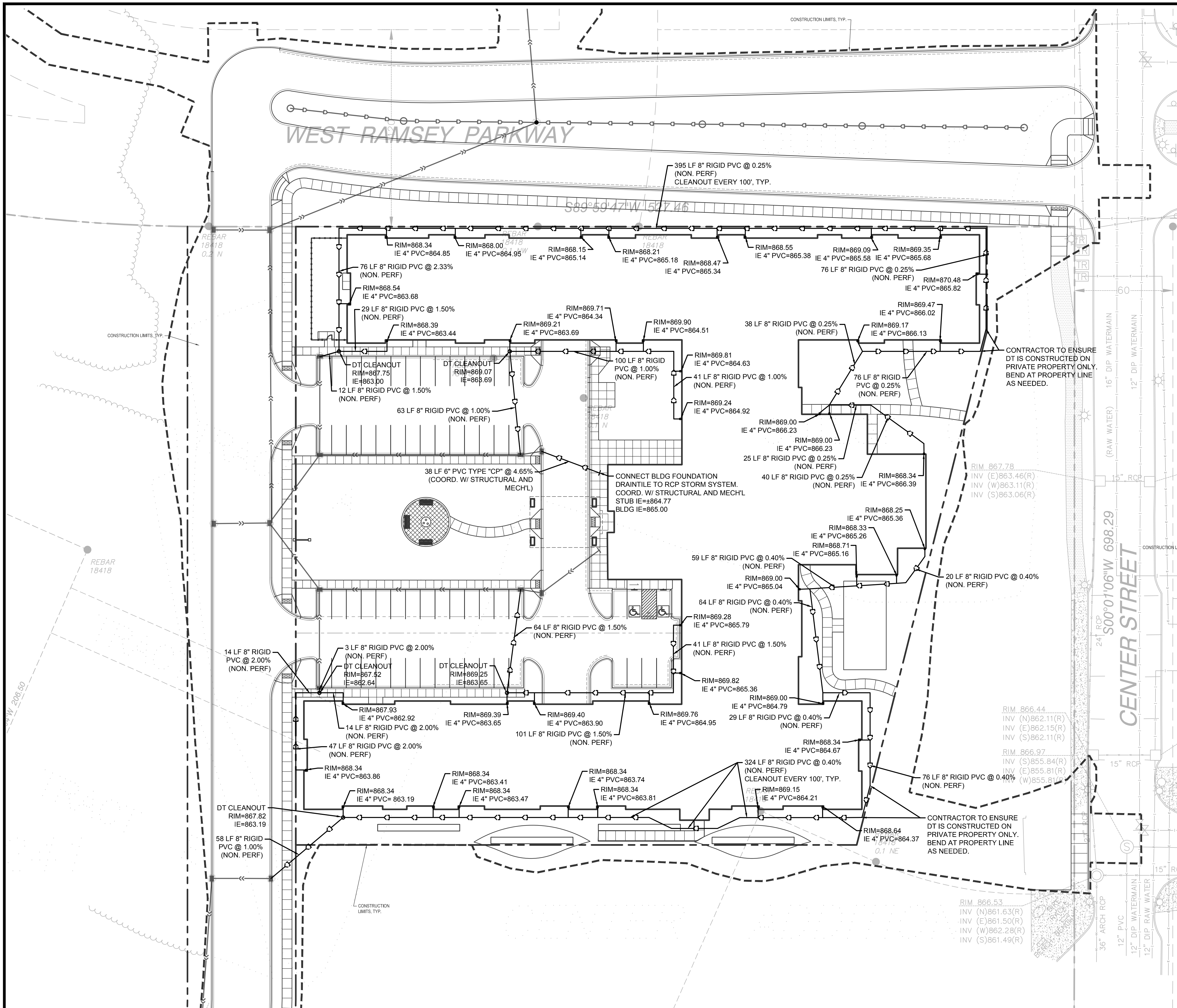
REVISION SUMMARY

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PROJECT NO.: 17226

UTILITY PLAN

C4.0



AFFINITY AT RAMSEY

INLAND GROUP
RAMSEY, MN 55303
120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

PROJECT

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Matthew R. Pavek
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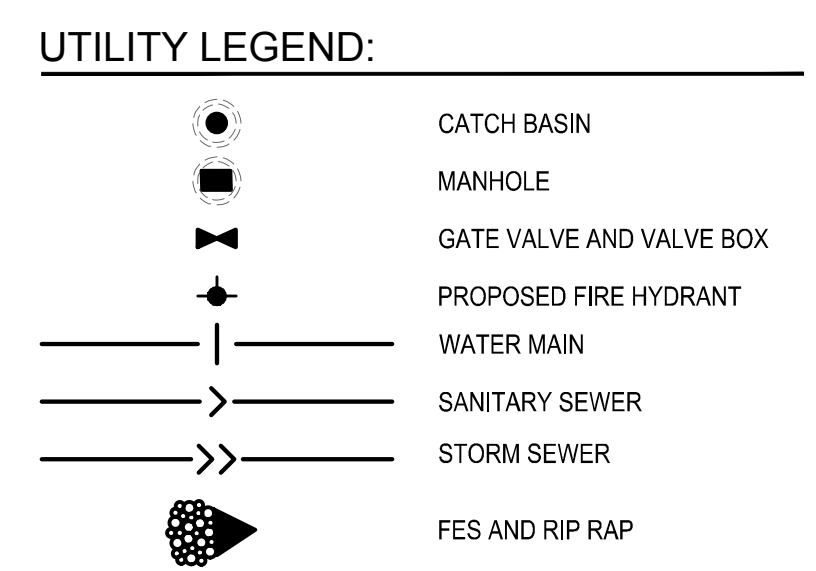
REVISION SUMMARY

DATE	DESCRIPTION

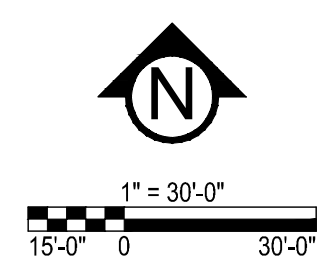
PROJECT NO.: 17226

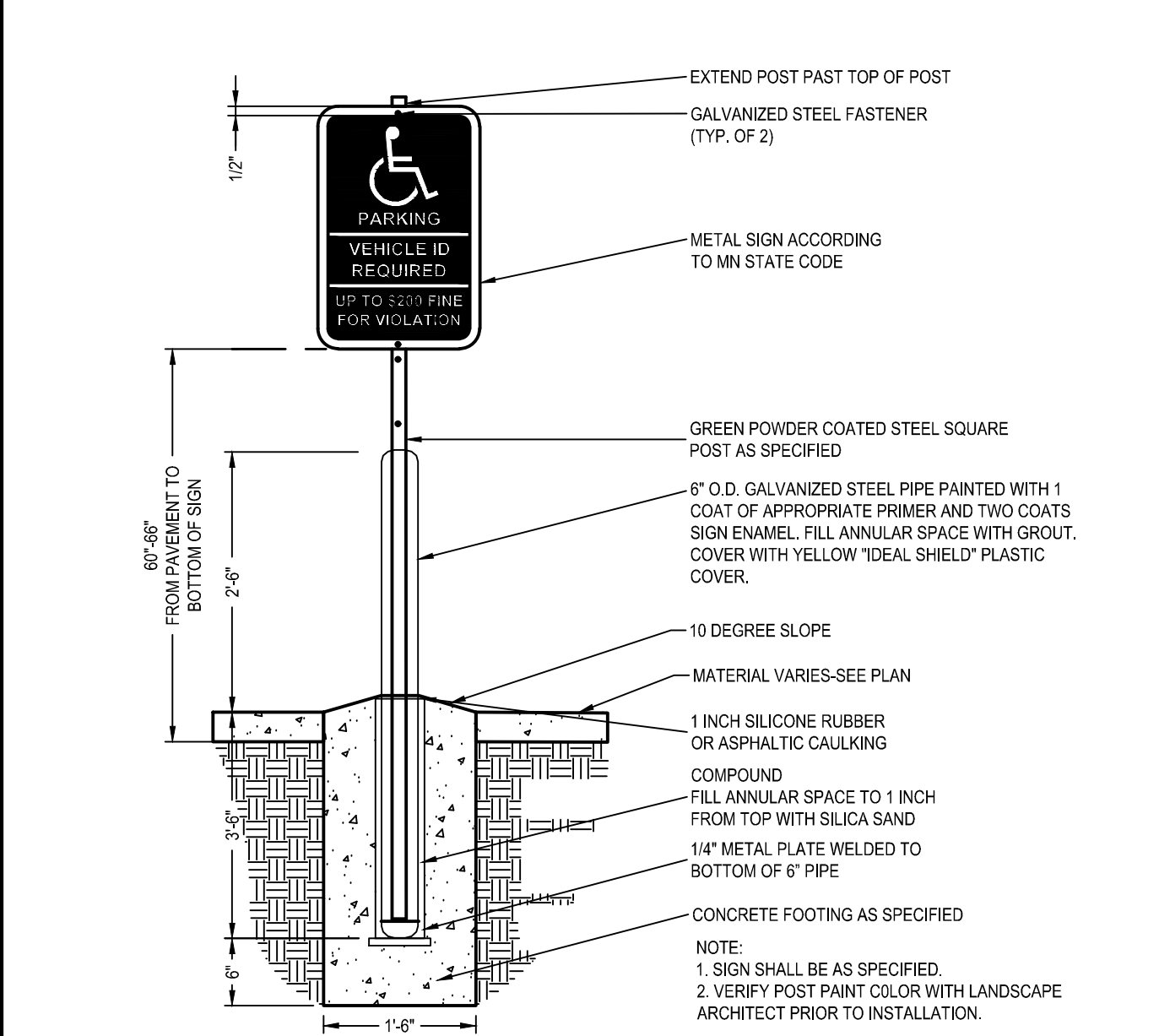
DRAINTILE PLAN

C4.1

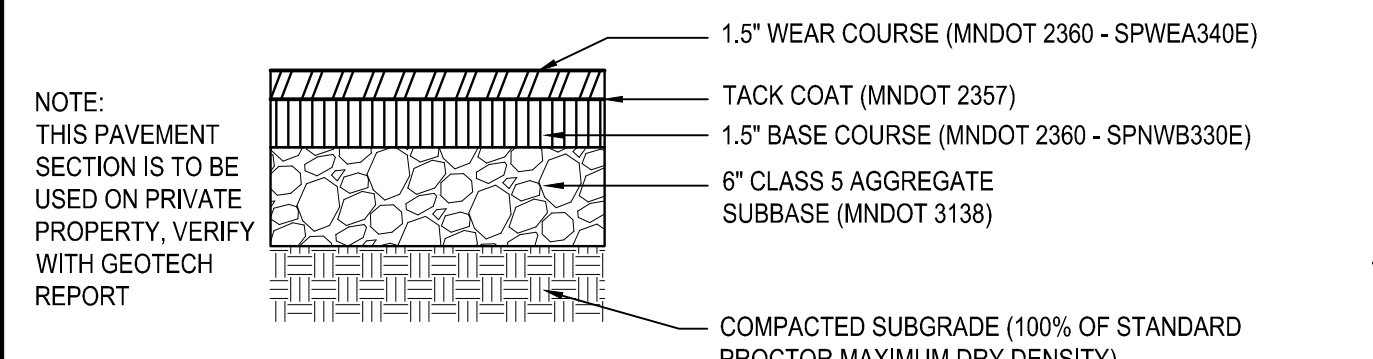


GOPHER STATE ONE CALL
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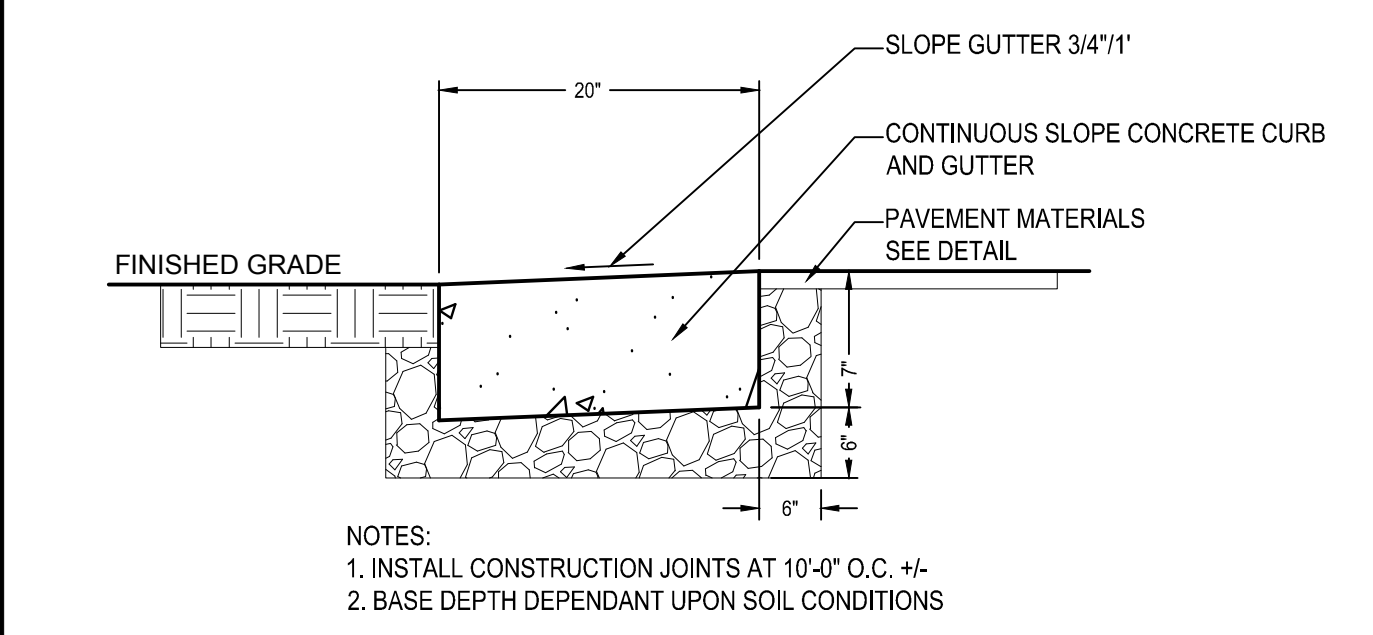




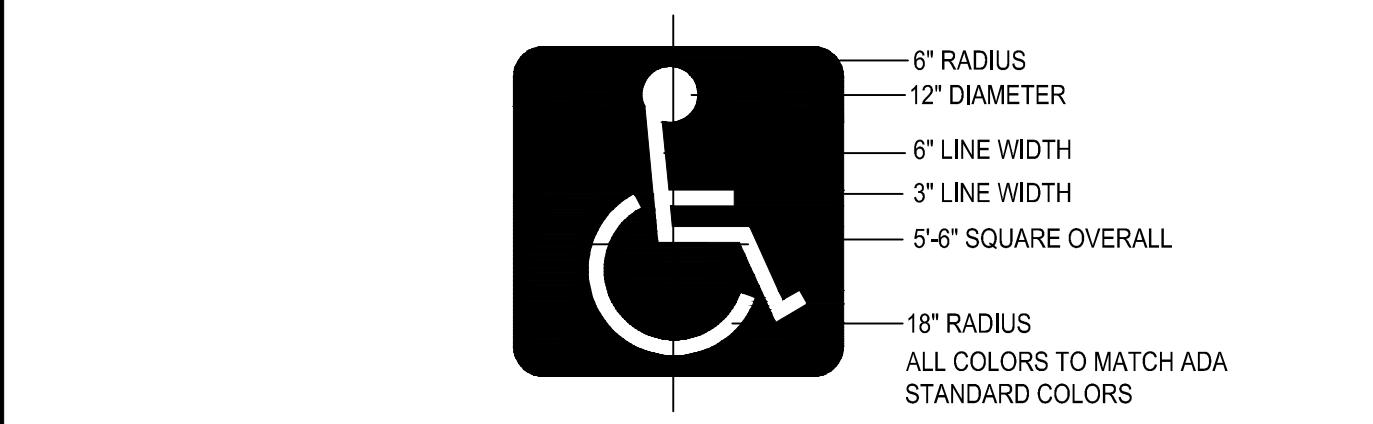
1 ACCESSIBLE SIGN AND POST
NTS



2 ON SITE - LIGHT DUTY BITUMINOUS PAVEMENT
NTS



3 RIBBON CURB
NTS

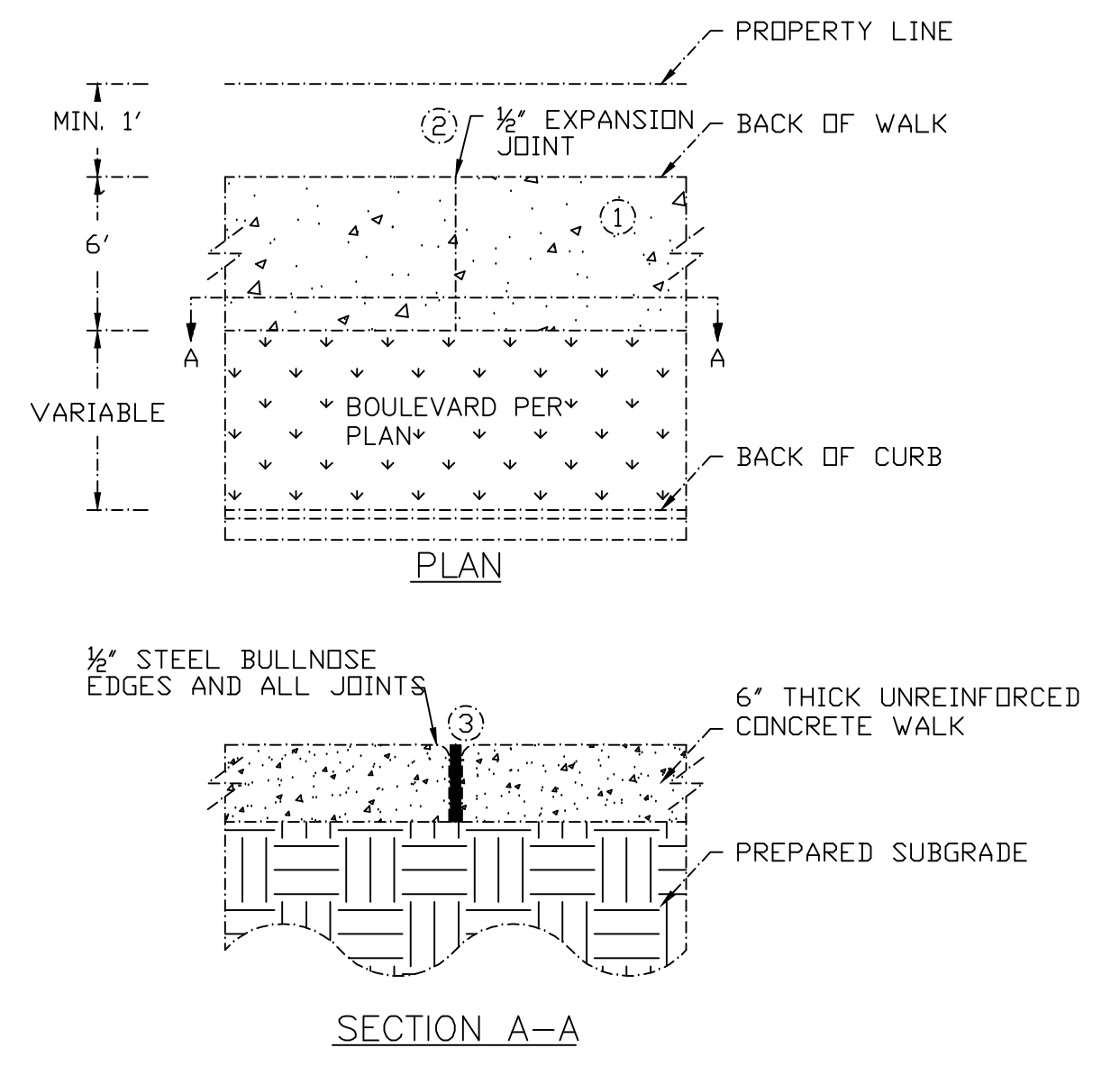


4 ACCESSIBLE PARKING PAVEMENT MARKING
NTS

CASTING SCHEDULE		
CATCH BASIN/MANHOLE/RISER	GRATE TYPE (NEENAH)	REMARKS
3, 3A, 4, 4A, 5, 5A, 6, 7, 10, 10A, 11, 12, 21, 22, 23	R-3067	STORM CURB INLET
2	R-2501	STORM AREA DRAIN INLET

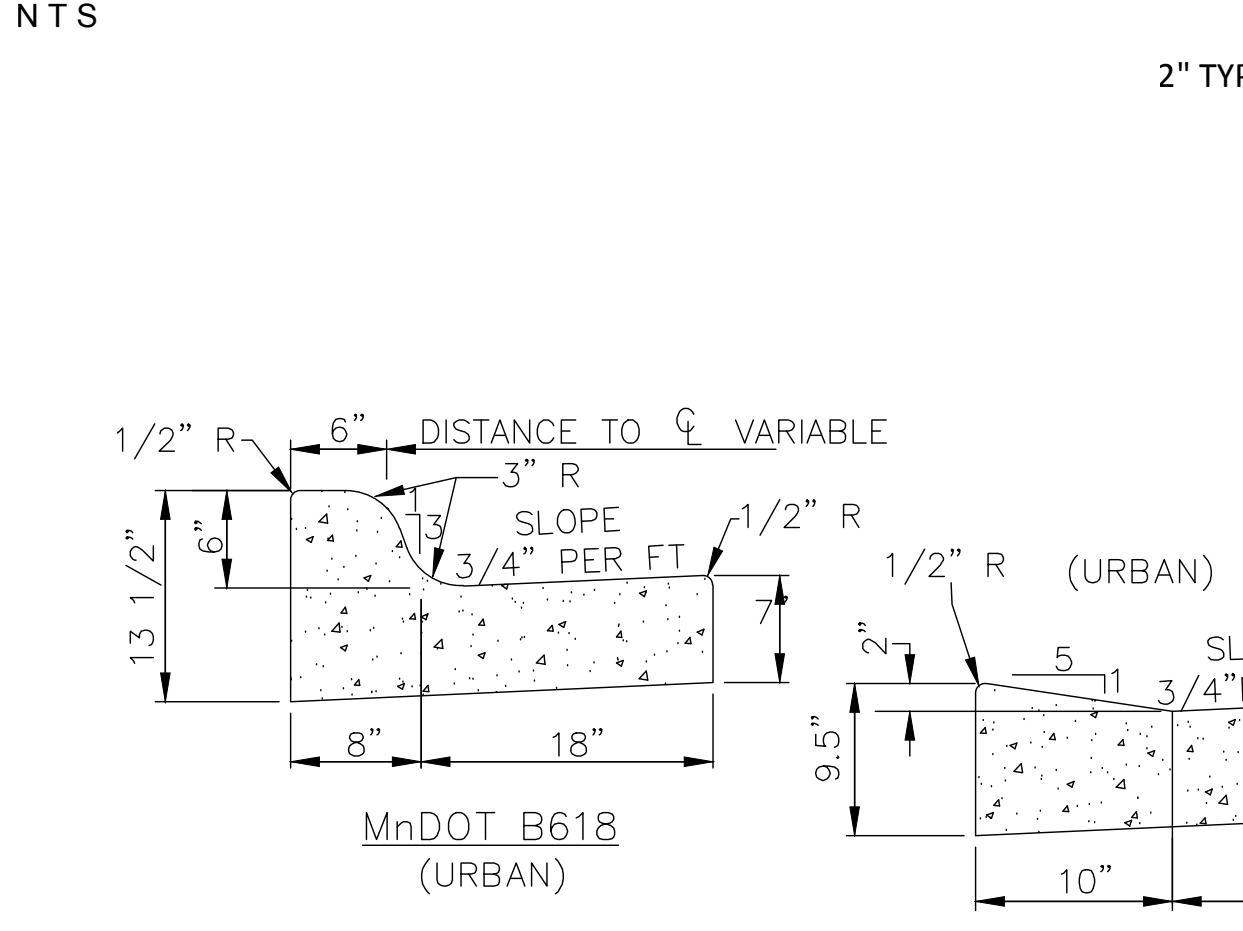
NOTE:
1. CASTINGS SHALL BE NEENAH FOUNDRY CASTINGS OR APPROVED EQUIVALENT.
2. CASTINGS SHALL BE STAMPED WITH APPROPRIATE UTILITY NAME ("STORM SEWER", "SANITARY SEWER")

5 CASTING SCHEDULE
NTS

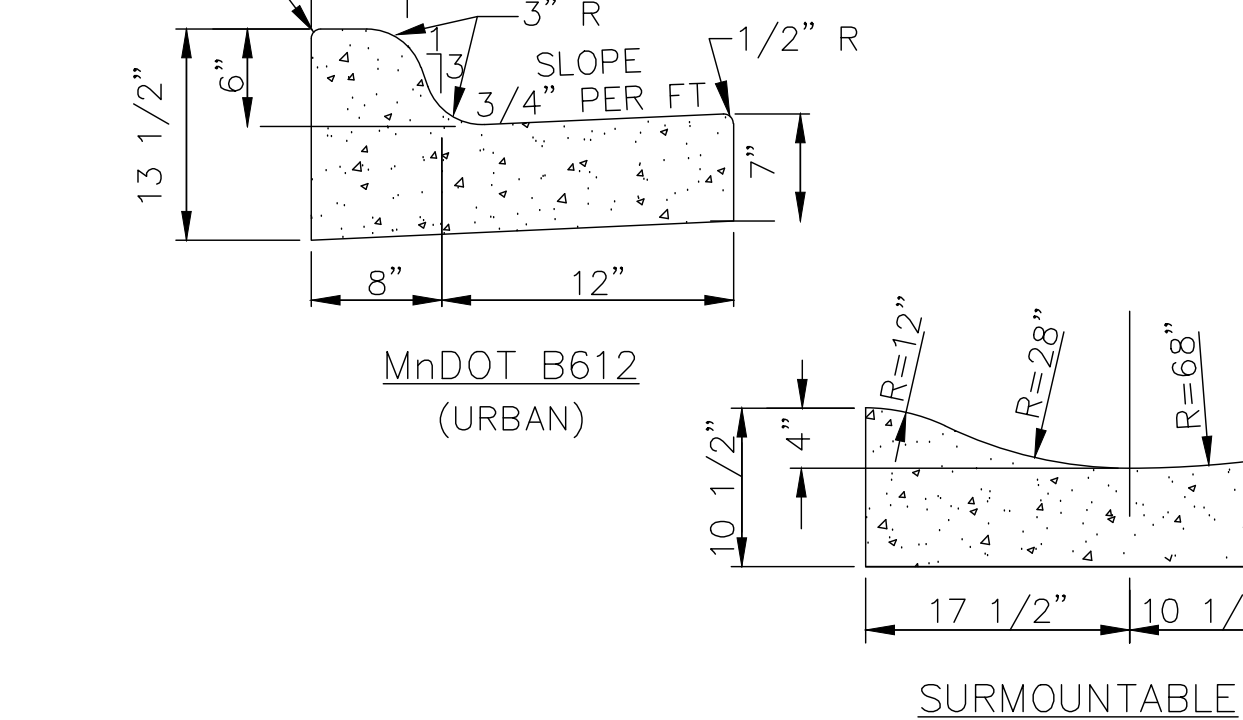


NOTE:
① BROOM FINISH CONCRETE WALK SURFACE WITH ALTERNATING BRUSH STROKES EACH PANEL
② MAXIMUM 100 FOOT SPACING BETWEEN EXPANSION JOINTS
③ 1/2\"/>

6 CONCRETE WALK
NTS



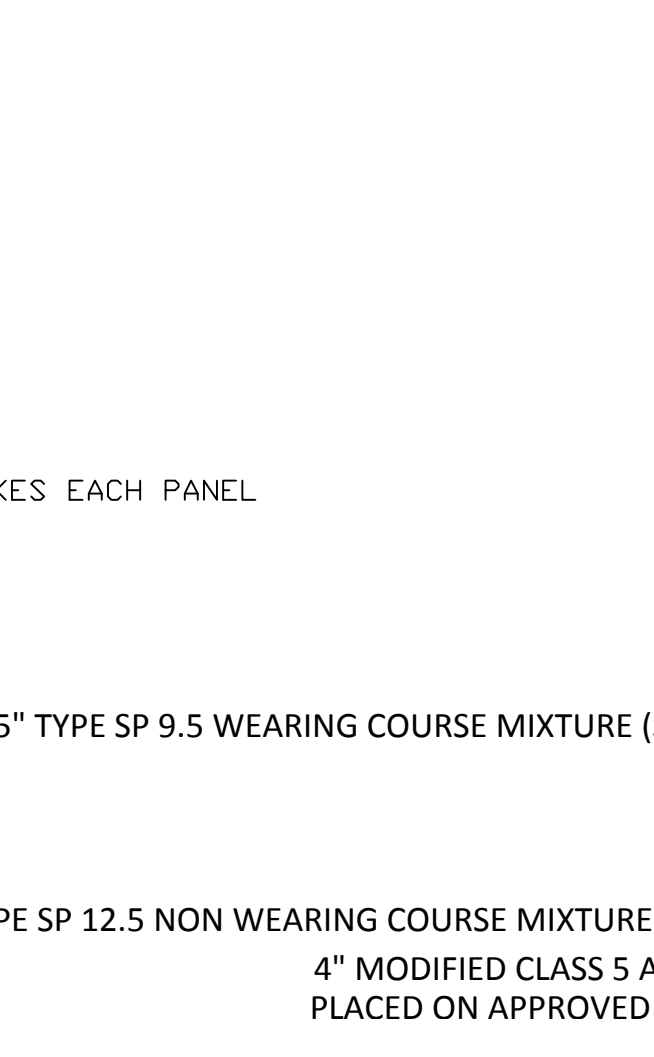
7 CURB AND GUTTER
NTS



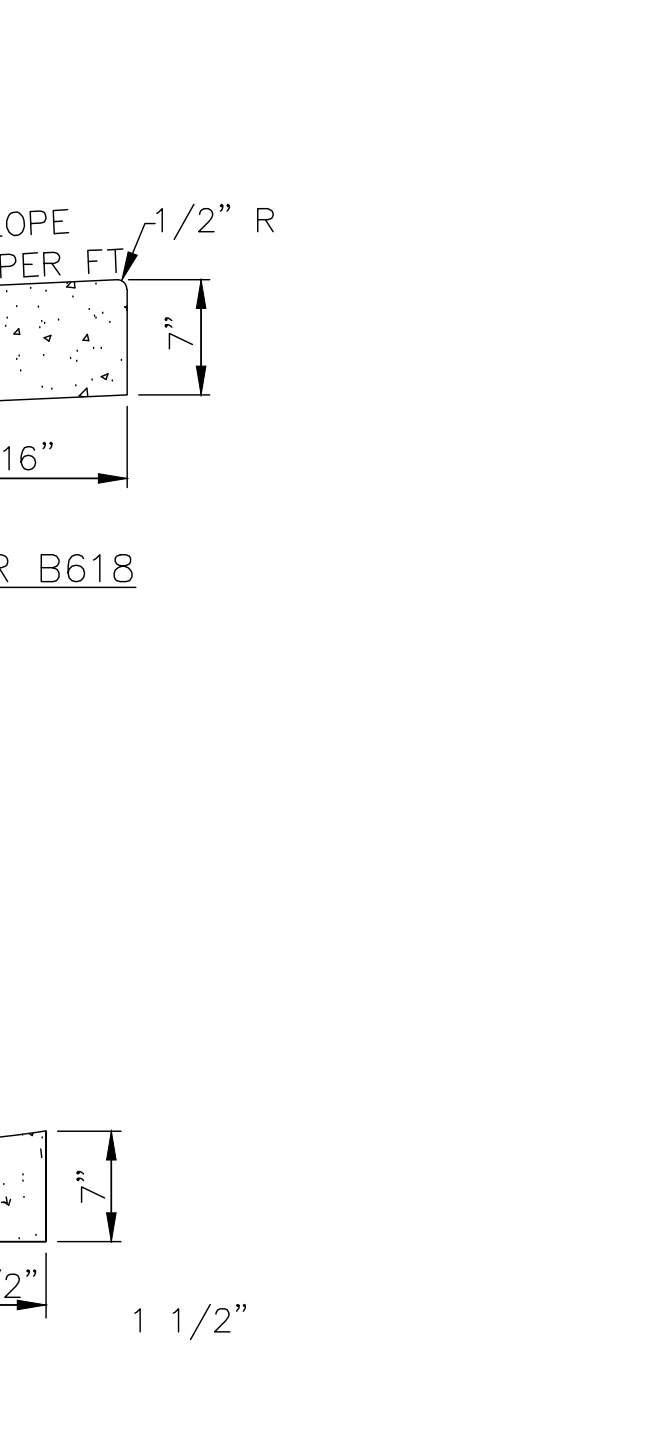
8 STREET TIE-IN
NTS

9 COMMERCIAL WATER SERVICE
NTS

NOTES:
1. BITUMINOUS SHALL BE SAWCUT AND REMOVED
2. CLASS 5 AND BITUMINOUS COURSES SHALL BE MECHANICALLY COMPACTED.
3. SEE CITY PLATE STR-26 FOR MODIFIED CLASS 5 SPECIFICATIONS.



9 COMMERCIAL WATER SERVICE
NTS

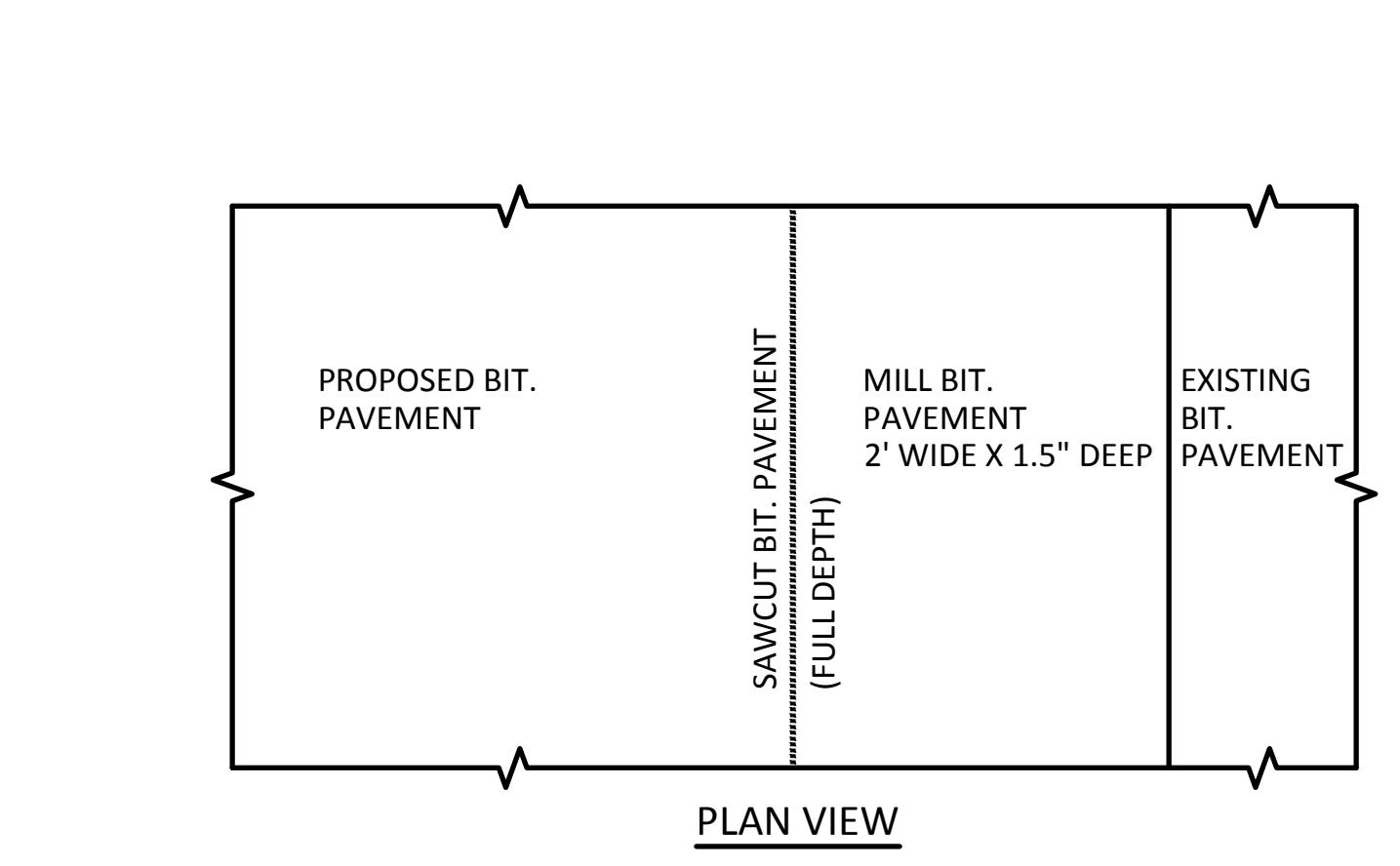


10 CURBS AND GUTTERS
NTS

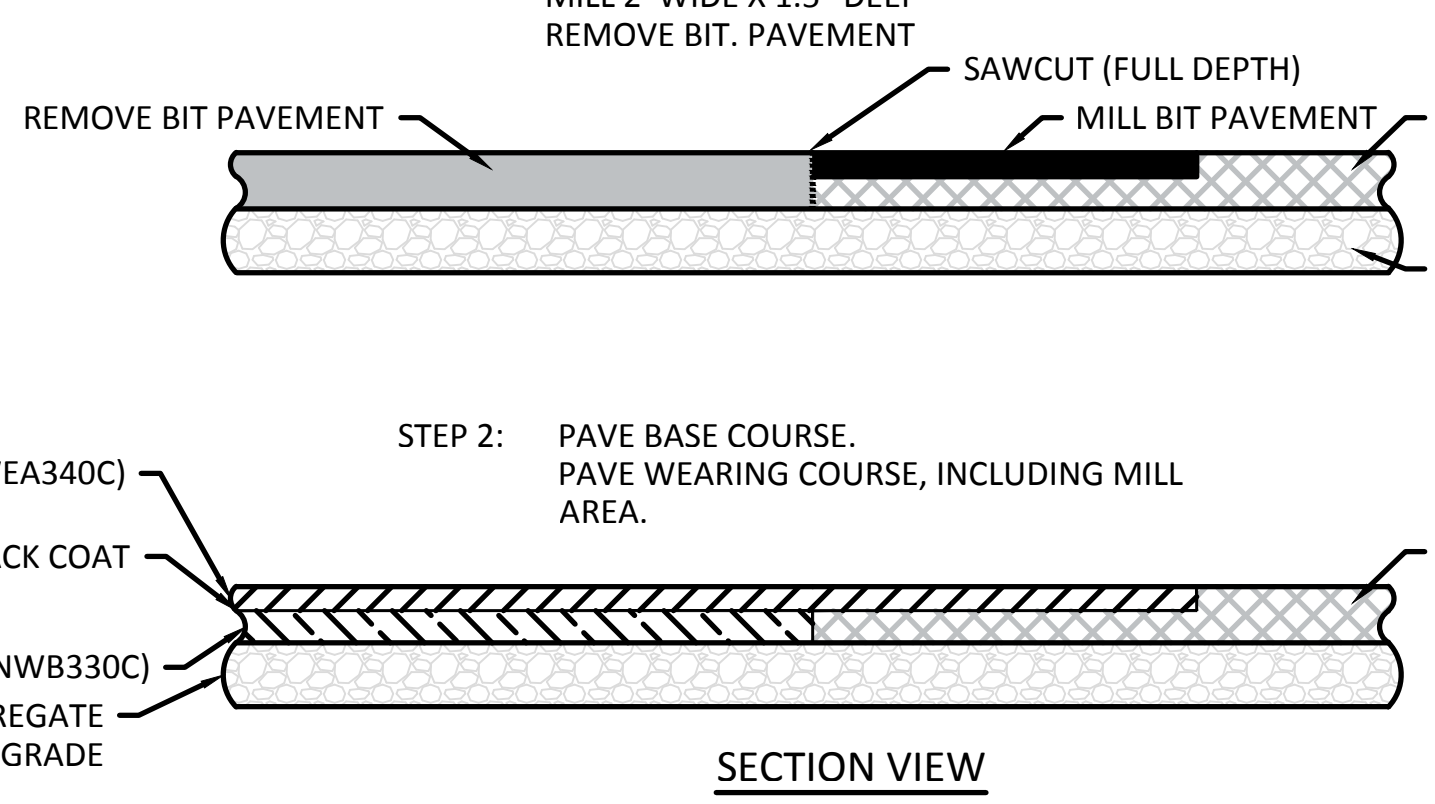
11 DRIVEWAY
NTS

12 SURMOUNTABLE
NTS

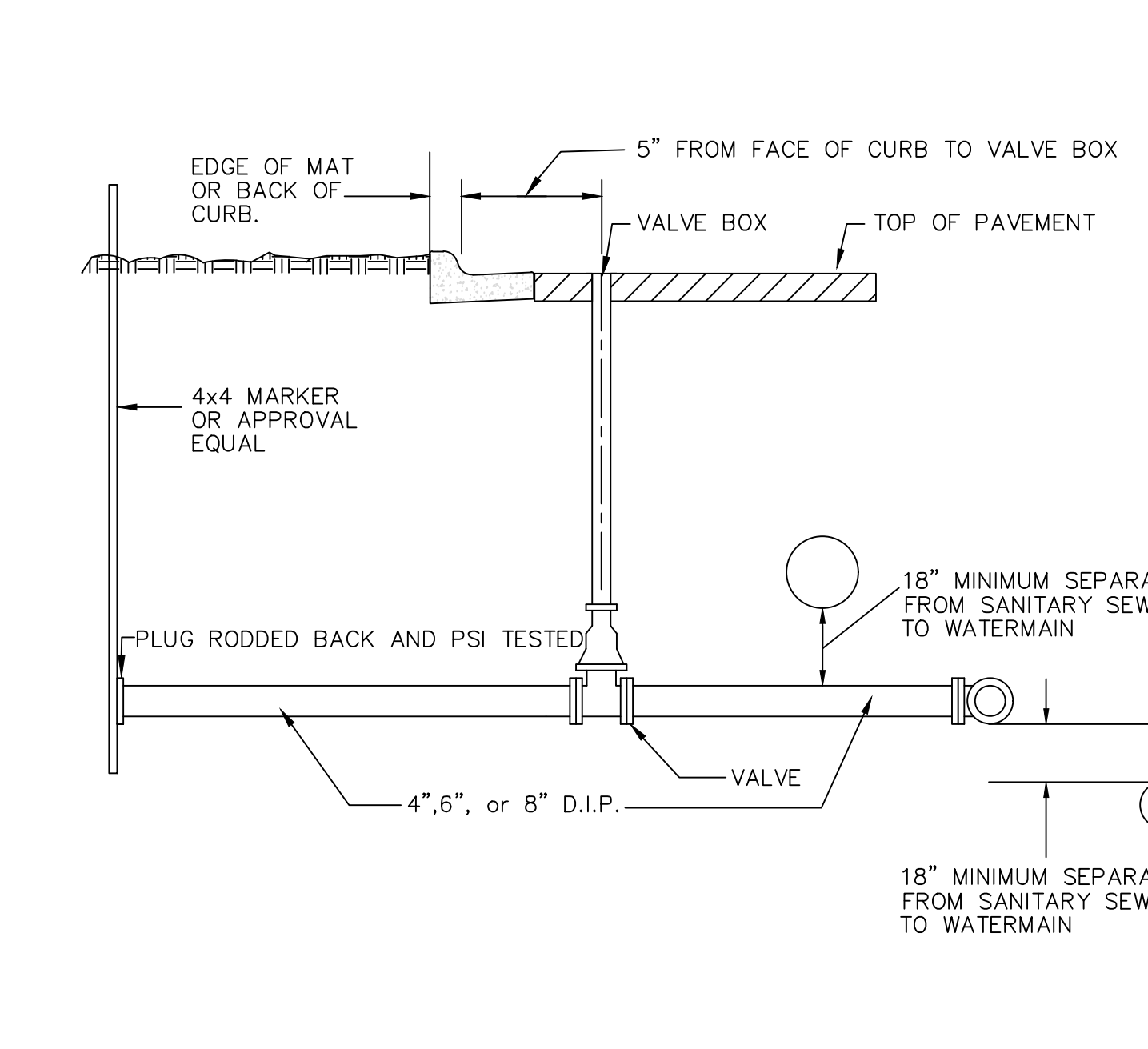
13 DRIVEWAY
NTS



11 DRIVEWAY
NTS



12 SURMOUNTABLE
NTS



13 DRIVEWAY
NTS

14 DRIVEWAY
NTS

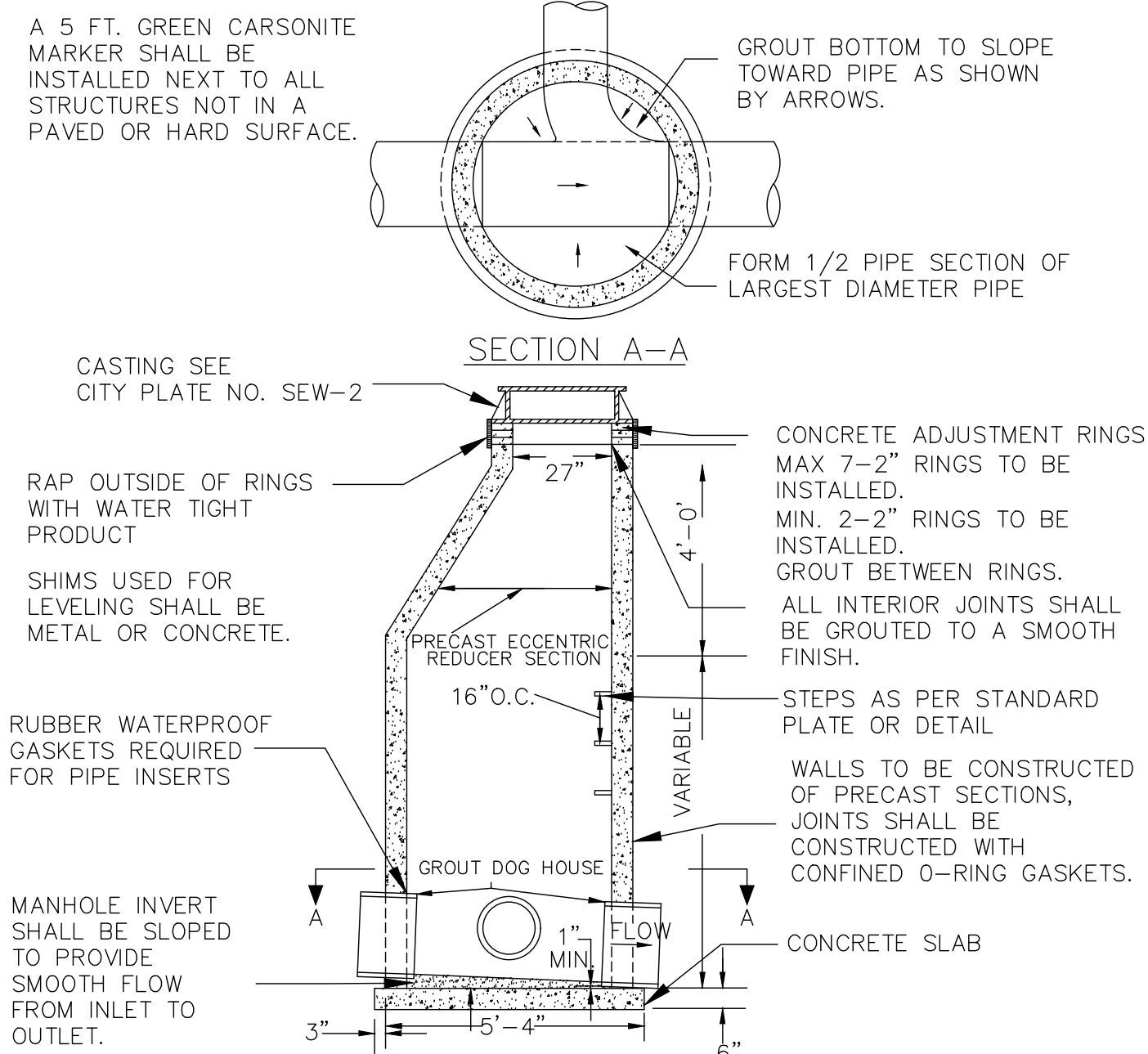
15 DRIVEWAY
NTS

16 DRIVEWAY
NTS

NOTES:
1. SHALL BE BLOCKED OR TIED TO THE MAIN WITH 2-3/4\"/>

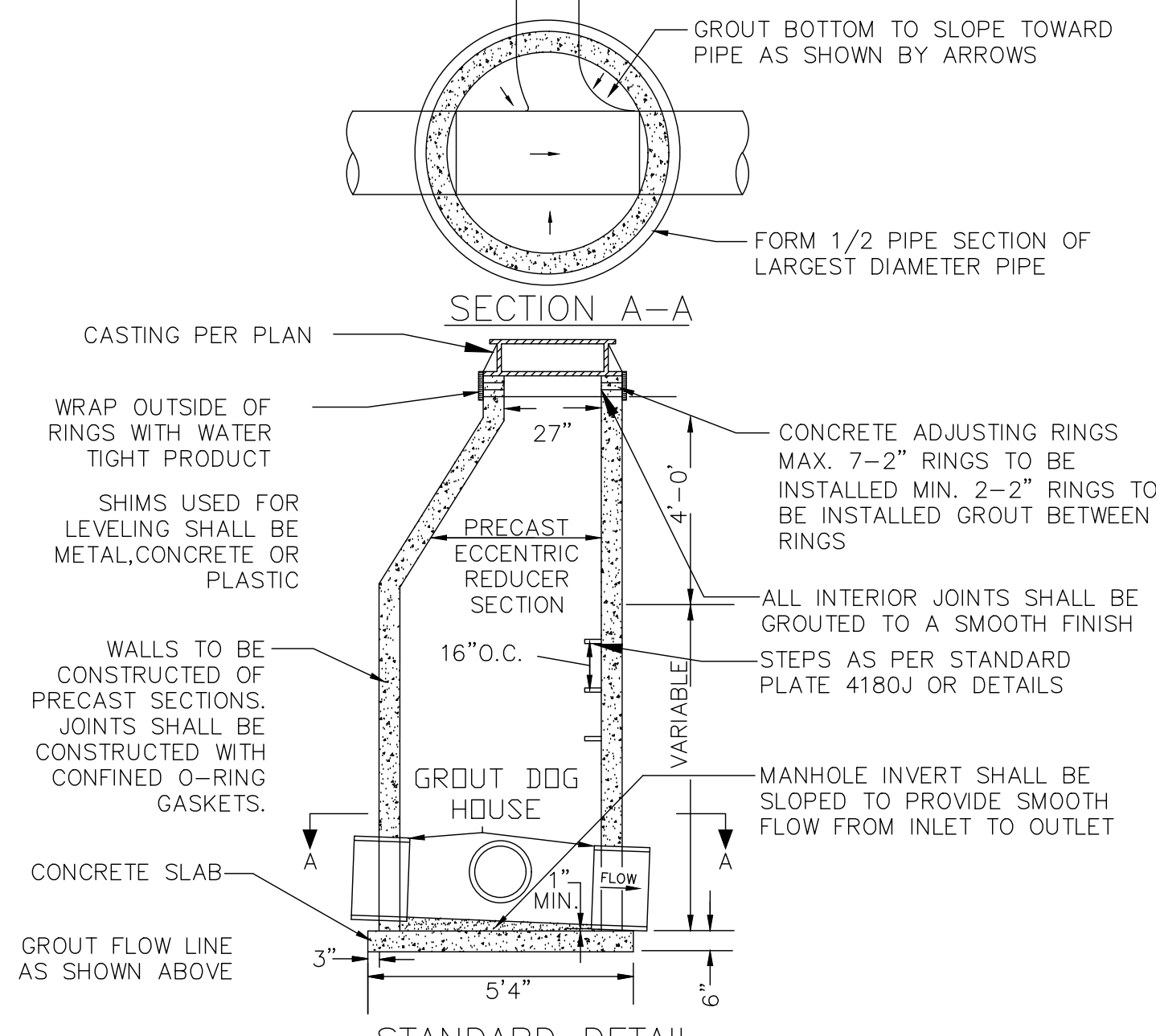
17 DRIVEWAY
NTS

18 DRIVEWAY
NTS



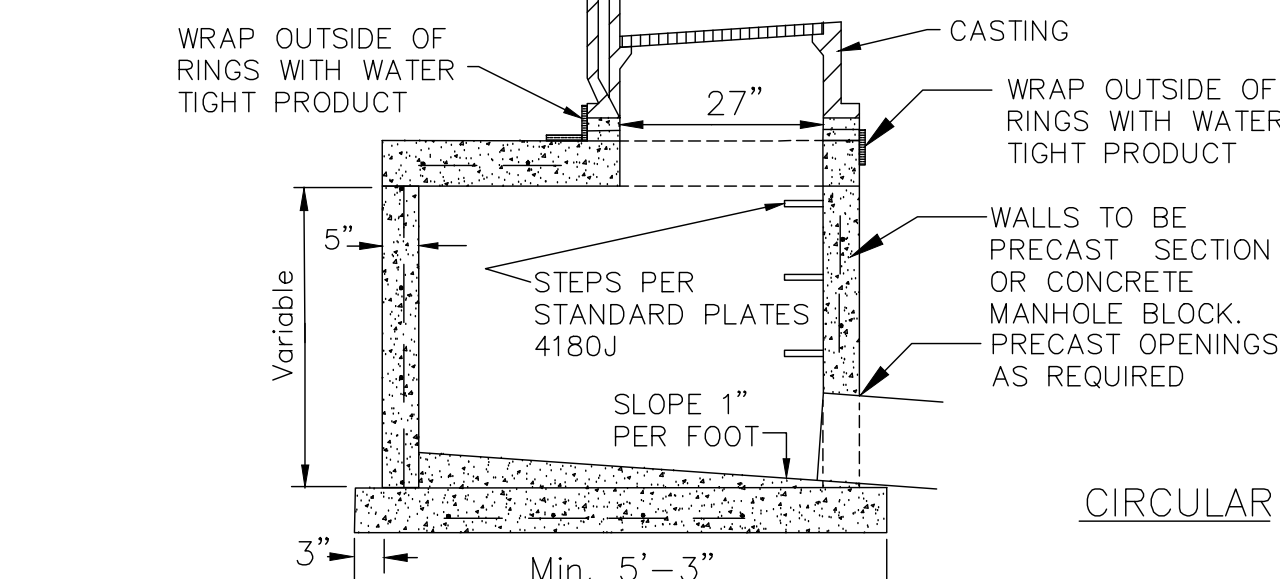
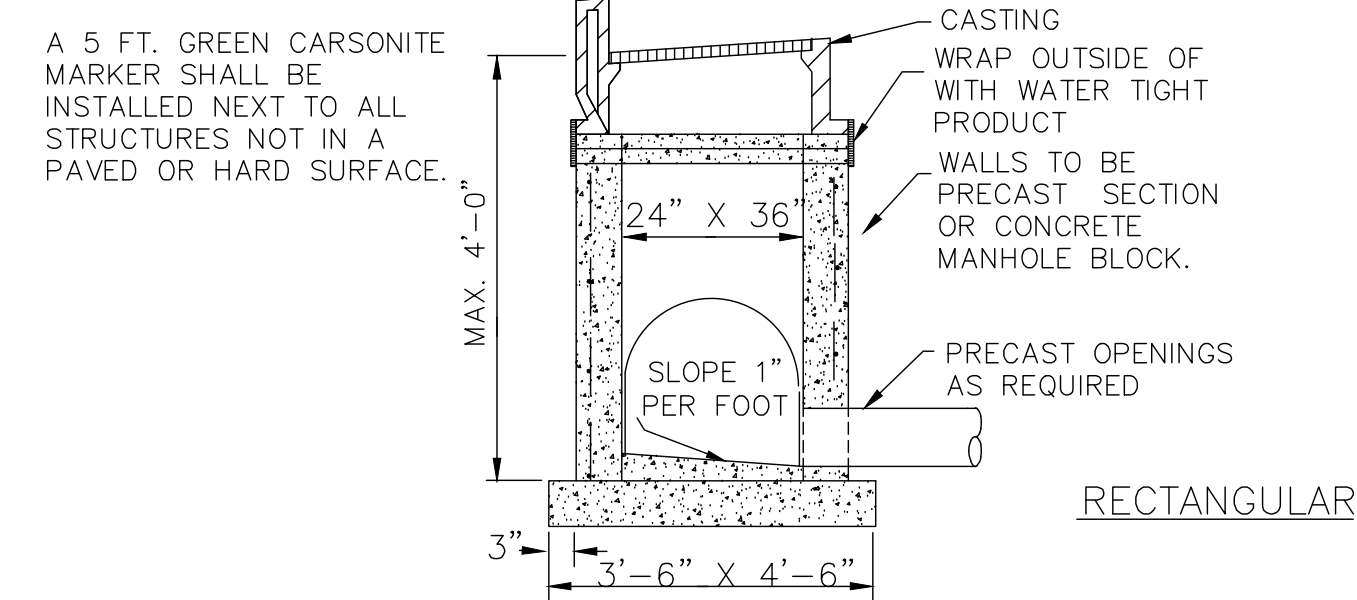
- NOTES:
1. A 10 GAGE SOLID COPPER TRACER WIRE IS REQUIRED WITH ALL SEWER LINES.
 2. CONDUCTIVITY IS REQUIRED ON ALL TRACER WIRE.
 3. TRACER WIRES ARE TO END IN STRUCTURES, AT FINISHED GRADE ON ALL SERVICES AND STUBS.
 4. 6" BASE FOR ALL MANHOLES LESS THAN 14 FT. OF DEPTH, INCREASE BASE THICKNESS 2" PER 6 FT. OF DEPTH BEYOND 14 FT.
 5. 5" PRECAST BASE MAY BE USED FOR MANHOLES LESS THAN 14 FT. DEEP.
 6. ALL INVERTS TO BE 0.10' ABOVE OUTLET.

1 SANITARY SEWER MANHOLE
NTS



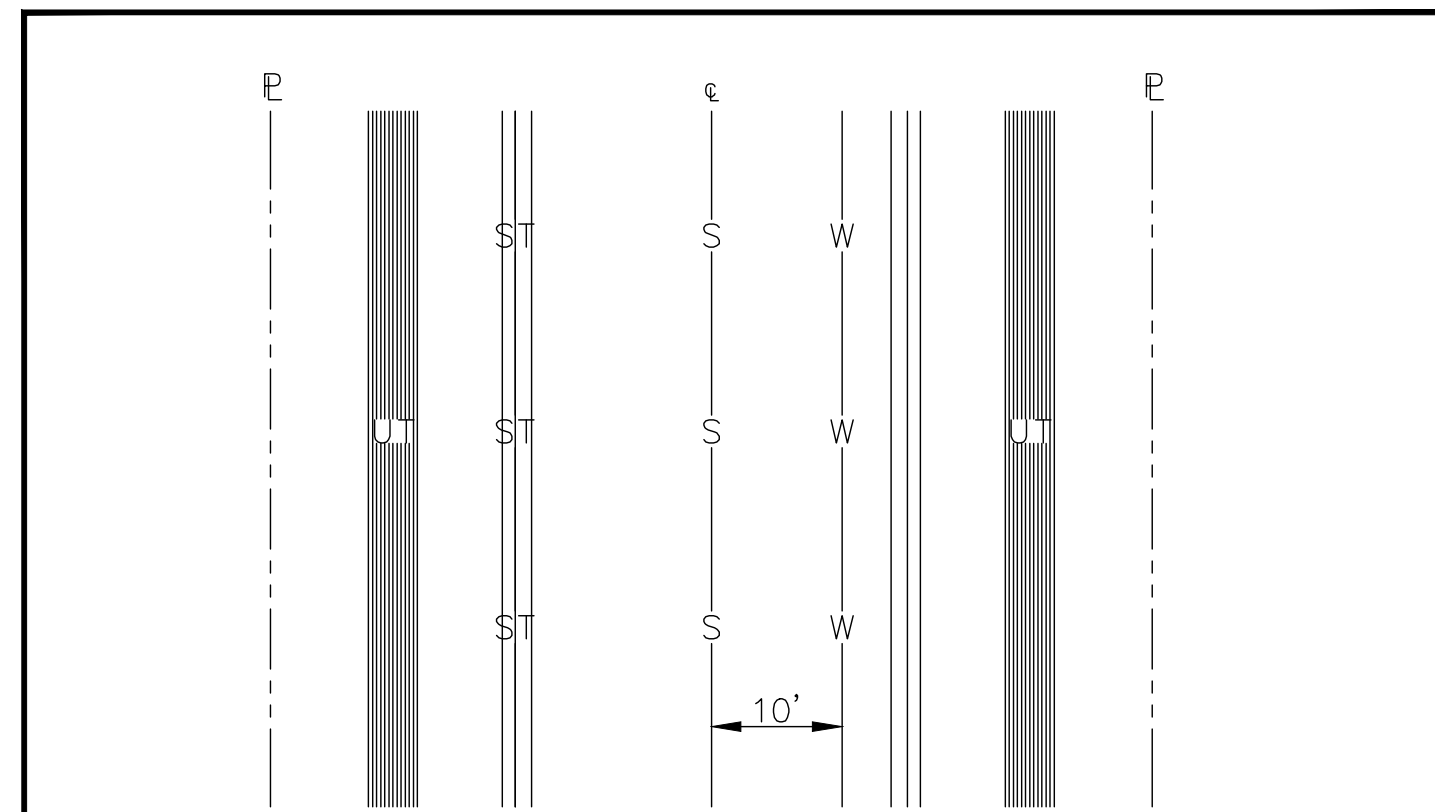
- NOTES:
1. MANHOLE INVERT SHALL SLOPED TO PROVIDE A SMOOTH FLOW FROM INLET TO OUTLET
 2. INSPECTION OF MANHOLE REQUIRED BEFORE BACKFILLING
 3. ALL INLET INVERTS TO BE 0.10 ABOVE OUTLET INVERTS UNLESS OTHERWISE NOTED
 4. A 10 GAUGE SOLID COPPER TRACER WIRE IS REQUIRED WITH ALL STORM LINES.
 5. CONDUCTIVITY IS REQUIRED ON ALL TRACER WIRE
 6. STEPS ARE REQUIRED IF STRUCTURE FROM THE CASTING TO THE INVERT IS GREATER THAN 4 FEET
 7. TRACER WIRES ARE TO END IN STRUCTURES, AT FINISHED GRADE ON ALL SERVICES AND STUBS

2 STORM SEWER MANHOLE
NTS



- NOTES:
1. MANHOLE INVERT SHALL SLOPED TO PROVIDE A SMOOTH FLOW FROM INLET TO OUTLET
 2. CONCRETE BASE SHALL BE 6" POURED IN PLACE OR 5" PRECAST SLAB.
 3. CONCRETE ADJUSTING RINGS TO BE INSTALLED MAX. 7-2" RINGS, MIN 2-2" RINGS
 4. GROUT BETWEEN RINGS, SHIMS SHALL BE METAL, CONCRETE OR PLASTIC
 5. INSPECTION OF MANHOLE REQUIRED BEFORE BACKFILLING
 6. A 10 GAUGE SOLID COPPER TRACER WIRE IS REQUIRED WITH ALL STORM LINES.
 7. CONDUCTIVITY IS REQUIRED ON ALL TRACER WIRE
 8. STEPS ARE REQUIRED IF STRUCTURE FROM THE CASTING TO THE INVERT IS GREATER THAN 4 FEET
 9. TRACER WIRES ARE TO END IN STRUCTURES, AT FINISHED GRADE ON ALL SERVICES AND STUBS

4 CATCH BASIN
NTS



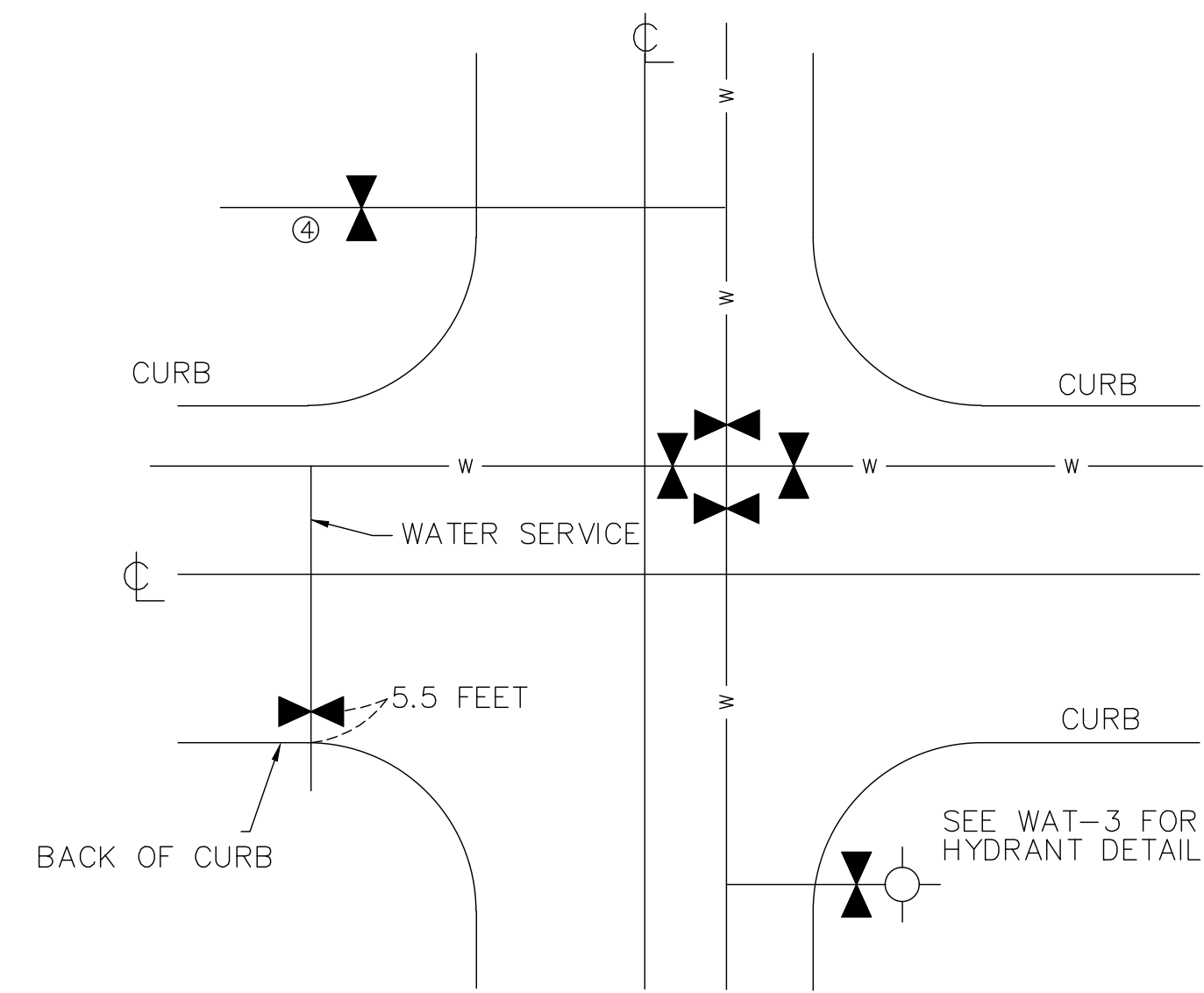
- LEGEND
- S SANITARY SEWER
 - ST STORM SEWER
 - W WATERMAIN
 - U UTILITY TRENCH
 - P PROPERTY LINE
 - C CENTERLINE OF STREET

- NOTES:
1. WATERMAIN SHALL BE LOCATED NORTH & EAST OF CENTERLINE
 2. UTILITY TRENCH SHALL BE A COMMON BURY FOR ELECTRIC, GAS, COMMUNICATIONS & CABLE TV.
 3. THE COMMON BURY TRENCH SHALL BE LOCATED IN THE CENTER OF THE BOULEVARD BETWEEN BACK OF CURB & PROPERTY LINE.
 4. STORM SEWER SHALL BE LOCATED BENEATH THE CURB ON THE STREET SIDE OPPOSITE TO THE WATERMAIN.
 5. SEE DETAILS FOR MINIMUM DEPTH LOCATIONS.

UTILITY LOCATIONS
NTS.

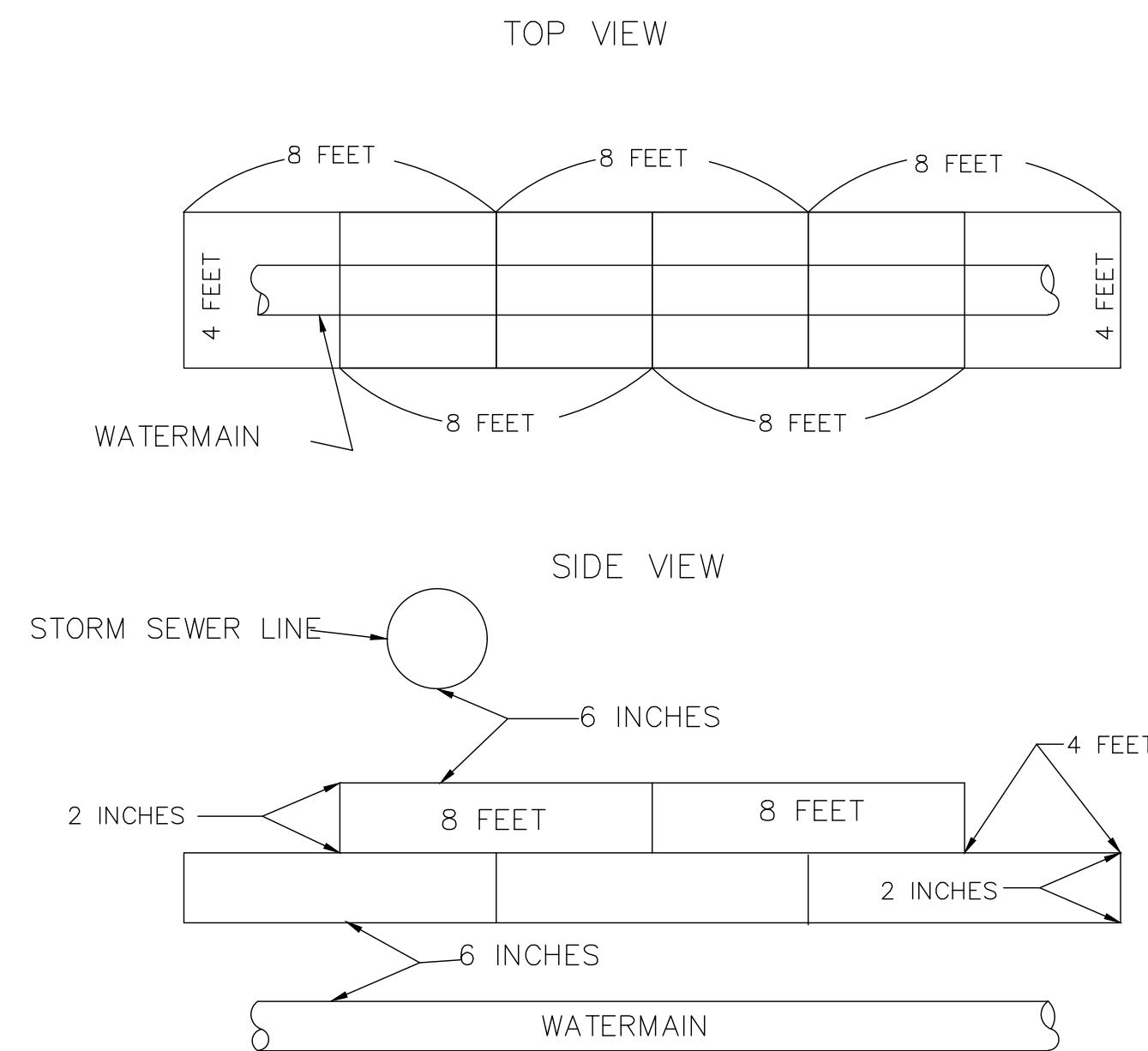
APPROVED		STANDARD DETAILS UTILITY LOCATIONS
DATE 7-96		CITY PLATE No. UTL-1

5 TYPICAL UTILITY LOCATIONS
NTS



- NOTES:
1. VALVES TO BE CLUSTERED AT CROSS ON THE TEE BY PLACING IMMEDIATELY ADJACENT TO FITTINGS.
 2. WATERMAIN TO BE LOCATED ON NORTH AND EAST SIDES OF STREET 10 FEET FROM CENTERLINE.
 3. ALL SERVICE VALVES IN ROAD WAY SHALL BE 5.5 FEET FROM BACK OF CONCRETE CURB.
 4. ALL VALVES NOT IN BITUMINOUS PAVEMENT SHALL BE MARKED WITH A BLUE 5 FOOT CARSONITE MARKER.

3 WATERMAIN VALVE CONNECTION
NTS



- NOTES:
- 1) SHEETS ARE 2 INCHES BY 4 FEET BY 8 FEET
 - 2) SURFACE PREPARATION SHALL BE SMOOTH AND ROCK FREE
 - 3) JOINTS WILL BE OVERLAPPED BY 4 FEET
 - 4) POLYSTYRENE INSULATION OR APPROVED EQUAL

6 UTILITY INSULATION
NTS

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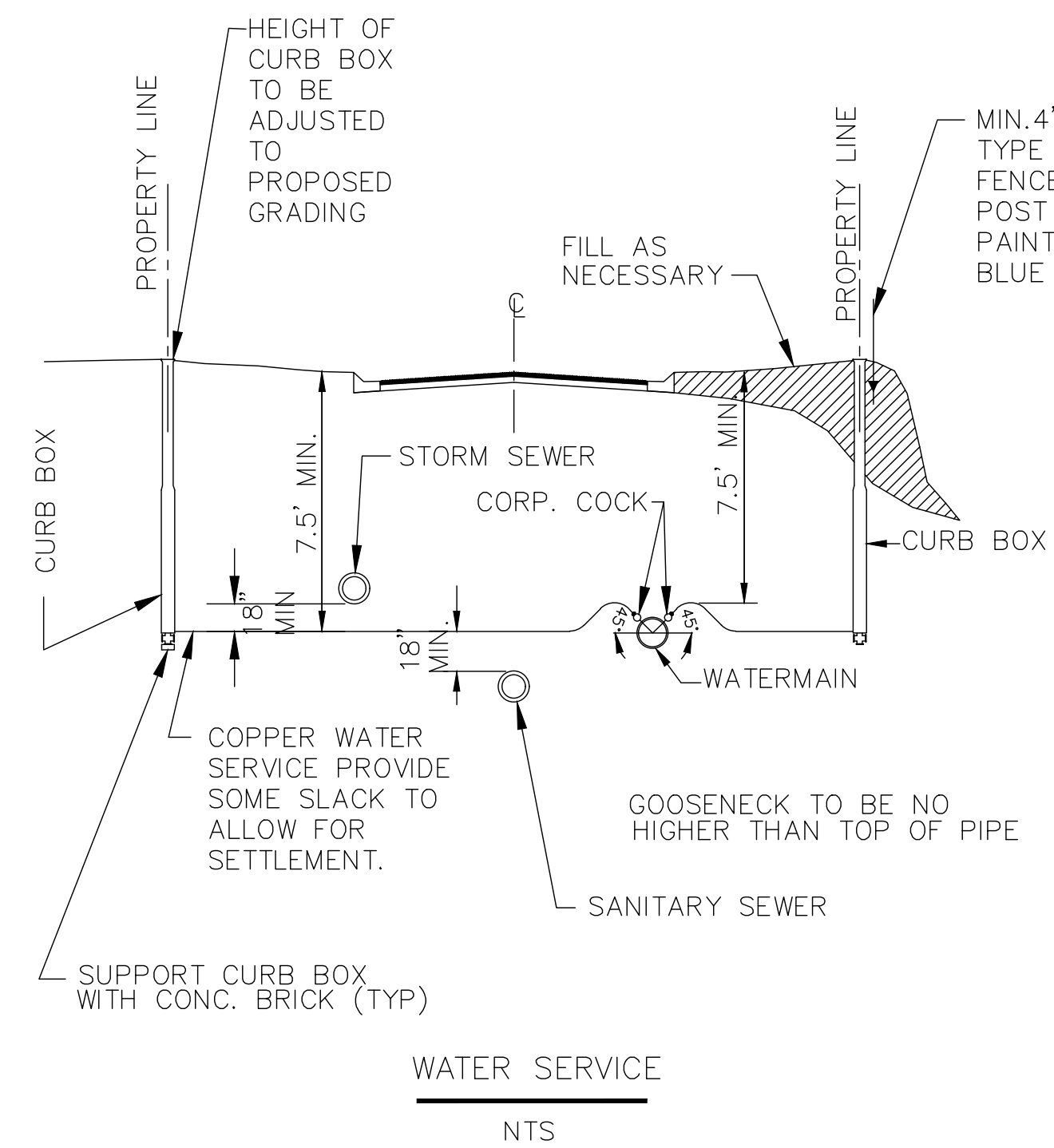
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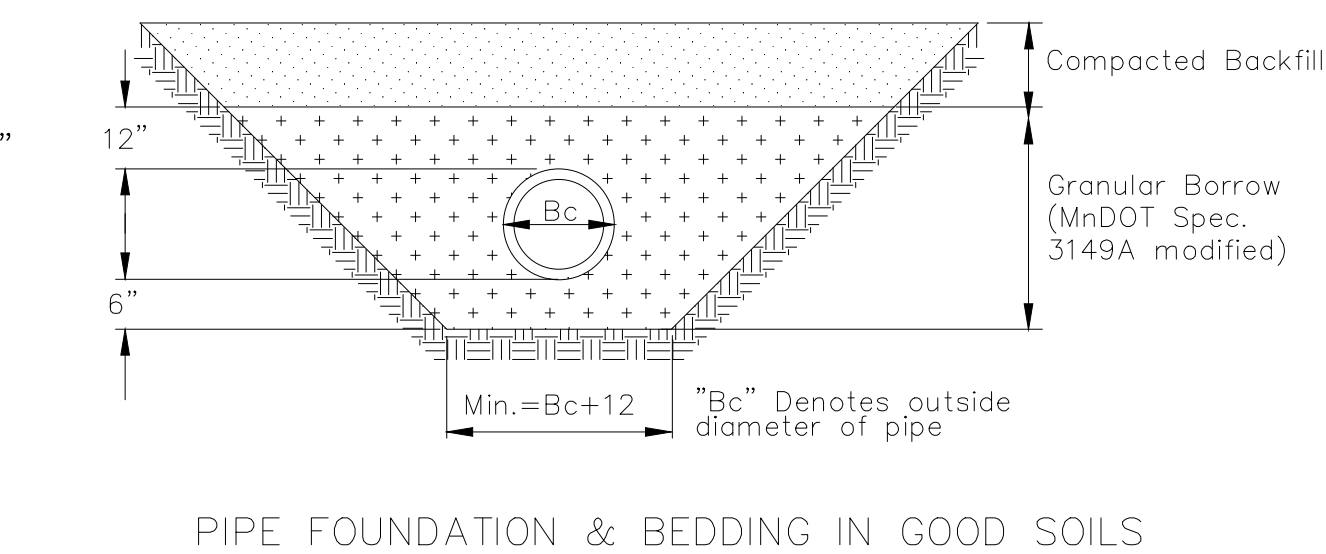
PROJECT NO.: 17226

CIVIL DETAILS

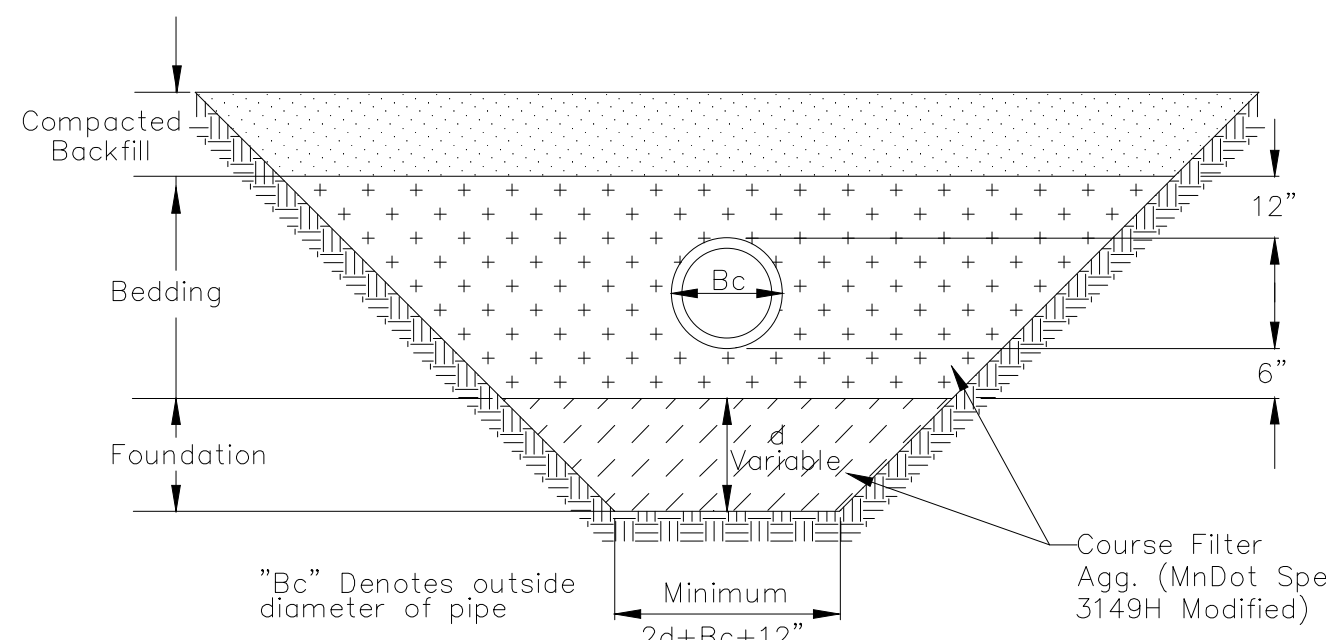
C5.1



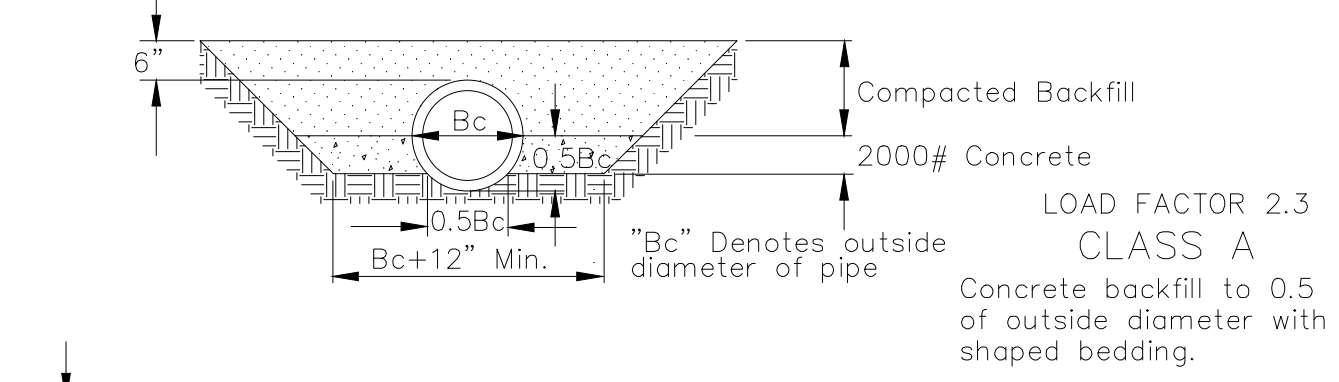
1 WATERMAIN VALVE CONNECTION
NTS



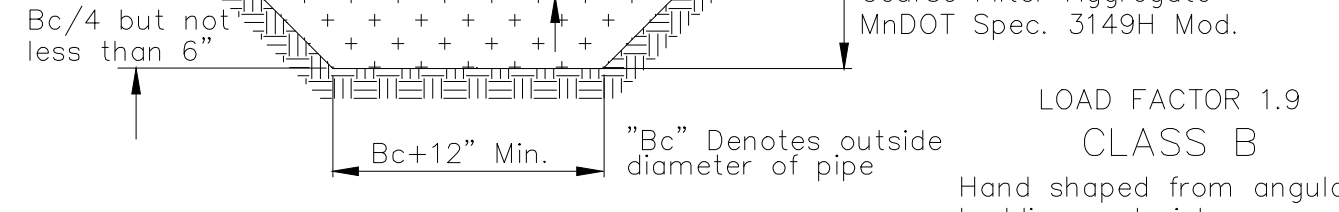
2 PIPE BEDDING - PVC
NTS



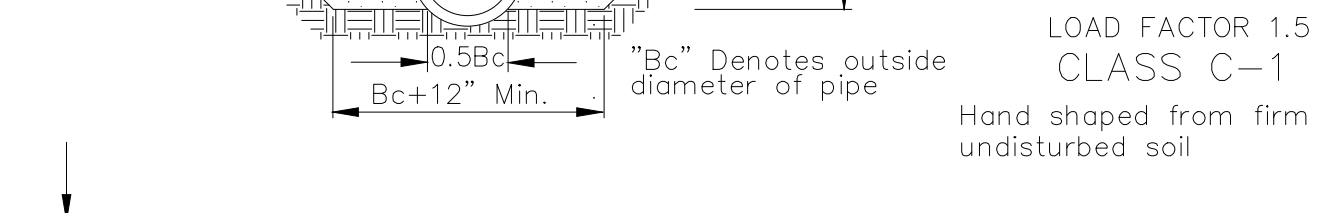
3 PIPE BEDDING - RCP & DIP
NTS



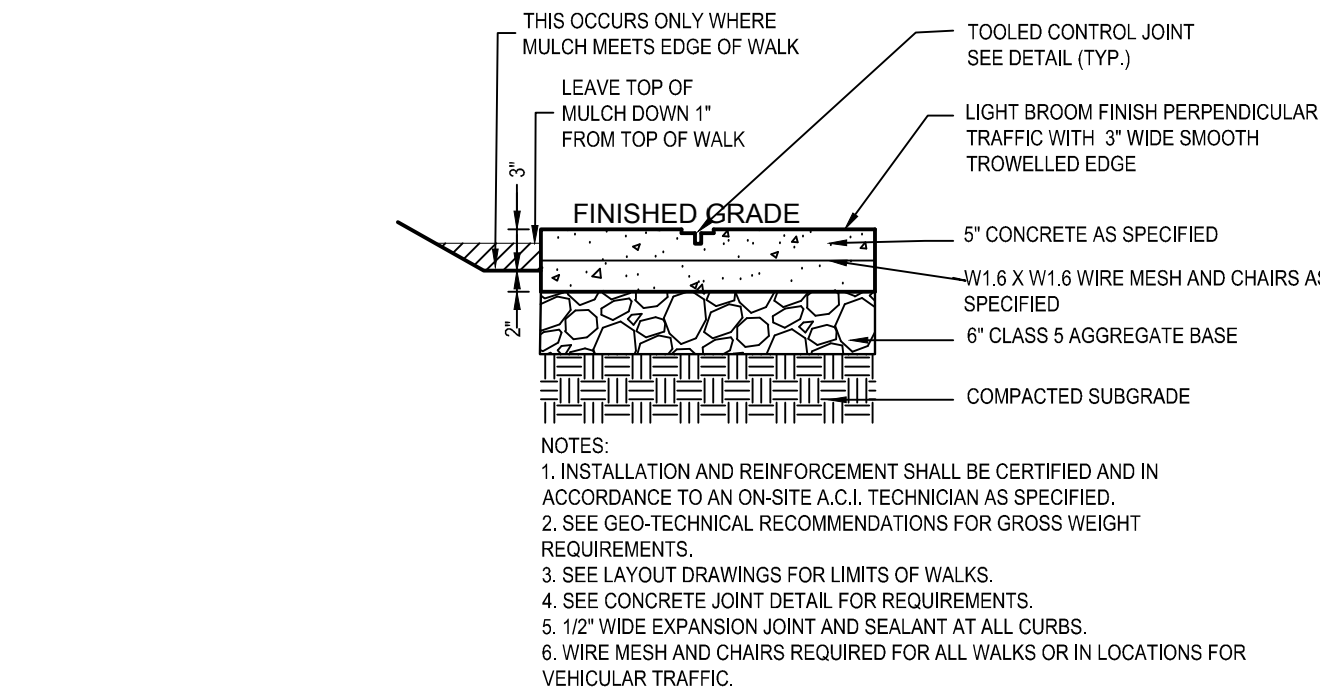
4 GATE VALVE BOX
NTS



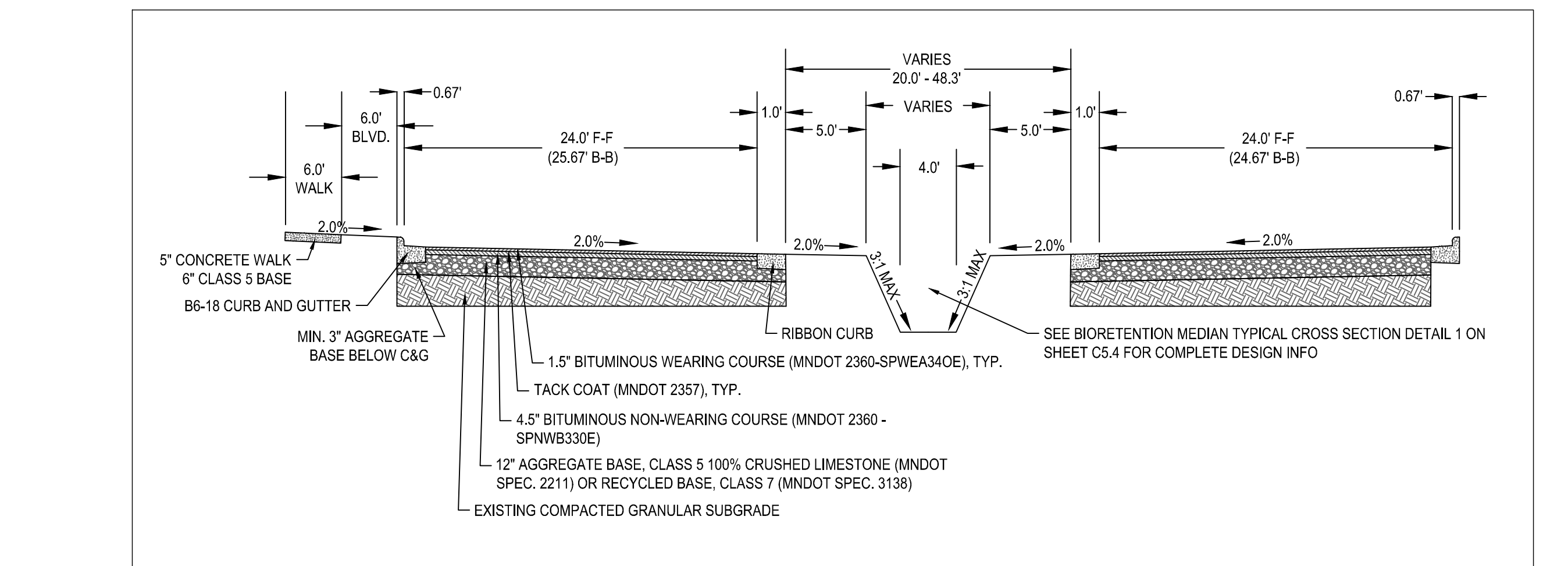
5 GATE VALVE BOX
NTS



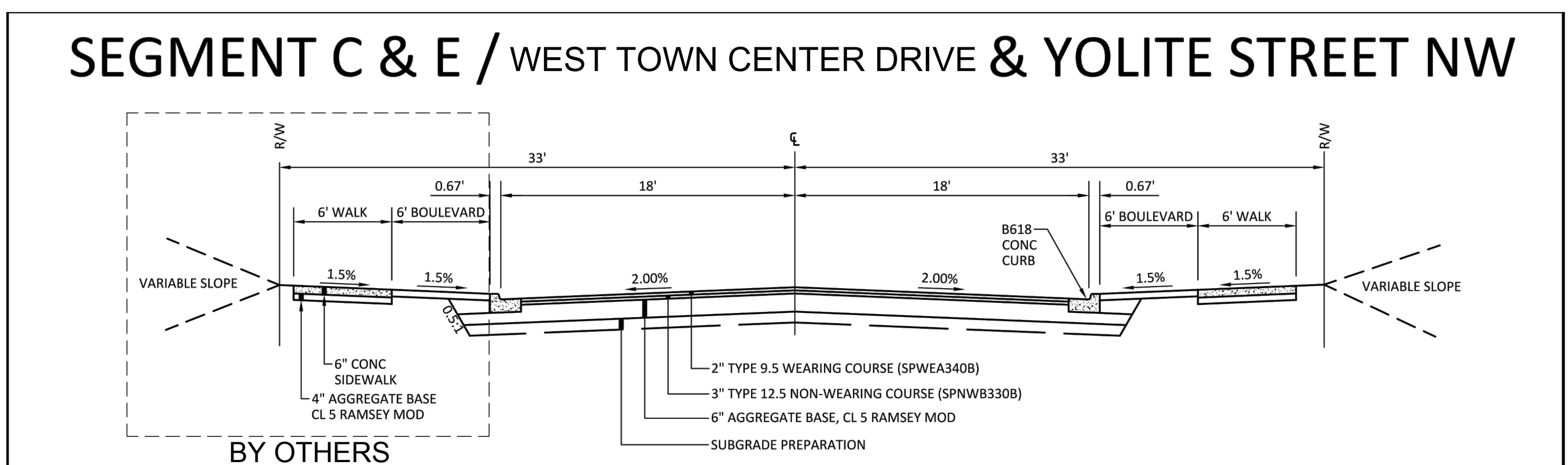
6 GATE VALVE BOX
NTS



7 LIGHT DUTY CONCRETE WALK/PAD
NTS



8 TYPICAL WEST RAMSEY PARKWAY STREET SECTION
NTS



9 SEGMENT C & E / WEST TOWN CENTER DRIVE & YOLITE STREET NW



10 TYPICAL WEST RAMSEY PARKWAY STREET SECTION
NTS

AFFINITY AT RAMSEY
PROJECT

RAMSEY, MN 55303
INLAND GROUP
120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Matthew R. Pavek
Matthew R. Pavek
DATE 05/02/18 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/06/17	SITE PLAN SUBMITTAL
03/16/18	WATERSHED SUBMITTAL
03/30/18	CITY SUBMITTAL
05/02/18	CITY RESUBMITTAL

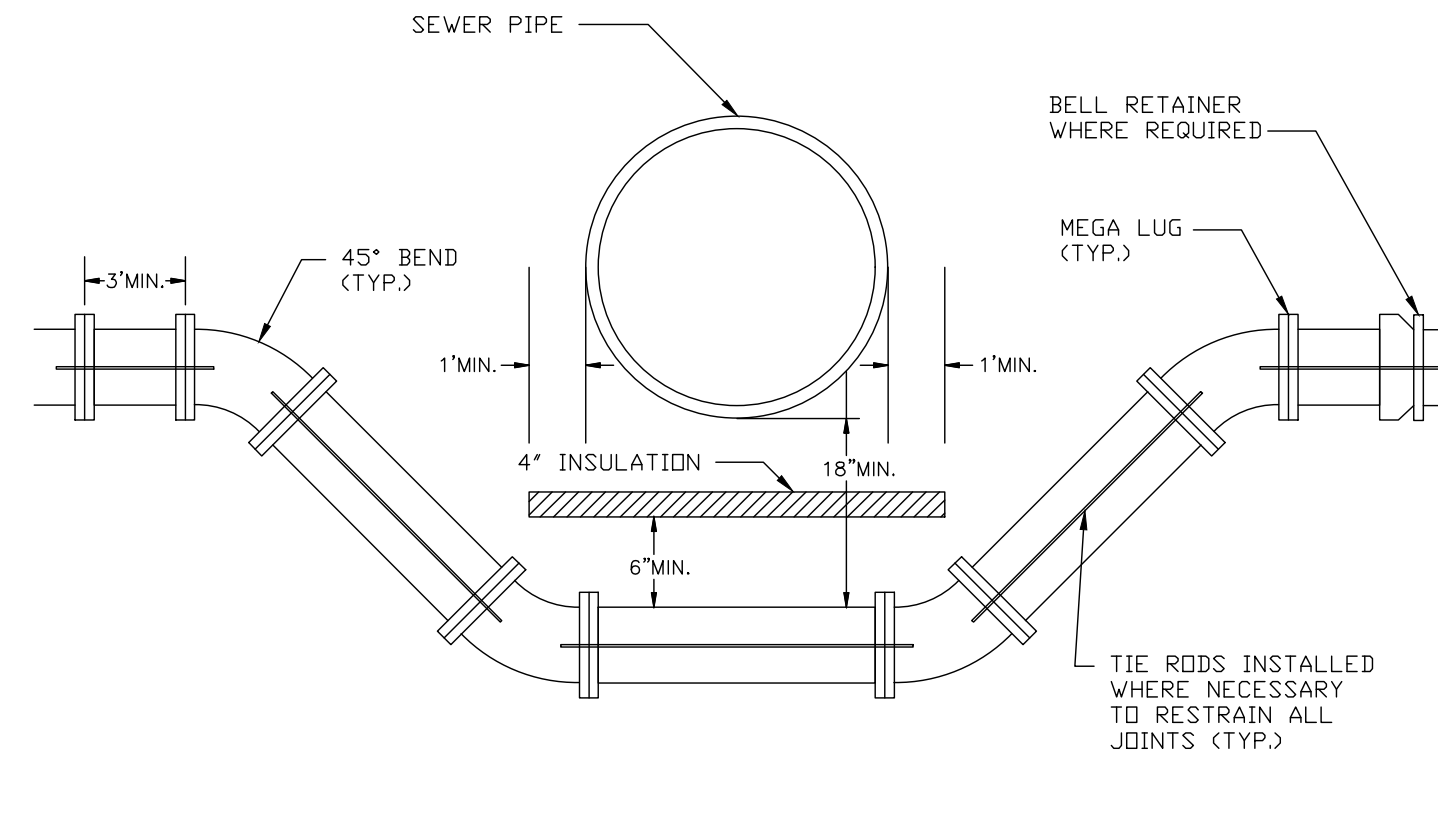
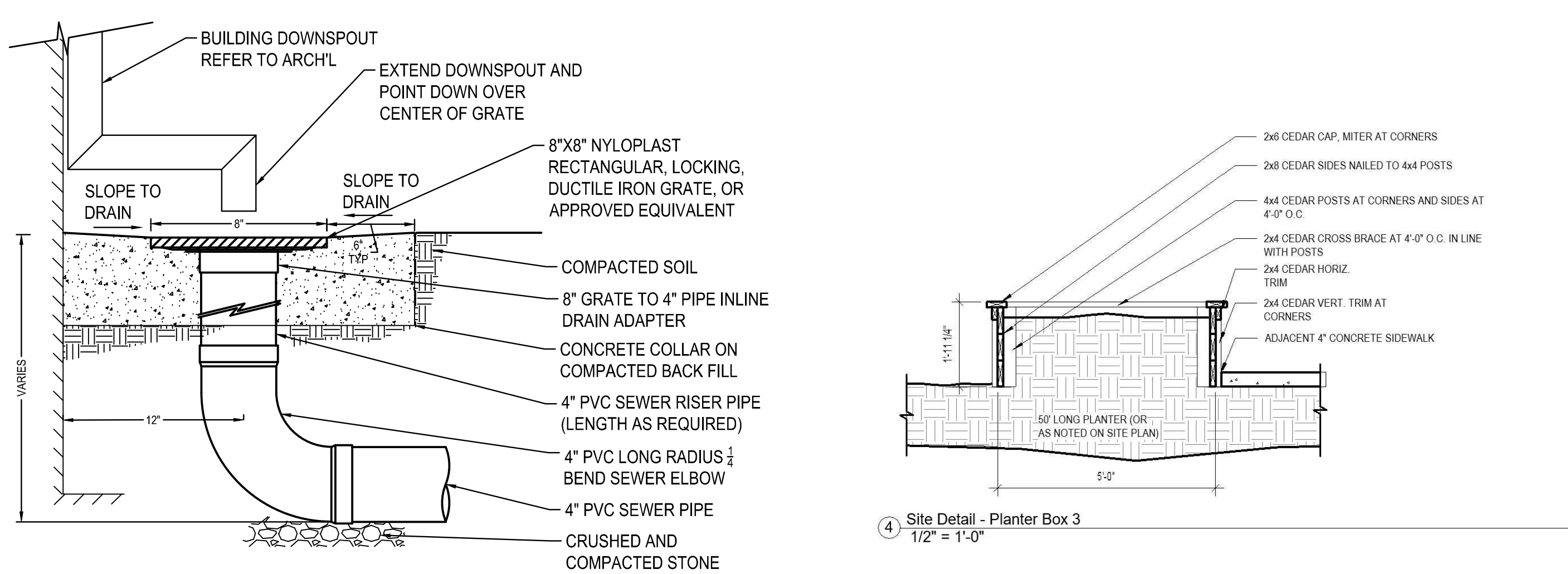
REVISION SUMMARY

DATE	DESCRIPTION

PROJECT NO.: 17226

CIVIL DETAILS

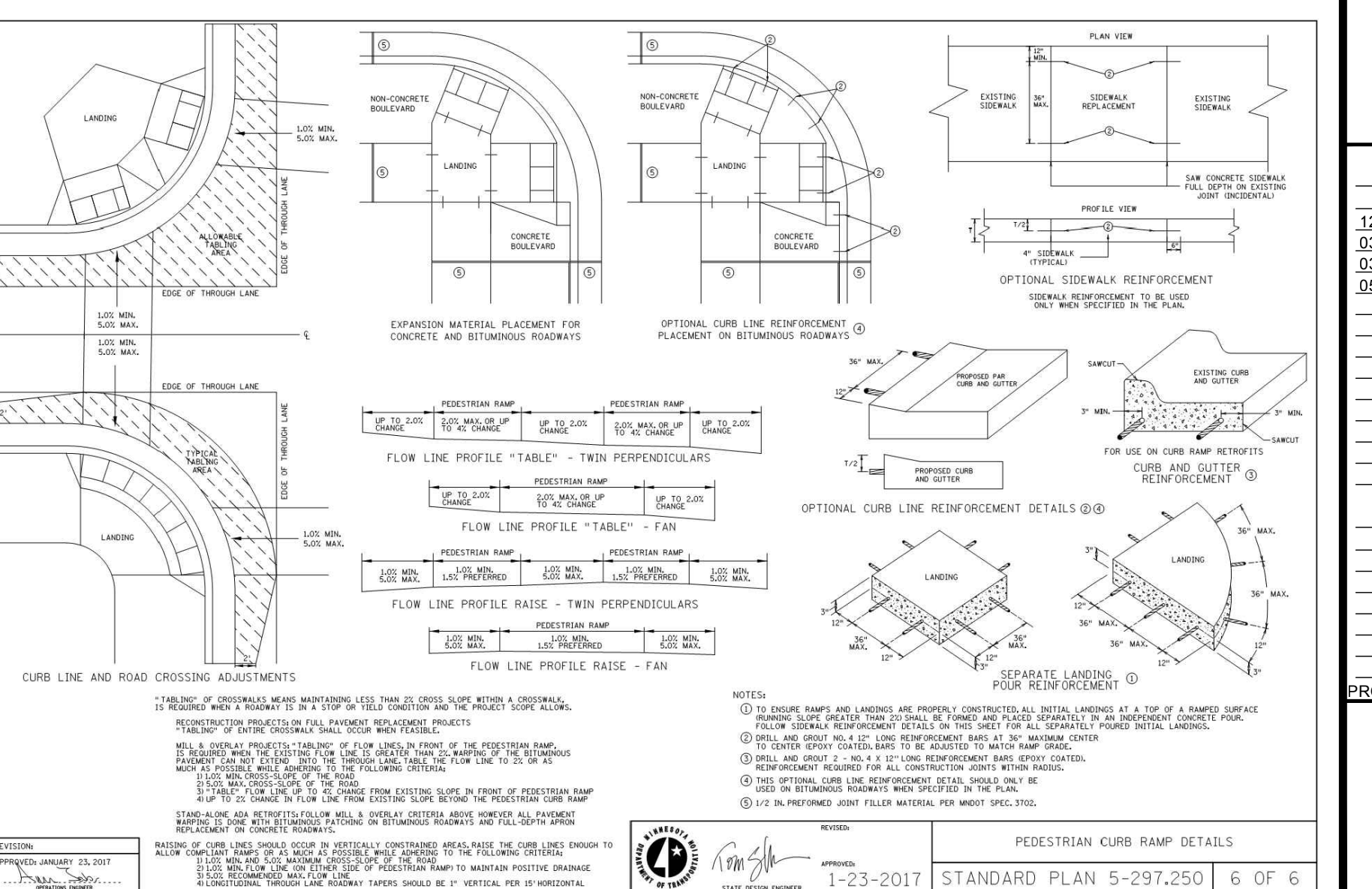
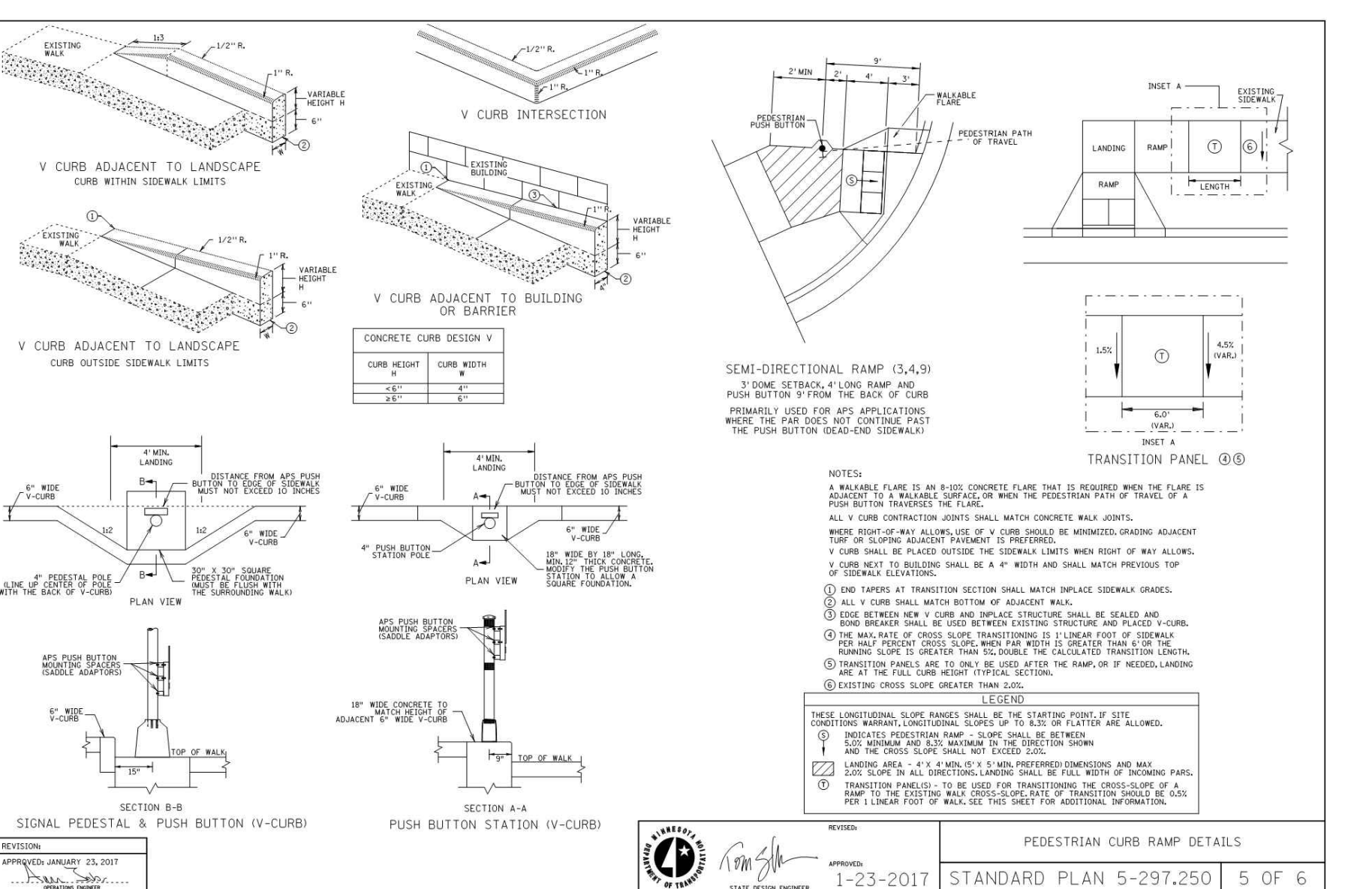
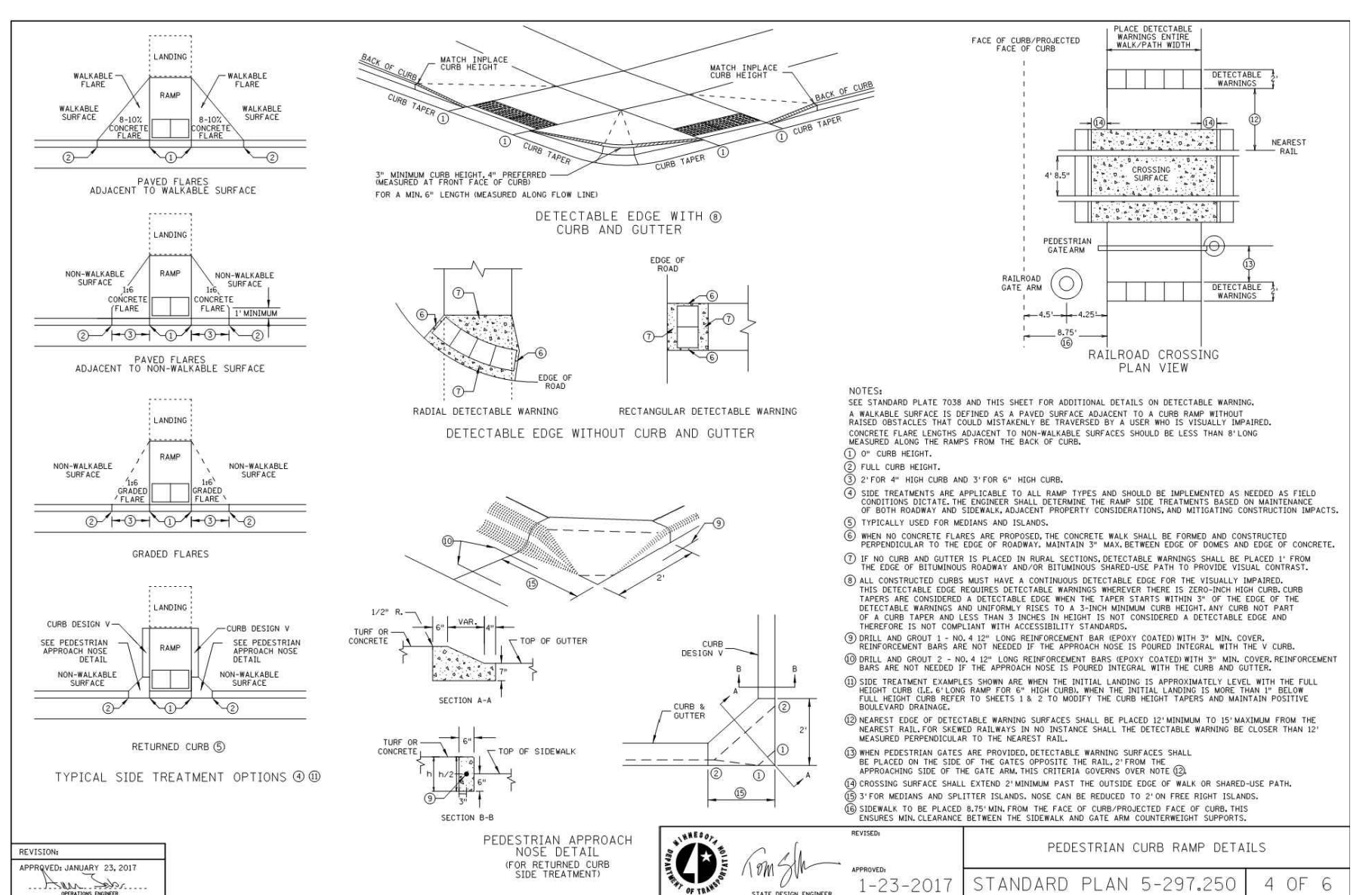
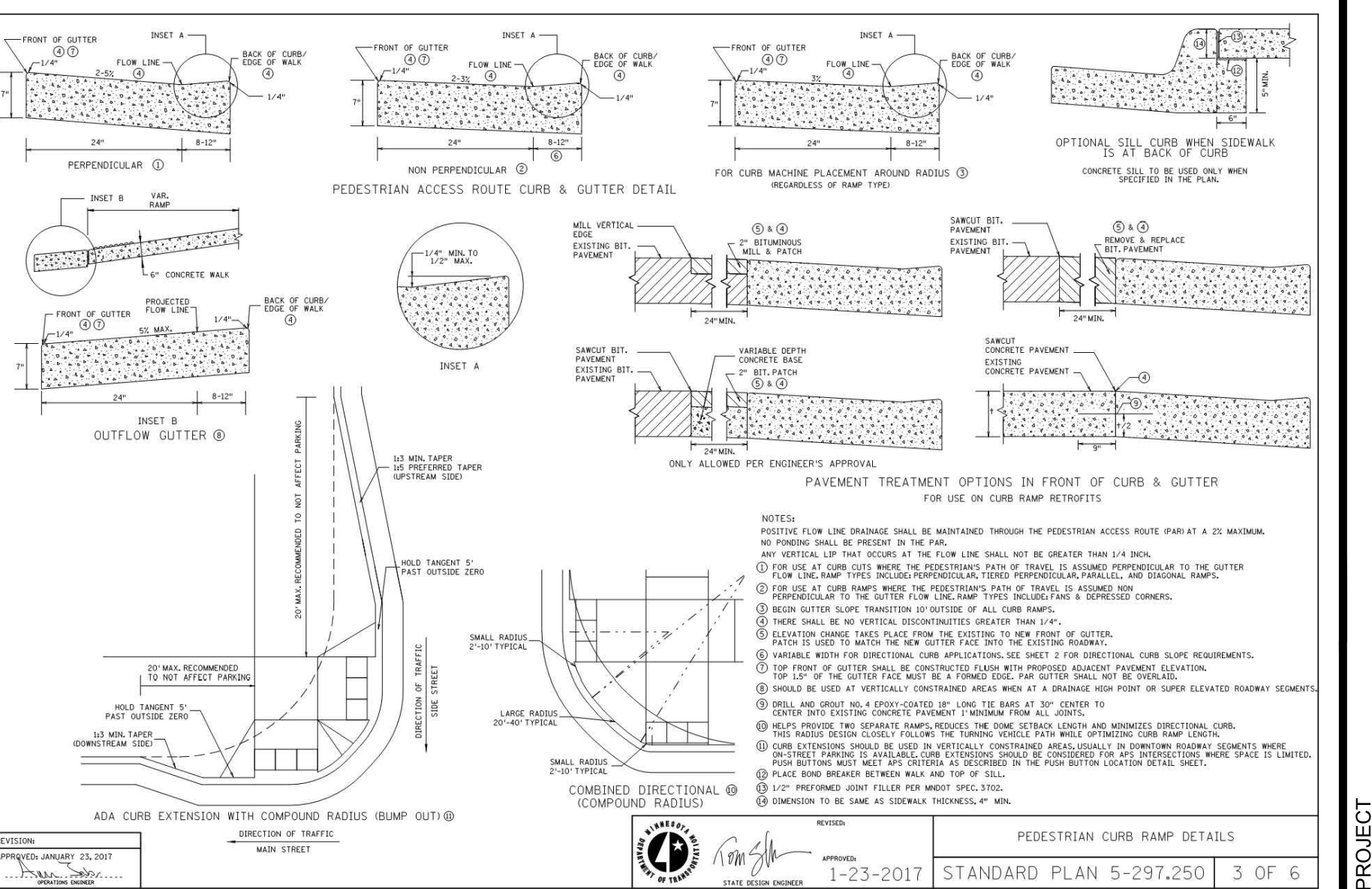
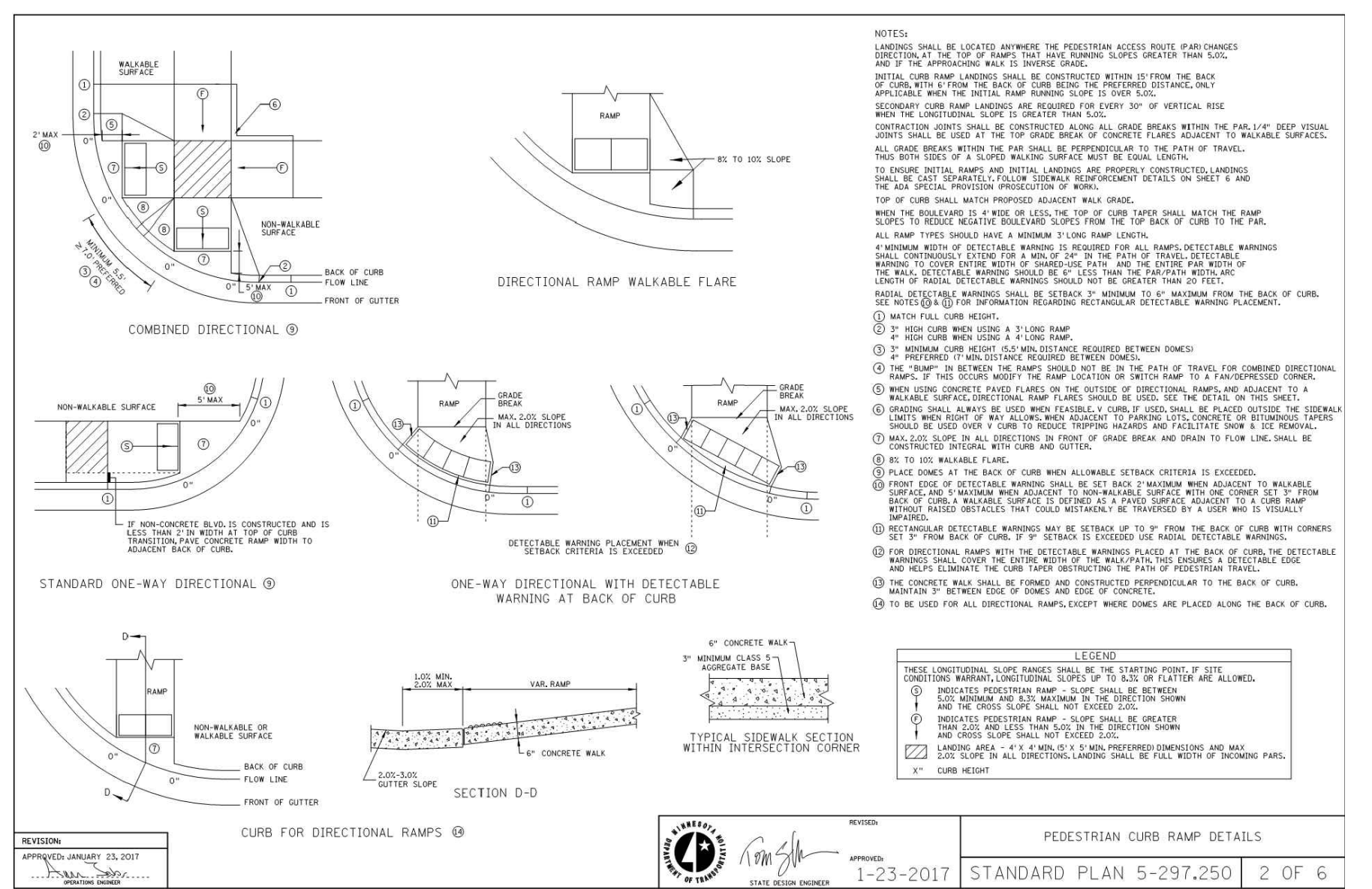
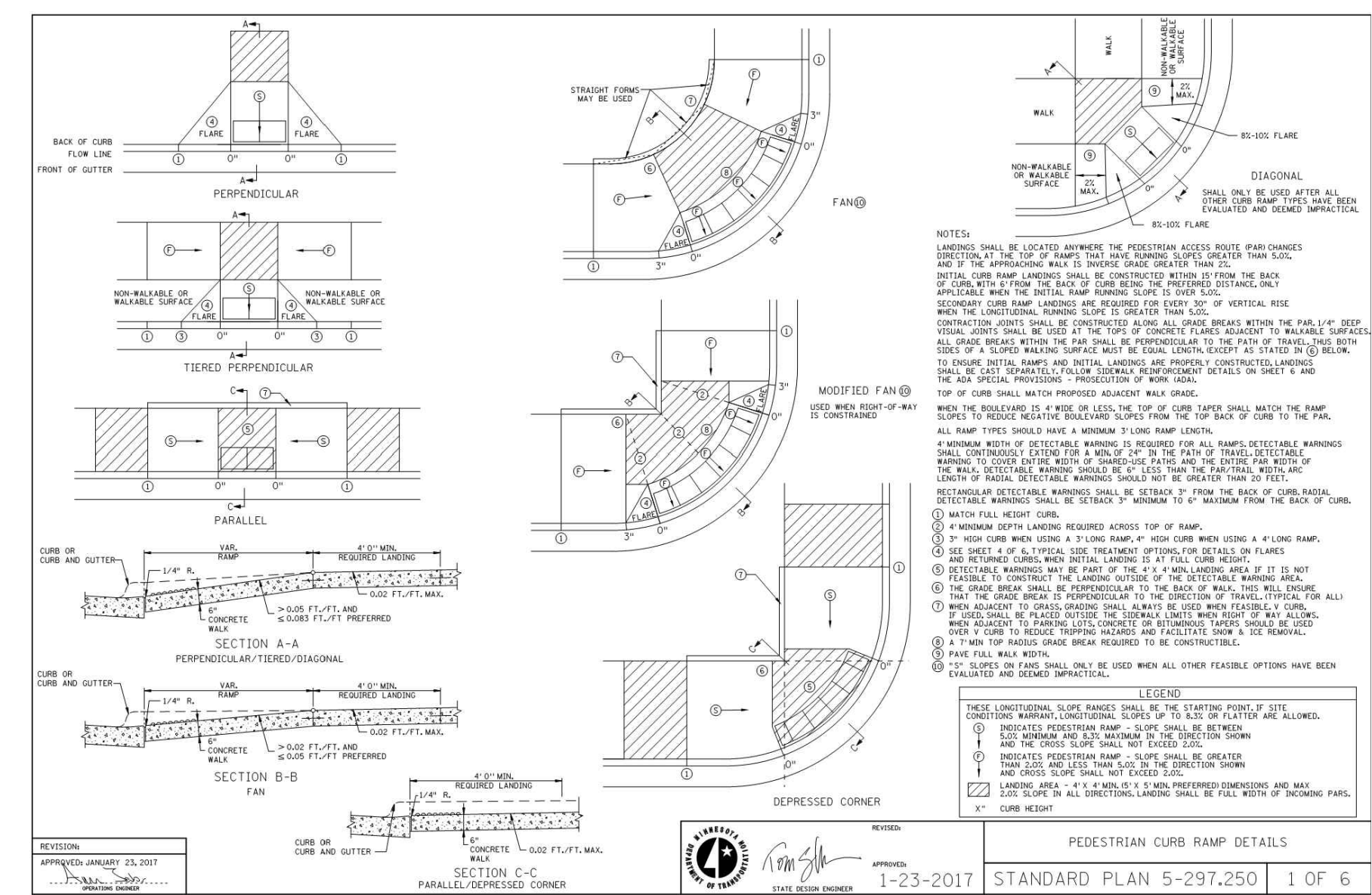
C5.2

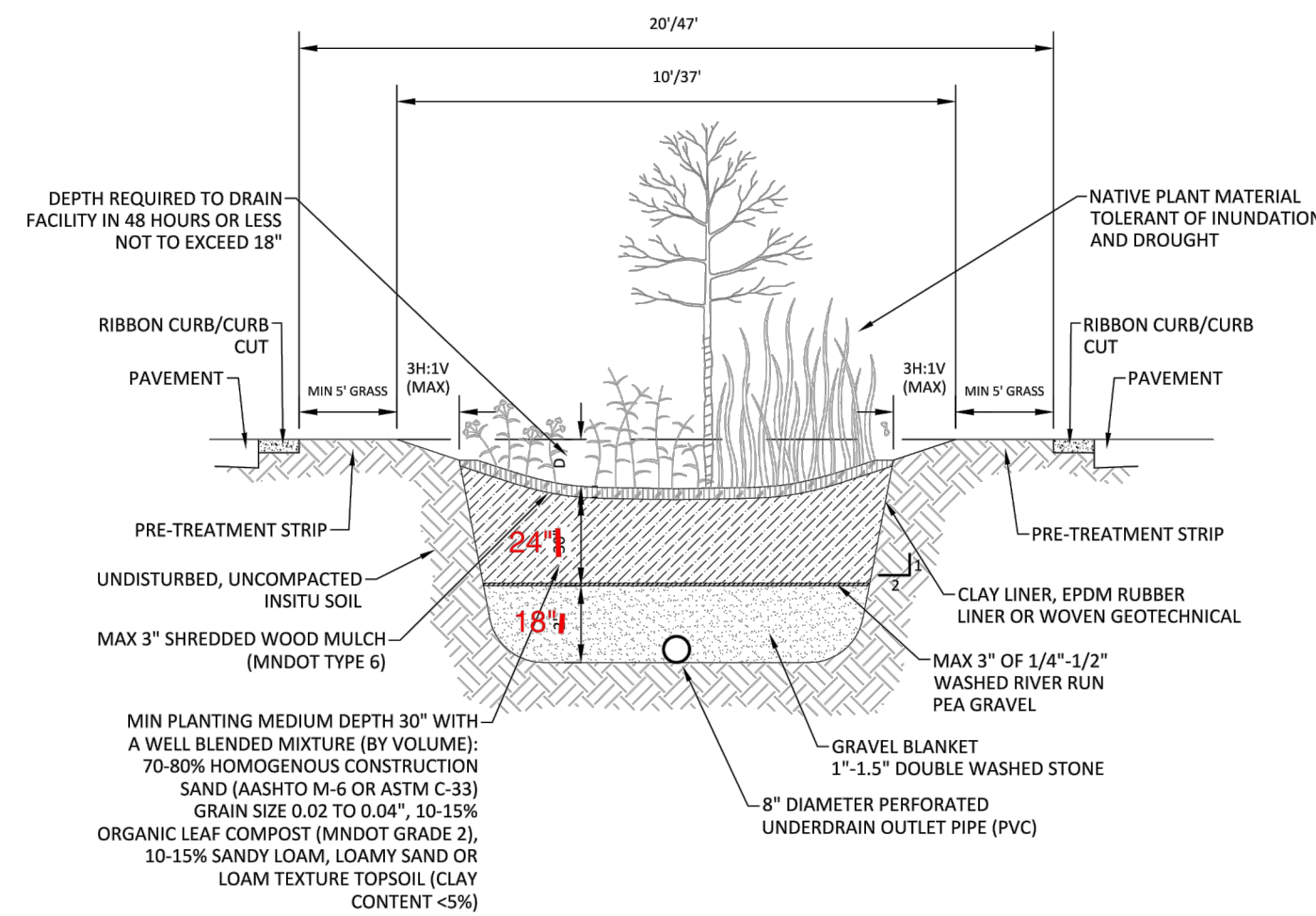


NOTE:
 1. PROVIDE MEGA LUGS OR APPROVED EQUAL AT ALL JOINTS ON BENDS AND AS SHOWN IN THIS STANDARD PLATE.
 2. USE 2 - 3/4" DIAMETER TIE RODS. ALL TIE RODS TO BE COAL TAR COATED AFTER INSTALLATION.
 3. PROVIDE SAND CUSHION BETWEEN TOP OF WATERMAIN AND BOTTOM OF INSULATION, MIN. DIMENSIONS AS SHOWN IN THIS STANDARD PLATE.

NOTE: SEE STANDARD PLATE WAT-5 FOR UTILITY INSULATION REQUIREMENTS.

1 DOWNSPOUT TO PIPE CONNECTION
NTS





** DETAIL REVISED BY CSG. DEPTHS OF PLANTING MEDIUM AND GRAVEL BLANKET REVISED IN ORDER TO PROVIDE CONSTRUCTABILITY FOR THE STORMSEWER SYSTEM. REVISED DEPTHS WILL STILL PROVIDE ADEQUATE WATER TREATMENT

BIORETENTION FACILITY
CROSS-SECTION A-A
NOT TO SCALE

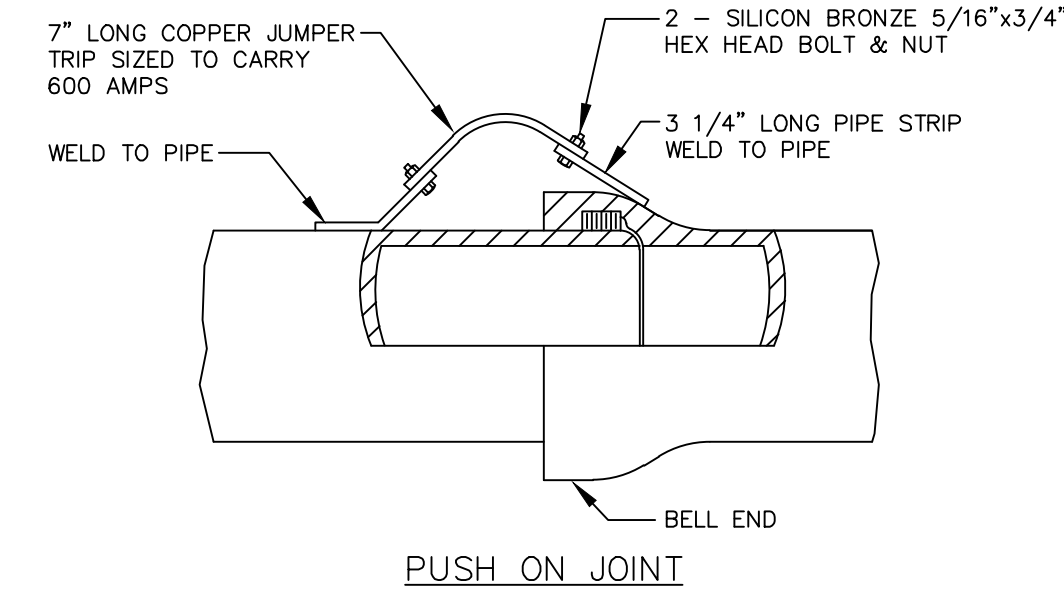
1 DEPRESSED MEDIAN TYPICAL CROSS SECTION
NTS

TABLE A
MODIFIED CLASS 5
SPECIFICATIONS

% PASSING	
1"	100
3/4"	90 - 100
3/8"	50 - 80
No.4	35 - 70
No.10	20 - 60
No.40	10 - 35
No.200	5 - 10

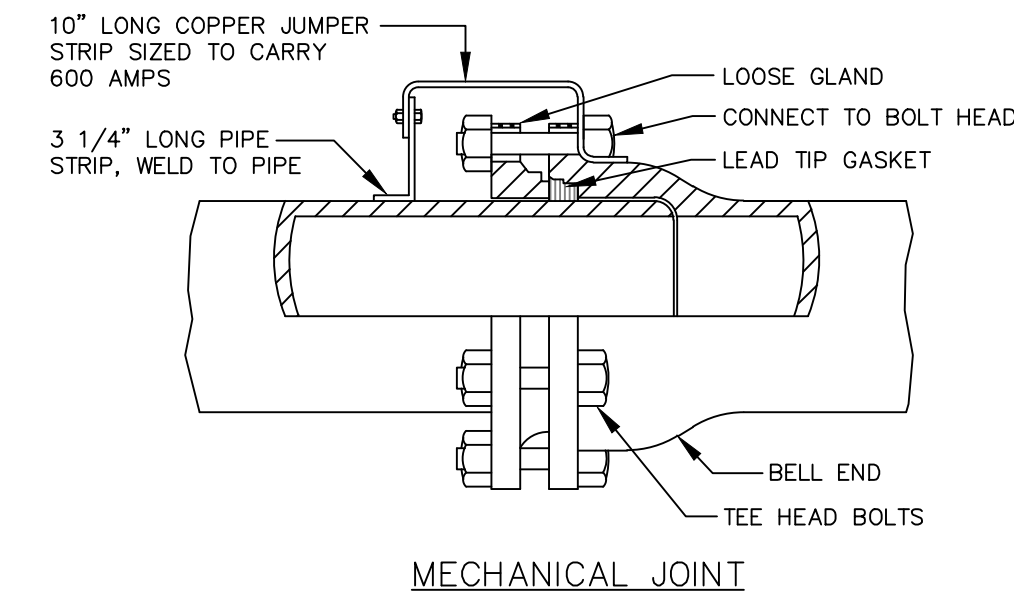
NOTES:
1. THE AGGREGATE BASE CONSTRUCTION WILL BE ACCEPTED FOR PAYMENT IN ACCORDANCE WITH THE PROVISIONS IN TABLE A.
2. IF THE AGGREGATE BASE FAILS TO MEET THE REQUIREMENTS OF TABLE A THE MATERIAL CAN BE CORRECTED IN PLACE OR REMOVED AND REPLACED WITH MATERIAL THAT MEET THE REQUIREMENTS OF TABLE A.
3. IN THE EVENT THAT RECYCLED MATERIAL IS USE IT MUST MEET MNDOT REQUIREMENTS FOR RECYCLED BASE.

2 MODIFIED CLASS 5
NTS

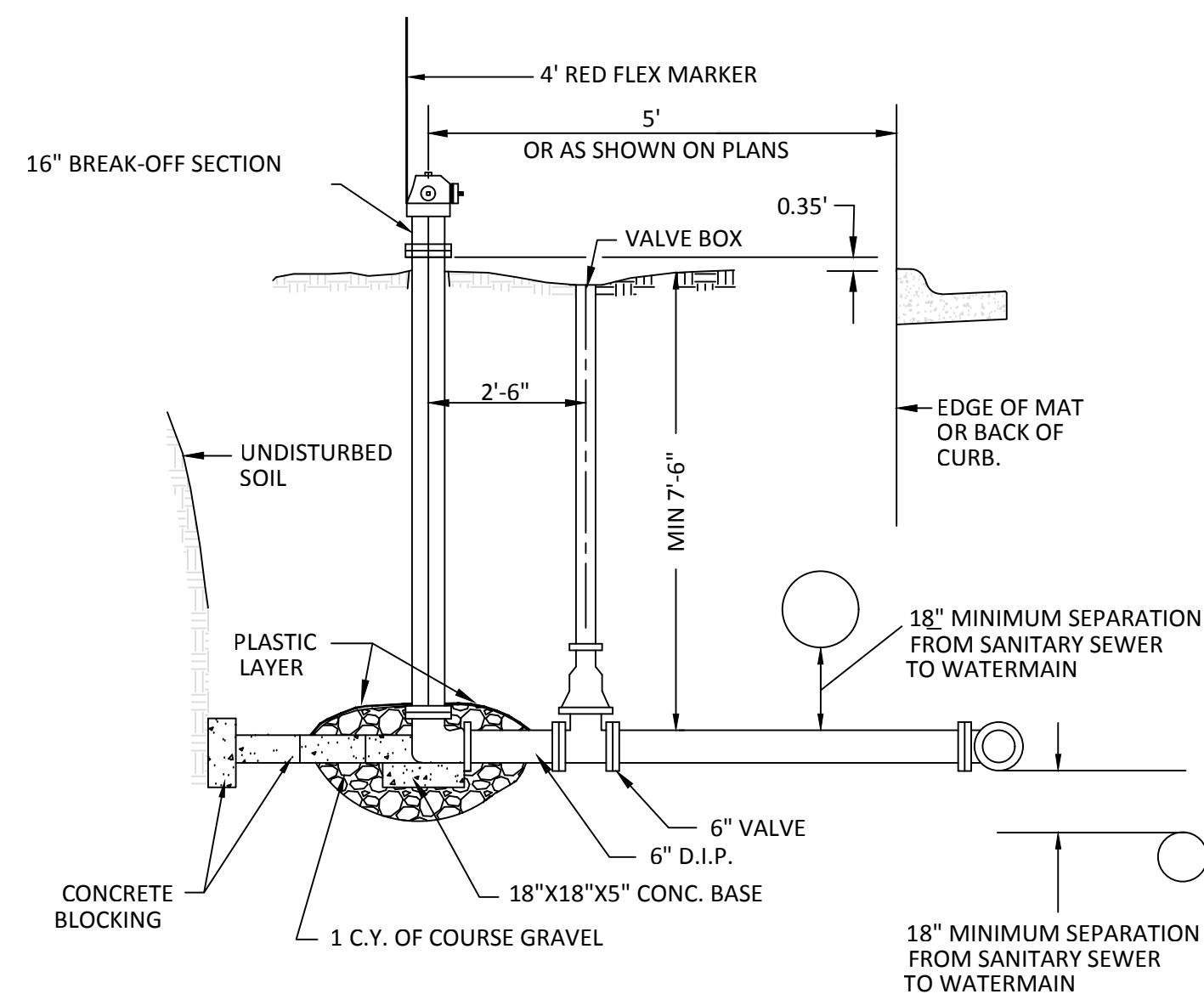


NOTE: DO NOT PASS CURRENT THROUGH PIPE UNLESS PIPE IS FULL OF WATER.

ALTERNATE METHOD BY AMERICAN CAST -IRON USING 4 COPPER CONTACT STRIPS IS AN APPROVED EQUAL TO ABOVE



3 JOIN CONNECTION
NTS

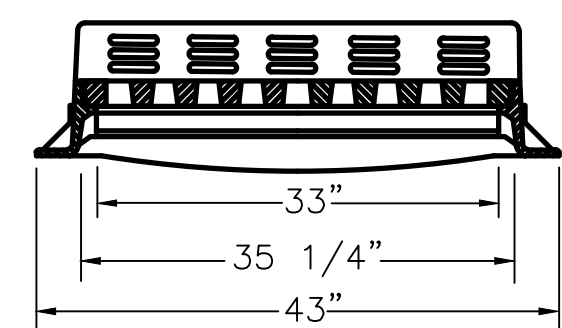
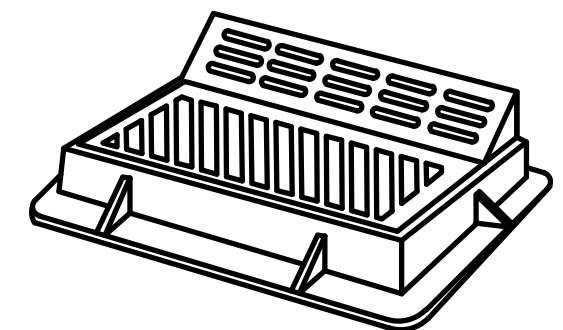


- NOTES:
- HYDRANT SHALL BE 5-1/4" WB67 WATEROUS PACER.
 - HYDRANTS TO BE ORDERED FOR 8'-0" BURY. IN AREAS OF EXTRA DEPTH ON THE WATERMAIN, HYDRANTS EXTENSIONS MAY BE REQUIRED.
 - HYDRANTS SHALL BE BLOCKED OR TIED TO THE TEE AT MAIN WITH 2-3/4" DIAMETER TIE RODS. ALL TIE RODS TO BE COAL TAR COATED AFTER INSTALLATION. RESTRAINED JOINT PIPE AND RETAINING GLANDS MAY BE USED.
 - TOP NUT OF HYDRANT 2.5' ABOVE TOP BACK OF CURB OR BITUMINOUS SURFACE.
 - HYDRANTS BURIED BELOW WATER TABLE, DRAIN HOLES NEED TO BE PLUGGED AND HYDRANT MARKED BY PAINTING 5" CAP YELLOW.
 - BRUSH PAINT ALL HYDRANTS AFTER INSTALLATION IS COMPLETE.

4 HYDRANT
NTS

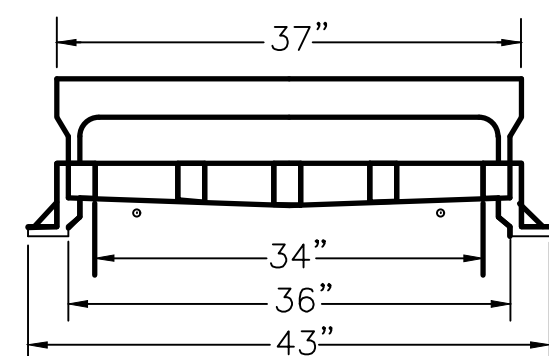
NOTE: SURMOUNTABLE CURB & GUTTER

- CATCH BASIN CASTING SHALL BE NEENAH R-3067 WITH GRATED BACK (BICYCLE SAFE) OR APPROVED EQUAL.
- FOR CATCH BASINS ADJACENT TO RADIUS, USE NEENAH R-3246R OR APPROVED EQUAL.



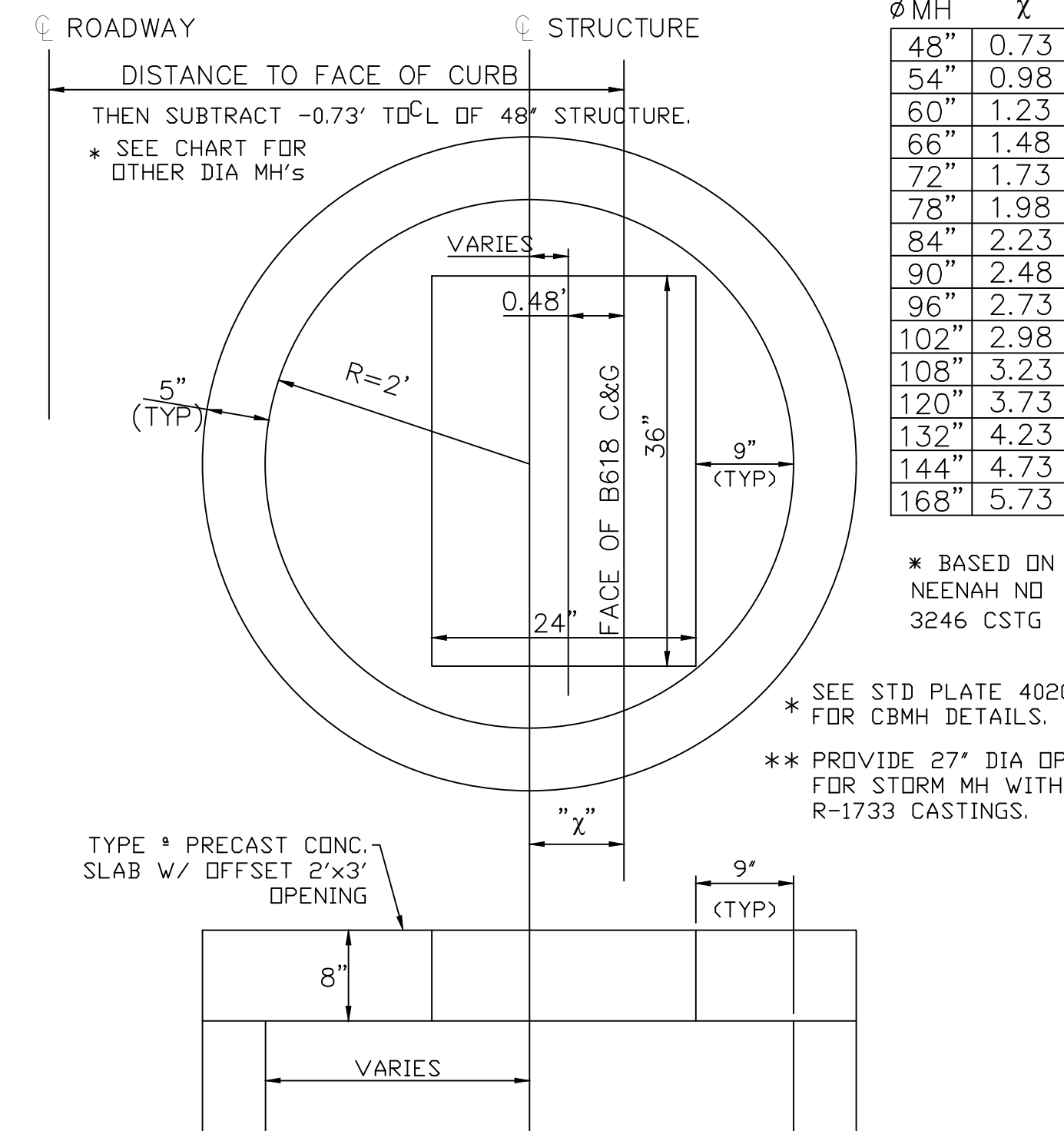
NOTE: B 618 CURB & GUTTER

- CATCH BASIN CASTING SHALL BE NEENAH R-3246R OR APPROVED EQUAL.



STANDARD CATCHBASIN CASTING

5 CATCH BASIN CASTING
NTS



Ø MH	"X"
48"	0.73
54"	0.98
60"	1.23
66"	1.48
72"	1.73
78"	1.98
84"	2.23
90"	2.48
96"	2.73
102"	2.98
108"	3.23
120"	3.73
132"	4.23
144"	4.73
168"	5.73

* BASED ON NEENAH NO 3246 CSTG

* SEE STD PLATE 4020 FOR CBMH DETAILS.

** PROVIDE 27" DIA OPENING FOR STORM MH WITH R-1733 CASTINGS.

6 SLAB TOP MANHOLE COVER
NTS

AFFINITY AT RAMSEY

RAMSEY, MN 55303

INLAND GROUP

120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

PROJECT

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Matthew R. Pavek
DATE 05/02/18 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/06/17	SITE PLAN SUBMITTAL
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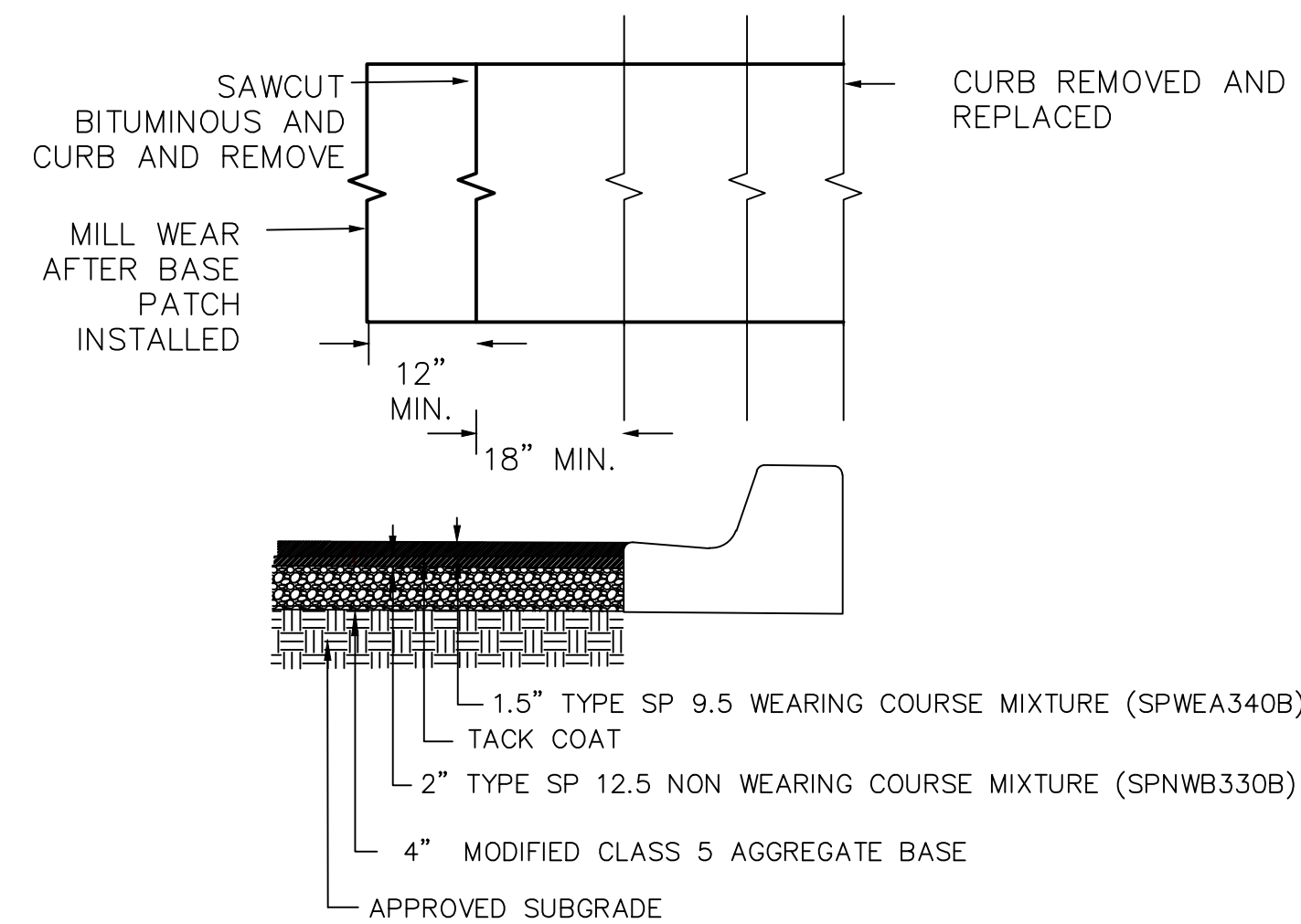
REVISION SUMMARY

DATE	DESCRIPTION

PROJECT NO.: 17226

CIVIL DETAILS

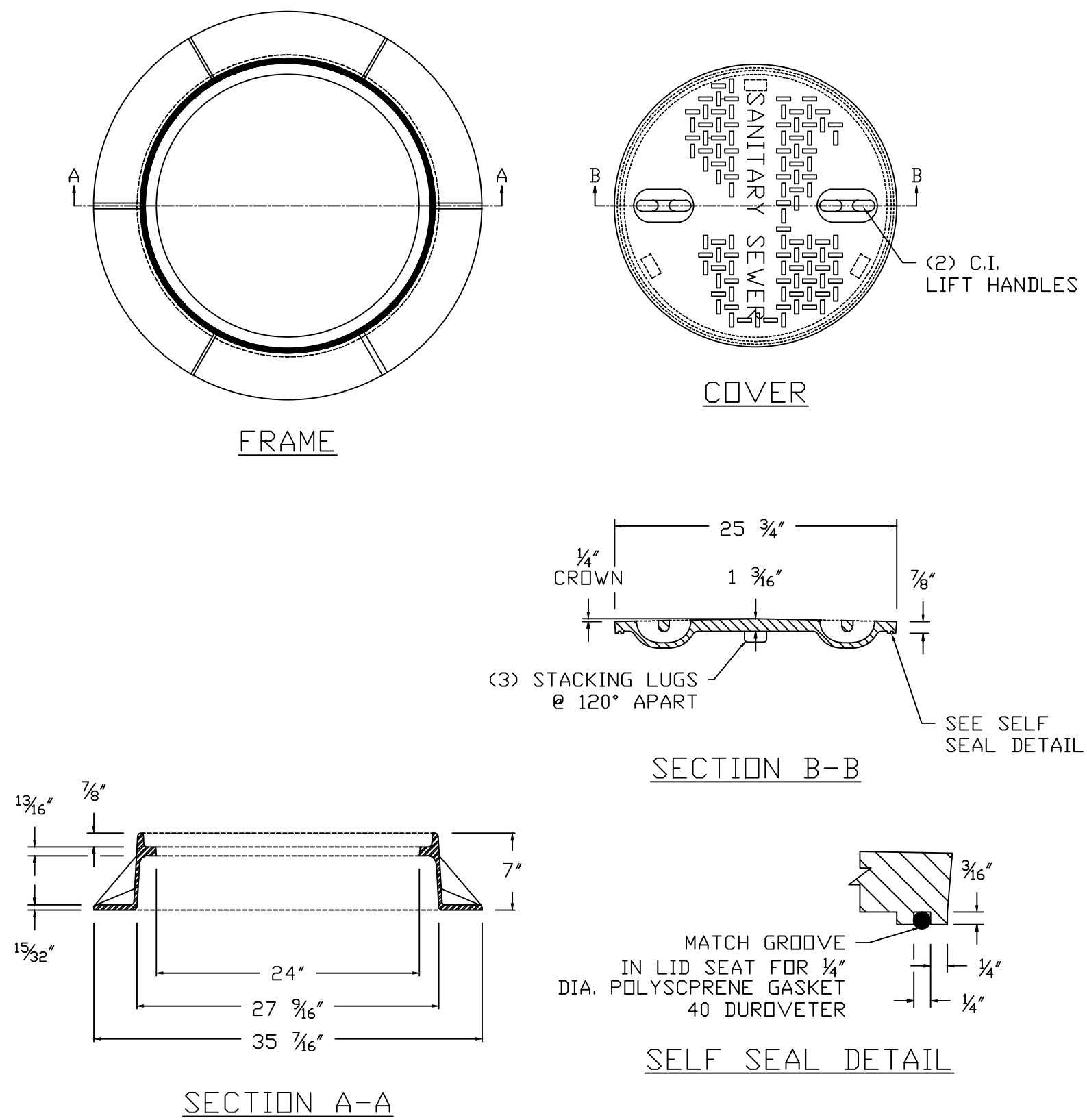
C5.4



NOTES:

1. BITUMINOUS SHALL BE SAWCUT AND REMOVED AFTER CURB IS REPLACED.
2. CLASS 5 AND BITUMINOUS COURSES SHALL BE MECHANICALLY COMPACTED.
3. SEE CITY PLATE STR-26 FOR MODIFIED CLASS 5 SPECIFICATIONS.

1 WATERTIGHT CASTING
NTS



2 WATERTIGHT CASTING
NTS

AFFINITY AT RAMSEY

RAMSEY, MN 55303

INLAND GROUP

120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

PROJECT

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Matthew R. Pavek
Matthew R. Pavek
DATE 05/02/18 LICENSE NO. 44263

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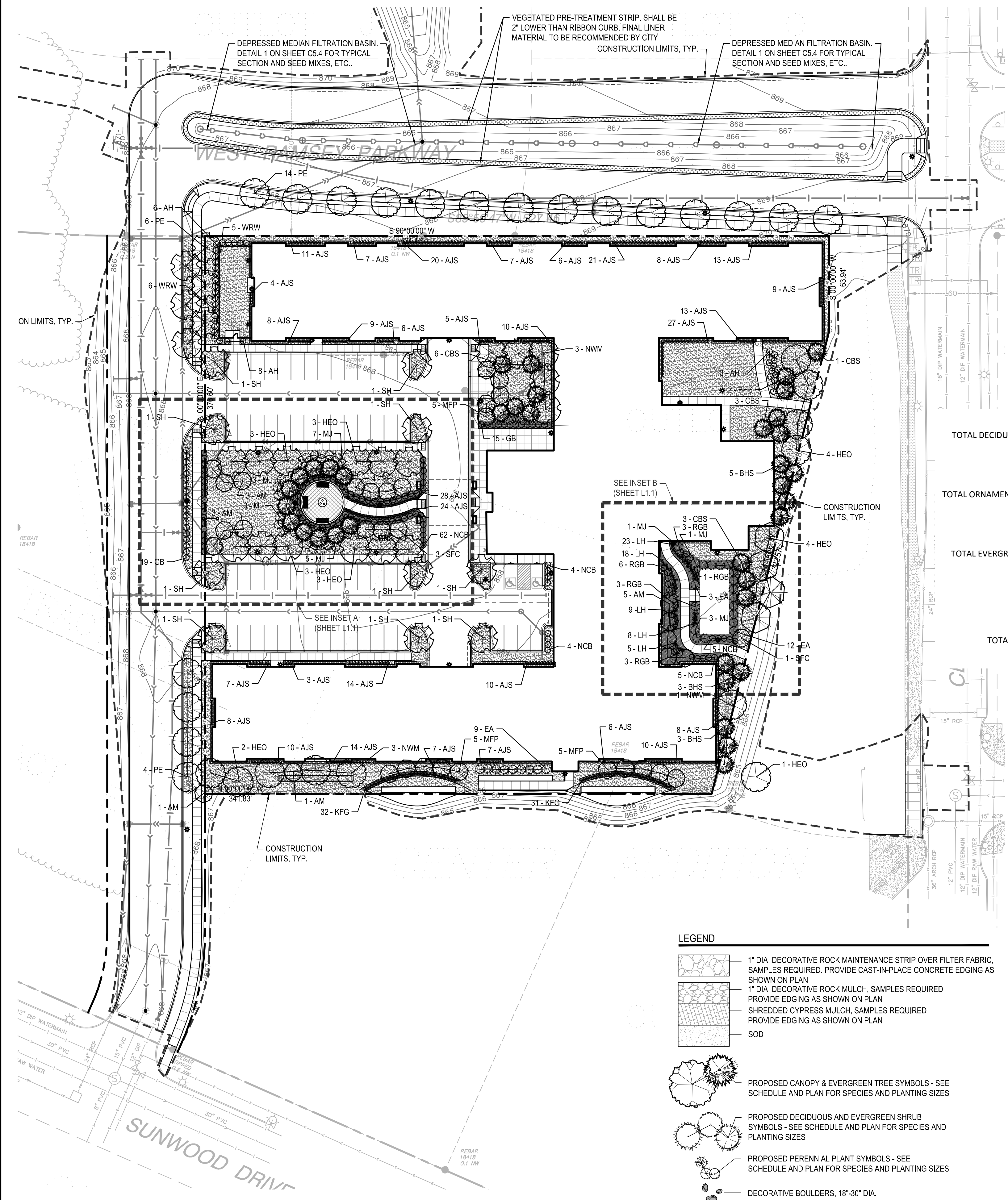
REVISION SUMMARY

DATE	DESCRIPTION

PROJECT NO.: 17226

CIVIL DETAILS

C5.5



LANDSCAPE CALCULATIONS

PROPOSED LANDSCAPE:
 1 TREE/ 1,000 SF OF "BUILDING FOOTPRINT"
 64,432.0 SF / 1000 = 65 DECIDUOUS/EVERGREEN TREES REQUIRED
 SEE PLANT SCHEDULE
 1 TREE/ 35' OF PUBLIC ROAD FRONTAGE
 832 SF / 35 = 24 TREES REQUIRED
 SEE PLANT SCHEDULE
 1 SHRUB/1000 SF OF "BUILDING FOOTPRINT"
 64,432.0 SF / 300 = 215 SHRUBS REQUIRED
 SEE PLANT SCHEDULE

CITY OF RAMSEY SITE SPECIFIC NOTES:

- BOULEVARD TREES SHALL NOT HAVE BRANCHING BEGINNING AT A HEIGHT LESS THAN SIX (6) FEET FROM GRADE.
- IRRIGATION SYSTEM SHALL HAVE A RAIN SENSOR AND AT LEAST ONE (1) WATER EFFICIENT TECHNOLOGY (E.G. SOIL MOISTURE SENSORS, SMART CONTROLLER, ET SENSOR, ETC.)
- CITY REQUIRES A LANDSCAPE MAINTENANCE SURETY THAT ENSURES PLANTS ARE ALIVE AND HEALTHY AFTER TWO (2) YEARS.
- ALL DISTURBED AREAS NOT OTHERWISE IMPROVED WITH IMPERVIOUS SURFACING SHALL RECEIVE FOUR (4) INCHES OF TOPSOIL MEETING THE CITY'S SPECIFICATION.

PLANT SCHEDULE - ENTIRE SITE

SYM	QUANT.	COMMON NAME	BOTANICAL NAME	SIZE	ROOT	COMMENTS
DECIDUOUS TREES						
NWM	13	NEW WORLD RED MAPLE	<i>Acer rubrum</i> 'Northwood'	2.5" CAL.	B&B	STRAIGHT LEADER. FULL FORM
SH	8	SKYLINE HONEYLOCUST	<i>Gleditsia triacanthos</i> 'Skycole'	2.5" CAL.	B&B	STRAIGHT LEADER. FULL FORM
PE	24	PRINCETON ELM	<i>Ulmus americana</i> 'Princeton'	2.5" CAL.	B&B	STRAIGHT LEADER. FULL FORM
HEO	23	SWAMP WHITE OAK	<i>Quercus</i> 'Bicolor'	2.5" CAL.	B&B	STRAIGHT LEADER. FULL FORM
ORNAMENTAL TREES						
MFP	15	SHADBLOW SERVICEBERRY	<i>Amelanchier canadensis</i>	2" CAL.	B&B	STRAIGHT LEADER. FULL FORM
SFC	8	STARLITE FLOWERING CRAB	<i>Malus</i> 'Jetliite'	2" CAL.	B&B	STRAIGHT LEADER. FULL FORM
AM	13	AUTUMN BRILLIANCE SERVICEBERRY	<i>Amelanchier x grandifolia</i>	2" CAL.	B&B	STRAIGHT LEADER. FULL FORM
EVERGREEN TREES						
BHS	31	BLACK HILLS SPRUCE	<i>Picea glauca</i> 'Densata'	6' HT.	B&B	STRAIGHT LEADER. FULL FORM
CBS	27	COLORADO SPRUCE	<i>Picea pungens</i>	6' HT.	B&B	STRAIGHT LEADER. FULL FORM
SHRUBS - CONIFEROUS & EVERGREEN						
EA	24	EMERALD ARBORVITAE	<i>Thuja occidentalis</i> 'Smaragd'	24" HT.	CONT.	
MJ	23	MEDORA JUNIPER	<i>Juniperus scopulorum</i>	24" HT.	CONT.	
SHRUBS - DECIDUOUS						
NCB	80	NORTHERN CHARM BOXWOOD	<i>Buxus</i> 'Wilson'	24" HT.	CONT.	
AH	27	ANNABELLE HYDRANGEA	<i>Hydrangea arborescens</i> 'Anabelle'	24" HT.	CONT.	
WRW	11	WINE AND ROSES WEIGELA	<i>Weigela florida</i> 'Wine and Roses'	24" HT.	CONT.	
GB	34	GLOSSY BLACK CHOKEBERRY	<i>Aronia melanocarpa</i>	24" HT.	CONT.	
RGB	16	ROUNDLEAF SERVICEBERRY	<i>Amelanchier sanguinea</i>	24" HT.	CONT.	
PERENNIALS & GRASSES						
AJS	353	AUTUMN JOY SEDUM	<i>Calamagrostis x acutiflora</i> 'Karl Foerster'	#1	CONT.	
LH	63	LOYALIST HOSTA	<i>Hosta</i> 'Loyalist'	#1	CONT.	
KFG	72	KARL FOERSTER FEATHER REED GRASS	<i>Calamagrostis x acutiflora</i> 'Karl Foerster'	#1	CONT.	

TOTAL DECIDUOUS TREES: 68

TOTAL ORNAMENTAL TREES: 36

TOTAL EVERGREEN TREES: 58

TOTAL SHRUBS: 215

LANDSCAPE NOTES:

- WHERE SHOWN, SHRUB BEDS SHALL BE MULCHED WITH 4" DEPTH (MINIMUM AFTER INSTALLATION AND/OR TOP DRESSING OPERATIONS) OF SHREDDED CYPRESS MULCH.
- ALL TREES SHALL BE MULCHED WITH SHREDDED CYPRESS MULCH TO OUTER EDGE OF SAUCER OR TO EDGE OF PLANTING BED, IF APPLICABLE. ALL MULCH SHALL BE KEPT WITHIN A MINIMUM OF 2" FROM TREE TRUNK.
- IF SHOWN ON PLAN, RANDOM SIZED LIMESTONE BOULDERS COLOR AND SIZE TO COMPLIMENT NEW LANDSCAPING. OWNER TO APPROVE BOULDER SAMPLES PRIOR TO INSTALLATION.
- PLANT MATERIALS SHALL CONFORM WITH THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS AND SHALL BE OF HARDY STOCK, FREE FROM DISEASE, DAMAGE AND DISFIGURATION. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING PLUMPNESS OF PLANT MATERIAL FOR DURATION OF ACCEPTANCE PERIOD.
- UPON DISCOVERY OF A DISCREPANCY BETWEEN THE QUANTITY OF PLANTS SHOWN ON THE SCHEDULE AND THE QUANTITY SHOWN ON THE PLAN, THE PLAN SHALL GOVERN.
- CONDITION OF VEGETATION SHALL BE MONITORED BY THE LANDSCAPE ARCHITECT THROUGHOUT THE DURATION OF THE CONTRACT. LANDSCAPE MATERIALS PART OF THE CONTRACT SHALL BE WARRANTED FOR ONE (1) FULL GROWING SEASONS FROM SUBSTANTIAL COMPLETION DATE.
- ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES SHALL RECEIVE 4" LAYER TOPSOIL LOAM AND SOD AS SPECIFIED UNLESS OTHERWISE NOTED ON THE DRAWINGS.
- COORDINATE LOCATION OF VEGETATION WITH UNDERGROUND AND OVERHEAD UTILITIES, LIGHTING FIXTURES, DOORS AND WINDOWS. CONTRACTOR SHALL STAKE IN THE FIELD FINAL LOCATION OF TREES AND SHRUBS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- ALL PLANT MATERIALS SHALL BE WATERED AND MAINTAINED UNTIL ACCEPTANCE.
- REPAIR AT NO COST TO OWNER ALL DAMAGE RESULTING FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
- SWEEP AND MAINTAIN ALL PAVED SURFACES FREE OF DEBRIS GENERATED FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
- REPAIR AT NO COST TO THE OWNER IRRIGATION SYSTEM DAMAGED FROM LANDSCAPE CONSTRUCTION ACTIVITIES.
- PROVIDE SITE WIDE IRRIGATION SYSTEM DESIGN AND INSTALLATION. SYSTEM SHALL BE FULLY PROGRAMMABLE AND CAPABLE OF ALTERNATE DATE WATERING. THE SYSTEM SHALL PROVIDE HEAD TO HEAD OR DRIP COVERAGE AND BE CAPABLE OF DELIVERING ONE INCH OF PRECIPITATION PER WEEK. SYSTEM SHALL EXTEND INTO THE PUBLIC RIGHT-OF-WAY TO THE EDGE OF PAVEMENT/BACK OF CURB.
- CONTRACTOR SHALL SECURE APPROVAL OF PROPOSED IRRIGATION SYSTEM INCLUDING PRICING FROM OWNER, PRIOR TO INSTALLATION.

LEGEND

- 1" DIA. DECORATIVE ROCK MAINTENANCE STRIP OVER FILTER FABRIC, SAMPLES REQUIRED. PROVIDE CAST-IN-PLACE CONCRETE EDGING AS SHOWN ON PLAN
- 1" DIA. DECORATIVE ROCK MULCH, SAMPLES REQUIRED PROVIDE EDGING AS SHOWN ON PLAN
- SHREDDED CYPRESS MULCH, SAMPLES REQUIRED PROVIDE EDGING AS SHOWN ON PLAN
- SOD
- PROPOSED CANOPY & EVERGREEN TREE SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- PROPOSED DECIDUOUS AND EVERGREEN SHRUB SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- PROPOSED PERENNIAL PLANT SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- DECORATIVE BOULDERS, 18"-30" DIA.

AFFINITY AT RAMSEY

INLAND GROUP
 120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

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Patrick J. Sarver
 DATE 05/02/18 LICENSE NO. 24904

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/06/17	SITE PLAN SUBMITTAL
03/16/18	WATERSHED SUBMITTAL
03/30/18	CITY SUBMITTAL
05/02/18	CITY RESUBMITTAL

REVISION SUMMARY

DATE	DESCRIPTION
1/15/18	SITE PLAN SUBMITTAL R1

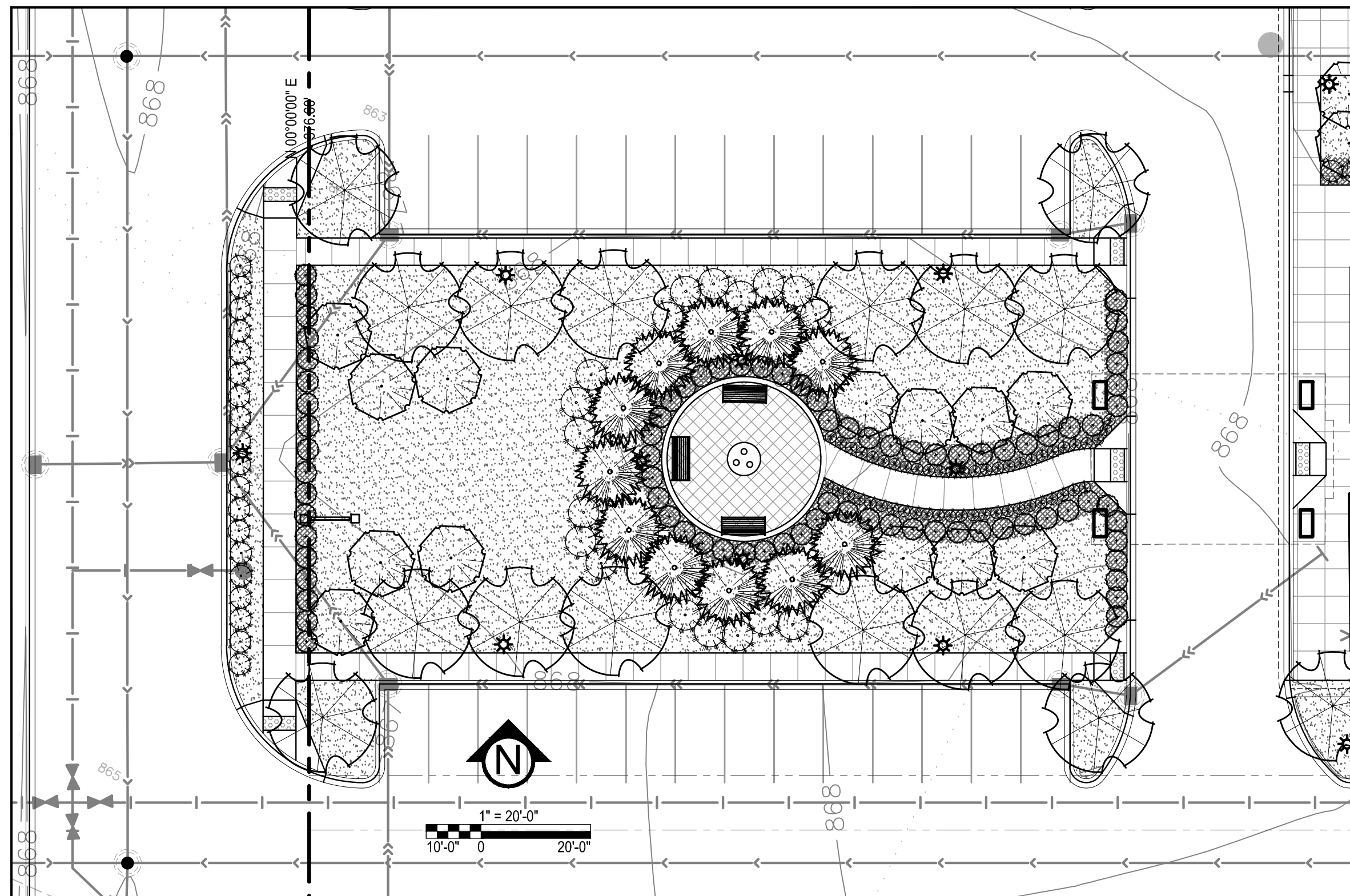
PROJECT NO.: 17226

LANDSCAPE PLAN

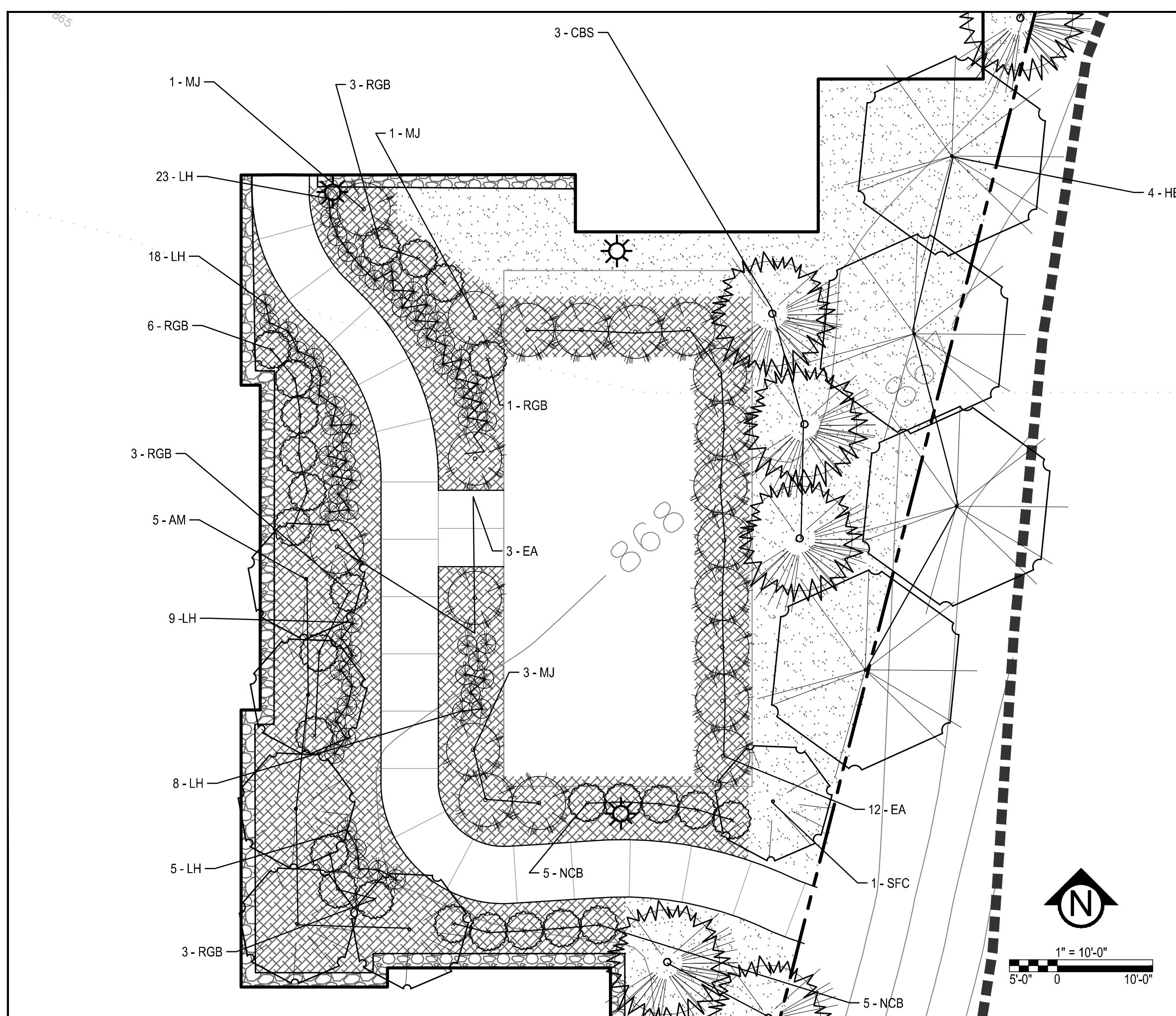
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GOPHER STATE ONE CALL
 WWW.GOPHERSTATEONECALL.ORG
 (800) 252-1166 TOLL FREE
 (651) 454-0002 LOCAL

INSET A

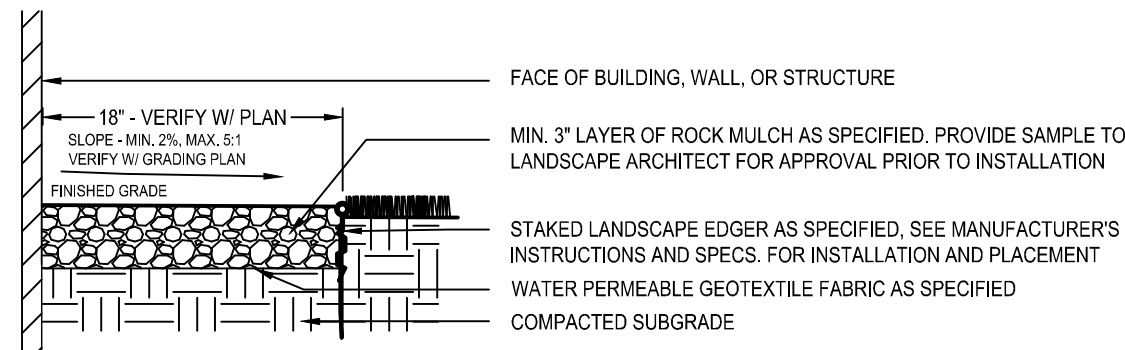


INSET B

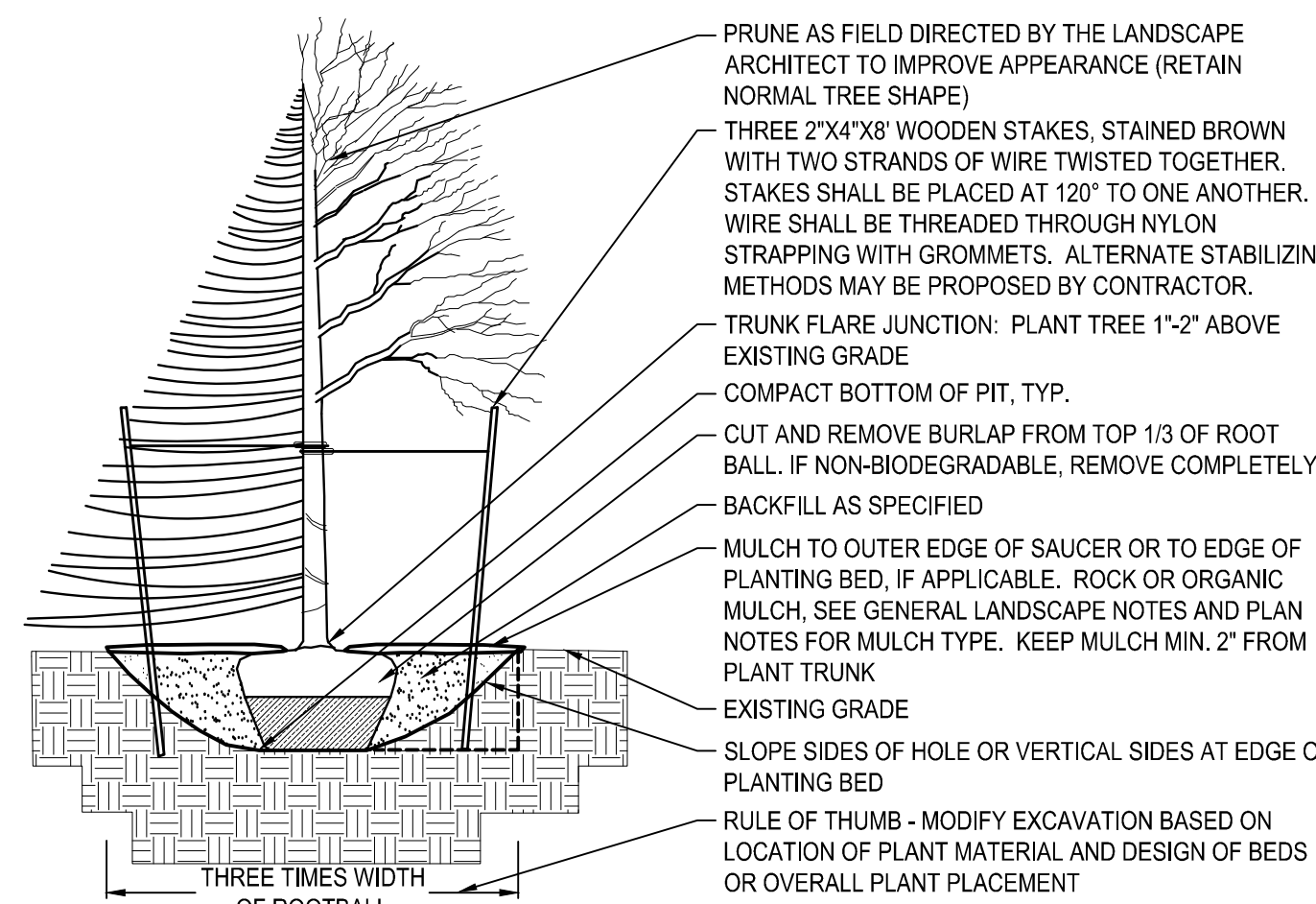


CITY NOTES:

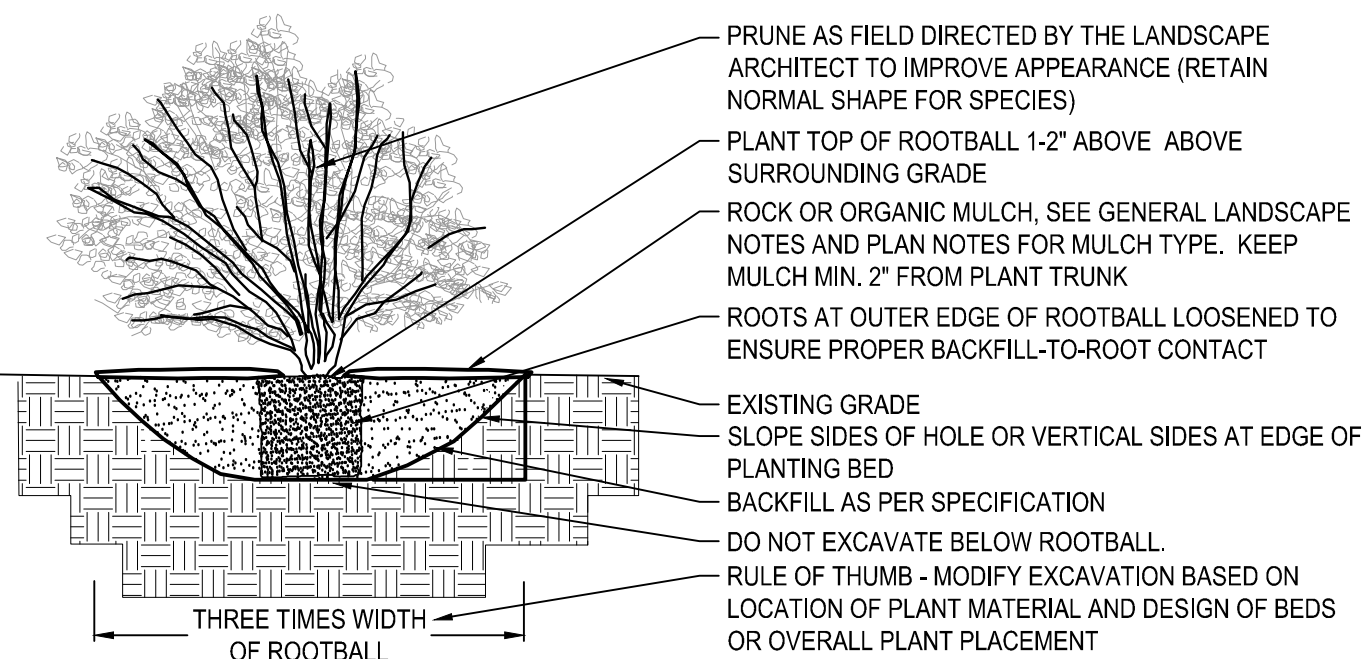
- IRRIGATION SYSTEM MUST BE EQUIPPED WITH BOTH A RAIN SENSOR AND AT LEAST ONE WATER EFFICIENT TECHNOLOGY SUCH AS A SOIL MOISTURE SENSOR(S), SMART CONTROLLER, ET SENSOR, ETC.
- CONTRACTOR SHALL ONLY PRUNE DEAD/BROKEN/MISSHAPEN BRANCHES.
- ONCE THE LANDSCAPE PLAN IS APPROVED BY THE CITY THERE SHALL BE NO MODIFICATIONS TO THE PLANT SCHEDULE WITHOUT FIRST OBTAINING APPROVAL FROM THE CITY.
- A "PRE-PLANTING MEETING WITH CITY STAFF SHALL OCCUR ON-SITE, PRIOR TO ANY INSTALLATION OF BOULEVARD TREES. CONTRACTOR SHALL CONTACT THE CITY AT LEAST FORTY-EIGHT (48) HOURS IN ADVANCE TO SCHEDULE THIS MEETING.
- THE CITY REQUIRES A TWO (2) YEAR WARRANTY PERIOD FROM THE DATE THAT THE CITY ACCEPTS THE PLANTINGS AS INSTALLED PER THE APPROVED LANDSCAPING PLAN.
- FOUR (4) INCHES OF TOPSOIL MEETING THE CITIES SPECIFICATION SHALL BE APPLIED TO ALL DISTURBED AREAS, INCLUDING BOULEVARDS, NOT OTHERWISE IMPROVED WITH IMPERVIOUS SURFACES (BUILDING, PARKING LOT, WALKWAYS, ETC.)



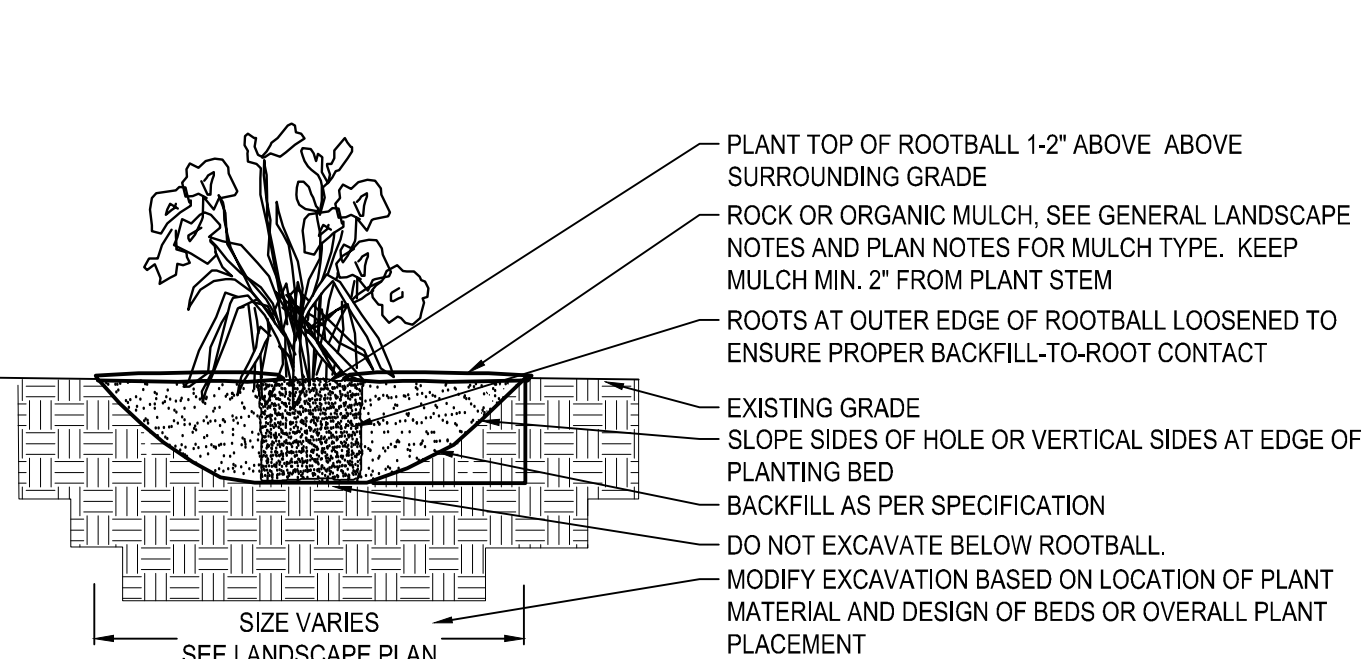
1 AGGREGATE MAINTANENCE STRIP
NTS



2 DECIDUOUS & CONIFEROUS TREE PLANTING
NTS



3 DECIDUOUS & CONIFEROUS SHRUB PLANTING
NTS



4 PERENNIAL BED PLANTING
NTS

IRRIGATION NOTES:

- ENTIRE SITE SHALL BE FULLY IRRIGATED. THE CONTRACTOR SHALL SUBMIT IRRIGATION SHOP DRAWINGS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- SEE MECHANICAL AND ELECTRICAL PLANS AND SPECIFICATIONS FOR IRRIGATION WATER, METER, AND POWER CONNECTIONS.
- CONTRACTOR TO VERIFY LOCATION OF ALL UNDERGROUND/ABOVE GROUND FACILITIES PRIOR TO ANY EXCAVATION/INSTALLATION. ANY DAMAGE TO UNDERGROUND/ABOVE GROUND FACILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND COSTS ASSOCIATED WITH CORRECTING DAMAGES SHALL BE BORNE ENTIRELY BY THE CONTRACTOR.
- SERVICE EQUIPMENT AND INSTALLATION SHALL BE PER LOCAL UTILITY COMPANY STANDARDS AND SHALL BE PER NATIONAL AND LOCAL CODES. EXACT LOCATION OF SERVICE EQUIPMENT SHALL BE COORDINATED WITH THE LANDSCAPE ARCHITECT OR EQUIVALENT AT THE JOB SITE.
- CONTRACTOR SHALL COORDINATE WITH LOCAL UTILITY COMPANY FOR THE PROPOSED ELECTRICAL SERVICE AND METERING FACILITIES.
- IRRIGATION WATER LINE CONNECTION SIZE IS 1-1/2" AT BUILDING. VERIFY WITH MECHANICAL PLANS. COVERAGE.
- ALL MAIN LINES SHALL BE 18" BELOW FINISHED GRADE.
- ALL LATERAL LINES SHALL BE 12" BELOW FINISHED GRADE.
- ALL EXPOSED PVC RISERS, IF ANY, SHALL BE GRAY IN COLOR.
- CONTRACTOR SHALL LAY ALL SLEEVES AND CONDUIT AT 2'-0" BELOW THE FINISHED GRADE OF THE TOP OF PAVEMENT. EXTEND SLEEVES TO 2'-0" BEYOND PAVEMENT.
- CONTRACTOR SHALL MARK THE LOCATION OF ALL SLEEVES AND CONDUIT WITH THE SLEEVING MATERIAL "ELLED" TO 2'-0" ABOVE FINISHED GRADE AND CAPPED.
- FABRICATE ALL PIPE TO MANUFACTURER'S SPECIFICATIONS WITH CLEAN AND SQUARE CUT JOINTS. USE QUALITY GRADE PRIMER AND SOLVENT CEMENT FORMULATED FOR INTENDED TYPE OF CONNECTION.
- BACKFILL ALL TRENCHES WITH SOIL FREE OF SHARP OBJECTS AND DEBRIS.
- ALL VALVE BOXES AND COVERS SHALL BE BLACK IN COLOR.
- GROUP VALVE BOXES TOGETHER FOR EASE WHEN SERVICE IS REQUIRED. LOCATE IN PLANT BED AREAS WHENEVER POSSIBLE.
- IRRIGATION CONTROLLER LOCATION SHALL BE VERIFIED ON-SITE WITH OWNER'S REPRESENTATIVE.
- CONTROL WIRES: 14 GAUGE DIRECT BURIAL, SOLID COPPER IRRIGATION WIRE. RUN UNDER MAIN LINE. USE MOISTURE-PROOF SPLICES AND SPLICE ONLY AT VALVES OR PULL BOXES. RUN SEPARATE HOT AND COMMON WIRE TO EACH VALVE AND ONE (1) SPARE WIRE AND GROUND TO FURTHEST VALVE FROM CONTROLLER. LABEL OR COLOR CODE ALL WIRES.
- AVOID OVER SPRAY ON BUILDINGS, PAVEMENT, WALLS AND ROADWAYS BY INDIVIDUALLY ADJUSTING RADIUS OR ARC ON SPRINKLER HEADS AND FLOW CONTROL ON AUTOMATIC VALVE.
- ADJUST PRESSURE REGULATING VALVES FOR OPTIMUM PRESSURE ON SITE.
- USE SCREENS ON ALL HEADS.
- A SET OF AS-BUILT DRAWINGS SHALL BE MAINTAINED ON-SITE AT ALL TIMES IN AN UPDATED CONDITION.
- ALL PIPE 3" AND OVER SHALL HAVE THRUST BLOCKING AT EACH TURN.
- ALL AUTOMATIC REMOTE CONTROL VALVES WILL HAVE 3" MINIMUM DEPTH OF 3/4" WASHED GRAVEL UNDERNEATH VALVE AND VALVE BOX. GRAVEL SHALL EXTEND 3" BEYOND PERIMETER OF VALVE BOX.
- THERE SHALL BE 3" MINIMUM SPACE BETWEEN BOTTOM OF VALVE BOX COVER AND TOP OF VALVE STRUCTURE.
- IRRIGATION SYSTEM MUST BE EQUIPPED WITH BOTH A RAIN SENSOR AND AT LEAST ONE WATER EFFICIENT TECHNOLOGY SUCH AS A SOIL MOISTURE SENSOR(S), SMART CONTROLLER, ET SENSOR, ETC.

LEGEND

- SEED TYPE 1 - MNDOT 34-262 WET PRAIRIE, PER MNDOT SEEDING MANUAL SPECIFICATIONS (2014)
- SEED TYPE 2 - MNDOT 35-221 DRY PRAIRIE GENERAL, PER MNDOT SEEDING MANUAL SPECIFICATIONS (2014)
- 1" DIA. DECORATIVE ROCK MULCH OVER FILTER FABRIC, SAMPLES REQUIRED
- SHREDDED HARDWOOD MULCH OVER FILTER FABRIC, SAMPLES REQUIRED
- SOD

- PROPOSED CANOPY & EVERGREEN TREE SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- PROPOSED DECIDUOUS AND EVERGREEN SHRUB SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- PROPOSED PERENNIAL PLANT SYMBOLS - SEE SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- DECORATIVE BOULDERS, 18"-30" DIA.

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(651) 454-0002 LOCAL

AFFINITY AT RAMSEY

RAMSEY, MN 55303

INLAND GROUP

120 W. CATALDO AVE., SUITE 100, SPOKANE, WA 99201

PROJECT

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Patrick J. Sarver
DATE 05/02/18 LICENSE No. 24904

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/06/17	SITE PLAN SUBMITTAL
03/16/18	WATERSHED SUBMITTAL
03/30/18	CITY SUBMITTAL
05/02/18	CITY RESUBMITTAL

DATE	DESCRIPTION
1/15/18	SITE PLAN SUBMITTAL R1

REVISION SUMMARY

DATE	DESCRIPTION
1/15/18	SITE PLAN SUBMITTAL R1

PROJECT NO.: 17226

LANDSCAPE PLAN NOTES & DETAILS

L1.1

LIGHTING LEGEND	
	RECESSED 2x4 FLUORESCENT FIXTURE
	RECESSED 2x2 FLUORESCENT FIXTURE
	INDICATES NIGHTLIGHT FIXTURE
	INDICATES EMERGENCY FIXTURE
	INDICATES EMERGENCY/NIGHTLIGHT FIXTURE
	SURFACE MOUNT 1x4 FLUORESCENT FIXTURE
	HIGH BAY 2x4 FLUORESCENT FIXTURE
	SURFACE WALL MOUNTED FLUORESCENT FIXTURE
	SURFACE CEILING MOUNT FLUORESCENT FIXTURE
	RECESSED DOWNLIGHT
	SURFACE WALL MOUNTED FIXTURE
	SURFACE MOUNTED FIXTURE
	SURFACE MOUNTED PENDANT FIXTURE
	OUTSIDE POLE-MOUNT LIGHT FIXTURE
	EXTERIOR GROUND MOUNTED LIGHT FIXTURE
	EMERGENCY LIGHTING FIXTURE
	LED EXIT SIGN-SHADED AREA INDICATES ILLUMINATED FACE
	LED EXIT/EMERGENCY SIGN-SHADED AREA INDICATES ILLUMINATED FACE
	EXTERIOR EMERGENCY EGRESS LIGHT

- ### SITE NOTES
- THE CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY FOR A COMPLETE AND FUNCTIONAL ELECTRICAL SYSTEM.
 - MATERIALS AND INSTALLATION SHALL COMPLY WITH CODES, UTILITY REQUIREMENTS, LAMS AND ORDINANCES OF FEDERAL, STATE, COUNTY AND LOCAL GOVERNING BODIES HAVING JURISDICTION.
 - THE CONTRACTOR SHALL COMPLY WITH ALL CODES AND STANDARDS APPLICABLE TO THIS PROJECT THAT ARE LISTED BUT NOT LIMITED TO: NEC, NFPA, NEMA, ANSI, IES, IEEE, NFPA LIFE SAFETY 101, ASHRAE 90.1, ECC ENERGY CODE AND IBC BUILDING CODE.
 - PRIOR TO ANY DIGGING, TRENCHING, ETC. CONTACT ALL LOCAL UTILITY COMPANIES AND MUNICIPALITIES AND CONFIRM EXACT LOCATIONS OF ALL EXISTING UTILITIES.
 - MATERIALS AND EQUIPMENT SHALL BE LISTED AND/OR LABELED BY UL OR ANOTHER NATIONALLY RECOGNIZED TESTING LABORATORY.
 - ALL MATERIAL, EQUIPMENT, WIRING DEVICES, ETC SHALL BE NEW, UNLESS SPECIFICALLY NOTED AS EXISTING TO BE REUSED.
 - ALL MATERIALS AND EQUIPMENT SHALL BE STORED, HANDLED, ERECTED, INSTALLED, CONNECTED, CLEANED, ADJUSTED, TESTED, CONDITIONED AND PLACED IN SERVICE IN ACCORDANCE WITH THE MANUFACTURERS DIRECTIONS AND RECOMMENDATIONS.
 - COORDINATE THE UTILITY COMPANY SERVICE FEEDS AND INSTALLATION.
 - ALL POLE FIXTURES TO BE LOCATED 4' AWAY FROM EDGE OF CURB.
 - ALL EXTERIOR LIGHT FIXTURES TO BE CONNECTED TO A COMMON EQUIPMENT GROUND. USE #8 TYPE THHN.
 - ALL CIRCUIT TO BE PLACED IN 1" CONDUITS UNLESS OTHERWISE NOTED. CIRCUIT TO USE COPPER WIRE, TYPE THHN.
 - THE CONTROLLING LIGHTING CONTACTORS SHALL BE MOUNTED INSIDE THE BUILDING WITH TIME-CLOCK CONTROL & REMOTE PHOTOCELLS LOCATED ON THE EXTERIOR SIDE OF THE BUILDING WALL. INSTALL PHOTOCELLS AT LOCATIONS WHERE BUILDING OR OTHER OBSTRUCTIONS WILL NOT INTERFERE WITH THEIR PROPER OPERATION. FINAL BRANCH CIRCUIT SUPPLY CONNECTIONS WILL BE PROVIDED BY THE BUILDING ELECTRICAL CONTRACTORS.
 - MIN. BURIAL DEPTH FOR THE LIGHTING CIRCUIT SHALL BE 24". A SLIGHT DECREASE IN DEPTH IS ALLOWED WITHIN 10' OF THE POLES.
 - VERIFY CONSTRUCTION AREAS ON OTHER SITE PLANS FOR POTENTIAL OBSTACLES AND CONSTRUCTION LIMITS.

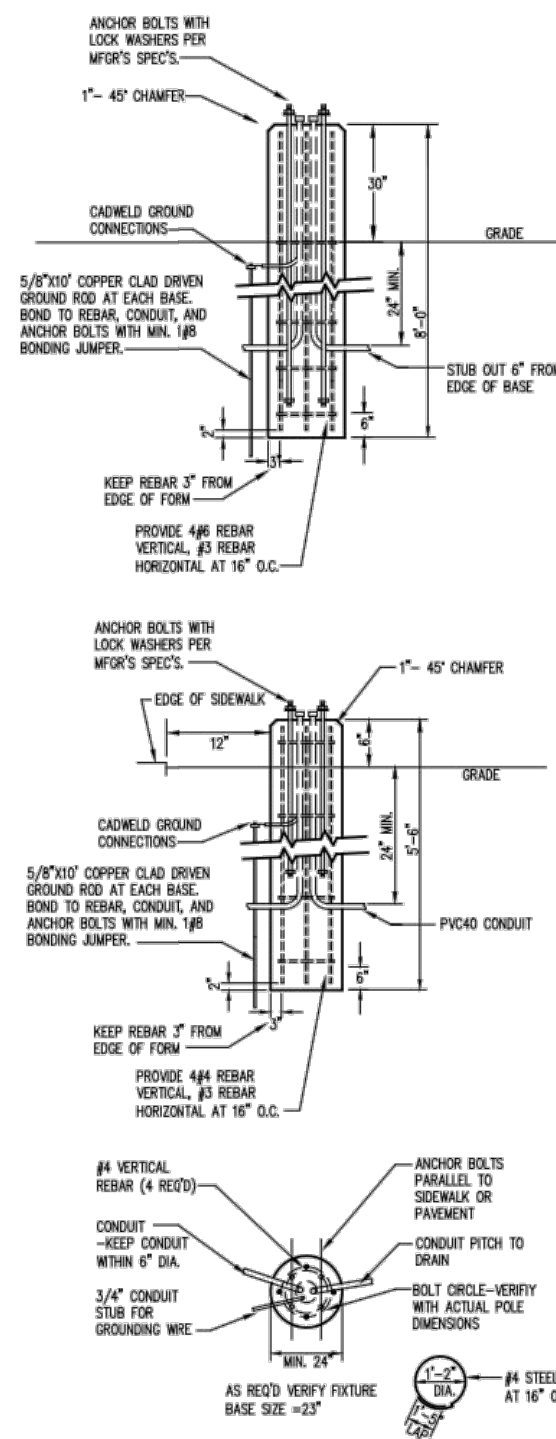
- ### ELECTRIC GENERAL NOTES
- ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH NATIONAL, STATE AND LOCAL ELECTRICAL CODES.
 - ENERGY CODE WILL BE IN ACCORDANCE WITH ASHRAE 90.1 2010.
 - COORDINATE WORK WITH ALL OTHER TRADES.
 - EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS.
 - ALL WIRING SHALL BE INSTALLED IN APPROVED RACEWAYS.
 - ALL EQUIPMENT GROUNDING CONDUCTORS SHALL BE INSTALLED AT ALL LOCATIONS.
 - ALL MEASUREMENTS TO TOP OF BOX. RECEPTACLES SHALL BE 20" A.F.F. SWITCHES SHALL BE 48" A.F.F.
 - GFI PROTECT ALL RECEPTACLES WITHIN 6' OF EVERY SINK.

LIGHTING FIXTURE SCHEDULE

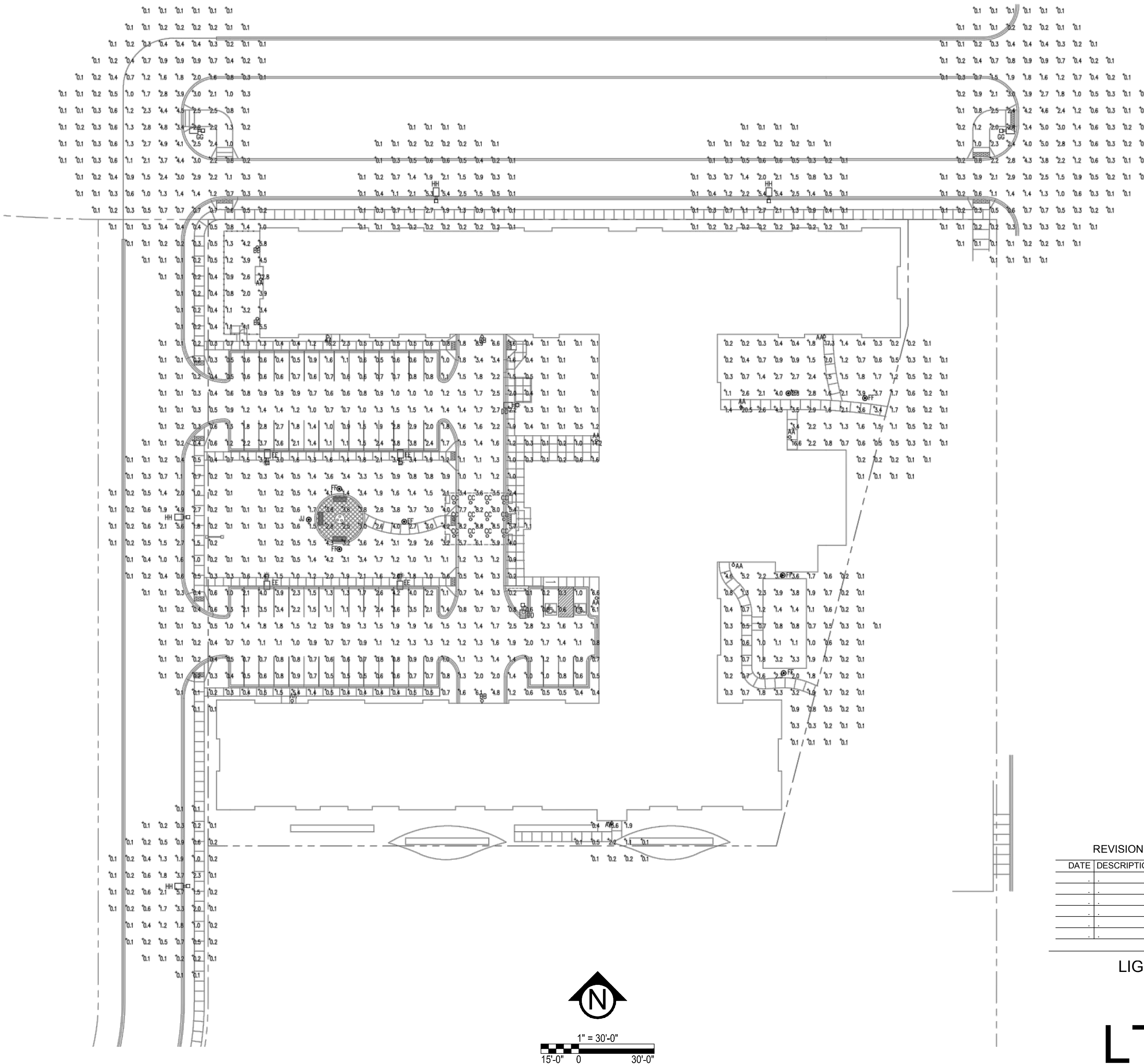
TYPE	LAMPS	WATTAGE	DESCRIPTION	NOTES
AA	LED	18	SMALL WALL PACK	-
BB	LED	26	MEDIUM WALL PACK	-
CC	LED	18	EXTERIOR RECESSED DOWNLIGHT	-
DD	LED	78	POLE MOUNT FIXTURE, TYPE II OPTICS, 20' POLE	-
EE	LED	78	POLE MOUNT FIXTURE, TYPE IV OPTICS, 20' POLE	-
FF	LED	70	DECORATIVE POST MOUNT FIXTURE, TYPE V OPTICS, 12' POLE	-
JJ	LED	18	FLAG LIGHT FIXTURE	-

STREET LIGHTING FIXTURE SCHEDULE

TYPE	LAMPS	WATTAGE	DESCRIPTION	NOTES
GG	LED	125	POLE MOUNT FIXTURE, TYPE II OPTICS, 24' POLE	-
HH	LED	44	POLE MOUNT FIXTURE, TYPE II OPTICS, 14' POLE	-



2 POLE BASE DETAIL
E1.1
NOT TO SCALE



REVISION SUMMARY

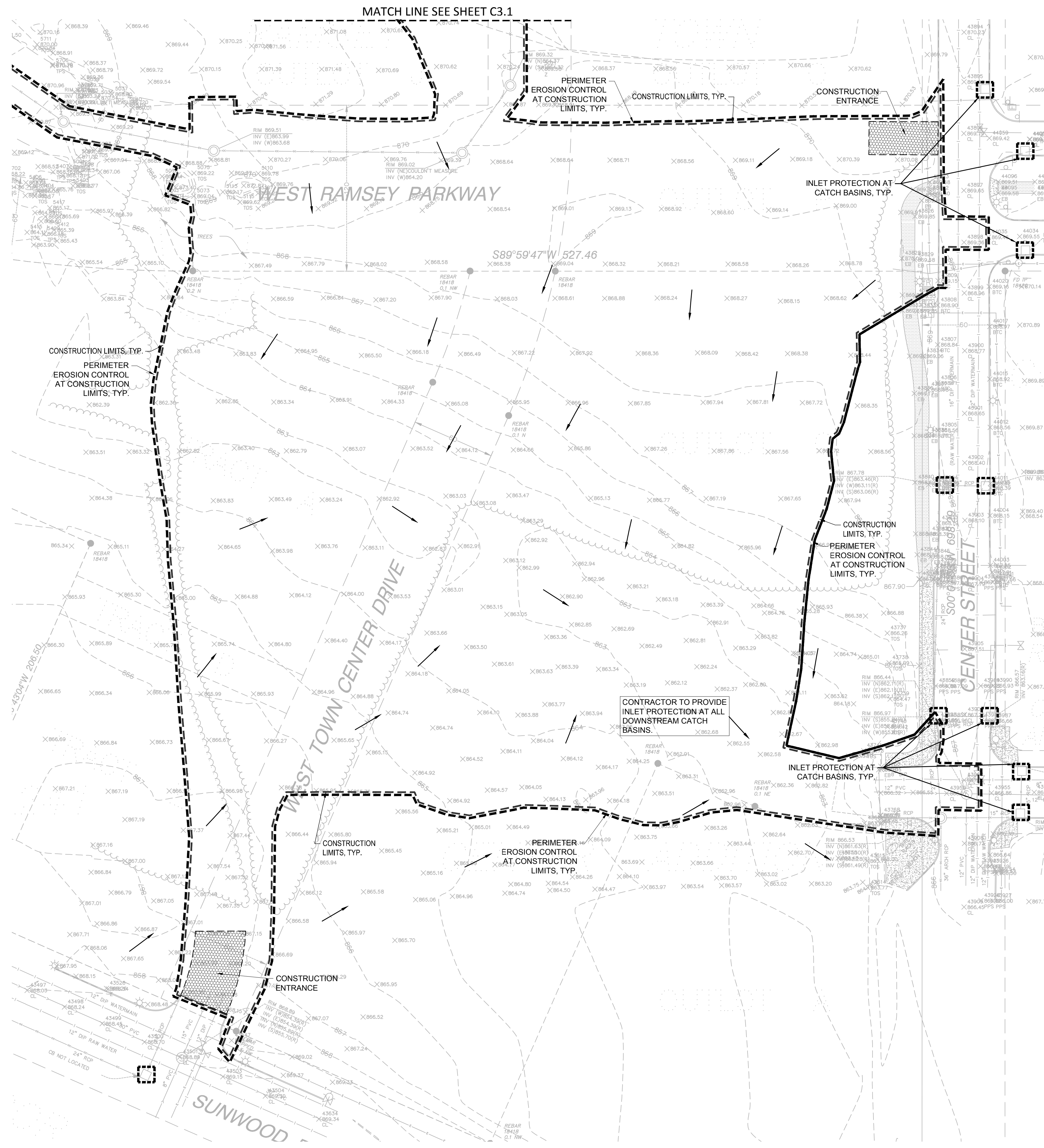
DATE	DESCRIPTION

LIGHTING PLAN
PAGE 1
LT1.0

DATE: 11/30/17	PROJECT: PROPOSED PROJECT FOR: AFFINITY RAMSEY, MN
DRAWN BY: DAK	PROJECT: PROPOSED PROJECT FOR: AFFINITY RAMSEY, MN
CHECKED BY: TJA	PROJECT: PROPOSED PROJECT FOR: AFFINITY RAMSEY, MN
DATE: 11/30/17	PROJECT: PROPOSED PROJECT FOR: AFFINITY RAMSEY, MN
DWG FILE:	PROJECT: PROPOSED PROJECT FOR: AFFINITY RAMSEY, MN
RFP FILE:	PROJECT: PROPOSED PROJECT FOR: AFFINITY RAMSEY, MN
JOB NUMBER:	PROJECT: PROPOSED PROJECT FOR: AFFINITY RAMSEY, MN
REVISION DESCRIPTION:	PROJECT: PROPOSED PROJECT FOR: AFFINITY RAMSEY, MN
NAME:	PROJECT: PROPOSED PROJECT FOR: AFFINITY RAMSEY, MN
DATE:	PROJECT: PROPOSED PROJECT FOR: AFFINITY RAMSEY, MN

BERDI ELECTRIC LLC
33008 Southway Drive • St. Cloud, MN 56301
PHONE: 320-656-0312

ACa Auth Consulting Associates



- SWPPP NOTES:**
1. THIS PROJECT IS GREATER THAN ONE ACRE AND WILL REQUIRE AN MPCA NPDES PERMIT. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ANY EROSION CONTROL PERMITS REQUIRED BY THE CITY.
 2. SEE SHEETS SW1.0 - SW1.5 FOR ALL EROSION CONTROL NOTES, DESCRIPTIONS, AND PRACTICES.
 3. SEE GRADING PLAN FOR ADDITIONAL GRADING AND EROSION CONTROL NOTES.
 4. CONTRACTOR IS RESPONSIBLE FOR SWPPP IMPLEMENTATION, INSPECTIONS, AND COMPLIANCE WITH NPDES PERMIT.

CITY OF RAMSEY EROSION CONTROL NOTES:

1. RESERVED FOR CITY SPECIFIC EROSION CONTROL NOTES.

ALL SPECIFIED EROSION AND SEDIMENT CONTROL PRACTICES, AND MEASURES CONTAINED IN THIS SWPPP ARE THE MINIMUM REQUIREMENTS. ADDITIONAL PRACTICES MAY BE REQUIRED DURING THE COURSE OF CONSTRUCTION.

LEGEND:

--- 1125 ---	EX. 1' CONTOUR ELEVATION INTERVAL
--- 1137 ---	1.0' CONTOUR ELEVATION INTERVAL
→	DRAINAGE ARROW
-----	SILT FENCE / BIOROLL - GRADING LIMIT
□	INLET PROTECTION
▨	STABILIZED CONSTRUCTION ENTRANCE
▩	EROSION CONTROL BLANKET

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KW kaas wilson architects

Inland Group

AFFINITY AT RAMSEY

PROJECT

RAMSEY, MN 55303

INLAND GROUP

120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Matthew R. Pavek
 Matthew R. Pavek
 DATE 05/02/18 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/06/17	SITE PLAN SUBMITTAL
03/16/18	WATERSHED SUBMITTAL
03/30/18	CITY SUBMITTAL
05/02/18	CITY RESUBMITTAL

REVISION SUMMARY

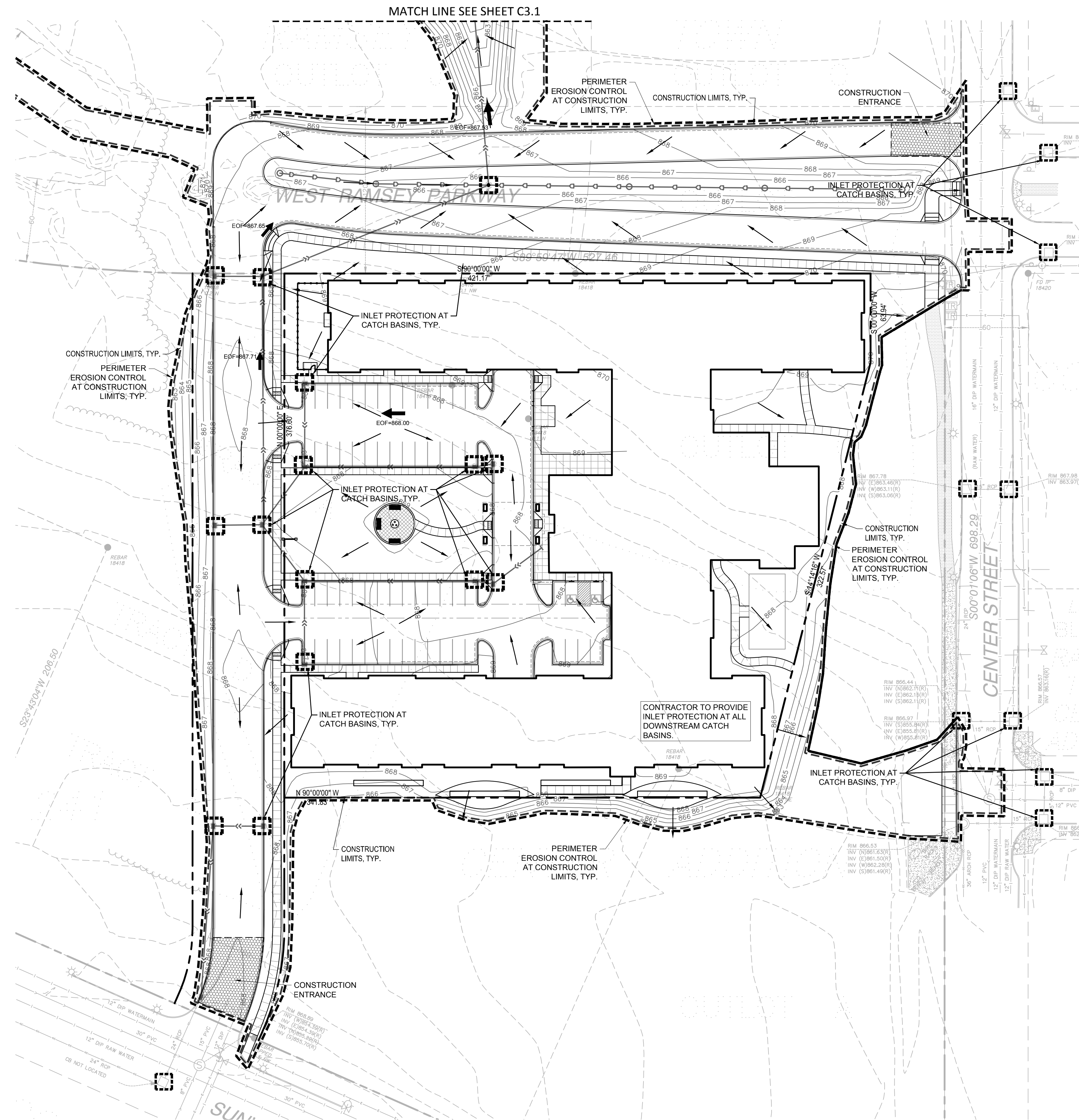
DATE	DESCRIPTION
1/15/18	SITE PLAN SUBMITTAL R1

PROJECT NO.: 17226

SWPPP - EXISTING CONDITIONS

SW1.0

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SWPPP NOTES:

1. THIS PROJECT IS GREATER THAN ONE ACRE AND WILL REQUIRE AN MPCA NPDES PERMIT. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ANY EROSION CONTROL PERMITS REQUIRED BY THE CITY.
2. SEE SHEETS SW1.0 - SW1.5 FOR ALL EROSION CONTROL NOTES, DESCRIPTIONS, AND PRACTICES.
3. SEE GRADING PLAN FOR ADDITIONAL GRADING AND EROSION CONTROL NOTES.
4. CONTRACTOR IS RESPONSIBLE FOR SWPPP IMPLEMENTATION, INSPECTIONS, AND COMPLIANCE WITH NPDES PERMIT.

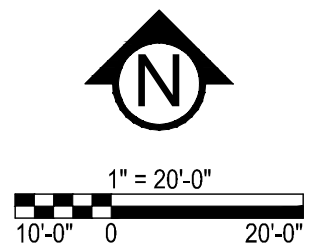
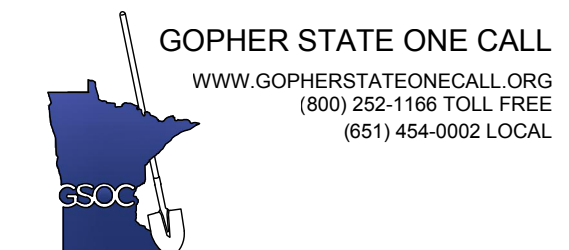
CITY OF RAMSEY EROSION CONTROL NOTES:

1. SEDIMENT BIO ROLLS MUST BE INSTALLED AS NOTED ON THE DETAIL. THE CITY WILL ORDER REPLACEMENT WITH SILT FENCE IF THE INSTALLATION IS NOT PER THE DETAIL, I.E., SUBGRADE NOT SCOOPED OUT, INADEQUATE STAKE SPACING OR MOVEMENT BY CONSTRUCTION EQUIPMENT.
2. A COPY OF THE INSPECTION REPORT TO BE EMAILED TO THE CITY AFTER EVERY WEEKLY INSPECTION OR POST RAINFALL INSPECTION
3. SUBMIT A FULL SET OF INSPECTION REPORTS PRIOR TO RECEIVING THE CERTIFICATE OF OCCUPANCY.
4. CONTRACTOR SHALL HAVE A PICKUP TYPE SEWER ON SITE OR AVAILABLE WITHIN 3 HOURS AFTER NOTIFICATION FROM CITY THAT SWEEPING IS REQUIRED.
5. EXTERNAL WASHING OF TRUCKS AND CONSTRUCTION VEHICLES WILL NOT BE PERMITTED ON SITE. THE SITE IS IN THE DRINKING WATER PROTECTION AREA FOR THE MUNICIPAL WATER SUPPLY.
6. VEHICLE FUELING SHALL TAKE PLACE INSIDE AN IMPERMEABLE CONTAMINATION AREA.
7. THIS SITE IS IN THE DRINKING WATER SOURCE MANAGEMENT AREA AND INFILTRATION IS NOT PERMITTED. THE CITY IS DEVELOPING AN INFILTRATION MITIGATION AREA AND THE DEVELOPER WILL MAKE A FINANCIAL CONTRIBUTION TO THE INFILTRATION MITIGATION FUND.

ALL SPECIFIED EROSION AND SEDIMENT CONTROL PRACTICES, AND MEASURES CONTAINED IN THIS SWPPP ARE THE MINIMUM REQUIREMENTS. ADDITIONAL PRACTICES MAY BE REQUIRED DURING THE COURSE OF CONSTRUCTION.

LEGEND:

- 1125 --- EX. 1' CONTOUR ELEVATION INTERVAL
- 1137 --- 1.0' CONTOUR ELEVATION INTERVAL
- DRAINAGE ARROW
- SILT FENCE / BIOROLL - GRADING LIMIT
- INLET PROTECTION
- ▨ STABILIZED CONSTRUCTION ENTRANCE
- ▨ EROSION CONTROL BLANKET



AFFINITY AT RAMSEY

RAMSEY, MN 55303

INLAND GROUP

120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

PROJECT

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Matthew R. Pavek
Matthew R. Pavek
DATE 05/02/18 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

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03/30/18	CITY SUBMITTAL
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DATE	DESCRIPTION
1/15/18	SITE PLAN SUBMITTAL R1

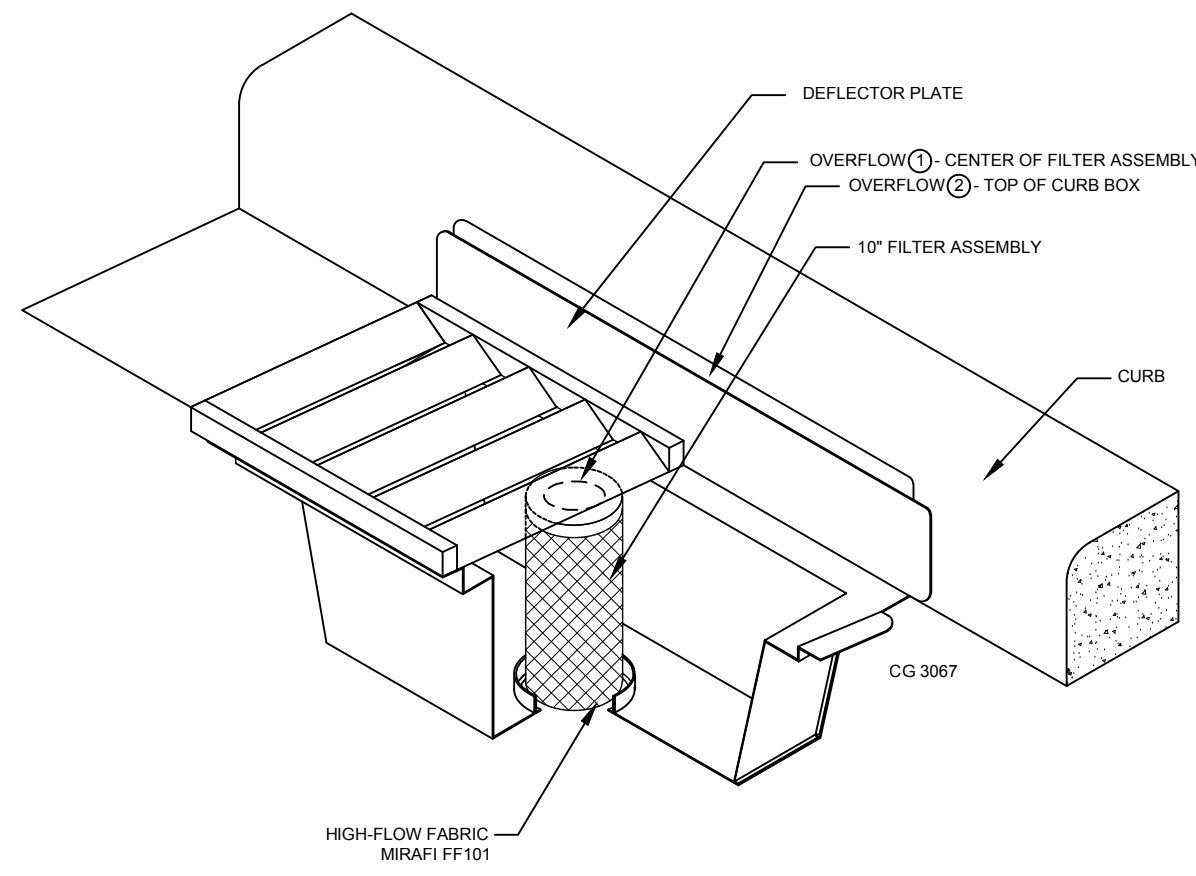
REVISION SUMMARY

DATE	DESCRIPTION
1/15/18	SITE PLAN SUBMITTAL R1

PROJECT NO. - 17226

SWPPP - PROPOSED CONDITIONS

SW1.1

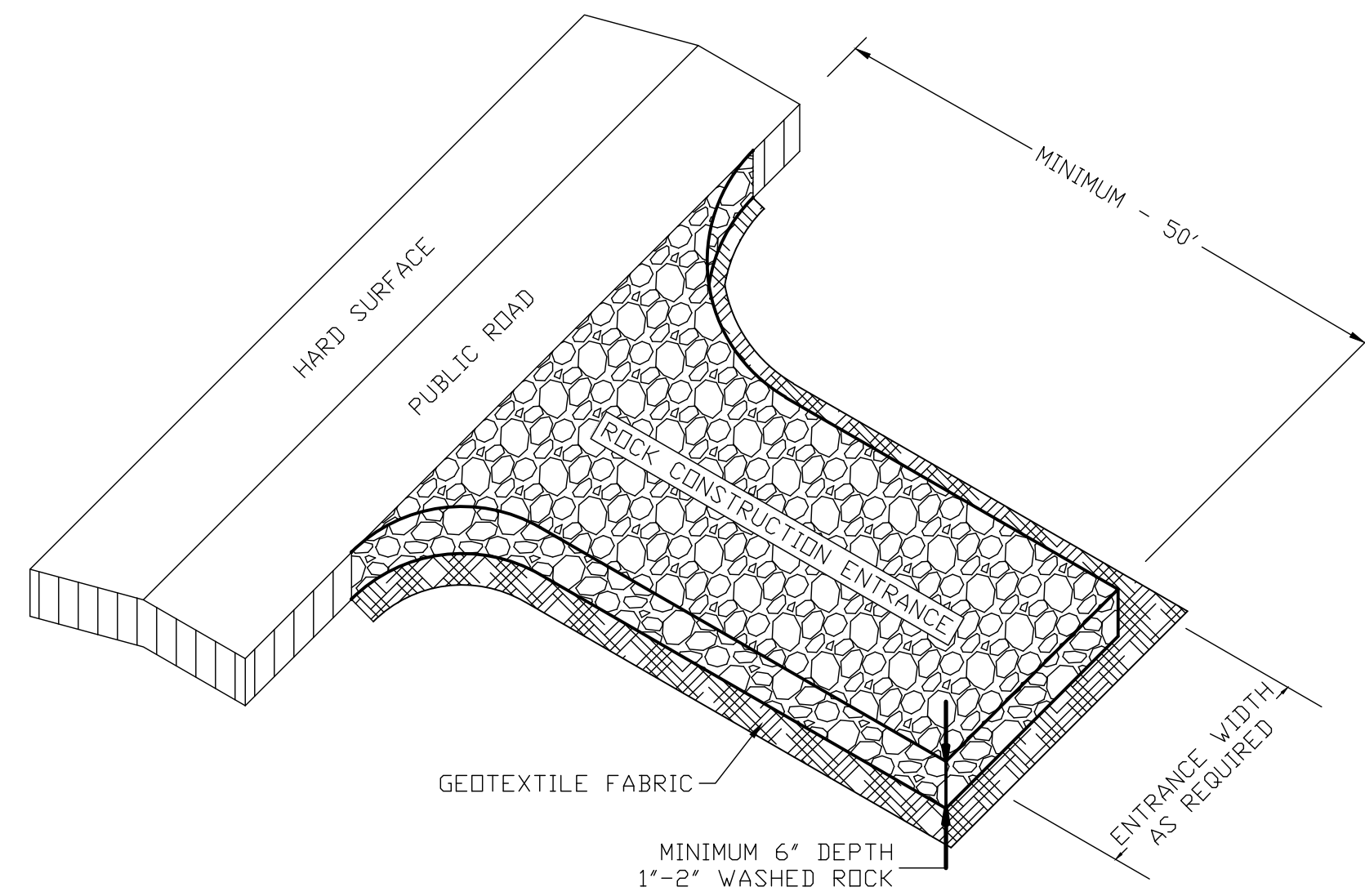


INLET PROTECTION – WIMCO OR EQUAL

N.T.S.

NOTE:
THIS INLET PROTECTION SHALL BE USED IMMEDIATELY FOLLOWING CURB & GUTTER CONSTRUCTION. INLET PROTECTION SHALL REMAIN INSTALLED AND MAINTAINED UNTIL ALL HOME CONSTRUCTION IS COMPLETE.

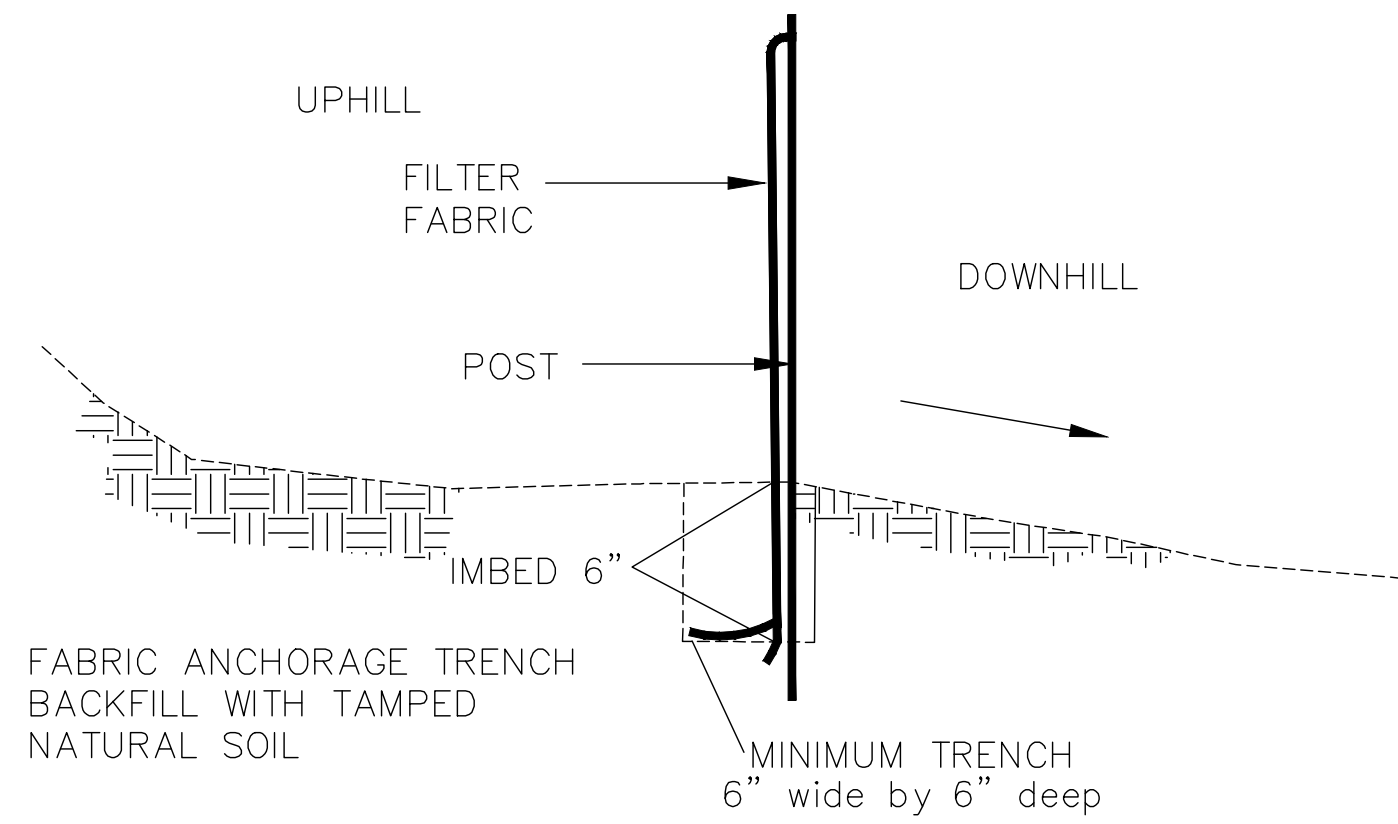
1 CURB INLET PROTECTION
N.T.S.



NOTE:
1. MINIMUM CONSTRUCTION ENTRANCE WIDTH EQUAL TO PROPOSED ROADWAY WIDTH.
2. WIDTH OF RADIUS AS REQUIRED TO ENSURE VEHICLES DO NOT TRACK ONTO PUBLIC ROAD.
3. MAINTAINENCE AS REQUIRED TO PREVENT TRACKING ONTO PUBLIC ROADS. THIS MAY REQUIRE TOP DRESSING WITH ADDITIONAL ROCK OR REMOVAL AND REINSTALLATION OF THE ENTRANCE AS NEEDED.

NOT TO SCALE

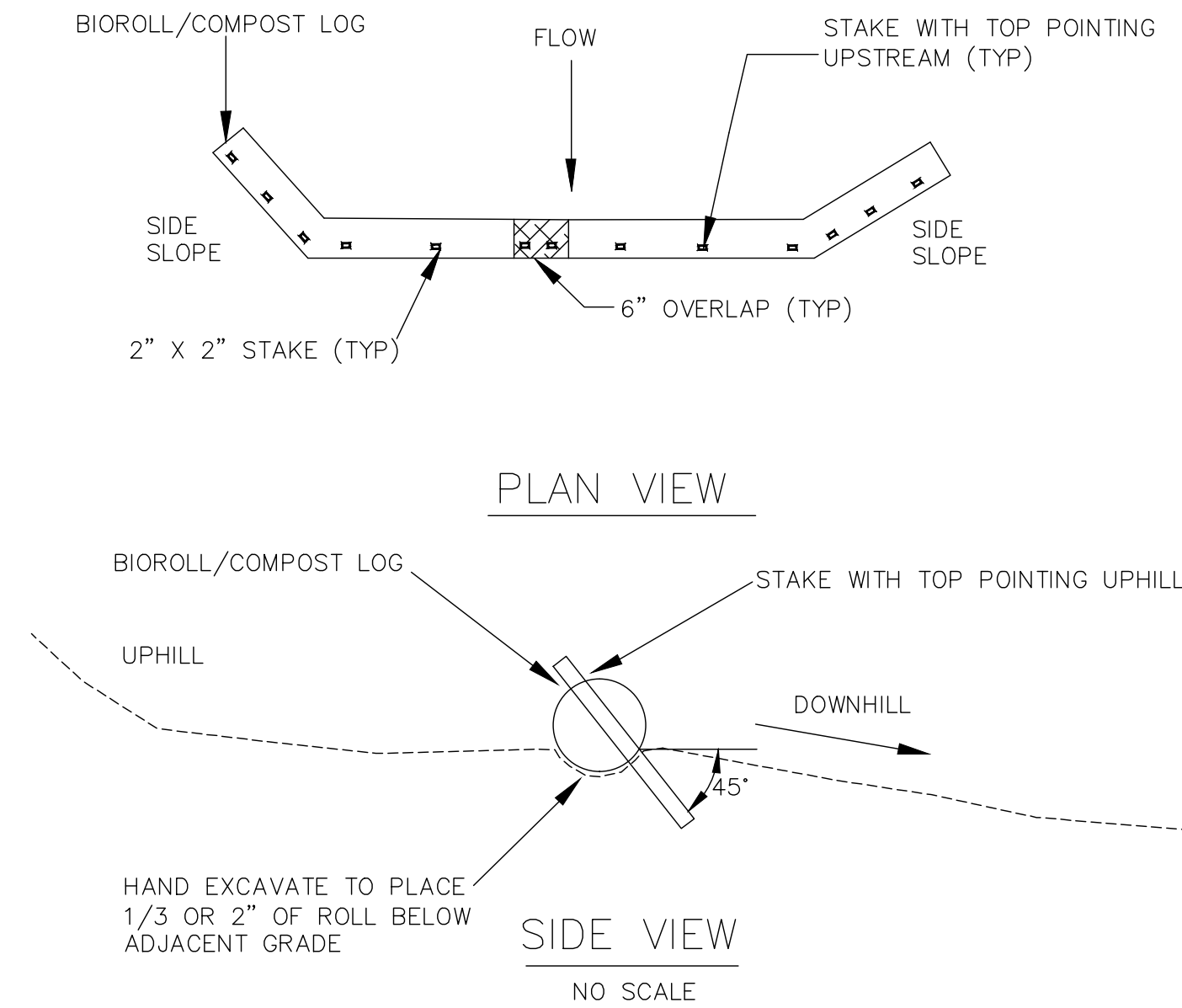
4 STABILIZED CONSTRUCTION ACCESS
N.T.S.



INSTALL AS PER FILTER FABRIC MANUFACTURER'S RECOMMENDATIONS

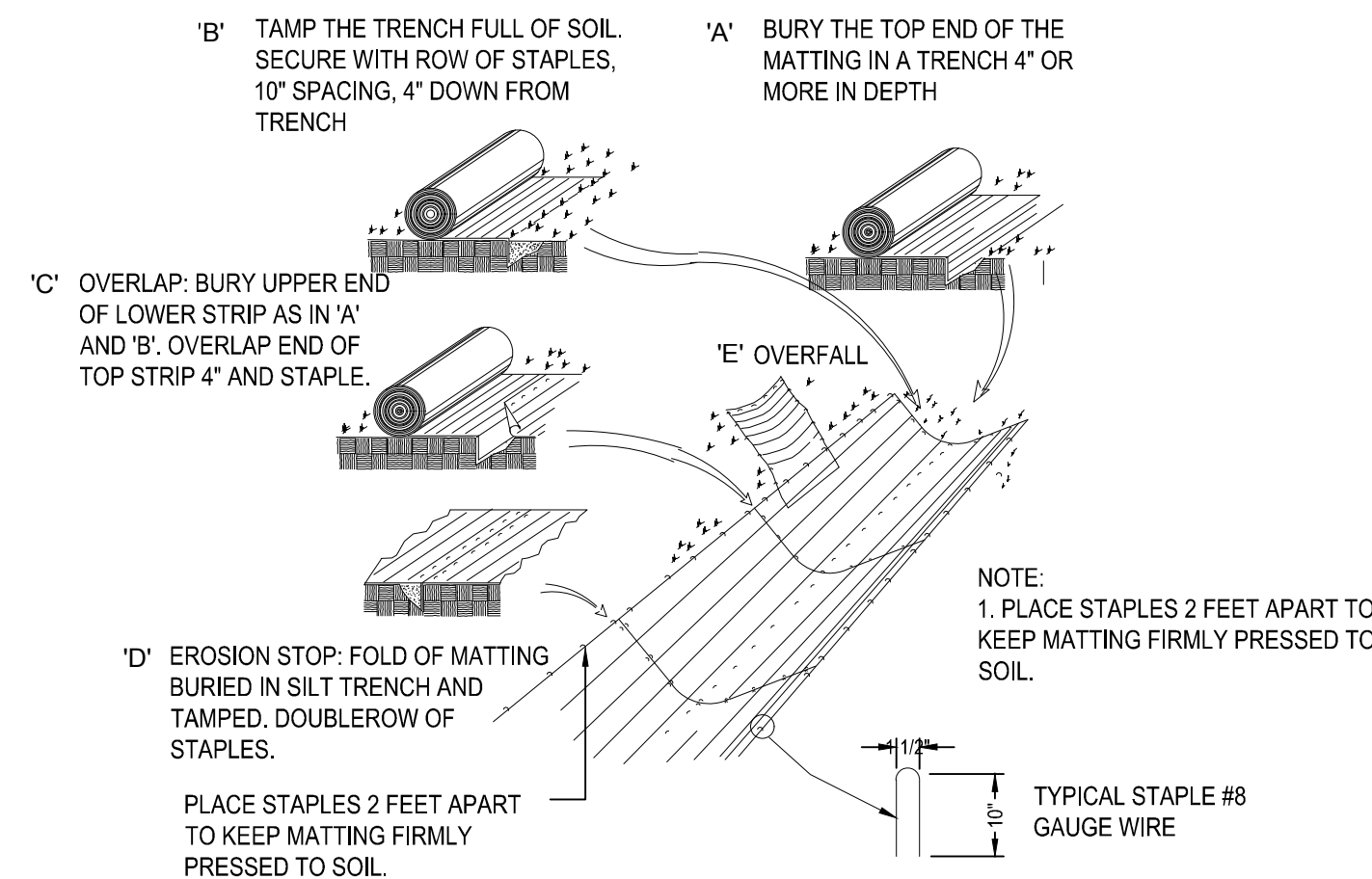
SILT FENCE DETAIL
NO SCALE

2 SILT FENCE
N.T.S.



NOTE:
STAKE INTO GROUND WITH WOOD STAKES DRIVING STAKE 6" INTO GROUND AND PROTRUDING 2" ABOVE LOG
WOOD STAKES ARE A MINIMUM 0.5" X 2" X 16" AND PLACED EVERY 1' UNLESS PRECLUDED BY A ROCK
WHEN MORE THAN 1 BIOROLL/COMPOST LOG IS NEEDED, OVERLAP ENDS A MINIMUM OF 6" AND STAKE
WOOD STAKES ARE DRIVEN THROUGH BACK HALF OF BIOROLL OR COMPOST LOG AT 45° ANGLE WITH TOP OF STAKE POINTING UPHILL

3 SEDIMENT BIO-ROLL / COMPOST FILTER LOG
N.T.S.



NOTE:
1. PLACE STAPLES 2 FEET APART TO KEEP MATTING FIRMLY PRESSED TO SOIL.

5 EROSION BLANKET
N.T.S.

AFFINITY AT RAMSEY
PROJECT

RAMSEY, MN 55303

INLAND GROUP
120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

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Matthew R. Pavek
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05/02/18	CITY RESUBMITTAL

REVISION SUMMARY

DATE	DESCRIPTION

PROJECT NO.: 17226

SWPPP - DETAILS

SW1.2

GENERAL SWPPP REQUIREMENTS AND NOTES:

THE CONTRACTOR AND ALL SUBCONTRACTORS INVOLVED WITH A CONSTRUCTION ACTIVITY THAT DISTURBS SITE SOIL OR WHO IMPLEMENT A POLLUTANT CONTROL MEASURE IDENTIFIED IN THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) MUST COMPLY WITH THE REQUIREMENTS OF THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) GENERAL PERMIT (DATED AUGUST 1, 2015 # MNR10000) PAGES 1-35) AND ANY LOCAL GOVERNING AGENCY HAVING JURISDICTION CONCERNING EROSION AND SEDIMENTATION CONTROL.

PART III STORMWATER DISCHARGE DESIGN REQUIREMENTS

SWPPP (PART III.A)

THE NATURE OF THIS PROJECT WILL BE CONSISTENT WITH WHAT IS REPRESENTED IN THIS SET OF CONSTRUCTION PLANS AND SPECIFICATIONS. SEE THE SWPPP PLAN SHEETS AND SWPPP NARRATIVE (ATTACHMENT A: CONSTRUCTION SWPPP TEMPLATE) FOR ADDITIONAL SITE SPECIFIC SWPPP INFORMATION. THE PLANS SHOW LOCATIONS AND TYPES OF ALL TEMPORARY AND PERMANENT EROSION PREVENTION AND SEDIMENT CONTROL BMP'S. STANDARD DETAILS ARE ATTACHED TO THIS SWPPP DOCUMENT.

THE INTENDED SEQUENCING OF MAJOR CONSTRUCTION ACTIVITIES IS AS FOLLOWS:

1. INSTALL STABILIZED ROCK CONSTRUCTION ENTRANCE
2. INSTALLATION OF SILT FENCE AROUND SITE
3. INSTALL ORANGE CONSTRUCTION FENCING AROUND INFILTRATION AREAS.
4. CLEAR AND GRUB FOR TEMPORARY SEDIMENT BASIN / POND/INSTALL
5. CONSTRUCT TEMPORARY SEDIMENT BASIN / POND (PART III.B)
6. CLEAR AND GRUB REMAINDER OF SITE
7. STRIP AND STOCKPILE TOPSOIL
8. ROUGH GRADING OF SITE
9. STABILIZE DENUDED AREAS AND STOCKPILES
10. INSTALL SANITARY SEWER WATER MAIN STORM SEWER AND SERVICES
11. INSTALL SILT FENCE / INLET PROTECTION AROUND C&S
12. INSTALL STREET SECTION
13. INSTALL CURB AND GUTTER
14. BITUMINOUS ON STREETS
15. FINAL GRADE BOULEVARD, INSTALL SEED AND MULCH
16. REMOVE ACCUMULATED SEDIMENT BASIN / POND
17. FINAL GRADE POND / INFILTRATION BASINS (DO NOT COMPACT SOILS IN INFILTRATION AREAS.) (PART III.C)
18. WHEN ALL CONSTRUCTION ACTIVITY IS COMPLETE AND THE SITE IS STABILIZED BY EITHER SEED OR SOD/LANDSCAPING, REMOVE SILT FENCE AND RESEED ANY AREAS DISTURBED BY THE REMOVAL.

RECORDS RETENTION (PART III.E):

THE SWPPP (ORIGINAL OR COPIES) INCLUDING, ALL CHANGES TO IT, AND INSPECTIONS AND MAINTENANCE RECORDS MUST BE KEPT AT THE SITE DURING CONSTRUCTION BY THE PERMITTEE WHO HAS OPERATIONAL CONTROL OF THAT PORTION OF THE SITE. THE SWPPP CAN BE KEPT IN EITHER THE FIELD OFFICE OR IN AN ON SITE VEHICLE DURING NORMAL WORKING HOURS.

ALL OWNER(S) MUST KEEP THE SWPPP, ALONG WITH THE FOLLOWING ADDITIONAL RECORDS, ON FILE FOR THREE (3) YEARS AFTER SUBMITTAL OF THE NOT AS OUTLINED IN PART II.C. THIS DOES NOT INCLUDE ANY RECORDS AFTER SUBMITTAL OF THE NOT.

1. THE FINAL SWPPP;
2. ANY OTHER STORMWATER RELATED PERMITS REQUIRED FOR THE PROJECT;
3. RECORDS OF ALL INSPECTION AND MAINTENANCE CONDUCTED DURING CONSTRUCTION (SEE PART IV.E. INSPECTIONS AND MAINTENANCE);
4. ALL PERMANENT OPERATION AND MAINTENANCE AGREEMENTS THAT HAVE BEEN IMPLEMENTED, INCLUDING ALL RIGHT OF WAY, CONTRACTS, COVENANTS AND OTHER BINDING REQUIREMENTS REGARDING MAINTENANCE; AND
5. ALL REQUIRED CALCULATIONS FOR DESIGN OF THE TEMPORARY AND PERMANENT STORMWATER MANAGEMENT SYSTEMS.

SWPPP IMPLEMENTATION RESPONSIBILITIES:

1. THE OWNER AND CONTRACTOR ARE PERMITEE(S) AS IDENTIFIED BY THE NPDES PERMIT.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ON-SITE IMPLEMENTATION OF THE SWPPP, INCLUDING THE ACTIVITIES OF ALL OF THE CONTRACTOR'S SUBCONTRACTORS.
3. CONTRACTOR SHALL PROVIDE A PERSON(S) KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BMP'S TO OVERSEE ALL INSTALLATION AND MAINTENANCE OF BMP'S AND IMPLEMENTATION OF THE SWPPP.
4. CONTRACTOR SHALL PROVIDE PERSON(S) MEETING THE TRAINING REQUIREMENTS OF THE NPDES PERMIT TO CONDUCT INSPECTION AND MAINTENANCE OF ALL EROSION PREVENTION AND SEDIMENT CONTROL BMP'S IN ACCORDANCE WITH THE REQUIREMENTS OF THE PERMIT. ONE OF THESE INDIVIDUAL(S) MUST BE AVAILABLE FOR AN ONSITE INSPECTION WITHIN 72 HOURS UPON REQUEST BY MPCA. CONTRACTOR SHALL PROVIDE TRAINING DOCUMENTATION FOR THESE INDIVIDUAL(S) AS REQUIRED BY THE NPDES PERMIT. THIS TRAINING DOCUMENTATION SHALL BE RECORDED IN OR WITH THE SWPPP BEFORE THE START OF CONSTRUCTION OR AS SOON AS THE PERSONNEL FOR THE PROJECT HAVE BEEN DETERMINED. DOCUMENTATION SHALL INCLUDE:
 - 4.1. NAMES OF THE PERSONNEL ASSOCIATED WITH THE PROJECT THAT ARE REQUIRED TO BE TRAINED PER PART III.F.1 OF THE PERMIT.
 - 4.2. DATES OF TRAINING AND NAME OF INSTRUCTOR AND ENTITY PROVIDING TRAINING.
 - 4.3. CONTENT OF TRAINING COURSE OR WORKSHOP INCLUDING THE NUMBER OF HOURS OF TRAINING.
5. FOLLOWING FINAL STABILIZATION AND THE TERMINATION OF COVERAGE FOR THE NPDES PERMIT, THE OWNER IS EXPECTED TO FURNISH LONG TERM OPERATION AND MAINTENANCE (O & M) OF THE PERMANENT STORM WATER MANAGEMENT SYSTEM.

PART IV. CONSTRUCTION ACTIVITY REQUIREMENTS

CONSTRUCTION ACTIVITY FIELD REQUIREMENTS:

1. ALL FIELD REQUIREMENTS SHALL BE PERFORMED IN ACCORDANCE WITH THE REQUIREMENTS OF THE NPDES PERMIT AND STORMWATER POLLUTION PREVENTION PLAN (SWPPP).
2. THE CONTRACTOR MUST IMPLEMENT THE SWPPP AND PROVIDE BMP'S IDENTIFIED IN THE SWPPP IN AN APPROPRIATE AND FUNCTION MANNER.
3. THE CONTRACTOR SHALL RESPOND TO CHANGING SITE CONDITIONS AND IMPLEMENT/SUPPLEMENT EROSION PREVENTION AND SEDIMENT CONTROL MEASURES UTILIZED TO PROVIDE ADEQUATE PROTECTION OF DISTURBED SOILS AND ADEQUATE PREVENTION OF SEDIMENT TRANSPORT OFF-SITE. AT A MINIMUM, THE FOLLOWING STORMWATER POLLUTION PREVENTION CONSTRUCTION ACTIVITY FIELD REQUIREMENTS SHALL BE FURNISHED BY THE CONTRACTOR.

EROSION PREVENTION (PART IV.B):

THE CONTRACTOR IS RESPONSIBLE FOR PLANNING FOR AND IMPLEMENTING APPROPRIATE CONSTRUCTION PHASING, VEGETATIVE BUFFER STRIPS, HORIZONTAL SLOPE GRADING, AND OTHER CONSTRUCTION PRACTICES THAT MINIMIZE EROSION, SO THAT THE INSPECTION AND MAINTENANCE REQUIREMENTS OF PART IV.E. ARE COMPLIED WITH. THE LOCATION OF AREAS NOT TO BE DISTURBED MUST BE DELINEATED (E.G. WITH FLAGS, STAKES, SIGNS, SILT FENCE ETC.) ON THE DEVELOPMENT SITE BEFORE WORK BEGINS.

ALL EXPOSED SOIL AREAS MUST BE STABILIZED AS SOON AS POSSIBLE TO LIMIT SOIL EROSION BUT NO LATER THAN THE END OF THE NEXT WORK DAY WHEN EARTH-DISTURBING ACTIVITIES WILL CEASE FOR AT LEAST 14 DAYS. TEMPORARY STOCKPILES WITHOUT SIGNIFICANT SILT, CLAY OR ORGANIC COMPONENTS (E.G., CLEAN AGGREGATE STOCKPILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES) AND THE CONSTRUCTED BASE COMPONENTS OF ROADS, PARKING LOTS AND SIMILAR SURFACES ARE EXEMPT FROM THIS REQUIREMENT BUT MUST COMPLY WITH PART IV.C.5.

SOILS WITHIN 200 FEET OF A PUBLIC WATER (AS DESIGNATED BY THE MINNESOTA DNR) MUST BE STABILIZED WITHIN 24 HOURS DURING FISH SPAWNING TIMES.

THE NORMAL WETTED PERIMETER OF ANY TEMPORARY OR PERMANENT DRAINAGE DITCH OR SWALE THAT DRAINS WATER FROM ANY PORTION OF THE CONSTRUCTION SITE, OR DIVERTS WATER AROUND THE SITE, MUST BE STABILIZED WITHIN 200 LINEAL FEET FROM THE PROPERTY EDGE, OR FROM THE POINT OF DISCHARGE INTO ANY SURFACE WATER. STABILIZATION OF THE LAST 200 LINEAL FEET MUST BE COMPLETED WITHIN 24 HOURS AFTER CONNECTING TO A SURFACE WATER.

STABILIZATION OF THE REMAINING PORTIONS OF ANY TEMPORARY OR PERMANENT DITCHES OR SWALES MUST BE COMPLETE WITHIN 14 DAYS AFTER CONNECTING TO A SURFACE WATER AND CONSTRUCTION IN THAT PORTION OF THE DITCH HAS TEMPORARILY OR PERMANENTLY CEASED.

TEMPORARY OR PERMANENT DITCHES OR SWALES THAT ARE BEING USED AS A SEDIMENT CONTAINMENT SYSTEM (WITH PROPERLY DESIGNED ROCK DITCH CHECKS, BIO ROLLS, SILT DIKES ETC.) DO NOT NEED TO BE STABILIZED. THESE AREAS MUST BE STABILIZED WITHIN 24 HOURS AFTER NO LONGER BEING USED AS A SEDIMENT CONTAINMENT SYSTEM.

PIPE OUTLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER.

SEED NOTES (PART III.A.4.A):

ALL SEED MIXES AND APPLICATION SHALL BE IN ACCORDANCE WITH THE MNDOT SEEDING MANUAL.

GENERAL RECOMMENDATIONS:
IMMEDIATELY BEFORE SEEDING THE SOIL SHALL BE TILLED TO A MINIMUM DEPTH OF 3 INCHES.

TEMPORARY EROSION CONTROL SEEDING, MULCHING & BLANKET.

SEED

- TEMPORARY SEED SHALL BE MNDOT SEED MIX 21-112 (WINTER WHEAT COVER CROP) FOR WINTER AND 21-111 (OATS COVER CROP) FOR SPRING/SUMMER APPLICATIONS. BOTH SEED MIXES SHALL BE APPLIED AT A SEEDING RATE OF 100 LBS/ACRE.

MULCH

- IMMEDIATELY AFTER SEEDING, WITHIN 24 HOURS, MNDOT TYPE 1 MULCH SHOULD BE APPLIED TO PROTECT AND ENHANCE SEED GERMINATION. MULCH SHALL BE APPLIED AT 90% COVERAGE (2 TONS PER ACRE OF STRAW MULCH)

SLOPES

- 3:1 (HORIZONTAL) OR FLATTER MUCH SHALL BE COVERED WITH MULCH
- SLOPES STEEPER THAN 3:1 OR DITCH BOTTOMS SHALL BE COVERED WITH EROSION CONTROL BLANKET.
- SEE PLAN FOR MORE DETAILED DITCH AND STEEP SLOPE EROSION CONTROL TREATMENTS.

SEDIMENT CONTROL (PART IV.C):

SEDIMENT CONTROL PRACTICES MUST MINIMIZE SEDIMENT FROM ENTERING SURFACE WATERS, INCLUDING CURB AND GUTTER SYSTEMS AND STORM SEWER INLETS.

- a. TEMPORARY OR PERMANENT DRAINAGE DITCHES AND SEDIMENT BASINS THAT ARE DESIGNED AS PART OF A SEDIMENT CONTAINMENT SYSTEM (E.G., DITCHES WITH ROCK CHECK DAMS) REQUIRE SEDIMENT CONTROL PRACTICES ONLY AS APPROPRIATE FOR SITE CONDITIONS.
- b. IF THE DOWN GRADIENT TREATMENT SYSTEM IS OVERLOADED, ADDITIONAL UPGRADIENT SEDIMENT CONTROL PRACTICES OR REDUNDANT BMP'S MUST BE INSTALLED TO ELIMINATE THE OVERLOADING, AND THE SWPPP MUST BE AMENDED TO IDENTIFY THESE ADDITIONAL PRACTICES AS REQUIRED IN PART III.A.4. A. THROUGH C.
- c. IN ORDER TO MAINTAIN SHEET FLOW AND MINIMIZE RILLS AND/OR GULLIES, THERE SHALL BE NO UNBROKEN SLOPE LENGTH OF GREATER THAN 75 FEET FOR SLOPES WITH A GRADE OF 3:1 OR STEEPER.

SEDIMENT CONTROL PRACTICES MUST BE ESTABLISHED ON ALL DOWN GRADIENT PERIMETERS BEFORE ANY UPGRADIENT LAND DISTURBING ACTIVITIES BEGIN. THESE PRACTICES SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION HAS BEEN ESTABLISHED IN ACCORDANCE WITH PART IV.G.

THE TIMING OF THE INSTALLATION OF SEDIMENT CONTROL PRACTICES MAY BE ADJUSTED TO ACCOMMODATE SHORT-TERM ACTIVITIES SUCH AS CLEARING OR GRUBBING, OR PASSAGE OF VEHICLES. ANY SHORT-TERM ACTIVITY MUST BE COMPLETED AS QUICKLY AS POSSIBLE AND THE SEDIMENT CONTROL PRACTICES MUST BE INSTALLED IMMEDIATELY AFTER THE ACTIVITY IS COMPLETED. HOWEVER, SEDIMENT CONTROL PRACTICES MUST BE INSTALLED BEFORE THE NEXT PRECIPITATION EVENT EVEN IF THE ACTIVITY IS NOT COMPLETE.

ALL STORM DRAIN INLETS MUST BE PROTECTED BY APPROPRIATE BMP'S DURING CONSTRUCTION UNTIL ALL SOURCES WITH POTENTIAL FOR DISCHARGING TO THE INLET HAVE BEEN STABILIZED. INLET PROTECTION MAY BE REMOVED FOR A PARTICULAR INLET IF A SPECIFIC SAFETY CONCERN (STREET FLOODING/FREEZING) HAS BEEN IDENTIFIED AND THE PERMITTEE(S) HAVE RECEIVED WRITTEN CORRESPONDENCE FROM THE JURISDICTIONAL AUTHORITY (E.G. CITY/COUNTY/TOWNSHIP/MNDOT ENGINEER) VERIFYING THE NEED FOR REMOVAL. THE WRITTEN CORRESPONDENCE MUST BE DOCUMENTED IN THE SWPPP OR AVAILABLE WITHIN 72 HOURS UPON REQUEST. WHEN WRITTEN CORRESPONDENCE CAN NOT BE OBTAINED IN A TIMELY MANNER, THE SPECIFIC INLET PROTECTION CAN BE REMOVED TO ALLEVIATE THE IMMEDIATE SAFETY CONCERN. HOWEVER, EFFORTS TO OBTAIN WRITTEN CORRESPONDENCE MUST BE DOCUMENTED IN THE SWPPP AND AVAILABLE WITHIN 72 HOURS UPON REQUEST. PERMISSION TO REMOVE INLET PROTECTION BASED ON A SPECIFIC SAFETY CONCERN MUST STILL BE OBTAINED FROM THE JURISDICTIONAL AUTHORITY WITHIN 30 DAYS OF REMOVAL.

TEMPORARY SOIL STOCKPILES MUST HAVE SILT FENCE OR OTHER EFFECTIVE SEDIMENT CONTROLS, AND CANNOT BE PLACED IN SURFACE WATERS, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS, OR CONDUITS AND DITCHES UNLESS THERE IS A BYPASS IN PLACE FOR THE STORMWATER.

VEHICLE TRACKING OF SEDIMENT FROM THE CONSTRUCTION SITE (OR ONTO STREETS WITHIN THE SITE) MUST BE MINIMIZED BY BMP'S SUCH AS STONE PADS, CONCRETE OR STEEL WASH RACKS, OR EQUIVALENT SYSTEMS. STREET SWEEPINGS MUST BE USED IF SUCH BMP'S ARE NOT ADEQUATE TO PREVENT SEDIMENT FROM BEING TRACKED ONTO THE STREET (SEE PART IV.E.4.D.).

THE PERMITEE MUST MINIMIZE SOIL COMPACTION AND, UNLESS INFEASIBLE, PRESERVE TOPSOIL. MINIMIZING SOIL COMPACTION IS NOT REQUIRED WHERE THE FUNCTION OF THE SPECIFIC AREA OF THE SITE DICTATES THAT IT BE COMPACTED. METHODS FOR MINIMIZING COMPACTION INCLUDE THE USE OF TRACKED EQUIPMENT, AND STAYING OFF OF AREAS TO BE LEFT UN-COMPACTED. METHODS TO PRESERVE TOPSOIL INCLUDE STRIPPING AND STOCKPILING TOPSOIL PRIOR TO GRADING OR EXCAVATION OPERATIONS.

THE PERMITEE MUST INSTALL TEMPORARY SEDIMENTATION BASINS AS REQUIRED IN PART III.B. OF THIS PERMIT.

DEWATERING AND BASIN DRAINING (PART IV.D):

DEWATERING OR BASIN DRAINING (E.G., PUMPED DISCHARGES, TRENCH/DITCH CUTS FOR DRAINAGE) RELATED TO THE CONSTRUCTION ACTIVITY THAT MAY HAVE TURBID OR SEDIMENT LADEN DISCHARGE WATER MUST BE DISCHARGED TO A TEMPORARY OR PERMANENT SEDIMENTATION BASIN ON THE PROJECT SITE WHENEVER POSSIBLE. IF THE WATER CANNOT BE DISCHARGED TO A SEDIMENTATION BASIN PRIOR TO ENTERING THE SURFACE WATER, IT MUST BE TREATED WITH THE APPROPRIATE BMP'S SUCH THAT THE DISCHARGE DOES NOT ADVERSELY AFFECT THE RECEIVING WATER, DOWNSTREAM LANDOWNERS OR WETLANDS. THE CONTRACTOR MUST ENSURE THAT DISCHARGE POINTS ARE ADEQUATELY PROTECTED FROM EROSION AND SCOUR. THE DISCHARGE MUST BE DISPERSED OVER NATURAL ROCK RIPRAP, SAND BAGS, PLASTIC SHEATHING OR OTHER ACCEPTED ENERGY DISSIPATION MEASURES. ADEQUATE SEDIMENTATION CONTROL MEASURES ARE REQUIRED FOR DISCHARGE WATER THAT CONTAINS SUSPENDED SOLIDS.

FILTER BACKWASH WATERS MUST BE HAULED AWAY FOR DISPOSAL, RETURNED TO THE BEGINNING OF THE TREATMENT PROCESS, OR INCORPORATE INTO THE SITE IN A MANNER THAT DOES NOT CAUSE EROSION. DISCHARGE OF THE BACKWASH WATER TO SANITARY SEWER IS ALLOWED WITH PERMISSION OF THE SANITARY SEWER AUTHORITY.

INSPECTIONS AND MAINTENANCE (PART IV.E):

THE CONTRACTOR IS RESPONSIBLE AT ALL TIMES FOR THE MAINTENANCE AND PROPER OPERATION OF EROSION AND SEDIMENT CONTROL FACILITIES. THE CONTRACTOR SHALL AT A MINIMUM, INSPECT, MAINTAIN AND REPAIR ALL DISTURBED SURFACES AND ALL EROSION AND SEDIMENT CONTROL FACILITIES AND SOIL STABILIZATION MEASURES ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS FOLLOWING A RAINFALL OF 0.5 INCHES OR GREATER AND WITHIN 7 DAYS AFTER THAT. CONTRACT SHALL SUBMIT WEEKLY INSPECTION LOGS AFTER EVERY 0.5" RAINFALL EVENT TO THE CITY INSPECTOR. THE ENTIRE HISTORY MUST BE SUBMITTED TO CITY PRIOR TO FINAL ACCEPTANCE. CONTINUE INSPECTION ACTIVITIES UNTIL LAND-DISTURBING ACTIVITY HAS CEASED. THEREAFTER THE CONTRACTOR SHALL PERFORM THESE RESPONSIBILITIES AT LEAST WEEKLY UNTIL VEGETATIVE COVER IS ESTABLISHED. INSPECTIONS MUST INCLUDE STABILIZED AREAS, EROSION PREVENTION AND SEDIMENT CONTROL BMP'S AND INFILTRATION AREAS.

BASED ON INSPECTION RESULTS THE CONTRACTOR MAY MODIFY THE SWPPP IN ORDER TO PREVENT POLLUTANTS FROM LEAVING THE SITE VIA STORM WATER RUNOFF. THIS MODIFICATION MUST BE MADE WITHIN 7 CALENDAR DAYS OF THE INSPECTION UNLESS OTHERWISE REQUIRED BY THE TERMS OF THE PERMIT, LEGAL, REGULATORY, OR PHYSICAL ACCESS CONSTRAINTS.

INSPECTION REPORTS MUST BE RECORDED WITHIN 24 HOURS IN WRITING AND KEPT ON FILE BY THE CONTRACTOR AS AN INTEGRAL PART OF THE SWPPP ON SITE AND THEN FOR AT LEAST 3 YEARS FROM THE DATE OF COMPLETION OF THIS PROJECT.

ALL PERIMETER CONTROL DEVICES MUST BE REPAIRED, REPLACED OR SUPPLEMENTED WHEN THEY BECOME NONFUNCTIONAL OR THE SEDIMENT REACHES 1/2 OF THE HEIGHT OF THE DEVICE. THESE REPAIRS MUST BE MADE BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR THEREAFTER AS SOON AS FIELD CONDITIONS ALLOW ACCESS.

REMOVE ALL DELTAS AND SEDIMENT DEPOSITED IN SURFACE WATERS, INCLUDING DRAINAGE WAYS, CATCH BASINS, AND OTHER DRAINAGE SYSTEMS, AND RESTABILIZE THE AREAS WHERE SEDIMENT REMOVAL RESULTS IN EXPOSED TOPSOIL. THIS REMOVAL AND STABILIZATION MUST TAKE PLACE WITHIN 7 DAYS OF DISCOVERY UNLESS PRECLUDED BY LEGAL, REGULATORY, OR PHYSICAL ACCESS CONSTRAINTS.

SEE (ATTACHMENT A: CONSTRUCTION SWPPP TEMPLATE) FOR SITE SPECIFIC INSPECTIONS AND MAINTENANCE REQUIREMENTS.

POLLUTION PREVENTION MANAGEMENT (PART IV.F):

THE CONTRACTOR SHALL IMPLEMENT THE FOLLOWING POLLUTION PREVENTION MANAGEMENT MEASURES ON THE SITE:

SOLID WASTE: COLLECTED SEDIMENT, ASPHALT AND CONCRETE MILLINGS, FLOATING DEBRIS, PAPER, PLASTIC, FABRIC, CONSTRUCTION AND DEMOLITION DEBRIS AND OTHER WASTES MUST BE DISPOSED OF PROPERLY AND MUST COMPLY WITH MINNESOTA POLLUTION CONTROL AGENCY (MPCA) DISPOSAL REQUIREMENTS.

HAZARDOUS MATERIALS: OIL, GASOLINE, PAINT AND ANY HAZARDOUS SUBSTANCES MUST BE PROPERLY STORED, INCLUDING SECONDARY CONTAINMENT, TO PREVENT SPILLS, LEAKS OR OTHER DISCHARGE. RESTRICTED ACCESS TO STORAGE AREAS MUST BE PROVIDED TO PREVENT VANDALISM. STORAGE AND DISPOSAL OF HAZARDOUS WASTE MUST BE IN COMPLIANCE WITH MPCA REGULATIONS.

EXTERNAL WASHING OF TRUCKS AND OTHER CONSTRUCTION VEHICLES MUST BE LIMITED TO A DEFINED AREA OF THE SITE. RUNOFF MUST BE CONTAINED AND WASTEWATER PROPERLY DISPOSED OF. NO ENGINE DEGREASING IS ALLOWED ON SITE.

CONCRETE WASHOUT: ALL LIQUID AND SOLID WASTES GENERATED BY CONCRETE WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER. A COMPACTED CLAY LINER THAT DOES NOT ALLOW WASHOUT LIQUIDS TO ENTER THE GROUND IS CONSIDERED AN IMPERMEABLE LINER. THE LIQUID AND SOLID WASTES MUST NOT CONTACT THE GROUND, AND THERE MUST NOT BE RUNOFF FROM THE CONCRETE WASHOUT OPERATIONS OR AREAS. LIQUID AND SOLID WASTES MUST BE DISPOSED OF PROPERLY AND IN COMPLIANCE WITH MPCA REGULATIONS. A SIGN MUST BE INSTALLED ADJACENT TO EACH WASHOUT FACILITY TO INFORM CONCRETE EQUIPMENT OPERATORS TO UTILIZE THE PROPER FACILITIES. CONCRETE WASHOUT MAY ALSO OCCUR OFF SITE ACCORDING TO THE APPROPRIATE REGULATIONS.

FUELING OPERATION PLAN: ALL FUELING SHALL TAKE PLACE AT THE DESIGNATED FUELING LOCATION AND ACCORDING TO BEST PRACTICES FOR SITE FUELING OPERATIONS AS TO MINIMIZE THE POTENTIAL FOR SPILLS.

SPILL PREVENTION PLAN: ALL SPILLS SHALL BE IMMEDIATELY CLEANED UP AFTER DISCOVERY. THE SITE SUPERINTENDENT, WHO IS RESPONSIBLE FOR DAY-TO-DAY ONSITE CONSTRUCTION OPERATIONS WILL BE THE SPILL PREVENTION COORDINATOR AND WILL BE RESPONSIBLE FOR IMPLEMENTING CLEAN UP PROCEDURES, POSTING CLEAN UP RECOMMENDATIONS, AND ENSURING PROPER CLEAN UP TRAINING OF APPROPRIATE PERSONNEL.

SANITARY AND SEPTIC WASTE: SANITARY/SEPTIC FACILITIES SHALL BE PROVIDED AND MAINTAINED IN A NEAT AND SANITARY CONDITION, FOR THE USE OF THE CONTRACTOR'S EMPLOYEES. A LICENSED SANITARY WASTE MANAGEMENT CONTRACTOR AS REQUIRED BY STATE REGULATIONS WILL COLLECT SANITARY WASTE FROM PORTABLE UNITS.

FINAL STABILIZATION (PART IV.G):

THE CONTRACTOR MUST ENSURE FINAL STABILIZATION OF THE SITE ACCORDING TO THE DEFINITIONS IN THE NPDES GENERAL PERMIT PART IV SECTION G. THE CONTRACTOR MUST SUBMIT A NOTICE OF TERMINATION (N.O.T.) WITHIN 30 DAYS AFTER FINAL STABILIZATION IS COMPLETE OR WITHIN 7 DAYS AFTER SELLING THE SITE OR PORTION OF THE SITE (THAT HAS NOT UNDERGONE FINAL STABILIZATION) TO ANOTHER PARTY. THE N.O.T. MUST BE PROVIDED TO THE CITY FOR REVIEW PRIOR TO SUBMITTING A COPY OF THIS NOTICE OF TERMINATION / PERMIT MODIFICATION FORM MUST GO TO THE NEW OWNER. THE ORIGINAL CURRENT OWNER MUST PROVIDE A SWPPP TO THE NEW OWNER THAT SPECIFICALLY ADDRESSES THE REMAINING CONSTRUCTION ACTIVITY. SEE THE SWPPP PLAN SHEETS AND SWPPP NARRATIVE (ATTACHMENT A: CONSTRUCTION SWPPP TEMPLATE) AND SWPPP PLAN SHEETS FOR FINAL STABILIZATION MEASURES

TRAINING (PART III.A.2)

DESIGN ENGINEER: MATTHEW R. PAVEK P.E.

TRAINING COURSE: DESIGN OF SWPPP

TRAINING ENTITY: UNIVERSITY OF MINNESOTA

INSTRUCTOR: JOHN CHAPMAN

DATES OF TRAINING COURSE: 5/15/2011 - 5/16/2011

TOTAL TRAINING HOURS: 12

RE-CERTIFICATION: 3/16/2017 (8 HOURS), EXP. 5/31/2020

OWNER INFORMATION

OWNER:

INLAND GROUP
120 W CATALDO AVE, SUITE 100
SPOKANE, WA 99201
(509)-891-5162

CONTACT: ROBERT KETNER
509-321-3204
ROBERTK@INLANDCONSTRUCTION.COM

AREAS AND QUANTITIES (PART III.A.4.B&C):

	EXISTING		PROPOSED LOT	
BUILDING COVERAGE	0 SF	0.0%	71,135 SF	48.7%
ALL PAVEMENTS	0 SF	0.0%	38,404 SF	26.3%
ALL NON-PAVEMENTS	146,210 SF	100.0%	36,671 SF	25.1%
TOTAL SITE AREA	146,210 SF	100.0%	146,210 SF	100.0%
	3.36 AC		3.36 AC	
IMPERVIOUS SURFACE				
EXISTING CONDITION	0 SF	0.0%		
PROPOSED CONDITION LOT	109,539 SF	74.9%	109,539 SF	74.9%
DIFFERENCE (EX. VS PROP.)	109,539 SF	74.9%		
IMPERVIOUS TOTAL	109,539 SF	74.9%		

EROSION CONTROL QUANTITIES	
DISTURBED AREA	329,048 SF
SILT FENCE/BIO-ROLL	±6200 LF
EROSION CONTROL BLANKET	±72000 SF
INLET PROTECTION DEVICES	±28 EA

NOTE: QUANTITIES ARE FOR INFORMATIONAL PURPOSES ONLY. CONTRACTOR SHALL DETERMINE FOR THEMSELVES THE EXACT QUANTITIES FOR BIDDING AND CONSTRUCTION.

SWPPP CONTACT PERSON

CONTRACTOR:

TBD

SWPPP INSPECTOR TRAINING:

ALL SWPPP INSPECTIONS MUST BE PERFORMED BY A PERSON THAT MEETS THE TRAINING REQUIREMENTS OF THE NPDES CONSTRUCTION SITE PERMIT. TRAINING CREDENTIALS SHALL BE PROVIDED BY THE CONTRACTOR AND KEPT ON SITE WITH THE SWPPP

PARTY RESPONSIBLE FOR LONG TERM OPERATION AND MAINTENANCE OF PERMANENT STORM WATER MANAGEMENT SYSTEM

PERMANENT STORMWATER MANAGEMENT IS NOT REQUIRED AS PART OF THIS PROJECT TO MEET NPDES PERMIT REQUIREMENTS. THE CITY OF RAMSEY IS RESPONSIBLE FOR CONSTRUCTION AND MAINTENANCE OF THE REGIONAL STORMWATER FEATURES SERVING THE SITE.

SWPPP ATTACHMENTS (ONLY APPLICABLE IF SITE IS 1 ACRE OR GREATER):

CONTRACTOR SHALL OBTAIN A COPY OF THE FOLLOWING SWPPP ATTACHMENTS WHICH ARE A PART OF THE OVERALL SWPPP PACKAGE:
ATTACHMENT A. CONSTRUCTION SWPPP TEMPLATE - SITE SPECIFIC SWPPP DOCUMENT
ATTACHMENT B. CONSTRUCTION STORMWATER INSPECTION CHECKLIST
ATTACHMENT C. MAINTENANCE PLAN FOR PERMANENT STORM WATER TREATMENT SYSTEMS
ATTACHMENT D. STORMWATER MANAGEMENT REPORT - ON FILE AT THE OFFICE OF PROJECT ENGINEER, AVAILABLE UPON REQUEST.
ATTACHMENT E. GEOTECHNICAL EVALUATION REPORT - ON FILE AT THE OFFICE OF PROJECT ENGINEER, AVAILABLE UPON REQUEST.

SUPPLEMENTARY SITE SPECIFIC EROSION CONTROL NOTES:

THESE NOTES SUPERCEDE ANY GENERAL SWPPP NOTES.

THIS PROJECT IS GREATER THAN 1.0 ACRES SO AN NPDES PERMIT IS REQUIRED AND NEEDS TO BE SUBMITTED TO THE MPCA. THE CONTRACTOR IS REQUIRED TO FOLLOW THE GUIDELINES IN THE NPDES PERMIT THROUGHOUT CONSTRUCTION.

PROJECT NARRATIVE:

PROJECT IS THE DEVELOPMENT OF A VACANT PARCEL TO A MULTIFAMILY RESIDENTIAL DEVELOPMENT WITH ASSOCIATED DRIVES AND PARKING AREAS. SITE, GRADING, UTILITY, AND LANDSCAPE IMPROVEMENTS WILL OCCUR.

SPECIAL TMDL BMP REQUIREMENTS SITE SPECIFIC (IF REQUIRED):

N/A

1. DURING CONSTRUCTION:
 - A. STABILIZATION OF ALL EXPOSED SOIL AREAS MUST BE INITIATED IMMEDIATELY TO LIMIT SOIL EROSION BUT IN NO CASE COMPLETED LATER THAN SEVEN (7) DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.
 - B. TEMPORARY SEDIMENT BASIN REQUIREMENTS DESCRIBED IN PART III.C. MUST BE USED FOR COMMON DRAINAGE LOCATIONS THAT SERVE AN AREA WITH FIVE (5) OR MORE ACRES DISTURBED AT ONE TIME.
2. POST CONSTRUCTION: THE WATER QUALITY VOLUME THAT MUST BE RETAINED ON SITE BY THE PROJECT'S PERMANENT STORMWATER MANAGEMENT SYSTEM DESCRIBED IN PART III.D. SHALL BE ONE (1) INCH OF RUNOFF FROM THE NEW IMPERVIOUS SURFACES CREATED BY THE PROJECT. SEE PART III.D.1. FOR MORE INFORMATION ON INFILTRATION DESIGN, PROHIBITIONS AND APPROPRIATE SITE CONDITIONS.

PERMANENT STABILIZATION NOTES SITE SPECIFIC:

PERMANENT SEED MIX

- FOR THIS PROJECT ALL AREAS THAT ARE NOT TO BE SODDED OR LANDSCAPED SHALL RECEIVE A NATIVE PERMANENT SEED MIX.
 - AREAS IN BUFFERS AND ADJACENT TO OR IN WET AREAS MNDOT SEED MIX 33-261 (STORMWATER SOUTH AND WEST) AT 35 LBS PER ACRE.
 - DRY AREAS MNDOT SEED MIX 35-221 (DRY PRAIRIE GENERAL) AT 40 LBS PER ACRE.
 - MAINTENANCE SHALL BE IN ACCORDANCE TO THE MNDOT SEEDING MANUAL.



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AFFINITY AT RAMSEY

RAMSEY, MN 55903

INLAND GROUP

120 W. CATALDO AVE. SUITE 100, SPOKANE, WA 99201

PROJECT

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Matthew R. Pavek
Matthew R. Pavek
DATE 05/02/18 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/06/17	SITE PLAN SUBMITTAL
03/16/18	WATERSHED SUBMITTAL
03/30/18	CITY SUBMITTAL
05/02/18	CITY RESUBMITTAL

REVISION SUMMARY

DATE	DESCRIPTION
1/15/18	SITE PLAN SUBMITTAL R1

PROJECT NO.: 17226

SWPPP - NARRATIVE

SW1.3



ATTACHMENT A: SITE SPECIFIC SWPPP DOCUMENT

CivilSite
GROUP

Attachment A: SWPPP Site Specific Document

Stormwater Pollution Prevention Plan (SWPPP)
To comply with the General Stormwater Permit for Construction Activity
Doc Type: **SWPPP**, Pollution Prevention Plan

Minnesota Pollution Control Agency
530 Lafayette Road North
St. Paul, MN 55155-4194

Construction Activity Information

Project name: Affinity Ramsey

Project location (Briefly describe where construction activity occurs. Include address if available.)
Address or describe area: N.W. Corner of Center Street NW and Sumner Drive NW
City or Township: Ramsey State: MN Zip code: 55303
Latitude/longitude of approximate centroid of project: 45.234512, -93.461068

Method of collection of latitude/longitude:
 GPS Online tool USGS Topographic map

All cities where construction will occur: Ramsey
All counties where construction will occur: Anoka
All townships where construction will occur: -

Project size (number of acres to be disturbed): 7.6

Project type:
 Residential Commercial/Industrial Road construction
 Residential and road construction Other (describe): _____

Cumulative impervious surface:
Existing area of impervious surface: 0.0 (to the nearest tenth acre)
Post construction area of impervious surface: 2.5 (to the nearest tenth acre)
Total new area of impervious surface: 2.5 (to the nearest tenth acre)

Receiving waters

Water body ID*	Name of water body	Type (Rtn, and wetland lake stream, river)	Special water? (See Appendix A)	Impaired Water? (See Appendix A)
07010206-805	MISSISSIPPI RIVER	RIVER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Water body identification (ID) might not be available for all water bodies. Use the Special and Impaired Waters Search Tool at: www.pca.state.mn.us/water/impairedwaters/impairedwaters.html
**Impaired water for the following pollutant(s) or stressor(s): phosphorus, turbidity, dissolved oxygen, or toxic impairment.

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Dates of construction (Briefly describe where construction activity occurs. Include address if available.)
Construction start date: 03/2018 Estimated completion date: 03/2019

General Construction Project Information
Describe the construction activity (what will be built, general timeline, etc.): THE PROJECT WILL BE THE RENOVATION OF A VACANT PARCEL TO A MULTIFAMILY APARTMENT BUILDING.
Describe soil types found at the project: THE EXISTING SOILS AT THE SITE ARE PRIMARILY SANDS

Site Location map - Attach maps (U.S. Geological Survey 7.5 minute quadrangle, National Wetland Inventory maps or equivalent) showing the location and type of all receiving waters, including wetlands, drainage ditches, stormwater ponds or basins, etc. that will receive runoff from the project. Use arrows showing the direction of flow and distance to the water body.

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General Site Information (III.A)

1. Describe the location and type of all temporary and permanent erosion prevention and sediment control Best Management Practices (BMPs). Include the timing for installation and procedures used to establish additional temporary BMPs as necessary. (III.A.4.)
THE PROJECT WILL BE PROTECTED BY TWO (2) MAIN BMP'S, SILT FENCE AND INLET PROTECTION DEVICES. THE SILT FENCE WILL BE INSTALLED AT THE DOWNHILL LOCATIONS OF THE SITE AND MONITORED AS NECESSARY. INLET PROTECTION DEVICES WILL BE INSTALLED IN ALL CATCH BASINS ON THE SITE AND ANY OFF SITE THAT WILL RECEIVE STORMWATER RUNOFF FROM THIS SITE, AS THE PROJECT PROGRESSES. ADDITIONAL BMP'S SUCH AS EROSION CONTROL BLANKET MAY BE UTILIZED.

2. Attach to this SWPPP a table with the anticipated quantities for the life of the project for all erosion prevention and sediment control BMPs (III.A.4.b)
SEE PAGE SW1.3

3. Attach to this SWPPP a site map that includes the following features (III.A.3.b - f):
• Existing and final grades, including dividing lines and direction of flow for all pre and post-construction stormwater runoff drainage areas located within the project limits.
• Locations of impervious surfaces and soil types.
• Locations of areas not to be disturbed.
• Location of areas of phased construction
• All surface waters and existing wetlands within one mile from the project boundaries that will receive stormwater runoff from the site (identifiable on maps such as USGS 7.5 minute quadrangle maps or equivalent). Where surface waters receiving runoff associated with construction activity will not fit on the plan sheet, they must be identified with an arrow, indicating both direction and distance to the surface water.
Methods to be used for final stabilization of all exposed soil areas.
4. Were stormwater mitigation measures required as the result of an environmental, archaeological, or other required local, state, or federal review of the project? Yes No
If yes, describe how these measures were addressed in the SWPPP. (III.A.6.)
N/A

5. Is the project located in a karst area such that additional measures would be necessary to protect drinking water supply management areas as described in Minn. R. chapters 7050 and 7060? Yes No
If yes, describe the additional measures to be used. (III.A.7.)
N/A

6. Does the site discharge to a categorical fee listed in Minn. R. 7050.0180, subp. 6.b.? Yes No
If yes, a letter of approval from the Minnesota Department of Natural Resources must be obtained prior to application for this permit. (Part I.B.6 and Part III.A.8.)
N/A

7. Does the site discharge to a water that is listed as impaired for the following pollutant(s) or stressor(s): phosphorus, turbidity, dissolved oxygen or toxic impairment? Yes No
www.pca.state.mn.us/water/stormwater/stormwater.html Yes No
If no, skip to Training.
Does the impaired water have an approved Total Maximum Daily Loads (TMDL) with an Approved Waste Load Allocation for construction activity? Yes No
If yes:
a. List the receiving water, the area of the site discharging to it, and the pollutant(s) identified in the TMDL.
b. List the BMPs and any other specific construction stormwater related implementation activities identified in the TMDL.
If the site has a discharge point within one mile of the impaired water and the water flows to the impaired water but no specific BMPs for construction are identified in the TMDL, the additional BMPs in Appendix A (C.1, C.2, C.3 & C.4-trout stream) must be added to the SWPPP and implemented. (III.A.7.) The additional BMPs only apply to those portions of the project that drain to one of the identified discharge points.

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Selection of a Permanent Stormwater Management System (III.D.)

1. Will the project create a new cumulative impervious surface greater than or equal to one acre? Yes No
If yes, a water quality volume of one inch of runoff from the cumulative new impervious surfaces must be retained on site (see Part III.D of the permit) through infiltration unless prohibited due to one of the reasons in Part III.D.1. If infiltration is prohibited identify other method of other volume reduction (e.g., filtration system, wet sedimentation basin, regional ponding or equivalent method)

2. Describe which method will be used to treat runoff from the new impervious surfaces created by the project (III.D.):
• Wet sedimentation basin
• Infiltration/Filtration
• Regional ponds
• Combination of practices
Include all calculations and design information for the method selected. See Part III.D of the permit for specific requirements associated with each method.
REGIONAL PONDS, THESE WILL BE CONSTRUCTED BY THE CITY PRIOR TO THE TIME OF CONSTRUCTION. CALCULATIONS ARE WITHIN THE SITE Storm Water management Report and part of this SWPPP as Attachment D.

3. If it is not feasible to meet the treatment requirement for the water quality volume, describe why. This can include proximity to bedrock or road projects where the lack of right of way precludes the installation of any permanent stormwater management practices. Describe what other treatment, such as grasses swales, smaller ponds, or grit chambers, will be implemented to treat runoff prior to discharge to surface waters. (III.C.)
IT IS FEASIBLE TO MEET REQUIREMENT FOR WATER QUALITY VOLUME.

4. For projects that discharge to trout streams, including tributaries to trout streams, identify method of incorporating temperature controls into the permanent stormwater management system.
N/A

Erosion Prevention Practices (IV.B)

Describe the types of temporary erosion prevention BMPs expected to be implemented on this site during construction:
1. Describe construction phasing, vegetative buffer strips, horizontal slope grading, and other construction practices to minimize erosion. Delineate areas not to be disturbed (e.g., with flags, stakes, signs, silt fence, etc.) before work begins.
SILT FENCE WILL BE INSTALLED AT THE DOWNHILL LOCATIONS OF THE SITE.

2. Describe Methods of temporarily stabilizing soils and soil stockpiles (e.g., mulches, hydraulic tackifiers, erosion blankets, etc.):
TEMPORARY EROSION PROTECTION WILL BE SEED AND MULCH AND EROSION BLANKETS WHERE REQUIRED, WITH PERMANENT COVER BEING EITHER SOD OR LANDSCAPE FEATURES.

3. Describe Methods of dissipating velocity along stormwater conveyance channels and at channel outlets (e.g., check dams, sediment traps, rip rap, etc.):
SOD WILL BE UTILIZED ALONG CHANNELS AND RIP RAP AT CHANNEL OUTLETS.

4. Describe Methods to be used for stabilization of ditch and swale wetted perimeters (Note that mulch, hydraulic soil tackifiers, hydromulches, etc. are not acceptable soil stabilization methods for any part of a drainage ditch or swale)
FINAL STABILIZATION OF SWALES WILL BE SOD.

5. Describe Methods to be used for energy dissipation at pipe outlets (e.g., rip rap, splash pads, gabions, etc.).

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RIP RAP WILL BE UTILIZED AT PIPE OUTLETS.

6. Describe Methods to be used to promote infiltration and sediment removal on the site prior to offsite discharge, unless infeasible (e.g., direct stormwater flow to vegetated areas):
DISCONNECTED IMPERVIOUS AREA AND INFILTRATION AREAS WILL BE UTILIZED.

7. For drainage or diversion ditches, describe practices to stabilize the normal wetted perimeter within 200 linear feet of the property edge or point of discharge to surface water. The last 200 linear feet must be stabilized within 24 hours after connecting to surface waters and construction in that portion of the ditch has temporarily or permanently ceased for all discharges to Special, Impaired or "work in water restrictions". At other remaining portions of the temporary or permanent ditches or swales within 14 calendar days after connecting to a surface water, properly edge and construction in that area has temporarily or permanently ceased.
N/A - NO DITCHES ON SITE

8. Describe additional erosion prevention measures that will be implemented at the site during construction (e.g., construction phasing, minimizing soil disturbance, vegetative buffers, horizontal slope grading, slope draining/terracing, etc.):
OTHER EROSION CONTROL PRACTICES INCLUDE BUT NOT LIMITED TO; MINIMIZE SITE EXPOSURE WHEN POSSIBLE.

9. If applicable, include additional requirements in Appendix A Part C.3 regarding maintaining a 100-foot buffer zone or installing redundant BMPs for portions of the site that drain to special waters.
N/A

10. If applicable, describe additional erosion prevention BMPs to be implemented at the site to protect planned infiltration areas
MINIMIZE SITE EXPOSURE IN AREAS ADJACENT TO INFILTRATION AREA.

Sediment Control Practices (IV.C)

Describe the methods of sediment control BMPs to be implemented at this site during construction to minimize sediment impacts to surface waters, including curb and gutter systems

1. Describe Methods to be used for down gradient perimeter control:
SILT FENCE WILL BE INSTALLED AROUND THE ENTIRE PERIMETER OF THE SITE.

2. Describe Methods to be used to contain soil stockpiles:
SEED AND MULCH AS WELL AS EROSION CONTROL BLANKETS WILL BE UTILIZED AS NECESSARY.

3. Describe Methods to be used for storm drain inlet protection:
SEE INLET PROTECTION DETAILS.

4. Describe Methods to minimize vehicle tracking at construction exits and street sweeping activities:
THE PROJECT WILL UTILIZE A ROCK CONSTRUCTION ENTRANCE.

5. Describe Methods, if applicable, additional sediment controls (e.g., diversion berms) to be installed to keep runoff away from planned infiltration areas when excavated prior to final stabilization of the contributing drainage area:
SILT FENCE TO BE INSTALLED IMMEDIATELY AFTER GRADING TO PROTECT INFILTRATION AREAS.

6. Describe methods to be used to minimize soil compaction and preserve top soil (unless infeasible) at this site:
LIGHT TRACKED EQUIPMENT WILL BE USED, TOPSOIL WILL BE STRIPPED AND STOCKPILED.

7. Describe plans to preserve a 50-foot natural buffer between the project's soil disturbance and a surface water or plans for redundant sediment controls if a buffer is infeasible:
DOUBLE ROW OF SILT FENCE WILL BE INSTALLED ALONG WETLAND. PROJECT WILL NOT DISTURB WITHIN 200 FEET OF WETLAND.

8. Describe plans for use of sedimentation treatment chemicals (e.g., polymers, flocculants, etc.) see Part IV.C.10 of the permit:
N/A

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9. Is the project required to install a temporary sediment basin due to 10 or more acres draining to a common location or 5 acres or more if the site is within 1 mile of a special or impaired water? Yes No
If yes, describe (or attach plans) showing how the basin will be designed and constructed in accordance with Part III.C of the permit.
N/A

Dewatering and Basin Draining (IV.D)

1. Will the project include dewatering or basin draining? Yes No
If yes, describe measures to be used to treat/dispose of turbid or sediment-laden water and method to prevent erosion or scour of discharge points (see Part IV.D of the permit):
N/A

2. Will the project include use of filters for backwash water? Yes No
If yes, describe how filter backwash water will be managed on the site or properly disposed (see Part III.D.3. of the permit):
N/A

Additional BMPs for Special Waters and Discharges to Wetlands (Appendix A, Parts C and D)

1. **Special Waters.** Does your project discharge to special waters? Yes No
If proximity to bedrock or road projects where the lack of right of way precludes the installation of any of the permanent stormwater management practices, then other treatment such as grassed swales, smaller ponds, or grit chambers is required prior to discharge to surface waters. Describe what other treatment will be provided.
N/A

2. Describe erosion and sediment controls for exposed soil areas with a continuous positive slope to a special waters, and temporary sediment basins for areas that drain five or more acres disturbed at one time.
N/A

4. Describe the undisturbed buffer zone to be used (not less than 100 linear feet from the special water).
N/A

5. Describe how the permanent stormwater management system will ensure that the pre and post project runoff rate and volume from the 1, and 2-year 24-hour precipitation events remains the same.
N/A

6. Describe how the permanent stormwater management system will minimize any increase in the temperature of trout stream receiving waters resulting in the 1, and 2-year 24-hour precipitation events.
N/A

7. **Wetlands.** Does your project discharge stormwater with the potential for significant adverse impacts to a wetland (e.g., conversion of a natural wetland to a stormwater pond)? Yes No
If yes, describe the wetland mitigation sequence that will be followed in accordance with Part D of Appendix A.
N/A

Inspections and Maintenance (IV.E)

Describe procedures to routinely inspect the construction site:
• Once every seven (7) days during active construction and,
• Within 24 hours after a rainfall event greater than 0.5 inches in 24 hours, and within seven (7) days after that.

Inspections must include stabilized areas, erosion prevention and sediment control BMPs, and infiltration areas.
INSPECTOR WILL FOLLOW REQUIREMENTS SPECIFIED ABOVE AND FILL OUT ATTACHMENT B - CONSTRUCTION

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STORMWATER INSPECTION CHECKLIST:

Pollution Prevention Management Measures (IV.F)

1. Describe practices for storage of building products with a potential to leach pollutants to minimize exposure to stormwater:
ALL BUILDING PRODUCTS WILL BE SEALED AND STORED IN A MANNER TO MINIMIZE EXPOSURE.

2. Describe practices for storage of pesticides, herbicides, insecticides, fertilizers, treatment chemical, and landscape materials:
ALL LANDSCAPE TREATMENT CHEMICALS WILL BE SEALED AND STORED IN A MANNER TO MINIMIZE EXPOSURE.

3. Describe practices for storage and disposal of hazardous materials or toxic waste (e.g., oil, fuel, hydraulic fluids, paint solvents, petroleum-based products, wood preservative, additives, curing compounds, and acids) according to Minn. R. ch. 7045, including restricted access and secondary containment:
ALL HAZARDOUS WASTE WILL BE APPROPRIATELY DISPOSED OF OFF SITE ACCORDING TO LOCAL AND STATE LAWS.

4. Describe collection, storage and disposal of solid waste in compliance with Minn. R. ch. 7035:
ALL CONSTRUCTION DEBRIS AND SOLID WASTE WILL BE APPROPRIATELY DISPOSED OF OFF SITE ACCORDING TO LOCAL AND STATE LAWS.

5. Describe management of portable toilets to prevent tipping and disposal of sanitary wastes in accordance with Minn. R. ch. 7040:
SANITARY AND SEPTIC SERVICES WILL BE PROVIDED TO WORKERS WITH PORTABLE FACILITIES MAINTAINED AS NEEDED BY THE PROVIDER.

6. Describe spill prevention and response for fueling and equipment or vehicle maintenance:
EMPLOYEES WILL BE TRAINED IN TECHNIQUES DESIGNED TO MINIMIZE SPILLS. VEHICLES AND EQUIPMENT SHALL BE CHECKED FOR LEAKS.

7. Describe containment and disposal of vehicle and equipment wash water and prohibiting engine degreasing on the site:
ALL CONSTRUCTION VEHICLES SHALL BE WASHED OFF SITE.

8. Describe storage and disposal of concrete and other washout wastes so that wastes do not contact the ground:
ALL CONCRETE WASHOUT SHALL OCCUR OFF SITE.

Final Stabilization (IV.G)

1. Describe method of final stabilization (permanent cover) of all disturbed areas:
FINAL STABILIZATION WILL BE ACCOMPLISHED WITH PAVEMENT, SOD AND LANDSCAPE MATERIALS.

2. Describe procedures for completing final stabilization and terminating permit coverage (see Part IV.G.1-5):
UPON FINAL STABILIZATION DESCRIBED ABOVE, THE CONTRACTOR AND OWNER SHALL MUTUALLY TRANSFER THE NPDES PERMIT TO THE NEXT OWNER WITH DOCUMENTS DESCRIBING THE NATURE OF TERMINATION PROCEDURE.

Documentation of infeasibility: (If Applicable)

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REVISION SUMMARY

DATE	DESCRIPTION
1/15/18	SITE PLAN SUBMITTAL R1

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/06/17	SITE PLAN SUBMITTAL
03/16/18	WATERSHED SUBMITTAL
03/30/18	CITY SUBMITTAL
05/02/18	CITY RESUBMITTAL

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PROJECT

AFFINITY AT RAMSEY

RAMSEY, MN 55303

INLAND GROUP

120 W. CATALDO AVE., SUITE 100, SPOKANE, WA 99201

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Matthew R. Pavek
DATE 05/02/18 LICENSE NO. 44263

REVISION SUMMARY

DATE	DESCRIPTION
1/15/18	SITE PLAN SUBMITTAL R1

PROJECT NO.: 17226

SWPPP
- ATTACHMENTS

SW1.4

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**ATTACHMENT B:
Construction Stormwater
Inspection Checklist
Construction Stormwater Program**

Doc Type: Permitting Checklist

Note: This inspection report does not address all aspects of the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Construction Stormwater permit (Permit) issued on August 1, 2013. The completion of this checklist does not guarantee that all permit requirements are in compliance; it is the responsibility of the Permittee(s) to read and understand the permit requirements.

Facility Information

Site name: _____
 Facility address: _____ Permit number: _____
 City: _____ State: _____ Zip code: _____

Inspection Information

Inspector name: _____ Phone number: _____
 Date (mm/dd/yyyy): _____ Time: _____ am _____ pm
 Is the inspector certified in sediment and erosion control and it is documented in the Stormwater Pollution Prevention Plan (SWPPP)? Yes No
 Is this inspection routine or in response to a storm event: _____
 Rainfall amount (if applicable): _____
 Is site within one aerial mile of special or impaired water? Yes No
 If yes, follow Appendix A and other applicable permit requirements.

Note: If NA is selected at any time, specify why in the comment area for that section.

Erosion Control Requirement (Part IV.B)

	Yes	No	NA
1. Soil stabilization where no construction activity for 14 days? (7 days were applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the need to disturb steep slopes been minimized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All ditches stabilized 200' back from point of discharge within 24 hours? (Not much)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are there erosion BMPs for onsite stockpiles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are appropriate BMPs installed protecting inlets/outlets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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2. Has access been restricted to onsite hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does on-site fueling only occur in a contained area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all solid wastes being properly disposed of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the concrete washout area completely contained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the concrete washout area marked with a sign?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

7. Were any discharges seen during this inspection, sediment, water, or otherwise? Yes No
 If yes, state the exact location of all points of discharge. Photograph the discharge and describe the discharge (color, odor, foam, oil sheen, etc). How will it be removed? How did the discharge happen? How much was discharged? How will it be stopped, and how long will it take to stop? Is the discharge going into an adjacent site? Was the discharge a sediment delta? If yes, will the delta be recovered within 7 days?

8. Will a permanent stormwater management system be utilized in this project as required and in accordance with Part III.D of the permit? Describe:

9. Is any dewatering occurring on site? Yes No
 If yes, where? What BMP is being used? How much water is being dewatered? Is the water clear? Where is the water being discharged to?

10. Is a copy of the SWPPP located on the construction site? Yes No
 11. Has the SWPPP been followed and implemented on site? Yes No
 12. Is a sedimentation basin required for this project as specified in the permit? Yes No
 If yes, are they maintained as specified in the permit? Yes No
 13. Is the topsoil on this project being preserved? Yes No
 If yes, explain how the topsoil is being preserved. If not, explain why it was infeasible.

14. Are all infiltration systems marked to avoid compaction? Yes No
 Do all infiltration areas have pretreatment devices? Yes No

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ATTACHMENT C

**STORMWATER MANAGEMENT FACILITY
MAINTENANCE SCHEDULE**

1. All stormwater retention, detention and treatment basins must be inspected at least once a year to determine that basin retention and treatment characteristics are adequate. A storage treatment basin will be considered inadequate if sediment has decreased the wet storage volume by 50 percent or dry storage volume by 25 percent of its original design volume. Based on this inspection, if a stormwater basin requires sediment cleanout, the basin will be restored to its original design contours and vegetated state within one year of the inspection date.

2. All outlet structures, culverts, outfall structures and other stormwater facilities for which maintenance requirements are not otherwise specified herein must be inspected in the spring, summer and fall of each year. Within 30 days of the inspection date, all accumulated sediment and debris must be removed such that each stormwater facility operates as designed and permitted. Contributing drainage areas must be kept clear of litter and vegetative debris, inflow pipes and overflow spillways kept clear, inlet areas kept clean, and undesirable vegetation removed. Erosion impairing the function or integrity of the facilities, if any, will be corrected, and any structural damage impairing or threatening to impair the function of the facilities must be repaired.

3. Volume control facilities and contributing drainage areas must be inspected every three months during the operational period (between spring snowmelt and first substantial snowfall) and monitored after rainfall events of 1 inch or more to ensure that the contributing drainage area is clear of litter and debris, inflow pipes and overflow spillways are clear, inlet areas are clean, undesirable vegetation is removed and there is no erosion impairing or threatening to impair the function of a facility. If sediment has accumulated in a infiltration feature, within 30 days of inspection deposited sediments must be removed, the infiltration capacity of the underlying soils must be restored, and any surface disturbance must be stabilized. Inspection must ensure that sediment traps and forebays are trapping sediment and that more than 50 percent of the storage volume remains, the contributing drainage area is stable

(i.e., no erosion is observed), and inlets and outlet/overflow spillways are in good conditions with no erosion. Maintenance techniques used must protect the infiltration capacity of the practice by limiting soil compaction to the greatest extent possible (e.g., by using low-impact earth-moving equipment).



6. Do pipe outlets have energy dissipation?
Comments:

Sediment Control Requirement (Part IV.C.)

	Yes	No	NA
1. Perimeter control installed on all down gradient perimeters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Perimeter control trenched in where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 50 Foot-natural buffer maintained around all surface waters? If No, have redundant sediment controls been installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Inlet protection on all catch basins and culvert inlets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Vehicle tracking Best Management Practices (BMPs) at all site exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. All tracked sediment removed within 24 hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all infiltration systems staked and marked to avoid compaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all infiltration areas protected with a pretreatment device?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Do all stockpiles have perimeter control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Maintenance-Erosion and Sediment Control BMPs (Part IV.E.)

	Yes	No	NA
1. Are all previously stabilized areas maintaining 90% ground cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Any ditch erosion observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Perimeter Control - Has sediment reached one half the height of the device?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are inlet protection devices maintained and functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Other

	Yes	No	NA
1. Are all materials that can leach pollutants under cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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15. Description of areas of non-compliance noted during the inspection, required corrective actions, and recommended date of completion of corrective actions:

16. Proposed amendments to the SWPPP:

17. Potential areas of future concern:

18. Additional comments:

Disclosures:

- After discovery, the permit requires many of the deficiencies that may be found in this checklist be corrected within a specified period of time. See permit for more details.
- This inspection checklist is an option for small construction sites. Large construction sites and linear projects require more extensive/more location specific inspection requirements.
- The Permittee(s) is/are responsible for the inspection and maintenance of temporary and permanent water quality management BMP's as well as erosion prevention and sediment control BMPs until another Permittee has obtained coverage under this Permit according to Part II.B.5., or the project has undergone Final Stabilization and a Notice of Termination has been submitted to the MPCA.

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AFFINITY AT RAMSEY

RAMSEY, MN 55303
INLAND GROUP
 120 W. CATALDO AVE., SUITE 100, SPOKANE, WA 99201

PROJECT

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Matthew R. Pavak
 Matthew R. Pavak
 DATE 05/02/18 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/06/17	SITE PLAN SUBMITTAL
03/16/18	WATERSHED SUBMITTAL
03/30/18	CITY SUBMITTAL
05/02/18	CITY RESUBMITTAL

REVISION SUMMARY

DATE	DESCRIPTION

PROJECT NO.: 17226

SWPPP - ATTACHMENTS

SW1.5

Memorandum

TO: City of Ramsey
Ramsey Administrative Office
7550 Sunwood Drive
Ramsey, MN 55303
763-427-1410

FROM: Nathan Dingels, EIT
Civil Site Group

DATE: 4/25/2018

RE:

City of Ramsey,

Below are your written comments regarding Affinity at Ramsey project, in Ramsey, dated 4/10/2018. I have included my response below each question in bold red.

Nathan Dingels, EIT
Civil Site Group
ndingels@civilsitegroup.com
612-387-1179

CSG RESPONSES SHOWN IN BOLD RED BELOW

Final Plat

- Drainage and Utility Easements are required around the perimeter of the lot per City Code.

CSG RESPONSE: Direction needed – with build to line requirements there is not enough room to add 10' easements along the streets or 5' easement along the east property line.

- Plans show a drainage and utility easement for proposed watermain

CSG RESPONSE: We have discussed with Leonard Linton and would like to record the waterline easement by separate instrument after installation in case there are any field modifications. Note added to proposed easement on sheet C4.0 “waterline easement to be recorded after installation prior to acceptance”

Sheet C0.0

- Public Streets need plan and profile sheets with alignments. Sanitary sewer and watermain shall be the primary focus on one set of sheets with storm sewer in a lighter pen for reference.

Storm sewer and street layout shall be the primary focus on the other set of sheets with sanitary sewer and watermain in a lighter pen for reference.

Horizontal and vertical curves must be shown and labeled.

Refer the the City engineering standards for guidance.

CSG RESPONSE: To be completed after street and utility alignments are approved in this submittal.

- Show proposed alignment for future parkway and de- emphasize existing ROW lines.

CSG RESPONSE: Coversheet modified, no future alignment was provided by the city.

Sheet C1.0

- This sheet shows removing storm sewer. The utility plans shows connecting new pipes to this storm sewer. Installation of new pipe is not shown in plans. Revised plan set to address this inconsistency.

CSG RESPONSE: Plan has been updated to show complete removal of existing storm system.

- Label length of curb to be removed. Saw cut curb full depth at next nearest joint. Bituminous repair at curb removal per city details STR-25

CSG RESPONSE: Sheet C1.0 revised. Detail added to sheet C5.3

- Remove both ped ramps patch bituminous pavement at curb removal per city detail STR-25

CSG RESPONSE: Sheet C1.0 revised. Detail added to sheet C5.3

- Legend not complete there are symbols and line types not shows D

CSG RESPONSE: Line types not shown are simply lines in the survey changed to bold to emphasize removal. We do not include every single line type for removal as they are shown on the complete legend on sheet C0.0. The legend on sheet C1.0 shows only our removal lay-over linetypes. We see this sheet to be explanatory enough as is.

- Show Removal of Pavement for watermain connection / lowering

CSG RESPONSE: Sheet C1.0 revised accordingly

- Tree Removal and Tree Protection symbols are included in the legend but not in the plans. Add them to the plans.

CSG RESPONSE: Individual trees were not surveyed. A note is shown on the plan to remove all existing trees within the construction limits. These symbols have been removed from the legend since they are not use on the plans.

- Show all the storm sewer removals, pipe removal going off page, if another page is needed/used, call out the sheet number and include matchlines.

CSG RESPONSE: Sheet C1.0 revised. Sheet C1.1 added showing Bolton & Menk Storm Sewer removals

- Water and sanitary sewer services need to be removed back to the main. Storm sewer need to be bulk headed in the manhole and pipe removed.

CSG RESPONSE: Sheet C1.0 revised accordingly and C1.1 added. We believe the existing storm system is still serving Bunker Lake Blvd and Center Street and can't be totally abandoned. The revised design incorporates leaving this system active.

- Saw cut trail full depth show parking sign to be removed sign removal shall be done without any damage to signs.

CSG RESPONSE: Sheet C1.0 revised accordingly

Sheet C2.0

- Turn off interior building lines on ALL Civil sheets.

CSG RESPONSE: All sheets revised accordingly

- If dumpsters will be stored/staged here, the area will need to be fenced to screen the dumpsters from public view. Screening must match material of the principal structure.

CSG RESPONSE: The dumpsters are stored within the building and only pulled out for a short period of time on collection hours. The addition of an outdoor staging screening would be a deterrent to the project and defeat the substantial cost of creating storage space within the building.

- The interior building schematic in the background makes notes unreadable. consider removing from plans. All lines should be broken behind text.

CSG RESPONSE: All sheets revised

- Label Ped Ramps / call out detail sheet number. Pedestrian Ramps within City ROW must have individual site specific details with spot elevations at; 0" & full height back of curb, corners at top of ramp and corners of landing. Dimension length of ramp and clearly identify landing area.

CSG RESPONSE: To be completed after street and utility alignments are approved in this submittal.

- Dome will follow the curb radii.

CSG RESPONSE: Note added to Ped Ramp callouts on Sheet C2.0

Sheet C3.0

- Turn off interior building lines on ALL Civil sheets.

CSG RESPONSE: All sheets revised

- Public Street Improvements require Plan and Profile Sheets. Public Street Improvements will require additional review. Current review is focused internal to property lines so building permit can be issued. Gravel driveway must be provided to building.

CSG RESPONSE: To be completed after street and utility alignments are approved in this submittal. Note 18 has been added to sheet C2.0: "Maintain an all-weather access road to the building footprint as required for FDP access."

- Swale is not permitted at this location. This is City property and could be used for future development. If street flooding is a concern then add an additional catch basin at the low point. This property will be filled with future development and the swale will go away.

CSG RESPONSE: The swale is being constructed as a temporary EOF protection swale to ensure flooding of the building will not occur. After future city improvement occur, the Swale will no longer be necessary as the grade of the northern area between West Ramsey Parkway and the pond will be lowered, eliminating the need for the swale cutting through the currently raised grade. Sheet C3.0 Revised to combine the storm sewer outlet and the EOF swale north of West Ramsey Parkway.

- Remove from plan if not for contractor use.

CSG RESPONSE: Earthwork numbers removed

- Add Matchlines, call out sheet number for proposed grading off sheet.

CSG RESPONSE: Sheet C3.0 and C3.1 revised

- Existing contour line type in the plans does not match the line type in the legend, revise.

CSG RESPONSE: Sheet C3.0, SW1.0 and SW1.1 revised.

- Remove interior building schematics

CSG RESPONSE: All sheets revised

- Clean up overlapping spot elevations, not readable.

CSG RESPONSE: Some elevations added to a frozen layer. Readability should be better in this area now.

- SE Corner of site showing slopes > 1:3, revise.

CSG RESPONSE: Sheet C3.0 revised

- Low point approx. 15 feet apart along roadway, can this work without adjusting 2% crown in road?

CSG RESPONSE: Sheet C3.0 and C4.0 Revised

Sheet C3.1

- Break or mask lines behind text for legibility.

CSG RESPONSE: Spot elevations relocated to improve legibility.

- The existing pipe is shown to be removed on the removals plan. New pipe to be added must be shown on Utility plan. Explain why existing pipe must be removed and replaced.

CSG RESPONSE: Drawing coordination updated and recent Bolton & Menk report & conference call information incorporated.

- Include hatch in legend, or consider only having in restoration sheet.

CSG RESPONSE: There is no hatch for swales. What you're seeing is a combination of topographical contours and erosion control blanket. Language for callouts revised and Legends revised for clarification to sheet C3.1. Only contours shown on side slopes, with erosion control blanket hatch removed, and language added for clarification.

- Add proposed contour labels. Call out proposed slope

CSG RESPONSE: Sheet C3.1 revised to show contour labels.

- Swale outlet at Pond is 861, which is higher than discharge from FES 860.23, water will not flow towards pond.

CSG RESPONSE: Swale mentioned above has been removed.

- western 2 swales are virtually flat grade from outlets to pond, are they intended to act as infiltration?

CSG RESPONSE: One of the two is being removed. The other is there to act as a temporary outlet for the city pond prior to the completion of construction by the city. The NWL of the pond is proposed at a 861, and the location we were instructed to end the outlet is at the CB in Sundwood drive with an IE of 859.99, so the swale is designed to the best of our ability to provide the action the city is requesting.

Sheet C4.0

- Extend Sewer and Watermain stubs 10 feet beyond back of curb. Mark with Carsonite markers, green for sewer, blue for water. Stubs must be parallel to future road alignment.

CSG RESPONSE: Per conversations with the City of Ramsey we are showing correct stub lengths and locations. To the northwest following the future road alignment as well as straight to the north for the future park development to the North East of West Ramsey Parkway.

- Public street design requires calculation of spread at each catch basin. Spread cannot exceed MNDOT guidelines. Plan and profile sheets are required for all public streets, with sewer and water on a separate sheet from storm sewer. Sewer and water must be shown on street and storm sewer in a screened pen. All storm sewer in public right of way must be designed for 100 year storm in keeping with regional ponding plan for the COR area.

CSG RESPONSE: Plan and profile to be completed after street and utility alignments are approved in this submittal.

Storm sewer is sized for the 10 years storm and EOF route protection provided for the 100 year storm. This will be adequate to provide flood protection and adequate storm sewer capacity.

- Verify Pipe will have minimum 3 fps flow at full capacity. Typical minimum slope for 42in. pipe is 0.0007 ft/ft.

CSG RESPONSE: Storm sewer alignment and sizing revised per revised reports, see sheet C4.0

- Depressed median requires impermeable liner and drain tile connected to storm sewer.

CSG RESPONSE: Sheet C4.0 revised to show correct proposed depressed median design per typical section provided by Bolton Menk. Detail 1/C5.4 added.

- New gate valve may be installed for testing purposes. The new valve shall be full opened after testing and abandoned in place.

CSG RESPONSE: Sheet C4.0 revised accordingly

- Building service Sanitary connections shall be in a manhole on the main line. Each sanitary sewer manhole shall have 0.1 ft drop across inverts

CSG RESPONSE: Sheet C4.0 revised accordingly.

- City Streets must include Alignment, Profile View. Public Utilities must be shown in profile view.

CSG RESPONSE: Plan and profile to be completed after street and utility alignments are approved in this submittal.

- Call out Watermain Bends - Size and Angle

CSG RESPONSE: Sheet C4.0 Revised accordingly

- Need Matchline, call out sheet for Storm Sewer improvements going off sheet.

CSG RESPONSE: Sheet C4.0 revised accordingly

- Note calls out existing hydrant, hydrant is cut off from plan view

CSG RESPONSE: Sheet C4.0 revised accordingly

- Watermain Valve and Storm Sewer Pipe are shown in the same location at the intersection - adjust valve location.

CSG RESPONSE: Sheet C4.0 revised accordingly

- Several Pipes are below typical minimum slope for cleaning velocity. 18" RCP typical 0.0022 ft/ft. based on MN Drainage Manual. Verify minimum 3 fps.

CSG RESPONSE: Sheet C4.0 revised to propose sufficient pipe slopes to ensure minimum flow velocities. Storm sewer sizing spreadsheet provided as supplemental info to prove ±3.00 cfs flow is achieved in pipes. See ACTUAL column for actual velocities achieved in pipes. All are above or within a marginal difference from 3.00 cfs. Due to the request of 0.1' drops through structures, the shallow nature of the site and storm system, the building connection to the internal storm system, the design of the bioretention median, and the outlet to the city pond, the best possible slopes were provided in the system. The limitations were too great in some cases to achieve exactly 3.00 cfs, but the velocities should be within a margin of error that is acceptable to the city.

- 12" Pipe typical 0.0037 ft/ft slope to meet min. 3 fps flow.

CSG RESPONSE: Sheet C4.0 revised to propose sufficient pipe slopes to ensure minimum flow velocities. Storm sewer sizing spreadsheet provided as supplemental info to prove ±3.00 cfs flow is achieved in pipes. See ACTUAL column for actual velocities achieved in pipes. All are above or within a marginal difference from 3.00 cfs. Due to the request of 0.1' drops through structures, the shallow nature of the site and storm system, the elevation of the building connection to the internal storm system, the design of the bioretention median, and the outlet to the city pond, the best possible slopes were provided in the system. The limitations were too great in some cases to achieve exactly 3.00 cfs, but the velocities should be within a margin of error that is acceptable to the city.

- CB's should be placed in low point across from each other.

CSG RESPONSE: Sheet C4.0 revised accordingly

- City required 0.1' Drop across structures. Need to give structure size/type. Need casting information.

CSG RESPONSE: Sheet C4.0 revised to show drops. Casting Schedule added to sheet C5.0 (Detail 5)

- Is this existing structure large enough to handle 24" pipe from south at this angle? 84 - 96"?

CSG RESPONSE: All existing storm sewer in and north of West Ramsey Parkways now scheduled to be removed.

- Would expect this to be a manhole. would it be possible to move MH B here, and add additional MH at north 8x8 WYE?

CSG RESPONSE: Wyes revised to be manholes on Sheet C4.0

Sheet C4.1

- Drantile must be on private property, not in public right of way

CSG RESPONSE: Sheet C4.1 revised and notes added to ensure Drantile is constructed only on private property

- Drantile should staying within property boundary.

CSG RESPONSE: Sheet C4.1 revised and notes added to ensure Drantile is constructed only on private property

- The grading plan shows approximately 866.5 st gutter, will pipe be structurally sufficient for <1.5' of cover?

CSG RESPONSE: Sheet C4.0 revised, pipe no longer is being proposed.

Sheet C5.0

- Street Specific typical sections are required which match the layout of the plans.

CSG RESPONSE: Sheet C5.2 revised to show accurate detail for West Ramsey Parkway street section (Detail 5). Detail on sheet C5.2 for West Town Center Drive street section is accurate and will remain.

- Several required details are missing:

Ribbon Curb

City STR-26 Modified Class 5

City WAT-1 Hydrant

City WAT-4 Joint Connection City WAT-5 Commercial Service

City WAT-7 Watermain Lowering

City STO-5 Slab Top Manhole Cover

City STO-4 Stormwater Casting

City SEW-2 Water Tight Casting

CSG RESPONSE: All relevant details added to sheets C5.0 thru 5.5

Sheet C5.2

- These Typical do not appear current

CSG RESPONSE: Detail revised on sheet C5.2 per the new layout and median design.

Sheet C5.3

- Pedestrian Ramps within the City ROW required a site specific layout which follows the MnDOT 6 Sheets. These layouts must have spot elevations at the top of ramps, corners of landing areas, BOC at full curb height and 0" curb height locations. Call out radius of BOC, use radial truncated domes whenever possible. Landing area must be clearly identified. Details must be scaled and location and/or ID by plan.

CSG RESPONSE: To be completed after street and utility alignments are approved in this submittal.

Sheet SW1.0

- Where is the work going off the sheet, this must be included in the plans. If a separate sheet is used a matchline and call out sheet sheet number

CSG RESPONSE: Match line added to Sheet C3.1 and SW1.0

Sheet SW1.1

- Show additional work going off page

CSG RESPONSE: Match line added to Sheet C3.1 and SW1.1

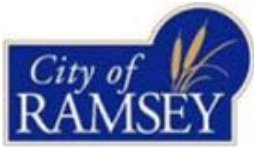
Sheet SW1.3

- Weekly inspection logs and after every 0.5" rainfall event must be submitted to City Inspector. The entire history must be submitted to City prior to final acceptance.

CSG RESPONSE: Note revised on sheet SW1.3

- Did not see any information regarding the NOT. The NOT must be provided to the City for review prior to submittal.

CSG RESPONSE: Adequate info on the notice of termination nature and timing being provided. Additional language added regarding city submittal of the N.O.T.



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

CC Regular Session

7. 1.

Meeting Date: 05/22/2018

By: Chris Anderson, Community
Development

Information

Title:

Consider Resolution #18-097 to Approve a Private Kennel License for the Property Located at 15310 Iguana St NW (Project No. 18-116); Case of Tracianna and Duane Prather

Purpose/Background:

Ramsey City Code Chapter 10 (Animals) Article III (Dogs) states that a Private Kennel License shall be required for a dog owner to maintain four (4) or more dogs on a residential parcel. In April, the City received an application from Tracianna and Duane Prather (the "Applicant") to maintain six (6) dogs on the property located at 15310 Iguana St NW (the "Subject Property"). The Applicant owns and maintains three (3) dogs on the Subject Property. The application indicated that the Applicant's children are in the process of moving back in with them and that will result in another three (3) dogs residing on the property until such time that the children find housing of their own.

Notification:

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

Observations/Alternatives:

The Subject Property is roughly 0.95 acres in size and is zoned R-1 Residential (Rural Developing). The surrounding properties are all approximately the same size as the Subject Property and are also zoned R-1 Residential (Rural Developing). Two (2) of the boundaries of the Subject Property (south and west) are fairly well screened with vegetation and the entire side and rear yards are enclosed with a four (4) foot tall chain link fence.

The three (3) dogs owned and maintained by the Applicant include two (2) poodle/papillon mixes (small breed, less than 20 pounds each) and a German short-hair pointer. The three (3) 'new' dogs that would also be temporarily maintained on the Subject Property include a poodle/mini pin mix (another small breed, less than 20 pounds), a black lab, and a pitbull/rhodesian ridgeback mix. All dogs are currently licensed (licenses attached) and are all spayed or neutered. The dogs are generally indoor dogs that are let outside to go the bathroom and for exercise purposes.

As previously noted, there is a four (4) foot tall chain link fence that encloses the side/rear yards of the property entirely. The Applicant has stated their intention of installing another section of fence to 'split' the rear yard so that the dogs would be maintained closer to the home on the Subject Property.

The Applicant also currently maintains fourteen (14) chickens on the Subject Property. This is in compliance with City Code Section 10-1 (Keeping of Certain Animals, Livestock and Poultry). This information is included for reference only as City Code does not include more restrictive standards for maintaining a combination of chickens and dogs.

There have been two (2) letters submitted regarding this request. The first was included with the application and is from the adjacent neighbor to the north. They have stated that they have no objections to the request and, in fact, come over to let the dogs out periodically while the Applicant is at work. The second letter received noted some concerns such as fence height related to a couple larger dog breeds (lab and German short hair pointer), the potential of barking dogs as a nuisance, concern about safety related to the pit bull mix, and whether the license would be for any six (6) dogs or these six in particular.

The Private Kennel License can be crafted specifically for the six (6) dogs indicated on the application and thus, would truly be for a temporary timeframe. The dogs are primarily indoors with the exception of being let out for exercise and to go to the bathroom. Oftentimes, the Applicant and/or the neighbor is outside with the animals to limit the potential nuisance of barking and/or digging in the yard. While there are no plans to increase the height of the existing fence, the Applicant has a desire to add additional fencing to further section off the rear yard, keeping the dogs closer to the home. The Applicant has stated that the dogs have had obedience training.

Alternatives

Alternative #1: Adopt Resolution #18-097 Granting a Private Kennel License to specifically maintain the six (6) dogs indicated on the application. This would ensure that the Private Kennel License is, in fact, temporary. There have been no nuisance complaints of any sort on the Subject Property. There is fencing that fully encloses the side/rear yard and there is also some vegetative screening in place. Staff supports this alternative.

Alternative #2: Adopt Resolution #18-097 Granting a Private Kennel License to maintain up to six (6) dogs on the Subject Property. This alternative would allow any six (6) dogs on the Subject Property and would therefore eliminate the temporary nature of the Private Kennel License. The Applicant is not seeking this alternative and Staff does not support it.

Alternative #3: Deny the Private Kennel License. This action would require the Applicant to maintain no more than three (3) dogs on the Subject Property. As requested, the Private Kennel License is intended to address a temporary situation in which the Applicant's children, who both own dogs of their own, are moving back in with them. While there is no timeframe on when they will find their own housing, when they do, they would move out and bring their dogs with them, therefore reducing the total number of dogs being maintained on the Subject Property down to three (3). Staff does not support this alternative.

Funding Source:

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

Recommendation:

Staff recommends approving the request for a Private Kennel License.

Action:

Motion to adopt Resolution #18-097 granting a Private Kennel License to maintain the six (6) dogs on the Subject Property.

Attachments

Site Location Map

Written Comments Received

Dog Licenses

Photos of Dogs

Applicant Sketch of Property

Aerial View of Property

Resolution #18-097: DRAFT Private Kennel License

Form Review

Inbox

Tim Gladhill
Chris Anderson (Originator)
Tim Gladhill
Kurt Ulrich
Form Started By: Chris Anderson
Final Approval Date: 05/17/2018

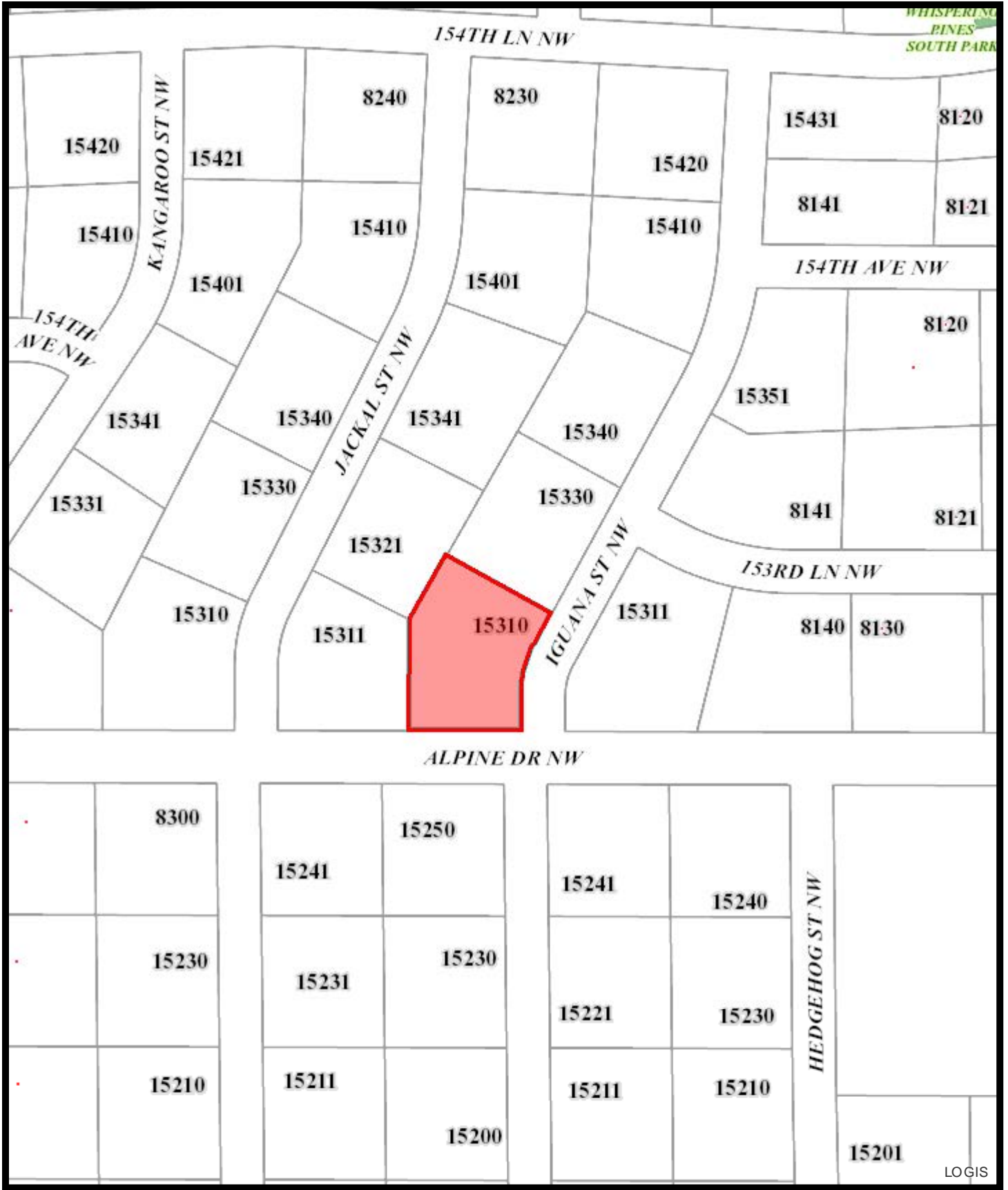
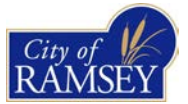
Reviewed By

Chris Anderson
Chris Anderson
Tim Gladhill
Kurt Ulrich

Date

05/15/2018 08:07 AM
05/15/2018 08:08 AM
05/16/2018 08:34 AM
05/17/2018 08:27 AM
Started On: 05/10/2018 08:29 AM

Site Location Map



4\15\18

To: Whom It May Concern:

We have been informed that our next-door neighbors at 15310 Iguana Street NW are applying for a kennel license to allow them to have 6 dogs on their property. They let us know that their children are moving back in until able to get places of their own, bringing their dogs with them. We are fine with this. They are good neighbors and keep their dogs indoors unless putting them outside for exercise. They don't allow them to stay out for long extended periods of time to bark obsessively or anything. We even help during the week with letting the dogs out to go to the bathroom and stretch their legs while the owners work. They are great well-behaved dogs that are very well taken care of.

Sincerely,

Karon Parker
Sue & Jesse } 15330 Iguana St

Melanie & Richard Klatt
15341 Jackal Street NW Ramsey, MN 55303
612-209-0195 melanieaklatt@gmail.com

May 5, 2018

City of Ramsey
Anoka County
7550 Sunwood Drive NW
Ramsey, MN 55303

Dear City of Ramsey,

I am writing in response to the letter for a private kennel license at the address of 15310 Iguana Street NW, Ramsey, MN 55303. We have some concerns with this property having 6 animals on the property. They are as follows, the fact that they have a short fence and are going to have large dogs that would be able to easily jump that fence. The noise of barking dogs at all hours of the day/night. I work from home during the week and my husband works weekend evenings and naps in the afternoons, so noise is an issue for us. We realize that this is supposed to be a temporary thing. What is considered temporary, weeks months years? My questions would be, is this license for this specific 6 dogs or any 6 dogs? Will they be bringing in more dogs after this 6 leave? What if these dogs can jump the fence? Are they going to add additional fencing? There are already several dogs that roam the neighborhood as it is. One has a habit of barking at us in our own yard. By the time we would call the police to notify them those dogs are long gone. We should not have to feel uncomfortable in our own yard. It is our understanding that these dogs are mixed and one being part pit bull, and another part lab. Have they had any obedience training? Pit bulls are notorious for being aggressive. What precautions are being taken to ensure the safety of the neighbors?

Thank you for your time.

Sincerely,

Melanie & Richard Klatt

**CITY OF RAMSEY
DOG LICENSE**

Tag No.: 2714 Date: 4-13-18

Owner: Tracianna Prather Phone No.: 763-234-7529

Address: 15310 Iguana St NW

Information on Dog:

Name: Moose Breed: Poodle/Papillon

Color: Brindle Male Neutered
 Female Spayed

Rabies Shot: 1-11-18 License Expires: 1-10-21

\$10⁰⁰

EVJ

**CITY OF RAMSEY
DOG LICENSE**

Tag No.: 2717 Date: 4-13-18

Owner: Tracianna Prather Phone No.: 763-234-7529

Address: 15310 Iguana St NW

Information on Dog:

Name: Kumar Breed: Lab

Color: Black Male Neutered
 Female Spayed

Rabies Shot: ~~702~~ 1-15-17 License Expires: 1-16-20

\$11⁰⁰

EVJ

**CITY OF RAMSEY
DOG LICENSE**

Tag No.: 2719 Date: 4-13-18

Owner: Tracianna Prather Phone No.: 763-234-7529

Address: 15310 Iguana St NW

Information on Dog:

Name: Ella Breed: Poodle/min pin mix

Color: Grey Male- Neutered
Female- Spayed

Rabies Shot: 10/31/15 License Expires: 10/30/18

★ FREE RENEWAL ★

\$10⁰⁰

CPJ

**CITY OF RAMSEY
DOG LICENSE**

Tag No.: 2718 Date: 4-13-18

Owner: Tracianna Prather Phone No.: 763-234-7529

Address: 15310 Iguana St NW

Information on Dog:

Name: Gunner Breed: Germ. Short Hair Pointer

Color: Brown Male- Neutered
Female- Spayed

Rabies Shot: 9-1-17 License Expires: 9-31-18

★ FREE RENEWAL ★

CPJ

COPY

**CITY OF RAMSEY
DOG LICENSE**

Tag No.: 2708 Date: 4-16-18

Owner: Tracianna Prather Phone No.: 763-234-7529

Address: 15310 Iguana St NW, Ramsey

Information on Dog:

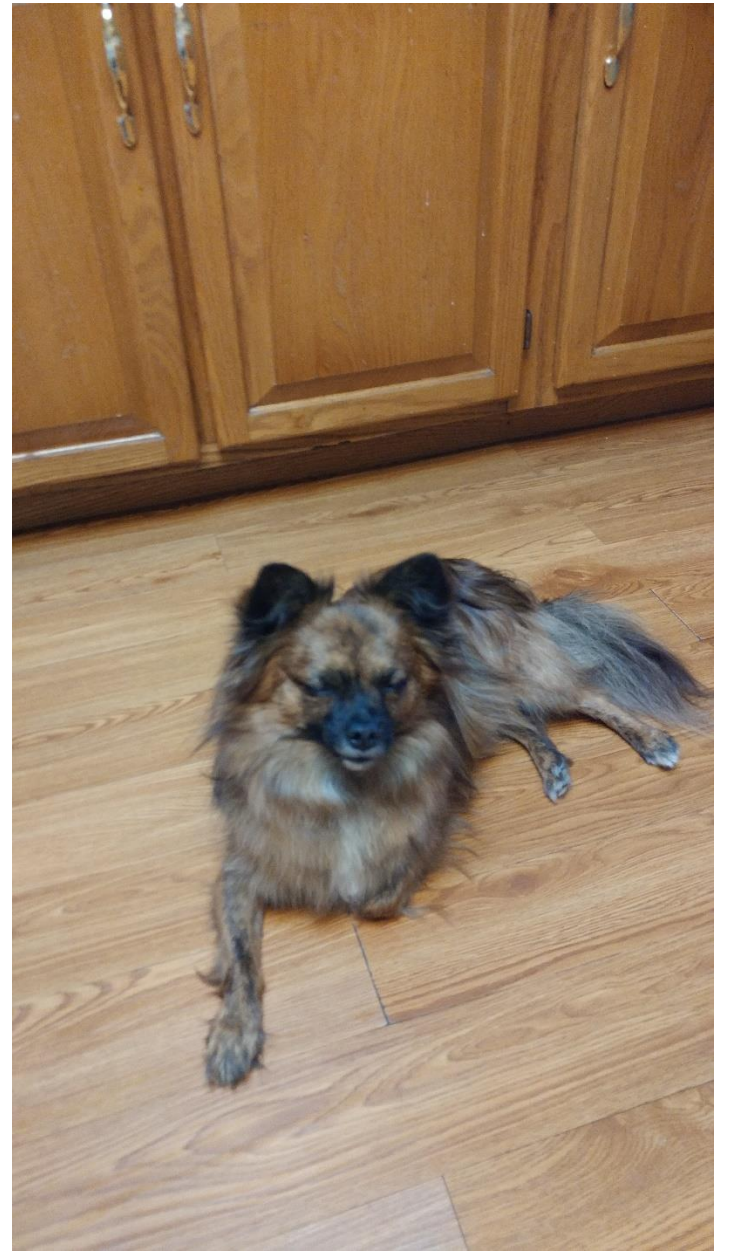
Name: Maya Breed: Pitbull mix

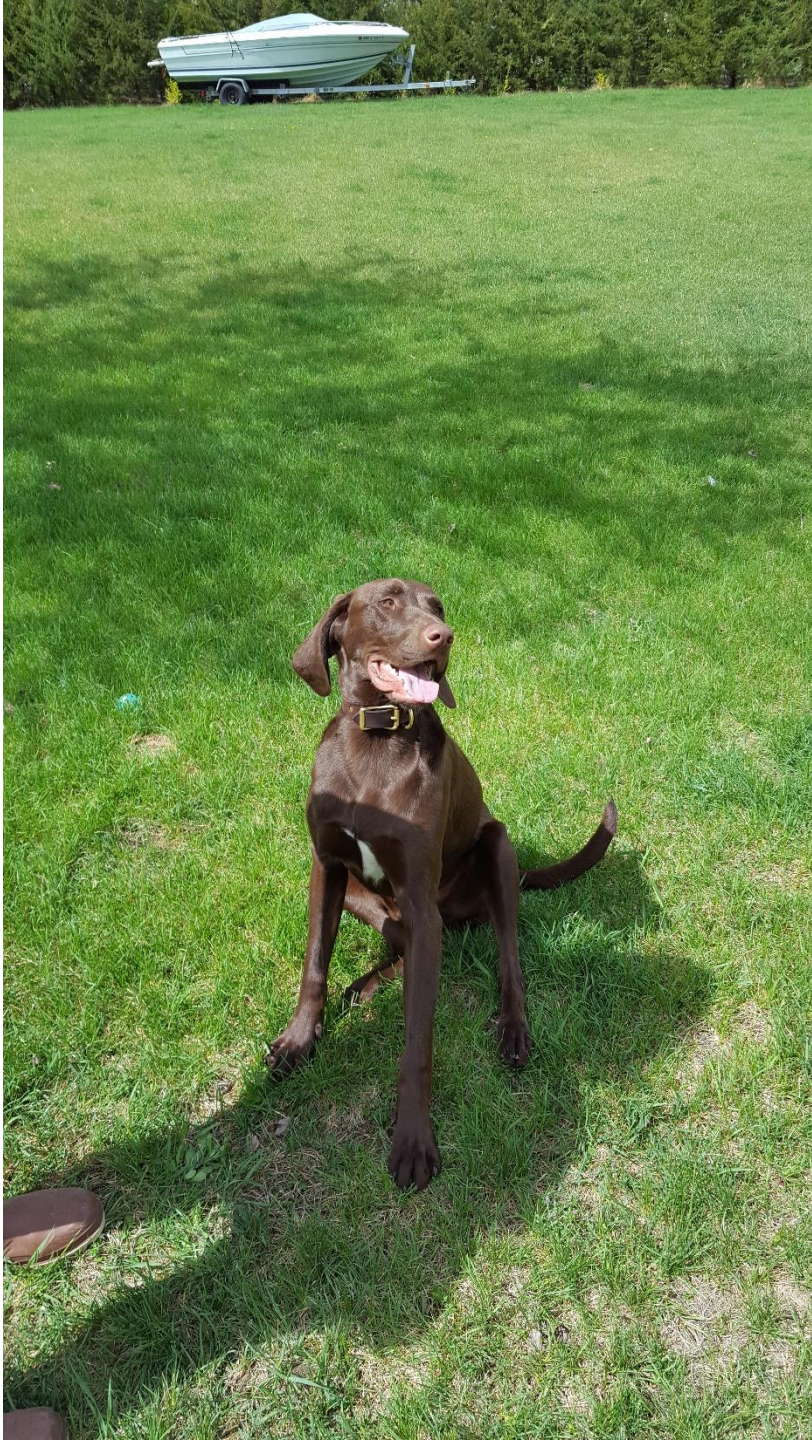
Color: Brown/White ~~Male~~ Female ~~Neutered~~ Spayed

Rabies Shot: 4-16-18 License Expires: 4-13-20

[Signature]

#10⁰⁰





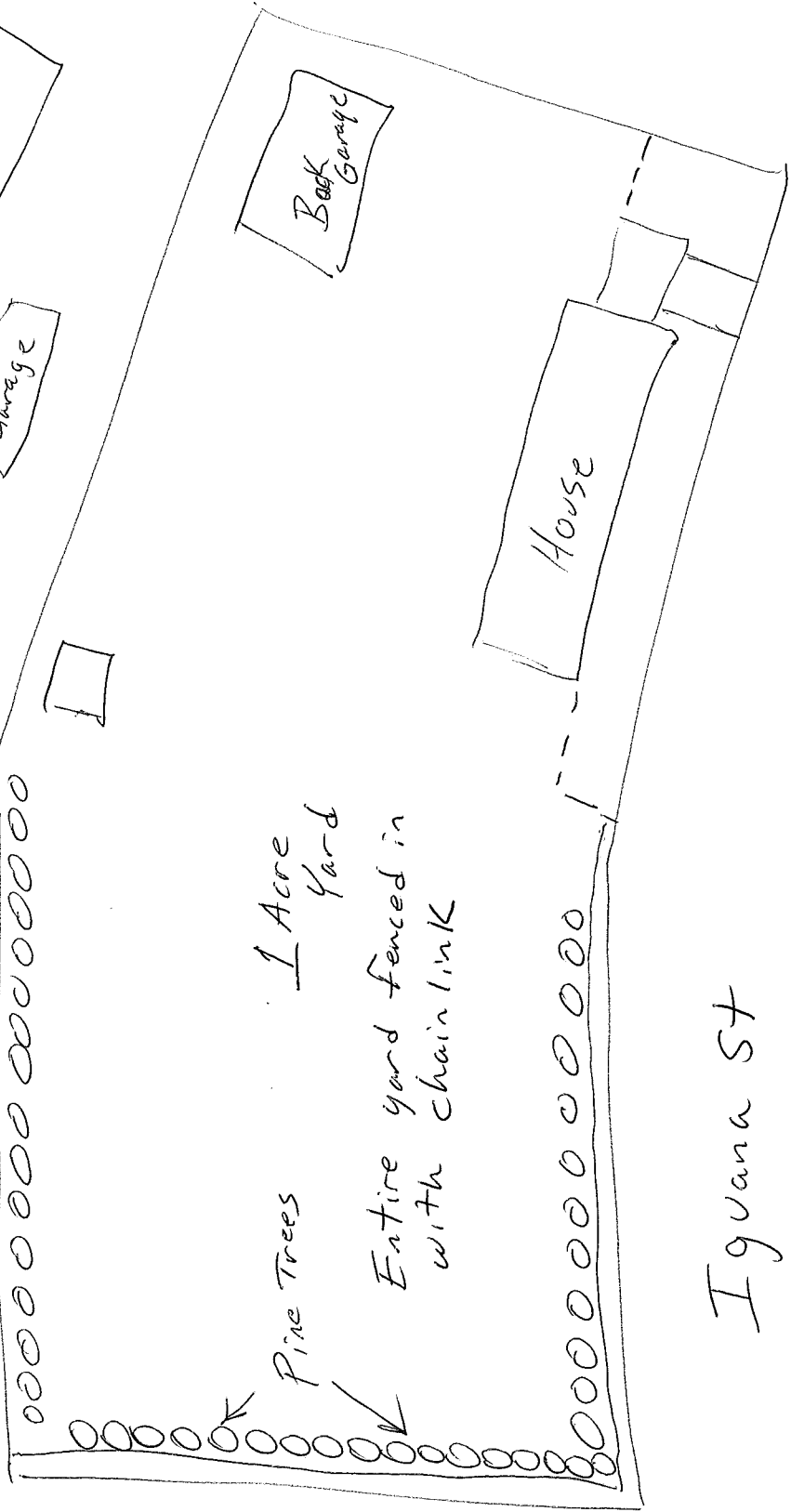
Neighbor

Neighbor

Garage

Back Garage

House



1 Acre Yard
Entire yard fenced in with chain link

Pine Trees

Iguana St

Alpine Drive



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

RESOLUTION #18-097

RESOLUTION APPROVING A PRIVATE KENNEL LICENSE ON A RESIDENTIAL PROPERTY GENERALLY KNOWN AS 15310 IGUANA STREET NW.

WHEREAS, Tracianna Prather and Duane Prather, hereinafter referred to as the “Licensee”, have properly applied to the City of Ramsey (the “City”) for a Private Kennel License (the “License”) on the property generally known as 15310 Iguana St NW and legally described as follows:

Lot 10, Block 10, Whispering Pines Estates, Anoka County, Minnesota

(“Subject Property”)

WHEREAS, the Licensee has applied for a Private Kennel License to maintain six (6) dogs on the Subject Property; and

WHEREAS, the application for a Private Kennel License is to accommodate family members temporarily residing on the Subject Property; and

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

WHEREAS, the City Council met on May 22, 2018 to review the request for a Private Kennel License.

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

- 1) That a Private Kennel License is hereby granted to **Licensee** to maintain the six (6) specific dogs, outlined in Exhibit A, on the **Subject Property**.
- 2) That the **Licensee** shall comply with all provisions of Ramsey City Code Chapter 10 Article III (Dogs).
- 3) That the **Licensee** acknowledges that this **License** does not allow any dogs not included in Exhibit A to be maintained on the **Subject Property**.
- 4) That the **Licensee** shall be responsible for maintaining the individual dog licenses as long as the dogs are maintained on the **Subject Property**.

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 22nd day of May, 2018.

LICENSEE

Tracianna Prather and Duane Prather hereby acknowledge receipt of this **License** and that they have reviewed the conditions of this **License** and have agreed to comply with the terms of this **License**.

Tracianna Prather

Duane Prather

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

On this _____ day of _____, _____, before me, a Notary Public, personally appeared Tracianna Prather and Duane Prather, to me known to be the persons described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public

CITY OF RAMSEY

By: _____
Acting Mayor

By: _____
City Clerk

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

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

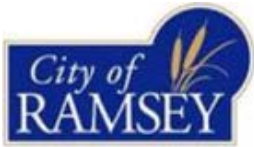
Notary Public

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

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

Exhibit A
Eligible Dogs for the Private Kennel License

1. Minnie, a female Poodle/Papillion mix, Tag No. 2715
2. Moose, a male Poodle/Papillion mix, Tag No. 2714
3. Kumar, a male Black Lab, Tag No. 2717
4. Ella, a female Poodle/Mini Pin mix, Tag No. 2719
5. Gunner, a male German Short Hair Pointer, Tag No. 2718
6. Maya, a female Pitbull mix, Tag No. 2708



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

CC Regular Session

7. 2.

Meeting Date: 05/22/2018

By: Diana Lund, Finance

Information

Title:

Adopt Resolution #18-100 Providing for the Sale of \$1,210,000 General Obligation Road Reconstruction Bonds, Series 2018A

Purpose/Background:

Purpose: To provide funding for road reconstruction projects via the issuance of Street Reconstruction Bonds.

Background: Over the past several years, much discussion has taken place over the financing of road improvements. These needed improvements: Sealcoats, Overlays and Reconstructions are based on the 60-year Long-Term Street Maintenance Program that the engineering department had compiled on all of the city's streets based on a PASER rating (the lower the PASER rating, the worse the road). Based on the Long-Term Street Maintenance Program, it was estimated that the cost to address the highest priority projects averaged \$2.2M over the first five years and increased after that. Of the estimated \$2.2M, \$500,000 would be funded from the General Fund and the remainder from the issuance of debt. The payment of said debt would be paid from an annual tax levy and assessment to benefiting parties.

The year 2015 was the first year that the City issued road reconstruction debt to fund the first road reconstruction project (Garnet and 168th Avenue) as outlined in the Long-Term Street Maintenance Program. and the 2015-2019 Capital Improvement Plan (5-Year Road Plan that was adopted in 2015 and that outlined the respective projects and costs for years 2015-2019). The City issued a total of \$1,205,000 GO Street Reconstruction bonds in 2015 for Garnet/168th Avenue reconstruction and overlay projects.

The second road reconstruction project to be undertaken per the Street Maintenance Program and the 2015-2019 Capital Improvement Plan was Andrie Street and 164th Lane. The City issued a total of \$1,650,000 GO Street Reconstruction bonds in 2016 to fund these improvements.

The third year of road reconstruction projects to be undertaken per the Street Maintenance Program and the 2015-2019 Capital Improvement Plan was the reconstruction of Alpine Drive and Sunwood Drive. The City Issued a total of \$895,000 GO Street Reconstruction bonds in 2017 to fund these reconstructions.

The City is now in its fourth year of funding road projects via the issuance of Street Reconstruction bonds. For year 2018, \$1,210,000 (hard and soft costs) is proposed to be issued to fund the reconstructions of Stanhope Terrace and River's Bend, along with several overlay projects in the areas known as North Forty, Northfork Itasca and Northfork Oaks.

The issuance of General Obligation Street Reconstruction Bonds will be used to **fund the street reconstruction portion only** of the project. Storm water utility costs related to any of the projects will be funded from the storm water utility fund.

If authorized, The GO Street Reconstruction Bonds are scheduled to be sold the morning of June 26, 2018, with approval of the sale and terms brought forward to the City Council for their approval that same evening (June 26, 2018).

Notification:

Ehlers and Associates, the City's financial consultant, has prepared a Presale Report of the Bond issue which is attached. The Presale Report reflects the bond issuance in the amount of \$1,210,000 with an all inclusive interest rate of approximately 3.57%. The term of the bond is for 10 years with the annual debt service averaging \$141,425. The payment of this debt will be funded via the annual property tax levy and a 25% assessment on benefitting properties. The first year of this levy will be for 2018 payable.

Observations/Alternatives:

1. Motion to Adopt Resolution #18-100 Approving the Issuance of General Obligation Street Reconstruction Bonds.
- #2. Motion to not Adopt Resolution #18-100 at this time.

Funding Source:

The issuance of Street Reconstruction Bonds (and a percentage from special assessments) will fund the reconstructions of Stanhope Terrace and River's Bend the the overlays of North Forty 2 &3, Northfork Itasca, Northfork 2 &3 and Northfork Oaks as outlined in the Long-Term Street Maintenance Program and the 2015-2019 CIP.

Recommendation:

Staff recommends Alternative #1 as this is the authorization to issue debt with final approval of the acceptance of the bond sale terms at the City Council's regular June 26, 2018 meeting. The issuance of debt follows the direction that City Council authorized as the funding mechanism of how road reconstruction projects were to be funded (with a portion funded via special assessments).

Action:

Motion to Adopt Resolution #18-100 Providing for the Sale of \$1,210,000 General Obligation Street Reconstruction Bonds.

Attachments

Presale Report \$1,210,000 GO Road Recon Bond
Reso #18-100

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 05/17/2018

Reviewed By

Kurt Ulrich

Date

05/17/2018 08:37 AM

Started On: 05/11/2018 08:43 AM



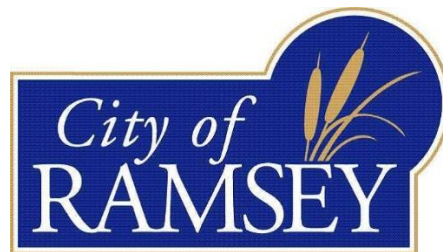
EHLERS
LEADERS IN PUBLIC FINANCE

May 22, 2018

Pre-Sale Report for

City of Ramsey, Minnesota

\$1,210,000 General Obligation Street Reconstruction
Bonds, Series 2018A



Prepared by:

Stacie Kvilvang, CIPMA
Senior Municipal Advisor

And

Jason Aarsvold, CIPMA
Senior Municipal Advisor



Executive Summary of Proposed Debt

Proposed Issue:	\$1,210,000 General Obligation Street Reconstruction Bonds, Series 2018A
Purposes:	<p>The proposed issue includes financing for the 2018 road reconstruction and overlay projects in the City. Debt service will be paid from a combination of special assessments and ad valorem property taxes.</p> <p>It is the intent of the City to levy special assessments in the amount of approximately \$287,375 to benefiting property owners. These assessments will be levied in 2018 for collection in years 2019 through 2028 at a rate of 2% over the True Interest Cost of the proposed Bonds (rounded to the nearest .25%). Annual assessments are paid on an equal principal basis. The City anticipates receiving \$15,125 in prepayments (approximately 5%) so the Bond size has been reduced accordingly.</p>
Authority:	<p>The Bonds are being issued pursuant to Minnesota Statutes, Chapter:</p> <ul style="list-style-type: none"> • 475.58 3b <p>The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.</p> <p>The Bonds count against the City’s General Obligation Debt Capacity Limit of 3% of estimated market value (EMV). In the City the pay 2018 EMV is \$2,460,843,300. Therefore, the total amount of outstanding debt cannot exceed \$73,825,299. As of May 16, 2017, the City has \$23,920,000 subject to the legal debt limit.</p> <p>The City held the required public hearing on it 5-year street reconstruction plan on March 10, 2015.</p>
Term/Call Feature:	<p>The Bonds are being issued for a 10-year term. Principal on the Bonds will be due on December 15 in the years 2019 through 2028. Interest is payable every six months beginning June 15, 2019.</p> <p>The Bonds maturing on and after December 15, 2027 will be subject to prepayment at the discretion of the City on December 15, 2026 or any date thereafter.</p>
Bank Qualification:	<p>Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.</p>
Rating:	<p>The City’s most recent bond issues were rated AA+ by Standard & Poor’s. The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City’s bond rating if the bond rating of the insurer is higher than that of the City.</p>



<p>Basis for Recommendation:</p>	<p>Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of General Obligation Street Reconstruction Bonds as a suitable financing option because</p> <ul style="list-style-type: none"> - This is a viable option available to finance this type of project under State law - This is the most overall cost effective option that still maintains future flexibility for the repayment of debt - These projects were anticipated when the City completed its street reconstruction plan in 2015 and held the required public hearing to finance these projects under this authority <p>This coincides with the City’s past practices to finance these types of projects with this type of debt issue.</p>
<p>Method of Sale/Placement:</p>	<p>In order to obtain the lowest interest cost to the City, we will competitively bid the purchase of the Bonds from local and national underwriters/banks.</p> <p>We have included an allowance for discount bidding equal to 1.20000% of the principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.</p> <p>Premium Bids: Under current market conditions, most investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.”</p> <p>The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.</p> <p>For this issue of Bonds, we have been directed to use the premium to reduce the size of the issue. The adjustments may slightly change the true interest cost of the original bid, either up or down.</p> <p>You have the choice to limit the amount of premium in the bid specifications. This may result in fewer bids, but it may also eliminate large adjustments on the day of sale and other uncertainties.</p>
<p>Review of Existing Debt:</p>	<p>We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.</p>



<p>Continuing Disclosure:</p>	<p>Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.</p>
<p>Arbitrage Monitoring:</p>	<p>Because the Bonds are tax-exempt obligations/tax credit obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Nonarbitrage Certificate prepared by your Bond Attorney and provided at closing. You have retained Ehlers to assist you with compliance with these rules.</p>
<p>Risk Factors:</p>	<p>If significant amounts of prepayments of special assessments are received, the levy may need to be increased in future years because the City’s investment earnings on additional prepayments will likely be less than the assessment rate.</p>
<p>Other Service Providers:</p>	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, so their final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p>Bond Attorney: Briggs and Morgan, Professional Association Paying Agent: Bond Trust Services Corporation Rating Agency: Standard & Poor's Global Ratings (S&P)</p>

This presale report summarizes our understanding of the City’s objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City’s objectives.



Proposed Debt Issuance Schedule

Pre-Sale Review by City Council:	May 22, 2018
Distribute Official Statement:	Week of June 11, 2018
Conference with Rating Agency:	Week of June 18, 2018
City Council Meeting to Award Sale of the Bonds:	June 26, 2018
Estimated Closing Date:	July 19, 2018

Attachments

Sources and Uses of Funds

Proposed Debt Service Schedule

Resolution Authorizing Ehlers to Proceed With Bond Sale

Ehlers Contacts

Municipal Advisors:	Stacie Kvilvang	(651) 697-8506
	Jason Aarsvold	(651) 697-8512
Disclosure Coordinator:	Jen Chapman	(651) 697-8566
Financial Analyst:	Alicia Gage	(651) 697-8551

The Official Statement for this financing will be mailed to the City Council at their home address or e-mailed for review prior to the sale date.



City of Ramsey, Minnesota

\$1,210,000 General Obligation Street Reconstruction Bonds, Series 2018A

Issue Summary

Assumes Current Market BQ AA+ Rates plus 25bps

Total Issue Sources And Uses

Dated 07/19/2018 | Delivered 07/19/2018

	Street Reconstruction	Overlays	Issue Summary
Sources Of Funds			
Par Amount of Bonds	\$630,000.00	\$580,000.00	\$1,210,000.00
Prepaid Assessments	7,875.00	7,250.00	15,125.00
Total Sources	\$637,875.00	\$587,250.00	\$1,225,125.00
Uses Of Funds			
Total Underwriter's Discount (1.200%)	7,560.00	6,960.00	14,520.00
Costs of Issuance	19,264.46	17,735.54	37,000.00
Deposit to Project Construction Fund	607,000.00	566,000.00	1,173,000.00
Rounding Amount	4,050.54	(3,445.54)	605.00
Total Uses	\$637,875.00	\$587,250.00	\$1,225,125.00



City of Ramsey, Minnesota

\$1,210,000 General Obligation Street Reconstruction Bonds, Series 2018A

Issue Summary

Assumes Current Market BQ AA+ Rates plus 25bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
07/19/2018	-	-	-	-	-
06/15/2019	-	-	29,052.49	29,052.49	-
12/15/2019	105,000.00	2.200%	16,041.25	121,041.25	150,093.74
06/15/2020	-	-	14,886.25	14,886.25	-
12/15/2020	115,000.00	2.300%	14,886.25	129,886.25	144,772.50
06/15/2021	-	-	13,563.75	13,563.75	-
12/15/2021	115,000.00	2.400%	13,563.75	128,563.75	142,127.50
06/15/2022	-	-	12,183.75	12,183.75	-
12/15/2022	115,000.00	2.500%	12,183.75	127,183.75	139,367.50
06/15/2023	-	-	10,746.25	10,746.25	-
12/15/2023	125,000.00	2.600%	10,746.25	135,746.25	146,492.50
06/15/2024	-	-	9,121.25	9,121.25	-
12/15/2024	125,000.00	2.700%	9,121.25	134,121.25	143,242.50
06/15/2025	-	-	7,433.75	7,433.75	-
12/15/2025	125,000.00	2.800%	7,433.75	132,433.75	139,867.50
06/15/2026	-	-	5,683.75	5,683.75	-
12/15/2026	125,000.00	2.850%	5,683.75	130,683.75	136,367.50
06/15/2027	-	-	3,902.50	3,902.50	-
12/15/2027	125,000.00	2.950%	3,902.50	128,902.50	132,805.00
06/15/2028	-	-	2,058.75	2,058.75	-
12/15/2028	135,000.00	3.050%	2,058.75	137,058.75	139,117.50
Total	\$1,210,000.00	-	\$204,253.74	\$1,414,253.74	-

Yield Statistics

Bond Year Dollars	\$7,355.72
Average Life	6.079 Years
Average Coupon	2.7768006%
Net Interest Cost (NIC)	2.9741980%
True Interest Cost (TIC)	2.9874355%
Bond Yield for Arbitrage Purposes	2.7668657%
All Inclusive Cost (AIC)	3.5663949%

IRS Form 8038

Net Interest Cost	2.7768006%
Weighted Average Maturity	6.079 Years

City of Ramsey, Minnesota

\$1,210,000 General Obligation Street Reconstruction Bonds, Series 2018A

Issue Summary

Assumes Current Market BQ AA+ Rates plus 25bps

Detail Costs Of Issuance

Dated 07/19/2018 | Delivered 07/19/2018

COSTS OF ISSUANCE DETAIL

Municipal Advisor	\$16,000.00
Bond Counsel (Briggs and Morgan)	\$10,000.00
Rating Agency Fee (S&P)	\$10,000.00
Miscellaneous	\$1,000.00
TOTAL	\$37,000.00

City of Ramsey, Minnesota

\$1,210,000 General Obligation Street Reconstruction Bonds, Series 2018A

Issue Summary

Assumes Current Market BQ AA+ Rates plus 25bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Net New D/S	105% of Total	Assessments	Levy/(Surplus)
12/15/2018	-	-	-	-	-	-	-	-
12/15/2019	105,000.00	2.200%	45,093.74	150,093.74	150,093.74	157,598.43	42,467.64	115,130.79
12/15/2020	115,000.00	2.300%	29,772.50	144,772.50	144,772.50	152,011.13	41,669.38	110,341.75
12/15/2021	115,000.00	2.400%	27,127.50	142,127.50	142,127.50	149,233.88	40,232.50	109,001.38
12/15/2022	115,000.00	2.500%	24,367.50	139,367.50	139,367.50	146,335.88	38,795.64	107,540.24
12/15/2023	125,000.00	2.600%	21,492.50	146,492.50	146,492.50	153,817.13	37,358.76	116,458.37
12/15/2024	125,000.00	2.700%	18,242.50	143,242.50	143,242.50	150,404.63	35,921.88	114,482.75
12/15/2025	125,000.00	2.800%	14,867.50	139,867.50	139,867.50	146,860.88	34,485.00	112,375.88
12/15/2026	125,000.00	2.850%	11,367.50	136,367.50	136,367.50	143,185.88	33,048.14	110,137.74
12/15/2027	125,000.00	2.950%	7,805.00	132,805.00	132,805.00	139,445.25	31,611.26	107,833.99
12/15/2028	135,000.00	3.050%	4,117.50	139,117.50	139,117.50	146,073.38	30,174.38	115,899.00
Total	\$1,210,000.00	-	\$204,253.74	\$1,414,253.74	\$1,414,253.74	\$1,484,966.43	\$365,764.58	\$1,119,201.85

Significant Dates

Dated	7/19/2018
First Coupon Date	6/15/2019

Yield Statistics

Bond Year Dollars	\$7,355.72
Average Life	6.079 Years
Average Coupon	2.7768006%
Net Interest Cost (NIC)	2.9741980%
True Interest Cost (TIC)	2.9874355%
Bond Yield for Arbitrage Purposes	2.7668657%
All Inclusive Cost (AIC)	3.5663949%

City of Ramsey, Minnesota

\$630,000 General Obligation Street Reconstruction Bonds, Series 2018A

Street Reconstruction

Assumes Current Market BQ AA+ Rates plus 25bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Net New D/S	105% of Total	Assessments	Levy/(Surplus)
12/15/2018	-	-	-	-	-	-	-	-
12/15/2019	55,000.00	2.200%	23,472.78	78,472.78	78,472.78	82,396.42	22,111.25	60,285.17
12/15/2020	60,000.00	2.300%	15,490.00	75,490.00	75,490.00	79,264.50	21,695.62	57,568.88
12/15/2021	60,000.00	2.400%	14,110.00	74,110.00	74,110.00	77,815.50	20,947.50	56,868.00
12/15/2022	60,000.00	2.500%	12,670.00	72,670.00	72,670.00	76,303.50	20,199.38	56,104.12
12/15/2023	65,000.00	2.600%	11,170.00	76,170.00	76,170.00	79,978.50	19,451.26	60,527.24
12/15/2024	65,000.00	2.700%	9,480.00	74,480.00	74,480.00	78,204.00	18,703.12	59,500.88
12/15/2025	65,000.00	2.800%	7,725.00	72,725.00	72,725.00	76,361.25	17,955.00	58,406.25
12/15/2026	65,000.00	2.850%	5,905.00	70,905.00	70,905.00	74,450.25	17,206.88	57,243.37
12/15/2027	65,000.00	2.950%	4,052.50	69,052.50	69,052.50	72,505.13	16,458.76	56,046.37
12/15/2028	70,000.00	3.050%	2,135.00	72,135.00	72,135.00	75,741.75	15,710.62	60,031.13
Total	\$630,000.00	-	\$106,210.28	\$736,210.28	\$736,210.28	\$773,020.79	\$190,439.39	\$582,581.40

Significant Dates

Dated	7/19/2018
First Coupon Date	6/15/2019

Yield Statistics

Bond Year Dollars	\$3,825.50
Average Life	6.072 Years
Average Coupon	2.7763764%
Net Interest Cost (NIC)	2.9739976%
True Interest Cost (TIC)	2.9872338%
Bond Yield for Arbitrage Purposes	2.7668657%
All Inclusive Cost (AIC)	3.5668130%

City of Ramsey, Minnesota

\$580,000 General Obligation Street Reconstruction Bonds, Series 2018A

Overlays

Assumes Current Market BQ AA+ Rates plus 25bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Net New D/S	105% of Total	Assessments	Levy/(Surplus)
12/15/2018	-	-	-	-	-	-	-	-
12/15/2019	50,000.00	2.200%	21,620.96	71,620.96	71,620.96	75,202.01	20,356.39	54,845.62
12/15/2020	55,000.00	2.300%	14,282.50	69,282.50	69,282.50	72,746.63	19,973.76	52,772.87
12/15/2021	55,000.00	2.400%	13,017.50	68,017.50	68,017.50	71,418.38	19,285.00	52,133.38
12/15/2022	55,000.00	2.500%	11,697.50	66,697.50	66,697.50	70,032.38	18,596.26	51,436.12
12/15/2023	60,000.00	2.600%	10,322.50	70,322.50	70,322.50	73,838.63	17,907.50	55,931.13
12/15/2024	60,000.00	2.700%	8,762.50	68,762.50	68,762.50	72,200.63	17,218.76	54,981.87
12/15/2025	60,000.00	2.800%	7,142.50	67,142.50	67,142.50	70,499.63	16,530.00	53,969.63
12/15/2026	60,000.00	2.850%	5,462.50	65,462.50	65,462.50	68,735.63	15,841.26	52,894.37
12/15/2027	60,000.00	2.950%	3,752.50	63,752.50	63,752.50	66,940.13	15,152.50	51,787.63
12/15/2028	65,000.00	3.050%	1,982.50	66,982.50	66,982.50	70,331.63	14,463.76	55,867.87
Total	\$580,000.00	-	\$98,043.46	\$678,043.46	\$678,043.46	\$711,945.63	\$175,325.19	\$536,620.44

Significant Dates

Dated	7/19/2018
First Coupon Date	6/15/2019

Yield Statistics

Bond Year Dollars	\$3,530.22
Average Life	6.087 Years
Average Coupon	2.7772603%
Net Interest Cost (NIC)	2.9744150%
True Interest Cost (TIC)	2.9876541%
Bond Yield for Arbitrage Purposes	2.7668657%
All Inclusive Cost (AIC)	3.5659417%

City of Ramsey, Minnesota

\$287,375 General Obligation Street Reconstruction Bonds, Series 2018A

Assessments - 100% Assessed - 5% Prepays

2.0% over TIC (round to nearest .25%) - Equal Principal

Assessments

Date	Principal	Coupon	Interest	Total P+I
12/15/2019	28,737.50	5.000%	13,730.14	42,467.64
12/15/2020	28,737.50	5.000%	12,931.88	41,669.38
12/15/2021	28,737.50	5.000%	11,495.00	40,232.50
12/15/2022	28,737.50	5.000%	10,058.14	38,795.64
12/15/2023	28,737.50	5.000%	8,621.26	37,358.76
12/15/2024	28,737.50	5.000%	7,184.38	35,921.88
12/15/2025	28,737.50	5.000%	5,747.50	34,485.00
12/15/2026	28,737.50	5.000%	4,310.64	33,048.14
12/15/2027	28,737.50	5.000%	2,873.76	31,611.26
12/15/2028	28,737.50	5.000%	1,436.88	30,174.38
Total	\$287,375.00	-	\$78,389.58	\$365,764.58

Significant Dates

Filing Date	1/01/2019
First Payment Date	12/15/2019

City of Ramsey, Minnesota

\$149,625 General Obligation Street Reconstruction Bonds, Series 2018A

Assessments

2.0% over TIC (round to nearest .25%) - Equal Principal

Assessments

Date	Principal	Coupon	Interest	Total P+I
12/15/2019	14,962.50	5.000%	7,148.75	22,111.25
12/15/2020	14,962.50	5.000%	6,733.12	21,695.62
12/15/2021	14,962.50	5.000%	5,985.00	20,947.50
12/15/2022	14,962.50	5.000%	5,236.88	20,199.38
12/15/2023	14,962.50	5.000%	4,488.76	19,451.26
12/15/2024	14,962.50	5.000%	3,740.62	18,703.12
12/15/2025	14,962.50	5.000%	2,992.50	17,955.00
12/15/2026	14,962.50	5.000%	2,244.38	17,206.88
12/15/2027	14,962.50	5.000%	1,496.26	16,458.76
12/15/2028	14,962.50	5.000%	748.12	15,710.62
Total	\$149,625.00	-	\$40,814.39	\$190,439.39

Significant Dates

Filing Date	1/01/2019
First Payment Date	12/15/2019

City of Ramsey, Minnesota

\$137,750 General Obligation Street Reconstruction Bonds, Series 2018A

Assessments

2.0% over TIC (round to nearest .25%) - Equal Principal

Assessments

Date	Principal	Coupon	Interest	Total P+I
12/15/2019	13,775.00	5.000%	6,581.39	20,356.39
12/15/2020	13,775.00	5.000%	6,198.76	19,973.76
12/15/2021	13,775.00	5.000%	5,510.00	19,285.00
12/15/2022	13,775.00	5.000%	4,821.26	18,596.26
12/15/2023	13,775.00	5.000%	4,132.50	17,907.50
12/15/2024	13,775.00	5.000%	3,443.76	17,218.76
12/15/2025	13,775.00	5.000%	2,755.00	16,530.00
12/15/2026	13,775.00	5.000%	2,066.26	15,841.26
12/15/2027	13,775.00	5.000%	1,377.50	15,152.50
12/15/2028	13,775.00	5.000%	688.76	14,463.76
Total	\$137,750.00	-	\$37,575.19	\$175,325.19

Significant Dates

Filing Date	1/01/2019
First Payment Date	12/15/2019

Resolution No. _____

Council Member _____ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of
\$1,210,000 General Obligation Street Reconstruction Bonds, Series 2018A**

- A. WHEREAS, the City Council of the City of Ramsey, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$1,210,000 General Obligation Street Reconstruction Bonds, Series 2018A (the "Bonds"), to finance 2018 street reconstruction and overlay projects in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ramsey, Minnesota, as follows:

- 1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
- 2. Meeting; Proposal Opening. The City Council shall meet at 7:00 p.m. on June 26, 2018, for the purpose of considering proposals for and awarding the sale of the Bonds.
- 3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member _____ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 22nd day of May, 2018.

City Administrator

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #18-100

A RESOLUTION PROVIDING FOR THE SALE OF \$1,210,000 GENERAL OBLIGATION ROAD RECONSTRUCTION BONDS, SERIES 2018A

- A. **WHEREAS**, the City Council of the City of Ramsey, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$1,210,000 General Obligation Street Reconstruction Bonds, Series 2018A (the "Bonds"), to finance 2018 street reconstruction and overlay projects in the City; and
- B. **WHEREAS**, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. Meeting; Proposal Opening. The City Council shall meet at 7:00 p.m. on June 26, 2018, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

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

and the following voted against the same:

and the following abstained:

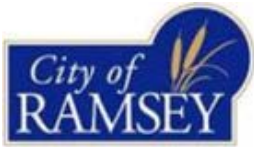
and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 22nd day of May, 2018.

Mayor

ATTEST:

City Clerk



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

CC Regular Session

7.3.

Meeting Date: 05/22/2018

By: Chloe McGuire Brigl, Community
Development

Information

Title:

Introduce Ordinance #18-09 Amending Conditional Uses in the H-1 Highway 10 Business District (Project No. 18-113); Case of Baker White

Purpose/Background:

In late December, 2017, Baker White Inc. (the "Applicant") submitted a building permit application for tenant improvements at 6111 Highway 10 NW (the "Subject Property") to create a new product known as Sample Sticks. After multiple discussions with the City Attorney's office, it was determined that the improvements were for a use that is classified as Light Manufacturing, which is not permitted in the H-1 Highway 10 Business District (the zoning district in which the Subject Property is located). Staff relayed this information to the Applicant, as well as the owner of the property, and after multiple conversations, as well as an update to the City Council, the Applicant proceeded to apply for both a Zoning (text) Amendment to permit Light Manufacturing as a Conditional Use and a Conditional Use Permit (CUP) for this use. This portion of the review is to evaluate the application for the Zoning Text Amendment to allow light manufacturing as a Conditional Use in the H-1 Highway 10 Business District.

Staff has intended to look at the permitted and conditional uses in this district as part of the larger Highway 10 corridor effort. This application has prompted moving this topic forward sooner than previously anticipated. After the Comprehensive Plan Update, Staff will still look at the corridor as a whole and consider permitted, conditional, and accessory uses.

Notification:

Staff attempted to notify all property owners within the H-1 Highway 10 Business District via standard U.S. mail of the Planning Commission meeting and published the Notice of Public Hearing in the Anoka County UnionHerald.

Observations/Alternatives:

City Code Section 117-120 (H-1 Highway 10 Business District) currently outlines permitted, conditional, and accessory uses in the district. The intent of the H-1 Highway 10 Business District is to allow for uses that minimize traffic, vehicular access, and facilitate orderly transition of the corridor while allowing the property owners the ability to utilize their property for economic benefit until such time as the U.S. Highway 10 transportation system improvements are initiated.

Light manufacturing is defined in Section 117-1 - Definitions, "Light manufacturing means the processing and fabrication of certain materials and products where no process involved will produce noise, vibrations, air pollution, fire hazard or noxious emission which will disturb or endanger neighboring properties." Staff notes there is no definition of manufacturing or heavy manufacturing in Ramsey's City Code.

The Planning Commission met and held a public hearing on May 3, 2018 to discuss the Zoning Text Amendment.

No written or oral comments were received. The Planning Commission recommended approval of Ordinance #18-09, updating the H-1 District to allow for light manufacturing with no outdoor storage as a conditional use. The Planning Commission noted that the current H-1 District regulations do allow for outdoor storage in the side and rear yards of properties under certain conditions. The Planning Commission also noted that other cities allow light manufacturing along their highways and light manufacturing seems to fit with the intent of the district in certain situations.

The Planning Commission discussed the existing outdoor storage regulations in the H-1 District. Outdoor storage is allowed as an accessory use in the H-1 District, so long as the storage meets the following conditions:

- Shall not constitute more than 20 percent of the gross lot area.
- Shall be screened on all sides with 100 percent opaque screening of wood, masonry, or maintenance free material, or other means of screening as approved by the city council. Chain link fencing of any type will not be permitted.
- Shall be surfaced with bituminous or concrete if to be located in the side yard.
- Shall be located in the side or rear yard only.
- Storage area may be surfaced with Class V Gravel in the rear yard provided that:
 - The gravel depth must be at least two inches. The storage area must be setback at least 20 feet from public rights of way. The storage area must be setback at least 35 feet from adjacent residential properties. The gravel surface must be kept free of vegetative cover and routinely maintained. The size of the gravel surface may not exceed the size of areas surfaced with concrete or bituminous on the property or 30 percent of the gross lot area, whichever is less.
- Items stored outdoors shall comply with Chapter 30 of the Ramsey City Code entitled Public Nuisances.

The Planning Commission discussed addressing outdoor storage through the Conditional Use Permit (CUP) process, as no outdoor storage could be a condition of any CUP granted. The permitted storage regulations outlined above address the intended storage in the district. For consistency, staff and the Planning Commission recommended approval of the Zoning Text Amendment, addressing outdoor storage through the Conditional Use Permit process.

Alternatives

Alternative #1. City Council adopts Ordinance #18-09. This would update the Zoning Regulations to allow light manufacturing as a conditional use in the H-1 District. Staff and Planning Commission support this alternative.

Alternative #2. City Council adopts Ordinance #18-09 with amendments. This would update the Zoning Regulations to allow light manufacturing as conditional use with amendments as City Council sees fit in the H-1 District. Staff and Planning Commission would support this alternative if the City Council did not feel the existing outdoor storage regulations address their vision for Highway 10.

Alternative #3. City Council denies Ordinance #18-09. This would leave the Zoning Regulations as-is, which does not allow light manufacturing in the H-1 District. Staff would not support this alternative based on the findings from the Planning Commission and comparisons with comparable communities.

Alternative #4. Table the current application in order to have Staff research additional topics or draft ordinance amendments. Staff would support this alternative if there was specific language or other case studies the City Council felt necessary before making a motion.

Funding Source:

The Applicant is responsible for all costs with processing the Application.

Recommendation:

The Planning Commission recommends Alternative #1, recommending the City Council adopt ordinance #18-09.

Action:

Motion to introduce Ordinance #18-09 amending the H-1 Highway 10 Business District to include Light Manufacturing as a Conditional Use.

Attachments

Application

Draft Planning Commission Minutes

Draft Code Updates - Tracked Changes

Draft Ordinance 18-09

Form Review

Inbox

Chris Anderson

Tim Gladhill

Kurt Ulrich

Form Started By: Chloe McGuire Brigl

Final Approval Date: 05/17/2018

Reviewed By

Chris Anderson

Tim Gladhill

Kurt Ulrich

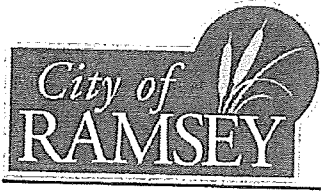
Date

05/15/2018 08:14 AM

05/16/2018 08:35 AM

05/17/2018 08:11 AM

Started On: 05/07/2018 10:39 AM



RECEIVED
 APR 03 2018
 BY: _____

Land Use Application

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

Applicant Contact Information

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

Name:		<i>Baker White Inc.</i>	
Street Address:		<i>6111 Highway 10 NW Suite 600</i>	
City, State, ZIP:		<i>Ramsey, MN 55303</i>	
Home Phone:		Work Phone:	<i>612-276-6610</i>
Email:		Fax Number:	
Name of Business (if applicable):		<i>Baker White Inc.</i>	
Business Address (if applicable)		<i>6111 Highway 10 NW Suite 600</i>	
Business City, State, ZIP		<i>Ramsey, MN 55303</i>	
Business Phone:		Business Fax:	
		<i>612-276-6610</i>	

Subject Property Information

(Location of Application)

Address	<i>6111 Hwy 10 W, Ramsey 55303</i>
PIN	<i>35-32-25-31-0025 / 35-32-25-31-0026 / 35-32-25-29-0004</i>
Legal Description	<i>Lot1 Block1 City Addition / Lot2 Block1 City Addition / Lot1A Block1 City Addition</i>
Zoning District	<i>H1 Business District</i>

Contact the Planning Division at 763-433-9824 or planning@cityoframsey.com to request a Zoning Verification

Property Owner Information
(If different than Applicant)

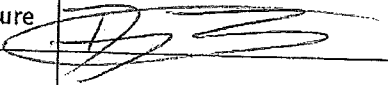
Name:	6111 Ramsey Properties LLC		
Street Address:	6111 Hwy 10 W		
City, State, ZIP:	Ramsey, Minnesota 55303		
Home Phone:		Work Phone:	763.862.2005
Email:	rlee@premier	Fax Number:	763.862.1925

Commercial Properties.com

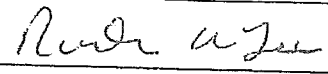
Please provide a detailed description of your request and attached a copy of a scaled site plan

We would like to manufacture a food product in suite 600 of this building. Our product is very similar to a hard boiled candy product and is very small. The spaced used for the manufacturing process will only be about 2000 SF. We do not produce any noise, oder, or dust . Outdoor storage will be minimal and behind the building outside of public view from any direction.
Most of our shipping and delivers is via small pack parcel by Fedex and UPS and we only recieve a pallet via truck a few times a month. The trucks and small pack also unload behind the building outside of public view.

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

Applicant Signature		Co-Applicant Signature	
Printed Name	Dan Baker	Printed Name	
Title	CEO	Title	
Date	4/3/2018	Date	

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

Property Owner Signature		Property Owner Signature	
Printed Name	Rodney A. Lee	Printed Name	
Title	Chief Manager	Title	
Date	4-3-18	Date	

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

5.02: Public Hearing: Consider Ordinance #18-09 Amending Conditional Uses in the H-1 Highway 10 Business District (Project No. 18-113); Case of Baker White, Inc.

Public Hearing

Chairperson Bauer called the public hearing to order at 7:09 p.m.

Presentation

City Planner McGuire Brigl presented the staff report stating the City of Ramsey has received an application for an ordinance amendment to allow light manufacturing as a conditional use in the H-1 Highway 10 Business District. Staff has intended to look at the permitted and conditional uses in this district as part of the larger Highway 10 corridor effort. This application has prompted moving this topic forward sooner than previously anticipated. After the Comprehensive Plan Update, Staff will still look at the corridor as a whole and consider permitted, conditional, and accessory uses.

Citizen Input

Commissioner VanScoy asked how the City defined light manufacturing within City Code.

Community Development Director Gladhill reported this was defined by industry code, noting light manufacturing was to take place indoors and enclosed. He indicated light manufacturing was not to create noise, vibrations or air pollution which would disturb neighboring properties.

Commissioner Anderson suggested the definition of light manufacturing be added to this Ordinance.

Chairperson Bauer questioned if outdoor storage would be allowed with this request.

City Planner McGuire Brigl indicated this could be a made a condition for approval to not allow outdoor storage.

Motion by Commissioner VanScoy, seconded by Commissioner Surma, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners VanScoy, Surma, Anderson, Gengler, and Onyambu. Voting No: None. Absent: Commissioner Woestehoff.

Chairperson Bauer closed the public hearing closed at 7:17 p.m.

Commission Business

Commissioner VanScoy asked if there were other light manufacturing businesses in the H-1 district.

Community Development Director Gladhill reported there were several businesses operating in the H-1 district as non-conforming uses along the Highway 10 corridor.

Motion by Commissioner Anderson, seconded by Commissioner Surma, to recommend that City Council adopt Ordinance #18-09.

Further discussion

Commissioner VanScoy recommended the light manufacturing be allowed with no outdoor storage.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners Surma, Anderson, Gengler, Onyambu, and VanScoy. Voting No: None. Absent: Commissioner Woestehoff.

DRAFT

Sec. 117-120. - H-1 Highway 10 Business District.

(a) Intent and official map.

(1) Intent. The city finds that the properties lying between Highway 10 and Burlington Railroad tracks are integral to the future improvement of the U.S. Highway 10 transportation system. These properties are therefore in a state of transition. The intent of the H-1 Highway 10 Business District is to allow for uses that minimize traffic, vehicular access, and facilitate orderly transition of the corridor while allowing the property owners the ability to utilize their property for economic benefit until such time as the U.S. Highway 10 transportation system improvements are initiated.

(2) Official map. In order to preserve the land that is needed for the U.S. Highway 10 Transportation System, the city has identified said corridor on its official map. All land use applications in the H-1 Highway 10 Business District will be subject to the requirements of the official map section of this Code.

(3) Nonconforming structures, buildings and uses. Structures, buildings and uses in existence upon the effective date of the ordinance from which this section is derived shall be considered legal nonconforming and shall be regulated by [section 117-57](#). Any existing buildings that exceed the 35 percent maximum structure size restriction shall not be allowed to expand or intensify through the issuance of variances, conditional use permits, or interim use permits.

(b) Permitted uses. (Subject to standards established in subsection (d) of this section and performance standards established in article II, [division 6](#) of this chapter.)

(1) Indoor/outdoor commercial recreational uses.

(2) Governmental and public utility buildings and structures.

(3) Animal clinics.

(4) Adult uses - principal and adult uses - accessory.

(5) Enclosed retail sales and rental activity.

(6) Offices, personal and professional services.

(7) Commercial carwashes (drive through and mechanical).

(8) Motor vehicle repair.

(9) Banks, on and off sale liquor, and restaurants housed within a multitenant building.

(c) Conditional uses. Requires a conditional use permit based upon procedures set forth in and regulated by [section 117-51](#) (Conditional use permits) of this chapter.

(1) Motor vehicle, implement, and recreation equipment sales and service.

(2) Light manufacturing

(d) Accessory uses. (Subject to standards established in subsection (d) of this section and performance standards established in article II, [division 6](#) of this chapter. This section takes precedence over other provisions of this chapter as it relates to this district)

(1) Commercial or business buildings and structures for a use accessory to the principal use but such use shall not exceed 30 percent of the gross floor space of the principal use unless otherwise approved by the city council.

(2) Open and outdoor areas for display of goods for sale and rental.

(3) Temporary seasonal sales.

(4) Motor vehicle implement and recreational indoor storage when accessory to sales and service.

(5) Additional accessory use: Outdoor storage for materials and equipment accessory to the principal use under the following conditions:

a. Shall not constitute more than 20 percent of the gross lot area.

b. Shall be screened on all sides with 100 percent opaque screening of wood, masonry, or maintenance free material, or other means of screening as approved by the city council. Chain link fencing of any type will not be permitted.

c. Shall be surfaced with bituminous or concrete if to be located in the side yard.

d. Shall be located in the side or rear yard only.

e. Storage area may be surfaced with Class V Gravel in the rear yard provided that:

1. The gravel depth must be at least two inches.

2. The storage area must be setback at least 20 feet from public rights of way.

3. The storage area must be setback at least 35 feet from adjacent residential properties.

4. The gravel surface must be kept free of vegetative cover and routinely maintained.

5. The size of the gravel surface may not exceed the size of areas surfaced with concrete or bituminous on the property or 30 percent of the gross lot area, whichever is less.

f. Items stored outdoors shall comply with [chapter 30](#) of the Ramsey City Code entitled Public Nuisances.

(6) Seasonal outdoor storage of marine boats from September 1 through May 31 in accordance with subdivision (5) of this subsection, except that seasonal storage of marine boats may be parked on an unimproved surface in the rear yard.

ORDINANCE #18-09

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

AN AMENDMENT TO CHAPTER 117 OF THE CITY CODE, WHICH CHAPTER IS KNOWN AS ZONING AND SUBDIVISIONS OF THE CITY CODE OF RAMSEY, MINNESOTA

AN ORDINANCE AMENDING ARTICLE II DIVISION 4 SECTION 117-120 (H-1 HIGHWAY 10 BUSINESS DISTRICT) OF THE RAMSEY CITY CODE.

The City of Ramsey Ordains:

SECTION 1 AUTHORITY

This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

SECTION 2 AMENDMENTS

Section 117-120. – H-1 Highway 10 Business District, subdivision (c) is amended as follows:

- (2) Light manufacturing

SECTION 3. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

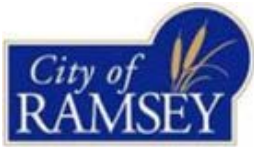
PASSED by the City Council of the City of Ramsey, Minnesota the _____ day of _____, 2018.

Mayor

ATTEST:

City Administrator

Introduction date:
Posting dates:
Adoption date:
Publication date:
Effective date:



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

CC Regular Session

7. 4.

Meeting Date: 05/22/2018

By: Chris Anderson, Community
Development

Information

Title:

Consider Resolution #18-090 Granting a Conditional Use Permit for Light Manufacturing at the Property Located at 6111 Highway 10 NW (Project No. 18-113); Case of Baker White, Inc.

Purpose/Background:

In late December, 2017, Baker White Inc. (the "Applicant") submitted a building permit application for tenant improvements at 6111 Highway 10 NW (the "Subject Property") to create a new product known as Sample Sticks. After multiple discussions with the City Attorney's office, it was determined that the improvements were for a use that is classified as Light Manufacturing, which is not permitted in the H-1 Highway 10 Business District (the zoning district in which the Subject Property is located). Staff relayed this information to the Applicant, as well as the owner of the property, and after multiple conversations, as well as an update to the City Council, the Applicant proceeded to apply for both a Zoning (text) Amendment to permit Light Manufacturing as a Conditional Use and a Conditional Use Permit (CUP) for this use.

Notification:

City Staff attempted to notify all property owners within 350 feet of the Subject Property of the request via U.S. mail and published a notice of public hearing in the Anoka Union Herald, the City's official newspaper.

Observations/Alternatives:

The Subject Property is located within the H-1 Highway 10 Business District. There is a multi-tenant retail building facing Highway 10 and mini-storage units in the rear (screened from view from the highway by the retail front). The Applicant occupies multiple suites within the multi-tenant building: one as Baker White's primary offices, one as a clean room where they mix solutions used in e-cigarettes (which is also considered Light Manufacturing), and a third where presently, it is used for warehousing and, if the Zoning Amendment and CUP are approved, would be partially converted for Light Manufacturing of their Sample Sticks. Based on information provided by the Applicant, production of the Sample Sticks essentially involves melting a crystalized product in a microwave, dipping a small plastic stick (similar to a coffee stir stick) into the liquid, and then placing the sticks on pans so that the produce can re-harden.

The current uses, including the mixing of solutions within a 'Clean Room', have been occurring within the building now for almost five (5) years with no known nuisance issues. Last year, the Applicant did install fire suppression within portions of their suites to comply with a fire safety inspection that occurred early in 2017.

Neither the proposed Light Manufacturing (production of Sample Sticks) or the existing Light Manufacturing (mixing of solutions in the Clean Room) appear as though they would result in a nuisance for adjacent suites or a life safety hazard. The proposed tenant improvements for the production of the Sample Sticks is within a suite that is not accessible to the general public either. The proposed use seems to be compatible with the existing suites

surrounding area.

The Planning Commission held a Public Hearing on May 3, 2018 and there were no written or verbal comments received.

Alternatives

Alternative 1: Adopt Resolution #18-090 granting a Conditional Use Permit to allow Light Manufacturing on the Subject Property, contingent upon adoption of a Zoning Text Amendment to identify Light Manufacturing as a Conditional Use in the H-1 Highway 10 Business District. One of the suites has been used for Light Manufacturing for nearly five (5) years already and while that is not reason to justify approval of the CUP, there have been no nuisance, nor any other type of, complaints received by the City within this time. The proposed Light Manufacturing use is, indeed, very light and would not create any noise, vibrations, air pollution, fire hazard or noxious emission. Staff supports this alternative.

Alternative 2: Deny the request for a Conditional Use Permit to allow Light Manufacturing on the Subject Property. This action would not only prohibit the Applicant from producing their new Sample Stick product on the Subject Property, but would also require the termination of their activities within their clean room too, as they are classified as Light Manufacturing as well. There have been no known issues with the current uses on the Subject Property and the Applicant has made a significant financial investment (fire suppression) bringing the suite(s) update to Fire Code at the direction of the City. Staff does not support this alternative.

Funding Source:

All costs associated with processing the Application are the responsibility of the Applicant.

Recommendation:

The Planning Commission recommends approval of Resolution #18-090 granting a Conditional Use Permit for Light Manufacturing on the Subject Property, contingent upon adoption of the Zoning Text Amendment identifying Light Manufacturing as a Conditional Use in the H-1 Highway 10 Business District.

Action:

Motion to adopt Resolution #18-090 approving a Conditional Use Permit to allow Light Manufacturing on the Subject Property, contingent upon adoption of a Zoning Text Amendment identifying Light Manufacturing as a Conditional Use.

Attachments

[Site Location Map](#)

[Application Submittal](#)

[Applicant Summary](#)

[Building Footprint with Suites Identified](#)

[City Attorney's Memorandum](#)

[DRAFT Planning Commission Minutes Dated May 3, 2018](#)

[Resolution #18-090: DRAFT Conditional Use Permit](#)

Form Review

Inbox

Tim Gladhill

Kurt Ulrich

Form Started By: Chris Anderson

Final Approval Date: 05/17/2018

Reviewed By

Tim Gladhill

Kurt Ulrich

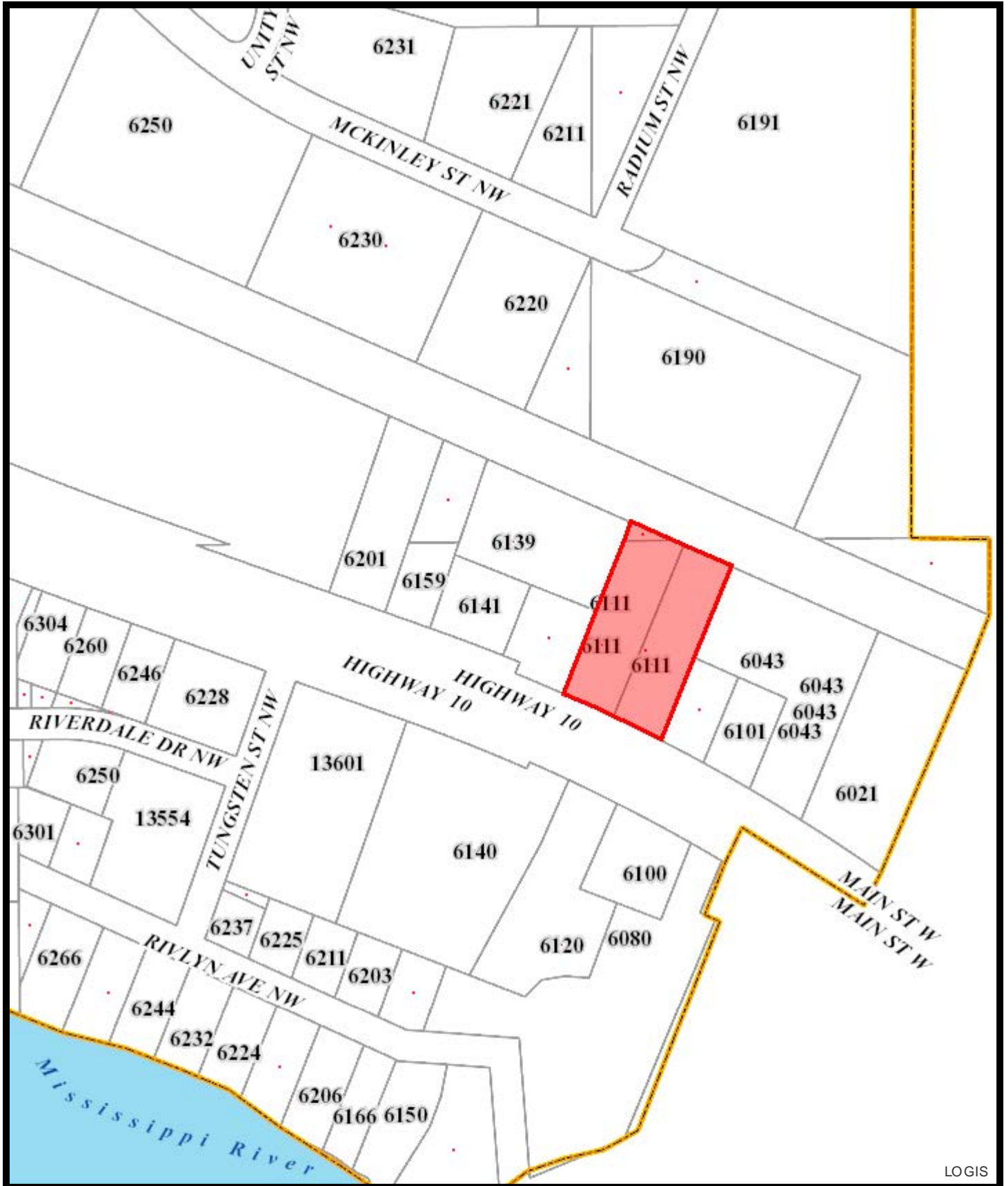
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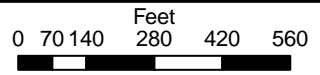
05/17/2018 08:22 AM

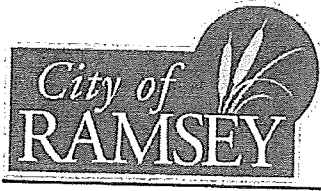
Started On: 05/09/2018 10:59 AM

Site Location Map



LOGIS





RECEIVED
 APR 03 2018
 BY: _____

Land Use Application

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

Applicant Contact Information

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

Name:	Baker White Inc.		
Street Address:	6111 Highway 10 NW Suite 600		
City, State, ZIP:	Ramsey, MN 55303		
Home Phone:		Work Phone:	612-276-6610
Email:	dbaker@bakerwhiteinc.com	Fax Number:	
Name of Business (if applicable):	Baker White Inc.		
Business Address (if applicable)	6111 Highway 10 NW Suite 600		
Business City, State, ZIP	Ramsey, MN 55303		
Business Phone:	612-276-6610	Business Fax:	

Subject Property Information

(Location of Application)

Address	6111 Hwy 10 W, Ramsey 55303
PIN	35-32-25-31-0025 / 35-32-25-31-0026 / 35-32-25-29-0004
Legal Description	Lot1 Block1 City Addition / Lot2 Block1 City Addition / Lot1A Block1 City Addition
Zoning District	H1 Business District

Contact the Planning Division at 763-433-9824 or planning@cityoframsey.com to request a Zoning Verification

Property Owner Information
(If different than Applicant)

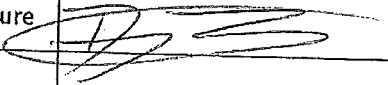
Name:	6111 Ramsey Properties LLC		
Street Address:	6111 Hwy 10 W		
City, State, ZIP:	Ramsey, Minnesota 55303		
Home Phone:		Work Phone:	763.862.2005
Email:	rlee@premier	Fax Number:	763.862.1925

Commercial Properties.com

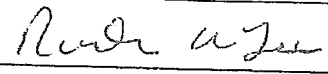
Please provide a detailed description of your request and attached a copy of a scaled site plan

We would like to manufacture a food product in suite 600 of this building. Our product is very similar to a hard boiled candy product and is very small. The spaced used for the manufacturing process will only be about 2000 SF. We do not produce any noise, oder, or dust . Outdoor storage will be minimal and behind the building outside of public view from any direction.
Most of our shipping and delivers is via small pack parcel by Fedex and UPS and we only recieve a pallet via truck a few times a month. The trucks and small pack also unload behind the building outside of public view.

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

Applicant Signature		Co-Applicant Signature	
Printed Name	Dan Baker	Printed Name	
Title	CEO	Title	
Date	4/3/2018	Date	

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

Property Owner Signature		Property Owner Signature	
Printed Name	Rodney A. Lee	Printed Name	
Title	Chief Manager	Title	
Date	4-3-18	Date	

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



To: The City of Ramsey Minnesota
Mr. Tim Gladhill
Mr. Chris Anderson

From: Baker White Inc.
Dan Baker

RE: Zoning on 6111 Highway 10 NW Ramsey, MN 55303

Gentlemen,

Thank you for taking the time to meet with me about the zoning issues my company faces in our current leased space. I'd like to explain in writing what we are proposing to manufacture in the space and the challenges my company will face if we are not permitted to use our existing space to manufacture our Sample Sticks.

We have filled a patent on a new product that is intended to allow consumers to taste test a tobacco product without consuming any tobacco. We have received an enormous amount of interest for our product from big tobacco companies, the vapor industry, scientific researchers, and the FDA. The main substance that we use is an edible product that we flavor to match the flavor of the tobacco product being sold. Because you dissolve this solution in your mouth it is regulated by the state and the FDA as a food product which requires us to build a food manufacturing space in our suite in order for us to get the state food manufacturer license.

Until our plumbing permit was rejected by your office we had no idea that the building was not zoned for light manufacturing. We have been manufacturing our eliquid products in this building for 4 years and have had many interactions with the state, county and city without the issue ever coming up. At the time of the rejection we had already invested a considerable amount of money into the building to prepare for the state's food manufacturing inspections.

I started this business with next to nothing and have built a brand that is known globally. Every dollar we earned has been invested right back into our business in the form of marketing, employees, equipment upgrades, and regulatory compliance and we try to keep as much of that money here in Ramsey and Minnesota as we can.



Our problem now is we do not have the budget to maintain another facility while we are still in contract negotiations and cannot wait to open a new facility because of the time it takes to get federal, state, county and city regulations met. If we don't get the necessary permits in a timely manner my only option is to move my entire operation to a building that has the right zoning and already has the necessary buildout in place. To offset my moving costs, I will have to find a savings on the real estate and the property values in Ramsey puts the city outside of my budget.

Our new product is called Sample Sticks. It is a small 4" plastic stick that we dip into a small trough of melted solution. Each stick only receives about ½ gram of coating on the tip. After cooling we bag seal the sticks into 50 packs and label for distribution to our customers. Are shipping will be mostly small packages in and out. We manufacture in certified cleanrooms and do not create any kind of dust, noise, or unpleasant odors. The space that the manufacturing will be occupying is only about 1000sf existing warehouse we lease on the back side of the property. As you can see from the photos below the suite isn't within public view and behind a gate.

Thank you again for your time.

Sincerely,

Danny Baker

CEO Baker White Inc.



18" Melting Trough

Plastic Sticks



Finished Sample Stick



Packaged Sample Sticks



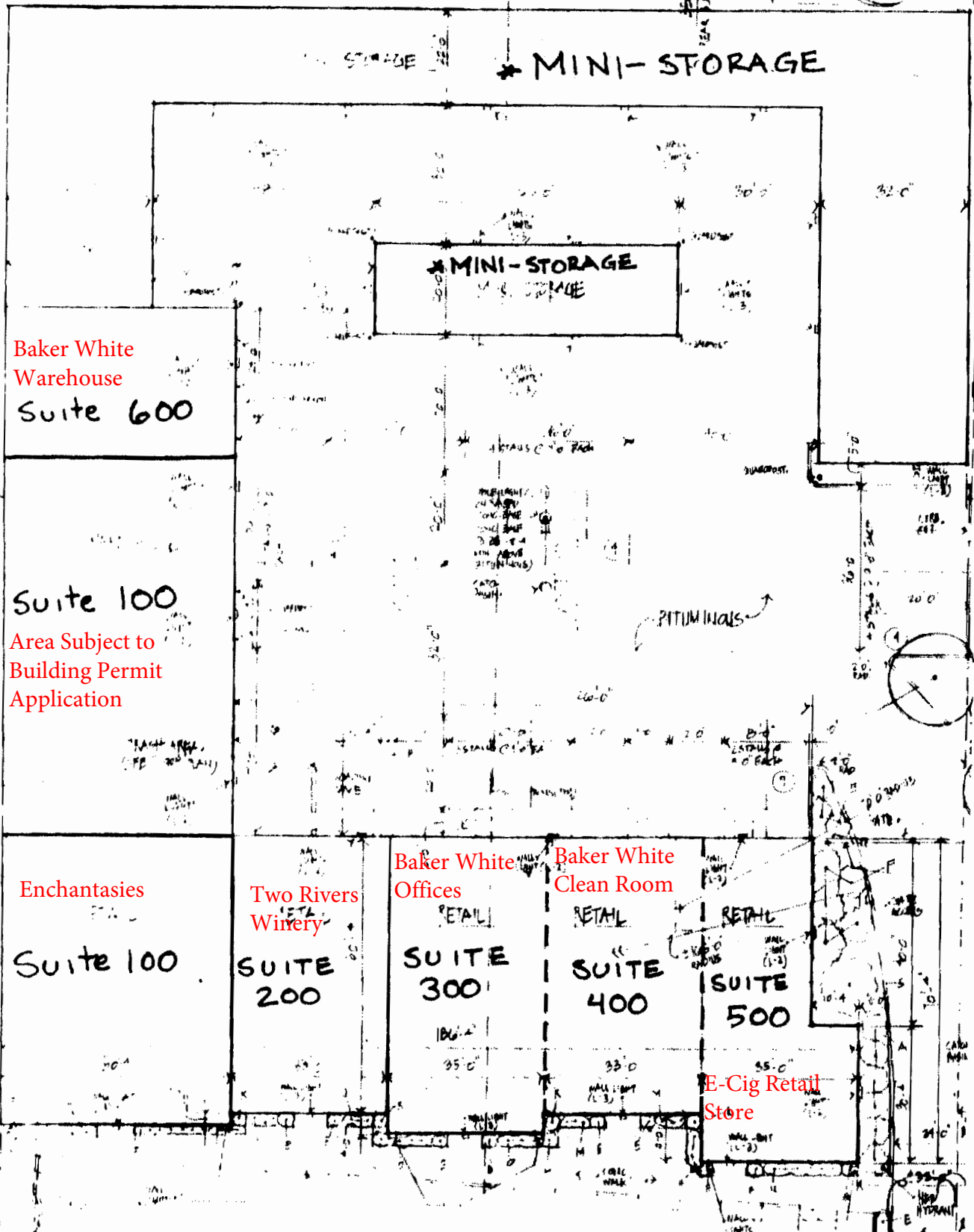


Front of 6111 Highway 10 NW



Sample Sticks Suite





Baker White
Warehouse
Suite 600

Suite 100
Area Subject to
Building Permit
Application

Enchantasies
Suite 100

Two Rivers
Winery
SUITE
200

Baker White
Offices
SUITE
300

Baker White
Clean Room
SUITE
400

E-Cig Retail
Store
SUITE
500

BUILDING ADDRESS

6111 HIGHWAY 10
RAMSEY, MN 55303

NO NET HEIGHT
40' 0" MAXIMUM
FROM FINISHED GRADE TO 40' 0" MAX. LINE.

(20)
P. 1012
LINE

MEMORANDUM

TO: Chris Anderson, City Planner

FROM: Joseph J. Langel & Timothy A. Sullivan

DATE: February 20, 2018

SUBJECT: E-cig Accessory Use Issue
File No. 4033-0182

You asked our office for an opinion regarding the following:

FACTS

The subject property is located in the H-1 Highway 10 Business District. Baker White currently operates two separate businesses in a multi-tenant building located at 6111 Highway 10: an e-cigarette retail store and, next door, a related business that, at least in part, produces and packages e-cigarette liquid to be sold at the E-cigarette store.

The owners of Baker White submitted a building permit to convert a separate 1,600 square foot unit in the building into a facility for manufacturing “tasting sticks” for the various flavors of e-cigarette liquid they produce. This unit is not adjacent to the other two units currently occupied by Baker White. These “tasting sticks” are not intended to be sold via retail, but rather would be provided to the businesses who sell their e-cigarette liquid, including the e-cigarette store in the building, as a means of permitting customers to taste the product prior to purchase.

Looking at the Baker White website (bakerwhite.com), it lists their address as 6111 Highway 10 NW, Suite 300, Ramsey, MN 55303. Their website indicates they have been producing “premium e-liquid” since 2013. The website lists a number of Baker White’s accomplishments, including: “Building an ISO 14644-1:1999 Class 6 clean room equipped with laboratory grade manufacturing equipment,” and “Building an analytical laboratory to rest raw materials like PG, VG, Nicotine, and flavoring compounds to ensure they meet our strict manufacturing tolerances.” It is unclear whether these clean room and laboratory facilities are located at the subject property or elsewhere.

The website also lists a “store,” which contains links to other locations where their e-liquids can be purchased. These include stores in Illinois, Minnesota, Missouri, Ohio, and South Dakota. It also includes information for businesses interested in carrying their brands, and directs inquires for wholesale information to the 6111 Highway 10 address.

ISSUE

Is the proposed use of the new space a permitted “accessory use” under the Zoning Ordinance?

ANALYSIS

A. Zoning Standards for the H-1 Highway 10 Business District

The H-1 Highway 10 Business District lists the following nine permitted uses:

- (1) Indoor/Outdoor commercial recreation areas;
- (2) Governmental and public utility buildings and structures;
- (3) Animal clinics;
- (4) Adult uses – principal and adult uses – accessory;
- (5) Enclosed retail sales and rental activity;
- (6) Offices, personal and professional services;
- (7) Commercial carwashes (drive through and mechanical);
- (8) Motor vehicle repair; and
- (9) Bands, on and off sale liquor, and restaurants housed within a multitenant building.

The H-1 Highway 10 Business District lists only one permitted conditional use: Motor vehicle, implement, and recreation equipment sales and service.

The H-1 Highway 10 Business District lists the following six permitted accessory uses:

- (1) Commercial or business buildings and structures for a use accessory to the principal use but such use shall not exceed 30 percent of the gross floor space of the principal use unless otherwise approved by the city council;
- (2) Open and outdoor areas for display of goods and rental;
- (3) Temporary seasonal sales;
- (4) Motor vehicle implement and recreational indoor storage when accessory to sales and service;
- (5) Additional accessory use: Outdoor storage for materials and equipment accessory to the principal use under certain delineated conditions; and
- (6) Seasonal outdoor storage of marine boats under certain delineated conditions.

B. Application of Zoning Standards to Baker White Businesses.

The e-cigarette store is a permitted enclosed retail use.

The use of the adjacent unit by Baker White is less clear. If they are merely using it as company headquarters, then it would likely be a permitted office use. If they are using it as a clean room and laboratory to manufacture and wholesale e-liquid, then it is not a permitted use. More facts are needed, specifically whether the clean room and laboratory are located in this facility, whether the wholesale operation occurs in the building, and what other specific business activities are being conducted in the unit.

The proposed use of the third unit for the manufacture of “tasting sticks” does not appear to be a permitted use. This use is likely best classified as light manufacturing, which the Zoning Code defines as meaning “the processing and fabrication of certain materials and products where no process involved will produce noise, vibrations, air pollution, fire hazard or noxious emissions which will disturb or endanger neighboring properties.” Light manufacturing is not a permitted primary, conditional, or accessory use in the H-1 Highway 10 Business District. Notably, light manufacturing is also likely the best way to classify the production of e-liquids in the clean room and laboratory described on the Baker White website.

Further, even if the “tasting stick” operation could somehow be classified as an accessory use to their other primary uses, the Zoning Code requires accessory commercial buildings or structures to occupy no less than 30% of the gross floor space of the principal use. It is unclear whether the proposed 1,600 sq. foot facility would fall within these guidelines, as the total floor space of the principal use would need to exceed 5,300 sq. ft.

CONCLUSION

There is a lot of information that will be needed to fully analyze whether the existing and proposed uses by Baker White are in conformity with the zoning code. Based upon the information we have reviewed, it does not appear that the proposed “tasting stick” manufacturing use is permitted, either as a principal, conditional, or accessory use, within the H-1 Highway 10 Business District. There are also questions as to whether Baker White’s current use of the property adjacent to the e-cigarette store is permitted in the zoning district. If they are engaging in wholesale or light manufacturing, such are not be permitted.

5.03: Public Hearing: Consider Request for a Conditional Use Permit for Light Manufacturing at the Property located at 6111 Highway 10 NW (Project No. 18-113); Case of Baker White Inc.

Public Hearing

Chairperson Bauer called the public hearing to order at 7:21 p.m.

Presentation

City Planner Anderson presented the staff report stating in late December, 2017, Baker White Inc. (the "Applicant") submitted a building permit application for tenant improvements at 6111 Highway 10 NW (the "Subject Property") to create a new product known as Sample Sticks. After multiple discussions with the City Attorney's office, it was determined that the improvements were for a use that is classified as Light Manufacturing, which is not permitted in the H-1 Highway 10 Business District (the zoning district in which the Subject Property is located). Staff relayed this information to the Applicant, as well as the owner of the property, and after multiple conversations, as well as an update to the City Council, the Applicant proceeded to apply for both a Zoning (text) Amendment to permit Light Manufacturing as a Conditional Use and a Conditional Use Permit (CUP) for this use. Staff recommends approval of the Conditional Use Permit contingent upon adoption of the Zoning Text Amendment identifying Light Manufacturing as a Conditional Use in the H-1 Highway 10 Business District.

Citizen Input

Commissioner VanScoy requested further information on the number of suites involved in this light manufacturing work.

City Planner Anderson reviewed a site map of the building with the Commission noting two suites were used for the light manufacturing.

Commissioner Anderson asked if nicotine was the only hazardous material being used by this business.

City Planner Anderson commented this was his understanding after speaking with the Anoka County Inspector.

Commissioner Anderson questioned where the nicotine would be housed within the cleanroom.

Dan Baker, 6111 Highway 10 NW, reported the nicotine would be stored in a small controlled access freezer within Suite 600. He noted the nicotine was packaged very securely and were stored in sealed containers. He explained any spill within a cleanroom would be self-contained. He provided further comment on the standards he has to keep within his cleanroom and described how hazardous waste was regulated by the County.

Motion by Commissioner VanScoy, seconded by Commissioner Surma, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners VanScoy, Surma, Anderson, Gengler, and Onyambu. Voting No: None. Absent: Commissioner Woestehoff.

Chairperson Bauer closed the public hearing closed at 7:37 p.m.

Commission Business

Motion by Commissioner Anderson, seconded by Commissioner Surma, to recommend that City Council adopt Resolution #18-090 approving a Conditional Use Permit to allow Light Manufacturing on the Subject Property, contingent upon adoption of a Zoning Text Amendment identifying Light Manufacturing as a Conditional Use.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners Anderson, Surma, Gengler, Onyambu, and VanScoy. Voting No: None. Absent: Commissioner Woestehoff.

DRAFT

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

RESOLUTION #18-090

A RESOLUTION APPROVING THE ISSUANCE OF A CONDITIONAL USE PERMIT TO TO ALLOW LIGHT MANUFACTURING ON THE PROPERTY GENERALLY KNOWN AS 6111 HIGHWAY 10 NW AND DECLARING TERMS OF SAME

RECITALS

1. Baker White Inc., hereinafter referred to as the “Permittee”, has properly applied for a Conditional Use Permit to conduct Light Manufacturing on the property generally known as 6111 Highway 10 NW and legally described as follows:

Lots 1, 1A and 2 Block 1, Guy Addition, Anoka County, Minnesota

(the “Subject Property”)
2. That 6111 Ramsey Properties LLC is the owner of the Subject Property.
3. The City of Ramsey received an application for a Building Permit for tenant improvements on the Subject Property on January 11, 2018.
4. That the Subject Property is located within the H-1 Highway 10 Business District as are the properties to the east and west; the Subject Property is bordered by Highway 10 on the south and the railroad tracks to the north (north of the tracks properties are zoned E-1 Employment District).
5. That through the review of the Building Permit Application, it was determined that the proposed use was classified as Light Manufacturing, which is not a permitted, conditional or accessory use within the H-1 Highway 10 Business District.
6. That on March 27, 2018 the Ramsey City Council received an update on the zoning status of the Subject Property and was generally supportive of the Applicant pursuing a Zoning Amendment to add Light Manufacturing as a Conditional Use in the H-1 Highway 10 Business District.
7. That on April 3, 2018 the Applicant submitted a Land Use Application for a Zoning Text Amendment, to identify Light Manufacturing as a Conditional Use in the H-1 Highway 10 Business District, and a Conditional Use Permit to conduct Light Manufacturing on the Subject Property.
8. That the Permittee appeared before the Planning Commission for a public hearing pursuant to Section 117-51 (Conditional Use Permits) of the Ramsey City Code on May 3, 2018, and that said public hearing was properly advertised and that the minutes of said public hearing are hereby incorporated by reference.

9. That the intent of the H-1 Highway 10 Business District, at least in part, is to allow for uses that minimize traffic and vehicular access until the Highway 10 transportation system improvements are initiated.
10. That a Light Manufacturing use would likely reduce traffic and vehicular access to the Subject Property compared to a more traditional retail use that generates more customer trips coming to and from the site.
11. That the Subject Property is guided as Commercial in the City's Comprehensive Plan.
12. That currently, of the six (6) suites on the Subject Property, two (2) are retail operations, one (1) is offices, one (1) is a winery, and two (2) would be for Light Manufacturing.
13. That there are mini-storage units in the rear of the Subject Property, which use was previously approved by City Council and is more typically found in the Employment Districts.
14. That the proposed Light Manufacturing use would not produce noise, vibrations, air pollution, fire hazard, or noxious emissions that will disturb or endanger neighboring properties.
15. That the Planning Commission met on May 3, 2018, conducted a public hearing and recommended City Council approve the request.

FINDINGS OF FACT

1. That the Light Manufacturing use will not be unduly dangerous or detrimental to persons residing or working in the vicinity of the use, or to the public welfar.
2. That the Light Manufacturing use will not substantially adversely impair the use, enjoyment or market value of any of the surrounding properties.
3. That the Light Manufacturing use will be maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area.
4. That the Light Manufacturing use not not be hazardous to existing or future neighboring uses.
5. That the Light Manufacturing use will not impact essential public facilities and services, such as highways, streets, police and fire protection.
6. That the Light Manufacturing use will not create excessive additinoal requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.

7. That the Light Manufacturing use will not involve uses, activities and equipment that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

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

That the Ramsey City Council hereby grants approval of a Conditional Use Permit (the "Permit") for Light Manufacturing on the Subject Property contingent upon the following conditions:

CONDITIONS

1. That this **Permit** is contingent upon adoption of the Zoning Text Amendment to identify Light Manufacturing as a Conditional Use in the H-1 Highway 10 Business District.
2. That this **Permit** allows for Light Manufacturing on the **Subject Property**.
3. That there shall be no outside storage affiliated with this **Permit** unless in full compliance with the standards of the H-1 Highway 10 Business District.
4. That the **Permittee** shall obtain all necessary permits, including a Building Permit, prior to any modifications to the building on the **Subject Property**.
5. That the **Permittee** shall comply with all applicable local, state, and federal regulations.
6. That this **Permit** shall be perpetual in duration as long as the terms are herein complied with.
7. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this **Permit**.
8. That the City Administrator, or his/her designee, shall have the right to inspect the premises for compliance and safety purposes annually or at any time, upon reasonable request.
9. That this **Permit** shall automatically expire if the use is not initiated by May 22, 2019 and adoption of the Zoning Text Amendment by the Ramsey City Council and issuance of a Building Permit for the tenant improvements shall be considered as initiating the use.

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 22nd day of May, 2018

PERMITTEE

Baker White Inc. hereby acknowledges receipt of this Permit and that they have reviewed the conditions of this Permit and have agreed that they will comply with the terms of this Permit.

By: _____

Its: _____

STATE OF MINNESOTA)

) SS.

COUNTY OF _____)

On this _____ day of _____, _____, before me, a Notary Public, personally appeared _____, the Chief Executive Officer of Baker White Inc., a Business Corporation (Domestic) under the laws of Minnesota, on behalf of the Corporation, to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public

PROPERTY OWNER

6111 Ramsey Properties LLC hereby acknowledges receipt of this Permit and that they have reviewed the conditions of this Permit and have agreed that they will comply with the terms of this Permit.

By: _____

Its: _____

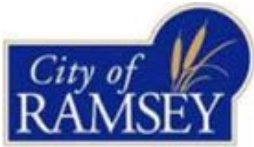
STATE OF MINNESOTA)

) SS.

COUNTY OF _____)

On this _____ day of _____, _____, before me, a Notary Public, personally appeared Rodney A Lee, the Manager of 6111 Ramsey Properties LLC, a Limited Liability Company (Domestic) under the laws of Minnesota, on behalf of the Company, to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public



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

CC Regular Session

7.5.

Meeting Date: 05/22/2018

By: Chloe McGuire Brigl, Community
Development

Information

Title:

Review Resubmitted Concept of Shade Tree Cottages and Discuss Requested Cost Share for Potassium Street; Case of Shade Tree Communities

Purpose/Background:

Shade Tree Communities has contacted the City and expressed a desire to resubmit a proposed plat known as Shade Tree Cottages. This is a project that went through City review approximately ten (10) years ago and received final plat and site plan approval as well as a zoning amendment to rezone the parcel to Planned Unit Development (PUD). The project is a mix of small-lot single-family and detached townhomes (villas/detached single-family with HOA maintenance). While the final plat and site plan have expired, the zoning of PUD has not. The applicant has submitted a revised concept plan taking into account current zoning regulations.

The applicant would like to discuss and receive feedback from the City Council regarding sharing the costs of upgrading Potassium Street. Potassium Street is currently a gravel road and would need to be paved as part of this development project. Unlike other recent projects, this planned development does not advance other City planning priorities such as a future business park and Potassium Street is not a collector road serving multiple major neighborhoods. There is, however, a benefit in the sense of ongoing maintenance for paving the road.

Observations/Alternatives:

PUD Information:

While the final plat and site plan have long since expired, the approval of the Zoning Amendment to Planned Unit Development is still valid as the City never considered a subsequent Zoning Amendment to revert back to the underlying Zoning District of R-1 Residential (MUSA). Staff has verified with the City Attorney that the project must go through the subdivision process again, due to expiration of the original plan and changes to regulations. Specifically, current standards related to lot depth and wetland setbacks are considerably different than when the proposed development was originally designed.

The applicant has submitted a revised concept plan that better complies with current regulations. For example, the applicant is attempting to account for the current 16.5 foot wetland setback and has adjusted roadway alignments to reflect adjacent property owner's lot boundaries. In reviewing the concept plan, Staff found several deviations from the current R-1 (MUSA) regulations. Specifically, lots 8 and 9 do not appear to meet lot depth requirements and staff would recommend removing these lots to provide additional green space for the subdivision. Additionally, it is unclear whether Lots 32 & 33 comply with the lot depth requirements and it appears that there would be wetland impacts to provide access to these proposed lots. The proposed net density appears to meet code requirements at approximately 2.7 units per acre. The code also requires 16.5 foot wetland setbacks, which appear to be met.

The applicant has stated that the public purpose for the PUD would be extra protection of extensive wetlands, trees, and open space. The HOA would also guarantee architectural standards set at the beginning of the project and

maintain them and the landscaping and open spaces. There would also be public trails through the site.

Staff hosted a public workshop regarding the project on February 1, 2018. Neighboring landowners attended the meeting and raised questions regarding dewatering of the wetland, utilities, infrastructure upgrades, and mitigating the impacts to surrounding property owners. The Planning Commission was introduced to this topic on March 1, 2018 and again on May 3, 2018.

Discussion Tonight:

Estimates from the Engineering Department and the applicant's engineer, North Pine Aggregate, estimate \$300-\$350 per linear foot for the paving which includes sidewalks, sewer, water, and a contingency of 25%. There will likely also be issues that arise during the planning process due to the number of wetlands onsite. At 1,000 linear feet, the project would cost approximately \$300,000 - \$350,000 including contingency. Staff would like to discuss three possible funding solutions for the upgrading of Potassium Street:

1. 1/3 paid by applicant, 1/3 paid by City, 1/3 paid by assessments (~\$120,000 each)
2. 60% paid by applicant (\$210,000) and 40% paid by City (\$140,000)
3. No City contribution (applicant pays \$350,000)

Staff notes that these are estimates, and that actual paving costs cannot be determined without a full wetland delineation and engineering plans. Currently, the wetland delineation for this project is not complete at this time. This will need to be completed for a complete application.

Staff notes that this road is not a collector road and that strictly single-family residential projects typically pay 100% of development costs. Additionally, while this project is not an economic development project, it would be improving a gravel road, reducing regular maintenance costs.

Funding Source:

Staff is handling this portion of the review as part of normal Staff duties. The Developer is requesting assistance with improvements to Potassium Street and would like feedback before submitting a formal application.

Regarding the requested cost-share for Potassium Street, Staff would only recommend the following two (2) alternatives. Staff would not recommend a cost split of 60% City, 40% Developer. The recommended alternatives (if there is to be a cost split) are as follows.

1. 33% Developer, 33% assessed to other benefiting property owners, 33% City.
2. 60% Developer, 40% City (in the event there is lack of support from other benefiting property owners).

Recommendation:

The Planning Commission is generally supportive of this updated concept, with changes outlined in the minutes from the May 3 Planning Commission Meeting. Of key discussion, the Planning Commission recommended elimination of Lots 8 and 9 due to lack of lot depth and impacts to wetlands.

Action:

No action requested. The intent is to provide high-level direction and discussion so that the Developer can make an informed decision whether or not to move forward with the project.

Attachments

Site Plan

Site Plan

Site Plan

Site Location Map

Attorney's Memo

Public Purpose Letter

Form Review

Inbox

Chris Anderson

Tim Gladhill

Kurt Ulrich

Form Started By: Chloe McGuire Brigl

Final Approval Date: 05/17/2018

Reviewed By

Chris Anderson

Tim Gladhill

Kurt Ulrich

Date

05/15/2018 08:22 AM

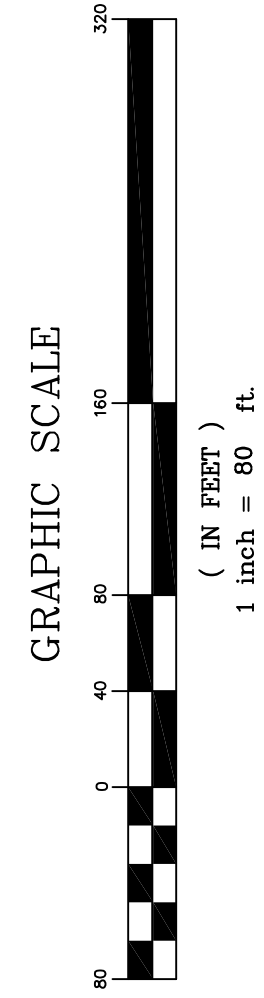
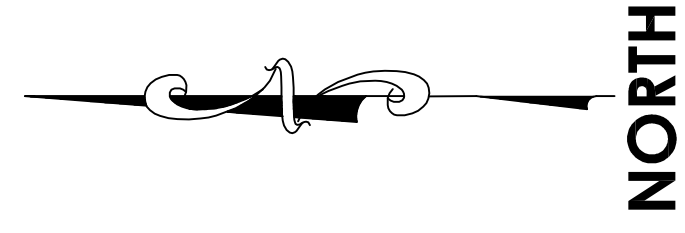
05/16/2018 08:18 AM

05/17/2018 08:34 AM

Started On: 05/10/2018 12:33 PM

PUD CONCEPT PLAN - AERIAL

~of~ SHADE TREE COTTAGES
 ~for~ SHADE TREE CONSTRUCTION, INC.



PROPERTY DESCRIPTION

All that part of the NE 1/4 of the NW 1/4 of Section 23, Township 32, Range 25, lying east of the easterly Right-of-Way of County State Aid Highway No. 5, in Anoka County, Minnesota.

NOTES

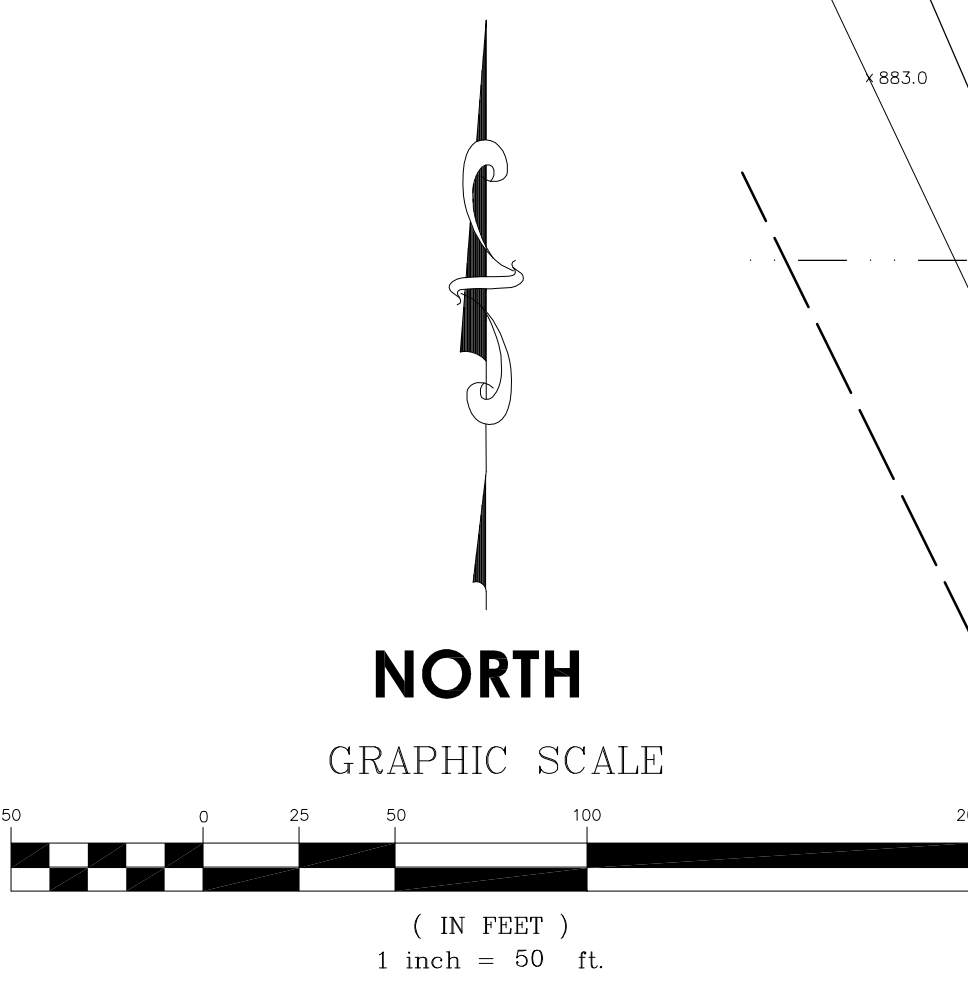
- See Sheet 1 of 3 Sheets for notes.

E. G. RUD & SONS, INC.
 Professional Land Surveyors
 6776 Lake Drive NE, Suite 110
 Lino Lakes, MN 55014
 Tel. (651) 361-8200 Fax (651) 361-8701

DRAWN BY: JEH	JOB NO: 13068PP	DATE: 07/17/18
CHECK BY: JEH	SCANNED	
1		
2		
3		
NO.	DATE	DESCRIPTION
BY:		

PUD CONCEPT PLAN

~of~ SHADE TREE COTTAGES
~for~ SHADE TREE CONSTRUCTION, INC.



PROPERTY DESCRIPTION

All that part of the NE1/4 of the NW 1/4 of Section 23, Township 32, Range 25, lying east of the easterly Right-of-Way of County State Aid Highway No. 5, in Anoka County, Minnesota.

NOTES

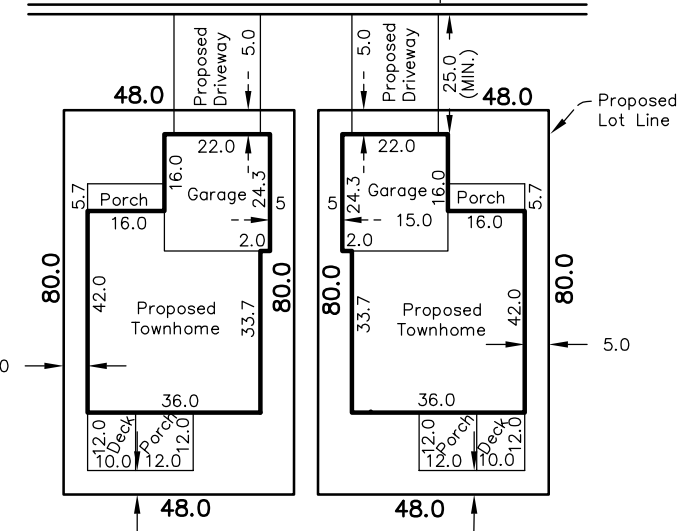
- Bearings shown are on the Anoka County Coordinate System.
- Contours and topography shown are from plans prepared by MIDWEST Land Surveyors and Civil Engineers, Inc. 4-25-05. The topography for Potassium Street, Old Nowthen Blvd and Nowthen Blvd will need to be redone.
- Wetlands was field located by E.G. Rud & Sons, Inc. on 11-07-17.
- Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance flood plain). According to Flood Insurance Rate Map Community No. 270681 Panel 0170 Suffix E, Map Number 27003C0170E by the Federal Emergency Management Agency, effective date December 16, 2015.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Wetland Delineation done by Jacobson Environmental, PLLC in November of 2017.
- The proposed cul-de-sac length for 157th Ave N.W. (Private Street) is 588.3 feet. The proposed cul-de-sac length for Radium Street N.W. (Public Street) is 289.9 feet.

SINGLE TOWNHOME DETAIL

(SCALE: 1"=40')

PROPOSED STREET

(PUBLIC OR PRIVATE STREET)



DRAWN BY: JEN		JOB NO: 13066PP		DATE: 01/17/18	
CHECK BY: JEN		SCANNED			
1					
2					
3					
NO.	DATE	DESCRIPTION	BY		

AREA COMPUTATIONS

TOTAL AREA SITE AREA: 28.41± ACRES
36 PROPOSED SINGLE UNIT TOWNHOME LOTS
2 PROPOSED SINGLE FAMILY LOTS
PROPOSED RIGHT OF WAY = 1.30± ACRES
UPLAND AREA = 15.2± ACRES
GROSS DENSITY: 1.33± UNITS/ ACRE
NET UPLAND DENSITY: 2.7± UNITS/ ACRE

ZONING AND SETBACKS

CURRENT ZONING IS PUD- PLANNED UNIT DEVELOPMENT
PROPOSED ZONING IS PUD- PLANNED UNIT DEVELOPMENT

PROPOSED PUD SINGLE UNIT TOWNHOME SETBACKS
(LOTS 1-30 BLOCK 1 & LOTS 1-6 BLOCK 2)

FRONT 25 FEET FROM CURB
SIDE YARD 15 FEET BETWEEN BUILDINGS
REAR YARD 30 FEET
SIDE STREET 25 FEET
PLAT BOUNDARY 30 FEET
WETLAND/STORMWATER PONDS 16.5 FEET

PROPOSED PUD SINGLE FAMILY LOT SETBACKS
(LOTS 32 & 33, BLOCK 1)

FRONT 30 FEET
HOUSE SIDE YARD 10 FEET
GARAGE SIDE YARD 8 FEET
REAR YARD 30 FEET

WETLAND/STORMWATER PONDS 16.5 FEET
MINIMUM LOT AREA 10,800 S.F.
MINIMUM LOT WIDTH 70 FEET AT SETBACK LINE

OVERALL PROPOSED PUD DEVELOPMENT REQUIREMENTS
DENSITY 3 UNITS PER ACRE (NET)

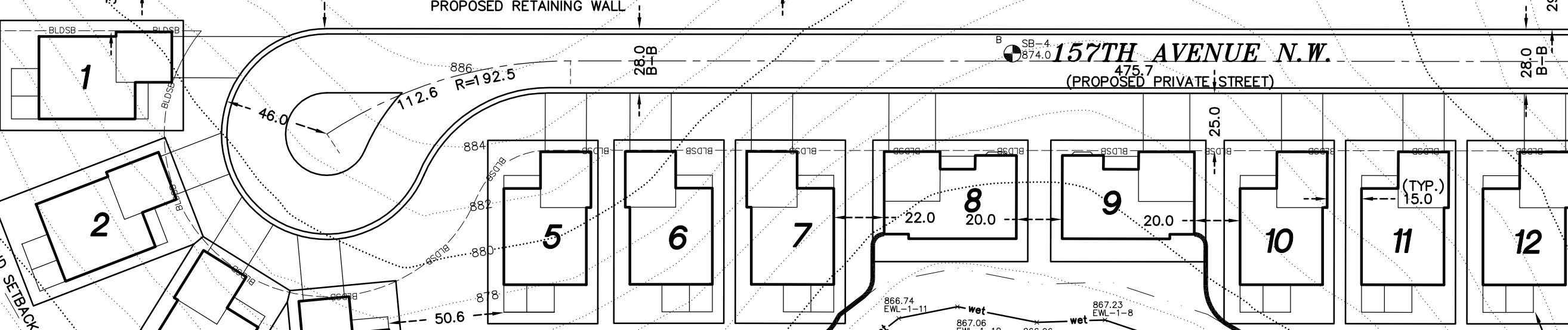
E.G. RUD & SONS, INC.
EST. 1977 Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

157TH LANE N.W.

HALLS DOVER ACRES

RADIUM STREET N.W.

PINES 4TH ADDITION



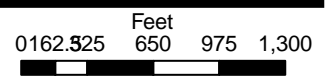
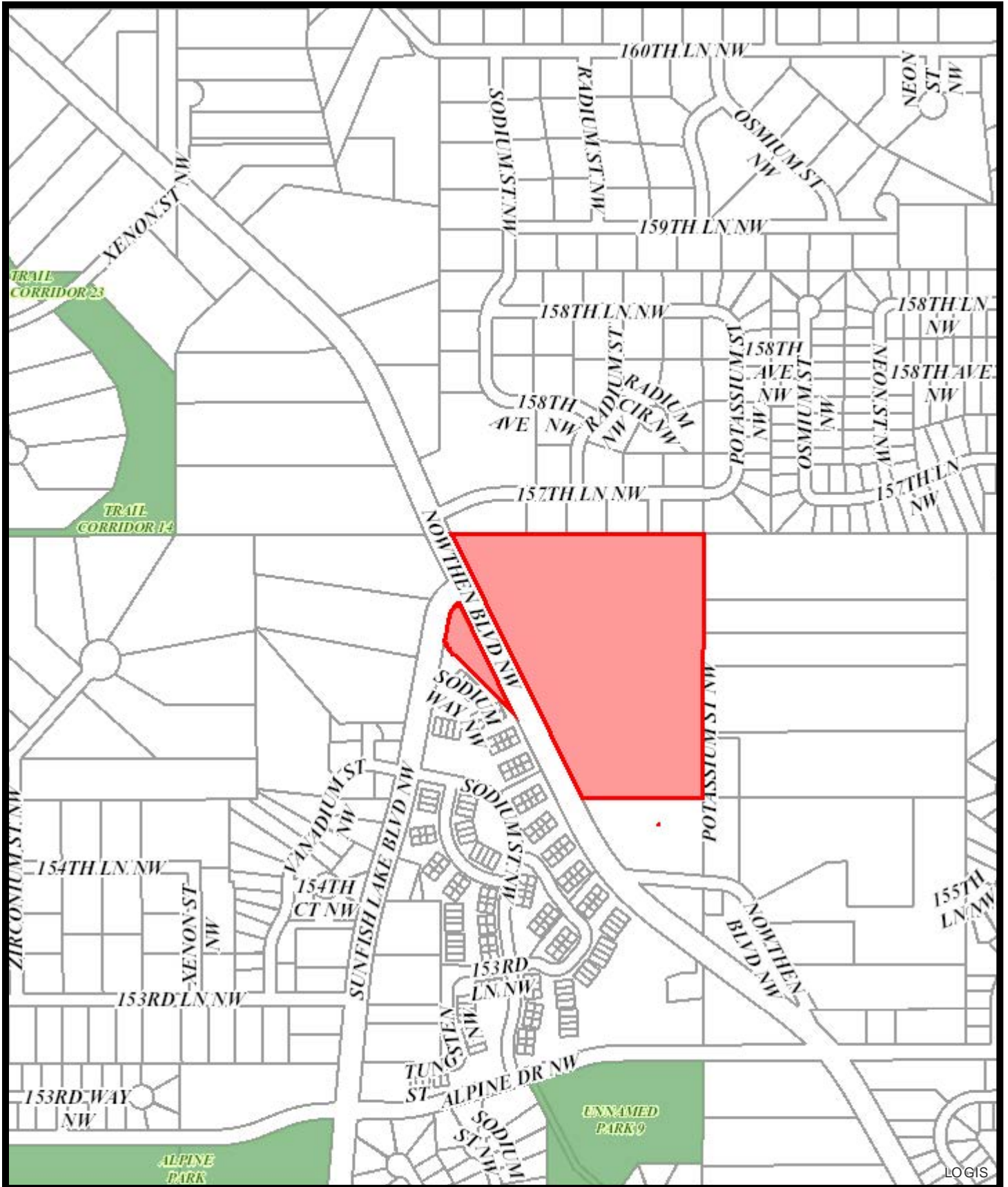
BLOCK 1
31
DRAINAGE AND UTILITY EASEMENT OVER ALL OF OULOT 31, BLOCK 1.

WET
DNR 342W
LAND

SEE SHEET 2 OF 3 SHEETS

Site Location Map

Shade Tree Cottages



MEMORANDUM

TO: Chris Anderson
FROM: Joseph Langel, City Attorney
DATE: January 24, 2018
RE: Existing PUD Zoning

You asked for an opinion on the following:

Facts

In 2006, the City rezoned property from R-1 to PUD for the Shadetree Cottages development. The PUD zoning contained specific standards unique to this property, such as lot size, lot width, street width, front and side setback, and cul-de-sac length. The project never moved forward and the final plat and approved site plan have long since lapsed. The developer is now interested in moving the project forward again. The zoning standards for PUD's changed since the original rezoning, including the addition of new requirements that did not exist in 2006 (e.g., wetland setback and lot depth minimum). Also, the road alignment for Potassium Street will change from the original plan due to subsequent issues with new owners of the adjacent property.

Issue

Is the existing PUD zoning still valid?

Analysis

No, not under these circumstances. As a general rule, zoning does not expire or change on its own. Once a property is zoned in a particular manner, it remains in that zoning category unless and until it is changed again by the City Council. Technically, the property at issue is still zoned PUD. PUD zoning, however, is tied to the site plan that was approved by the Council at the time the zoning was approved. *See generally, City Code § 117-123(d) (rezoning to PUD is driven by site plan review and approval).*

Here, the approved site plan was never acted on and it lapsed. The Council has the right to restore the zoning to what it was previously. *City Code § 117-123(i).* Given the lapse, there is

no approved site plan in place and the developer has to start over. The developer is seeking to use the prior site plan again, but development applications must adhere to the current zoning standards, and the old site plan does not reflect newer wetland setbacks. Also, the road alignment is necessarily changing somewhat from the original plan. The old plan is therefore non-compliant and inaccurate, and a revised plan must be submitted.

It may also be noted that the revised plan would be considered a “major change” from the former (but now lapsed) plan because of the change in road location and the fact that the original development schedule expired long ago. *See City Code § 117-123(e) (describing major changes requiring re-submission of a site plan and a rezoning application)*. The new wetland setback is also a major change to the plan. While this Code provision refers to major changes between preliminary and final site plans, it also logically supports the notion that a significantly changed new plan must go through the rezoning process.



BUILDERS • CONTRACTORS • DEVELOPERS

1696 229th Lane • East Bethel, MN 55005 • (763) 434-7962 • www.shadetreeco.com • info@shadetreeco.com

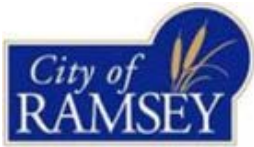
Re: Shade Tree Cottages plat

Dear Chloe,

I would like to request that the proposed Shade Tree Cottages plat remain as a PUD as it is currently zoned. I believe the PUD zoning not only fits the proposed project, it will also benefit the city with added features. The proposed project as a PUD, along with being a Home Owner Association maintained property will add extra protection of the extensive wetlands, several stands of trees, retaining walls to work with the slopes to the wetlands and the open space surrounding the proposed homes. The HOA will also guarantee the architectural standards set in the beginning of the project will be maintained along with the various open spaces and many landscaping features. Besides the open spaces, there will be added public trails that meander through and take advantage of the woods and wetlands on the property. The trails will tie into the detached townhomes for ease of an active outdoor lifestyle of the empty nester market that the main level living best suits. Please feel free to reach out to me for any discussion.

Sincerely,

Mark Strandlund, Owner
Shade Tree Construction Inc.
Ph: 612-812-9656
Email: mark@shadetreeco.com



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

CC Regular Session

7. 6.

Meeting Date: 05/22/2018

Submitted For: Patrick Brama, Administrative Services

By: Katie Schmidt, Administrative Services

Information

Title:

Adopt Ordinance #18-02 Authorizing the City of Ramsey to Sell Four (4) Parcels of Real Property

Purpose/Background:

As required by the City Charter, the city must pass an ordinance to declare and sell surplus city-owned land no longer needed for current or future city functions. The purpose of this case is to adopt such an ordinance. The total number of parcels identified within this ordinance is four (4). See attached map.

Three (3) parcels were identified as surplus city owned land through the future Public Works Campus Space Needs Analysis conducted in 2016. Two (2) of those three (3) parcels are included in this ordinance. In other words, the city owns more land today than what is needed in the future, for a new public works campus. The extra/ remnant city owned land is included in this ordinance. The land still needed for the future Public Works Campus is remaining under city control. Please see attached study, Option A, Page 41 for details.

The other two (2) parcels are located in the center of The COR, and are directly related to the Inland/ Affinity senior apartment complex.

This case is considered administrative. Staff would like pass this ordinance now, to avoid delaying a project/ process in the future, when an actual deal comes to the city. This is an effort to be as "shovel-ready" as reasonably possible. As some Council members may recall, the City did a similar exercise in 2015, at which time roughly 20 city owned parcels were identified surplus city-owned land via Ordinance #15-05.

This ordinance does not approve the sale, or require the sale, of city-owned land. This ordinance simply allows the city to sell city-owned land. Individual land transactions will be reviewed and approved on a case-by-case basis, in the future, depending on the merits of individual proposals

Notification:

After adoption, a notification of this ordinance will be posted in the Union Herald.

Funding Source:

NA

Recommendation:

Staff recommends that City Council adopt Ordinance #18-02.

Action:

Motion to:

Waive the City Charter requirement to read the ordinance aloud;

-AND-

Motion to adopt the attached Ordinance #18-02, Authorizing the City of Ramsey to Sell Four (4) Parcels of Real Property no longer needed for current or future City functions.

Attachments

Ordinance #18-02

Public Works Study

Map

Form Review

Inbox	Reviewed By	Date
Patrick Brama	Patrick Brama	05/16/2018 01:56 PM
Kurt Ulrich	Kurt Ulrich	05/17/2018 08:18 AM
Patrick Brama	Patrick Brama	05/17/2018 08:37 AM
Kurt Ulrich	Kurt Ulrich	05/17/2018 08:38 AM
Kurt Ulrich	Kurt Ulrich	05/17/2018 10:02 AM
Form Started By: Katie Schmidt		Started On: 05/09/2018 09:37 AM
Final Approval Date: 05/17/2018		

ORDINANCE #18-02

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

AN ORDINANCE AUTHORIZING THE CITY OF RAMSEY TO SELL/CONVEY FOUR (4) PARCELS OF REAL PROPERTY.

The City of Ramsey Ordains:

SECTION 1. PURPOSE

It is the purpose of this Ordinance to authorize the City of Ramsey to convey certain real property which the City Council has determined is no longer necessary for the City’s purposes. This Ordinance is adopted pursuant to and under the authority of Section 12.5 of the City Charter.

SECTION 2. SALE/CONVEYANCE AUTHORIZATION

The City Council hereby declares the following described real property owned by the City, as surplus City owned land, no longer needed for current or future City functions, and authorizes said property to be marketed for sale and conveyed/sold:

Property ID	Address or Nearby Roadway	General Description
27-32-25-33-0009	7060 142 ND Avenue NW	E-2: Employment District
27-32-25-33-0017	Limonite Street/ 142 ND Avenue NW	E-2: Employment District
28-32-25-31-0009	Sunwood Dr./ East Town Center Dr.	COR: The COR-1
TBA	See description below and Exhibit A	COR: The COR-1

That part of West Town Center Drive, as dedicated and delineated on RAMSEY TOWN CENTER ADDITION, according to the recorded plat thereof, Anoka County, Minnesota lying south of the westerly extension of the southerly right of way of West Ramsey Parkway as dedicated and delineated on said plat of RAMSEY TOWN CENTER ADDITION, and lying northeasterly of the northwesterly extension of the northeasterly right of way of Sunwood Drive as dedicated and delineated on said plat of RAMSEY TOWN CENTER ADDITION.

SECTION 3. TERMS OF SALE/CONVEYANCE

The City Council shall establish sale/conveyance terms and conditions in the future, at the time of purchase agreement negotiation, for each individual parcel identified in Section 2 of this Ordinance.

SECTION 4. EFFECTIVE DATE

This Ordinance becomes effective upon its passage and thirty (30) days after its publication according to law, subject to City Charter Provision, Section 5.7.

PASSED by the City Council of the City of Ramsey, Minnesota, the 8th day of May, 2018

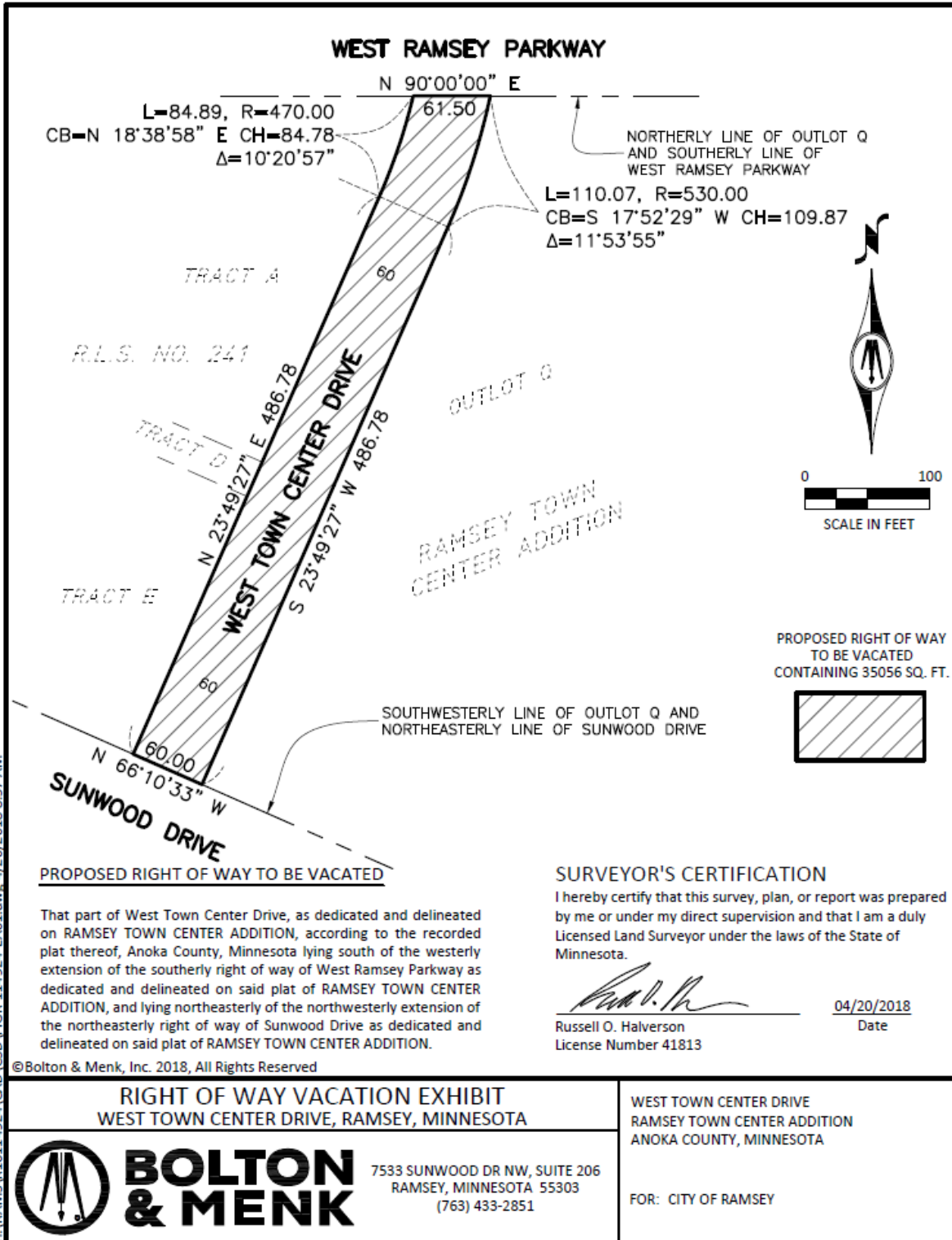
John LeTourneau, Acting Mayor

ATTEST:

City Clerk Jo Ann M. Thieling

Introduction date: May 8, 2018
Posting dates: May 8, 2018
Adoption date: May 22, 2018
Publication date: May 25, 2018
Effective date: June 25, 2018

**EXHIBIT A
DEVELOPMENT PROPERTY**



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JOB NUMBER: R16.114924 FIELD BOOK: DRAWN BY: ALH

PUBLIC WORKS STUDY CITY OF RAMSEY, MN

Contact:
Bruce Schwartzman, AIA
Partner-in-Charge
Direct: 612.373.9104
Mobile: 612.790.7605
bschwartzman@bkvgroup.com

November 24, 2015



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- I. EXECUTIVE SUMMARY I.1 - I.6

- II. FACILITY ASSESSMENT II.1 - II.17

- III. OBSERVATIONAL AND FUNCTIONAL III.1 - III.2

- IV. SPACE PROGRAMMING IV.1 - IV.9

- V. FACILITY COMPARISONS V.1 - V.2

- VI. MASTER PLANNING CONCEPT OPTIONS VI.1 - VI.4

- VII. PROJECT COST ESTIMATES VII.1 - VII.5

- VIII. PROPOSED PROJECT SCHEDULE VIII.1

- IX. APPENDIX
 - A. SPACE STANDARDS
 - B. ACKNOWLEDGMENTS
 - C. EXISTING CITY PROVIDED FACILITY DRAWINGS (ELECTRONIC FORMAT ONLY)

I. Executive Summary

A. INTRODUCTION

The intent of this Study is to provide well developed and comprehensive information that enable the Ramsey City leadership in making informed decisions regarding the City's Public Works Department infrastructure and operational requirements. The goal is that this information will clearly identify the issues and possible solutions to existing deficiencies, resulting in a plan that supports the City and the department's long range operational requirements.

The culmination of the report by BKV Group provides the City Council with an assessment of your current public works facilities. It was a thoughtful and collaborative process that analyzed operations and growth to accurately project facility space requirements. These space requirements are the basis for the concept plans that were developed. The plans were vetted out with City input to address space requirements and operational efficiency. Each concept plan was evaluated based on its ability to allow for proper movement and flow of operations. From the plans project cost estimates were prepared that reflect appropriate construction cost based on similar facilities in Minnesota. To help establish a "next steps" track a preliminary project schedule is included that defines a progression to implement a future plan.

The Executive Summary briefly describes the methodology that produced this report and its components, as well as provides a snap-shot of each of the sections identified within the report. The conclusion of the Executive Summary includes recommendations and next steps for the City to consider moving forward.

The study started with a discovery process where BKV Group obtained all necessary and available information from the City. This information included existing plans of the buildings, sites, utility information, previous reports, staffing data, activities performed, maintenance, and fleet data. This information provided an initial understanding of Ramsey's Public Works facilities, staffing, operations and overall objectives.

The report is sequentially developed building on the information and analysis of each subsequent phase.

The sections of the report are as follows:

Section 2 - Facility Assessment (Physical Conditions)

Section 3 - Operational / Functional Observations

Section 4 - Space Programming

Section 5 - Facility Comparisons

Section 6 - Master Planning Concepts

Section 7 – Project Cost Estimates

Section 8 – Project Schedule

Appendices

- Appendix A: Space Standards
- Appendix B: Acknowledgements
- Appendix C: Existing Building Plans (Electronic format only)

An initial team kick off meeting including the entire planning team and City officials was held on July 30, 2015. The objective of the meeting was to review the objectives for the study, timelines, and discovery information obtained and most importantly identify and discuss the primary goals and requirements for the study. Following the kick off meeting, the BKV team toured the public works facilities and site with the Public Works Director starting the on-site facility assessment and documentation.

B. FACILITY ASSESSMENTS

Section 2 of this report, the Facility Assessments started with meeting the Public Works Director to review general information on the buildings, operations, staff and equipment. The only buildings on site that were built specifically for public works is the administration trailer and the salt storage building. The other 3 buildings were existing buildings that were on the property when the City acquired the land. The vehicle and fleet storage buildings were previously built for Minnesota Sawdust operations when they owned the property. Like most public works departments around the state they adapt and use the existing buildings to the best of their ability. In general the buildings are showing wear that is typical for buildings that are 45 +/- year old and under the type of use that public works activities involve.

The assessment included on-site observation of the existing facility and is intended to provide an indication of existing conditions, possible capital improvement upgrades, potential code compliance items or other building maintenance requirement which should be considered in any building renovation / addition project or as planned facility capital improvement projects.

The facility assessment portion is not intended to be exhaustive analysis but rather to assess and highlight the major building deficiencies observed visually during the tours.

The following information is a summary of the primary condition and code issues identified within each of the buildings.

I. Executive Summary

1. Utility and Sign Shop:

The building was built in the early to mid-1970's and is approximately 5,000 sf. The building is a pre-engineered metal building with metal wall panels and roof. The following are some of the major issues identified.

- Exit door not compliant with code requirements
- Damaged exterior siding in spots
- Rusting exterior doors and frames
- Damaged insulation and vapor barrier
- Evidence of roof leaks
- Non-accessible bathroom

2. Vehicle Storage

The Vehicle Storage building consists of a pre-engineered metal structure with insulated metal wall panels. The building is 13,228 sf and was built in the mid 1970's to early 1980's. An addition was added on the West side and the year of constructed is unknown. The following are some of the major issues identified.

- Rusting exterior doors and frames
- Exit door not compliant with code requirements
- No internal floor drainage for vehicles
- Structural configuration limits efficient storage capacities of large vehicles
- Damaged insulation and vapor barrier
- Exterior damage to metal panel cladding
- Rusting of limited locations on the structural steel

3. Fleet Storage

The Fleet Storage building is a concrete masonry block building with precast double T's for the roof structure. The building is 12,258 sf and was built in the mid 1970's to early 1980's. The following are some of the major issues identified.

- Rusting exterior doors and frames
- Portions of the exterior masonry have been repaired but lack proper finish coatings
- Significant cracks in exterior masonry walls exist
- Interior concrete slab is heavily worn, spalled, and cracked
- Concrete apron at overhead doors is cracked

- Evidence of moisture intrusion at masonry wall along grade

4. Salt Storage Enclosure

The salt storage enclosure consists of a fabric roof structure supported by aluminum space frame set on round concrete foundation posts with precast form perimeter walls. The salt storage building covers 6,000 sf and was built in 2006.

- The enclosure is in good condition

5. Administration Trailer

The Administration Trailer is a 10 year old double-wide temporary trailer of approximately 1,600 sf. The entirety of the administrative and personnel areas are located within the trailer; including break area, offices, and crew areas.

- Interior finishes are heavily worn
- Exterior paint finish is peeling and aged
- Accessible entrance is not clearly labeled

6. Site

The current site encompasses two parcels separated by 142nd Avenue Northwest. The Northern parcel is 2.07 acres and is used for granular material storage along with the Utility and Sign Shops building located at the far North end. The southern parcel is 3.17 acres and contains the Administration Trailer, Fleet Storage and Salt Storage.

- Site is small and cramped negatively affecting operations and movement of vehicles
- The existing site and buildings are unable to store all the department's equipment and vehicles; additional storage is currently being used to store larger equipment off-site at 6710 Hwy 10. Operationally this is inefficient.
- Site functions are spread out and separated making communication and operations less efficient.
- Existing asphalt pavement is in fair condition with multiple cracks

7. Fuel Island

The fuel island consists of two above-ground storage tanks for on-road and off-road diesel fuel.

- The tanks appear to be in good condition but the metering technology is dated.

I. Executive Summary

Summary of Facility Assessment

The buildings are generally in fair condition. The administration trailer is more of a temporary facility and not suitable for the requirements of the City's public works staff. Based on age and the intense use of public works activities they are showing wear and tear that would be anticipated. The main issue is that some of the buildings that Public Works utilizes were not built for public works operations. They have been adapted to work as best as possible but they do not have the required areas need for an efficient and appropriate public works department.

C. OPERATIONAL / FUNCTIONAL OBSERVATIONS

The space needs analysis and the site walk through provided an opportunity for the study team to assess the functionality and operational efficiency of the complex. Based on the planning team's familiarity with public works departments along with input from the public works department the team evaluated the operational conditions of the department. The following is a summary of issues observed.

I. General Site Observations

The total available site is more than sufficient to meet the needs for the Department.

Operational/Functional Deficiencies:

- The road that bi-sects the site is a public road with no separation from the Public Works yard and facility components which could create conflicts.
- No site security, due to the fact that there is no perimeter fence the department has over the years experienced theft and vandalism.
- Employee and visitor parking is located in a manner that creates conflict with department vehicle movement.
- Proximity of building creates operational inefficiency.
- No "front door" to the site.
- Public related activities (recycling, water sales) are located in areas of the site that force public vehicles deep into Public Works activities.

2. Exterior Material Storage

The site contains storage areas for a variety of materials and vehicles/equipment. These include stockpiles of granular materials, waste construction materials, construction materials,

police impound and public works equipment and equipment implements.

Operational/Functional Deficiencies:

- Lack of site constraint results in materials stored in non-uniform manner and location.
- Lack of site constraint results in continued storage of items no longer required.

3. Administration / Personnel Areas

The entirety of the administrative and personnel areas is located in a trailer near the entrance to the site. The building houses offices, break room and crew areas.

Operational/Functional Deficiencies:

- Space inadequate for functions required on site.
- Building does not house all personnel.

4. Fleet Storage Building

This building houses the Streets, Parks and Fleet Maintenance operations.

Operational/Functional Deficiencies:

- Shops and storage areas are poorly defined and are not segregated from areas that generate vehicle exhaust fumes.
- Inadequate fleet maintenance area.
- There is no appropriate drainage system in the building
- The building clear height is not sufficient for lifting large vehicles.
- There are no personnel support areas in the building

5. Utilities & Sign Shop Building

The Utilities Operation and Sign Operation are located in a separate building located remotely on the site. The building houses the offices and personnel areas for the Utilities Crew, Utilities shops and storage, Utilities vehicle storage, Utilities material storage and the Sign Shop operation.

Operational/Functional Deficiencies:

- The remoteness of the building reduces the ability for good communication between Utilities staff and other Public Works groups.
- The spaces are inadequate to support the needs.

I. Executive Summary

- The Sign production area is located on the second floor of the space with limited access.
- Storage of vehicles in shops creates exhaust/ventilation issues.

6. Vehicle Storage Building

The building consists of a two bay structure with overhead doors on each end of two circulation aisles. The building is used for vehicle and material storage.

Operational/Functional Deficiencies:

- The configuration of building does not lend itself to efficient use as vehicle storage.

7. Salt Storage Enclosure

The sand and salt storage building is a fabric covered steel structure.

Positive Features:

- The structure is sufficient for the amount of material stored.
- Circulation to and from the structure appears efficient

Operational/Functional Deficiencies:

- The structure is located adjacent to a wetlands area. Runoff must be carefully controlled.

Summary of Operational and Functional Observations:

The buildings do not provide the required spaces to support the City's public works operations. The locations / separations of the buildings creates inefficient staff communication and interaction. The overall site has adequate area but is not currently configured to provide appropriate vehicle and material movement. Public access creates vehicle movement problems and the site lacks a security perimeter.

D. SPACE PROGRAM ANALYSIS

Space Programming Methodology

The goal of the programming analysis is to assist the City in determining what spaces are needed and appropriate sizes of those spaces based on Ramsey's specific department activities. The Space Program documentation is presented in two forms; Space Program Spreadsheets and Space Standards. The spreadsheets identify operational areas and the square footage requirements

for each. The Space Standards are diagrammatic drawings of some of the spaces which help to diagrammatically illustrate the space, its equipment and general proportions to meet function, building code and accessibility guidelines.

Summary of the Program Requirements

As detailed in Section 4 of this report, the space needs are documented in a program which identifies the individual spaces required of the department. The program is based on requirements for a 15-20 year projected space need.

The program sheets are broken into the main operations of the department;

- Administration / Personnel
- Vehicle Maintenance
- Parks / Streets & Utilities Shops and Storage
- Fleet Storage (these areas are under the Building Type heading as "enclosed")

The following chart is a summary of the existing total department area compared to the required program area.

Department	2015 Current Space	2030 Projected Need	Space Deficiency	% of Change
Public Works	32,000 sf	66,205 sf	34,205 sf	206.9%

Summary of Space Programming

The programming analysis defined required and appropriately sized spaces for public works. In summary this exercise further confirmed that the existing buildings do not currently have the needed floor space. A large portion of the inadequate area deals with the storage of the City's equipment. The city has a large investment in this equipment. Housing this equipment indoors, as is standard in the industry extends the life of the equipment and reduces maintenance requirements.

I. Executive Summary

E. FACILITY COMPARISONS

In Section 5 of the report provides a comparative analysis between the characteristics of the Ramsey Public Works facilities and the characteristics of the same departments in other comparable Minnesota municipalities.

This assessment is done to help provide a comparison of the size of other public works facilities in Minnesota. This comparison looks at 15 Minnesota cities are listed ranging in population from 16,500 to 39,000. With public works facilities that range in size from 44,900 square feet to 86,680 square feet, with the average facility being more in the 64,500 square feet range. As a snap shot Ramsey's existing public works facilities totals at approximately 32,000 square feet. The required programmed area is 66,205 square feet, which is in line with current area requirements for public works operations as demonstrated in this comparison.

F. CONCEPT PLAN DEVELOPMENT

The concept plans and the site masterplan options were developed based upon achieving the identified priorities, goals and proper area requirements and work flows to support the public works department. The four concept planning options identified some core planning principals:

1. Provide adequate and appropriate building / operational area required for the Public Works Department
2. Provide adequate and appropriate site area and circulation needed for public works equipment & operations
3. Allow for future expansion
4. Site layouts that create operational efficiency
5. Separate public and public works traffic flow and access

A major issue in the planning of the proposed site centered on extending McKinley Street through to connect with Jasper. The planning commission reviewed this issue and it was determined in their November 12, 2015 meeting that extending McKinley Street through would not be a requirement of the City's comprehensive plan.

The following is a summary of the four options developed:

- **Option A** – construct a new public works operations east of Jasper and utilize some existing structures for storage.

- **Option B** - construct an entirely new public works facility east of Jasper.
- **Option C** – construct a new public works operations east of Jasper and utilize some existing structures for storage.
- **Option D** - construct a new public works operations on the west side of Jasper and utilize some existing structures for storage.

Summary of Concept Planning

Of the four site options studied two of them lacked the required work flow needed to foster operational efficiency. Options A and B produced the most efficient area configurations. The primary difference between options A and B is that in option A existing building are utilized for general storage needs while option B proposes construction all new facilities east of Jasper. From a land use perspective:

- **Option A** – utilized 15.5 acres for public works and allows 18 acres for other development.
- **Option B** - utilized 11.4 acres for public works and allows roughly 23 acres for other development.

In summary while both options have a number of positive features it was determined that option A would provide the best current and long range area to best support the City's public works activities.

G. PROJECT COST ANALYSIS

Section 7 of the report looks at the cost associated with each of the concept planning options. These estimates are general in nature, however the estimated costs are based on historic and current cost data for public works construction in our region.

The square foot cost shown in the body of the report represent the mean range that we would anticipate for construction to occur in 2016. These values have been inflated to anticipate construction cost in 2017.

The estimated cost for each of the four options with inflation added are as follows:

Option A

- Construction \$11,563,571
- Soft Cost Estimate \$1,500,000
- **Estimated 2017 Total Project Cost \$13,063,571**

I. Executive Summary

Option B

- Construction \$12,226,835
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,726,835**

Option C

- Construction \$11,508,446
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,008,446**

Option D

- Construction \$11,343,071
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$12,843,071**

The difference between the high and low estimated is \$883,764. Since all concept plans are based on providing the same core building area the primary differences in the cost are based on the following:

1. Reuse or new of existing storage buildings
2. Relocation of the existing salt storage shed
3. Amount of site development required

H. PROPOSED PROJECT SCHEDULE

Section 8 of the report is a detailed schedule identifying dates that have occurred throughout the study as well as possible future action items. In our professional opinion that the City's public works department is lacking in a number of standards that are typical and appropriate for public works operations. If the City Council approves and adopts the report the process is defined to allow the required activities to occur for construction to start in spring of 2017.

Some of the major dates / timelines are:

- December 8, 2015 - City Council adoption of the study
- May 2016 to March 2017 - Design & Document Process
- March 2017 to May 2017 – Bid & Award the Construction Project
- May 2017 to June 2018 – Construction

BKV Group has enjoyed and valued the opportunity to be part of the planning team for the City and the Public Works department. Our goal was to provide you with a well-developed and comprehensive analysis that addresses the issues, provides clear and appropriate options and a path to achieve them. We welcome the opportunity to address any questions that the City or the community might have.

Our behalf of the planning team we are available to provide any additional support the City may need.

Bruce Schwartzman, AIA – Partner with BKV Group

Craig Carter, AIA – Senior Architect and Planner with BKV Group

Michael Healy – Project Planner with BKV Group

Ron Hilton - Senior Vice President with Maintenance Facility Consultants, a division of Whitman, Requardt & Associates, LLP

END OF SECTION

II. Facility Assessment

A. INTRODUCTION

The purpose of this section of the study is to assess the condition of the existing Ramsey Public Works facilities. This information provides the necessary data to assist the City Leadership to make informed decisions regarding how to best address the existing city infrastructures for long range planning. With this information the report identifies possible repairs, upgrades and/or replacement of these facilities based on conditions as well as operational requirements.

The process starts with the BKV Group team becoming familiar with previous data, studies, documents and drawings for the buildings to be studied. The next step is an on-site meeting and tour of each facility with BKV Group's team of architects and engineers to tour the buildings and site. Following these visits, BKV Group documents the conditions.

The Facility Assessments were conducted on July 30, 2015.

The individuals present for the tour were:

- Grant Riemer
Public Works Superintendent
- Bruce Schwartzman, AIA
Partner & Managing Architect with BKV Group
- Ron Hilton
Senior Vice President with Maintenance Facility Consultants, a division of Whitman, Requardt & Associates, LLP
- Craig Carter, AIA
Senior Project Architect with BKV Group

The assessments included on-site observations of the existing facilities and review with key staff regarding the functional operation of the buildings. This portion of the process identified assets and deficiencies. The physical conditions of the buildings were assessed, as well as the way in which the building's design affects staff operations. A physical condition review of the buildings is performed to determine maintenance issues, safety and code concerns, and review how conditions affect building system operations and energy costs.

The assessments are intended to provide an indication of capital maintenance requirements, potential code and regulatory required upgrades, and other building conditions which should be considered as part of the facility's general upkeep as well as part of any building project. The study does not address potential environmental issues such as asbestos or deconstructive testing for unseen conditions. The facility assessments are not intended to be exhaustive, but rather to assess and highlight the major building deficiencies in four major categories:

1. Functional accommodations
2. Safety / security of staff and visitors
3. Code related deficiencies
4. Capital maintenance / building envelope

II. Facility Assessment

B. FACILITY ASSESSMENT REPORT

A brief summary of the existing conditions and deficiencies identified within each facility follows.

- B.1. Utility and Sign Shop
- B.2. Vehicle Storage
- B.3. Fleet Maintenance and Shops
- B.4. Salt Storage Building
- B.5. Administration Trailer
- B.6. Site
- B.7. Fuel Island
- B.8. Police Impound



Existing Site Conditions

II. Facility Assessment

B.1. UTILITY AND SIGN SHOP

The utility and sign shop building was built in the early to mid 1970's and is approximately 5,000 sf. It consists of a pre-engineered metal building with metal wall panels and roof. The exterior wall has approximately a 8 ft high concrete masonry unit base course.

The following photographs and captions summarize our findings:



Figure B.1.2: No code-required exit door



Figure B.1.3: Overhead door opening infilled with metal panel and wood studs



Figure B.1.1: Overall view of Utility and Sign Shop Building



Figure B.1.4: Overhead door jamb damaged and rusting

II. Facility Assessment



Figure B.I.5: Damaged / torn insulation and vapor barrier



Figure B.I.8: Soil erosion at perimeter of building suggests evidence of gutters overflowing



Figure B.I.6: Damaged metal gutter at overhead door



Figure B.I.9: Hollow metal door and frame rusting and signs of moisture damage at masonry wall along grade



Figure B.I.7: Depressed asphalt at door threshold causing ponding and drainage issues



Figure B.I.10: Hollow metal door and frame rusting

II. Facility Assessment



Figure B.1.11: Storage shelving placed too close together for safe access



Figure B.1.14: Evidence of roof leaks in sign shop area



Figure B.1.12: Exit door has deadbolt with thumb-turn which is not allowed by code



Figure B.1.15: Restroom is not handicap accessible



Figure B.1.13: Sign shop is not handicap accessible



Figure B.1.16: Staff lockers are not handicap accessible

II. Facility Assessment

B.2 VEHICLE STORAGE

The Vehicle Storage building consists of a pre-engineered metal structure with insulated metal wall panels. The building is 13,228 sf and was built in the mid 1970's to early 1980's. An addition to the West end of the building was constructed similarly, the year of the addition is unknown.

The following photographs and captions summarize our findings:



Figure B.2.2: Hollow metal door and frame on South facade is rusting



Figure B.2.3: Northwest exit door is stuck in closed position, does not meet code



Figure B.2.1: Overall view of Cold Storage Building



Figure B.2.4: Building lacks floor drains in main storage area creating slip hazards from wet vehicles

II. Facility Assessment



Figure B.2.5: Condensate drain is located high on the wall causing rust stains on South facade



Figure B.2.8: Steel structure is showing evidence a failing finish and rusting



Figure B.2.6: Insulation and vapor barrier is damaged



Figure B.2.9: Settling of concrete apron at North overhead door has necessitated asphalt patching



Figure B.2.7: Exit door is locked with deadbolt, does not meet code



Figure B.2.10: Exterior metal panel cladding is damaged at North facade

II. Facility Assessment

B.3 FLEET MAINTENANCE AND SHOPS

The Fleet Maintenance and Shops Building is a concrete masonry block building with precast double T's for the roof structure. The building is 12,258 sf and was built in the mid 1970's to early 1980's.

The following photographs and captions summarize our findings:

- Existing restroom is not handicap accessible
- Exit doors are being locked using thumb-turn style deadbolt which does not meet code



Figure B.3.2: Exterior masonry jambs have been repaired at overhead door but lack proper sealing/finishing



Figure B.3.3: Exterior hollow metal doors and frames are rusting



Figure B.3.1: Overall view of Fleet Storage Building



Figure B.3.4: Concrete apron at overhead doors is cracking and spalled

II. Facility Assessment



Figure B.3.5: Cracks are visible in exterior masonry walls on North and South facades



Figure B.3.8: Moisture damage is visible at base of masonry wall, exterior finish is failing and chipping off



Figure B.3.6: Vertical cracks are visible in masonry pilaster at West facade

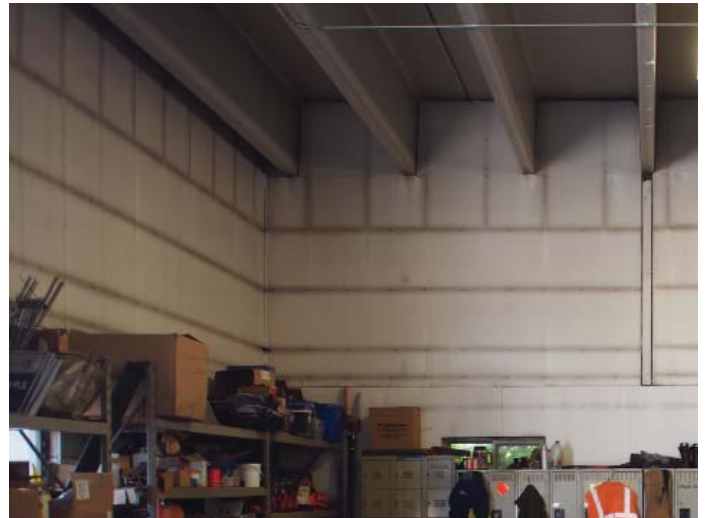


Figure B.3.9: Evidence of thermal bridging throughout the building as dirt has accumulated at areas of condensation aligning with the studs



Figure B.3.7: Downspouts have eroded soil at base of wall/foundation causing potential drainage issues



Figure B.3.10: Staff lockers are not handicap accessible and are located in main storage area

II. Facility Assessment



Figure B.3.11: Concrete slab on grade is heavily worn, spalling and cracking

II. Facility Assessment

B.4 SALT STORAGE BUILDING

The salt storage building consists of a fabric roof structure supported by aluminum space frame set on round concrete foundation posts. The salt is kept from spilling out by precast concrete walls cantilevered up from the ground. The salt storage building covers 6,000 sf and was built in 2006. The building is in good shape and could be relocated if necessary.

The following photographs and captions summarize our findings:



Figure B.4.2: Precast wall panels and concrete foundation piers along exterior wall are in good condition



Figure B.4.3: Aluminum space frame structure appears in good condition



Figure B.4.1: Overall view of Salt Storage Building



Figure B.4.4: Overall fabric roof structure is in good condition

II. Facility Assessment

B.5 ADMINISTRATION TRAILER

The Administration Trailer is a 10 year old double-wide temporary trailer of approximately 1,600 sf.

The following photographs and captions summarize our findings:



Figure B.5.2: Main entrance lacks signage directing to accessible entrance



Figure B.5.3: Ceiling is starting to sag and separate at seam of trailer



Figure B.5.1: Overall view of Administration Trailer



Figure B.5.4: Exterior cladding is showing age and needs to be painted

II. Facility Assessment



Figure B.5.5: Hole in floor is covered with sheet metal



Figure B.5.8: Office space is insufficient for staff needs



Figure B.5.6: Areas of missing VCT floor finish



Figure B.5.9: Staff lockers are not handicap accessible



Figure B.5.7: VCT floor finish shows extensive wear



Figure B.5.10: Supply and waste pipes at lavatory are not insulated

II. Facility Assessment



Figure B.5.11: Mechanical systems are in good condition



Figure B.5.12: Electrical systems are adequate and in good condition

II. Facility Assessment

B.6 SITE

The current site encompasses two parcels separated by 142nd Avenue Northwest. The Northern parcel is 2.07 acres and is used for granular material storage along with the Utility and Sign Shops building located at the far North end. The southern parcel is 3.17 acres and contains the Administration Trailer, Fleet Storage Buildings and Salt Storage.

The following photographs and captions summarize our findings:



Figure B.6.3: On-site pavement has multiple cracks and has less than 10 years of useful service life remaining



Figure B.6.1: Aerial view of Public Works site



Figure B.6.4: Unpaved areas of site are in good condition with no signs of deep rutting



Figure B.6.2: Major streets around the site are in good condition



Figure B.6.5: Granular storage areas do not meet current EPA standards for cover

II. Facility Assessment



Figure B.6.6: Granular material storage bins are in good condition



Figure B.6.7: Yard storage is located throughout the grounds

II. Facility Assessment

B.7 FUEL ISLAND

The fuel island consists of two above-ground storage tanks for on-road and off-road diesel fuel. The tanks appear to be in good condition but the metering technology is dated.

The following photographs and captions summarize our findings:



Figure B.7.1: Above ground fuel storage tank

B.8 POLICE IMPOUND LOT

The police impound lot adjacent to Fleet Storage had no security cameras and insufficiently tall fences to prevent people from breaking into the vehicles, thus it has been temporarily moved to another location.



Figure B.8.1: Police Impound Lot

END OF SECTION

III. Operational and Functional Observations

A. INTRODUCTION

The space needs analysis and the site walk through provided an opportunity for the study team to assess the functionality and operational efficiency of the complex. The following represent observations from the site visit and pursuant space needs evaluation. The following is divided by building/site area and includes observed positive features and operational/functional deficiencies.

B. OBSERVATIONS

I. Administration/Personnel Areas

The entirety of the administrative and personnel areas is located in a trailer near the entrance to the site. The building houses offices, break room and crew areas.

Positive Features

- None

Operational Deficiencies

- Space inadequate for functions required on site.
- Building does not house all personnel.

2. Fleet Maintenance and Shops Building

The Fleet Maintenance and Shops building houses the Streets, Parks and Fleet Maintenance operations. It is configured as a drive through building with a large overhead door on each end and a central circulation aisle. Shop spaces are located on both sides of the aisle with Streets and Park shops, materials storage and vehicle storage located at the entry end of the building and Fleet Maintenance located on one side of the aisle at the exit end of the building.

Positive Features

- None

Operational/Functional Deficiencies

- Shops and storage areas are poorly defined and are not segregated from areas that generate vehicle exhaust fumes.
- The Fleet Maintenance area is insufficient for the fleet size.
- The current wash location is behind the vehicle repair bays which causes the bays to be blocked and water to flow into the bays.
- There is no efficient drainage system in the building
- The building clear height is not sufficient for lifting large vehicles.
- There are no personnel support areas in the building.

3. Utilities Shops Building

The Utilities Operation and Sign Operation are located in a separate building located remotely on the site. The building houses the offices and personnel areas for the Utilities Crew, Utilities shops and storage, Utilities vehicle storage, Utilities material storage and the Sign Shop operation.

Positive Features

- None

Operational/Functional Deficiencies

- The remoteness of the building reduces the ability for good communication between Utilities staff and other Public Works groups.
- The work spaces are inadequate to support the department's needs. Currently, six staff are working out of an space designed for roughly two individuals.
- The Sign production area is located on the second floor of the space with limited access.
- Storage of vehicles in shops creates exhaust/ventilation issues.
- Limited room for efficient storage of vehicles and equipment; vehicles require stacking causing operational inefficiency. and building does not fit all required equipment.

4. Vehicle Storage Building

The Vehicle Storage building consists of a two bay structure with overhead doors on each end of two circulation aisles. The building is used for vehicle and material storage.

Positive Features

- The building has sufficient clear heights for most activities.
- The building includes substantial square footage that has capability for use as storage or possibly use for another function.
- The building is heated.

Operational/Functional Deficiencies

- The structural configuration of building does not lend itself to efficient use as vehicle storage.
- The space is lacks a drainage system for vehicle run-off.

III. Operational and Functional Observations

5. Salt Storage Building

The Salt Storage building is a fabric covered aluminum structure.

Positive Features

- The structure is sufficient for the amount of material stored.
- Circulation to and from the structure appears efficient, with ample maneuvering space for equipment.

Operational/Functional Deficiencies

- The structure is located adjacent to a wetlands area and runoff must be carefully controlled.

6. Exterior Material Storage

The site contains storage areas for a variety of materials and vehicles/equipment. These include stockpiles of granular materials, waste construction materials, construction materials, police impound and public works equipment and equipment implements.

Positive Features

- Sufficient space for storage of all assessed needs.

Operational/Functional Deficiencies

- Lack of site constraint results in materials stored in non-uniform manner and location.
- Lack of site constraint results in continued storage of items no longer required.

7. General Site Observations

The current site size and configuration limits the department's operational efficiency and opportunity for growth. The inefficient layout and shape of the site has facilitated the need to spread operational functions throughout the site creating increased site circulation and separation of functions. Site operational/functional deficiencies noted include the following.

- The road that bi-sects the site is virtually a public road with no separation from the Public Works yard and facility components.
- Site security is at a minimum/non-existent
- Employee and visitor parking is located in a manner forcing integration of private vehicle traffic with department vehicle traffic.
- Movement between buildings does not flow efficiently due to the location of the drive areas and entrances to the buildings.
- Building locations and elevations create inefficiencies in movement of materials and vehicles.
- There is no "front door" to the site.

- Public related activities (recycling, water sales) are located in areas of the site that force public vehicles deep into Public Works activities.
- Site size limits the ability to store large equipment. Equipment is typically stored off-site because of site constraints affecting operational efficiency.

END OF SECTION

IV. Space Programming

A. INTRODUCTION

The Space Program documentation is presented in two forms; Space Program Spreadsheets and Space Standards. The spreadsheets are summaries which identify personnel by position as well as support spaces necessary to accommodate efficient operations of the department. The Space Standards are diagrammatic drawings of each space which include the equipment that can be accommodated within the space to meet function, building code and accessibility guidelines. The Space Standards are included in the appendix at the end of this report. Both parts together form "The Program", a term used within the architectural industry to describe the inventory of all spaces to be accommodated in the future planning, budget definition and physical building design.

Assumptions made in developing the program:

The development of the program is based on planning for a 15-20 year projected need. The projection of the program for a 15-20 year time-frame is within a reasonable range to accurately project future needs. It is important to note, however, that as time passes, particularly if funding for a project is not immediately available or a capital campaign will be in process over the next few years, the original program should be reviewed, refined and re-assessed to keep up with changing growth patterns and refined time frame. These considerations will affect the size and costs of future facility projects.

How to read the Program Summaries:

Each space required for the department is listed along with the area required for those spaces. The usable Square footage of a facility includes all areas that are within the interior walls of each individual function. If a facility was planned according to only the net number, the building would be too small to accommodate all functions listed. The reason for this is that space is consumed by components of the building including columns, structure, thickness of walls, plumbing and mechanical shafts, efficiency of the circulation or corridor system and other areas that cannot be easily projected at this phase of the project. To accommodate space for those functions, we have provided a CIRCULATION FACTOR of an additional 20 to 35% of the Net area to be dedicated toward these uses. Generally speaking, buildings that require greater circulation, wide public waiting areas, or large public interface functions require larger efficiency factors. A factor of 35% is reasonable for this project type but could be considered conservative, depending upon the amount of open circulation space desired. The final row, TOTAL PROPOSED / USABLE SF

is the number that should be used in the planning and space allocation for each department.

Summary of the Program Requirements:

The space needs are documented in a program which identifies the individual spaces required of the department. The program is based on requirements for a 15-20 year projected space need.

The program sheets are broken into the main operations of the department;

- Administration / Personnel
- Vehicle Maintenance
- Parks / Streets & Utilities Shops and Storage
- Fleet Storage (these areas are under the Building Type heading as "enclosed")

Summary of Existing Space Deficiency

Department	2015 Current Space	2030 Projected Need	Space Deficiency	% of Change
Public Works	32,000 sf	66,205 sf	34,205 sf	206.9%

Analysis / Summary of Findings:

Public Works Findings:

The existing Public Works facility is currently located just east of the Municipal Complex on the south edge of the City limits.

- Current operational offices are in a temporary trailer that lacks required operational areas
- Lack of adequate storage area
- Lack of fleet space (equipment stored outside)
- Lack of adequate and appropriate fleet maintenance area
- Lacks meeting and break areas
- No staff locker area
- Lacking required office areas
- Lacks Maintenance bay areas
- Operational/functional relationships of areas is disjointed
- The configuration of the buildings (office/shops/vehicle storage) results in most vehicles travelling through a very confined area causing significant congestion and a mix of pedestrian and vehicular traffic.

City of Ramsey Department of Public Works
Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
ADMINISTRATION/PERSONNEL AREAS								
Reception/Waiting	100		1	100		100	-	-
Public Works Superintendent	225		1	225		225	-	-
Parks and Asst PW Superintendent	168		1	168		168	-	-
Utilities Department Supervisor	168		1	168	includes SCADA workstation	168	-	-
Parks Lead Person	120		1	144		144	-	-
Streets Lead Person	120		1	144		144	-	-
Spare Office	120		1	144		144	-	-
Copy/Work Room	100		1	100		100	-	-
Streets Assembly Room	198		1	198	includes lockers	198	-	-
Parks Assembly Room	254		1	254	includes lockers	254	-	-
Utilities Assembly Room	152		1	152	includes lockers	152	-	-
Break Room/Training	525		1	525	includes kitchenette	525	-	-
Male Restroom/Shower	300		1	300		300	-	-
Female Restroom/Shower	120		1	120		120	-	-
Mud Room/Alcove	80		1	80	at employee entry	80	-	-
Mechanical Rooms	400		1	400		400	-	-
Electrical Rooms	350		1	350		350	-	-
LAN/IT Room	100		1	100		100	-	-
Fitness / Storage Room	750		1	750	current size of fire station	750	-	-
<i>Administration/Personnel Areas subtotal</i>						4,422	-	-
<i>circulation</i>				35%		1,548	-	-
ADMINISTRATION/PERSONNEL AREAS TOTAL						5,970	-	-

City of Ramsey Department of Public Works
Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
VEHICLE MAINTENANCE FACILITY								
<i>Administration/Personnel</i>								
Mechanic Office/Library	120		1	120		120	-	-
Male Restroom	80		1	80		80	-	-
Female Restroom	80		1	80		80	-	-
<i>Administration/Personnel Areas subtotal</i>				280		280	-	-
<i>circulation</i>				35%		98	-	-
Administration/Personnel Total				378		378	-	-
<i>Repair Bays</i>								
Truck Repair Bay		20 x 55	2	2,200		2,200	-	-
Auto Repair Bay		16 x 35	2	1,120		1,120	-	-
<i>Repair Bays subtotal</i>				3,320		3,320	-	-
<i>circulation</i>				20%		664	-	-
Repair Bays Total				3,984		3,984	-	-
<i>Shops/Support/Parts</i>								
Common Work Area	300		1	300	includes tire equip.	300	-	-
Lube/Compressor Room	500		1	500		500	-	-
Equipment Storage	300		1	300		300	-	-
Tool Crib	100		1	100		100	-	-
Tire Storage	300		1	300		300	-	-
Parts Storeroom	464		1	464		464	-	-
<i>Shops/Support/Parts subtotal</i>				1,964		1,964	-	-
<i>circulation</i>				20%		393	-	-
Shops/Support/Parts Total				2,357		2,357	-	-
VEHICLE MAINTENANCE FACILITY TOTAL				6,719		6,719	-	-

City of Ramsey Department of Public Works
Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
PARKS SHOPS/STORAGE								
General Shop	1,000		1	1,000		1,000	-	-
Tool Storage	200		1	200		200	-	-
Small Equipment Storage	200		1	200		200	-	-
Consumables Storage	200		1	200		200	-	-
Material Storage	-		1	-	See Cold Storage	-	-	-
<i>Parks Shops/Storage subtotal</i>				1,000		1,000	-	-
<i>circulation</i>	20%			200		200	-	-
PARKS SHOPS/STORAGE TOTAL				1,200		1,200	-	-
STREETS SHOPS/STORAGE								
Sign Design	400		1	400	conditioned	400	-	-
Sign Fabrication	500		1	500		500	-	-
Sign Storage	500		1	500		500	-	-
Carpentry Shop	1,000		1	1,000		1,000	-	-
Welding Shop		30 x 50	1	1,500	could be in VMF	1,500	-	-
General Shop	1,000		1	1,000		1,000	-	-
Tool Storage	200		1	200		200	-	-
Consumables Storage	200		1	200		200	-	-
Material Storage	-		1	-	see cold storage	-	-	-
<i>Streets Shops/Storage subtotal</i>				5,300		5,300	-	-
<i>circulation</i>	35%			1,855		1,855	-	-
STREETS SHOPS/STORAGE TOTAL				7,155		7,155	-	-
UTILITIES SHOPS/STORAGE								
General Shop	1,000		1	1,000		1,000	-	-
Parts Storage	300		1	300		300	-	-
Tool/Equipment Storage	200		1	200		200	-	-
Material Storage	-		1	-	See Cold Storage	-	-	-
<i>Utilities Shops/Storage subtotal</i>				1,500		1,500	-	-
<i>circulation</i>	35%			525		525	-	-
UTILITIES SHOPS/STORAGE TOTAL				2,025		2,025	-	-

City of Ramsey Department of Public Works

Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
COLD STORAGE								
Streets Materials	1,000		1	1,000		1,000	-	-
Utilities Materials	1,000		1	1,000		1,000	-	-
Parks Materials	1,000		1	1,000		1,000	-	-
Implements/Blades/etc	2,500		1	2,500	includes circulation	2,500	-	-
Shared Materials	2,000		1	2,000	barricades/cones/etc	2,000	-	-
Lumber Storage	400		1	400		400	-	-
Paving Materials - palletized	400		1	400		400	-	-
<i>Cold Storage subtotal</i>				8,300		8,300	-	-
<i>circulation</i>	20%			1,660		1,660	-	-
COLD STORAGE TOTAL				9,960		9,960	-	-
YARD STORAGE								
Truck Wash		20 x 50	2	2,000		2,000	-	-
Mower Blow Down		10 x 20	1	200		-	-	200
Antenna	40		1	40		-	-	40
Scrap Bins	200		4	800		-	-	800
Used Tire Storage	100		1	100		-	100	-
Salt Storage		70 x 100	1	7,000		-	7,000	-
Granular Material Storage		15 x 20	6	1,800		-	1,800	-
Granular Material Stockpiles		100 x 100	3	30,000		-	-	30,000
Material Storage	800		1	800	pipe, structures, etc	-	-	800
Generator		10 x 15	1	150		-	-	150
Fuel Island		14 x 30	2	840		-	840	-
Above Ground Fuel Storage	400		1	400		-	-	400
Recycling Center	43,560		1	43,560	containers near site entrance	-	-	43,560
Recycling Center Office/RR	140		1	140		140	-	-
Drying Bed		20 x 50	1	1,000		-	1,000	-
Impound Lot		10 x 20	20	4,000		-	4,000	-
<i>Yard Storage subtotal</i>				92,830		2,140	14,740	75,950
<i>circulation</i>	100%			92,830		2,140	14,740	75,950
YARD STORAGE TOTAL				185,660		4,280	29,480	151,900

City of Ramsey Department of Public Works

Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
PARKING								
Employee		10 x 20	50	10,000		-	-	10,000
Visitor		10 x 20	2	400		-	-	400
Accessible		15 x 20	2	600		-	-	600
Agency Vehicles								
Interior Conditioned								
X-Small Equipment		8 x 8	18	1,152		1,152	-	-
Small Equipment		10 x 20	33	6,600		6,600	-	-
Medium Equipment		15 x 30	15	6,750		6,750	-	-
Large Equipment		15 x 40	7	4,200		4,200	-	-
Covered								
X-Small Equipment		8 x 8	0	-		-	-	-
Small Equipment		10 x 20	0	-		-	-	-
Medium Equipment		12 x 30	0	-		-	-	-
Large Equipment		12 x 40	0	-		-	-	-
Exterior								
X-Small Equipment		8 x 8	0	-		-	-	-
Small Equipment		10 x 20	3	600		-	-	600
Medium Equipment		12 x 30	5	1,800		-	-	1,800
Large Equipment		12 x 40	0	-		-	-	-
Down/Ready Line								
Auto/Light Truck		10 x 20	4	800		-	-	800
Truck		12 x 40	1	480		-	-	480
		<i>Parking subtotal</i>		33,382		18,702	-	14,680
		<i>circulation - interior/heated storage</i>	80%	14,962		14,962	-	-
		<i>circulation - exterior storage</i>	100%	1,280		-	-	1,280
		PARKING TOTAL		49,624		33,664	-	15,960
Site Subtotal				268,313		70,973	29,480	167,860
Site Circulation, Setbacks				201,235				
Stormwater Management				43,560				
SITE TOTAL				513,108				
				11.78 acres				

Department	Job Title	Duties	No.	
			Full Time	Seasonal
Administration				
PW/Streets	PW Superintendent	Department Head	1	
Parks	Parks and Asst PW Superintendent	Park Dept Supervisor/Asst. PW Superintendent	1	
Parks				
Parks	Parks Lead Person	Parks Maintenance/Manage seasonal staff	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance/Irrigation Maintenance	1	
Parks	Future		2	
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Intern	Park Administration/Event Coordination	1	
Streets				
Streets	Streets Lead Person	Supervise streets projects/staff	1	
Streets	PW Maintenance Worker	Street Maintenance/Traffic Signs	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance/Fleet Maintenance	1	
Streets	PW Mechanic	Fleet Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	Future		2	
Streets	Seasonal Staff	Street Maintenance		1
Streets	Seasonal Staff	Street Maintenance		1
Streets	Seasonal Staff	Street Maintenance		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Utilities				
Utilities	Utilities Supervisor	Utilities Dept Supervisor	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Future		2	
Utilities	Seasonal Staff	Utility Maintenance		1
Utilities	Seasonal Staff	Utility Maintenance		1
Totals			25	19

V. Facility Comparisons

A. INTRODUCTION

This section of the report provides a comparative analysis between the characteristics of the Ramsey Public Works facilities and the characteristics of the same departments in other comparable Minnesota municipalities. A comparative analysis of other municipalities, if used as a checks-and-balances comparison to the developed space program, can provide a quick snap-shot of the overall range of facilities that meet relatively similar requirements. The selection of comparable cities is primarily established based on population. Therefore it should be noted that variables in staffing, area of the city and age of existing facilities can create a range in the facilities. We do not utilize a facility comparison as the only means of projected space needs and a direct comparison is never truly possible, as no two cities are identical, the process can identify irregularities and areas to consider or reconsider or can confirm the projected program numbers, providing validity to the developed program.

One item to be particularly aware of when comparing similar city's facilities is to recognize that these figures may not represent current planning that is underway to expand those facilities. The asterisks and key notes, noted at the bottom of each analysis, provide further information to qualify the information provided in the spreadsheet. Projected or in-process expansion is an indicator of current space deficiencies, particularly important in weighing the relevance of their current facilities sizes to those projected for the City of Ramsey. The total of the comparative studies are averaged for ease of quick review, however each municipality's characteristics should be reviewed individually to best understand how their facility size (with projected expansion, if indicated) supports the population, and then compared with the projected numbers for the Ramsey's facilities.

B. COMPARATIVE ANALYSIS METHODOLOGY

The methodology for identifying the municipalities to be considered for the analysis consists of collecting a variety of information. BKV Group researched and identified a few municipalities, or "sister-cities", that seem to be similar in nature, size or community demographics from which to base the comparisons. In our analysis, a range of near-metro and out-state municipalities was used to provide a broad cross-section of comparative information. Other criteria used to select comparison information included geographic location along a major highway system or major transportation corridor.

The cities in this comparison were identified and ranked by municipality with a population range of 16,000 to 40,000. The

population differentiation is an important designation, as it often correlates with the facility size, number of employees it is supporting, and square footage per capita of residents served. However, the size of a municipal public works facility can vary greatly from one to another depending on the types of services provided and the geographic size of the area serviced.

C. ANALYSIS / SUMMARY OF FINDINGS

Comparison of Existing Facility:

The comparative analysis for the public works facility indicates that the City of Ramsey's Public Work's facility is similar to the comparable municipalities' facilities. A major factor in considering the usefulness of a public works facility is the efficiency of the layout and movement of vehicles and materials. The layout of the existing facility creates inefficiency in operation flow, segregating personnel and provides marginal fleet maintenance and storage. Overall, the facility is greatly undersized when compared to similar municipalities.

Projections:

When comparing Ramsey's projections for the 2030 timeframe, the projected facility size is within the range of other municipalities in the area. The projected requirements for the Ramsey Public Works facility is primarily based on providing adequate vehicle storage, service bays and proper staff support space.

In the comparison below 15 Minnesota cities are listed ranging in population from 16,500 to 39,000. With public works facilities that range in size from 44,900 square feet to 86,680 square feet, with the average facility size being 64,537 square feet. As a snap shot Ramsey's existing public works facilities totals at approximately 32,000 square feet which is well below the current public works standards. The programmed area based on the size and operations of the City of Ramsey is 66,205 square feet, which is in line with current area requirements for public works operations.

V. Facility Comparisons

Public Works - Space Comparison

Municipality	Population (2013)	Municipality Area (sq m.)	Site Size (acres)	Facility Size (gsf) ¹	Notes
Red Wing	16,513	41.19	8.03	57,310	
Willmar	19,680	15.95	16.96	68,600	
Northfield	20,581	8.61	10.82	52,400	
Golden Valley	20,845	10.55	1.68	54,400	
Farmington	22,167	14.94	6.76	44,970	
Crystal	22,588	5.88	5.30	63,000	Built in 2015, \$12.8M
Elk River	23,447	43.82	17.47	83,244	Fleet 44,144 sf, Mechanics 13,300 sf, Shops 18,400 sf, Office 7,400 sf
Prior Lake	24,408	18.33	11.40	48,453	
Chanhausen	24,432	22.88	7.52	85,250	
White Bear Lake	24,555	8.66	4.23	55,259	
Austin	24,763	10.84	14.04	68,960	
Savage	28,639	16.45	14.51	66,600	29,000 sf addition in 2012
Andover	31,709	34.83	14.99	86,680	Size reflects 2015 needs assessment, current size is 43,680 sf
Cottage Grove	35,339	37.48	11.27	63,922	
Shakopee	39,167	29.32	12.52	69,000	
Average	25,256	21.32	10.50	64,537	

Ramsey (Existing)	24,935	29.79	7.74	32,000	
(Proposed GSF)			11.59	66,205	

General Notes:

1. Facility size does not include area for granular storage buildings.

END OF SECTION

VI. Master Planning Concept Options

A. INTRODUCTION

This portion of the study is the next step after the completion of the assessment of the existing facilities, operational analysis and space programming. This process involves the planning team and the City discussing all possible options to address operational space, as detailed in the program analysis, that will address the long term requirements of the City's Public Works department. Site options consider a variety of selection criteria such as: existing infrastructure locations, expansion capabilities, staff access, parking, zoning, easements, public access to a recycling center, existing and anticipated roadway improvements, etc. And while not a driver for study, the team did assess each plan and pros and cons associated with possible overall area development. The potential options were reviewed with the City planning team to assure that all viable options are being considered.

Concept Plan Development

The concept plans and the site master plan options were developed based upon achieving the identified priorities, goals and common vision of the city and public works department. The four concept planning options identified some core planning principals:

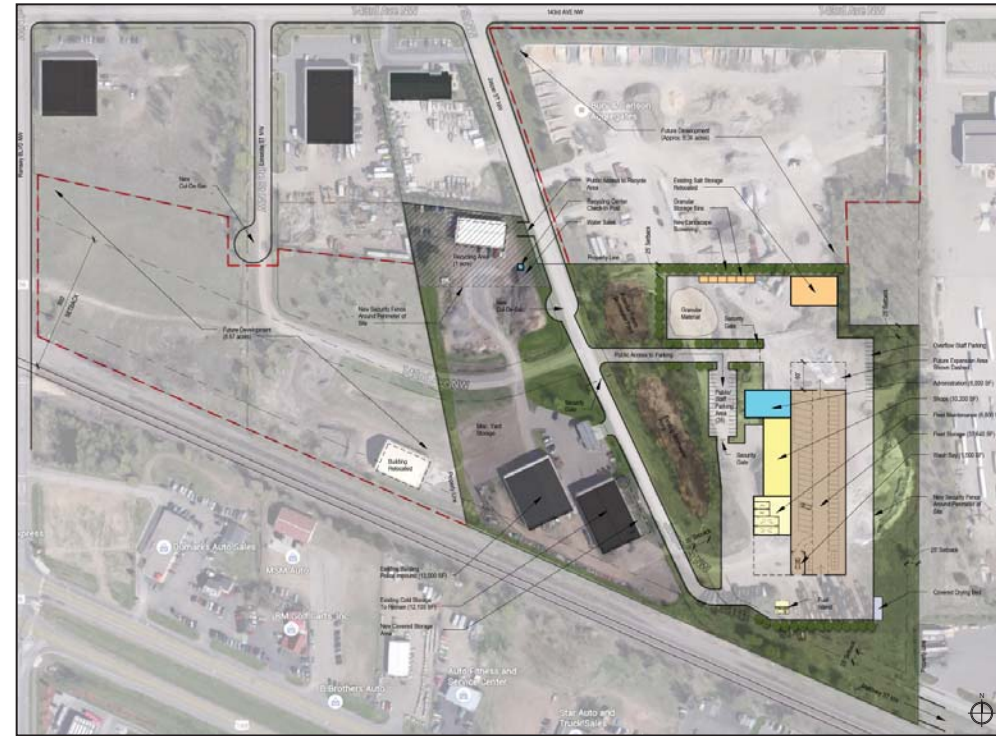
1. Provide adequate and appropriate building / operational area required for the Public Works Department
2. Provide adequate and appropriate site area and circulation needed for public works equipment & operations
3. Allow for future expansion
4. Create site layouts that promote operational efficiency
5. Separate public and public works traffic flow and access

The following is a summary of the four options developed:

- **Option A** – construct a new public works operations east of Jasper and utilize some existing structures for storage.
- **Option B** - construct an entirely new public works facility east of Jasper.
- **Option C** – construct a new public works operations east of Jasper and utilize some existing structures for storage.
- **Option D** - construct a new public works operations on the west side of Jasper and utilize some existing structures for storage.

END OF SECTION

Option A



Total Site Area: 15.50 acres
Total Developable Area: 18.03 acres

Option B



Total Site Area: 11.40 acres
Total Developable Area: 21.98 acres

Option C



Total Site Area: 13.62 acres
Total Developable Area: 19.80 acres

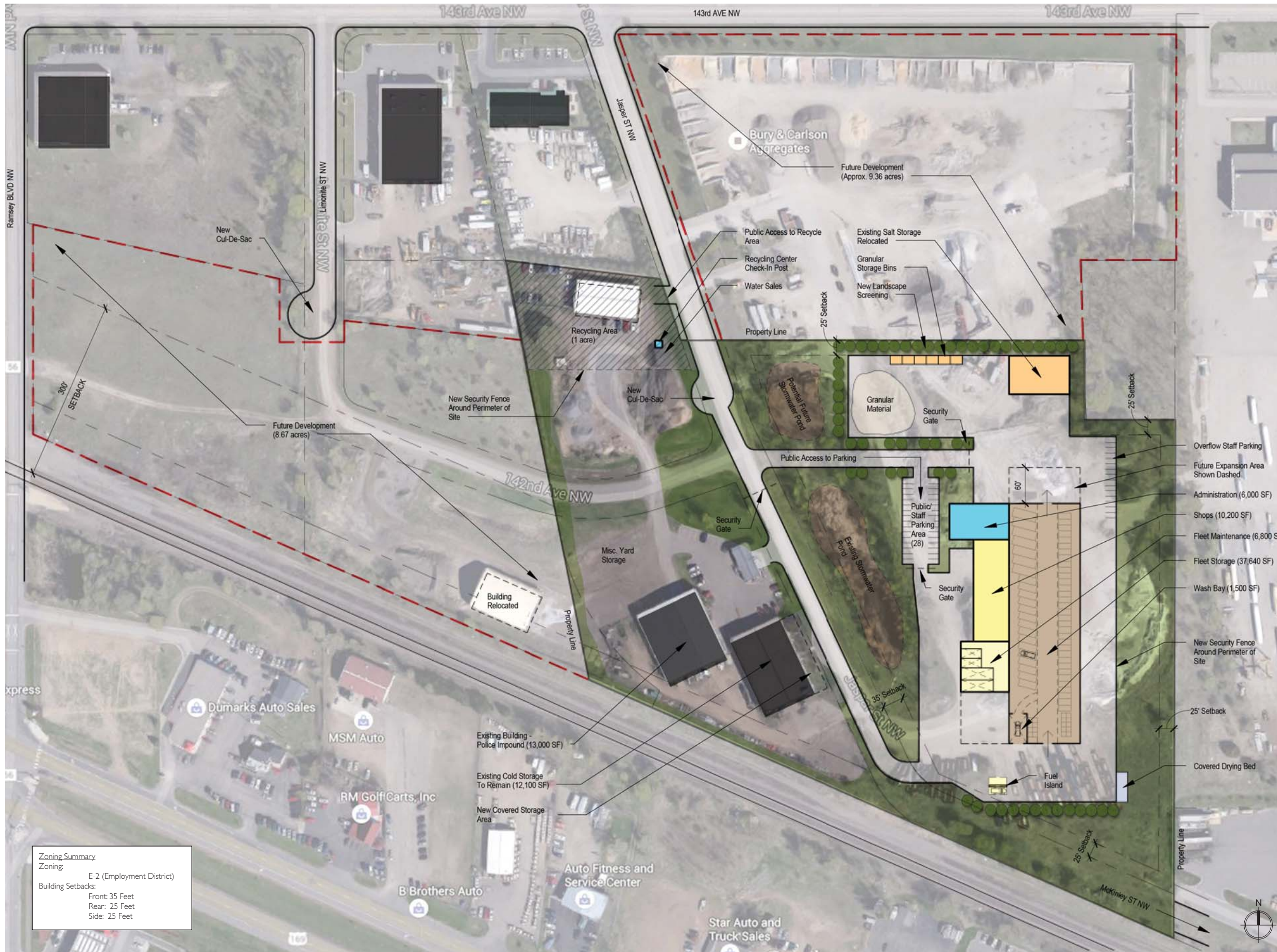
Option D



Total Site Area: 9.68 acres
Total Developable Area: 23.91 acres

Preferred Options

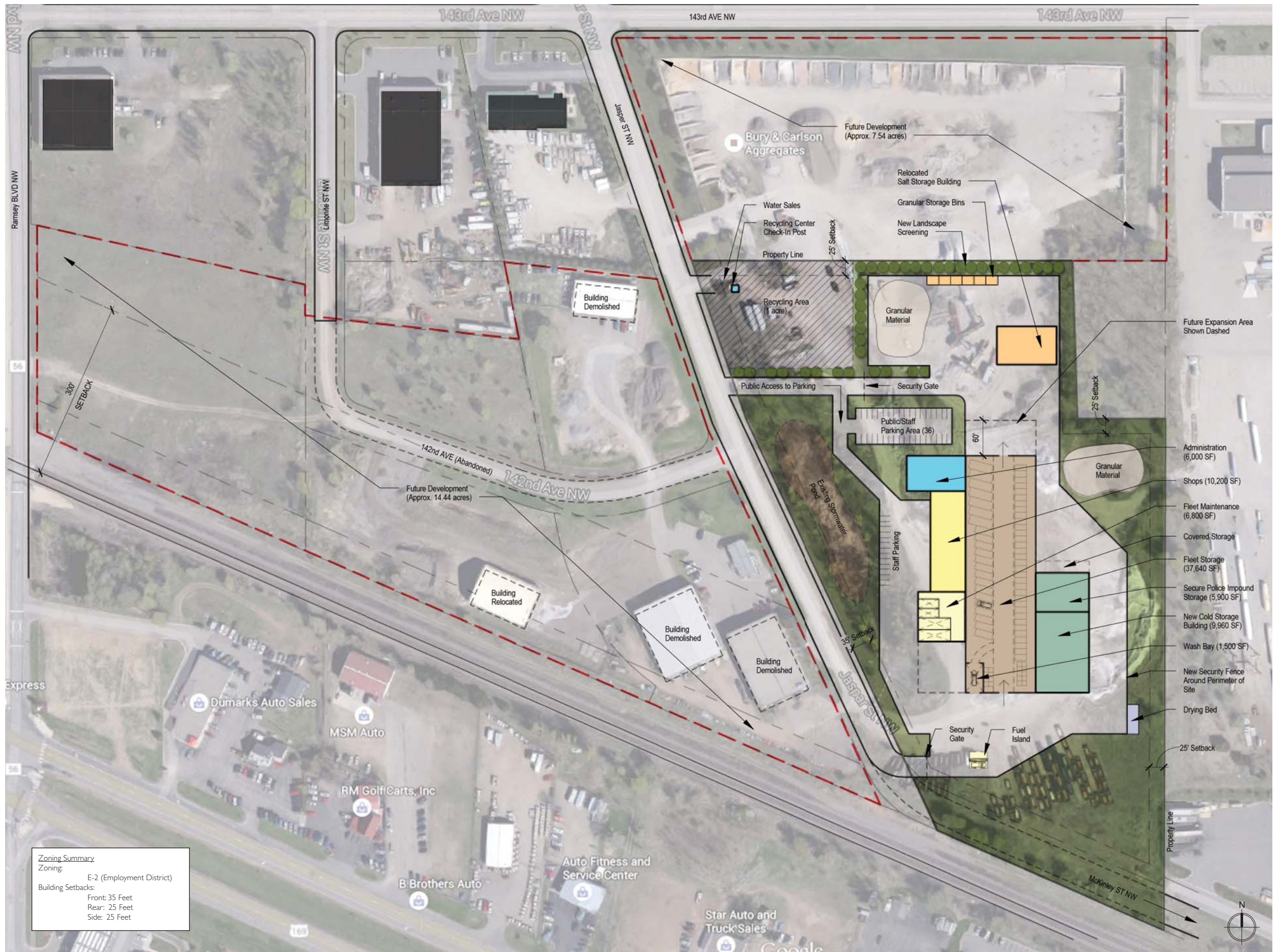
Additional Options Studied



Zoning Summary
 Zoning: E-2 (Employment District)
 Building Setbacks:
 Front: 35 Feet
 Rear: 25 Feet
 Side: 25 Feet

- Pros:**
- Utilizes existing cold storage buildings
 - Efficient centralized operation / circulation
 - Room for future growth / expansion
 - Existing stormwater pond can remain in-place
- Cons:**
- Salt storage building needs to be relocated

Option A
 15.50 acres



Option B
 11.40 acres

Pros:

- Operations are centralized with efficient circulation
- Room for future expansion
- Existing stormwater pond can remain in-place

Cons:

- New cold storage/police impound building required
- Salt storage building needs to be relocated

VII. Project Cost Estimates

A. INTRODUCTION

This section of the report looks at the cost associated with each of the master plan options. These estimates are general in nature at this early stage of planning. However the estimated costs are based on historic cost for public works construction in our region.

There are a number of possible project aspects that can affect the cost of a project, such as:

- Poor soil conditions
- Contaminated soil conditions from previous uses
- Level of ground water is high
- Restrictive development standards
- Higher requirement for sustainability such as LEED

In general the square foot cost shown in the following estimates represent the mean range that we would anticipate for construction to occur in 2016. The construction industry is currently indicating anticipated inflation higher than what has occurred over the past 5 years. While there are many factors that can effect bidding climates, it is anticipated that yearly escalation cost will be in the 4% to 6% range. In the last year we have seen a dramatic spike in construction cost as we came out of the recession. For this reason we would suggest that the City move ahead with project planning this upcoming year with the goal to start construction in spring of 2017.

The estimated cost for each of the four options with inflation added are as follows:

Option A

- Construction \$11,563,571
- Soft Cost Estimate \$1,500,000
- **Estimated 2017 Total Project Cost \$13,063,571**

Option B

- Construction \$12,226,835
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,726,835**

Option C

- Construction \$11,508,446
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,008,446**

Option D

- Construction \$11,343,071
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$12,843,071**

The difference between the high and low estimate is \$883,764. Since all concept plans are based on providing the same amount of building area the primary difference in the cost is based on:

1. Reuse of existing or new cold storage buildings
2. Relocation of the existing salt storage shed
3. Amount of site development required

VII. Project Cost Estimates

Site Option A:

A. Construction Estimate:

1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
4. 39,140 SF Fleet Storage at \$125 / SF = \$4,892,500
5. Remodel Cold Storage Buildings = \$250,000
6. New Fueling Island with above ground tanks = \$200,000
7. Move Salt Storage = \$50,000
8. Demolition, Fence and Site Development = \$400,000
9. Design & Construction contingency at 5% = \$524,425

Construction Estimate = \$11,012,925

B. Soft Cost Estimate (Typically Include):

1. A/E Fees
2. Legal Counsel Review
3. Reimbursable Expenses
4. Geotechnical Report
5. Data / Telecom Wiring
6. A/V Systems for Training Room
7. Survey
8. CM / Project Management Fees
9. FF&E (Furniture, Fixtures and equipment)
10. SAC (sewer connection fees through Met Council)
11. WAC (water connection fees)
12. Bond costs
13. Plan review fee
14. Bid Advertising
15. Special Testing (construction)
16. Bid document printing
17. Builders Risk Insurance
18. General Project Contingency

Soft Cost Estimate = \$1,400,000

Estimated Total Project Cost for 2016 = \$12,412,925

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

Inflated Construction Estimate for 2017 = \$11,012,925 x 5% = \$11,563,571
Soft Cost Estimate = \$1,500,000

Estimated 2017 Total Project Cost \$13,063,571

VII. Project Cost Estimates

Site Option B:

A. Construction Estimate:

1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
4. 39,140 SF Fleet Storage at \$125 / SF = \$4,892,500
5. 15,860 SF Cold Storage Building at \$60 / SF = \$951,600
6. New Fueling Island with above ground tanks = \$200,000
7. Move Salt Storage = \$50,000
8. Demolition, Fence and Site Development = \$300,000
9. Design & Construction contingency at 5% = \$554,505

Construction Estimate = \$11,644,605

B. Soft Cost Estimate (Typically Include):

1. A/E Fees
2. Legal Counsel Review
3. Reimbursable Expenses
4. Geotechnical Report
5. Data / Telecom Wiring
6. A/V Systems for Training Room
7. Survey
8. CM / Project Management Fees
9. FF&E (Furniture, Fixtures and equipment)
10. SAC (sewer connection fees through Met Council)
11. WAC (water connection fees)
12. Bond costs
13. Plan review fee
14. Bid Advertising
15. Special Testing (construction)
16. Bid document printing
17. Builders Risk Insurance
18. General Project Contingency

Soft Cost Estimate = \$1,400,000

Estimated Total Project Cost for 2016 = \$13,044,605

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

Inflated Construction Estimate for 2017 = \$11,644,605 x 5% = \$12,226,835

Soft Cost Estimate = \$1,500,000

Estimated 2017 Total Project Cost \$13,726,835

VII. Project Cost Estimates

Site Option C:

A. Construction Estimate:

1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
4. 39,140 SF Fleet Storage at \$125 / SF = \$4,892,500
5. Remodel Cold Storage Buildings = \$250,000
6. New Fueling Island with above ground tanks = \$200,000
7. Move Salt Storage = \$50,000
8. Demolition, Fence and Site Development = \$350,000
9. Design & Construction contingency at 5% = \$521,925

Construction Estimate = \$10,960,425

B. Soft Cost Estimate (Typically Include):

1. A/E Fees
2. Legal Counsel Review
3. Reimbursable Expenses
4. Geotechnical Report
5. Data / Telecom Wiring
6. A/V Systems for Training Room
7. Survey
8. CM / Project Management Fees
9. FF&E (Furniture, Fixtures and equipment)
10. SAC (sewer connection fees through Met Council)
11. WAC (water connection fees)
12. Bond costs
13. Plan review fee
14. Bid Advertising
15. Special Testing (construction)
16. Bid document printing
17. Builders Risk Insurance
18. General Project Contingency

Soft Cost Estimate = \$1,400,000

Estimated Total Project Cost for 2016 = \$12,360,425

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

Inflated Construction Estimate for 2017 = \$10,960,425 x 5% = \$11,508,446
Soft Cost Estimate = \$1,500,000

Estimated 2017 Total Project Cost \$13,008,446

VII. Project Cost Estimates

Site Option D:

A. Construction Estimate:

1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
4. 39,140 SF Fleet Storage at \$125 / SF = \$4,892,500
5. Remodel Cold Storage Buildings = \$250,000
6. New Fueling Island with above ground tanks = \$200,000
7. Demolition, Fence and Site Development = \$250,000
8. Design & Construction contingency at 5% = \$514,425

Construction Estimate = \$10,802,925

B. Soft Cost Estimate (Typically Include):

1. A/E Fees
2. Legal Counsel Review
3. Reimbursable Expenses
4. Geotechnical Report
5. Data / Telecom Wiring
6. A/V Systems for Training Room
7. Survey
8. CM / Project Management Fees
9. FF&E (Furniture, Fixtures and equipment)
10. SAC (sewer connection fees through Met Council)
11. WAC (water connection fees)
12. Bond costs
13. Plan review fee
14. Bid Advertising
15. Special Testing (construction)
16. Bid document printing
17. Builders Risk Insurance
18. General Project Contingency

Soft Cost Estimate = \$1,400,000

Estimated Total Project Cost for 2016 = \$12,202,925

This estimate is based on 2016 construction values.

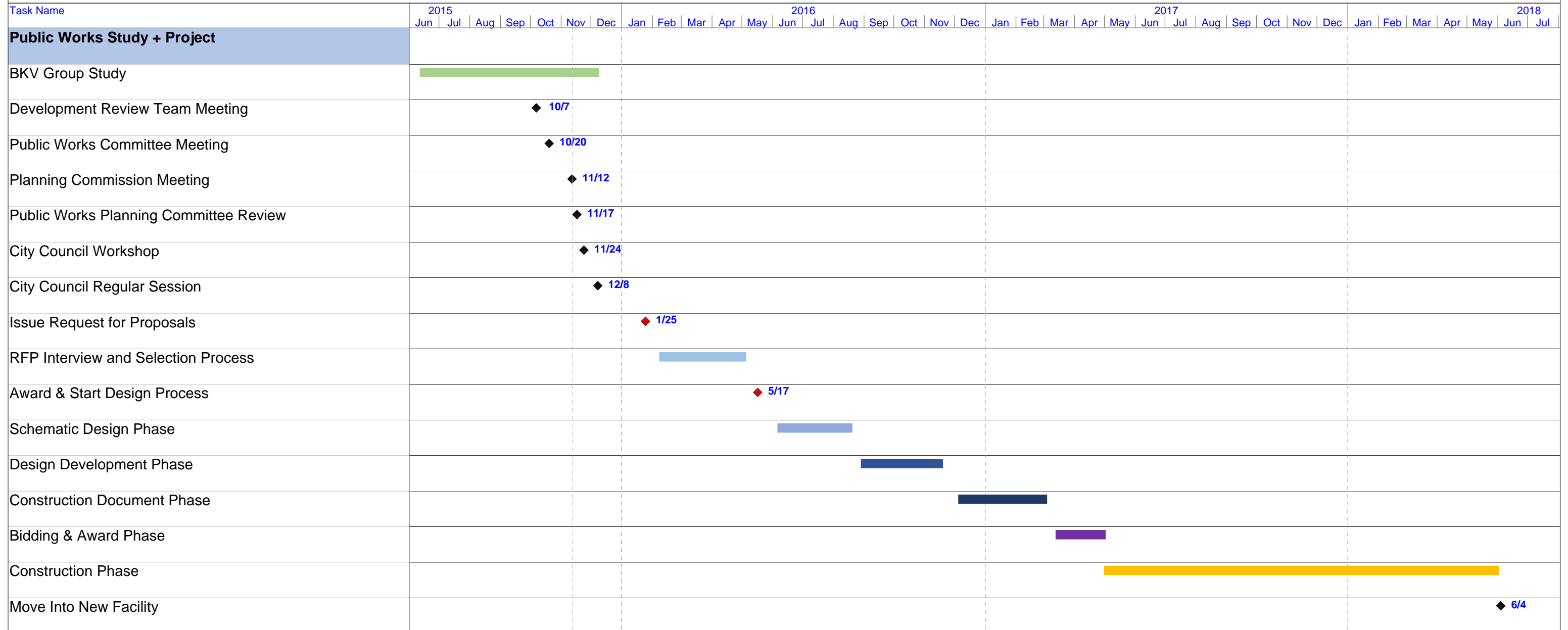
Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

Inflated Construction Estimate for 2017 = \$10,802,925 x 5% = \$11,343,071
Soft Cost Estimate = \$1,500,000

Estimated 2017 Total Project Cost \$12,843,071

END OF SECTION

**City of Ramsey
Public Works Study
Proposed Project Implementation Schedule**
November 12, 2015



Task		Project Summary		Inactive Summary		Manual Summary		External Milestone	
Split		External Tasks		Manual Task		Start-only		Progress	
Milestone		External Milestone		Duration-only		Finish-only		Deadline	
Summary		Inactive Milestone		Manual Summary Rollup		External Tasks			

Appendix B. Acknowledgments

ACKNOWLEDGMENTS

BKV Group would like to thank and acknowledge the time, commitment, and important contributions made by the City's staff and leadership, throughout this process, which included:

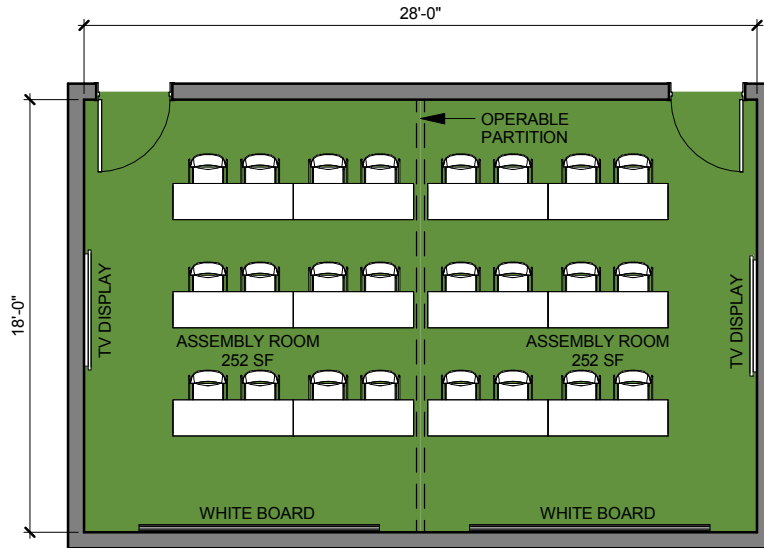
Grant Riemer - Public Works Superintendent

Kurt Ulrich - City Administrator

Patrick Brama - Assistant City Administrator & Economic Development Manager

Bruce Westby - City Engineer

We would also like to thank the City and all the staff that we met, for their assistance and time involved in helping us to better understand the City, your facilities and ultimately in developing a study that is thorough and will serve as a roadmap for your long-term planning.



Critical Physical Adjacencies:

- Staff break room

Finishes:

- Painted Gyp Bd wall finish
- Acoustic ceiling tile

Other Requirements:

- Room identification signage
- Windows preferred

In-contract Systems and Equipment:

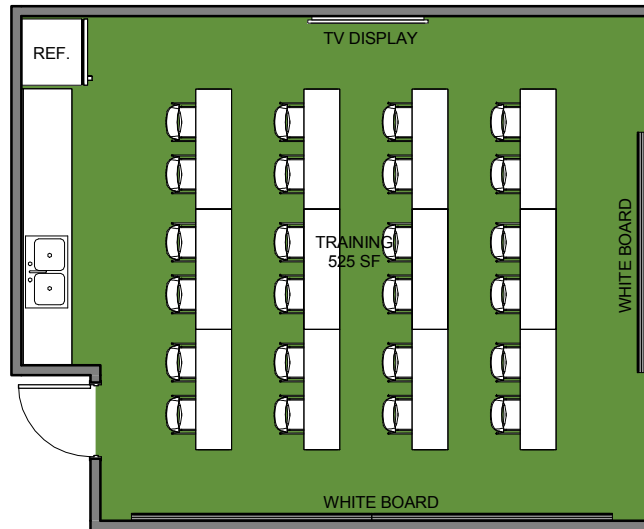
- Operable partition wall

Separate-contract Systems and Equipment:

-

Owner-supplied Systems and Equipment:

- TV display monitor
- White Board



Critical Physical Adjacencies:

-

Finishes:

- Suspended acoustical tile ceiling
- Textured and painted gypsum board walls
- No chair rail required
- Rubber wall base
- Vinyl tile floor

Other Requirements:

- Room identification signage
- Windows preferred, not operable
- Acoustic separation, STC 65

In-contract Systems and Equipment:

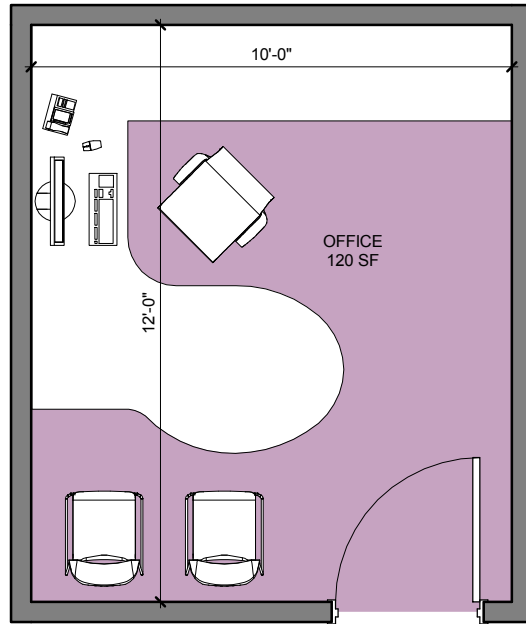
- Data and power at walls
- Public address speaker at ceiling
- Direct/indirect lighting with occupancy sensor and override
- Dedicated VAV with CO2 sensor demand ventilation

Separate-contract Systems and Equipment:

- Tables
- Task chairs, rolling
- 3 Markerboards (120"x48")

Owner-supplied Systems and Equipment:

- CPU, mouse, keyboard, webcam, 60" monitor
- Conference phone
- Trash and recycle bins



Critical Physical Adjacencies:

- Reception

Finishes:

- Suspended acoustical tile ceiling
- Textured and painted gypsum board walls
- No chair rail required
- Rubber wall base
- Carpet tile floor

Other Requirements:

- Room identification signage
- Windows preferred, not operable
- Acoustic separation, STC 65

In-contract Systems and Equipment:

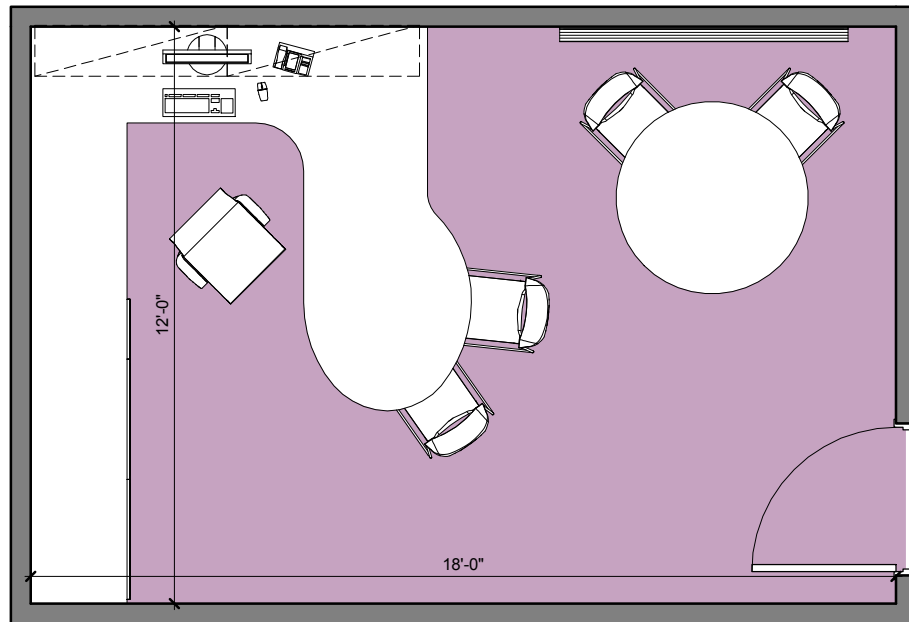
- Data and power at walls
- Public address speaker at ceiling
- Direct/indirect lighting with occupancy sensor and override
- Dedicated VAV with CO2 sensor demand ventilation

Separate-contract Systems and Equipment:

- Workstation
- 1 work chair, 2 side chairs

Owner-supplied Systems and Equipment:

- CPU, mouse, keyboard, webcam, 60" monitor
- Workstation phone
- Trash and recycle bins



Critical Physical Adjacencies:

- Reception
- Copy Room

Finishes:

- Suspended acoustical tile ceiling
- Textured and painted gypsum board walls
- No chair rail required
- Rubber wall base
- Carpet tile floor

Other Requirements:

- Room identification signage
- Windows preferred, not operable
- Acoustic separation, STC 65

In-contract Systems and Equipment:

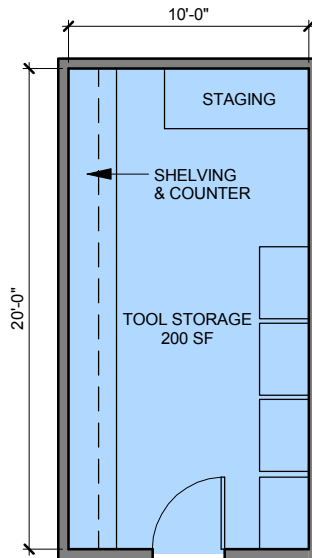
- Data and power at walls and table center
- Public address speaker at ceiling
- Direct/indirect lighting with occupancy sensor and override
- Dedicated VAV with CO2 sensor demand ventilation

Separate-contract Systems and Equipment:

- Workstation
- 1 work chair, 4 side chairs
- 1 round conference table

Owner-supplied Systems and Equipment:

- CPU, mouse, keyboard, webcam, monitor
- Workstation phone
- Trash and recycle bins



Critical Physical Adjacencies:

- Adjacent to shops area

Finishes:

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

Other Requirements:

- Room identification signage

In-contract Systems and Equipment:

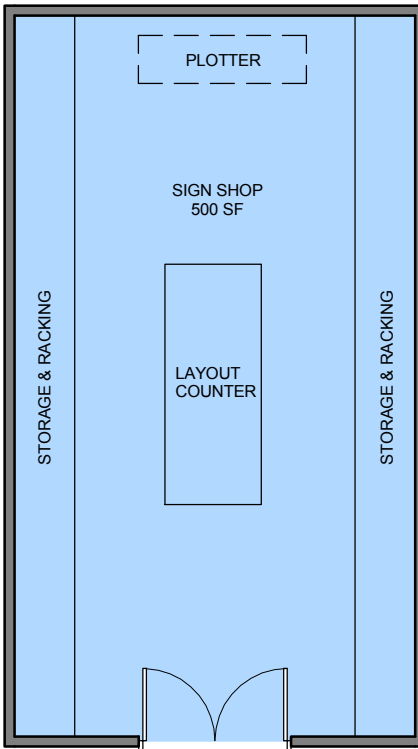
- Power at walls and work tables

Separate-contract Systems and Equipment:

- Compressed air supply

Owner-supplied Systems and Equipment:

- Shelving
- Work tables



Critical Physical Adjacencies:

- Access to exterior for loading/unloading materials
- Clean environment

Finishes:

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

Other Requirements:

- Room identification signage
- Windows preferred, not operable
- 6ft wide min. access door

In-contract Systems and Equipment:

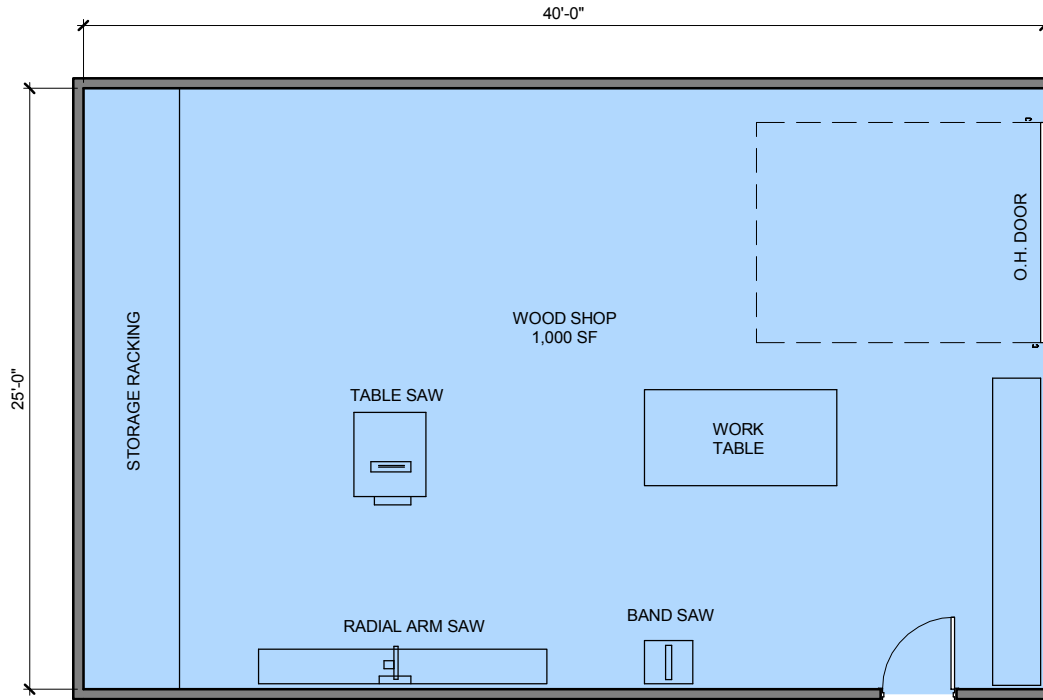
- Power at walls and work tables

Separate-contract Systems and Equipment:

-

Owner-supplied Systems and Equipment:

- Shelving
- Layout Counter
- Plotter



Critical Physical Adjacencies:

- Access to exterior for loading/unloading materials

Finishes:

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes

Other Requirements:

- Room identification signage
- Windows preferred, not operable
- 8ft high min. overhead door for forklift access, preferred

In-contract Systems and Equipment:

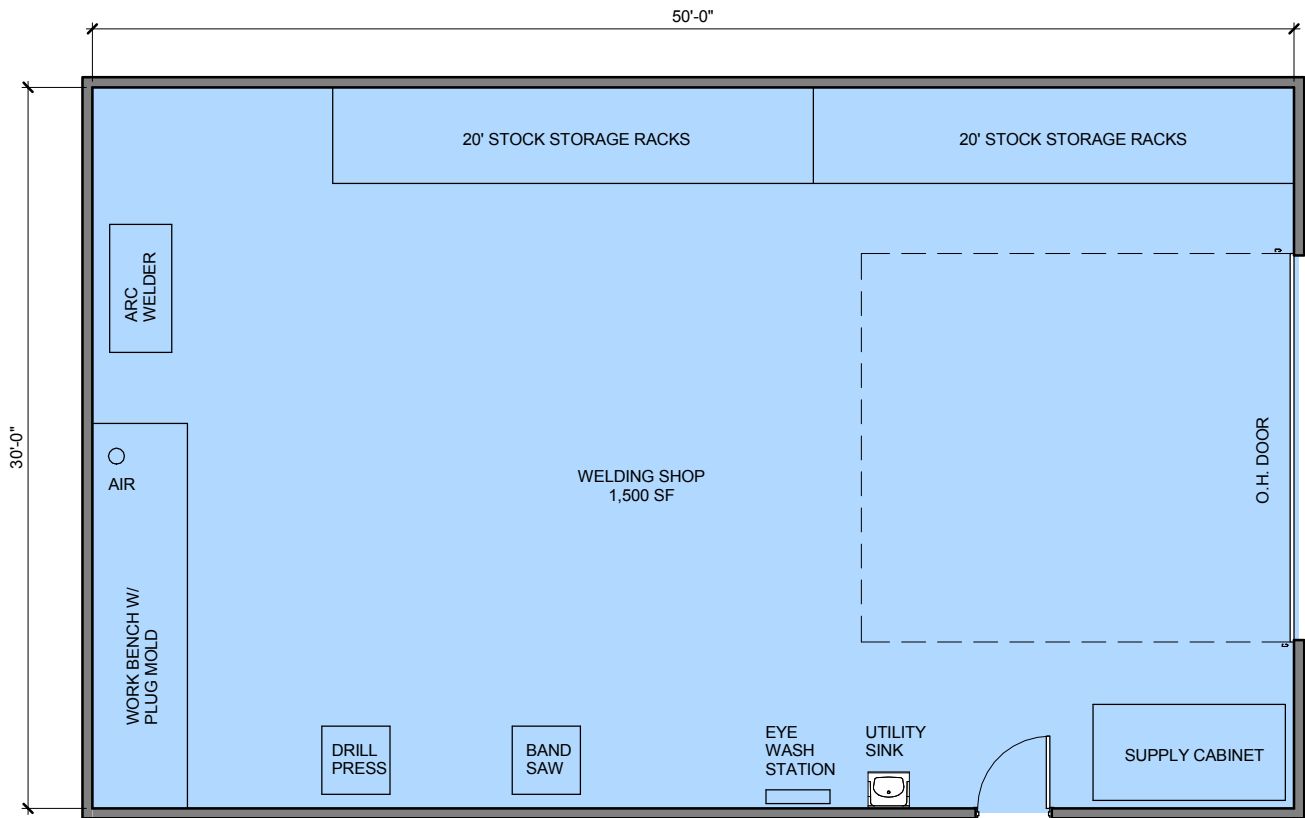
- Power at walls and work tables

Separate-contract Systems and Equipment:

- Compressed air supply

Owner-supplied Systems and Equipment:

- Shelving and work tables
- Woodworking equipment
- Dust collection system



Critical Physical Adjacencies:

- Access to exterior for loading/unloading materials
- Near fleet maintenance bays

Finishes:

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

Other Requirements:

- Room identification signage
- Windows preferred, not operable
- Overhead door for forklift access, preferred

In-contract Systems and Equipment:

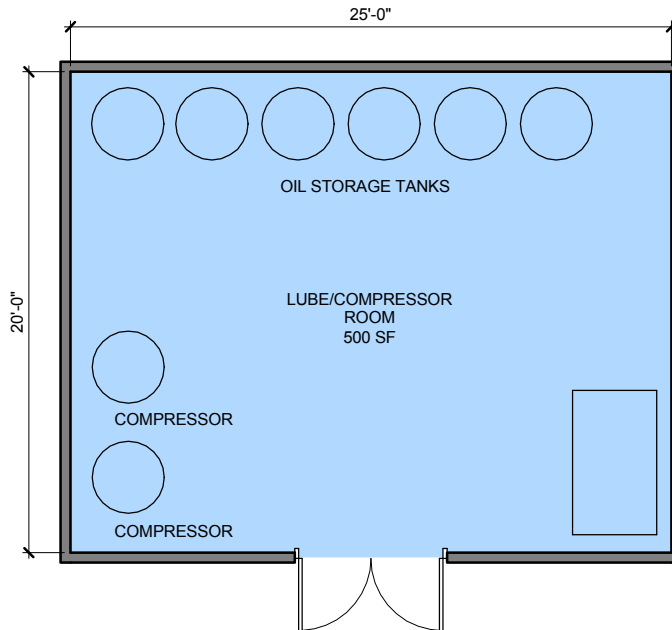
- Power at walls and work tables
- Utility hand sink

Separate-contract Systems and Equipment:

- Compressed air supply
- Eye wash station

Owner-supplied Systems and Equipment:

- Shelving
- Work tables
- Welding equipment (Arc Welder, Band Saw, Drill Press)



Critical Physical Adjacencies:

- Access to exterior for loading/unloading materials
- Near fleet maintenance bays

Finishes:

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

Other Requirements:

- Room identification signage
- 6ft wide min. access door, preferred

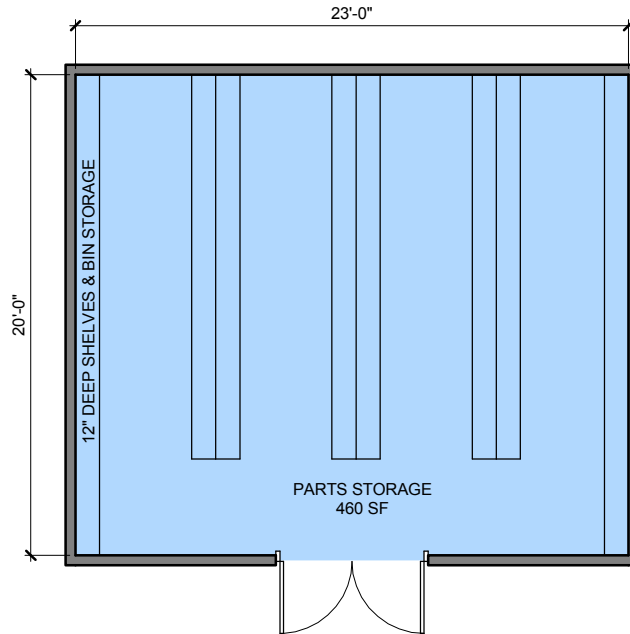
In-contract Systems and Equipment:

- Power

Separate-contract Systems and Equipment:

- Compressed air supply
- Lube storage system

Owner-supplied Systems and Equipment:



Critical Physical Adjacencies:

- Access to fleet maintenance area

Finishes:

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

Other Requirements:

- Room identification signage

In-contract Systems and Equipment:

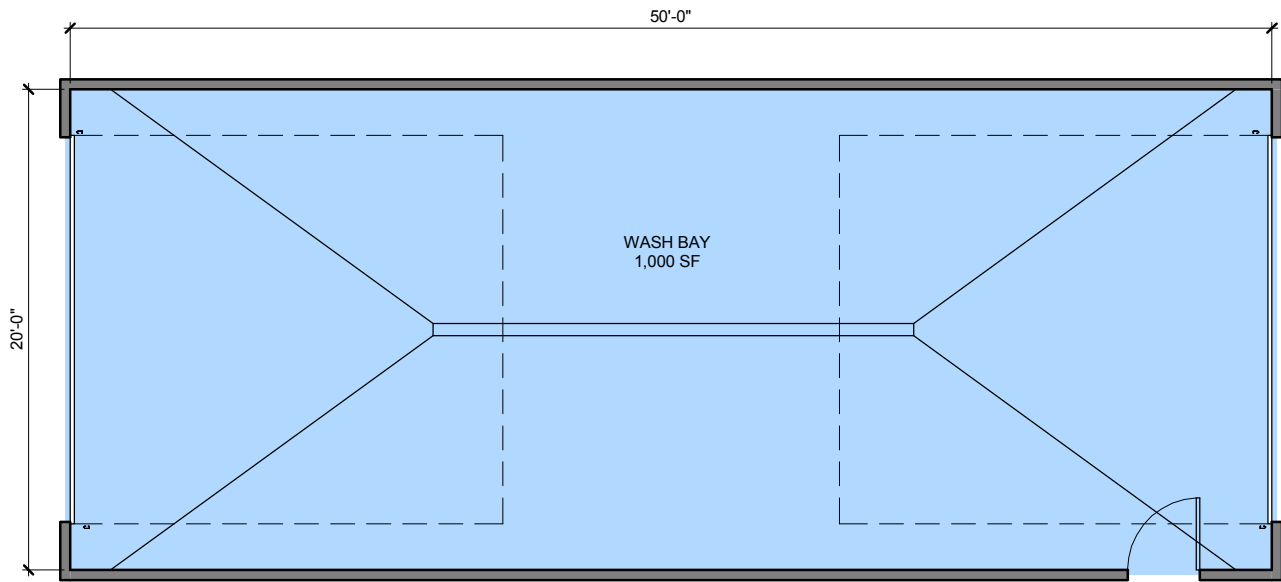
-

Separate-contract Systems and Equipment:

-

Owner-supplied Systems and Equipment:

- Shelving



Critical Physical Adjacencies:

- Exterior access door
- Exit into fleet storage

Finishes:

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

Other Requirements:

- Room identification signage
- Water-proof light fixtures as required
- Floor drain
- (2) Two weatherproof power receptacles

In-contract Systems and Equipment:

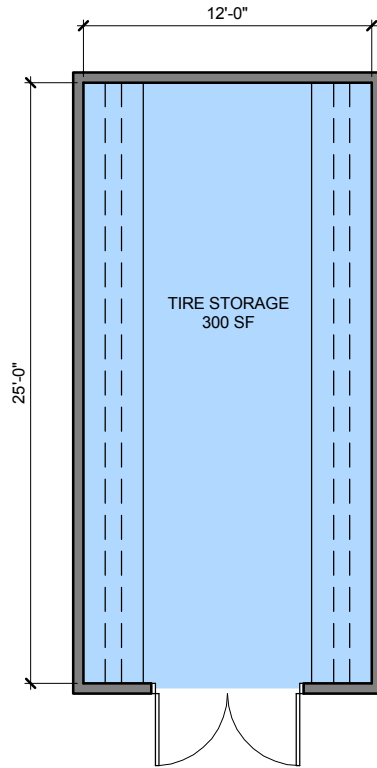
-

Separate-contract Systems and Equipment:

- Compressed air supply at two locations

Owner-supplied Systems and Equipment:

- Wash equipment
- Work tables



Critical Physical Adjacencies:

- Fleet maintenance bay

Finishes:

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

Other Requirements:

- Room identification signage
- 6ft wide door for moving carts and materials

In-contract Systems and Equipment:

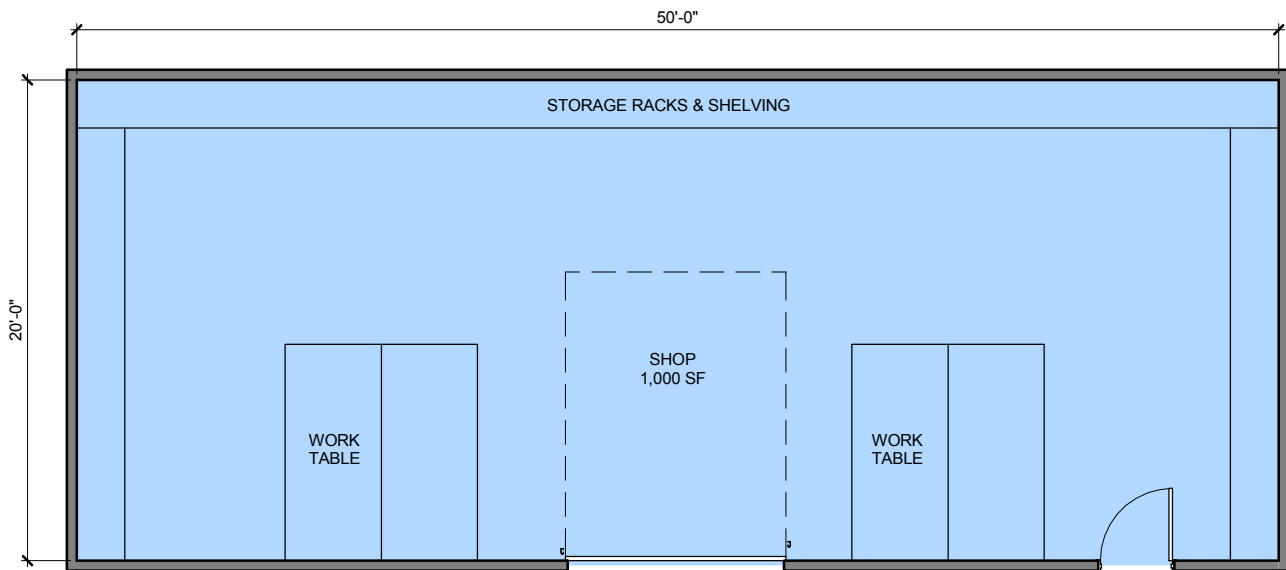
-

Separate-contract Systems and Equipment:

-

Owner-supplied Systems and Equipment:

- Shelving



Critical Physical Adjacencies:

- Access to exterior for loading/unloading materials

Finishes:

- Durable wall and floor finishes
- Sealed concrete floor
- Painted CMU/Masonry wall finishes
- Exposed ceiling structure

Other Requirements:

- Room identification signage
- Windows preferred, not operable
- 8ft high min. overhead door for forklift access, preferred

In-contract Systems and Equipment:

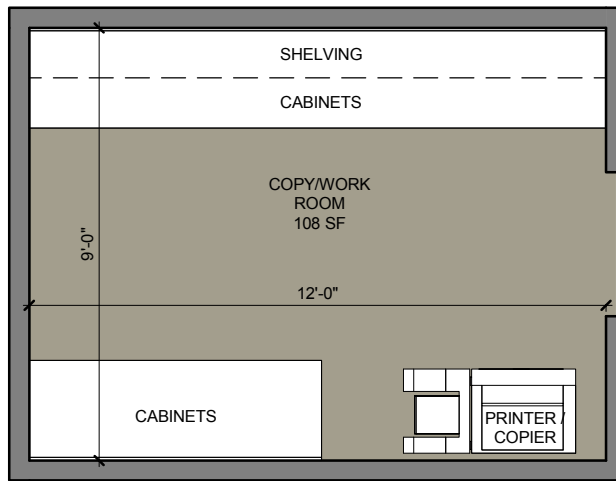
- Power at walls and work tables

Separate-contract Systems and Equipment:

- Compressed air supply

Owner-supplied Systems and Equipment:

- Shelving
- Work tables



Critical Physical Adjacencies:

- Reception
- Manager's Office

Finishes:

- Suspended acoustical tile ceiling
- Textured and painted gypsum board walls
- No chair rail required
- Rubber wall base
- Carpet tile floor

Other Requirements:

- Room identification signage
- Windows preferred, not operable
- Acoustic separation, STC 65

In-contract Systems and Equipment:

- Data and power at walls and table center
- Public address speaker at ceiling
- Direct/indirect lighting with occupancy sensor and override
- Dedicated VAV with CO2 sensor demand ventilation

Separate-contract Systems and Equipment:

- Cabinets
- Copier / printer

Owner-supplied Systems and Equipment:

- CPU, mouse, keyboard, webcam, 60" monitor
- Conference phone
- Trash and recycle bins



Sunwood Dr

THE DRAW

COTTONWOOD PARK

10
HIGHWAY 10

169

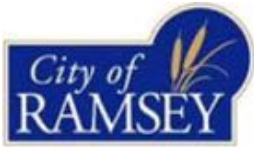
56

Limonite St

143rd Ave

142ND AVE NW

MCKINLEY ST



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

CC Regular Session

7.7.

Meeting Date: 05/22/2018

By: Chloe McGuire Brigl, Community
Development

Information

Title:

Approve Scope and Work Plan for Highway 47 Land Use Planning and Image Efforts (Non-Traffic Issues)

Purpose/Background:

The City's Strategic Plan includes an initiative to 'improve the image of key corridors' by using Property Owner/Citizen Engagement strategies to develop an adopted Statement of Goals. The primary corridors identified in the Strategic Plan include Highway 10, Nowthen Boulevard, Highway 47, and Armstrong Boulevard. The purpose of this case is to develop a work plan for Highway 47.

The purpose of this case is to focus on efforts specifically to Highway 47.

Observations/Alternatives:

Staff has identified a need/opportunity to communicate an update to key stakeholders. In discussions with Highway 47 stakeholders, residents felt the need for additional study on enhancing the image, increasing retail, reducing noise, and improving traffic flows.

The Highway 47 Corridor Improvement Program Work Plan is recommended to have the following steps:

1. Background Data Collection: Stakeholder engagement, qualitative and quantitative data gathering
2. Determine key issues, barriers, and goals
3. Solutions: Develop list of potential solutions to solve key issues and meet goals
4. Adopt Final Plan

Community Engagement centers around three key milestones:

1. Identify the problem attempting to be solved. Identify the issues surrounding the topic.
2. Identify potential solutions generated by the community (City doesn't lead with solutions).
3. Evaluate and prioritize solutions.

The engagement effort is planned to be completed in one (1) year with six (6) to nine (9) months for engagement efforts and background research. This timeline is focused on developing a more comprehensive approach and new policies and programs. This is the typical length for a small area or corridor plan, in order to fully gather necessary data, research best practices, connect with affected agencies, and engage the community meaningfully.

In the meantime, Staff is working on several existing initiatives to improve the image of this corridor.

1. Code Enforcement Case Management on key nodes and violations.
 1. A cluster of cases exist at the Bunker Lake Boulevard and Alpine Drive Nodes.
2. Preparing a Streetscape Plan (landscaping, street lighting, signage)
 1. A **draft** signage plan/manual is attached. Please note that this is highly draft in format. Staff is finding difficulty in reducing costs of current sign design guidance and merging with new brand guidelines without sacrificing quality design. Before Staff expends more resources, it is desired to check in with

- the City Council on overall approach to make steps moving forward more efficient and cost-effective.
2. Staff would like feedback on this exercise before moving forward. Currently, staff is working with WSB for a low-cost, high-impact project for signage that would likely cost 30% less than previously planned signage. The plan is working within the existing signage framework and marketing plan. Staff would like feedback as to whether the low-cost, high-impact signage is still desired. The City could spend more (approximately \$40,000) on signage that would fit the Ramsey Brand and look similar to COR signage.
 1. Should staff direct WSB to eliminate low-cost options, or should WSB continue to develop low-cost, high-impact signage?

There are other intermediary steps the Council could take for lower cost, shorter term policies.

1. More proactive enforcement along the corridor. For example, Staff does get multiple complaints about temporary signage along the corridor. Rather than waiting for a complaint, Staff could be directed to do a more regular, proactive, yet business friendly approach.

Alternatives

- Plan is Optional. This planning effort is not required by any statute and is not a required element of the City's Comprehensive Plan. However, this is a high priority for the City Council through its Strategic Plan. This planning project has been considered in the current budget.
- Shorten Length of Project. The current schedule shows a one year effort. If desired, staff could shorten the project timeline to three (3) to six (6) months. In doing so, this project would be prioritized above other projects, and the level of engagement and thoroughness would likely decrease. However, with Council's desire to have actionable steps and movement in the process, this may be a desired timeline.
- Steering Committee. The City Council could establish an ad-hoc steering committee to guide this work. Given the scope of the project, Staff does not believe this is necessary unless the early stages of the process present the need. Staff believes the process can be administered within our existing structure of Council, Commissions, and Staff supplemented with three community workshops and one-on-one meetings as needed. Steering Committees are a valuable and transparent element of the planning process, however come with additional administrative overhead. Based on current Staffing levels and existing Commissions/Committees, the administration of another steering committee would be difficult. Staff recommends leaving this resource for Highway 10 Planning Efforts.
- Traffic Study. The City Council could add a traffic study component to this. Staff has had this conversation with Anoka County. At this time, it is recommended that the City simply review applicable alternatives from the circa 2006/2007 Highway 47 Study. Not all alternatives are still viable; however, there is still applicable data and approaches. A new study would range between \$50,000 and \$100,000.

Funding Source:

This case is being handled as part of normal staff duties. No additional funding is being requested. Staff has intentionally left this work plan at a strategic level to allow flexibility in the approach as the process unfolds, while not requesting additional resources.

Recommendation:

Staff recommends approval of the attached work plan.

Action:

Motion to approve the scope and work plan for the Highway 47 Corridor Improvement Program.

Attachments

Work Plan Proposal

Schedule

DRAFT Signage Manual

Form Review

Inbox

Tim Gladhill

Tim Gladhill

Tim Gladhill

Kurt Ulrich

Form Started By: Chloe McGuire Brigl

Final Approval Date: 05/17/2018

Reviewed By

Tim Gladhill

Tim Gladhill

Tim Gladhill

Kurt Ulrich

Date

05/16/2018 08:11 AM

05/16/2018 11:09 AM

05/17/2018 09:34 AM

05/17/2018 09:40 AM

Started On: 05/10/2018 10:50 AM

Highway 47 Work Plan Proposal

Purpose

The City has an adopted a Strategic Plan that includes an initiative to improve the image of key corridors including Highway 47. The City continues to get feedback from industrial, commercial and residential stakeholders that the image and safety along Highway 47 is an issue that needs to be addressed. The City Council first desires to work with the community and stakeholders to identify/ confirm that the consensus of the community is that image and safety issues do indeed exist, and continue to work with the community and stakeholders to identify strategies to address the issue, if needed.

Timeline

Staff will begin work on the Highway 47 Plan in June 2018, with an end date of June 2019. The Highway 47 Plan will be finalized, reviewed, and adopted by the City Council in June 2019. The Plan of Action for Highway 47 is anticipated to be the authorization to being to implement acceptable strategies.

Plan of Action/Key Steps

In order to move from discussion to action, this Plan of Action is offered as a guide to complete the desired initiatives in a reasonable timeframe (approximately 1 year) and ensure that this remains a high priority for the community.

1. Authorize Work Plan
2. Collect Background Data and Determine Key Issues/Barriers and Set Goals
3. Develop List of Potential Solutions
4. Implement Strategies

Step 1: Authorize Work Plan

To ensure that all are moving towards a common goal in a manner that meets the needs of policy makers, a work plan is first developed to hold the project team accountable for completing key tasks at agreed upon time frames.

Authorization of the Work Plan is planned for May 22, 2018.

Step 2: Collect Background Data and Determine Key Issues

The Strategic Plan identifies utilizing resident engagement techniques as the first step in identifying a problem and designing strategies. The City Council does not want to suggest strategies, but wants the stakeholders that are impacted by these policy decisions to design said strategies. Resident engagement is planned to be an inclusive process while keeping in mind the desire to move towards action in a reasonable timeframe.

Engagement of stakeholders will be paired with quantitative data gathering to better understand certain metrics related to daily usage, safety, and noise pollution.

This collection and analysis of background data is to be accomplished through the hosting of community workshops, partnership with local entities, and providing online options for community engagement.

Highway 47 Community Workshops

Staff will host two community workshops to help collect background data, determine key issues, and set goals for the corridor.

Meeting #1: Identify major issues and problems along Highway 47; draft a problem statement for the corridor

Meeting #2: Brainstorm ideas to help solve the problems and issues outlined in the first meeting

City staff will advertise workshops the City website, advertisements on Facebook and the Ramsey Resident Guide.

For those unable to attend community workshops, city staff will create opportunities to leave comments or suggestions on an online map. Following community workshops, staff will update the Planning Commission and the City Council on the progress of the plan.

Partnership with Local Entities

City Staff will work with the MnDOT, Anoka County, the Ramsey Police Department, and neighborhood organizations to gather both quantitative (crash data, noise levels, traffic levels, etc.) and qualitative data (image of corridor, desired improvements, etc.). Staff will also attempt to work with local businesses along Highway 47, specifically those at the 167/47 Node.

Step 3: Develop List of Potential Solutions

Staff will host one community workshops to develop a list of solutions and policies for the corridor.

Meeting #3: Choose ideas brainstormed in meeting 2 to solve problems identified in meeting 1

Staff will research best practices and develop policies to include in the plan based upon the solutions identified in the community workshop. Staff wants to ensure strategies are developed through community engagement and outreach.

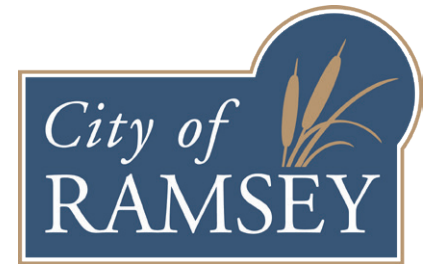
Step 4: Plan Development

Staff will develop the final plan including policies, strategies, and specific goals for the corridor based upon the background research and community workshops. Details will not be known until strategies are developed. Staff will review the plan draft with the Planning Commission, Economic Development Association, and City Council. Ultimately, the City Council will approve the plan.

Highway 47 Plan of Action

	Quarter 2, 2018		Quarter 3, 2018			Quarter 4, 2018			Quarter 1, 2019			Quarter 2, 2019		
	May	June	July	August	September	October	November	December	January	February	March	April	May	June
Task 1: Authorize Work Plan														
City Council Authorization														
Task 2: Collect Background Data and Determine Key Issues														
Tour of Highway 47														
Develop Communications Materials														
Gather Background Data														
Community Workshop #1: Identify Problems														
Online Mapping Exercise														
Business Engagement at 167/47														
Community Workshop #1: Brainstorm Ideas														
Summarize and Analyze Research and Workshops														
Review Results with Planning Commission														
Task 3: Develop List of Potential Solutions														
Community Workshop #3: Choose Ideas														
Research Best Practices														
Develop Policies														
Task 4: Plan Development														
Develop Plan Draft														
Develop Policies for Selected Strategies														
Review Plan Draft with Planning Commission														
Review Plan Draft with EDA														
City Council Adopts Plan														

	Internal
	Engagement
	Boards, Commission, Council



CITY OF RAMSEY KEY NODES AND STREETScape GUIDE

DRAFT



Project Number: 011565-000
April 19, 2018

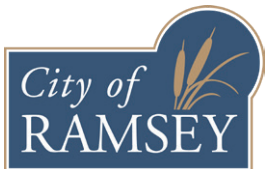


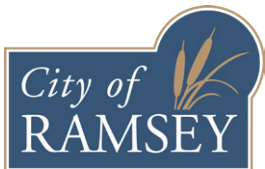
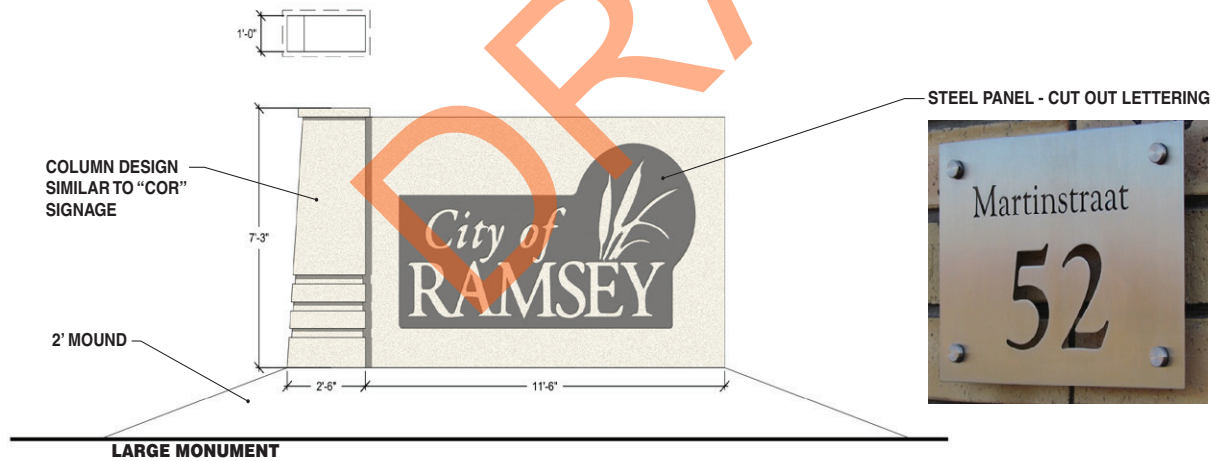
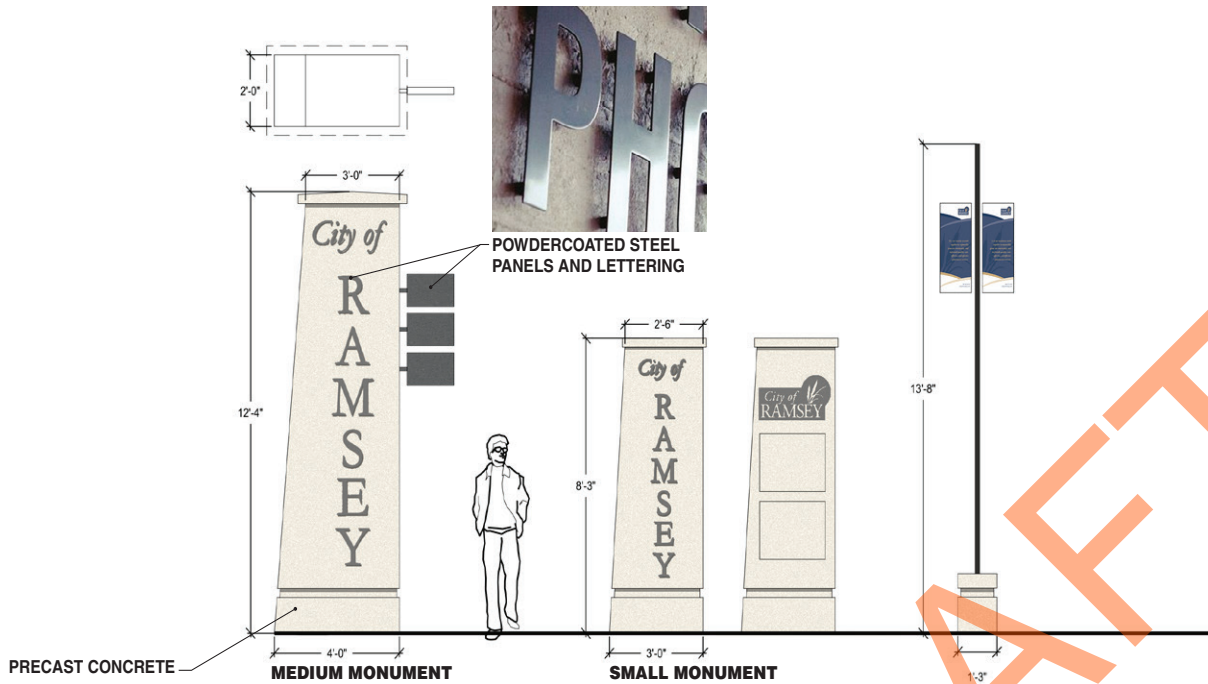
EXISTING X-LARGE SIGNAGE LOCATED ON HWY 10
NEAR CITY HALL

DRAFT



- RETROFITTED EXISTING X-LARGE SIGNAGE
- REPAINT WITH BLUE TO MATCH RAMSEY LOGO
 - ADD "CITY OF RAMSEY" PANEL TO TOP OF SIGN
 - REPLACE TENANT SIGNAGE WITH "THE COR" LOGO

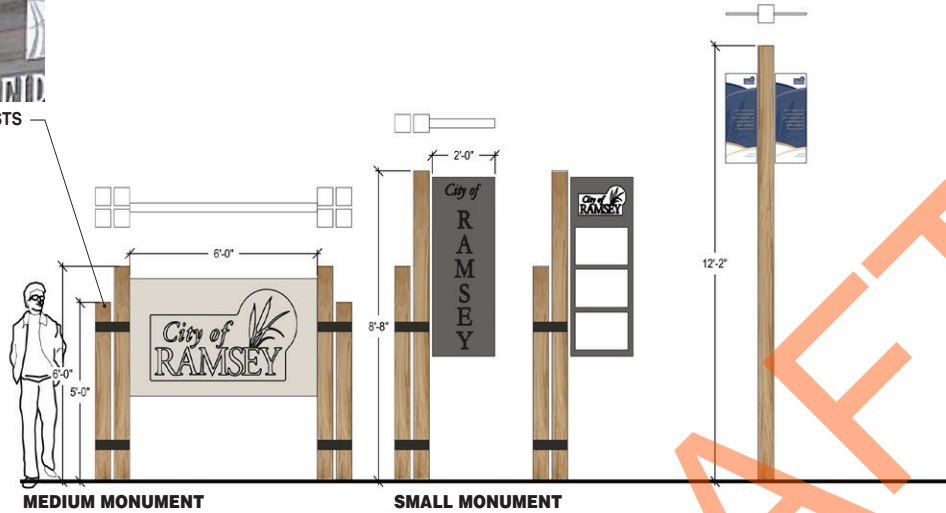




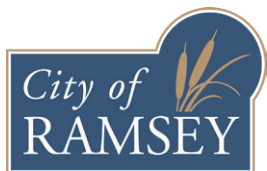
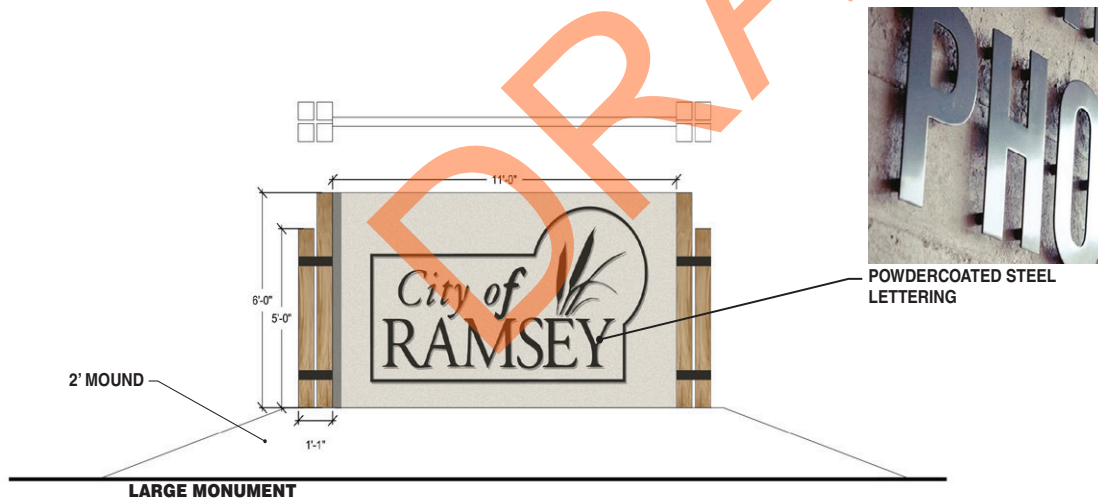
CITY OF RAMSEY KEY NODES AND STREETScape GUIDE
Signage Concept 1

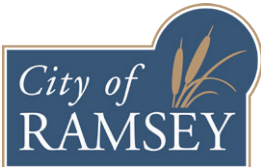
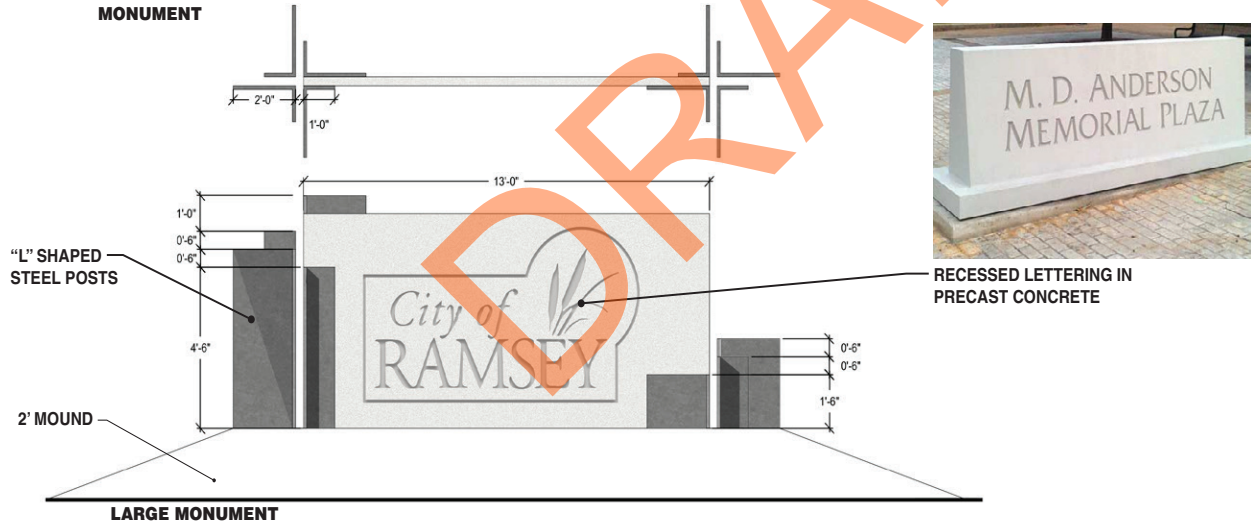
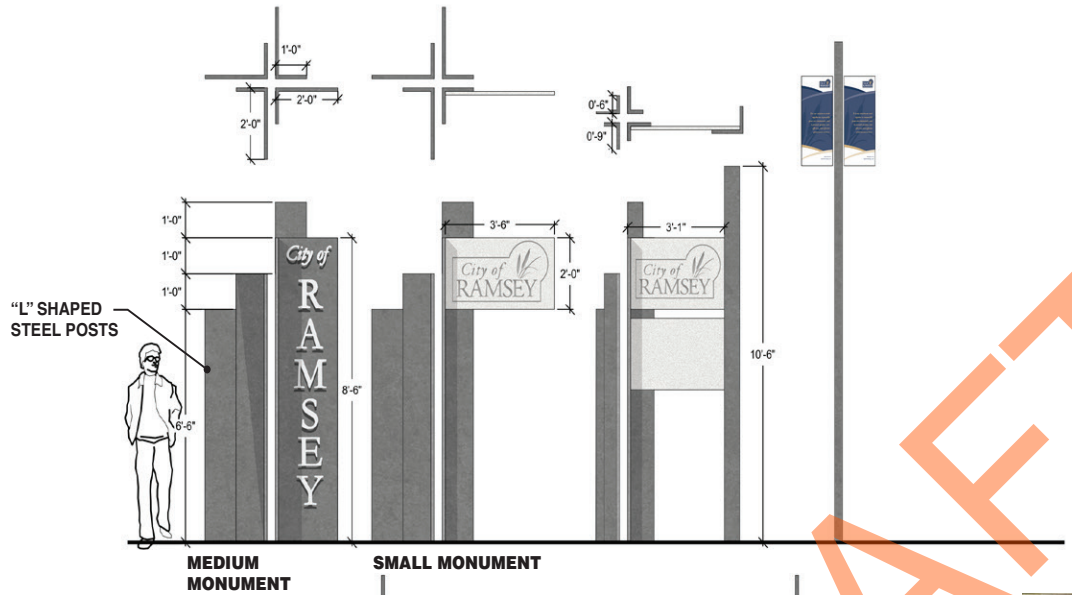


TIMBER POSTS



EXAMPLE SIGNAGE WITH TIMBER POSTS





CITY OF RAMSEY KEY NODES AND STREETScape GUIDE
Signage Concept 3

TREE SELECTIONS FROM COR DESIGN FRAMEWORK MANUAL

**UNDER POWER LINE TREES
(NORTH BOULEVARD)**

- SPRING SNOW CRABAPPLE
- KELSEY CRABAPPLE
- JAPANESE TREE LILAC

**SHADE TREES
(SOUTH BOULEVARD)**

- VALLEY FORGE ELM
- BOULEVARD LINDEN
- SKYLINE HONEYLOCUST

**PLANTINGS AROUND
MONUMENT SIGNS**

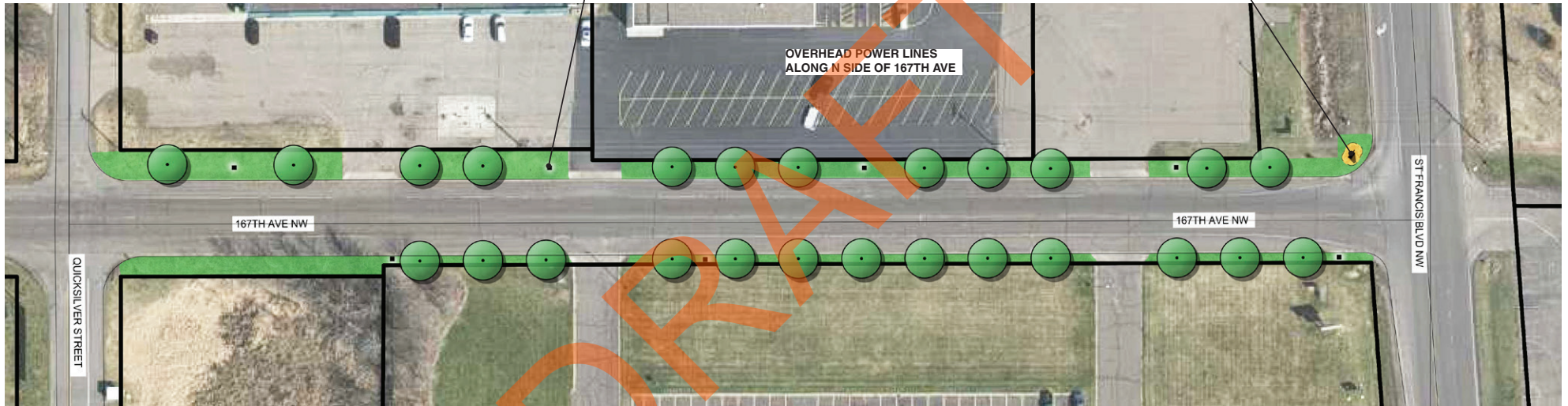
- CHICAGO APACHE DAYLILY
- WALKER'S LOW CATMINT
- PRAIRE DROPSEED



BANNERS ATTACHED TO LIGHTPOLES

CITY STANDARD LIGHTPOLE SPACED 100' APART - ALTERNATING SIDES OF ROAD

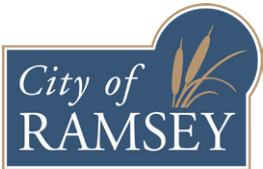
MEDIUM MONUMENT SIGN WITH PLANTINGS





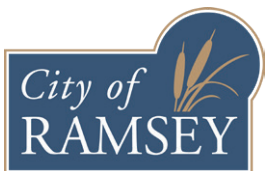
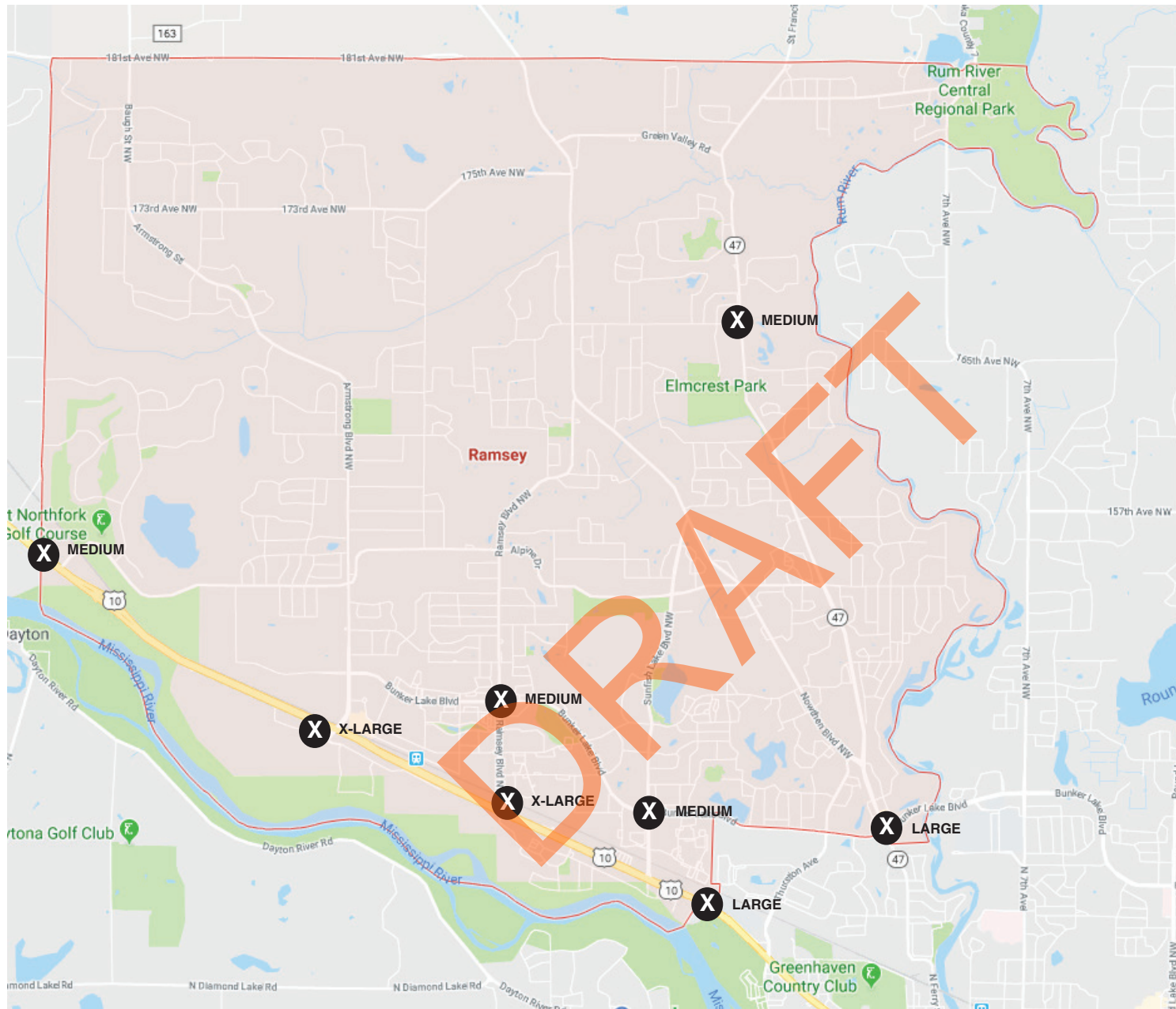
BANNER POLE LOCATIONS (●) COULD BE PLACED:

1. BUNKER LAKE BLVD MEDIAN
2. ST. FRANCIS BLVD MEDIAN
3. BEHIND MONUMENT SIGN



CITY OF RAMSEY KEY NODES AND STREETScape GUIDE
St Francis and Bunker Lake Blvd

X PROPOSED MONUMENT SIGN
LOCATION AND MONUMENT SIZE



CITY OF RAMSEY KEY NODES AND STREETScape GUIDE

Potential Signage Areas